

**INDEPENDENT SCHOOL  
DISTRICT #624**



**SCHOOL BOARD  
AGENDA**

February 8, 2016

**Independent School District No. 624**

# **MISSION STATEMENT**

**The mission of the White Bear Lake Area School District, a leader in innovative education and community partnerships, is to ensure our students:**

- **develop a love for learning,**
- **excel academically,**
- **are inspired to realize their dreams, and**
- **become engaged citizens with a global understanding**

**by challenging each student with a dynamic, respectful and inclusive environment that nurtures the unique talents and abilities of every student.**

*Approved by White Bear Lake Area School Board on June 13, 2011.*

**INDEPENDENT SCHOOL DISTRICT NO. 624  
WHITE BEAR LAKE, MN 55110**

To: Members of the School Board

From: Michael J. Lovett  
Superintendent of Schools

Date: February 1, 2016

A Student Recognition will be held on **Monday, February 8, 2016**, at **6:15 p.m.** in the Community Room at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A meeting of the White Bear Lake Area School Board will be held on **Monday, February 8, 2016** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

**AGENDA**

**A. PROCEDURAL ITEMS**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve Agenda
5. Consent Agenda
  - a) Approval of Minutes
  - b) Payment of Invoices
  - c) Correspondence
  - d) Acceptance of Gifts
  - e) Approve Field Trips
  - f) Human Resources Items

**B. PUBLIC FORUM**

During the Public Forum any person may address the School Board on a topic of interest or concern. Listed below are the procedures for Public Forum.

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open up to 30 minutes (3minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those who wish to address the Board should fill out the Public Forum Speaker Card and submit the card to the School Board clerk or other district official at the meeting.
4. Questions may be asked on any topic, including those on the agenda.
5. School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.

6. An attempt will be made to answer questions addressed to the Board. In those cases where an answer is not provided a contact from an appropriate school district official will be made as a follow-up.
7. A handout on the purpose of school board meetings and the meeting process is available at each school board meeting.
8. Citizens may be asked to address the school board on a particular subject during the discussion of that item.
9. The School Board Chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

**C. INFORMATION ITEMS**

1. Report on ConnectED Library Challenge
2. Superintendent's Report

**D. DISCUSSION ITEMS**

1. First Reading of School Board Policies:
  - a) Policy 614, School District Testing Plan and Procedure - eliminate
  - b) Policy 616, School District System Accountability
  - c) Policy 618, Assessment of Student Achievement
2. Proposed Calendars for 2016-17 and 2017-18

**E. OPERATIONAL ITEMS**

1. Action on Appointment of School Board Representative to the Minnesota State High School League
2. Approval of Bid – South Campus HVAC Replacement Phase 2
3. Action on 2015-17 Collective Bargaining Agreements for Bus Drivers and Aides
4. Action on 2015-17 Collective Bargaining Agreement for Custodians
5. Action on 2015-17 Collective Bargaining Agreement for Clerical
6. Second Reading of School Board Policies:
  - a) Policy 304, Superintendent Contract, Duties and Evaluation
  - b) Policy 304 – Addendum A
  - c) Policy 304 – Addendum B
  - d) Policy 524, Electronic Technologies Acceptable Use Policy
  - e) Policy 901, Community Education
  - f) Policy 910, Awarding of Honorary Diplomas

**F. BOARD FORUM**

**G. ADJOURNMENT**

# **A. PROCEDURAL ITEMS**

AGENDA ITEM: **Consent Agenda**  
MEETING DATE: **February 8, 2016**  
SUGGESTED DISPOSITION: **Action Items**  
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

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Consent Agenda

- a) Approval of Minutes
- b) Payment of Invoices
- c) Correspondence
- d) Acceptance of Gifts
- e) Field Trip Request(s)
- f) Human Resources Items

**RECOMMENDATION:**

Approve the items listed on the Consent Agenda.

AGENDA ITEM: **School Board Minutes**  
MEETING DATE: **February 8, 2016**  
SUGGESTED DISPOSITION: **Action Item**  
CONTACT PERSON(S): **Ellen Fahey, School Board Clerk**

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**Background:**

The School Board minutes from last month's meeting are being presented for approval by the School Board.

**Recommendation:** Approve minutes.

**INDEPENDENT SCHOOL DISTRICT NO. 624  
WHITE BEAR LAKE, MN 55110**

A meeting of the White Bear Lake Area School Board was held on **Monday, January 11, 2016** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN 55110.

**A. PROCEDURAL ITEMS**

1. Chair Newberg called the meeting to order at 7:06 p.m.
2. Oath of Office of Elected Officials – Board Chair Newberg gave the oath of office to the newly appointed Board members Fahey, Newmaster, and Wilson. They were congratulated by all present.
3. Roll Call – Present: Chapman, Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson  
Ex-Officio: Michael Lovett, Superintendent of Schools  
Cabinet: Daniels, Kazmierczak, Paul, Vette, Wehrkamp, Garrison, Goers  
Student School Board Representative: Kyra Renner
4. Pledge of Allegiance
5. Kimball moved and Newmaster seconded to approve the agenda as presented. ***Voice vote: all ayes. Motion carried.***
6. Reorganization of School Board:
  - Kimball nominated Newberg as Chair. ***Voice Vote: all ayes. Motion carried.***
  - Newberg nominated Kimball as Vice Chair. ***Voice Vote: all ayes. Motion carried.***
  - Newberg nominated Fahey as Clerk. ***Voice Vote: All Ayes. Motion carried.***
  - Kimball nominated Chapman as Treasurer. Fahey nominated Mullin as Treasurer. ***Hand Vote: Chapman 5 and Mullin 2.***
7. Chapman moved and Wilson seconded to approve the consent agenda consisting of:
  - Approval of minutes of regular meeting of December 14, 2015;
  - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
  - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
  - Passage of resolution to approve personnel issues to include:
    - **Resignation/Termination – Classified Staff**
      - Jacqueline Heaton – Extended Day Program Assistant Leader, Matoska Elementary  
Employed by District 624 since 10/27/2014  
Effective Date: 12/18/2015
      - Douglas Martin – Health Assistant, Otter Lake Elementary  
Employed by District 624 since 08/31/2011  
Effective Date Per Agreement: 12/11/2015
      - Joan Mellgren – Paraprofessional, Otter Lake Elementary  
Employed by District 624 since 09/05/2000  
Effective Date: 12/04/2015
      - Teresa Sundberg – Extended Day Program Assistant Leader, Otter Lake Elementary  
Employed by District 624 since 08/26/2002  
Effective Date: 12/31/2015



Ashley Terlinde-Wendt – Cook, Central Middle School

Employed by District 624 since 09/07/2015

Effective Date: 12/09/2015

Julie Wodicka – Payroll Clerk, District Center

Employed by District 624 since 02/14/2005

Effective Date: 12/11/2015

➤ **Full – Time Leave Request – Certified Staff**

Jeanne Anderson – 1st Grade Teacher, Lakeaires Elementary

Employed by District 624 since 08/22/1985

Effective Date: September 8, 2015 through January 8, 2016

➤ **Change In Continuing Contract – Certified Staff**

Francine Fox – Speech Language Pathologist, Otter Lake Elementary

From .40 f.t.e. to .60 f.t.e.

Effective Date: January 4, 2016 through June 10, 2016

➤ **New Personnel – Classified Staff**

Emilee Lerol – Extended Day Program Assistant Leader, Oneka

Elementary, \$12.92 / hr., 2.5 hrs. / 143 days \$4,618.90

Effective Date: 12/7/2015

Leonel Sanchez – Extended Day Program Aide, Birch Lake Elementary,

\$12.04 / hr., 21 hrs. per week / 129 days \$7,377.51

Effective Date: 1/4/2016

Cynthia Steele – Extended Day Program Assistant Leader, District Wide,

\$12.92 / hr., 5.5 hrs. / 143 days \$10,161.58

Effective Date: 1/7/2016

Mesfin Tessema – Custodian, High School – North Campus

\$16.78 / hr., 8 hrs. / 143 days \$19,482.31

Effective Date: 12/14/2015

➤ **New Personnel – Confidential Staff**

Julie Wodicka – Human Resources Specialist, District Center

\$32,106.51 (Pro-rated on \$58,600)

Effective Date: 12/14/2015

➤ **Retirement – Certified Staff**

Colleen Gorham – 2nd Grade Teacher, Oneka Elementary

Employed by District 624 since 08/21/1986

Effective Date: 07/21/2016

➤ **New Long Term Substitute – Certified Staff**

Amy Goertzen – Grade 1 Teacher, Lakeaires Elementary

BA, Step 2 \$31,637.92 (Pro-rated on \$41,193)

Effective Date: August 31, 2015 – April 8, 2016

**Roll call vote: ayes: Chapman, Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson; nays, none. Motion carried.**

**B. PUBLIC FORUM** - There were no speakers during public forum.

### C. INFORMATION ITEMS

1. Overview of Welcome to White Bear Week and Update on Registration Information for 2016-17 – Marisa Vette, Director of Communications and Community Relations, highlighted information as to student academic achievement, district mission and core values. Nancy Melquist, Sara Svir, Christina Pierre, and Sara Paul highlighted program offerings and upcoming open houses at all district sites. Complete information on program offerings and open house dates are available on the district website.

***Note: Kim Chapman left the meeting at 7:25 p.m. to attend his son's band concert.***

2. Superintendent's Report – The high school's fall musical, "Nice Work If You Can Get It," received 20 awards from the Hennepin Theatre Trust's SpotLight Music Theatre Program. This is the seventh consecutive year of accolades from the SpotLight Awards. Registration for the 2016-17 school year is happening throughout the district during the month of January. At the MSBA (Minnesota School Board Association) conference the Tech Depot middle school students will be presenting as part of the Show & Tell session. It is paraprofessional recognition week.

Student School Board Representative Kyra Renner reported on winter sports taking place over the break and noted there are more career pathway courses for students to choose as they register by the end of the semester for next year's classes. North Campus is collecting winter clothing for the homeless and students were able to take the practice ACT. South Campus AVID students Coffee for Water event is the morning of Jan 13. On Jan 14 the Construct Tomorrow presentation will take place at the ALC. The one act play, the "*Imaginary Invalid*", will be performed on Jan 22. Upcoming February events include: 5th grade orchestra concerts; South Campus Band and Choir will take part in the SEC festival on Feb. 1; and annual Night Club at South Campus on Feb. 6 with tickets available on feepay now.

### D. DISCUSSION ITEMS

1. First Reading of Policies:
  - a) Policy 304, Superintendent Contract, Duties and Evaluation
  - b) Policy 304 – Addendum A
  - c) Policy 304 – Addendum B
  - d) Policy 524, Electronic Technologies Acceptable Use Policy
  - e) Policy 901, Community Education
  - f) Policy 910, Awarding of Honorary DiplomasThese policies will be on the February 8, 2016 school board agenda for action.

**E. OPERATIONAL ITEMS**

1. Wilson moved and Newmaster seconded to approve the 2016 School Board Operating Procedures. ***Voice vote: all ayes. Motion carried.***
2. Fahey moved and Kimball seconded to approve the School Board members' compensation remain at the same compensation levels in place in 2015. ***Roll call vote: ayes: Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson; nays, none. Motion carried.***
3. Fahey moved and Newmaster seconded to approve the appointment of Janet Newberg as the district representative on the Northeast Metro 916 Intermediate School Board for 2016. ***Voice vote: all ayes. Motion carried.***
4. Wilson moved and Kimball seconded to approve the appointment of Ellen Fahey as the district representative on the East Metro Integration District 6067 School Board for 2016. ***Voice vote: all ayes. Motion carried.***
5. Kimball moved and Newmaster seconded to approve the School Board committee assignments for 2016. ***Voice vote: all ayes. Motioned carried.***
6. Kimball moved and Wilson seconded to approve the official depositories for the school district funds and authorized bank accounts and signatures for 2016. ***Roll call vote: ayes: Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson; nays, none. Motioned carried.***
7. Wilson moved and Newmaster seconded to approve the White Bear Press as the official publication for the school district for 2016. ***Roll call vote: ayes: Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson; nays: none. Motion carried.***
8. Kimball moved and Fahey seconded to approve the appointment of Linda Goers, Director of Human Resources, as the District Human Rights Officer and Title IX Coordinator, and Kathleen Daniels, Director of Student Support Services, as the District ADA/504 Coordinator in conformance with School Board policies. ***Voice vote: all ayes. Motioned carried.***
9. Newmaster moved and Kimball seconded to authorize Dr. Michael Lovett as the Local Education Agency (LEA) representative for the purpose of reviewing and approving documents required for compliance to federal programs included in the Elementary and Secondary Education Act (ESEA) for 2016. ***Voice vote: all ayes. Motion carried.***
10. Wilson moved and Kimball seconded to approve the legal counsel for 2016, as follows: Knutson, Flynn and Deans; Ratwik, Roszak and Maloney; Rupp, Anderson, Squires and Waldsperger, P.A., and others, as needed. ***Voice vote: all ayes. Motion carried.***

11. Fahey moved and Kimball seconded to approve the School Board liaison assignments for 2016. *Voice vote: all ayes. Motioned carried.*
12. Kimball moved and Newmaster seconded to accept the bid for the Sunrise Park Middle School replacement HVAC systems project submitted by Horwitz Mechanical Construction and Service in the amount of \$199,870. *Roll call vote: ayes: Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson; nays, none. Motion carried.*
13. Wilson moved and Fahey seconded to authorize District Administration to initiate the procurement process for student transportation services contract(s) commencing with the 2016-17 school year for a period not to exceed (2) two years with an option for additional years and other terms, consistent with Minnesota Statutes 2015, Sec. 123B.52, Subds. 1 and 3. *Roll call vote: ayes: Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson; nays: none. Motion carried.*

**F. BOARD FORUM** - Wilson provided a brief explanation of the role of the school board to the students present and thanked the community for an opportunity to serve on the board. Kimball officially acknowledged the work of the paraprofessionals. Previous board members Hiniker, Storey, and Swanson were thanked for their service. New board members Fahey, Newmaster, and Wilson were welcomed.

*Note: Chapman returned at 8:04 pm.*

**G. ADJOURNMENT** – Wilson moved and Newberg seconded to adjourn the meeting at 8:05 p.m. Voice vote: all ayes. Motion carried.

Submitted by: Ellen Fahey, Clerk

INDEPENDENT SCHOOL DISTRICT NO. 624  
WHITE BEAR LAKE, MN 55110

A work study session of the White Bear Lake Area School Board was held on **Monday, January 25, 2016** at 5:30 p.m. in Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

**A. PROCEDURAL ITEMS**

Call to order - Newberg called the meeting to order at 5:30 p.m.

Roll Call - Present : Chapman, Fahey, Kimball, Newberg, Newmaster, Wilson

Absent: Mullin

Ex-officio: Lovett

Cabinet: Daniels, Garrison, Goers, Kazmierczak, Vette, Wehrkamp

**B. DISCUSSION ITEMS**

1. School Board/Superintendent Goals
  - a. Goal 1, Strategy IV: *We will create a district-wide culture that inspires innovation, a passion for learning, and confidence to pursue dreams.*
    - Strategic Applications of Technology - Mark Garrison, Director of Technology and Innovation, and Steve Asper provided background on the strategic applications of technology from 2009 - 2015 which included planning, infrastructure, applications, instructional support, and devices. He reported on the current initiatives of Grade 7-10 1:1 chromebooks and the Ramsey County Library Partnership. Planning is in process for 2016-2017 1:1 Grades 6-12 and for 2017-2018 classroom sets for K - 5. Upcoming decisions will be made in the areas of infrastructure, applications, redesign of learning spaces, IT pathway, and staffing. The complete presentation is on the district's website.
  - b. Goal 1, Strategy III: *We will ensure our facilities support our district's mission and objectives.*
    - Comprehensive Facilities Planning - Dr. Wayne Kazmierczak, Assistant Superintendent for Finance and Operations, presented a draft timeline 2016 to 2023 of a comprehensive facilities planning process. Also included in the presentation was a report on projects completed during 2008 through 2015, "Phase I" projects intended to be completed by the fall of 2016, and several critical factors that emerged during 2014 and 2015 which require a more comprehensive and strategic evaluation of School District facilities. The complete presentation is on the district's website.
    - Community Achievement Center Project Proposal Update - Dr. Michael Lovett, Superintendent, provided an update that this proposal was not included in Governor Dayton's bonding proposal. It remains a priority of Senator Chuck Wiger.

2. Update on Community Services Survey of Senior Citizens - Kristine Wehrkamp, Director of Community Services and Recreation, presented the results of a survey of over 1100 seniors living in the White Bear Lake Area School District conducted by the Morris Leatherman Company. The survey produced five themes: services, transportation, health care, housing, recreation, and enrichment; that will guide community action teams in their future work of addressing any barriers, gaps, or opportunities for enhanced services and recreation/enrichment activities for this growing population. The complete presentation is on the district's website.

RECESS - Chair Newberg called the meeting into recess at 7:33 p.m.

3. Negotiations Study Session - Chair Newberg reconvened the meeting at 7:39 p.m. This portion of the meeting was closed to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota Statutes 179.A.01 to 179.A.25. Board members present: Chapman, Fahey, Kimball, Newberg, Newmaster, Wilson. Board member absent: Mullin  
Administrators present: Lovett, Goers, Kazmierczak

C. **ADJOURNMENT** - Newberg adjourned the closed session at 8:35 p.m.

Submitted by: Ellen Fahey, Clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **February 8, 2016**

SUGGESTED DISPOSITION: **Action Item**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Assistant Superintendent of**  
**Finance and Operations**  
**Mary Vaske, Controller**

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**Background:**

Enclosed in this packet are the monthly check registers for the previous period.

**Recommendation:**

Administration recommends that the Board approve the payments itemized in the check registers.

## White Bear Lake Area Schools Electronic Transfers - January

	1/13/2016	1/15/2016	1/27/2016	1/29/2016
State of MN - Unemployment Insurance	7,222.13			
Direct Deposit 433025-434371		1,673,179.81		
U.S. Treasury (FICA, Medicare, withholding)		651,420.50		
MN State Income Tax		100,992.73		
PERA		104,713.38		
TRA		307,747.48		
White Bear Lake Teacher's Association		38,207.09		
Empower		4,240.67		
American Funds		80,035.23		
AIG		6,985.46		
ESI		24,674.09		
AXA		34,270.16		
State of MN Levies		1,922.70		
Bond Payments - Wells Fargo			9,117,191.41	
Direct Deposit 434372-435794				1,686,084.75
U.S. Treasury (FICA, Medicare, withholding)				642,307.02
MN State Income Tax				98,620.20
PERA				105,891.61
TRA				300,718.36
White Bear Lake Teacher's Association				38,066.61
Empower				4,240.67
American Funds				76,885.97
AIG				6,985.46
ESI				24,740.75
AXA				33,934.89
State of MN Levies				2,525.72



Check Nbr	Vendor Name	Check Date	Check Amount
151600520	ACCIARI, NICOLE E	01/05/2016	127.10
151600521	ALLEN, STEVEN H	01/05/2016	420.71
151600522	ANDERSON, MARGARET ANN	01/05/2016	605.55
151600523	ANDERSON, MELISSA KAY	01/05/2016	52.90
151600524	ANFANG, SALLY G	01/05/2016	73.52
151600525	BARTH, CARRIE M	01/05/2016	390.00
151600526	BARTLETT, RYAN R	01/05/2016	48.88
151600527	BEGE, JEFFREY T	01/05/2016	190.16
151600528	BOCOCK, GARY R	01/05/2016	390.00
151600529	BOSCH, DONALD	01/05/2016	390.00
151600530	BURMEISTER, JANE M	01/05/2016	41.40
151600531	CHAKOLIS, RICHARD A	01/05/2016	148.03
151600532	CROCK, STEPHANIE L	01/05/2016	183.06
151600533	DANIELSON, MATTHEW C	01/05/2016	39.88
151600534	DEEN, DENISE T	01/05/2016	246.11
151600535	DERBY, SARA A	01/05/2016	109.28
151600536	DYMIT, MARIE S	01/05/2016	62.27
151600537	EDGELL, JANE E	01/05/2016	112.13
151600538	EGEMO, PATRICIA ANN	01/05/2016	36.22
151600539	ESBOLDT, LISA A	01/05/2016	257.03
151600540	FUHRMAN, SARAH J	01/05/2016	58.65
151600541	GIESE, RACHEL M	01/05/2016	100.63
151600542	GROSSMAN, THOMAS C	01/05/2016	300.00
151600543	HALL, SUZANNE N	01/05/2016	84.53
151600544	HAWKINSON, STEVEN A	01/05/2016	19.55
151600545	HERMANN, TIMOTHY J	01/05/2016	390.00
151600546	HOEG, SCOTT A	01/05/2016	50.03
151600547	HOFTIEZER, MICHELLE R	01/05/2016	87.40
151600548	HOLMAN, DUSTIN D	01/05/2016	51.18
151600549	JEBENS-SINGH, TARA L	01/05/2016	919.75
151600550	KATH, ABBY J	01/05/2016	45.04
151600551	KELLEY, DEBRA K	01/05/2016	354.59
151600552	KENTFIELD, KELLY S	01/05/2016	141.65
151600553	KERBAGE, STEPHANIE A	01/05/2016	64.58
151600554	KROCAK, NANCY J	01/05/2016	37.05
151600555	KUEMMEL, JANEEN ELIZABETH	01/05/2016	58.65
151600556	LAMWERS, LINDSAY M	01/05/2016	282.68
151600557	LARSON, BOBBIE JEAN	01/05/2016	109.25
151600558	LEIBEL, KARI A	01/05/2016	51.18
151600559	LEMIEUX, TAMARA M	01/05/2016	121.90
151600560	LEONARD, BRIAN J	01/05/2016	630.92
151600561	LILJA, ELIZABETH M	01/05/2016	30.70
151600562	LODERMEIER, EILEEN F	01/05/2016	322.35
151600563	MALWITZ, REBECCA ANN	01/05/2016	1,493.40
151600564	MURPHY, MARY W	01/05/2016	207.50
151600565	NELSON, ANGELA A	01/05/2016	483.58
151600566	NORTON, EMILY L	01/05/2016	208.94
151600567	ORTHAUS, SARA L	01/05/2016	75.76
151600568	PHETTEPLACE, WANDA M	01/05/2016	83.96
151600569	POKORNY, MARY J	01/05/2016	61.09

Check Nbr	Vendor Name	Check Date	Check Amount
151600570	POUPORE, JULIANNE	01/05/2016	29.38
151600571	PRESSELLER, TRACY A	01/05/2016	263.64
151600572	QIN, YUEFIN	01/05/2016	659.18
151600573	REBER, JODY ANN	01/05/2016	33.45
151600574	ROSSBACH, PATRICIA E	01/05/2016	44.28
151600575	SALKOWICZ, JASON J	01/05/2016	300.00
151600576	SAMPOANG, DESSERAY R	01/05/2016	384.38
151600577	SEEBBA, PAUL T	01/05/2016	60.00
151600578	SKOGEN, MATTHEW K	01/05/2016	186.18
151600579	STEIG, HANNAH M	01/05/2016	36.23
151600580	STUMO, ERIN R	01/05/2016	176.29
151600581	SUOJA, WENDY T	01/05/2016	73.89
151600582	TARNOWSKI, ERIN C	01/05/2016	55.59
151600583	TROSKE, CARRIE L	01/05/2016	195.00
151600584	VAIL, ANNE B	01/05/2016	295.34
151600585	WEHRKAMP, KRISTINE J	01/05/2016	142.17
151600586	WILCOX, TARA MARIE	01/05/2016	95.98
151600587	WILLCOXON SR, PETER	01/05/2016	629.40

