

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

January 12, 2015

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.

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

To: Members of the School Board

From: Michael J. Lovett
Superintendent of Schools

Date: January 6, 2015

A Student Recognition will be held on **Monday, January 12, 2015**, 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, January 12, 2015** 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. Reorganization of the School Board
5. Approve Agenda
6. 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. Update on Registration Information for 2015-16
2. Superintendent's Report

D. DISCUSSION ITEMS

1. First Reading of Policies:
 - a) Policy 703, Annual Audit
 - b) Policy 706, Acceptance of Gifts
 - c) Policy 714, Fund Balance
 - d) Policy 722, Credit Card Usage

E. OPERATIONAL ITEMS

1. School Board Operating Procedures for 2015
2. School Board Members' Compensation for 2015
3. Appointment of Representative to the Northeast Metro 916 Intermediate School District's Board
4. Appointment of Representative to the East Metro Integration District 6067
5. School Board Committee Assignments
6. Official Depositories for the School District Funds and Authorized Bank Accounts and Signatures
7. Official Publication for the School District for 2015
8. Action on Appointment of Compliance Officers
9. Action on Local Education Agency Authorization
10. Action on Designation of Legal Counsel
11. Finance Committee Assignments

12. Approval of Bid – Lincoln Elementary HVAC Replacement
13. Action on Proposed Reserve Teacher Rate Change

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **January 12, 2015**
SUGGESTED DISPOSITION: **Procedural Items**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

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: **January 12, 2015**
SUGGESTED DISPOSITION: **Consent Agenda**
CONTACT PERSON(S): **Lori Swanson, School Board Clerk**

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, December 8, 2014 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 7:00 p.m.
2. Roll Call – Present: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker. Absent: Mullin
Ex-Officio: Michael Lovett, Superintendent of Schools
Cabinet: Daniels, Kazmierczak, Paul, Vette, Wehrkamp, Marv Swanson – Interim Director of Human Resources
Student School Board Representative: Kelly Lee
3. Pledge of Allegiance
4. Hiniker motioned and Kimball seconded to approve the agenda as presented. ***Voice vote: all ayes. Motion carried.***
5. Storey motioned and Chapman seconded to approve the consent agenda consisting of:
 - Approval of minutes of regular meeting of November 10 and work study session of November 24, 2014;
 - 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 field trip requests;
 - Passage of resolution to approve personnel issues to include:
 - **RESIGNATIONS/TERMINATION – CLASSIFIED STAFF**
Travis Barkley – Pupil Support Assistant, Central Middle School
Employed by District 624 since 09/30/2013
Effective Date: 11/26/2014
Susan Johnson – Secondary Bookkeeper, High School-South Campus
Employed by District 624 since 08/17/2005
Effective Date: 11/26/2014
Kathleen Schroepfer – Program Assistant Leader, Oneka Elementary
Employed by District 624 since 04/19/1999
Effective Date: 11/28/2014
Tamela Wanless – Program Assistant Leader, Oneka Elementary
Employed by District 624 since 02/14/2005
Effective Date: 11/21/2014
 - **RESIGNATIONS/TERMINATION – NON AFFILIATED STAFF**
Tiffany Wilson-Worley – Community & Family Outreach Liaison, Matoska International
Employed by District 624 since 02/21/2012
Effective Date: 11/17/2014
 - **RETIREMENT – CERTIFIED STAFF**
Catherine Parker – Mathematics Teacher, Central Middle School
Employed by District 624 since 09/30/1988
Effective Date: Pending Qualified and Suitable Replacement
 - **NEW PERSONNEL – CLASSIFIED STAFF**
Alyssa Boese – Program Assistant Leader, Matoska International
\$12.92 / hr., 2.5 hrs. / 161 days \$5,200.30
Effective Date: 11/11/2014
Laura Cook – Administrative Assistant-Principal, Birch Lake Elementary
\$17.79 / hr., 8.0 hrs. / 133 days \$18,928.56, Effective Date: 11/24/2014

Monalee Garrett-Jones – Part Time Cook, Birch Lake Elementary

\$13.94 / hr., 3.0 hrs. / 127 days \$5,311.14

Effective Date: 11/19/2014

Sara Murray – Program Assistant Leader, Oneka Elementary

\$12.92 / hr., 2.5 hrs. / 156 days \$5,038.80

Effective Date: 11/18/2014

Nathaniel Plattner – Facility & Equipment Maintenance Technician, District Wide

\$22.76 / hr., 8.0 hrs. / 152 days \$27,676.14

Effective Date: 12/01/2014

Adrie Taylor – Health Assistant, Birch Lake Elementary

\$17.29 / hr., 4.0 hrs. / 161 days \$9,059.96

Effective Date: 11/13/2014

➤ **NEW PERSONNEL – CERTIFIED STAFF**

Suzanne Shearon – Speech Pathologist, Hugo & Willow Lane Elementary

MA +15, Step 10 \$39,171.34 (Pro-rated on \$63,592)

Effective Date: 12/08/2014

Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker. Nays: none. Motion carried.

B. PUBLIC FORUM – There were no speakers during public forum.

C. INFORMATION ITEMS

1. Presentation on International Partnership with Leipzig, Germany – German teachers, Fay Kotilinek and Karla Booth, along with students, highlighted the recent visit of 18 students from the district's international partnership school in Leipzig, German. The visiting students attended classes, made presentations to classrooms throughout the district and toured the area.
2. Recognition of Teachers Receiving National Board Certification – The board recognized two district teachers, Abbi Case and Merrily Wolters, who have received National Board Certification. Two National Board Certified teachers, Deb Schmidt and Christina Pierre, introduced the honorees and described the process and challenges of the program. National Board Certification is the most rigorous and highly-respected professional certification available in education.
3. Superintendent's Report
 - a. The 2015 Minnesota Teacher of the Year Program is under way. Nomination forms are due on January 8 and are available on the district's website.
 - b. The district will be hosting registration events in January for the 2015-16 academic year for all levels.
 - c. Students have been busy performing in band and choir concerts throughout the district during the month of December.
 - d. The Closet, run by the White Bear Lake Area Educational Foundation, is available to help students and families in need by providing clothing items, including winter jackets, hats, mittens and boots. Contact closetwblaef@gmail.com for more information.
 - e. Dr. Lovett wished everyone a relaxing and safe winter break.
 - f. Student School Board Representative, Kelly Lee, reminded students to thank their great teachers of the White Bear Lake Area Schools, and wished everyone an enjoyable winter break.

D. DISCUSSION ITEMS

1. Presentation and Public Hearing Related to the Proposed 2014 Payable 2015 Property Tax Levy – Dr. Wayne Kazmierczak presented information on the district's current year's budget and related tax levy, as required by Minnesota Statutes. The 2015 tax levy is .6 percent lower than the 2014 tax levy. Detailed information on the presentation is on the district's website. There were no speakers during the public comment portion of the hearing.

E. OPERATIONAL ITEMS

1. Hiniker motioned and Storey seconded to approve the certification of the final 2014 payable 2015 property tax levy in the amount of \$35,925,722.85. **Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker. Nays: none. Motion carried.**
2. Chapman motioned and Kimball seconded to accept twelve Brosious Teaching Grants in the total amount of \$22,735.70. **Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker. Nays: none. Motion carried.**
3. Swanson motioned and Hiniker seconded to accept the H.B. Fuller STEM Mini-Grants in the amount of \$22,141. **Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker. Nays: none. Motion carried.**
4. Chapman motioned and Storey seconded to approve the resolution in support of legislative action requiring the Governor to appoint the School Trust Lands Director. **Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker. Nays: none. Motion carried.**
5. Swanson motioned and Hiniker seconded to approve the Tentative Agreement – 2013-15 Contract School Service Employees (SEIU) Local 284, Paraprofessionals. **Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker. Nays: none. Motion carried.**
6. Storey motioned and Hiniker seconded to approve Policy 414 – Mandated Reporting of Child Neglect or Physical or Sexual Abuse and Policy 650 - Service Animals on School Property as recommended by the School Board Policy Committee and Administration. **Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker. Nays: none. Motion carried.**
7. Hiniker motioned and Chapman seconded to approve the incentive of \$100 for each 20 day of service period for reserve teachers, and to modify our reserve teacher handbook accordingly. **Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker. Nays: none. Motion carried.**

F. BOARD FORUM – Kimball welcomed new staff to the district, wished everyone a happy holiday and encouraged everyone to consider making a financial gift to the Angel Fund of the White Bear Lake Area Educational Foundation in honor of a district staff member.

G. ADJOURNMENT – Hiniker motioned and Newberg seconded to adjourn the meeting at 8:25 p.m.

Submitted by: Lori Swanson, Clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **January 12, 2015**

SUGGESTED DISPOSITION: **Consent Agenda**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Finance**
and Operations
Mary Vaske, Accountant

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 - November

	<u>11/14/2014</u>	<u>11/28/2014</u>
Direct Deposit 397109-398510	1,759,694.67	
U.S. Treasury (FICA, Medicare, withholding)	615,383.89	
MN State Income Tax	99,090.98	
PERA	91,501.15	
TRA	294,243.94	
ING	4,819.31	
American Funds	73,763.73	
White Bear Lake Teacher's Association	36,673.18	
State of MN Levies	308.05	
Direct Deposit 398511-399898		1,665,328.24
U.S. Treasury (FICA, Medicare, withholding)		632,042.33
MN State Income Tax		101,494.22
PERA		91,594.32
TRA		298,806.24
ING		4,819.31
American Funds		73,840.19
White Bear Lake Teacher's Association		36,024.02
State of MN Levies		308.05

Check Nbr	Vendor Name	Check Date	Check Amount
57249	AIG	11/07/2014	5,933.75
57250	AMAZON	11/07/2014	1,021.14
57251	AMAZON	11/07/2014	178.34
57252	AMERICAN UNITED LIFE	11/07/2014	58,355.64
57253	AMERIPRISE FINANCIAL SERVICES	11/07/2014	13,767.09
57254	ASSOC OF METROPOLITAN SCHOOL D	11/07/2014	30.00
57255	AXA EQUITABLE	11/07/2014	36,138.88
57256	EDUCATION MN ESI BILLING TRUST	11/07/2014	24,669.02
57257	GREAT LAKES HIGHER EDUC GUARAN	11/07/2014	364.11
57258	GURSTEL CHARGO ATTORNEYS AT LA	11/07/2014	311.00
57259	INTERNAL REVENUE SERVICE	11/07/2014	516.89
57260	IUOE LOCAL 70	11/07/2014	2,169.13
57261	LANO EQUIPMENT INC	11/07/2014	1,168.15
57262	MESSERLI & KRAMER PA	11/07/2014	575.00
57263	METROPOLITAN LIFE	11/07/2014	2,941.41
57264	MN CHILD SUPPORT	11/07/2014	1,994.60
57265	MUSKE, RICHARD L	11/07/2014	50.00
57266	NEW HOPE CINEMA GRILL	11/07/2014	200.00
57267	SCHOOL SERVICE EMPLOYEES	11/07/2014	5,718.22
57268	US DEPT OF EDUCATION	11/07/2014	456.14
57269	VANGUARD SMALL BUSINESS SERVIC	11/07/2014	26,908.65
57270	THE WORKS	11/07/2014	1,434.72
22	Computer	Check(s) For a Total of	184,901.88

	0	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	184,901.88
Total For	22	Manual, Wire Tran, ACH & Computer Checks		184,901.88
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		184,901.88