68 ACH Check(s) For a Total of 14,511.10

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	68	ACH	Checks For a Total of	14,511.10
	0	Computer	Checks For a Total of	0.00
Total For	68	Manual, Wire Tran, ACH & Computer	Checks	14,511.10
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	14,511.10

Check Nbr	Vendor Name	Check Date	Check Amount
67505	ABC-CLIO LLC	01/07/2016	69.00
67506	AGROPUR INC	01/07/2016	14,471.83
67507	AMAZON	01/07/2016	91.06
67508	AMAZON	01/07/2016	1,518.15
67509	AMAZON	01/07/2016	79.98
67510	AMAZON	01/07/2016	828.99
67511	AMAZON	01/07/2016	797.32
67512	AMAZON	01/07/2016	112.80
67513	AMAZON	01/07/2016	829.66
67514	AMAZON	01/07/2016	651.08
67515	AMAZON	01/07/2016	6,493.36
67516	AMERIPRIDE SERVICES	01/07/2016	1,323.69
67517	ASPER, STEVEN M	01/07/2016	680.95
67518	AT & T MOBILITY	01/07/2016	305.16
67519	BARNETT WB CHRYSLER JEEP DODGE	01/07/2016	1,226.08
67520	BAUMLER, MEGAN DENNIS	01/07/2016	36.10
67521	BLICK ART MATERIALS	01/07/2016	555.39
67522	BLUEBIRD SCREEN PRINT	01/07/2016	3,836.28
67523	BRAINPOP LLC	01/07/2016	2,095.00
67524	CARLSON WAGONLIT TRAVEL	01/07/2016	56,000.00
67525	CDW GOVERNMENT INC	01/07/2016	875.29
67526	COCA-COLA BOTTLING MIDWEST CO	01/07/2016	409.92
67527	COMCAST	01/07/2016	68.90
67528	COMCAST	01/07/2016	10.43
67529	COMMERICAL KITCHEN SERVICES	01/07/2016	3,652.00
67530	COMPASS MINERALS	01/07/2016	3,478.31
67531	CONNEY SAFETY	01/07/2016	200.32
67532	CONTINENTAL CLAY CO	01/07/2016	716.20
67533	COOPS SPORTSWEAR	01/07/2016	735.00
67534	CUB FOODS OF WHITE BEAR TWSHP	01/07/2016	150.66
67535	DELTA EDUCATION	01/07/2016	119.17
67536	DESIGNER SIGN SYSTEMS INC	01/07/2016	171.59
67537	DEY DISTRIBUTING	01/07/2016	27.36
67538	DISCOUNT SCHOOL SUPPLY	01/07/2016	130.73
67539	DISCOVERY EDUCATION	01/07/2016	1,600.00
67540	DIVERSIFIED SNACK DISTRIBUTION	01/07/2016	2,097.14
67541	DONATELLI'S	01/07/2016	596.96
67542	DOCUMENT TECH SOLUTIONS INC	01/07/2016	1,491.09
67543	DOCUMENT TECH SOLUTIONS INC	01/07/2016	900.19
67544	DOCUMENT TECHNOLOGY SOLUTIONS	01/07/2016	1,278.81
67545	EAST METRO INTEGRATION DIST 60	01/07/2016	210.00
67546	FEDEX	01/07/2016	12.05
67547	FILTER RECYCLING SERVICES	01/07/2016	50.00
67548	FIRST STUDENT INC	01/07/2016	4,740.00
67549	FOLLETT SCHOOL SOLUTIONS INC	01/07/2016	143.97
67550	GENERAL PARTS LLC	01/07/2016	598.17
67551	GEPHART TRUCKING	01/07/2016	1,850.00
67552	GOLDCOM INC	01/07/2016	850.73
67553	GOOGLE INC	01/07/2016	386.01
67554	GOPHER	01/07/2016	480.81

Check Nbr	Vendor Name	Check Date	Check Amount
67555	GOPHER STAGE LIGHTING	01/07/2016	445.90
67556	Vendor Continued Check	01/07/2016	0.00
67557	GRAINGER	01/07/2016	1,646.02
67558	GRAPHIC OPTIONS LLC	01/07/2016	1,175.00
67559	Vendor Continued Check	01/07/2016	0.00
67560	GREATAMERICA FINANCIAL SERVICE	01/07/2016	1,459.70
67561	GTM SPORTSWEAR	01/07/2016	120.50
67562	HALO TRANSPORTATION	01/07/2016	17,871.25
67563	HEALTHPARTNERS	01/07/2016	197,964.04
67564	HOUCHEN BINDERY LTD	01/07/2016	897.75
67565	HUERTH, MICHAEL	01/07/2016	1,285.20
67566	Vendor Continued Check	01/07/2016	0.00
67567	Vendor Continued Check	01/07/2016	0.00
67568	Vendor Continued Check	01/07/2016	0.00
67569	Vendor Continued Check	01/07/2016	0.00
67570	IFD	01/07/2016	92,298.29
67571	IKI INC	01/07/2016	210.60
67572	INTEGRA TELECOM	01/07/2016	469.02
67573	INTEGRA	01/07/2016	3,113.98
67574	IT PARTS DEPOT	01/07/2016	45.99
67575	JOHNSON, JUDITH ANN	01/07/2016	282.50
67576	JUNIOR LIBRARY GUILD	01/07/2016	375.00
67577	JW PEPPER & SON INC	01/07/2016	380.98
67578	KATH FUEL OIL SERVICE CO	01/07/2016	2,423.00
67579	KONICA MINOLTA PREMIER FINANCE	01/07/2016	4,925.94
67580	KRAFT CONTRACTING & MECHANICAL	01/07/2016	3,042.38
67581	LAKESHORE LEARNING MATERIALS	01/07/2016	320.47
67582	LATHROP, VERNESE F	01/07/2016	36.95
67583	LIFETIME MEMORY PRODUCTS	01/07/2016	349.50
67584	THE LODGE AT GIANTS RIDGE	01/07/2016	322.14
67585	THE LODGE AT GIANTS RIDGE	01/07/2016	849.10
67586	LOFFLER	01/07/2016	173.00
67587	LONG LAKE CONSERVATION CENTER	01/07/2016	13,533.30
67588	MACHINE SAFETY MGMT	01/07/2016	1,751.27
67589	MACKIN EDUCATIONAL RESOURCES	01/07/2016	477.84
67590	MALLOY/MONTAGUE/KARNOWSKI & CO	01/07/2016	9,716.00
67591	CITY OF MAPLEWOOD	01/07/2016	570.00
67592	MN COMMUNITY EDUC ASSOC (MCEA)	01/07/2016	165.00
67593	MESABI EAST NORDIC SKI BOOSTER	01/07/2016	184.00
67594	METRO ECSU	01/07/2016	155.00
67595	MID CITY SERVICES - INDUSTRIAL	01/07/2016	29.41
67596	MINCKS, MARLIN	01/07/2016	175.00
67597	MN HISTORICAL SOCIETY	01/07/2016	1,710.00
67598	MN ORCHESTRA	01/07/2016	590.75
67599	MN TRUE TEAM TRACK & FIELD	01/07/2016	190.00
67600	MOBILE RADIO ENGINEERING INC	01/07/2016	403.70
67601	MPLS PUBLIC SCHOOLS	01/07/2016	5,732.98
67602	NASSEFF MECH CONTRACTORS	01/07/2016	1,616.12
67603	NCPERS MINNESOTA	01/07/2016	240.00
67604	NESS ELECTRONICS INC	01/07/2016	347.34

Check Nbr	Vendor Name	Check Date	Check Amount
67605	NORCENTRONIX DISTRIBUTING	01/07/2016	2,338.00
67606	Vendor Continued Check	01/07/2016	0.00
67607	NORTHEAST METRO INTERMEDIATE D	01/07/2016	161,863.77
67608	NYSTROM PUBLISHING CO INC	01/07/2016	1,937.16
67609	ORIENTAL TRADING CO INC	01/07/2016	39.47
67610	OWLC ARCHERY	01/07/2016	128.00
67611	PAYSCALE INC	01/07/2016	7,999.00
67612	PELTIER, JASON SCOTT	01/07/2016	5.00
67613	PETERSON BROS ROOFING & CONST	01/07/2016	366.75
67614	PINE TREE APPLE ORCHARD	01/07/2016	2,520.00
67615	PITNEY BOWES INC	01/07/2016	76.25
67616	PLAYBILL INC	01/07/2016	535.00
67617	PRAIRIE RIVER HOME CARE INC	01/07/2016	360.00
67618	PREMIER RESTAURANT EQUIP CO	01/07/2016	29,510.00
67619	RED BALLOON BOOKSHOP	01/07/2016	51.10
67620	REGION 4AA SOCCER	01/07/2016	974.00
67621	RENTAL REHAB & REPAIR	01/07/2016	2,480.00
67622	REPUBLIC SERVICES #899	01/07/2016	7,528.35
67623	THE RETROFIT COMPANIES INC	01/07/2016	387.43
67624	RICOH AMERICAS CORP	01/07/2016	450.96
67625	ROSEVILLE AREA SCHOOLS	01/07/2016	100.00
67626	ROW-LOFF PRODUCTIONS	01/07/2016	95.00
67627	RUPP ANDERSON SQUIRES & WALDSP	01/07/2016	15,459.79
67628	RUST ARCHITECTS PA	01/07/2016	3,975.00
67629	SAM'S CLUB/SYNCHRONY BANK	01/07/2016	834.22
67630	SAM'S CLUB/SYNCHRONY BANK	01/07/2016	289.15
67631	SAM'S CLUB/SYNCHRONY BANK	01/07/2016	489.16
67632	SCHMITT MUSIC COMPANY	01/07/2016	151.00
67633	SCHOOL CHECK IN	01/07/2016	165.00
67634	SENTRY SYSTEMS INC	01/07/2016	195.00
67635	SEVERSON, LAUREL	01/07/2016	200.00
67636	SIDEKICK THEATRE LLC	01/07/2016	1,260.00
67637	SIMPLEXGRINNELL LP	01/07/2016	1,972.84
67638	SKYWARD	01/07/2016	4,049.00
67639	SCHOOL NUTRITION ASSOC (SNA)	01/07/2016	83.00
67640	SPECIAL PAY TRUST AUL	01/07/2016	93,885.00
67641	SPLASHTOP INC	01/07/2016	74.95
67642	STENDLUND, TERRI	01/07/2016	245.78
67643	STILLWATER EXPRESS SOLUTIONS	01/07/2016	350.00
67644	STRATEGIC EQUIPMENT & SUPPLY	01/07/2016	23,100.00
67645	SUBURBAN EAST CONF ALPINE SKI	01/07/2016	235.00
67646	SUBWAY	01/07/2016	279.00
67647	SUMMIT COMPANIES	01/07/2016	2,866.00
67648	THYSSENKRUPP ELEVATOR CORP	01/07/2016	720.04
67649	TIGER OAK PUBLICATIONS	01/07/2016	1,250.00
67650	TRADE PRESS INC	01/07/2016	2,197.00
67651	TRIO SUPPLY COMPANY	01/07/2016	1,472.53
67652	TRUSTED EMPLOYEES	01/07/2016	1,433.00
67653	TWIN CITY JANITOR SUPPLY CO	01/07/2016	903.00
67654	TWIN CITY TRANSPORTATION INC	01/07/2016	74,036.29

Check Nbr	Vendor Name	Check Date	Check Amount
67655	U.S. ENERGY SERVICES INC	01/07/2016	56,214.72
67656	UNIVERSITY OF MINNESOTA	01/07/2016	300.00
67657	VADNAIS HEIGHTS PTO	01/07/2016	500.00
67658	CITY OF VADNAIS HEIGHTS	01/07/2016	1,540.00
67659	VALLEE DE CROIX CHORUS	01/07/2016	60.00
67660	VERIZON WIRELESS	01/07/2016	1,464.02
67661	VISI	01/07/2016	525.00
67662	WASTE MANAGEMENT OF WI-MN	01/07/2016	2,125.00
67663	WHITE BEAR LAKE (CITY OF)	01/07/2016	3,131.13
67664	WHITE BEAR LAKE SPORTS CENTER	01/07/2016	2,070.00
67665	WESTLUND, JILL	01/07/2016	1,496.00
67666	WETTERLING, TIMOTHY	01/07/2016	8.50
67667	WHELAN, KATHRYN	01/07/2016	125.00
67668	WINDSTREAM	01/07/2016	5,078.18
67669	WL HALL COMPANY	01/07/2016	1,011.00
67670	YOGA DEVOTION LLC	01/07/2016	550.00
67671	YOUNGBLOOD LUMBER COMPANY	01/07/2016	703.78
167	Computer	Check(s) For a Total of	1,018,923.92

Check Nbr	Vendor Name	Check Date	Check Amount
62381	ORDWAY CENTER FOR PERFORMING	01/07/2016	0.00
65812	WEST MUSIC COMPANY	01/07/2016	0.00
2	Manual	Check(s) For a Total of	0.00



Check Nbr	Vendor Name	Check Date	Check Amount
66074	REGION 4AA SOCCER	01/07/2016	974.00
67245	PLAYMAKERS THEATRE	01/07/2016	1,260.00
2	Void	Check(s) For a Total of	2,234.00

	2	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	167	Computer	Checks For a Total of	1,018,923.92
Total For	169	Manual, Wire Tran, ACH & Computer	Checks	1,018,923.92
Less	2	Voided	Checks For a Total of	2,234.00
			Net Amount	1,016,689.92

Check Nbr	Vendor Name	Check Date	Check Amount
67672	AMERICAN UNITED LIFE	01/12/2016	71,365.69
67673	AMERIPRISE FINANCIAL SERVICES	01/12/2016	12,151.68
67674	BEHLOW, DAVID	01/12/2016	204.22
67675	COMCAST	01/12/2016	5.26
67676	DOMINOS PIZZA	01/12/2016	43.99
67677	GREAT LAKES HIGHER EDUC	01/12/2016	114.17
67678	GREATER TWIN CITIES UNITED WAY	01/12/2016	542.50
67679	GURSTEL CHARGO ATTORNEYS AT LA	01/12/2016	249.00
67680	IUOE LOCAL 70	01/12/2016	2,191.83
67681	MENARDS-MAPLEWOOD	01/12/2016	89.06
67682	MESSERLI & KRAMER PA	01/12/2016	201.00
67683	METROPOLITAN LIFE	01/12/2016	2,408.56
67684	MIDWEST BUS PARTS INC	01/12/2016	250.25
67685	MINNSPRA	01/12/2016	95.00
67686	SAM'S CLUB/SYNCHRONY BANK	01/12/2016	329.88
67687	SCHOOL SERVICE EMPLOYEES	01/12/2016	5,882.19
67688	SKOGLUND, COLLEEN	01/12/2016	875.00
67689	SKYWARD INC	01/12/2016	200.00
67690	US DEPT OF EDUCATION	01/12/2016	501.88
67691	VANGUARD SMALL BUSINESS SERVIC	01/12/2016	28,548.77
67692	WBLA EDUCATIONAL FOUNDATION	01/12/2016	4,115.00
21	Computer	Check(s) For a Total of	130,364.93

Check Nbr	Vendor Name	Check Date	Check Amount
67596	MINCKS, MARLIN	01/11/2016	0.00
151600323	MENIER, MATTHEW M	01/11/2016	0.00
151600519	XU, HUI	01/11/2016	0.00
3	Manual	Check(s) For a Total of	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
57693	GRANNA, ZACHARY THOMAS	01/11/2016	15.00
58006	LOWELL, DAWSON JOHN	01/11/2016	8.99
58046	ORCHARD, HALIE LYNN	01/11/2016	11.00
59176	ENRIQUEZ, KAREN ELIZABETH	01/11/2016	8.00
59757	WOLFE, LINDSEY	01/11/2016	30.00
59931	KEELING, ABBY JEAN	01/11/2016	35.00
59966	MINNSPRA	01/11/2016	95.00
60233	FORD, ERIC LEWIS	01/11/2016	5.00
60281	KATSERES, NICOLE M	01/11/2016	11.00
60352	NELSON, MELISSA	01/11/2016	5.00
60433	STAI JENNELL	01/11/2016	13.00
60470	VANG, ALEX	01/11/2016	18.00
60737	REACH	01/11/2016	625.00
60742	RICE, CRAIG	01/11/2016	65.00
60773	SZELIGA, ANDREW	01/11/2016	75.00
61855	DAVIS, DANIELLE MELISSA	01/11/2016	5.95
61963	MCNEILL, MICHELLE DENISE	01/11/2016	3.95
62054	SIMPSON GREG	01/11/2016	49.00
62212	COX, ETHAN	01/11/2016	20.00
62227	DULUTH EAST GOLF	01/11/2016	150.00
62486	YANG, MAO	01/11/2016	40.00
62601	SKOGLUND, COLLEEN	01/11/2016	875.00
62641	AYYSAH, AISHEH	01/11/2016	6.99
62646	BEHLOW, DAVID	01/11/2016	204.22
62739	HAZEL, SHAWN	01/11/2016	8.99
63064	TASSAH, SIRRY ESSANG	01/11/2016	8.00
64071	LUBY, EDWARD	01/11/2016	10.00
27	Void	Check(s) For a Total of	2,402.09

	3	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	21	Computer	Checks For a Total of	130,364.93
Total For	24	Manual, Wire Tran, ACH &	Computer Checks	130,364.93
Less	27	Voided	Checks For a Total of	2,402.09
			Net Amount	127,962.84

Check Nbr	Vendor Name	Check Date	Check Amount
151600588	ADAMS, LINDA J	01/19/2016	29.75
151600589	ANDERSON, JON C	01/19/2016	245.73
151600590	BARKLEY, DANIELLE M	01/19/2016	471.02
151600591	BOSCH, DONALD	01/19/2016	305.73
151600592	CARLSON-CASA DE CALVO, JANET L	01/19/2016	74.75
151600593	CASE, ABIGAIL H	01/19/2016	176.30
151600594	DANIELS, KATHLEEN S	01/19/2016	189.40
151600595	DEUEL, LYN M	01/19/2016	38.52
151600596	ENGSTRAN, PAUL A	01/19/2016	40.00
151600597	FINK, AVIS A	01/19/2016	241.17
151600598	GRANT, SHANNON	01/19/2016	105.75
151600599	HAGESTUEN, FAITH M	01/19/2016	31.44
151600600	HARRIMAN, DION D	01/19/2016	608.43
151600601	HARRIMAN, GRETCHEN E	01/19/2016	712.58
151600602	HICKS, DOUGLAS MARTIN	01/19/2016	100.00
151600603	HOEG, SCOTT A	01/19/2016	65.00
151600604	HOSMER, JESSICA ANN	01/19/2016	26.22
151600605	HUBBARD, MICHELLE K	01/19/2016	44.95
151600606	HURT, JON-MYCHAL B	01/19/2016	156.68
151600607	HYLEN, JENNIFER L	01/19/2016	44.28
151600608	KENTFIELD, KELLY S	01/19/2016	39.39
151600609	KOVACICH, DANIEL KRAIG	01/19/2016	100.00
151600610	KRUEGER, LAURA J	01/19/2016	172.22
151600611	LACASSE, KIM S	01/19/2016	225.60
151600612	LATUFF, JENNIFER J	01/19/2016	146.54
151600613	LEININGER, JOHN M	01/19/2016	780.00
151600614	MARTINSON, KARA S	01/19/2016	189.00
151600615	MELQUIST, NANCY J	01/19/2016	96.63
151600616	MICHEL, ROCHELLE N	01/19/2016	106.38
151600617	MULLALY, REBECCA L	01/19/2016	682.86
151600618	MUSSER, BEVERLY D	01/19/2016	515.14
151600619	MUTHS, STACY A	01/19/2016	42.84
151600620	NELSON, ANGELA A	01/19/2016	390.00
151600621	NORDWALL, ERIK T	01/19/2016	450.00
151600622	OLSON, PAULETTE M	01/19/2016	69.99
151600623	PAULSON, THOMAS M	01/19/2016	362.24
151600624	PETERSEN, JILL M	01/19/2016	75.70
151600625	PIERRE, CHRISTINA K	01/19/2016	531.57
151600626	PIERSON, CATHERINE A	01/19/2016	40.25
151600627	RIDLEY, PATRICIA A	01/19/2016	26.62
151600628	RIEBOW, MATTHEW R	01/19/2016	216.20
151600629	RITTENHOUSE, PAULA M	01/19/2016	115.36
151600630	SAMUELSON, RICHARD T	01/19/2016	156.96
151600631	SIEBENALER, KEVIN R	01/19/2016	146.63
151600632	SMITH, THEODORE A	01/19/2016	93.06
151600633	STEWART, SCOTT J	01/19/2016	19.00
151600634	SUOJA, WENDY T	01/19/2016	240.00
151600635	TULBERG, AMY C	01/19/2016	38.81
151600636	VAN ARRAGON, JANEL L	01/19/2016	44.68
151600637	WALD, TIMOTHY A	01/19/2016	390.00

Check Nbr	Vendor Name	Check Date	Check Amount
151600638	WATTERS, LAURA J	01/19/2016	445.82
151600639	YOUNKER, KATHRYN R	01/19/2016	94.49
151600640	ZHANG, JIAMEI	01/19/2016	148.93
53	ACH	Check(s) For a Total of	10,900.61



	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	53	ACH	Checks For a Total of	10,900.61
	0	Computer	Checks For a Total of	0.00
Total For	53	Manual, Wire Tran, ACH & Computer	Checks	10,900.61
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	10,900.61

Check Nbr	Vendor Name	Check Date	Check Amount
67693	A M LEONARD INC	01/21/2016	747.70
67694	A-1 HYDRAULIC SALES & SERVICE	01/21/2016	54.01
67695	ABBOTT PAINT & CARPET INC	01/21/2016	452.51
67696	ABC-CLIO LLC	01/21/2016	1,499.95
67697	ACHIEVEMENT PRODUCTS	01/21/2016	215.90
67698	ACP DIRECT	01/21/2016	158.59
67699	ADDERLEY, DONALD	01/21/2016	58.00
67700	ALBINDIA, THOMAS	01/21/2016	137.00
67701	ALEXANDER, DAVID	01/21/2016	81.00
67702	ALVAREZ, KATE	01/21/2016	66.00
67703	AMAZON	01/21/2016	535.88
67704	AMAZON	01/21/2016	3,478.16
67705	AMAZON	01/21/2016	123.49
67706	AMAZON	01/21/2016	49.75
67707	AMAZON	01/21/2016	219.98
67708	AMAZON	01/21/2016	17.05
67709	AMAZON	01/21/2016	565.28
67710	AMAZON	01/21/2016	112.80
67711	AMAZON	01/21/2016	862.21
67712	AMAZON	01/21/2016	99.90
67713	AMAZON	01/21/2016	1,099.16
67714	AMAZON	01/21/2016	684.60
67715	AMERICAN FLAGPOLE & FLAG CO	01/21/2016	202.48
67716	AMERICAN MESSAGING	01/21/2016	90.34
67717	AMERICAN PRINTING HOUSE FOR TH	01/21/2016	19.00
67718	AMER RED CROSS	01/21/2016	1,863.00
67719	AMERIPRIDE SERVICES	01/21/2016	615.42
67720	ANDERSON, BARCLAY H	01/21/2016	15.30
67721	APPLE COMPUTER INC	01/21/2016	479.00
67722	APPLIED ENVIRONMENTAL SCI INC	01/21/2016	2,245.20
67723	ARCH LANGUAGE NETWORK	01/21/2016	1,000.00
67724	ASHLAND PRODUCTIONS INC	01/21/2016	174.00
67725	ASSETGENIE INC	01/21/2016	157.50
67726	ASSOC FOR FACILITIES ENGINEERI	01/21/2016	199.00
67727	ASTLEFORD EQUIPMENT CO	01/21/2016	58.89
67728	ASTLEFORD INTERNATIONAL TRUCKS	01/21/2016	842.80
67729	AUDIO ENHANCEMENT	01/21/2016	1,532.00
67730	BALZER, NATHAN	01/21/2016	81.00
67731	BANNIE, TODD	01/21/2016	137.00
67732	BARNETT WB CHRYSLER JEEP DODGE	01/21/2016	77.92
67733	BARNHART, AMANDA MARIE	01/21/2016	10.95
67734	BARTHOLD	01/21/2016	1,338.59
67735	BECKER, MICHELLE	01/21/2016	20.40
67736	BERG, ELLIE K	01/21/2016	76.00
67737	BJORNSTAD, ADAM	01/21/2016	75.00
67738	BLAINE HIGH SCHOOL	01/21/2016	195.00
67739	BLOOMBERG, MARY	01/21/2016	6.80
67740	BOE, MINDY	01/21/2016	13.00
67741	BOUGIE, MICHAEL	01/21/2016	67.00
67742	BOXMAN	01/21/2016	1,417.50