Check Nbr	Vendor Name	Check Date	Check Amount
141500509	ABU-SHARKH, LUBNA MF	11/11/2014	251.90
141500510	ADAMS, LINDA J	11/11/2014	78.34
141500511	ANDERSON, CHRISTINE E	11/11/2014	292.06
141500512	ANDERSON, JAMES R	11/11/2014	100.00
141500513	ANDERSON, JON C	11/11/2014	85.32
141500514	ANDERSON, JULIE C	11/11/2014	50.30
141500515	ANDERSON, MARGARET ANN	11/11/2014	187.04
141500516	ANDERSON, MELISSA KAY	11/11/2014	96.60
141500517	BERNDT, MICHELE R	11/11/2014	174.61
141500518	BERNIER, CARYN S	11/11/2014	288.16
141500519	BERNIER, JAMES L	11/11/2014	45.00
141500520	BLADE, JULIE M MAKER	11/11/2014	164.64
141500521	BOGENHOLM, SHERRY J	11/11/2014	195.00
141500522	BOLL, SHAWNA M	11/11/2014	30.00
141500523	BRODT, STACY ANN	11/11/2014	122.44
141500524	BROOKSHAW, SUSAN ELIZABETH	11/11/2014	123.79
141500525	CHRISTENSEN, JOSEPH C	11/11/2014	34.50
141500526	DEEN, DENISE T	11/11/2014	628.32
141500527	DERBY, SARA A	11/11/2014	329.47
141500528	DESTACHE, DANIEL JAMES	11/11/2014	115.92
141500529	DEUEL, LYN M	11/11/2014	49.00
141500530	DYMIT, MARIE S	11/11/2014	90.72
141500531	EDGELL, JANE E	11/11/2014	193.20
141500532	ELLEFSEN, JULEE T	11/11/2014	53.20
141500533	ENGSTRAN, PAUL A	11/11/2014	40.00
141500534	FINK, AVIS A	11/11/2014	812.48
141500535	FUHRMAN, SARAH J	11/11/2014	36.90
141500536	GEDNALSKE, KIRK M	11/11/2014	49.00
141500537	GRANGER, BARBARA J	11/11/2014	147.03
141500538	GRAY, DONALD E	11/11/2014	192.08
141500539	HAMMEKEN, GRACIELA E	11/11/2014	27.80
141500540	INDLECOFFER, TRACI D	11/11/2014	50.32
141500541	IVEY, JEFFREY D	11/11/2014	129.36
141500542	JORGENSEN, AMY L	11/11/2014	443.04
141500543	KELLEY, DEBRA K	11/11/2014	130.00
141500544	KNAPPENBERGER, KENDRA J	11/11/2014	75.00
141500545	KOPP, COLLEEN M	11/11/2014	39.00
141500546	KOTILINEK, FAY P	11/11/2014	84.28
141500547	KRAMLINGER, TRACEY A	11/11/2014	40.00
141500548	LAMWERS, LINDSAY M	11/11/2014	228.85
141500549	LYONS, CHRISTOPHER A	11/11/2014	83.00
141500550	MANN, KATHERINE L	11/11/2014	28.56
141500551	MARTINSON, KARA S	11/11/2014	50.89
141500552	MARTY, JENNA M	11/11/2014	40.00
141500553	MCDOWELL, ROBERT C	11/11/2014	625.95
141500554	MELQUIST, NANCY J	11/11/2014	331.96
141500555	MICKELSON, DANIELLE M	11/11/2014	416.20
141500556	MISGEN, MARK A	11/11/2014	176.70
141500557	MORTENSEN, KIM K	11/11/2014	100.00
141500558	MOWERY, TRACY L	11/11/2014	443.24

Check Nbr	Vendor Name	Check Date	Check Amount
141500559	MUELLER, JUDITH K	11/11/2014	44.66
141500560	NADEAU, MARGARET M	11/11/2014	561.20
141500561	NASVIK, CRAIG S	11/11/2014	349.00
141500562	NOHR, KATIE JO	11/11/2014	29.66
141500563	OLMSTEAD, DIANE M	11/11/2014	45.00
141500564	OLSON, VICKI S	11/11/2014	180.00
141500565	OSTERLUND, MARY	11/11/2014	33.60
141500566	PARSHALL, DANIELLE M	11/11/2014	49.96
141500567	PEARSON, JILL M	11/11/2014	125.70
141500568	PETERSON, BETSY J	11/11/2014	55.73
141500569	PLANA, CHRISTINE M	11/11/2014	140.19
141500570	POKORNY, MARY J	11/11/2014	225.89
141500571	POUPORE, JULIANNE	11/11/2014	32.98
141500572	RASMUSSEN, JEAN H	11/11/2014	1,273.24
141500573	RICHARDSON, SUSAN	11/11/2014	65.00
141500574	RIEBOW, MATTHEW R	11/11/2014	130.00
141500575	ROESER, DANIEL WILLIAM	11/11/2014	217.00
141500576	SCHIELE, LACEY L	11/11/2014	12.60
141500577	SCHMIDT, DANIEL Q	11/11/2014	113.94
141500578	SCHWEIZER, JENNIFER M	11/11/2014	102.30
141500579	SHEA, BRENDA B	11/11/2014	69.00
141500580	SITKA, LEAH M	11/11/2014	39.00
141500581	SOLBERG, SARAH K	11/11/2014	120.91
141500582	SQUIRE, BARBARA A	11/11/2014	5.04
141500583	STEPHAN, SUSAN K	11/11/2014	51.99
141500584	STIRLING, CONNIE B	11/11/2014	45.36
141500585	TOUSSAINT, JANEL PHYLLIS	11/11/2014	47.02
141500586	TROSKE, CARRIE L	11/11/2014	52.64
141500587	VAUGHN, DEBRA JEAN	11/11/2014	60.00
141500588	WALKER, DEBRA R	11/11/2014	13.98
141500589	WILDMAN HILAL, ANDREA L	11/11/2014	217.84
141500590	WILLIAMS, LAURA L	11/11/2014	605.92
82	ACH	Check(s) For a Total of	13,717.52

ACH

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	82	ACH	Checks For a Total of	13,717.52
	0	Computer	Checks For a Total of	0.00
Total For	82	Manual, Wire Tran, ACH & Computer Checks		13,717.52
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		13,717.52

Check Nbr	Vendor Name	Check Date	Check Amount
57271	4IMPRINT INC	11/13/2014	1,157.48
57272	AARP DRIVER SAFETY PROGRAM	11/13/2014	330.00
57273	AARP DRIVER SAFETY PROGRAM	11/13/2014	325.00
57274	AARP DRIVER SAFETY PROGRAM	11/13/2014	290.00
57275	ABLENET INC	11/13/2014	184.80
57276	ACCURATE LABEL DESIGNS	11/13/2014	216.95
57277	AGROPUR INC	11/13/2014	33,698.15
57278	ALL AROUND FUN	11/13/2014	300.00
57279	AMAZON	11/13/2014	339.26
57280	AMERICAN MESSAGING	11/13/2014	98.67
57281	AMERIPRIDE SERVICES	11/13/2014	845.73
57282	ANOKA HIGH SCHOOL	11/13/2014	250.00
57283	APPLE COMPUTER INC	11/13/2014	379.00
57284	APPLE VALLEY HIGH SCHOOL	11/13/2014	125.00
57285	APPLIED ENVIRONMENTAL SCI INC	11/13/2014	4,400.00
57286	ARMSTRONG HIGH SCHOOL	11/13/2014	220.00
57287	AMER SPEECH LANG HEARING ASSOC	11/13/2014	225.00
57288	AUTENRIEB, AMY	11/13/2014	60.00
57289	AVON BUSINESS FORMS & PROMOTIO	11/13/2014	241.00
57290	BAERMAN, SCOTT	11/13/2014	70.00
57291	BALFOUR MN LLC	11/13/2014	104.00
57292	BARNES & NOBLE	11/13/2014	159.02
57293	BECK, JESSICA ANN	11/13/2014	25.00
57294	BEHLOW, DAVID	11/13/2014	190.65
57295	BENDER, CARMEN	11/13/2014	120.00
57296	BILL WEIGEL SIGNS	11/13/2014	517.50
57297	BLUE BELL ENTERPRISES INC	11/13/2014	5,882.44
57298	BRAMSCHER, JUDEE	11/13/2014	56.60
57299	BRAUM, ANDREW	11/13/2014	85.00
57300	BREAKDOWN SPORTS USA	11/13/2014	125.00
57301	BREY, ANGELA M	11/13/2014	25.00
57302	THE BUG COMPANY	11/13/2014	16.00
57303	BUILDING RESTORATION CORPORATI	11/13/2014	45,809.00
57304	CAMBIUM LEARNING INC	11/13/2014	989.67
57305	THE CAMBRIAN GROUP	11/13/2014	3,790.00
57306	CAMP ST CROIX	11/13/2014	5,074.00
57307	CAPTURE VIDEO	11/13/2014	3,350.00
57308	CARDWELL, EMILY	11/13/2014	1,181.73
57309	CATALYST INSTITUTE	11/13/2014	8,190.00
57310	CAYETANO, MARIA	11/13/2014	16.30
57311	CDW GOVERNMENT INC	11/13/2014	102.69
57312	CENGAGE LEARNING	11/13/2014	165.00
57313	CENTENNIAL HIGH SCHOOL ISD #12	11/13/2014	300.00
57314	CENTER STAGE PRODUCTIONS	11/13/2014	669.98
57315	CENTRAL MECHANICAL CO	11/13/2014	1,612.44
57316	CENTURY COLLEGE	11/13/2014	1,140.00
57317	CENTURY RESOURCES INC	11/13/2014	918.32
57318	CERTIFIED LABORATORIES	11/13/2014	680.37
57319	THE CHILDREN'S THEATRE COMPANY	11/13/2014	1,279.00
57320	CLASSROOM LIBRARY CO	11/13/2014	128.30

Check Nbr	Vendor Name	Check Date	Check Amount
57321	CONSTRUCTION MANAGEMENT BUILDI	11/13/2014	28,750.66
57322	COBORNS DELIVERS	11/13/2014	483.66
57323	COCA-COLA BOTTLING MIDWEST CO	11/13/2014	197.76
57324	COMCAST	11/13/2014	5.27
57325	COMCAST	11/13/2014	10.44
57326	CONNEY SAFETY	11/13/2014	325.16
57327	CONTINENTAL RESEARCH CORP	11/13/2014	572.86
57328	COOPET, RIKKI LYNN	11/13/2014	25.00
57329	COOPS SPORTSWEAR	11/13/2014	768.00
57330	COPY IMAGES INC	11/13/2014	358.80
57331	COPY IMAGES INC	11/13/2014	1,215.75
57332	CPHS COMP	11/13/2014	594.00
57333	CRISIS PREVENTION INSTITUTE IN	11/13/2014	150.00
57334	CRIMSON CHEERLEADING	11/13/2014	660.00
57335	CUB FOODS STILLWATER	11/13/2014	252.67
57336	CULLIGAN BOTTLED WATER	11/13/2014	117.00
57337	CUSTOM INK LLC	11/13/2014	965.52
57338	D ERVASTI SALES CO LLC	11/13/2014	937.60
57339	DAKOTA TRUCK UNDERWRITERS	11/13/2014	153.93
57340	Vendor Continued Check	11/13/2014	0.00
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57342	DALCO CORPORATION	11/13/2014	11,468.28
57343	DAWN SIGN PRESS	11/13/2014	2,885.68
57344	DEGARDNER, DEREK	11/13/2014	57.00
57345	DEGARDNER, RICK	11/13/2014	114.00
57346	DEJARLAIS, MARILYN	11/13/2014	47.60
57347	DELLWOOD HILLS GOLF CLUB	11/13/2014	2,728.93
57348	DELTA EDUCATION	11/13/2014	48.44
57349	DESIGNER SIGN SYSTEMS INC	11/13/2014	194.12
57350	DEX MEDIA EAST INC	11/13/2014	138.00
57351	DEY DISTRIBUTING	11/13/2014	16.10
57352	DISCOUNT SCHOOL SUPPLY	11/13/2014	1,266.69
57353	DIVERSIFIED SNACK DISTRIBUTION	11/13/2014	6,751.17
57354	DOMINOS PIZZA	11/13/2014	129.50
57355	DOMINOS PIZZA	11/13/2014	487.98
57356	DONATELLI'S	11/13/2014	456.54
57357	DOOR SERVICE COMPANY	11/13/2014	293.00
57358	DOWN SYNDROME ASSOCIATION OF M	11/13/2014	100.00
57359	EAST METRO INTEGRATION DIST 60	11/13/2014	108,969.16
57360	EBSCO INFORMATION SERV	11/13/2014	716.24
57361	ECKROTH MUSIC	11/13/2014	181.00
57362	EDINA CHEERLEADING	11/13/2014	594.00
57363	EDVOTEK	11/13/2014	111.40
57364	EESCO UNITED ELECTRIC	11/13/2014	980.61
57365	ELECTRIC MOTOR REPAIR	11/13/2014	134.35
57366	ELEVATION INC	11/13/2014	603.72
57367	EXPANDING EXPRESSION	11/13/2014	251.90
57368	F&N OPERATIONS LLC	11/13/2014	1,171.98
57369	FAN CLOTH PRODUCTS LLC	11/13/2014	1,285.00
57370	FANG, MARY	11/13/2014	80.00