Check Nbr	Vendor Name	Check Date	Check Amount
67743	BRADSHAW, NICK	01/21/2016	137.00
67744	BRUESKE, KARL A	01/21/2016	81.00
67745	BUCK, BRENT	01/21/2016	81.00
67746	BULLARD, LISA	01/21/2016	1,800.00
67747	BUTCHKO, MATTHEW	01/21/2016	118.00
67748	CAMBIUM LEARNING INC	01/21/2016	66.00
67749	CAPOCASA, WILLIAM J	01/21/2016	81.00
67750	CARDWELL, EMILY	01/21/2016	588.00
67751	CARLETON COLLEGE	01/21/2016	1,500.00
67752	CARR, DAVID	01/21/2016	9.77
67753	CARTRIDGES DIRECT	01/21/2016	169.48
67754	CAVENDISH SQUARE	01/21/2016	1,666.70
67755	CDW GOVERNMENT INC	01/21/2016	49.00
67756	CHERMAK, COLLEEN	01/21/2016	23.80
67757	THE CHILDREN'S THEATRE COMPANY	01/21/2016	320.00
67758	CINTAS CORP #470	01/21/2016	399.55
67759	CITI-CARGO & STORAGE CO INC	01/21/2016	85.00
67760	CJ DUFFY PAPER CO	01/21/2016	920.00
67761	CLARK, CORY	01/21/2016	75.00
67762	CLARK, CYNTHIA JEAN	01/21/2016	33.15
67763	CLEAN IMAGE	01/21/2016	395.00
67764	COBORNS DELIVERS	01/21/2016	281.41
67765	COLEMAN, ERNEST	01/21/2016	81.00
67766	COMCAST	01/21/2016	270.55
67767	COMMERICAL KITCHEN SERVICES	01/21/2016	7,175.00
67768	COMMITTEE FOR CHILDREN	01/21/2016	1,137.00
67769	COMPASS MINERALS	01/21/2016	1,731.60
67770	CONNEY SAFETY	01/21/2016	344.64
67771	CONTINENTAL RESEARCH CORP	01/21/2016	1,021.57
67772	COUNCIL FOR EXCEPTIONAL CHILDR	01/21/2016	151.25
67773	CRISIS PREVENTION INSTITUTE IN	01/21/2016	70.90
67774	CRAGUNS LODGE AND CONF CTR	01/21/2016	1,712.00
67775	CRIMSON CHEERLEADING	01/21/2016	600.00
67776	CUB FOODS OF WHITE BEAR TWSHP	01/21/2016	30.15
67777	CULLIGAN BOTTLED WATER	01/21/2016	53.30
67778	CUMMINS NPOWER LLC	01/21/2016	4,535.68
67779	DAILEY, BETTY	01/21/2016	3.61
67780	DAKOTA TRUCK UNDERWRITERS	01/21/2016	57,671.00
67781	DALCO CORPORATION	01/21/2016	17,649.49
67782	DEGARDNER, RICK	01/21/2016	58.00
67783	DEJARLAIS, MARILYN	01/21/2016	86.92
67784	DESTACHE, DANIEL JAMES	01/21/2016	100.00
67785	DETERMAN, ROBERT	01/21/2016	75.00
67786	DEVICE PITSTOP	01/21/2016	168.00
67787	DEY DISTRIBUTING	01/21/2016	27.36
67788	DIEBOLD, MICHAEL R	01/21/2016	78.00
67789	DONATELLI'S	01/21/2016	25.00
67790	DOOR SERVICE COMPANY	01/21/2016	901.00
67791	DOCUMENT TECH SOLUTIONS INC	01/21/2016	405.31
67792	DEFINITIVE TECHNOLOGY SOLUTION	01/21/2016	988.19

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67793	DVS RENEWAL	01/21/2016	38.00
67794	EAST METRO INTEGRATION DIST 60	01/21/2016	7,452.00
67795	ECKROTH MUSIC	01/21/2016	527.21
67796	ED'S TROPHIES INC	01/21/2016	16.00
67797	EDEN PRAIRIE HIGH SCHOOL	01/21/2016	250.00
67798	EDUCATION TO GO	01/21/2016	201.75
67799	EGAN	01/21/2016	7,988.00
67800	EHLERS	01/21/2016	1,250.00
67801	ELLEFSON, JOANN	01/21/2016	75.00
67802	ELLIOTT, MIKE	01/21/2016	100.00
67803	FAIRVIEW	01/21/2016	150.00
67804	FASTENAL COMPANY	01/21/2016	386.47
67805	FEDEX	01/21/2016	46.63
67806	FESTIVAL FOODS-KNOWLAN'S	01/21/2016	4.69
67807	FIALA, CHRIS	01/21/2016	118.00
67808	FIRST TECHNOLOGIES INC	01/21/2016	360.00
67809	FLECKNER, LONNIE	01/21/2016	6.80
67810	FLEETPRIDE	01/21/2016	19.17
67811	FOLLETT SCHOOL SOLUTIONS INC	01/21/2016	159.49
67812	FORCIER, ELSIE	01/21/2016	75.65
67813	FRATTALONES HARDWARE STORES	01/21/2016	436.42
67814	FULL COMPASS SYSTEMS LTD	01/21/2016	26.80
67815	GALLAGHERS NORTHWESTERN TIRE C	01/21/2016	149.30
67816	GALLUP INC	01/21/2016	499.50
67817	GARDEN & ASSOCIATES INC	01/21/2016	78.75
67818	GENERAL PARTS LLC	01/21/2016	309.65
67819	GENUINE PARTS COMPANY-MPLS (NA	01/21/2016	2.61
67820	GEYEN, MARK	01/21/2016	75.00
67821	GILLUND ENTERPRISES	01/21/2016	309.70
67822	GLYNN, TOM	01/21/2016	75.00
67823	GOPHER	01/21/2016	2,387.44
67824	GOVERNMENT FINANCE OFFICERS AS	01/21/2016	280.00
67825	GRAINGER	01/21/2016	565.53
67826	GRANDMA'S BAKERY INC	01/21/2016	165.94
67827	Vendor Continued Check	01/21/2016	0.00
67828	Vendor Continued Check	01/21/2016	0.00
67829	GREATAMERICA FINANCIAL SERVICE	01/21/2016	14,270.77
67830	GRIZZLY CONCRETE AND MASONRY	01/21/2016	10,476.50
67831	GROTH MUSIC CO	01/21/2016	528.20
67832	GUITAR WORLD MAGAZINE	01/21/2016	14.95
67833	HAAG, LOIS	01/21/2016	33.15
67834	HALLBERG ENGINEERING INC	01/21/2016	44,000.00
67835	HANGSAFE HOOKS	01/21/2016	1,084.05
67836	HANSEN, SALLY J	01/21/2016	1,691.70
67837	HANSON, DARLENE	01/21/2016	10.20
67838	HANSON, DONNA	01/21/2016	93.50
67839	HARRIS, JOSEPH W	01/21/2016	78.00
67840	HD SUPPLY FACILITIES	01/21/2016	350.00
67841	HEALTHPARTNERS	01/21/2016	199,567.92
67842	HEALTHPARTNERS MEDICAL GROUP	01/21/2016	1,645.00

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67843	HERC-U-LIFT	01/21/2016	134.16
67844	HERMES, MARK W	01/21/2016	147.00
67845	HISDAHL INC	01/21/2016	530.10
67846	HOERNING, CODY	01/21/2016	81.00
67847	HOGLUND BUS AND TRUCK CO	01/21/2016	12,230.41
67848	HOME DEPOT CREDIT SERVICES	01/21/2016	652.62
67849	HOUSE OF PRINT	01/21/2016	6,554.62
67850	HUDSON, SCOTT	01/21/2016	134.00
67851	HUERTH, MICHAEL	01/21/2016	1,412.22
67852	HUGHES, DENNIS SCOTT	01/21/2016	75.00
67853	Vendor Continued Check	01/21/2016	0.00
67854	IFD	01/21/2016	25,795.86
67855	IMAGE MARKET	01/21/2016	155.40
67856	INDEPENDENT LIVING AIDS	01/21/2016	96.20
67857	INFOBASE LEARNING	01/21/2016	35.70
67858	INNOVATIVE OFFICE SOLUTIONS	01/21/2016	4,733.62
67859	INNOVATIVE LEARNING CONCEPTS	01/21/2016	376.92
67860	IXL LEARNING	01/21/2016	249.00
67861	JACKI BRICKMAN INC	01/21/2016	4,400.00
67862	Vendor Continued Check	01/21/2016	0.00
67863	JAYTECH INC	01/21/2016	9,571.26
67864	JIMMY'S CONFERENCE & BANQUET C	01/21/2016	500.00
67865	JL TAITT & ASSOC	01/21/2016	3,000.00
67866	JOHN HENRY FOSTER MINNESOTA	01/21/2016	171.61
67867	JT&A INC	01/21/2016	9,614.00
67868	JUNIOR LIBRARY GUILD	01/21/2016	360.00
67869	KAISER, PHYLLIS	01/21/2016	34.00
67870	KARLSBURGER FOODS INC	01/21/2016	206.94
67871	KATH FUEL OIL SERVICE CO	01/21/2016	2,106.46
67872	KELLEY, BETH	01/21/2016	6.80
67873	KING, RANDY	01/21/2016	66.00
67874	KOCH, JOSHUA	01/21/2016	215.00
67875	KOEMPTGEN, CODY	01/21/2016	118.00
67876	KOREEN, GLORIA	01/21/2016	65.65
67877	KOVARIK, DAN	01/21/2016	78.00
67878	KRAFT CONTRACTING & MECHANICAL	01/21/2016	5,575.08
67879	KRAUS ANDERSON CONSTRUCTION CO	01/21/2016	15,371.51
67880	KRUGER, JORDAN	01/21/2016	75.00
67881	LAKESHORE LEARNING MATERIALS	01/21/2016	290.78
67882	LAKEVIEW ELECTRICAL SERVICES	01/21/2016	150.00
67883	LAKEVILLE SOUTH HIGH SCHOOL	01/21/2016	50.00
67884	LANDS BEST FOODS	01/21/2016	1,891.05
67885	LANG, JEAN	01/21/2016	20.40
67886	LANGEVIN, JOE	01/21/2016	75.00
67887	LANGUAGE LINE SERVICES	01/21/2016	51.75
67888	LARSEN, GARY SCOTT	01/21/2016	78.00
67889	LAWRENCE SIGN	01/21/2016	2,461.00
67890	THE LEUKEMIA & LYMPHOMA SOCIET	01/21/2016	213.56
67891	LEVASSEUR, MARY	01/21/2016	12.75
67892	LIDS TEAM SPORTS	01/21/2016	177.98

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67893	LIFECORE YOGA	01/21/2016	500.00
67894	LOEGERING, ARNITA	01/21/2016	51.00
67895	LORENZ BUS SERVICE INC	01/21/2016	190.56
67896	L T G POWER EQUIPMENT	01/21/2016	933.95
67897	MAGNATAG VISIBLE SYSTEMS	01/21/2016	1,052.78
67898	MAHER, MATTHEW	01/21/2016	100.00
67899	MALMBORGS INC	01/21/2016	1,308.75
67900	MARCO, INC	01/21/2016	426.92
67901	MARTIN, JAMES	01/21/2016	137.00
67902	MARZANO RESEARCH	01/21/2016	30.95
67903	MCGOWAN, TIM	01/21/2016	75.00
67904	MCLAUGHLIN, VICKI	01/21/2016	13.17
67905	MEDICARE PREMIUM COLLECTION CT	01/21/2016	183.20
67906	MEDTOX LABORATORIES	01/21/2016	243.10
67907	MEISEL HARDWARE SPECIALTIES	01/21/2016	44.74
67908	METRO ECSU	01/21/2016	800.00
67909	MICHEL, ROCHELLE N	01/21/2016	417.74
67910	MID CITY SERVICES - INDUSTRIAL	01/21/2016	1,427.01
67911	MIDWEST BUS PARTS INC	01/21/2016	131.96
67912	MIDWEST AUDIO VISUAL CENTER	01/21/2016	648.00
67913	MILLER, PAUL	01/21/2016	81.00
67914	MILLIGAN, THERESA J	01/21/2016	117.75
67915	MINNLOON ASLTA	01/21/2016	35.00
67916	Vendor Continued Check	01/21/2016	0.00
67917	MINVALCO INC	01/21/2016	2,959.33
67918	MLA	01/21/2016	2,260.00
67919	MN ASSOC OF STUDENT COUNCILS	01/21/2016	65.00
67920	MN COACHES INC	01/21/2016	6,107.70
67921	MN CONSERVATION VOLUNTEER	01/21/2016	25.00
67922	MN DEPT OF PUBLIC SAFETY	01/21/2016	125.00
67923	MN DEPT OF HEALTH	01/21/2016	45.00
67924	MN DEPT OF AGRICULTURE	01/21/2016	10.00
67925	MN ELEVATOR INC	01/21/2016	303.42
67926	MN MOBILE TELEPHONE CO INC	01/21/2016	99.00
67927	MN ORCHESTRA	01/21/2016	369.75
67928	MN PREMIER PUBLICATIONS	01/21/2016	1,081.00
67929	MN SPORTSMAN	01/21/2016	18.00
67930	MN STATE UNIV MANKATO	01/21/2016	175.00
67931	MOBILE RADIO ENGINEERING INC	01/21/2016	508.60
67932	MODERN FENCE & CONST INC	01/21/2016	4,900.00
67933	MONITA, MICHAEL	01/21/2016	75.00
67934	MOORHEAD MACHINERY & BOILER CO	01/21/2016	3,692.78
67935	MORREIM, EDWARD	01/21/2016	66.00
67936	THE MORRIS LEATHERMAN CO	01/21/2016	21,000.00
67937	MOTTINGER, HUNTER	01/21/2016	118.00
67938	MOUNDS VIEW HIGH SCHOOL	01/21/2016	75.00
67939	MN SUPERINTENDENTS OFC PERSONN	01/21/2016	50.00
67940	NAC MECHANICAL & ELECTRICAL SE	01/21/2016	9,833.81
67941	NASSEFF MECH CONTRACTORS	01/21/2016	3,422.43
67942	NATL MAH JONGG LEAGUE INC	01/21/2016	24.00

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67943	NATL SCHOOL BOARDS ASSOC	01/21/2016	915.00
67944	NATURESEAL INC	01/21/2016	2,614.50
67945	NCS PEARSON INC	01/21/2016	59.85
67946	NEVCO INC	01/21/2016	541.66
67947	NATL HIGH SCHOOL CHEERLEADING	01/21/2016	2,200.00
67948	NORTH CENTRAL TRUCK EQUIPMENT	01/21/2016	9,485.43
67949	NORTH MEMORIAL OCCUPATIONAL ME	01/21/2016	788.00
67950	NORTH STAR BANK	01/21/2016	7,585.00
67951	NORTH SUBURBAN TOWING	01/21/2016	600.00
67952	NORTHEAST METRO INTERMEDIATE D	01/21/2016	91,621.26
67953	NORTHFIELD, MARK	01/21/2016	75.00
67954	NUTRITIONAL SERVICE	01/21/2016	606.85
67955	NYSTROM PUBLISHING CO INC	01/21/2016	1,731.60
67956	O'NEIL, LOIS	01/21/2016	58.16
67957	O'REILLY AUTOMOTIVE INC	01/21/2016	988.01
67958	ON SITE SANITATION INC	01/21/2016	189.42
67959	ONENECK IT SOLUTIONS LLC	01/21/2016	525.00
67960	OSMAN, BADASO	01/21/2016	81.00
67961	OXYGEN SERVICE CO INC	01/21/2016	62.35
67962	PALESH, BRANDON	01/21/2016	81.00
67963	PARTS NOW ! LLC	01/21/2016	28.70
67964	PAYNE, STEVE	01/21/2016	66.00
67965	PETERSON BROS ROOFING & CONST	01/21/2016	1,964.00
67966	PIXELWERX LLC	01/21/2016	3,455.00
67967	POLAR CHEVROLET MAZDA	01/21/2016	13.46
67968	POWER LIFT INC	01/21/2016	650.00
67969	PRAXAIR DISTRIBUTION INC	01/21/2016	138.45
67970	PRESS PUBLICATIONS	01/21/2016	344.96
67971	PRILEY, ANDERS ELLIOTT	01/21/2016	234.00
67972	PROFESSIONAL CRISIS MANAGEMENT	01/21/2016	1,594.00
67973	PROGUARD SPORTS INC	01/21/2016	2,979.91
67974	QUISTAD, IDA	01/21/2016	14.02
67975	R & R SPECIALTIES INC	01/21/2016	69.00
67976	RANDY SHAVER CANCER RESEARCH	01/21/2016	1,311.50
67977	RATWIK ROSZAK & MALONEY PA	01/21/2016	1,927.98
67978	REBYL SPORTS INC	01/21/2016	779.00
67979	RED BALLOON BOOKSHOP	01/21/2016	51.10
67980	REDWOOD TOXICOLOGY LABORATORY	01/21/2016	175.00
67981	REGENTS OF THE UNIV OF MN	01/21/2016	9,761.30
67982	REHBEIN TRANSIT CO INC	01/21/2016	24,850.00
67983	RESEARCH PRESS CO INC	01/21/2016	206.76
67984	RESERVE ACCOUNT	01/21/2016	5,000.00
67985	THE RETROFIT COMPANIES INC	01/21/2016	419.20
67986	RICHARDSON, EUGENE	01/21/2016	66.00
67987	RM COTTON COMPANY	01/21/2016	1,487.40
67988	ROBERTS, STANLEY	01/21/2016	66.00
67989	ROBINSON, JOE	01/21/2016	66.00
67990	ROOF SPEC INC	01/21/2016	3,400.00
67991	ROSE FLORAL AND GREENHOUSE INC	01/21/2016	137.00
67992	ROSEVILLE AREA HIGH SCHOOL	01/21/2016	350.00

Check Nbr	Vendor Name	Check Date	Check Amount
67993	RUDDYS PARTY TOWN INC	01/21/2016	72.00
67994	S & S WORLDWIDE	01/21/2016	17.99
67995	SAIKO, KATHY	01/21/2016	30.60
67996	SAVE	01/21/2016	84.00
67997	SCANTRON CORPORATION	01/21/2016	499.41
67998	SCHINTZ, KATHLEEN M	01/21/2016	7.01
67999	SCHMITT MUSIC COMPANY	01/21/2016	167.00
68000	SCHOLASTIC INC	01/21/2016	449.39
68001	SCHOLASTIC INC	01/21/2016	343.96
68002	SCHONSTEDT INSTRUMENT COMPANY	01/21/2016	415.41
68003	SCHOOL HEALTH CORPORATION	01/21/2016	161.17
68004	SCHOOL SPECIALTY	01/21/2016	331.38
68005	SEARS COMMERCIAL ONE	01/21/2016	12.49
68006	SEEVER, GRAY	01/21/2016	165.00
68007	SERENDIPITY ART AND DESIGN SER	01/21/2016	2,000.00
68008	SERVEMN ACTION NTWRK	01/21/2016	2,800.00
68009	SHIE, JEFFREY R	01/21/2016	138.00
68010	SKY ZONE INDOOR TRAMPOLINE PAR	01/21/2016	672.00
68011	SCHOOL NUTRITION ASSOC (SNA)	01/21/2016	57.00
68012	SNAP-ON	01/21/2016	88.65
68013	SOCIAL THINKING PUBLISHING	01/21/2016	50.89
68014	ST ANDREWS LUTHERAN CHURCH	01/21/2016	750.00
68015	Vendor Continued Check	01/21/2016	0.00
68016	STAPLES ADVANTAGE	01/21/2016	2,647.16
68017	STATE SUPPLY CO	01/21/2016	2,155.64
68018	STAY TUNED PIANO SERVICES	01/21/2016	190.00
68019	STEVENS POINT HS	01/21/2016	325.00
68020	STILLWATER HIGH SCHOOL	01/21/2016	35.00
68021	STOFSHOLT, ANGEL JANE	01/21/2016	68.42
68022	STOUT, GAYLE	01/21/2016	4.70
68023	STREAMLINE DESIGN INC	01/21/2016	612.00
68024	STUDENT SUPPLY	01/21/2016	291.54
68025	SUBURBAN/GREEN & WHITE TAXI	01/21/2016	80.50
68026	SUMMIT COMPANIES	01/21/2016	1,575.34
68027	SURPLUS SERVICES	01/21/2016	278.50
68028	SYNCHRONY BANK	01/21/2016	421.95
68029	TAMARACK NATURE CENTER	01/21/2016	247.50
68030	TD SOCIAL SKILLS	01/21/2016	515.58
68031	TERSCH PRODUCTS	01/21/2016	177.96
68032	THELEN HEATING & ROOFING INC	01/21/2016	4,750.00
68033	THERAPRO INC	01/21/2016	89.00
68034	THERAPYWORKS INC	01/21/2016	113.00
68035	THOMAS, MAC	01/21/2016	81.00
68036	THORSHEIM, TAI	01/21/2016	78.00
68037	THURY, GREG	01/21/2016	66.00
68038	THYSSENKRUPP ELEVATOR CORP	01/21/2016	311.25
68039	TILTON, BRUCE	01/21/2016	78.00
68040	TOP 20 TRAINING LLC	01/21/2016	1,800.00
68041	TRADE PRESS INC	01/21/2016	215.00
68042	TRANS-MISSISSIPPI BIO SUPPLY	01/21/2016	125.00



Check Nbr	Vendor Name	Check Date	Check Amount
68043	TREASURED TRANSPORTATION	01/21/2016	20,194.00
68044	T.R.F. SUPPLY CO	01/21/2016	809.80
68045	TRI-STATE BOBCAT	01/21/2016	580.49
68046	TROJES	01/21/2016	376.50
68047	TRUCK UTILITIES MFG CO	01/21/2016	346.48
68048	TSBL DISTRIBUTING	01/21/2016	83.97
68049	TURFWERKS INC	01/21/2016	4,204.81
68050	TWIN CITY HARDWARE	01/21/2016	387.95
68051	TWIN PINES IMPRINTING	01/21/2016	106.50
68052	U.S. ENERGY SERVICES INC	01/21/2016	18,084.60
68053	UECKER, BARRY	01/21/2016	81.00
68054	UNITED STATES TREASURY	01/21/2016	78.78
68055	CITY OF VADNAIS HEIGHTS	01/21/2016	2,424.31
68056	VAIL, GAYLE J	01/21/2016	33.15
68057	VANGUILDER, CRAIG	01/21/2016	78.00
68058	VARSITY SPIRIT FASHIONS	01/21/2016	451.77
68059	VERIZON WIRELESS	01/21/2016	35.23
68060	VIKING ELECTRIC SUPPLY	01/21/2016	2,466.32
68061	VINCO INC	01/21/2016	894.92
68062	VIRCO INC	01/21/2016	301.16
68063	VOIT, JORDAN	01/21/2016	81.00
68064	VON FANGE, MICHAEL	01/21/2016	177.00
68065	WALSWORTH PUBLISHING CO	01/21/2016	6,008.17
68066	WASHINGTON CO	01/21/2016	1,210.30
68067	WATERS, FAITH	01/21/2016	158.88
68068	WHITE BEAR CENTER FOR THE ARTS	01/21/2016	6,300.00
68069	WHITE BEAR FLORAL SHOP	01/21/2016	74.94
68070	WHITE BEAR GLASS INC	01/21/2016	300.00
68071	WEIER, PAMELA LEANDRA	01/21/2016	27.00
68072	WELCOME WAGON	01/21/2016	96.50
68073	WESTLUND, JILL	01/21/2016	1,353.00
68074	WHALEN, KEVIN	01/21/2016	150.00
68075	WILDLIFE SCIENCE CENTER	01/21/2016	312.00
68076	WILMERT, ANDREW	01/21/2016	66.00
68077	WINNICK SUPPLY	01/21/2016	19.16
68078	WL HALL COMPANY	01/21/2016	10,631.84
68079	WOODBURY HIGH SCHOOL	01/21/2016	150.00
68080	WOODRICH III, WARD F	01/21/2016	76.00
68081	XEROX FINANCIAL SERVICES	01/21/2016	330.34
68082	YOUTH ENRICHMENT LEAGUE	01/21/2016	7,264.50
68083	ZAHRADKA BOB	01/21/2016	75.00
68084	ZSCHERNITZ, KATHY	01/21/2016	8.50

392 Computer Check(s) For a Total of 901,501.73

Check Nbr	Vendor Name	Check Date	Check Amount
67503	XCEL ENERGY	01/21/2016	0.00
1	Manual	Check(s) For a Total of	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
57814	WATERS, FAITH	01/21/2016	158.88
63796	LEININGER, JOHN M	01/21/2016	780.00
66723	CRIMSON CHEERLEADING	01/21/2016	600.00
3	Void	Check(s) For a Total of	1,538.88

	1	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	392	Computer	Checks For a Total of	901,501.73
Total For	393	Manual, Wire Tran, ACH & Computer	Checks	901,501.73
Less	3	Voided	Checks For a Total of	1,538.88
			Net Amount	899,962.85

Check Nbr	Vendor Name	Check Date	Check Amount
68085	ABRAKADOODLE	01/26/2016	450.00
68086	AMAZON	01/26/2016	158.62
68087	AMAZON	01/26/2016	12.52
68088	AMAZON	01/26/2016	381.94
68089	AMERICAN UNITED LIFE	01/26/2016	71,328.39
68090	AMERICAN UNITED LIFE	01/26/2016	582,000.00
68091	AMERIPRISE FINANCIAL SERVICES	01/26/2016	12,151.68
68092	COMCAST	01/26/2016	280.92
68093	GRAFFIC TRAFFIC LLC	01/26/2016	1,386.00
68094	GREAT LAKES HIGHER EDUC	01/26/2016	132.71
68095	GREATER TWIN CITIES UNITED WAY	01/26/2016	202.50
68096	GURSTEL CHARGO ATTORNEYS AT LA	01/26/2016	249.00
68097	IUOE LOCAL 70	01/26/2016	2,191.83
68098	MESSERLI & KRAMER PA	01/26/2016	475.00
68099	METROPOLITAN LIFE	01/26/2016	2,408.56
68100	SCHOOL SERVICE EMPLOYEES	01/26/2016	5,972.02
68101	SCHOOL TECHNOLOGY ASSOC	01/26/2016	51,027.84
68102	SOUTH HILL FILMS	01/26/2016	75.00
68103	US DEPT OF EDUCATION	01/26/2016	501.88
68104	VANGUARD SMALL BUSINESS SERVIC	01/26/2016	29,425.85
68105	WHITE BEAR LAKE CITY	01/26/2016	1,264.00
68106	WBLA EDUCATIONAL FOUNDATION	01/26/2016	752.00
22	Computer	Check(s) For a Total of	762,828.26

Check Nbr	Vendor Name	Check Date	Check Amount
65685	OLYMPUS AMERICA INC	01/26/2016	0.00
67983	RESEARCH PRESS CO INC	01/26/2016	0.00
2	Manual	Check(s) For a Total of	0.00

	2	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	22	Computer	Checks For a Total of	762,828.26
Total For	24	Manual, Wire Tran, ACH & Computer	Checks	762,828.26
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	762,828.26

**RESOLUTION FOR ACCEPTANCE OF GIFTS**

WHEREAS, the School Board believes it necessary and appropriate to accept the gifts that are reflected upon the following pages; and

WHEREAS, these gifts are consistent with State laws, School Board policy, and administrative practices; and

WHEREAS, acceptance of these gifts are consistent with the mission and educational programs of the White Bear Lake Area Schools; and

THEREFORE BE IT RESOLVED, that the School Board authorizes the acceptance and use of the following gifts:



AGENDA ITEM: **Acceptance of Gifts**  
 MEETING DATE: **February 8, 2016**  
 SUGGESTED DISPOSITION: **Operational Item**  
 CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Finance and Operations**

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Donation	Donor	Recipient
100 movie tickets to Marcus Theaters Value: \$700	Michael Minichino Agency	Oneka Elementary School
\$100	Network for Good	Sunrise Park Middle School
\$250	Kowalski's	White Bear Lake Area High School Girls' Golf Team
\$200	Dawn O'Hara	Birch Lake Elementary School
\$25	Jeffrey and Rose Mary Gunelson	Sunrise Park Middle School Band Program
\$75	Jill and Thomas Dalhoff	White Bear Lake Area High School South Campus Band Program
\$100	Jesse and Karen Beauclaiare	White Bear Lake Area High School Band Program
\$10	PC and RJ Johanneck	White Bear Lake Area High School North Campus Band Program
\$75	Paul and Michael Hakamaki	White Bear Lake Area High School North Campus Band Program

**RECOMMENDATION:** Accept donations.

AGENDA ITEM: **Field Trip Requests**  
 MEETING DATE: **February 8, 2016**  
 SUGGESTED DISPOSITION: **Consent Agenda**  
 CONTACT PERSON(S): **Sara Paul, Assistant Superintendent for Teaching and Learning**

**Background:**

School Board Policy #610 – Field Trips requires School Board approval of any overnight field trip. The following field trips are being presented by the administration to the School Board for approval.

Date of Trip and Destination	Requesting Staff Member	Grade/Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
June 2 and 3, 2016 Camp St. Croix, Hudson, WI	Chris Quinn, David Bataglia, Angela Bianco	4 <sup>th</sup> Grade	2	75	Total cost per student: \$35.00 Source of Revenue: Spring 2015 music fundraiser (hosted by then 3 <sup>rd</sup> grade parents) and individual payment	2 buses, 1 trailer	Team building/environmental education that aligns with our IB Planner
June, 2016	Hui Xu	High School	0	12	Total cost per student: \$2,920	Airplane and coach	This trip will provide an excellent opportunity for White Bear Lake students to experience the Chinese culture and life style first hand. They will enhance their language skills through immersion, make friends with the students at our sister school in Hangzhou, and broaden their perspective of the world.

**Recommendation:** The administration recommends the School Board approve these field trips.

**RESOLUTION FOR HUMAN RESOURCES ITEMS**

WHEREAS, the School Board believes it necessary and appropriate to approve the human resources items that are reflected upon the following pages; and

WHEREAS, that human resources items, A-5(f), as revised be approved on the premise that they conform to previously Board approved actions or contractual agreements.

THEREFORE BE IT RESOLVED, that the School Board authorizes the approval of the human resources items listed in Consent Agenda Items A-5(f).

**INDEPENDENT SCHOOL DISTRICT NO.624**  
**Department of Human Resources**

**RESIGNATION/TERMINATION – CLASSIFIED STAFF**

**JAMI DUSTIN** – Paraprofessional, High School – North Campus  
Employed by District 624 since 09/14/2012  
Effective Date: 01/28/2016

**SUSAN EMISON** – Cook, Central Middle School  
Employed by District 624 since 11/10/2015  
Effective Date: 12/18/2015

**JACQUELINE HEATON** – Extended Day Program Assistant Leader, Matoska Elementary  
Employed by District 624 since 10/27/2014  
Effective Date: 12/18/2015

**RESIGNATION/TERMINATION – CERTIFIED STAFF**

**SUSAN MIELKE** – Music Teacher, Oneka Elementary  
Employed by District 624 since 04/09/1985  
Effective Date: 06/10/2016

**FULL – TIME LEAVE REQUEST – CERTIFIED STAFF**

**DANIELLE FRISSORA** – 3<sup>rd</sup> Grade Teacher, Vadnais Heights Elementary  
Employed by District 624 since 08/20/2014  
Effective Date: January 18, 2016 through April 11, 2016

**CAROL HULTMAN** – Science Teacher, Central Middle School  
Employed by District 624 since 08/24/1972  
Effective Date: September 8, 2015 through June 10, 2016

**CATHERINE OLSON** – Math Teacher, High School - North Campus  
Employed by District 624 since 08/22/1985  
Effective Date: December 14, 2015 through February 19, 2016

**CHANGE IN CONTINUING CONTRACT – CERTIFIED STAFF**

**FARRAH PUNJWANI** – Early Childhood Teacher, Normandy Park Education Center  
From .60 f.t.e. to .80 f.t.e.  
Effective Date: February 8, 2016 through June 10, 2016

**NEW PERSONNEL – CLASSIFIED STAFF**

**KARA HAYNE** – Cook, Central Middle School  
\$13.94 / hr., 3.5 hrs. / 106 days \$5,275.62  
Effective Date: 01/04/2016

**SAID HIRSI** – Program Assistant Leader, Vadnais Heights Elementary  
\$12.92 / hr., 4.5 hrs. / 129 days \$7,500.06  
Effective Date: 01/04/2016

**ADAM KING** – Pupil Support Assistant, High School – South Campus  
\$17.30 / hr., 6.5 hrs. / 105 days \$11,807.25  
Effective Date: 01/04/2016

**CHRISTOPHER OLSON** – Bus Driver, Bus Garage  
\$17.16 / hr., 5.5166 hrs. / 93 days \$8,803.93  
Effective Date: 01/19/2016

**HEATHER STEINER** – Health Assistant, Otter Lake Elementary  
\$17.29 / hr., 7.5 hrs. / 107 days \$14,677.71  
Effective Date: 01/04/2016

**LISA VOMELA** – Pupil Support Assistant, Otter Lake Elementary  
\$17.30 / hr., 6.5 hrs. / 105 days \$11,807.25  
Effective Date: 01/04/2016

**LYNN ZELENY** – Cook, Central Middle School  
\$14.22 / hr., 3.5 hrs. / 106 days \$5,275.62  
Effective Date: 01/04/2016

**NEW LONG TERM SUBSTITUTE – CERTIFIED STAFF**

**JACQUELINE BARKER** – Science Teacher, Central Middle School  
BA +45, Step 1 \$18,182.54 (Pro-rated on \$42,951)  
Effective Date: February 4, 2016 – May 31, 2016

**CHRISTINE CARNEY** – 0.8 Math Teacher, High School – North Campus  
BA, Step 2 \$7,304.41 (Pro-rated on \$41,193)  
Effective Date: December 15, 2015 – February 19, 2016

**SHEA GOETTING** – 3<sup>rd</sup> Grade Teacher, Vadnais Heights Elementary  
BA, Step 1 \$11,231.46 (Pro-rated on \$40,350)  
Effective Date: January 11, 2016 – April 1, 2016

**KAREN HOWARD** – Media Specialist, High School – North Campus  
MA, Step 13 \$39,024.45 (Pro-rated on \$71,760)  
Effective Date: January 12, 2016 – June 10, 2016

**HANNAH KRANZ** – Science Teacher, Central Middle School  
BA, Step 1 \$20,071.04 (Pro-rated on \$41,193)  
Effective Date: January 25, 2016 – June 10, 2016

**LEIGH MILLS** – 5<sup>th</sup> Grade Teacher, Birch Lake Elementary School  
BA, Step 13 \$16,650.31 (Pro-rated on \$57,171)  
Effective Date: January 04, 2016 – March 18, 2016

**KIM NGUYEN** – .7 Math Teacher, High School – South Campus  
MA, Step 5 \$7,611.52 (Pro-rated on \$50,830)  
Effective Date: January 25, 2016 – March 18, 2016

# **B. PUBLIC FORUM**

During the Public Forum any person may address the School Board on a topic of interest or concern. Listed below are the procedures.

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open up to 30 minutes (3 minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those wishing to address the Board should fill out the Public Forum Speaker Card and submit the card to the School Board clerk or other district officials at the meeting.
4. Questions may be asked on any topic, including those on the agenda.
5. School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Under School Board Policy 206, complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.
6. An attempt will be made to answer questions addressed to the Board. In those cases where an answer is not provided, a phone call from an appropriate school district official will be made as a follow-up.
7. A handout on the purpose of School Board meetings and the meeting process is available at each School Board meeting.
8. Citizens may be asked to address the School Board on a particular subject during the discussion of that item.
9. The School Board chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

# **C. INFORMATION ITEMS**



AGENDA ITEM: **Report on ConnectED Library Challenge**  
MEETING DATE: **February 8, 2016**  
SUGGESTED DISPOSITION: **Information Item**  
CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

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**BACKGROUND:**

We will report on our partnership with the Suburban Ramsey County Library System, which aims at providing all our school students with a library card that can be used both to access the school collections and the county library systems. In addition, training is provided to students to take advantage of the print and digital resource available through the public library system.

This initiative is part of ConnectEd, an initiative proposed by President Obama which would give every student nationwide better access to libraries and technology by providing a library card for every child.

The White Bear Lake Area School District is one of sixty school districts nationwide which are pioneers in this initiative. The superintendent participated in a White House sponsored conference on January 18.

With us at the meeting will be Director of Technology and Innovation Mark Garrison, Sunrise Media Specialist Beth Muster, as well as students who were part of the video shown at the White House Conference on January 18.

AGENDA ITEM:                    **Superintendent's Report**  
MEETING DATE:                **February 8, 2016**  
SUGGESTED DISPOSITION:   **Information Item**  
CONTACT PERSON(S):         **Dr. Michael J. Lovett, Superintendent**

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BACKGROUND:

Dr. Lovett will provide information on current issues and events pertaining to the White Bear Lake Area Public School District.

# **D. DISCUSSION ITEMS**

AGENDA ITEM: **School Board Policy 614, School District Testing Plan and Procedure**

MEETING DATE: **February 8, 2016**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Sara Paul, Assistant Superintendent for Teaching and Learning**

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**BACKGROUND:**

School Board Policy 614, School District Testing Plan and Procedure, was reviewed by the School Board Policy Committee and Cabinet.

Administration is recommending the elimination of Policy 614 because changes in Minnesota law make the policy unnecessary. MSBA notes that “*with the repeal of the graduation-required assessment for diploma (GRAD), school districts are no longer required to comply with any of the provisions of this policy.*” The Minnesota Department of Education (MDE) oversees and communicates testing protocols. Policy 618, attached, requires us to follow processes established by the MDE.

**RECOMMENDATION:**

To take action to remove School Board Policy 614, School District Testing Plan and Procedure, from our policy list at the March 14, 2016 Board meeting.

Adopted: September 8, 1997  
Revised: June 11, 2001  
Revised: May 9, 2005  
Revised: April 11, 2011  
Revised: March 12, 2012

White Bear Lake Area  
School Board Policy 614

## 614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

[Note: With the repeal of the graduation-required assessment for diploma (GRAD), school districts no longer are required to comply with any of the provisions of this policy.]

### I. PURPOSE

The purpose of this policy is to set forth the school district's testing plan and procedure.

### II. GENERAL STATEMENT OF POLICY

The policy of the school district is to implement procedures for testing, test security, reporting, documentation, notification to students and parents and student record keeping in accordance with Minnesota law.

### III. DUTIES OF SCHOOL DISTRICT TEST ADMINISTRATOR

The school district test administrator as named in Policy 613, Graduation Requirements, shall be responsible for creating a plan that demonstrates adherence to procedures for testing, test security, reporting, documentation and notification to students and parents and student recording keeping in relation to the state tests required for graduation. The plan will be developed in accordance with Minnesota law, rule, and regulation. preparing and presenting annually to the school board for approval, and overseeing the publishing of, the basic requirements of a test administration plan. The school district test administrator shall file the plan with the Minnesota Department of Education (MDE) and deliver the plan to all households in the school district by October 15 of each year. The plan shall include, at a minimum, the following:

A. The graduation requirements;

B. The number of opportunities a student shall have to retake tests of basic requirements during each year;

C. The opportunities for remediation for a student who has not passed tests of basic requirements;

D. The process for requesting an additional testing opportunity and accommodations for a senior who has met all other graduation requirements but has not passed one or more basic requirements;

E. The process for appealing the school district's response to requests in item D.; and

F. The method to report breaches in test security procedures to the school district and MDE.

#### IV. TEST SECURITY

##### A. Security Requirements.

1. When administering a graduation required assessment for diploma (GRAD) tests for the basic requirements, the school district must ~~must~~ shall observe the following test security measures in addition to any requirements imposed by MDE:

a. All test booklets, answer sheets, and test materials ~~must be secured, either physically or electronically,~~ shall be placed in locked storage before and after the test administration; ~~and~~

b. ~~All testing materials are nonpublic data under Minn. Stat. § 13.34. The tests, testing materials, and answer sheets are nonpublic data under Minn. Stat. § 13.34; and~~

c. No copies of test booklets or answer sheets shall be made.

2. When administering a graduation-required assessment for diploma (GRAD), the school district must observe the following test security measures:

a. All test materials must be secured, either physically or electronically, before and after the test administration;

b. All testing materials are nonpublic data under Minn. Stat. § 13.34; and

c. A student is required to present valid photo identification before being admitted to the testing site if:

(1) the student is not enrolled in the testing district; or

(2) the student is unknown to the test proctor.

2.3. The school district must report any known violations of test security to MDE which must accept reports of violations of test security from anyone with knowledge of such an incident.

B. Security Violations. MDE shall investigate any reported incidents of breaches in test security. The consequences of a violation of test security may include:

1. The invalidation of test scores if a violation is found to justify serious questions about the integrity of the results of the test administration; or
2. Other reasonable sanctions that are necessary to preserve the security and confidentiality of future tests and test administrations.

## **V. SCHOOL DISTRICT REPORTING TO MDE AND THE PUBLIC**

A. The school district shall report the information specified below to MDE annually by October 15 in a format to be determined by MDE.

B. The school district shall prepare and disseminate annually by October 15 a public report of the information specified below through the official newspaper or through publications sent to all households in the school district.

C. The reports required above shall include:

1. The number of students enrolled at each grade level 9 through 12 according to the end of the year Minnesota Automated Reporting Student System (MARSS) report;
2. The number of students at each grade level 9 through 12 passing each basic requirement at the state standard level;
3. The number of students at each grade level 9 through 12 passing each basic requirement at an individualized level under an IEP or a Section 504 accommodation plan;
4. The number of students at each grade level 9 through 12 passing tests in each basic requirement with tests that have been translated into a language other than English;
5. The number of students at each grade level 9 through 12 exempt from testing in each basic requirement; and
6. For grade 12 of the previous year only, the number of students currently denied a high school diploma because of not passing the state standard for

a basic requirement when all other graduation requirements have been met.

**VI. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT**

The school district shall maintain records necessary for program audits conducted by the MDE. The records must include documentation that:

- A. Required notifications to parents and students meet the requirements of Minnesota Rules, Parts 3501.0120 and 3501.1120;
- B. Required student records meet the requirements of Minnesota Rules, Parts 3501.0130 and 3501.1130;
- C. The school district's process for additional testing of students meets the requirements of Minnesota Rules, Part 3501.0050.
- D. Test security procedures comply with Minnesota Rules, Parts 3501.0150 and 3501.1150;
- E. The school district's decisions and processes regarding testing accommodations, modifications, and granting exemptions are in compliance with Minnesota Rules, Parts 3501.0090, 3501.0100, and 3501.1180;
- F. The school district's curriculum and instruction provides appropriate learning opportunities in the basic requirements in compliance with Minn. Rules Part 3501.0110 and state graduation requirements in compliance with Minn. Rules Part 3501.1110;
- F.G. Remediation plans for students are on file consistent with Minnesota Rules, Parts 3501.0110 and 3501.1110;
- H. The basic requirements test administration plan complies with Minn. Rules Part 3501.0140, subpart 2, and the GRAD administration plan complies with Minn. Rules Part 3501.1140;
- G.I. The documentation for students granted accommodations or exempted from testing complies with Minn. Rules, Parts 3501.0090 and 3501.1190;
- H.J. The assessments and documentation of performance for students granted modifications of statewide standards comply with Minn. Rules Part 3501.0090, subpart 2, item C, and 3501.1190; and



**L.K.** The school district's process for testing considerations for limited English proficiency students complies with Minnesota Rules, Part 3501.0100.

**VII. REQUIRED NOTIFICATION TO PARENTS AND STUDENTS**

A. Written Notice. The school district shall establish and maintain a system to provide written notice to parents and students about graduation requirements.

B. Notice of Graduation Requirements.

1. No later than thirty (30) working days after the date of the entrance into grade 9 or transfer of a student into the school district during or after grade 9, the school district shall provide to the parents and the student written notice of:

a. The graduation requirements; and

b. The grade in which the student shall have the first opportunity to take a test in a **basic** requirement.

2. The school district shall provide parents and students with annual written notice of the grade in which the student will have the first opportunity to take a GRAD. The school district shall provide written notice to parents and students of GRAD results no later than sixty (60) days after the district receives the results of a GRAD. After the date of receiving test results, students must have a minimum of six (6) weeks for remediation before the next testing opportunity.

C. Notice of Test Results and Remediation Opportunities. The school district shall provide no later than ninety (90) days after a student takes a test of basic requirements, written notice to the parents and the student of:

1. Basic requirements test results; and

2. Consistent with Minn. Rules Part 3501.0050, subpart 3, if the student is in the graduating year:

a. The process by which a parent or student can request additional testing and testing accommodations after April 1; and

b. The process by which a parent or student can appeal the school district's decision if additional testing or testing accommodation is denied.

- ~~C.D.~~ Notice Pertaining to Adequate Yearly Progress. If the school district is proposed for identification for school improvement, for corrective action, or for restructuring by ~~the~~ MDE, the school district shall provide to parents of students in the school district sufficiently detailed summary data of its academic assessments or other academic indicators reviewed to determine whether the school is making adequate yearly progress to permit parents to appeal MDE's proposal.