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57371	FASTENAL COMPANY	11/13/2014	17.93
57372	FLAGHOUSE INC	11/13/2014	93.90
57373	FLINN SCIENTIFIC INC	11/13/2014	131.88
57374	FLOCABULARY	11/13/2014	384.00
57375	FOLLETT SCHOOL SOLUTIONS INC	11/13/2014	924.94
57376	FOOF STORE	11/13/2014	112.00
57377	FRATTALONES HARDWARE STORES	11/13/2014	729.41
57378	FUN AND FUNCTION	11/13/2014	78.94
57379	GARVEY, PATRICIA	11/13/2014	25.50
57380	GAST, KRISTIN	11/13/2014	120.00
57381	GENERAL SECURITY SERVICES CORP	11/13/2014	524.00
57382	GIBBS MUSEUM OF PIONEER &	11/13/2014	444.00
57383	GOPHER	11/13/2014	1,207.10
57384	GRAFFIC TRAFFIC LLC	11/13/2014	147.00
57385	Vendor Continued Check	11/13/2014	0.00
57386	GRAINGER	11/13/2014	1,948.34
57387	GRANDMA'S BAKERY INC	11/13/2014	251.20
57388	GRAZZINI BROTHERS & CO	11/13/2014	7,780.50
57389	GREATAMERICA FINANCIAL SERVICE	11/13/2014	383.65
57390	GROTH MUSIC CO	11/13/2014	1,783.64
57391	GTM SPORTSWEAR	11/13/2014	630.00
57392	GUILFORD PUBLICATIONS	11/13/2014	16.95
57393	H & B SPECIALIZED PRODUCTS	11/13/2014	66,920.85
57394	HAAG, LOIS	11/13/2014	12.75
57395	HALL, BARBARA	11/13/2014	64.00
57396	HALLBERG ENGINEERING INC	11/13/2014	21,161.72
57397	HANDLEBAR PERCUSSION	11/13/2014	74.26
57398	HANDWRITING WITHOUT TEARS	11/13/2014	38.45
57399	HANSEN, KENDRA M	11/13/2014	25.00
57400	HEALTHPARTNERS MEDICAL GROUP	11/13/2014	220.00
57401	HERC-U-LIFT	11/13/2014	773.20
57402	HOGLUND BUS AND TRUCK CO	11/13/2014	907.77
57403	HOLLEN, KATHERINE	11/13/2014	266.00
57404	HOUCHEN BINDERY LTD	11/13/2014	1,879.00
57405	HOUCK ED D, BONNIE D	11/13/2014	1,550.85
57406	HOWARD, JOAN A	11/13/2014	46.75
57407	HUGO EQUIPMENT CO	11/13/2014	158.39
57408	INTERCULTURAL DEVMT INVENTORY	11/13/2014	704.00
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57414	IFD	11/13/2014	140,311.50
57415	IMPACT FUNDRAISING LLC	11/13/2014	120.00
57416	INNOVATIVE OFFICE SOLUTIONS	11/13/2014	8,466.86
57417	INSTITUTE FOR MULTI SENSORY ED	11/13/2014	13.99
57418	INTEGRA TELECOM	11/13/2014	319.02
57419	INTEGRA	11/13/2014	1,098.48
57420	ISD #623 ROSEVILLE AREA SCHOOL	11/13/2014	35,500.00

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57421	JIMMY'S CONFERENCE & BANQUET C	11/13/2014	450.00
57422	JOHNSON, JUDITH ANN	11/13/2014	265.00
57423	JOHNSON CONTROLS INC	11/13/2014	1,746.18
57424	JOKINEN, PAUL WARREN	11/13/2014	381.70
57425	JONES, DAVID E	11/13/2014	60.00
57426	Vendor Continued Check	11/13/2014	0.00
57427	JW PEPPER & SON INC	11/13/2014	757.84
57428	K JOHNSON CONSTRUCTION	11/13/2014	13,768.35
57429	KARLSBURGER FOODS INC	11/13/2014	912.87
57430	KASSON-MANTORVILLE SCHOOL	11/13/2014	225.00
57431	KELLINGTON CONSTRUCTION INC	11/13/2014	24,692.86
57432	KENT AUTOMOTIVE	11/13/2014	110.49
57433	KLOSTER, MARY	11/13/2014	17.00
57434	KOEHNEN, KAY	11/13/2014	19.00
57435	KOREEN, GLORIA	11/13/2014	36.33
57436	KORNEY BOARD AIDS INC (KBA)	11/13/2014	1,107.95
57437	L'ALLIER CONCRETE INC	11/13/2014	1,650.00
57438	LAKEVIEW ELECTRICAL SERVICES	11/13/2014	700.00
57439	LAMWERS, LINDSAY M	11/13/2014	4,000.00
57440	LANDS BEST FOODS	11/13/2014	3,659.85
57441	LANGERS	11/13/2014	3,850.00
57442	LARSON, MELANIE	11/13/2014	20.00
57443	LAVALLEE, GEORGE D	11/13/2014	20.00
57444	LAVALLE, JOHN	11/13/2014	25.00
57445	LEARNING FORWARD	11/13/2014	660.00
57446	LEARNING A-Z	11/13/2014	874.30
57447	LEARNING THINGS	11/13/2014	98.25
57448	LINNEMAN, RON ROBERT	11/13/2014	25.00
57449	LOFFLER	11/13/2014	132.99
57450	LOWERY MCDONNELL CO	11/13/2014	7,308.08
57451	L T G POWER EQUIPMENT	11/13/2014	92.27
57452	MN ASSOC OF ALTERNATIVE PROGRA	11/13/2014	75.00
57453	MACINTOSH, LANETTE	11/13/2014	25.00
57454	MN ASSOC FOR CHILDREN'S MENTAL	11/13/2014	387.00
57455	MARCO, INC	11/13/2014	968.92
57456	MARIS LLC	11/13/2014	280.00
57457	MARTIN-MCALLISTER	11/13/2014	1,800.00
57458	MAX INTERACTIVE INC	11/13/2014	3,781.23
57459	MCDONOUGH'S WATERJETTING AND	11/13/2014	1,665.25
57460	METRO DINING CLUB	11/13/2014	1,428.00
57461	MID CITY SERVICES - INDUSTRIAL	11/13/2014	2,141.55
57462	MIDAMERICA ADMIN & RETIREMENT	11/13/2014	2,290.00
57463	MIDWEST BUS PARTS INC	11/13/2014	51.75
57464	MIDWEST EDUC CONSULTANTS	11/13/2014	2,100.00
57465	MINNETONKA CHEERLEADING	11/13/2014	762.00
57466	MINVALCO INC	11/13/2014	2,284.60
57467	MN MIDDLE SCHOOL ASSOC	11/13/2014	320.00
57468	MN COACHES INC	11/13/2014	3,671.00
57469	MN CONWAY FIRE & SAFETY	11/13/2014	960.40
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57471	Vendor Continued Check	11/13/2014	0.00
57472	MN DEPT OF LABOR & INDUSTRY	11/13/2014	750.00
57473	MN ELEVATOR INC	11/13/2014	290.77
57474	MN HISTORICAL SOCIETY	11/13/2014	100.00
57475	MN PREMIER PUBLICATIONS	11/13/2014	1,316.00
57476	MN STATE HIGH SCHOOL LEAGUE	11/13/2014	24.00
57477	MN STATE UNIV MANKATO	11/13/2014	2,700.00
57478	MN WRESTLING EVENTS, LLC	11/13/2014	275.00
57479	MN ASSOC FOR FAMILY & EARLY ED	11/13/2014	60.00
57480	MOBILE RADIO ENGINEERING INC	11/13/2014	106.20
57481	MODEL ME KIDS LLC	11/13/2014	31.90
57482	MOORHEAD MACHINERY & BOILER CO	11/13/2014	22,350.00
57483	MOUNDS VIEW HIGH SCHOOL	11/13/2014	100.00
57484	MP NEXLEVEL LLC	11/13/2014	65.00
57485	MPLS SOUTH HIGH SCHOOL	11/13/2014	225.00
57486	MUELLER, AMY LIND	11/13/2014	28.00
57487	MVP & ASSOC	11/13/2014	3,250.00
57488	NASCO	11/13/2014	161.78
57489	NESS ELECTRONICS INC	11/13/2014	1,895.88
57490	NEW WAY HYPNOSIS CLINC INC	11/13/2014	440.00
57491	NEWPOWER, WYATT DAVID	11/13/2014	11.16
57492	NATL FED OF STATE HGH SCH ASSO	11/13/2014	245.00
57493	NICE GUY TECH LLC	11/13/2014	466.90
57494	NORCENTRONIX DISTRIBUTING	11/13/2014	150.00
57495	NORTH CENTRAL TRUCK EQUIPMENT	11/13/2014	1,328.41
57496	NORTH MEMORIAL URGENT CARE	11/13/2014	194.00
57497	NORTH STAR BANK	11/13/2014	7,364.00
57498	NORTHEAST METRO INTERMEDIATE D	11/13/2014	4,125.00
57499	NORTHERN FOREST PRODUCTS LLC	11/13/2014	1,478.89
57500	Vendor Continued Check	11/13/2014	0.00
57501	NORTHWEST SHEETMETAL CO OF ST	11/13/2014	8,527.69
57502	O'NEIL, LOIS	11/13/2014	23.79
57503	O'REILLY AUTOMOTIVE INC	11/13/2014	1,402.96
57504	OFFICE DEPOT	11/13/2014	30.71
57505	Vendor Continued Check	11/13/2014	0.00
57506	ON SITE SANITATION INC	11/13/2014	800.00
57507	ORCA BOOK PUBLISHERS	11/13/2014	52.76
57508	OSOWSKI, BETTY J	11/13/2014	30.00
57509	OXYGEN SERVICE CO INC	11/13/2014	47.84
57510	PAMS LUNCHROOM LLC	11/13/2014	7,964.23
57511	PARKOS CONSTRUCTION CO INC	11/13/2014	25,875.15
57512	PAYSCALE INC	11/13/2014	7,999.00
57513	PCS REVENUE CONTROL SYSTEMS IN	11/13/2014	605.00
57514	PFEFFER'S CLEANERS	11/13/2014	216.94
57515	PINE TREE APPLE ORCHARD	11/13/2014	2,296.00
57516	PIONEER PRESS	11/13/2014	68.40
57517	PITNEY BOWES INC	11/13/2014	229.00
57518	PLAY WITH A PURPOSE	11/13/2014	614.11
57519	POLAR CHEVROLET MAZDA	11/13/2014	302.86
57520	PRAXAIR DISTRIBUTION INC	11/13/2014	125.45

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57521	PRESS PUBLICATIONS	11/13/2014	1,233.28
57522	PRINTING ENTERPRISES INC	11/13/2014	9,798.25
57523	PRIOR LAKE HIGH SCHOOL	11/13/2014	150.00
57524	PRO-ED INC	11/13/2014	151.80
57525	PROWIRE INC	11/13/2014	2,440.80
57526	R & R SPECIALTIES INC	11/13/2014	34.50
57527	RAMSEY COUNTY PARKS/REC DEPT	11/13/2014	31,548.75
57528	RATTE, JENNY	11/13/2014	30.00
57529	RATWIK ROSZAK & MALONEY PA	11/13/2014	9,717.04
57530	READ NATURALLY INC	11/13/2014	709.50
57531	RICOH AMERICAS CORP	11/13/2014	450.96
57532	ROETTER, DORIS	11/13/2014	17.00
57533	ROSEVILLE AREA HIGH SCHOOL	11/13/2014	200.00
57534	RUDDYS PARTY TOWN INC	11/13/2014	57.04
57535	RUMBLE ON THE RED LLC	11/13/2014	450.00
57536	S & T OFFICE PRODUCTS INC	11/13/2014	189.86
57537	SAFETYFIRST PLAYGROUND SURFACI	11/13/2014	7,331.84
57538	SAFEGWAY DRIVING SCHOOL	11/13/2014	6,615.00
57539	SAIKO, KATHY	11/13/2014	25.50
57540	SAINTS NORTH MAPLEWOOD	11/13/2014	1,080.50
57541	SAM'S CLUB/GEMB	11/13/2014	2,479.80
57542	SAM'S CLUB/GEMB	11/13/2014	329.08
57543	SCHMID, RITA	11/13/2014	39.50
57544	SCHMITT MUSIC COMPANY	11/13/2014	6.76
57545	SCHOLASTIC BOOK FAIRS	11/13/2014	1,953.12
57546	SCHOOL HEALTH CORPORATION	11/13/2014	926.34
57547	SEEVER, GRAY	11/13/2014	165.00
57548	SEW SAY IT	11/13/2014	874.50
57549	SHAH, HEIDI	11/13/2014	102.00
57550	SHIFFLER EQUIPMENT SALES INC	11/13/2014	25.08
57551	THE SIDE-OUT FOUNDATION	11/13/2014	1,552.36
57552	SOCIAL THINKING PUBLISHING	11/13/2014	187.50
57553	SODEXHO INC & AFFILIATES	11/13/2014	187.37
57554	SOFTERWARE	11/13/2014	120.00
57555	SPANISH SPECIALISTS AND CONSUL	11/13/2014	235.00
57556	SPECIALTY PROMOTIONS	11/13/2014	1,317.00
57557	SPEED STACKS INC	11/13/2014	364.98
57558	SPORTBOARDZ	11/13/2014	30.80
57559	ST CROIX RECREATION CO INC	11/13/2014	2,467.25
57560	ST PAUL LINOLEUM & CARPET COMP	11/13/2014	17,705.00
57561	Vendor Continued Check	11/13/2014	0.00
57562	STAPLES ADVANTAGE	11/13/2014	7,164.76
57563	STATE SUPPLY CO	11/13/2014	383.93
57564	STAY TUNED PIANO SERVICES	11/13/2014	185.00
57565	STEINBRECHER PAINTING INC	11/13/2014	26,600.00
57566	STORYBOARD FILMS	11/13/2014	2,650.50
57567	STREAMLINE DESIGN INC	11/13/2014	938.00
57568	SUBURBAN/GREEN & WHITE TAXI	11/13/2014	116.52
57569	SUPREME SCHOOL SUPPLY CO	11/13/2014	36.97
57570	SVL SERVICE CORPORATION	11/13/2014	785.00