## **VIII. STUDENT RECORD KEEPING**

- A. Test Results. The school district shall keep a record on each student that includes:
1. The basic requirements tests taken;
  2. The results of the most recent basic requirements tests given;
  - ~~1.3.~~ The GRADs taken; and
  - ~~2.4.~~ The results of the most recent GRAD given.
- B. Student Progress. Individual student progress shall be reported on a student record as described below.
1. "Pass" or "p" must "Pass-state level" shall be noted on the record of a student who passes a GRAD basic requirement test under standard conditions or with an accommodation. The records for students passing with an accommodation shall not be different from the records of students passing the test under standard conditions.
  2. "Pass-individual level" shall be noted on the record of a student who passes a basic requirement test with a modification established in the IEP or Section 504 accommodation plan in accordance with Minn. Rules Part 3501.0090.
  3. "Pass-translation" shall be noted on the record of a student who passes a basic requirement test that has been translated into a language other than English and has not been validated by the state as a state test with a set passing score.
  4. "Exempt" shall be noted on the record of a student who has been exempted from a basic requirement test.
  5. "Pass" or "p" must be noted on the record of a student who passes a GRAD under standard conditions or with an accommodation.

2-6. “Pass” or “p” must also be noted on the record of a student who passes a GRAD with a modification established in the IEP or Section 504 accommodation plan in accordance with Minn. Rules Part 3501.1190. This notation is also used as a GRAD notation for any other modified or alternate assessment used for accountability purposes for students with disabilities. The records for students passing with an accommodation or a modification or who pass an alternate assessment must not differ from the records of students passing the test under standard conditions.

Legal References: Minn. Stat § 13.34 (Examination Data)  
Minn. Stat § 120B.11 (School District Process)  
Minn. Stat § ~~123B.30~~ 120B.30 (Statewide Testing and Reporting System)  
Minn. Stat § 120B.36, Subd. 2 (Adequate Yearly Progress)  
Minn. Rule Parts 3501.0010 – 3501.0180 (Graduation Standards – Mathematics and Reading) (~~repealed Minn. L. 2013, Ch. 116, Art. 2, § 22~~)  
Minn. Rule Parts 3501.0200 – 3501.0290 (Graduation Standards – Written Composition) (~~repealed Minn. L. 2013, Ch. 116, Art. 2, § 22~~)  
Minn. Rules Parts ~~3501.0505-3501.0550 (Graduation Standards—3501.0640-3501.0655 (Academic Standards for Language Arts)~~  
Minn. Rules Parts 3501.0700-3501.0745 (~~Graduation Academic Standards for~~ Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (~~Graduation Academic Standards for the~~ Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (~~repealed Minn. L. 2013, Ch. 116, Art. 2, § 22~~)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

Cross References: WBLASB Policy 601 (School District Curriculum and Instruction Goals)  
WBLASB Policy 613 (Graduation Requirements)  
WBLASB Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plan and LEP Students)  
WBLASB Policy 616 (School District System Accountability)

AGENDA ITEM: **School Board Policy 616, School District System  
Accountability**

MEETING DATE: **February 8, 2016**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Sara Paul, Assistant Superintendent for Teaching and Learning**

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**BACKGROUND:**

School Board Policy 616, School District System Accountability, was reviewed by the School Board Policy Committee and Cabinet.

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota K-12 Academic Standards and federal guidelines.

Administration recommends updating Policy 616 to align with *World's Best Workforce* requirements. Policy requirements have been removed that are no longer in statute, including *Profile of Learning* and *Requirement of Annual Report*.

**RECOMMENDATION:**

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 14, 2016 School Board meeting agenda or a subsequent meeting for action.

*Adopted: October 13, 1997*  
*Revised: May 26, 1998*  
*Revised: June 11, 2001*  
*Revised: May 9, 2005*  
*Revised: December 14, 2009*  
*Revised: April 11, 2011*  
*Revised: March 12, 2012*

White Bear Lake Area  
School District #624 Policy 616

## 616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

*[Note: Minn. Stat. § 120B.11 requires school districts to adopt **certain policies and procedures regarding a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, and student achievement, and assessment.** MSBA/MASA Model Policies 601, 603, and 616 address these policy statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn.Stat. § 120B.11.]*

### I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota K-12 Academic Standards **and federal guidelines.**

### II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota **K-12 Academic Standards and federal guidelines** ~~and the No Child Left Behind Act~~ requires a level of accountability for the school district. The school district will establish a system to review and improve instruction, curriculum and assessment which will include input by students, parents/~~or~~ guardians and local community members. The school district will be accountable to the public and the state through annual reporting.

### III. DEFINITIONS

- A. **“Course credit Credit” is equivalent to means** a student’s **successfully completing successful completion of** an academic year of study or a student’s **mastering mastery of** the applicable subject matter, as determined by the school district.
- B. **“Graduation Standards” means the** **course** credit requirements and Minnesota **K-12** Academic Standards that school districts must offer, and certify that students complete, to be eligible for a high school diploma.

C. “Profile of Learning” means content standards formerly required for a high school diploma.

C.D. “World’s Best Workforce” The goals of the World’s Best Workforce legislation refers to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and student not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

D. “Worlds Best Workforce Advisory Committee”: MN statute references various committees established for gaining perspective on continuous improvement (e.g., Graduation Standards Implementation Advisory Committee, Student Achievement Advisory Committee) White Bear Lake Area Schools has established the WBWF Advisory Committee in order to meet these statutory requirements.

#### IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION; AND REPORTING

##### A. School District Goals

1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the Minnesota Graduation Standards and federal guidelines.. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the WBWF Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Advisory Committee).
2. The improvement goals shall ~~should~~ address recommendations identified through the World’s Best Workforce Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may be developed through the an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

B. System for Reviewing All Instruction and Curriculum. Incorporated in the continuous improvement process will be analysis of the school district's progress toward implementation of the K-12 Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes and principal evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

The professional teaching and learning cycle comprises six phases—study, select, plan, implement, analyze, and adjust. Following is a description of, and the goals, for each phase:

Phase 1: Study

Teachers work in collaborative planning teams (grade level, vertical, or departmental) to critically examine and discuss the learning expectations from the MN K-12 Academic Standards.

Phase 2: Select

Collaborative planning teams research and select instructional strategies and resources for enhancing learning as described in the standards.

Phase 3: Plan

Collaborative planning teams work together to formally plan a lesson incorporating the selected strategies, and agree on the type of student work each teacher will analyze as evidence of student learning.

Phase 4: Implement

Teachers teach the planned lesson, make note of implementation successes and challenges, and gather the agreed-upon evidence of student learning.

Phase 5: Analyze

Teachers gather again in collaborative teams to examine student work and discuss student understanding of the standards.

Phase 6: Adjust

Collaborative teams reflect on the implications of the analysis of student work. Teachers discuss alternative instructional strategies or modifications to the original instructional strategy that may be better suited to promoting student learning.

C. Implementation of Graduation Requirements

1. The school board shall appoint a World's Best Work Force Advisory Committee which The Assistant Superintendent shall advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually. The Graduation Standards Implementation Committee [will/will not] be comprised of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement.

[Note: The Graduation Standards Implementation Committee may be comprised of an existing committee such as the Advisory Committee for Comprehensive Continuous Improvement of Student Achievements. Regardless of whether a new committee or an existing committee is utilized, the committee should be comprised of representatives of the community, including equal representation from school board members, students, parents, teachers, representatives of local businesses, and representatives of the community at large. Among these members should be individuals who are able to represent the needs of students throughout the district including students with special needs.]

2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the World's Best Work Force Advisory Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The World's Best Work Force Advisory Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable state-wide or district-wide assessments. The school board will consider utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with the Minnesota Department of Education (MDE) in evaluating school sites and continuous improvement plans, consistent with the best practices.

D. World's Best Work Force Advisory Committee. Advisory Committee for Comprehensive Continuous Improvement of Student Achievement.

1. In the Fall of each year, the WBWF Advisory Committee will meet to advise and assist the school district in the implementation of school district system accountability and comprehensive continuous improvement process. The Community Curriculum Advisory Council acts in an advisory capacity to the superintendent, to convey community beliefs and opinions regarding curriculum issues.



2. The ~~Advisory~~ WBWF Advisory Committee working in cooperation with other committees of the school district will provide active community participation in:
  - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Graduation Standards;
  - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
  - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;

3. The ~~Advisory~~ WBWF Advisory Committee:

- a. shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
  - b. shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
  - c. may establish building teams as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
  - d. shall create a process for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the WBWF Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. The WBWF Advisory Committee must reflect the diversity of the district and its school sites. It must include teachers, parents and/or guardians, support staff, students, and other community residents.
  5. The ~~Advisory~~ WBWF Advisory Committee shall meet throughout the year to provide input regarding the system of continuous improvement. The WBWF Advisory Committee should pr recommendations to the school board for its input and approval.

E. A committee of professional staff shall develop a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for

use by the WBWF Advisory Committee in the instruction and curriculum review process.

F. Educational Planning and Assessment System. The school district may elect to participate in the Educational Planning and Assessment System (EPAS) program offered by ACT, Inc., to provide a longitudinal, systematic approach to student educational and career planning, assessment, instructional support, and evaluation.

FG. Reporting

An “Annual Report on Curriculum, Instruction and Student Achievement” shall be approved by the school board by October 1 of each year. Consistent with Minn.-Stat. § 120B.36, Subd. 1, the school board shall publish a summary of the report and make it available on the school district website. If electronic means are used, the school district must publish notice of the report in a periodical of general circulation in the school district. The school district must make copies of the report available to the public on request. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world’s best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies about their connection to and level of satisfaction with the schools. The school district shall include the results of this evaluation in its summary report to the Commissioner.

The public report shall include, but not be limited to, the following:

1. Student achievement goals for meeting the Minnesota Academic Standards;
2. Result of local assessment data and additional test data, including all data required by Minn. Rules, Part 3501.0160;
3. School district improvement plans including staff development goals;
4. Progress on previous improvement plans;
5. Amount and type of revenue attributed to each educational site as

~~defined in Minn. Stat. § 123B.04;~~

~~6. Names of Advisory Committee members, dates their terms expire, method of selection and application dates;~~

~~7. Periodic reports on constituencies' satisfaction with schools;~~

~~8. Biennial evaluations of the school district testing programs according to the following:~~

~~a. written objectives of the assessment program;~~

~~b. names of tests and grade levels tested;~~

~~c. use of test results; and~~

~~d. student achievement results compared to previous years.~~

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.128 (Educational Planning and Assessment System (EPAS) Program)  
Minn. Stat. § 120B.35 (Student Achievement Levels)  
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)  
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41, Subd. 5 (teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123B.04 (Site Decision Making Agreement)  
Minn. Stat. § 123B.147, Subd. 3 (Principals)  
~~Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards – Mathematics and Reading)~~  
~~Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards – Written Composition)~~  
~~Minn. Rules Part 3501.0160 (District Reporting Requirements)~~  
Minn. Rules Parts 3501.~~0505~~ 0640-3501.0550 (Graduation Standards – Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Graduation Standards – Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Graduation Standards – Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Graduation Standards – Science)  
~~Minn. Rules Parts 3501.1000-3501.1190 (Graduation Required Assessment for Diploma)~~  
Minn. Rules Parts 3501.1300-3501-1345 (Academic Standards for Social Studies)  
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

Cross References: WBLASB Policy 104 (School District Mission Statement)  
WBLASB Policy 601 (School District Curriculum and Instruction Goals)  
WBLASB Policy 613 (Graduation Requirements)  
WBLASB Policy 614 (School District Testing Plan and Procedure)  
WBLASB Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plan, and LEP Students)  
WBLASB Policy 617 (School District Ensurance of Preparatory and High School Standards)  
WBLASB Policy 618 (Assessment of Student Achievement)  
WBLASB Policy 619 (Staff Development for Standards)  
WBLASB Policy 620 (Credit for Learning)

AGENDA ITEM: **School Board Policy 618, Assessment of Student Achievement**  
MEETING DATE: **February 8, 2016**  
SUGGESTED DISPOSITION: **Discussion Item**  
CONTACT PERSON(S): **Sara Paul, Assistant Superintendent for Teaching and Learning**

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**BACKGROUND:**

School Board Policy 618, Assessment of Student Achievement, was reviewed by the School Board Policy Committee and Cabinet.

The purpose of this policy is to institute a process for the establishment and revision of assessments to be used to determine how well students have achieved the Minnesota Academic Standards.

Administration recommends elimination of Section 5 – *Profile of Learning*, as well as language pertaining to the GRAD Assessment; neither requirements are no longer in statute. Assessment coordinator Brian Morris will be available to answer questions.

**RECOMMENDATION:**

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 14, 2016 School Board meeting agenda or a subsequent meeting for action.

*Adopted: May 26, 1998*  
*Revised: August 27, 2001*  
*Revised: July 18, 2005*  
*Revised: January 11, 2010*  
*Revised: December 12, 2011*

*White Bear Lake  
School District #624 Policy 618*

## **618 ASSESSMENT OF STUDENT ACHIEVEMENT**

### **I. PURPOSE**

The purpose of this policy is to institute a process for the establishment and revision of assessments to be used to determine how well students have achieved the Minnesota Academic Standards.

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

The school district has established a procedure by which students shall complete the Minnesota **K-12** Academic Standards. This procedure includes the adoption of assessment methods to be used in measuring student learning. The school district continually strives to enhance student achievement of the Minnesota **K-12** Academic Standards.

### **III. DEFINITIONS**

- A. “Above-grade level” test items contain subject area content that is above the grade level of the student taking the assessment and is aligned with content represented in state academic standards above the grade level of the student taking the assessment. Notwithstanding the student’s grade level, administering above-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.
- B. “Academic standard” means a summary description of student learning in a required content area or elective content area.
- C. “Below-grade level” test items contain subject area content that is below the grade level of the student taking the test and is aligned with content represented in state academic standards below the student’s current grade level. Notwithstanding the student’s grade level, administering below-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.
- D. “Benchmark” means the academic knowledge and skills students must achieve at each grade level or high school level to satisfactorily complete a standard specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.

- E. “Career and college ready,” for purposes of statewide accountability, means a high school graduate has the knowledge, skills, and competencies to successfully pursue a career pathway, including postsecondary credit leading to a degree, diploma, certificate, or industry-recognized credential and employment. Students who are career and college ready are able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for remediation.
- F. “Computer-adaptive assessments” means computer-based tests that adapt, during the test administration, to the examinee’s ability level. .
- G. “Cultural competence,” for purposes of statewide accountability, means the ability and will to interact effectively with people of different cultures, whose primary language is different than one’s own, and/or who are from different socioeconomic backgrounds.
- H. “Elective standards” ~~are the academic standards adopted by the school district in the subject areas in which state standards are not specified~~ means a locally adopted expectation for student learning in career and technical education and world languages.
- I. “Fully adaptive assessments” feature on-grade level test items and items that may be above or below a student’s grade level.
- J. “Graduation required assessment for diploma” or “GRAD” means the assessment that measures the reading, writing, mathematics, and science proficiency of high school students.  
“On-grade level” test items contain subject area content that is aligned to state academic standards for the grade level of the student taking the assessment.
- K. “Required standard” means a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, and the arts, or a locally adopted expectation for student learning in health or the arts.
- L. “Rubric” means the criterion that meets the specifications of a content standard criteria set by the Commissioner of the Minnesota Department of Education (MDE) that must be used by a district to score student work that meets the specifications of a content standard.

#### IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

- A. The Assessment Coordinator shall establish criteria by which student performance of the Minnesota K-12 Academic Standards are to be evaluated and approved. The criteria will be submitted to the school board for approval. Upon approval by the school board, the criteria shall be deemed part of this policy.
- B. The Superintendent shall ensure that students and parents or guardians are provided with notice of the process or processes by which the Minnesota K-12 Academic Standards will be assessed.
- C. Staff members will be expected to utilize staff development opportunities to the extent necessary to ensure effective implementation and continued improvement of the assessments under the Minnesota K-12 Academic Standards.

#### V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFORMANCE ASSESSMENTS

##### A. Benchmarks

The school district will offer academic knowledge and skills to allow students to satisfactorily complete a state standard by the use of grade level or high school level benchmarks. These benchmarks will be used by the school district and its staff in developing tests to measure student academic knowledge and skills.

##### ~~B. Local Assessments~~

~~Locally selected assessments are expected to provide opportunities for students to demonstrate their achievement of the elective standards or other locally adopted standards.~~

##### ~~BC. Statewide Academic Standards Testing~~

1. The school district will utilize state constructed tests developed from and aligned with the state's required academic standards as these tests become available to evaluate student progress toward career and college readiness in the context of the state's academic standards. If a state assessment is not available, the school district will determine if a student has met the required academic standards through locally developed assessments
2. The school district will administer annually, in accordance with the process determined by the MDE, the state-constructed tests to all students in grades three through eight and at the high school level as follows:



- a. annual reading language arts and mathematics assessments in grades three through eight and at the high school level;
  - b. ~~state developed grade 8 and high school reading and mathematics tests aligned with state academic standards; and~~
  - ~~be.~~ annual science assessments in one grade in the grades three through five span, the grades six through ~~nine~~ eight span, and a life science assessment in the grades ~~ten nine~~ nine through twelve span passing score on high school science assessments is not a condition of receiving a diploma.
  - e. ~~mathematics assessments in grades three through eight and eleven are aligned with the state academic standards in mathematics; and~~
  - ~~d.~~ GRAD assessments as defined per state guidelines.
3. The school district will develop and administer locally constructed assessments in social studies, health and physical education, and the arts to determine if a student has met the required academic standards in these areas.
  4. Students for whom the statewide or locally constructed tests are inappropriate, as determined by the student's individualized education program team, or students with limited English proficiency, shall be exempt from or provided appropriate, technically sound accommodations or alternate assessments for statewide and local testing with the approval of the student's parent or guardian.
  5. The school district may use a student's performance on a statewide assessment as one of the multiple criteria to determine grade promotion or retention. The school district also may use a high school student's performance on a statewide assessment as a percentage of the student's final grade in a course, or place a student's assessment score on the student's transcript.
  6. For students in grade eight in the 2012-2013 school year and later, the school district must record on the high school transcript a student's progress toward career and college readiness. For other students, this record of progress must be made as soon as practicable. In addition, the school district may include a notation of high achievement on the high school diplomas of those graduating seniors who, according to established school board criteria, demonstrate exemplary academic achievement during high school.

D. Rigorous Course of Study Waiver

1. Upon receiving a student's application signed by the student's parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the school board determines that the student:
  - a. is participating in a course of study, including an advanced placement or international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or postsecondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;
  - b. would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or postsecondary education program if the student were required to achieve the academic standard to be waived; and
  - c. satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or postsecondary education program.
2. The school board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard that the site requires for graduation under this section.
3. A student who satisfactorily completes a postsecondary enrollment options course or program or an Advanced Placement or College in the Schools course or ~~international baccalaureate course or~~ **Diploma Programme** is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

**VII. CAREER EXPLORATION ASSESSMENT**

- A. ~~Commencing with the 2014-2015 school year, student assessments, in alignment with state academic standards, shall include career and college readiness benchmarks. Mathematics, reading, and writing assessments for students in grades 8 and 10 must be predictive of a nationally normed assessment for career and college readiness. This nationally recognized assessment must be a college entrance exam and given to students in grade 11. This series of assessments must include a college placement diagnostic exam and contain career exploration elements. When administering formative or summative assessments used to measure the academic progress, including the oral academic development of~~

English learners and inform their instruction, schools must ensure that the assessments are accessible to the students and students have the modifications and supports they need to sufficiently understand the assessments.

A. B. On an annual basis, the school district must use career exploration assessments, beginning no later than grade nine, to help students and their families explore and plan for postsecondary education or careers based on the students' interests, aptitudes, and aspirations. The school district must use timely regional labor market information and partnerships, among other resources, to help students and their families successfully develop, pursue, review, and revise an individualized plan for postsecondary education or a career. This process must help increase students' engagement in and connection to school, improve students' knowledge and skills, and deepen students' understanding of career pathways as a sequence of academic and career courses that lead to an industry-recognized credential, an associate's degree, or a bachelor's degree and are available to all students, whatever their interests and career goals.

C. Students in grade 10 or 11 not yet academically ready for a career or college based on their growth in academic achievement between grades 8 and 10 must take the college placement diagnostic exam before taking the college entrance exam under Section VII.D. Students, their families, the school, and the district can then use the results of the college placement diagnostic exam for targeted instruction, intervention, or remediation and improve students' knowledge and skills in core subjects sufficient for a student to graduate and have a reasonable chance to succeed in a career or college without remediation.

D. All students, except those eligible for alternative assessments, must be given the college entrance part of these assessments in grade 11. A student under this paragraph who demonstrates attainment of required state academic standards on these assessments, which include career and college readiness benchmarks, is academically ready for a career or college and is encouraged to participate in courses awarding college credit to high school students. Such courses and programs may include sequential courses of study within broad career areas and technical skill assessments that extend beyond course grades.

B. Though not a high school graduation requirement, students are encouraged to participate in a nationally recognized college entrance exam. With funding provided by the state, the district shall pay the cost, one time, for an interested student in grade 11 or 12 to take a nationally recognized college entrance exam before graduating. A student must be able to take the exam under this paragraph at the student's high school during the school day -or at any site available to students in the district. A student who demonstrates attainment of required state academic standards, which include career and college readiness benchmarks, on high school assessments under subdivision 1a is academically ready for a career or college and is encouraged to participate in courses

awarding college credit to high school students. Such courses and programs may include sequential courses of study within broad career areas and technical skill assessments that extend beyond course grades.

C.E. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.

D.F. In developing, supporting, and improving students' academic readiness for a career or college, the school district must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without need for postsecondary remediation.

***Legal References:***

Minn. Stat § 120B.018 (Definitions)

Minn. Stat § 120B.02 (Educational Expectations for Minnesota Students)

Minn. Stat. § 120B.021 (Required Academic Standards)

Minn. Stat. § 120B.022 (Elective Standards)

Minn. Stat. § 120B.023 (Benchmarks)

Minn. Stat § 120B.11 (School District Process)

Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)

~~Minn. Rule Parts 3501.0010–3501.0180 (Graduation Standards–Mathematics and Reading)~~

~~Minn. Rule Parts 3501.0200–3501.0290 (Graduation Standards–Written Composition)~~

Minn. Rules Parts 3501.0505–3501.0550 3501.0640–3501.0655  
(Academic Standards for Language Arts)

Minn. Rules Parts 3501.0700–3501.0745 (Academic Standards for Mathematics)

Minn. Rules Parts 3501.0800–3501.0815 (Academic Standards for the Arts)

Minn. Rules Parts 3501.0900–3501.0955 (Academic Standards in Science)

Minn. Rules Parts 3501.1300–3501.1345 (Academic Standards for Social Studies)

~~Minn. Rules Parts 3501.1000–3501.1190 (Graduation–Required Assessment for Diploma)~~

20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

***Cross References:***

WBLASB Policy 104 (School District Mission Statement)

WBLASB Policy 601 (School District Curriculum and Instruction Goals)

WBLASB Policy 613 (Graduation Requirements)

WBLASB Policy 614 (School District Testing Plan and Procedure)

WBLASB Policy 615 (Testing Accommodations, Modifications, And Exemptions for IEPs, Section 504 Plans and LEP Students)

WBLASB Policy 616 (School District System Accountability)

AGENDA ITEM: **Proposed School Calendars for 2016-17 and 2017-18**

MEETING DATE: **February 8, 2016**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Linda Goers, Director of Human Resources**  
**Sara Paul, Assistant Superintendent for Teaching**  
**and Learning**

**BACKGROUND:**

In January of 2016, the calendar committee met to consider a draft of the school calendar for the 2016-2017 school year. In addition, a calendar survey was sent to staff and parents regarding key issues and dates in the calendar. Further consultation with union leadership and principals resulted in additional revisions included in these final drafts.