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57571	SWANSON, STEPHEN	11/13/2014	310.00
57572	SYNCHRONY BANK	11/13/2014	291.21
57573	TARTAN HIGH SCHOOL	11/13/2014	85.00
57574	TEAMWORKS INTERNATIONAL INC	11/13/2014	1,672.40
57575	TELIN TRANSPORTATION GROUP LLC	11/13/2014	217.59
57576	THAYER-MARMITT, CHRISTINA E	11/13/2014	258.44
57577	THELEN HEATING & ROOFING INC	11/13/2014	49,305.00
57578	THURNBECK STEEL FABRICATION	11/13/2014	55,668.10
57579	TIERNEY BROTHERS INC	11/13/2014	2,420.40
57580	TRADE PRESS INC	11/13/2014	2,506.71
57581	TRANS-MISSISSIPPI BIO SUPPLY	11/13/2014	381.23
57582	TRI-STATE BOBCAT	11/13/2014	148.75
57583	TRILITERAL LLC	11/13/2014	422.50
57584	TRIO SUPPLY COMPANY	11/13/2014	21,312.07
57585	TRUCK UTILITIES MFG CO	11/13/2014	22.25
57586	TRUSTED EMPLOYEES	11/13/2014	4,081.00
57587	TWIN CITY ACOUSTICS INC	11/13/2014	3,821.60
57588	TWIN CITY ABC SEAMLESS	11/13/2014	1,349.00
57589	U.S. ENERGY SERVICES INC	11/13/2014	675.00
57590	UHL CO INC	11/13/2014	1,405.50
57591	UNIVERSITY OF MINNESOTA BOOKST	11/13/2014	65.90
57592	UNIVERSITY OF MN SPIRIT SQUADS	11/13/2014	825.00
57593	UNIVERSAL ATHLETIC	11/13/2014	379.97
57594	URBAN COMPANIES	11/13/2014	9,209.06
57595	URBANIAK, WAYNE	11/13/2014	400.00
57596	US FOODS CULINARY EQUIP & SUPP	11/13/2014	81.09
57597	VALLEY TROPHY INC	11/13/2014	114.00
57598	VARSITY SPIRIT FASHIONS	11/13/2014	6,683.18
57599	VBRICK	11/13/2014	459.50
57600	VERIZON WIRELESS	11/13/2014	327.51
57601	VERIZON WIRELESS	11/13/2014	25.01
57602	VERIZON WIRELESS	11/13/2014	35.11
57603	VIKING ELECTRIC SUPPLY	11/13/2014	7,429.58
57604	VIKING INDUSTRIAL CENTER	11/13/2014	164.95
57605	VINCO INC	11/13/2014	40,227.75
57606	WARLING, AMY MARIE	11/13/2014	60.00
57607	WATKINS PUBLISHING HOUSE LLC	11/13/2014	92.39
57608	WB AREA EMERGENCY FOOD SHELF	11/13/2014	44.50
57609	WB AREA EMERGENCY FOOD SHELF	11/13/2014	100.00
57610	WHITE BEAR BOWL	11/13/2014	17.50
57611	WHITE BEAR LOCKSMITH INC	11/13/2014	60.75
57612	Vendor Continued Check	11/13/2014	0.00
57613	WHITE BEAR LAKE (CITY OF)	11/13/2014	5,980.47
57614	WBLA EDUCATIONAL FOUNDATION	11/13/2014	172.49
57615	WELLNER LAW PLLC	11/13/2014	200.00
57616	WESCH, SCOTT	11/13/2014	105.00
57617	WEST MUSIC COMPANY	11/13/2014	2,231.39
57618	WESTERN PSYCHOLOGICAL SERVICES	11/13/2014	194.70
57619	WILLROTH, DUANE	11/13/2014	85.00
57620	WIMER, MARY KATHRYN	11/13/2014	150.00

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57621	WINDSTREAM	11/13/2014	5,078.18
57622	WORLD'S FINEST CHOCOLATE INC	11/13/2014	1,560.00
57623	WTG TERRAZZO & TILE INC	11/13/2014	28,029.75
57624	XEROX CORPORATION	11/13/2014	168.11
57625	XEROX FINANCIAL SERVICES	11/13/2014	309.32
57626	YOUNGBLOOD LUMBER COMPANY	11/13/2014	671.60
57627	ZAPPETILLO, DAVID	11/13/2014	57.00
357	Computer	Check(s) For a Total of	1,203,346.28

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56384	GARMIN	11/13/2014	82.58
56508	CONTINENTAL RESEARCH CORP	11/13/2014	32.54
56765	PRINTING ENTERPRISES INC	11/13/2014	9,798.25
3	Void	Check(s) For a Total of	9,913.37

	0	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
	357	Computer	Checks For a Total of	1,203,346.28
Total For	357	Manual, Wire Tran, ACH & Computer Checks		1,203,346.28
Less	3	Voided	Checks For a Total of	9,913.37
		Net Amount		1,193,432.91