The 2016-17 calendar consists of 172 student days; 186 work days and eight paid holidays for a total of 194 paid days for teachers. The first day for students is September 6, 2016, and the last day for students is June 8, 2017, in the 2016-2017 school calendar. The first day for students is September 5, 2017, and the last day for students is June 7, 2018, in the 2017-2018 school calendar.

We have attached copies of proposed calendars for both the 2016-2017 and 2017-2018 school years. Some details such as the final dates for parent conferences are still under review through the Meet and Confer process. We anticipate that these issues will be resolved prior to the February 22, 2016, work session.

In accordance with Minnesota Law, the School Board must act on the calendar prior to April 1.

**RECOMMENDATION:**

We recommend that the School Board review the calendar and raise any questions at this meeting with the understanding that the proposed calendar would be recommended for action at the March 14, 2016 School Board meeting.

# WB 2016-17 CALENDAR

## White Bear Lake Area Schools

- August 22-23 .....New Teacher Orientation
- August 29-30.....Teacher Work and Staff Development
- August 30.....Convocation
- September 1.....Teacher Work and Staff Development
- September 5 .....No School - Labor Day
- September 6 .....First Day of School (Grades 1-12)
- September 7-8.....Kindergarten Orientation
- September 9 .....First Day of School (K & K+)
  
- October 20-21.....No School - Education Minnesota Conference
  
- November 7 .....End of First Quarter
- November 21 .....\*Non Student Day—Parent Conference PM (PreK-12+)
- November 22 .....\*Non Student Day—Parent Conference PM (PreK-12+)
- November 23-25.....No School - Thanksgiving Break
- December 23-30.....No School - Winter Break
- January 2.....No School - Winter Break
- January 16.....No School - MLK, Jr. Day
- January 25.....End of Second Quarter  
End of First Semester
- January 26-27.....Non Student Days\*
- February 13 .....No School - Presidents Day
- March 7.....Parent Conference PM (6-12+)
- March 9.....Parent Conference PM (6-12+)
- March 13-17.....No School - Spring Break
- April 6.....End of Third Quarter
- April 7.....\*Non Student Day
- April 14.....No School
- May 30.....No School - Memorial Day
- June 8.....Last Day of School (All Students)  
End of Fourth Quarter  
End of Second Semester
- June 9.....Graduation

\* Non Student Days—Staff engage in curriculum work, professional learning and instructional delivery, assessment reporting, conferences and communication with parents.

\*\* Elementary spring conferences to be addressed.

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MAY						
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	First/Last Day of School		No School for Students		Parent/Teacher Conference/Communication
	End of Quarter/Semester		District Center Closed		

# WB 2017-18 CALENDAR

## White Bear Lake Area Schools

- August 21-22 .....New Teacher Orientation
- August 29-30.....Teacher Work and Staff Development
- August 29.....Convocation
- August 30.....Teacher Work and Staff Development
- September 1.....Teacher Work and Staff Development
- September 4 .....No School - Labor Day
- September 5 .....First Day of School (Grades 1-12)
- September 6-7 .....Kindergarten Orientation
- September 8 .....First Day of School (K & K+)
  
- October 19-20.....No School - Education Minnesota Conference
  
- November 6 .....End of First Quarter
- November 20 .....Non Student Day—Parent Conferences PM (PreK-12+)\*
- November 21 .....Non Student Day—Parent Conferences PM (PreK-12+)\*
- November 22-24.....No School - Thanksgiving Break
  
- December 22-29.....No School - Winter Break
  
- January 1.....No School - Winter Break
- January 15.....No School - MLK, Jr. Day
- January 24.....End of Second Quarter  
End of First Semester
- January 25-26.....Non Student Day\*
  
- February 12 .....No School - Presidents Day
  
- March 6.....Non Student Day—Parent Conferences PM (6-12+)
- March 8.....Non Student Day—Parent Conferences PM (6-12+)
- March 12-16.....No School - Spring Break
  
- April 12.....End of Third Quarter
- April 13.....Non Student Day\*
- April 20.....No School
  
- May 28.....No School - Memorial Day
  
- June 7 .....Last Day of School (All Students)  
End of Fourth Quarter  
End of Second Semester
- June 8 .....Graduation

\* Non Student Days—Staff engage in curriculum work, professional learning and instructional delivery, assessment reporting, conferences and communication with parents.

\*\* Elementary spring conferences with parents to be addressed: (still to be addressed)

JULY						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JANUARY						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

FEBRUARY						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27				

SEPTEMBER						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER						
S	M	T	W	Th	F	S
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				






APRIL						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DECEMBER						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

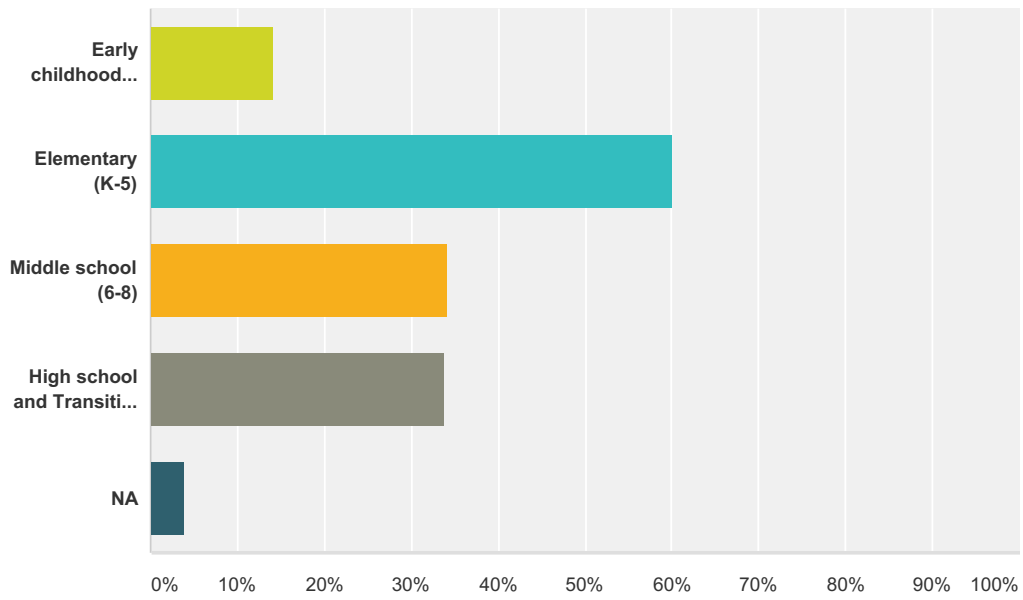
JUNE						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

	First/Last Day of School		No School for Students		Parent/Teacher Conference/Communication
	End of Quarter/Semester		District Center Closed		



**Q1 Please indicate all levels of students in your household:**

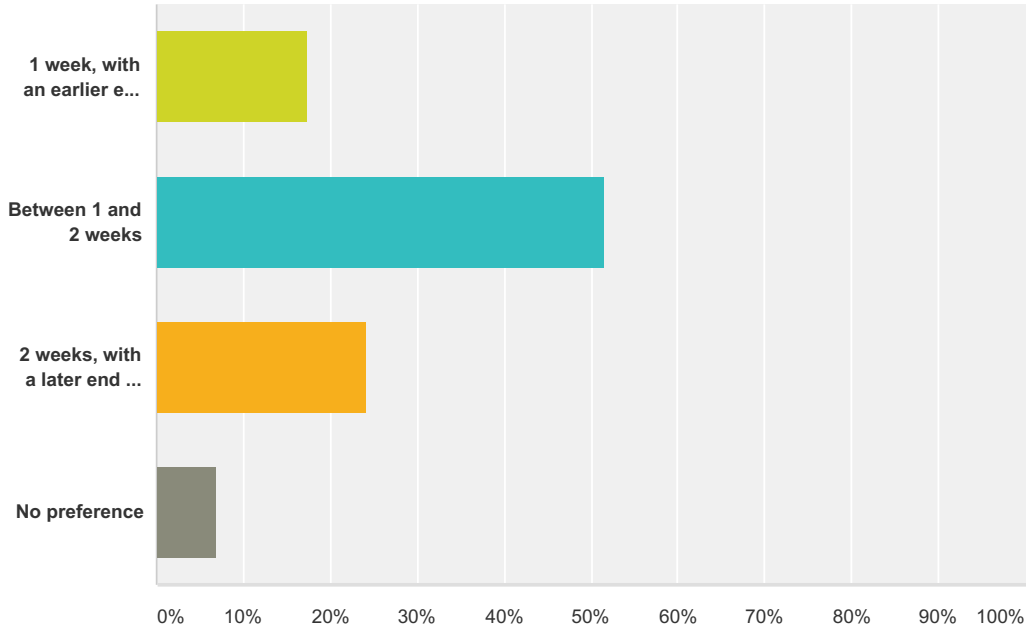
Answered: 1,071 Skipped: 0



Answer Choices	Responses	
Early childhood (preschool or Early Childhood Family Education)	14.10%	151
Elementary (K-5)	60.13%	644
Middle school (6-8)	34.27%	367
High school and Transition Education Center	33.89%	363
NA	4.01%	43
<b>Total Respondents: 1,071</b>		

**Q2 Winter Break. The schedule of federal holidays influences the timing and length of our Winter Breaks that take place in December/January. What is your preference for the length of Winter Break?**

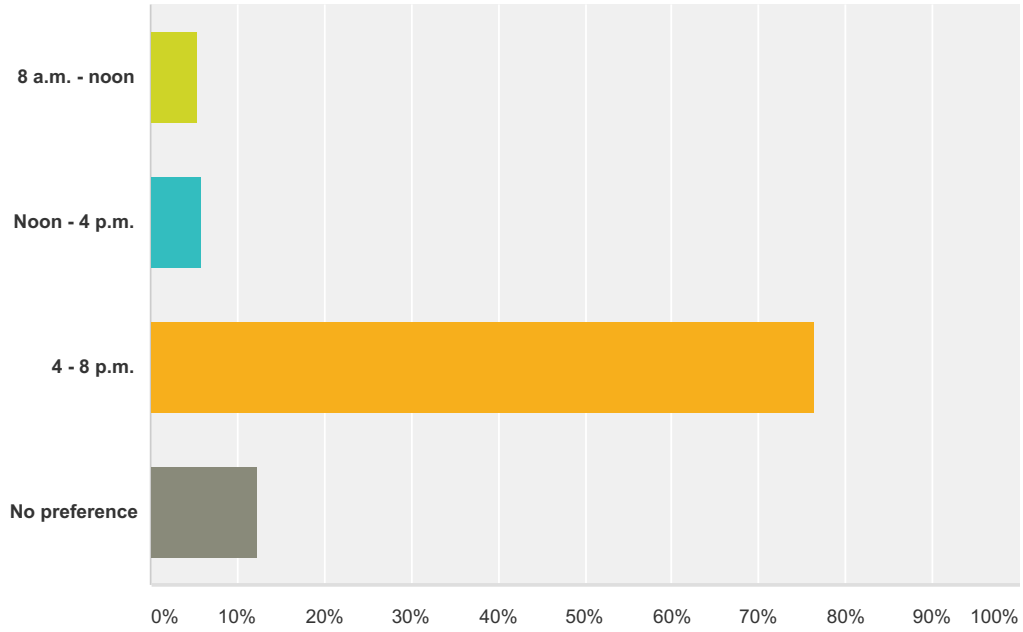
Answered: 1,070 Skipped: 1



Answer Choices	Responses	
1 week, with an earlier end to the school year	17.29%	185
Between 1 and 2 weeks	51.59%	552
2 weeks, with a later end to the school year	24.30%	260
No preference	6.82%	73
<b>Total</b>		<b>1,070</b>

**Q3 Time of day for parent-teacher conferences. What are your preferred times to participate in parent-teacher conferences?**

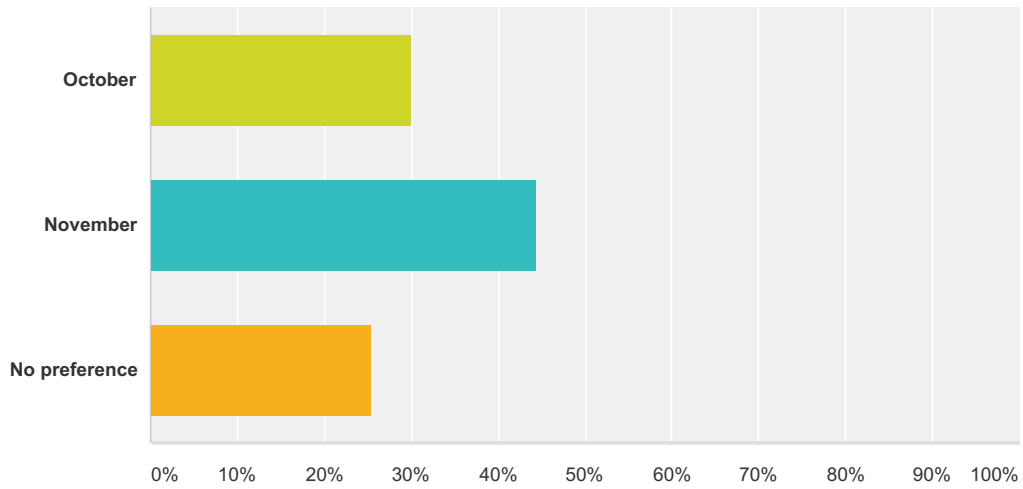
Answered: 1,068 Skipped: 3



Answer Choices	Responses
8 a.m. - noon	5.52% 59
Noon - 4 p.m.	5.81% 62
4 - 8 p.m.	76.31% 815
No preference	12.36% 132
<b>Total</b>	<b>1,068</b>

**Q4 Fall parent-teacher conferences. What is your preference for the calendar timing of Fall Conferences?**

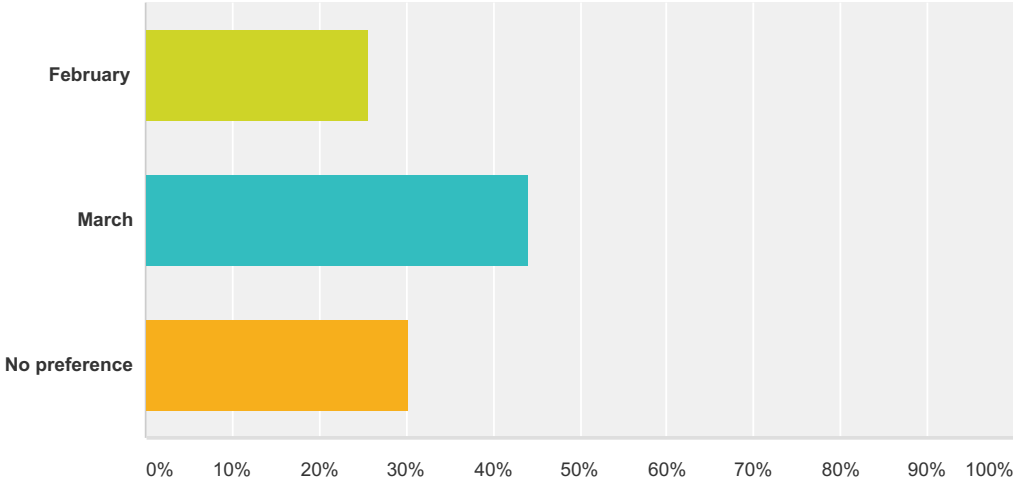
Answered: 1,061 Skipped: 10



Answer Choices	Responses
October	30.16% 320
November	44.39% 471
No preference	25.45% 270
<b>Total</b>	<b>1,061</b>

**Q5 Spring parent-teacher conferences.  
What is your preference for the calendar  
timing of Spring Conferences?**

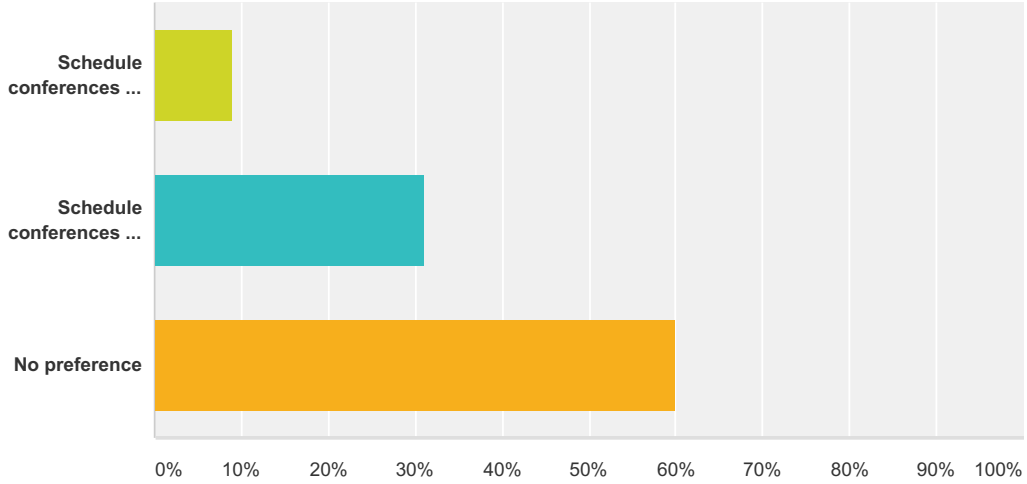
Answered: 1,066 Skipped: 5



Answer Choices	Responses
February	25.70% 274
March	44.09% 470
No preference	30.21% 322
<b>Total</b>	<b>1,066</b>

### Q6 Conference timing. What is your preference for elementary and secondary conference timing?

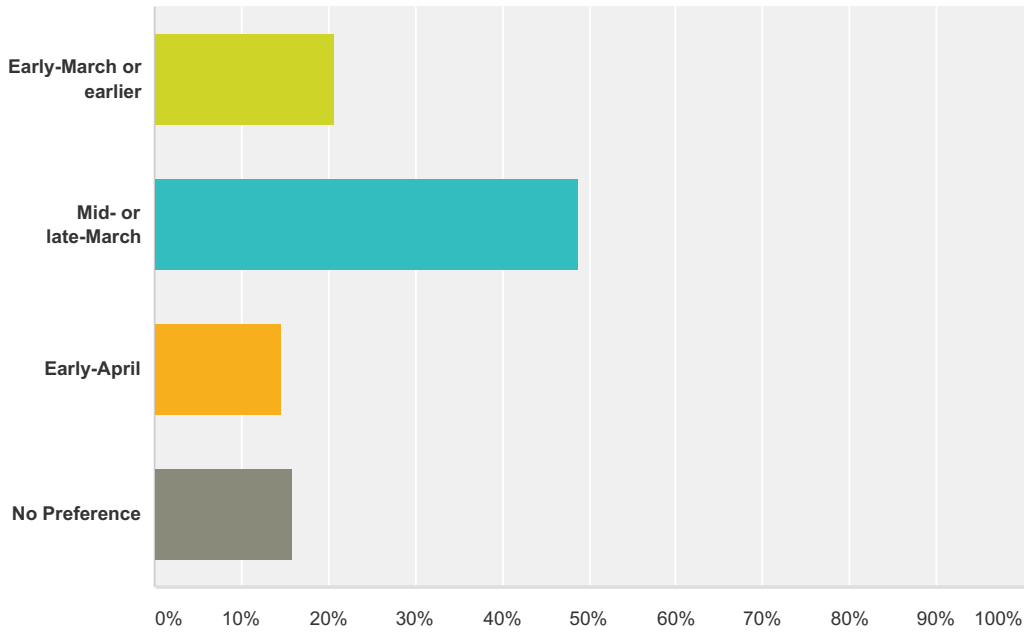
Answered: 1,061 Skipped: 10



Answer Choices	Responses
Schedule conferences for elementary (K-5) and secondary (6-12+) on the same days	8.95% 95
Schedule conferences for elementary (K-5) and secondary (6-12+) on different days	31.20% 331
No preference	59.85% 635
<b>Total</b>	<b>1,061</b>

### Q7 Timing of Spring Break. What is your preference for Spring Break timing?

Answered: 1,067 Skipped: 4



Answer Choices	Responses
Early-March or earlier	20.71% 221
Mid- or late-March	48.83% 521
Early-April	14.53% 155
No Preference	15.93% 170
<b>Total</b>	<b>1,067</b>

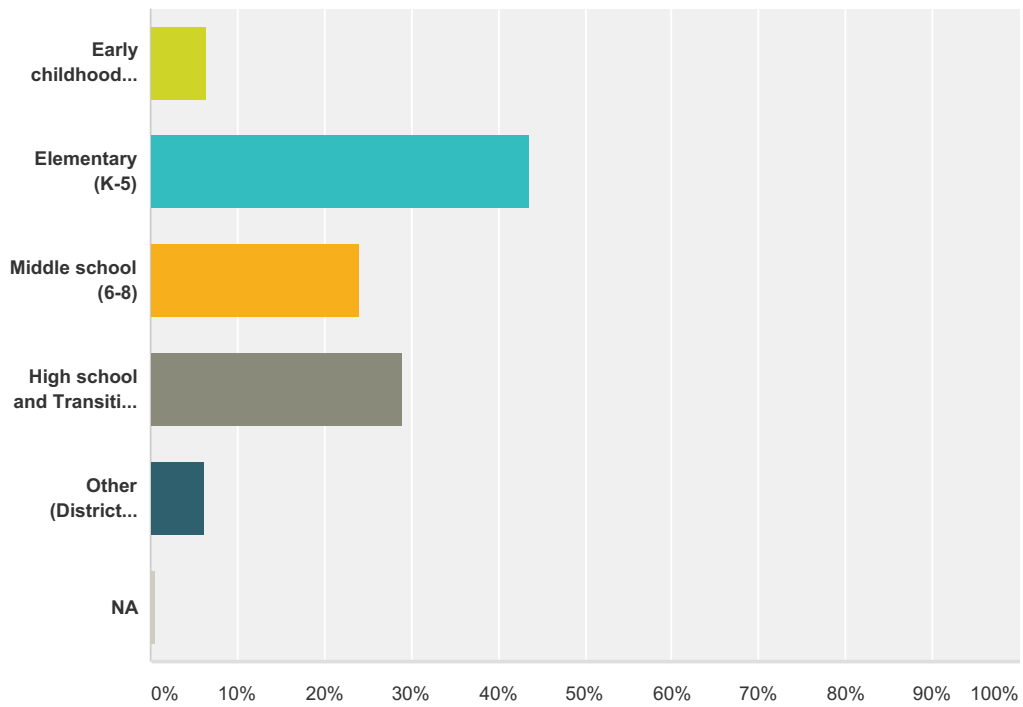
**Q8 Additional factors. What other factors do you think we should consider in designing the 2016-17 and 2017-18 academic calendars?**

Answered: 231 Skipped: 840



**Q1 Please indicate all levels at which you work:**

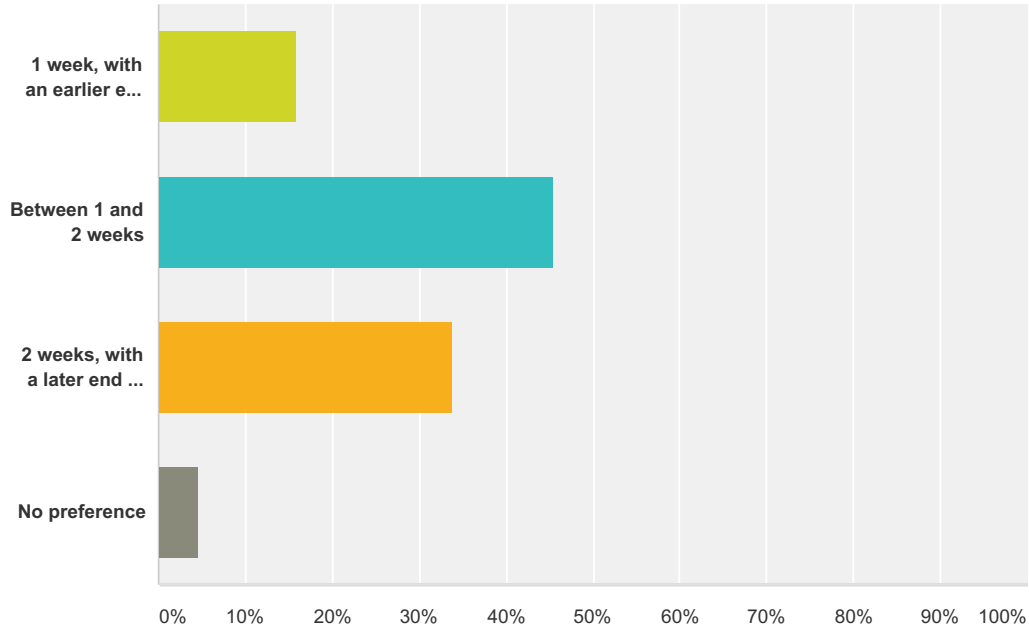
Answered: 572 Skipped: 1



Answer Choices	Responses
Early childhood (preschool or Early Childhood Family Education)	6.47% 37
Elementary (K-5)	43.71% 250
Middle school (6-8)	23.95% 137
High school and Transition Education Center	29.02% 166
Other (District Center, Transportation, etc.)	6.29% 36
NA	0.70% 4
<b>Total Respondents: 572</b>	

**Q2 Winter Break. The schedule of federal holidays influences the timing and length of our Winter Breaks that take place in December/January. What is your preference for the length of Winter Break?**

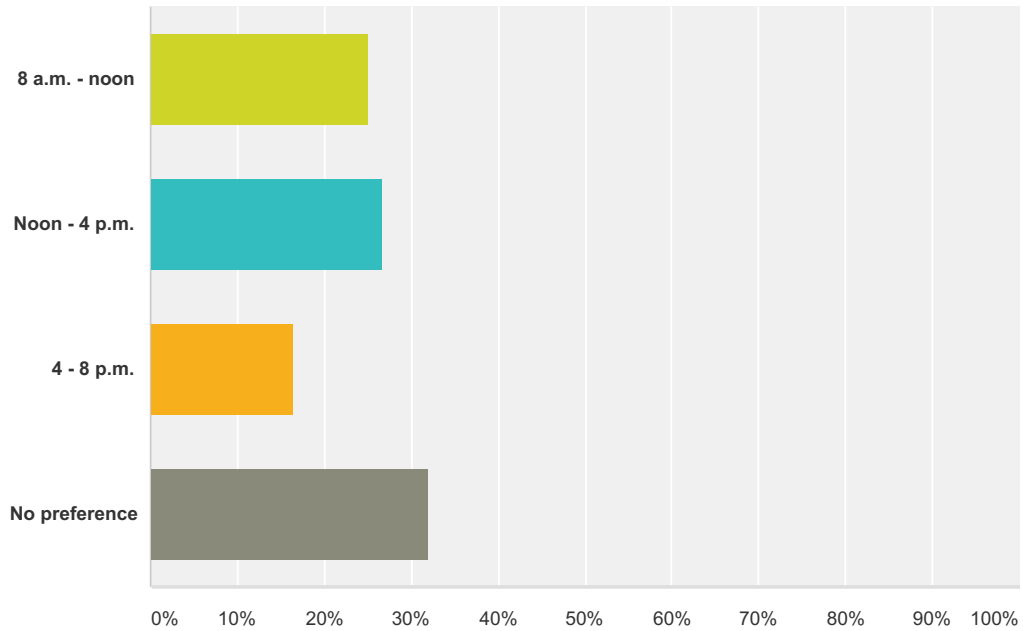
Answered: 570 Skipped: 3



Answer Choices	Responses	Count
1 week, with an earlier end to the school year	15.96%	91
Between 1 and 2 weeks	45.61%	260
2 weeks, with a later end to the school year	33.86%	193
No preference	4.56%	26
<b>Total</b>		<b>570</b>

### Q3 Time of day for parent-teacher conferences. What are your preferred times to participate in parent-teacher conferences?

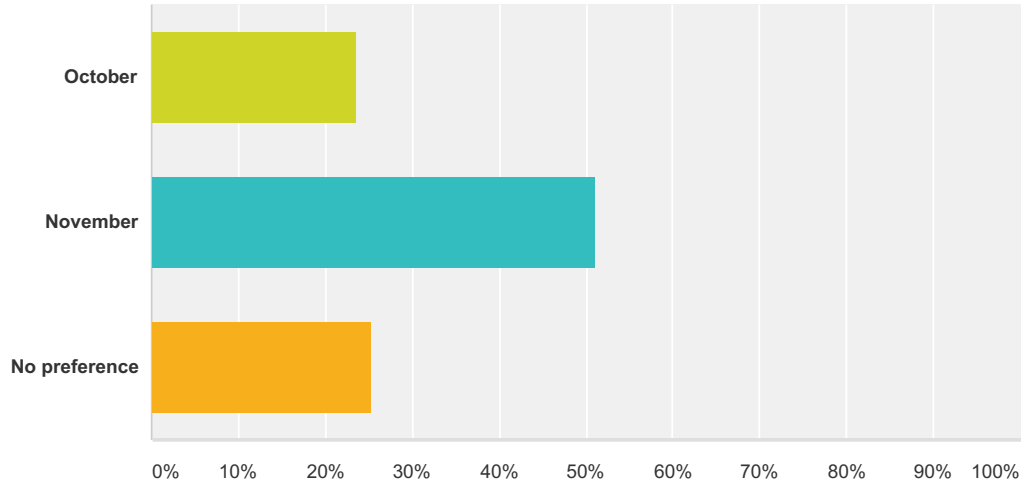
Answered: 565 Skipped: 8



Answer Choices	Responses	Count
8 a.m. - noon	24.96%	141
Noon - 4 p.m.	26.73%	151
4 - 8 p.m.	16.46%	93
No preference	31.86%	180
<b>Total</b>		<b>565</b>

**Q4 Fall parent-teacher conferences. What is your preference for the calendar timing of Fall Conferences?**

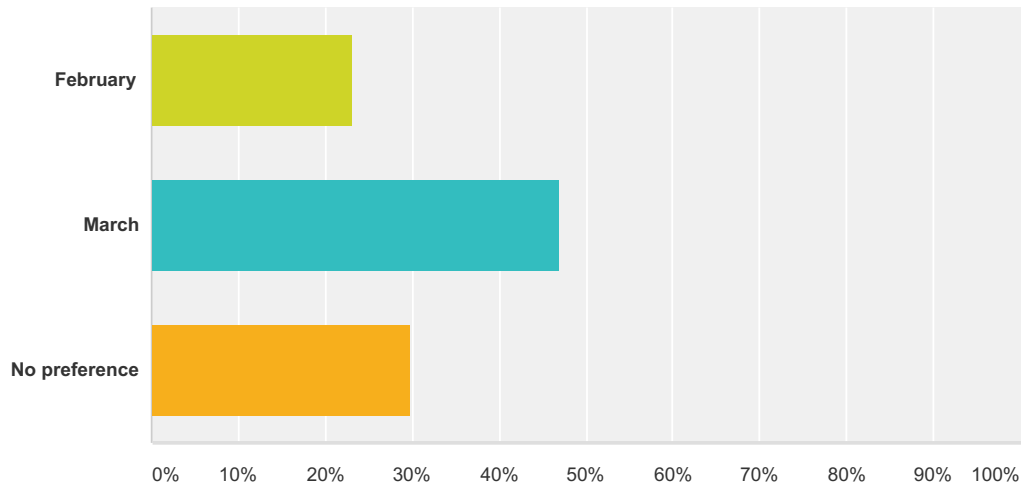
Answered: 568 Skipped: 5



Answer Choices	Responses	
October	23.59%	134
November	51.06%	290
No preference	25.35%	144
<b>Total</b>		<b>568</b>

**Q5 Spring parent-teacher conferences.  
What is your preference for the calendar  
timing of Spring Conferences?**

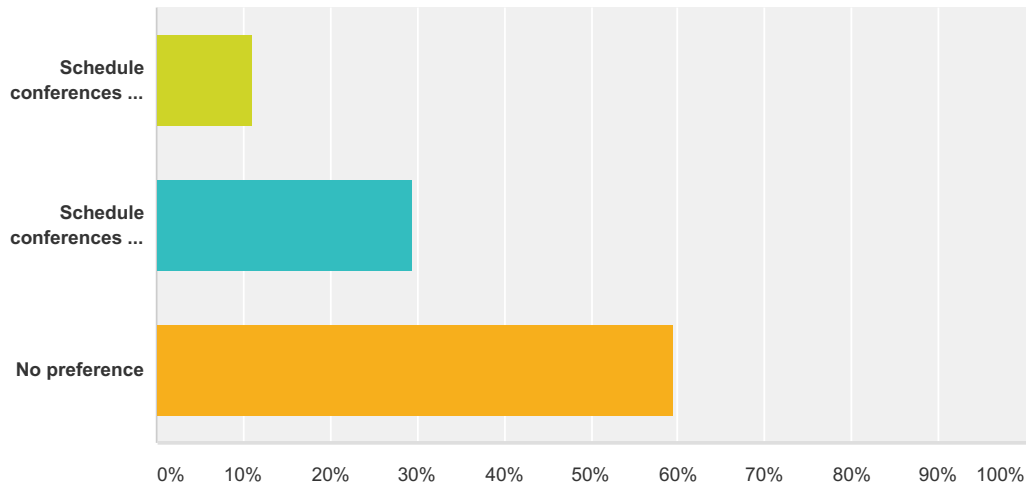
Answered: 569 Skipped: 4



Answer Choices	Responses	
February	23.20%	132
March	46.92%	267
No preference	29.88%	170
<b>Total</b>		<b>569</b>

### Q6 Conference timing. What is your preference for elementary and secondary conference timing?

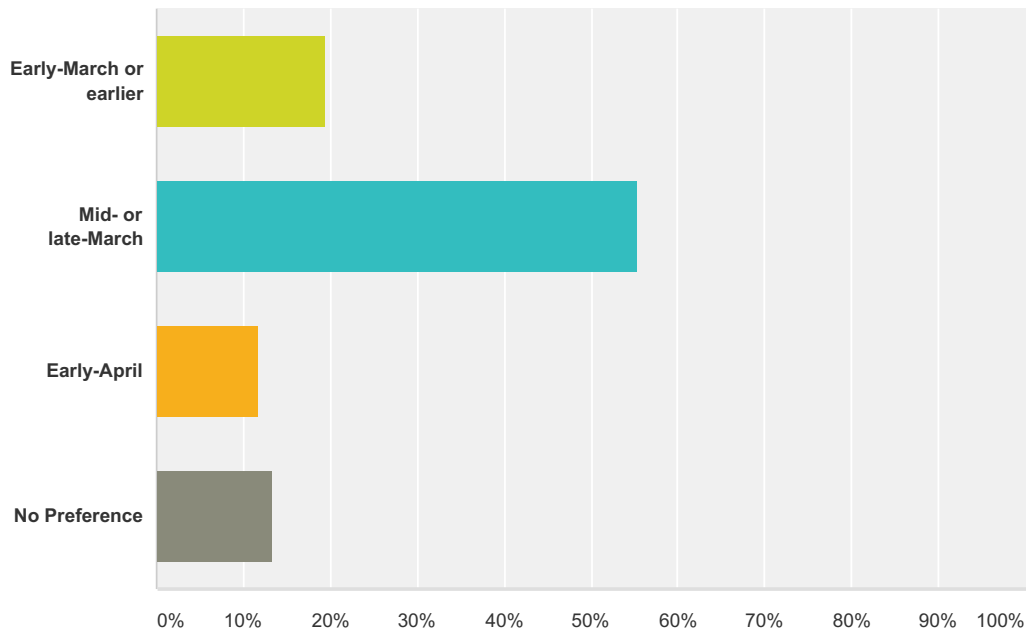
Answered: 568 Skipped: 5



Answer Choices	Responses
Schedule conferences for elementary (K-5) and secondary (6-12+) on the same days	11.09% 63
Schedule conferences for elementary (K-5) and secondary (6-12+) on different days	29.40% 167
No preference	59.51% 338
<b>Total</b>	<b>568</b>

### Q7 Timing of Spring Break. What is your preference for Spring Break timing?

Answered: 572 Skipped: 1



Answer Choices	Responses
Early-March or earlier	19.41% 111
Mid- or late-March	55.42% 317
Early-April	11.71% 67
No Preference	13.46% 77
<b>Total</b>	<b>572</b>

**Q8 Additional factors. What other factors do you think we should consider in designing the 2016-17 and 2017-18 academic calendars?**

Answered: 219 Skipped: 354



# **E. OPERATIONAL ITEMS**

AGENDA ITEM: **Action on Appointment of School Board Representative to the Minnesota State High School League**

MEETING DATE: **February 8, 2016**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Janet Newberg, School Board Chair**

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**BACKGROUND:**

Until his term ended, former Board member Chris Hiniker served as the White Bear Lake Area School District's Board representative to the Minnesota State High School League. Scott Wilson has volunteered to be the School Board representative to the Minnesota State High School League effective February 8, 2016.

**RECOMMENDATION:**

The White Bear Lake Area School Board recommends appointing Scott Wilson as the School Board representative to the Minnesota State High School League effective February 8, 2016.

AGENDA ITEM: **Approval of Bid—South Campus HVAC Replacement Phase 2**

MEETING DATE: **February 8, 2016**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Assistant Superintendent  
for Finance & Operations**

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**BACKGROUND:**

Attached please find a tabulation of the bids received for work related to the South Campus HVAC replacement project. The project is included in the District's 10-year long-term facilities maintenance plan and will be funded using proceeds from the issuance of long-term facilities maintenance bonds. After reviewing the information with the district's engineer for the project, Hallberg Engineering, Inc., it is recommended that the project be awarded as follows:

<b>South Campus HVAC Replacement Project Phase 2</b>	<b>Contractor</b>	<b>Amount</b>
Base Bid	Thelen Heating and Roofing	1,665,000
Alternate Bid #3	Thelen Heating and Roofing	12,000
Total		\$1,677,000

Please note that the bid submitted by General Sheet Metal did not conform to the responsible contractor requirements as enacted by the State of Minnesota (Minnesota Statute 16C.285) and as included in the bid specifications for the project. Thelen Heating and Roofing submitted the lowest conforming bid.

**Recommendation:** Move to accept the bid for the South Campus HVAC replacement project, phase 2, submitted by Thelen Heating and Roofing in the amount of \$1,677,000 (base bid and alternate bid #3).

**WHITE BEAR LAKE AREA SCHOOLS  
BID TABULATION**

Building/Site: South Campus

Project Description: HVAC Replacement Phase 2  
Project No. R14-2008.004

Bid Opening: January 28, 2016 at 2:00 p.m.

<b>Company</b>	<b>Base Bid</b>	<b>Alternate Bid #1 (Chiller)</b>	<b>Alternate Bid #2 (Chiller- Science)</b>	<b>Alternate Bid #3 (Lights)</b>	<b>Bid Bond</b>	<b>Responsible Contractor Certificate (MN Statute 16C.285)</b>	<b>Addendum #1 Received</b>
General Sheet Metal	\$1,647,000	\$530,000	\$50,000	\$11,000	Yes	No	Yes
Thelen Heating and Roofing	\$1,665,000	\$554,000	\$48,000	\$12,000	Yes	Yes	Yes
Horwitz Mechanical Construction and Service	\$1,752,700	\$634,990	\$75,700	\$11,700	Yes	Yes	Yes
Northern Air Corporation	\$1,983,500	\$698,200	\$74,600	\$23,900	Yes	No	Yes

AGENDA ITEM: **Tentative Agreement – 2015-17 Contract  
International Union of Operating Engineers Local 70  
Bus Drivers and Bus Aides**

MEETING DATE: **February 8, 2016**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Linda Goers, Director of Human Resources  
Dr. Wayne Kazmierczak, Assistant Superintendent for  
Finance and Operations**

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**BACKGROUND:**

The District has reached a tentative agreement with the International Union of Operating Engineers Local 70 representing the approximately 50 full-time and part-time bus drivers and bus aides of the District.

The unit ratified the tentative agreement on January 14, 2016, for 2015-2016 and 2016-2017.

The Board has received in its previous correspondence a summary sheet of the proposed salary/benefits and language changes.

Linda Goers and Dr. Kazmierczak will be available to answer questions.

**RECOMMENDATION:**

Approve the proposed 2015-2016 and 2016-2017 Master Agreement with the International Union of Operating Engineer Local 70 representing the bus drivers and bus aides of White Bear Lake Area Schools by passing the following resolution.

**RESOLUTION:**

WHEREAS, the parties have reached a tentative agreement on the 2015-16 and 2016-2017 Contract;

WHEREAS, the group has ratified the Contract;

THEN BE IT HEREBY RESOLVED that the School Board of Independent School District 624 approves the 2015-2017 Agreement and authorizes the Chair and Clerk to execute the Agreement on behalf of the School Board

AGENDA ITEM: **Tentative Agreement – 2015-17 Contract  
International Union of Operating Engineers Local 70  
Custodial Unit**

MEETING DATE: **February 8, 2016**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Linda Goers, Director of Human Resources  
Dr. Wayne Kazmierczak, Assistant Superintendent for  
Finance and Operations**

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**BACKGROUND:**

The District has reached a tentative agreement with the International Union of Operating Engineers Local 70 representing the approximately 70 full-time and part-time employees in the custodial unit in White Bear Lake Area Schools.

The unit ratified the tentative agreement on January 31, 2016, for 2015-2016 and 2016-2017.

The Board has received in its previous correspondence a summary sheet of the proposed salary/benefits and language changes.

Linda Goers and Dr. Kazmierczak will be available to answer questions.

**RECOMMENDATION:**

Approve the proposed 2015-2016 and 2016-2017 Master Agreement with the International Union of Operating Engineer Local 70 representing the employees in the custodial unit of White Bear Lake Area Schools by passing the following resolution.

**RESOLUTION:**

WHEREAS, the parties have reached a tentative agreement on the 2015-16 and 2016-2017 Contract;

WHEREAS, the group has ratified the Contract;

THEN BE IT HEREBY RESOLVED that the School Board of Independent School District 624 approves the 2015-2017 Agreement and authorizes the Chair and Clerk to execute the Agreement on behalf of the School Board

AGENDA ITEM: **Tentative Agreement – 2015-17 Contract  
School Service Employees  
S.E.I.U. Local 284  
Secretarial and Clerical**

MEETING DATE: **February 8, 2016**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Linda Goers, Director of Human Resources  
Dr. Wayne Kazmierczak, Assistant Superintendent for  
Finance and Operations**

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**BACKGROUND:**

The District has reached a tentative agreement with School Service Employees S.E.I.U Local 284 representing the approximately 100 full-time and part-time Secretarial and Clerical employees of the District.

The unit ratified the tentative agreement on January 7, 2016, for 2015-2016 and 2016-2017.

The Board has received in its previous correspondence a summary sheet of the proposed salary/benefits and language changes.

Linda Goers and Dr. Kazmierczak will be available to answer questions.

**RECOMMENDATION:**

Approve the proposed 2015-2016 and 2016-2017 Master Agreement with School Services Employees S.E.I.U Local 284 representing the secretarial and clerical employees of White Bear Lake Area Schools by passing the following resolution.

**RESOLUTION:**

WHEREAS, the parties have reached a tentative agreement on the 2015-16 and 2016-2017 Contract;

WHEREAS, the group has ratified the Contract;

THEN BE IT HEREBY RESOLVED that the School Board of Independent School District 624 approves the 2015-2017 Agreement and authorizes the Chair and Clerk to execute the Agreement on behalf of the School Board

AGENDA ITEM: **School Board Policy 304, Superintendent Contract, Duties and Evaluation**

MEETING DATE: **February 8, 2016**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

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**BACKGROUND:**

School Board Policy 304, Superintendent Contract, Duties and Evaluation, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in January, and is presented for a second reading.

The purpose of this policy is to provide for the use of an employment contract with the superintendent, as well as for a position description and the use of an approved instrument to evaluate the performance of the superintendent.

**RECOMMENDATION:**

To approve School Board Policy 304, Superintendent Contract, Duties and Evaluation, as recommended by the School Board Policy Committee and Cabinet.



*Adopted: December 11, 1995*  
*Revised: December 10, 2001*  
*November 8, 2004*

*White Bear Lake Area School District*  
*School Board Policy 304*

## **304 SUPERINTENDENT CONTRACT, DUTIES AND EVALUATION**

### **I. PURPOSE**

The purpose of this policy is to provide for the use of an employment contract with the superintendent, as well as for a position description and the use of an approved instrument to evaluate the performance of the superintendent.

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

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to evaluate the performance of the superintendent. (See Addendum A for process calendar and Addendum B for Superintendent's Performance Appraisal Form)
- C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as model instruments.

**Legal References:** Minn. Stat. 123B.143 (Superintendent)

**Cross References:** MSBA Service Manual, Chapter 3, Superintendent of Schools (See Model Contract, Sample Performance Appraisals, and Model Job Description)

Addendum A - Process Calendar for Evaluation of Superintendent

Addendum B - Superintendent's Performance Appraisal Form

Adopted: December 11, 1995

White Bear Lake Area School District  
School Board Policy 304  
Addendum A

Revised:

### **304 Addendum A PROCESS CALENDAR FOR EVALUATION OF SUPERINTENDENT**

The Superintendent's ~~departmental objectives, district objectives, or targets shall be approved at a July Board meeting.~~ and district objectives shall be reviewed at the July and August regular school board meetings, and shall normally be acted on at the September school board meeting.

The ~~s~~Superintendent will provide a self-evaluation to the ~~b~~Board no later than August 1 of each year. Upon receipt of the ~~s~~Superintendent's self-evaluation, the ~~c~~Chair of the ~~s~~School ~~b~~Board will distribute a Superintendent Evaluation template to each ~~b~~Board member, and will provide with completion and deadline instructions. ~~to complete and return the form to the Chair in two weeks or less.~~

The ~~c~~Chair ~~of the Board~~ will prepare a summary document that contains the numerical averages of scores in each standard under review, along with all comments provided by ~~b~~Board members. This summary document will not identify ~~b~~Board members' individual numerical scores for each standard, and will not identify the source of each comment. The ~~s~~Superintendent will be provided with a copy of this summary document before the ~~b~~Board's August work study meeting. The ~~b~~Board will meet with the ~~s~~Superintendent in closed session at its August work study meeting to discuss the results of the evaluation.

The ~~c~~Chair will prepare a general summary of the evaluation process and the evaluation and will read it in open session at the September regular board meeting. This general summary will not include any of the numerical scores provided by individual ~~b~~Board members, nor the average of scores for each of the standards in the evaluation.

Procedure approved: May 5, 1975  
Procedure revised: December 18, 1978  
Addendum approved: December 11, 1995  
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# Superintendent Evaluation

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White Bear Lake Area School District

# *Evaluation*

## *Part 1: Performance Standards*

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### *Instructions*

1. Attached are forms to be completed by each board member rating each of the nine performance standards. A separate page is provided for each performance standard. ***Please refer to the superintendent's memo to the School Board dated \_\_\_\_\_ for a summary as to performance standards.***
2. Each board member should rate all nine of the performance standards. Each performance standard has performance indicators listed below it. These performance indicators suggest objective measures to consider. Do not rate each performance indicator separately; only rate the overall performance standard.
3. Your comments in support of your rating will be helpful for preparation of a summary evaluation form.
4. Please return your completed forms to the board chair for compilation. The board chair will compile the results on a preliminary summary evaluation form.
5. The superintendent will be presented with the final report from the full board, not the individual evaluation forms.

## ***Standard 1: LEADERSHIP AND DISTRICT CULTURE***

This standard stresses the superintendent's performance in leadership through empowering others, visioning, helping shape school culture and climate, and understanding multicultural and ethnic differences.

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### ***Performance Indicators:***

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 1.1 Facilitates a community process to develop and implement a shared vision that focuses on improving student achievement
- 1.2 Promotes academic rigor that focuses on learning and excellence for schools
- 1.3 Creates and supports a community of learners that empowers others to reach high levels of performance to achieve the school's vision
- 1.4 Models learning for staff and students
- 1.5 Promotes understanding and celebrating school/community cultures
- 1.6 Promotes and expects a school-based climate of tolerance, acceptance and civility
- 1.7 Develops, implements, promotes and monitors continuous improvement processes

### ***The superintendent's performance for this standard:***

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

### ***Comments:***

## ***Standard 2: POLICY AND GOVERNANCE***

This standard describes the superintendent's ability to work with the board to formulate internal and external district policy, defining mutual expectations of performance with the board and demonstrating good school governance to staff, students and the community at large.

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### ***Performance Indicators:***

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 2.1 Understands and articulates the system of public school governance and differentiates between policy-making and administrative roles
- 2.2 Establishes procedures for superintendent/board interpersonal and working relationships
- 2.3 Understands and interprets the role of federal, state and regional governments, policies and politics and their relationships to local districts and schools
- 2.4 Uses legal counsel in governance and procedures to avoid civil and criminal liabilities

### ***The superintendent's performance for this standard:***

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

### ***Comments:***

### ***Standard 3: COMMUNICATIONS AND COMMUNITY RELATIONS***

This standard emphasizes the skills necessary to establish effective two-way communications and engagement with students, staff, parents, media and the community as a whole. It also stresses responding to community feedback and building community support for and engagement with the district.

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#### ***Performance Indicators:***

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 3.1 Develops formal and informal techniques to gain internal and external perceptions of district
- 3.2 Demonstrates effective communication skills (written, verbal and non-verbal contexts, formal and informal settings, large and small groups and one-on-one environments)
- 3.3 Promotes stakeholder involvement, engagement and participation in the process of schooling
- 3.4 Establishes effective school/community relations, school/business partnerships and public service
- 3.5 Understands the role of media in shaping and forming opinions as well as how to work with the media

#### ***The superintendent's performance for this standard:***

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

#### ***Comments:***

## ***Standard 4: ORGANIZATIONAL MANAGEMENT***

This standard requires the superintendent to gather and analyze data for decision-making and for making recommendations to the board. It stresses the skills necessary to meet internal and external customer expectations and to effectively allocate resources.

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### ***Performance Indicators:***

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 4.1 Demonstrates budget management including financial forecasting, planning, cash-flow management, account auditing and monitoring
- 4.2 Develops and monitors long-range plans for school and district technology and information systems, making informed decisions about computer hardware and software, and staff development and training needs
- 4.3 Demonstrates knowledge of school facilities and develops a process that builds internal and public support for facility needs, including bond issues
- 4.4 Establishes procedures and practices for dealing with emergencies such as weather, threats to the school, student violence and trauma

### ***The superintendent's performance for this standard:***

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

### ***Comments:***



## ***Standard 5: CURRICULUM PLANNING / DEVELOPMENT***

This standard addresses the superintendent's skills in staying up-to-date in curriculum, teaching, learning and testing theories. It requires the superintendent to make sound recommendations for learning technologies.

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### ***Performance Indicators:***

(Do not rate individual indicators. These are listed only to help you in thinking about the standard.)

- 5.1 Develops core curriculum design and delivery systems based on content and assessment standards and best practices
- 5.2 Establishes curriculum planning to anticipate occupational trends, school-to-career needs and college preparation
- 5.3 Uses child development and learning theories in the creation of developmentally appropriate curriculum and instruction
- 5.4 Includes the use of computers, the Internet, distance learning and other technologies in educational programming
- 5.5 Assesses student progress using a variety of appropriate techniques
- 5.6 Involves faculty and stakeholders in enhancement and renewal of curriculum to ensure alignment of curriculum, instruction and assessment

### ***The superintendent's performance for this standard:***

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

### ***Comments:***

## ***Standard 6: INSTRUCTIONAL LEADERSHIP***

Standard #5 addresses what is to be taught; this standard emphasizes *how* it should be taught. It emphasizes the skills required to ensure that the most effective teaching techniques are in place and that all instructional resources are used to maximize student achievement. This standard also requires applying research and best practices with respect to diversity sensitivities.

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### ***Performance Indicators:***

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 6.1 Collaboratively develops, implements and monitors change process to improve student and adult learning
- 6.2 Implements appropriate safety and security practices in schools
- 6.3 Formulates plan to assess appropriate teaching methods, classroom management and strategies for all learners
- 6.4 Analyzes available instructional resources including applications of technology and assigns them in cost effective and equitable manner to enhance student outcomes
- 6.5 Establishes instructional strategies that include cultural diversity and differences in learning styles
- 6.6 Applies effective methods of providing, monitoring, evaluating and reporting student achievement and uses good research and assessments to improve the learning process
- 6.7 Encourages various staffing patterns, student grouping plans, class scheduling plans, school organizational structures and facilities design processes to support various teaching strategies and desired student outcomes

### ***The superintendent's performance for this standard:***

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

### ***Comments:***

## ***Standard 7: HUMAN RESOURCES MANAGEMENT***

This standard requires skills in developing and implementing a staff performance evaluation system. It also requires skills in applying ethical, contractual and legal requirements for personnel selection, development, retention, promotion and dismissal.

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### ***Performance Indicators:***

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 7.1 Demonstrates use of system and staff evaluation data for personnel policies, decision-making, promotion of career growth and professional development
- 7.2 Identifies and applies appropriate policies, criteria and processes for the recruitment, selection, induction, compensation and separation of personnel with attention to issues of equity and diversity

### ***The superintendent's performance for this standard:***

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

### ***Comments:***

## ***Standard 8: VALUES AND ETHICS OF LEADERSHIP***

This standard requires the understanding and modeling of appropriate value systems, ethics and moral leadership. It also requires superintendents to exhibit multicultural and ethnic understanding and to coordinate with social agencies and human services to help students grow and develop as caring, informed citizens.

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### ***Performance Indicators:***

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 8.1 Exhibits multicultural and ethnic understanding and sensitivity
- 8.2 Describes role of schooling in a democratic society
- 8.3 Manifests a professional code of ethics and demonstrates personal integrity
- 8.4 Models accepted moral and ethical standards in all interactions
- 8.5 Explores and develops ways to find common ground in dealing with difficult and divisive issues
- 8.6 Promotes the establishment of moral and ethical practices in every classroom, every school and throughout the district

### ***The superintendent's performance for this standard:***

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

### ***Comments:***

## ***Standard 9: LABOR RELATIONS***

This standard requires the superintendent to provide technical advice to the board during labor negotiations, to keep the board apprised of negotiation status, to understand and effectively administer negotiated labor contracts and to keep abreast of legislative changes affecting the collective bargaining process.

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### ***Performance Indicators:***

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 9.1 Develops bargaining strategies based upon collective bargaining laws and processes
- 9.2 Identifies contract language issues and proposes modifications
- 9.3 Participates in the collective bargaining processes as determined by the board
- 9.4 Establishes productive relationships with bargaining groups while managing contracts effectively

### ***The superintendent's performance for this standard:***

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

### ***Comments:***

AGENDA ITEM: **School Board Policy 524, Electronic Technologies Acceptable Use Policy**

MEETING DATE: **February 8, 2016**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Mark Garrison, Director of Technology and Innovation**

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**BACKGROUND:**

School Board Policy 524, Electronic Technologies Acceptable Use Policy, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in January, and is being presented for a second reading.

The purpose of this policy is to set forth policies and guidelines for acceptable and safe use of the Internet, and the District's Electronic Technologies. District Electronic Technologies include but are not limited to electronic communications, computers and peripherals, network, printers, phones and the application they support and/or access.

**RECOMMENDATION:**

To approve School Board Policy 524, Electronic Technologies Acceptable Use Policy, as recommended by the School Board Policy Committee and Cabinet.

Adopted: September 8, 1997  
Revised: February 28, 2000  
December 10, 2001  
May 9, 2011  
January 13, 2014

White Bear Lake Area  
School Board Policy 524

## **524 ELECTRONIC TECHNOLOGIES ACCEPTABLE USE POLICY**

### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for acceptable and safe use of the Internet, ~~including electronic communications,~~ and the District's Electronic Technologies. District Electronic Technologies include but are not limited to **electronic communications**, computers and peripherals, **network**, printers, phones and the applications they support and/or access.

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

In making decisions regarding user access to the school district electronic technologies and the Internet, including electronic communications, the district considers its own stated educational mission, goals, and objectives. The goal in providing these resources is to facilitate resource sharing, innovation and communication and to support the mission of the District in ensuring that our students develop a love of learning, excel academically, are inspired to realize their dreams and become engaged citizens with a global understanding. The School District expects that faculty will blend thoughtful use of the School District Electronic Technologies 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 Electronic Technologies, which includes Internet access. It is not the purpose of ~~the system~~ **District Electronic Technologies** to provide students and employees with unlimited access to the Internet or to create a limited public forum for the discussion of issues. Access to ~~the School District~~ **Electronic Technologies** ~~system~~ is limited to educational purposes, which includes use of ~~the system~~ **District Electronic Technologies** for classroom activities, educational research, professional or career development activities, and for school administration. Users are expected to use ~~the District system~~ **Electronic Technologies** to further educational and professional goals consistent with the mission of the School District and school 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.

#### IV. **USE OF SYSTEM DISTRICT ELECTRONIC TECHNOLOGIES AND THE INTERNET IS A PRIVILEGE**

The use of the School District system **Electronic Technologies** and access to use of the Internet is a privilege, not a right. Acceptable use of the School District's ~~computer system~~ **Electronic Technologies** is the responsibility of the user. The School District has the right to monitor its ~~computer system~~ **District Electronic Technologies** and enforce this policy. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the School District system **Electronic Technologies** 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 suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

#### V. **UNACCEPTABLE USES**

- A. Users are responsible for anything set on the network with their name or IP address on it. Users shall not engage in any activity that disrupts or hinders the performance of the District's Electronic Technologies. Specifically, the following uses of the District's Electronic Technologies are considered unacceptable:
1. Users will not use the School District system **Electronic Technologies** to access, review, upload, download, store, print, post, receive, transmit, or distribute:
    - a. pornographic, obscene, or sexually explicit material or other visual depictions that are **deemed by the district to be inappropriate and/or** otherwise harmful to minors;
    - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, 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 (e.g. hate literature) or that may constitute harassment or discrimination.



2. ~~Personal photos, files or music not related to educational purposes shall not be viewed or accessed for any period of time during work hours and during classroom hours.~~ Personal use of District Electronic Technologies must be appropriately limited, consistent with provisions in this and other district policies, and shall not interfere with school duties or responsibilities.
3. Users will not use the ~~School District system~~ Electronic Technologies to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, use language that is abusive, hostile, demeaning, disrespectful or threatening toward another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
4. Users will not use the ~~School District system~~ Electronic Technologies to engage in any illegal act or violate any local, state, or federal statute or law.
5. Users will not use the ~~School District system~~ Electronic Technologies 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~~ District Electronic Technologies performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the ~~School District system~~ Electronic Technologies software, hardware, or wiring or take any action to violate the School District's security system, and will not use the ~~School District system~~ Electronic Technologies in such a way as to disrupt the use of the ~~system~~ District Electronic Technologies by other users.
6. Users will not use ~~the School District system~~ Electronic Technologies to gain unauthorized access to information resources or to access another person's materials, information, or files without permission.
7. Users will not use the District's Electronic Technologies to post private information about themselves or another person. This prohibition shall not prevent private information from being posted in the ordinary course of business by school personnel. Private information includes personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to, address, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

- a. This paragraph does not prohibit the posting of employee contact information on school district web pages or communications between employees and other individuals when such communications are made for education-related purposes (e.g., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related web pages may include personal contact information about themselves on a web page. However, employees may not post personal contact information or other personally identifiable information about students unless:
  - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
  - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

8. Users will not attempt to gain unauthorized access to ~~the School District system~~ **Electronic Technologies** or any other system through ~~the School District system~~ **Electronic Technologies**, 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. Messages and records on the ~~School District system~~ **Electronic Technologies** may not be encrypted without the permission of appropriate school authorities.
9. Users will not use ~~the School District system~~ **Electronic Technologies** 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 on the Internet.

10. Users will not use ~~the School District system~~ **Electronic Technologies** for conducting business, for unauthorized commercial purposes, for promotion of political views or social agendas, including political campaigning, or for financial gain unrelated to the mission of the School District. Users will not use ~~the School District system~~ **Electronic Technologies** to offer or provide goods or services or for product advertisement. Users will not use ~~the School District system~~ **Electronic Technologies** to purchase goods or services for personal use without authorization from the appropriate School District official.
  11. Students in the course of completing assignments for class, including assignments involving the use of collaborative and social networking tools on the Internet, are expected to abide by the Electronic Technologies Acceptable Use Policy and policies and procedures regarding student discipline, student code of conduct, bullying prevention, copyright and plagiarism.
- B. Users engaging in the foregoing unacceptable uses of the Internet when off School District premises also may be in violation of this policy as well as other School District policies. Examples of such violations include, but are not limited to, situations where ~~the School District system~~ **Electronic Technologies** is compromised or if a School District employee or student is negatively impacted. If the School District receives a report of an unacceptable use originating from a non-school computer or resource, the School District may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the School District Electronic Technologies and the Internet and discipline under other appropriate School District policies, including suspension, expulsion, exclusion, or termination of employment.
- C. 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 employee's immediate supervisor and/or the building administrator. In certain rare instances, a user 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.

## VI. FILTER

- A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and adults 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 obscene, child pornography, violent or harmful to minors:
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
  - 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. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. 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.
- E. The School District will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

**VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

- A. Use of the School District Electronic Technologies and use of the Internet shall be consistent with School District policies and the mission of the School District.
- B. Students who are permitted to bring their own electronic devices to school will comply with school-specific guidelines for the use of personal electronic devices in school.

**VIII. NO EXPECTATION OF PRIVACY**

- A. By authorizing use of ~~the School District system~~ Electronic Technologies, the School District does not relinquish control over materials stored or transmitted on

the District Electronic Technologies system or contained in District Electronic Technologies files on the system. Users should expect no privacy in the contents of files on the School-District system Electronic Technologies.

- B. Routine maintenance and monitoring of the School-District system Electronic Technologies may lead to a discovery that a user has violated this policy, another School District policy, or the law.
- C. An 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/Guardians have the right at any time to investigate or review the contents of their child's files and email files. Parents/Guardians 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 email files. In addition, School District employees should be aware that data and other materials in files maintained on the School-District system Electronic Technologies may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The School District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School District policies conducted through the School-District system Electronic Technologies.

## **IX. ELECTRONIC TECHNOLOGIES ACCEPTABLE USE AGREEMENT**

- A. The proper use of the District Electronic Technologies and the Internet, and the educational value to be gained from proper use of District Electronic Technologies and the Internet—use, is the joint responsibility of students, parents/guardians 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 Electronic Technologies Acceptable Use Policy will be referenced in the Student handbook and Employee Handbook, and will be posted on the District web site. Paper copies will be available to parents upon request. Supervising teachers will provide guidance and instruction on acceptable use of the Internet. Parents may request that their child not use the Internet by notifying the school.

- D. All users shall be responsible for the protection and security of their passwords. Users shall have the ability to change passwords and maintain the confidentiality of logon codes.

## **X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of ~~the School District system~~ **Electronic Technologies** is at the user's own risk. ~~The system~~ **District Electronic Technologies** is ~~is~~ **are** 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 tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries 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~~ **Electronic Technologies**. The School District will not be responsible for financial obligations arising through unauthorized use of ~~the School District system~~ **Electronic Technologies** or the Internet.

## **XI. USER NOTIFICATION**

- A. All users shall be notified of the School District policies relating to Electronic Technologies Acceptable Use.
- B. This notification shall include the following:
  - 1. Notification that Electronic Technologies Acceptable 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, CD, DVD, jump drives, memory sticks, or any other storage device.
    - 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 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 or the student's parents.
6. Notification that, should the user violate the School District's acceptable use policy, the student's access privileges may be revoked, school 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 student email addresses may be provided to District-approved third-party providers for access to educational tools and content.

## **XII. PARENT/GUARDIAN RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents/guardians 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/Guardians are responsible for monitoring their student's use of ~~the School District system~~ **Electronic Technologies** and of the Internet if the student is accessing ~~the School District~~ **Electronic Technologies** ~~system~~ from home or a remote location.
- B. Parents/Guardians 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/guardians have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Electronic Technologies Acceptable 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 Electronic Technologies Acceptable Use policy is available for parental/guardian review.

### **XIII. IMPLEMENTATION; POLICY REVIEW**

- A. The School District administration may develop appropriate guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- B. The administration shall revise the student and parent/guardian notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The School District's Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. 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. § 6701 *et seq.* (Enhancing Education Through Technology Act of 2001)  
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))  
 47 C.F.R. §54.520 (FCC regulations implementing CIPA)  
 Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)  
 Minn. Stat. § 125B.15 (Internet Access for Students)  
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Aid)  
 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)  
 R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)  
 Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)



S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)  
524-11  
Kowalski v. Berkeley County Sch., 652 F.3d 656 (4th Cir. 2011)  
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)  
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton  
R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)  
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)  
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

***Cross References:*** MSBA Model Policy 403 (Discipline, Suspension, and Dismissal of  
School District Employees)  
MSBA Model policy 406 (Public and Private Personnel Data)  
MSBA Model Policy 505 (Distribution of Nonschool Sponsored Materials  
on School Premises by Students and Employees)  
WBLASB Policy 506 (Student Discipline)  
WBLASB Policy 515 (Protection and Privacy of Pupil Records)  
WBLASB Policy 519 (Interviews of Students by Outside Agencies)  
WBLASB Policy 521 (Student Disability Nondiscrimination)  
WBLASB Policy 522 (Student Sex Nondiscrimination)  
WBLASB Policy 603 (Curriculum Development)  
WBLASB Policy 604 (Instructional Curriculum)  
WBLASB Policy 606 (Textbooks and Instructional Material)  
WBLASB Policy 804 (Bomb Threats)  
WBLASB Policy 904 (Distribution of Materials on School District  
Property by Nonschool Persons)

AGENDA ITEM: **School Board Policy 901, Community Education**  
MEETING DATE: **February 8, 2016**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Kristine Wehrkamp, Director of Community Services  
and Recreation**

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**BACKGROUND:**

School Board Policy 901, Community Education, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in January, and is being presented for a second reading.

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

**RECOMMENDATION:**

To approve School Board Policy 901, Community Education, as recommended by the School Board Policy Committee and Cabinet.

## 901 COMMUNITY EDUCATION

### I. PURPOSE

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

### II. GENERAL STATEMENT OF POLICY

The school board affirms a strong commitment to the Community Services and Recreation Department's community education program. In addition, the school board welcomes and strongly encourages use of school district buildings and grounds and activity areas by the community when they are not being used for regularly scheduled elementary and secondary district activities or programs. The school administration should will strive to accomplish the following objectives in relation to community education services, programs, and facilities/grounds:

- A. Maximum use should be made of public school district facilities and grounds within the school district service area.
- B. Educational needs and interest of area residents should be will be determined periodically.
- C. District and available community resources, and the expertise of residents should be utilized to develop vibrant, well-rounded community education programming.
- D. Area residents should be encouraged to actively participate in program opportunities.

### III. COMMUNITY EDUCATION SERVICES ADVISORY COUNCIL

- A. ~~The council~~ A Community Services Advisory Council shall assist in promoting the goals and objectives of the program.
- B. The membership of the community education Services advisory Council shall represent a cross section of the community.
- C. Bylaws of the community education advisory Council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings and such other matters as deemed necessary and appropriate.
- D. On an annual basis, the council shall review and recommend approval of the Community Services and Recreation budget for presentation to the School Board.

- Legal References:*** Minn. Stat. § ~~121.88~~ 124D.19 (Community Education Programs; Advisory Council)
- Minn. Stat. § ~~123.36~~ 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)
- Minn. Stat. § ~~124.2713~~ 124D.20, Subd. 1 (Community Education Revenue)
- Cross References:*** WBLASB Policy 902 (Use of School District Facilities and Equipment)

AGENDA ITEM: **School Board Policy 910, Awarding of Honorary Diploma**  
MEETING DATE: **February 8, 2016**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Kristine Wehrkamp, Director of Community Services  
and Recreation**

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**BACKGROUND:**

School Board Policy 910, Awarding of Honorary Diploma, was reviewed by the policy committee, had a first reading in January, and is being presented for a second reading.

The purpose of this policy is to provide guidelines for the awarding of honorary diplomas.

Two very minor changes were made to this policy.

- 1) III. Definition: Adding Area Schools to White Bear Lake; and
- 2) V. Criteria for Awarding An Honorary Diploma: adding s to School and eliminating district.

**RECOMMENDATION:**

To approve School Board Policy 910, Awarding of Honorary Diploma as recommended by the Policy Committee and Cabinet.

Adopted: November 10, 2008  
Revised: \_\_\_\_\_

White Bear Lake Area School Board Policy 910

## **910 AWARDING OF HONORARY DIPLOMA**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for the awarding of honorary diplomas.

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

In the interest of recognizing individuals who have attended the White Bear Lake Area Public Schools or those schools which subsequently were made part of the White Bear Lake Public Schools, the School Board may, by majority vote of the Board at a regularly scheduled meeting, honor such individuals by the designation of an honorary diploma.

### **III. DEFINITION**

An honorary diploma shall be a recognition bestowed upon an individual consistent with the criteria in this policy. An honorary diploma shall not be a substitute for a regular diploma, nor shall it carry with it the meaning of a White Bear Lake **Area Schools** diploma as specified in Policy 613, Graduation Requirements.

### **IV. LEGAL AUTHORITY FOR GRANTING AN HONORARY DIPLOMA**

The authority to grant an honorary diploma shall be consistent with the applied powers granted by Minnesota State Statutes, and as described in Policy 201, Legal Status of the School Board.

### **V. CRITERIA FOR AWARDING AN HONORARY DIPLOMA**

The School Board may, at its discretion, award an honorary diploma to an individual who meets all of the following criteria.

- A. Attendance at a White Bear Lake Area Schools **District** elementary or secondary school, or a school which subsequently was made a part of the school district, but did not graduate from a White Bear Lake High School; and
- B. Demonstrated lifelong exemplary service to the community, state, or nation; and
- C. Demonstrates through this lifelong service character consistent with the School District's mission statement and core values.

**Cross References:** WBLASB Policy 201 (Legal Status of the School Board)  
WBLASB Policy 613 (Graduation Requirements)