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141500591	ADAMS, LINDA J	11/18/2014	73.99
141500592	BATENHORST, LYNSEY K	11/18/2014	398.16
141500593	CANNIFF, AMY E	11/18/2014	1,136.68
141500594	ESBOLDT, LISA A	11/18/2014	94.64
141500595	FRANSEN, BRIAN J	11/18/2014	69.44
141500596	FREBURG, BETH R	11/18/2014	35.28
141500597	GARCIA ANDERSON, ODELIS M	11/18/2014	62.34
141500598	GRANGER, BARBARA J	11/18/2014	70.00
141500599	GRANT, SHANNON	11/18/2014	39.69
141500600	GUENTHER, LAURA L	11/18/2014	227.04
141500601	HANZAL, DAVID C	11/18/2014	549.60
141500602	HAWKINSON, STEVEN A	11/18/2014	57.60
141500603	HERMANS, MARY L	11/18/2014	215.00
141500604	HOERNEMANN, WENDY S	11/18/2014	154.84
141500605	HUTCHINGS, KARLIE A	11/18/2014	153.89
141500606	KENTFIELD, KELLY S	11/18/2014	155.00
141500607	KOEHLER, AMANDA L	11/18/2014	28.00
141500608	LAMWERS, LINDSAY M	11/18/2014	76.06
141500609	LANE, JOSHUA L	11/18/2014	30.00
141500610	LEICK, LINDA M	11/18/2014	180.36
141500611	LILLIE, KRISTEN	11/18/2014	40.00
141500612	MALWITZ, REBECCA ANN	11/18/2014	99.00
141500613	MEYERS, PAMELA A	11/18/2014	149.95
141500614	MISGEN, MARK A	11/18/2014	561.80
141500615	MUNDELL, GERALD K	11/18/2014	350.28
141500616	MURPHY, MOLLY C	11/18/2014	49.98
141500617	MUSSER, BEVERLY D	11/18/2014	570.64
141500618	NASVIK, JULIE A	11/18/2014	54.93
141500619	NELSON, STEPHEN R	11/18/2014	42.91
141500620	OUREN, LISA M	11/18/2014	459.76
141500621	PACK, JAMES R	11/18/2014	149.95
141500622	PEARSON, JILL M	11/18/2014	67.71
141500623	PETERSON, BETSY J	11/18/2014	43.68
141500624	PETERSON, LEE ANNE	11/18/2014	220.00
141500625	PLASTER, MARK ANTHONY	11/18/2014	111.44
141500626	PUODZIUNAS, DIANE M	11/18/2014	69.35
141500627	RICHARDSON, SUSAN	11/18/2014	59.97
141500628	ROBERTS, NIKOLE K	11/18/2014	85.12
141500629	RYAN, DENISE M	11/18/2014	132.16
141500630	SAGDALEN, NATALIE R	11/18/2014	65.00
141500631	SIEBENALER, KEVIN R	11/18/2014	292.32
141500632	SKOGEN, MATTHEW K	11/18/2014	89.15
141500633	SMITH, ALLISON K	11/18/2014	82.49
141500634	SUNDER, CARRIE DAMON	11/18/2014	125.44
141500635	SWENSON, EVELYN J	11/18/2014	47.96
141500636	THOM, NANCY L	11/18/2014	24.00
141500637	TLUSTY, MELANIE L	11/18/2014	1,084.72
141500638	TOUSSAINT, JANEL PHYLLIS	11/18/2014	28.55
141500639	WOMERSLEY, KELLY A	11/18/2014	115.00

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WHITE BEAR LAKE MN ISD #624

1:16 PM

11/18/14

Check Summary

PAGE: 2

ACH

Check Nbr	Vendor Name	Check Date	Check Amount
49	ACH	Check(s) For a Total of	9,080.87

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	49	ACH	Checks For a Total of	9,080.87
	0	Computer	Checks For a Total of	0.00
Total For	49	Manual, Wire Tran, ACH & Computer Checks		9,080.87
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		9,080.87

Check Nbr	Vendor Name	Check Date	Check Amount
57628	AARP DRIVER SAFETY PROGRAM	11/20/2014	530.00
57629	AMAZON	11/20/2014	516.88
57630	AMAZON	11/20/2014	1,627.62
57631	AMAZON	11/20/2014	509.06
57632	AMAZON	11/20/2014	601.90
57633	AMAZON	11/20/2014	198.16
57634	ANDERSON'S	11/20/2014	274.31
57635	APPLE COMPUTER INC	11/20/2014	2,672.00
57636	BARNHART PERCUSSION SERVICES	11/20/2014	108.00
57637	BARTHOLD	11/20/2014	1,750.10
57638	BEKI COOKS CAKES	11/20/2014	100.00
57639	BLICK ART MATERIALS	11/20/2014	63.06
57640	BLUEBIRD SCREEN PRINT	11/20/2014	1,452.00
57641	CAMP ST CROIX	11/20/2014	155.50
57642	CAPOCASA, JOSEPH M	11/20/2014	115.00
57643	CATALYST GRAPHICS INC	11/20/2014	8,190.00
57644	CAVE, LISA	11/20/2014	317.76
57645	THE CHILDREN'S THEATRE COMPANY	11/20/2014	880.00
57646	THE CHILDREN'S THEATRE COMPANY	11/20/2014	617.00
57647	CITI-CARGO & STORAGE CO INC	11/20/2014	85.00
57648	CLASS 5 INC	11/20/2014	12,918.00
57649	COBETH, MICHELLE	11/20/2014	60.00
57650	COLLER, RONALD	11/20/2014	135.00
57651	COMCAST	11/20/2014	270.55
57652	COMPASS MINERALS	11/20/2014	3,303.87
57653	CONNEY SAFETY	11/20/2014	250.01
57654	CONTINENTAL RESEARCH CORP	11/20/2014	227.59
57655	COON RAPIDS HIGH SCHOOL	11/20/2014	200.00
57656	Vendor Continued Check	11/20/2014	0.00
57657	COPY IMAGES INC	11/20/2014	14,340.01
57658	COPY IMAGES INC	11/20/2014	186.00
57659	CPHS COMP	11/20/2014	240.00
57660	CRIMSON CHEERLEADING	11/20/2014	480.00
57661	CAN THE CLUTTER	11/20/2014	95.00
57662	CUB FOODS OF WHITE BEAR TWSHP	11/20/2014	236.68
57663	DAKOTA TRUCK UNDERWRITERS	11/20/2014	57,244.00
57664	Vendor Continued Check	11/20/2014	0.00
57665	DALCO CORPORATION	11/20/2014	5,951.00
57666	DARTS VMS INC	11/20/2014	742.67
57667	DATA MANAGEMENT INC	11/20/2014	104.00
57668	DEMCO INC	11/20/2014	496.32
57669	DICKERSON, KELLEY JO	11/20/2014	5.00
57670	DISCOUNT SCHOOL SUPPLY	11/20/2014	224.32
57671	DLT SOLUTIONS LLC	11/20/2014	4,821.36
57672	DONATELLI'S	11/20/2014	606.80
57673	ECKERT, BARB	11/20/2014	79.44
57674	EDINA CHEERLEADING	11/20/2014	240.00
57675	EPS LITERACY & INTERVENTION	11/20/2014	460.65
57676	ESSENTRA SPEC TAPES	11/20/2014	64.89
57677	FASTENAL COMPANY	11/20/2014	99.49

Check Nbr	Vendor Name	Check Date	Check Amount
57678	FESTIVAL FOODS-KNOWLAN'S	11/20/2014	92.82
57679	FIRST STUDENT INC	11/20/2014	100.00
57680	FIRST STUDENT INC	11/20/2014	192,181.51
57681	FLOCABULARY	11/20/2014	192.00
57682	FOLLETT SCHOOL SOLUTIONS INC	11/20/2014	73.90
57683	FAIRVIEW SPORTS & ORTHOPEDIC C	11/20/2014	100.00
57684	G&K SERVICES	11/20/2014	1,213.06
57685	GALLAGHERS NORTHWESTERN TIRE C	11/20/2014	2,173.72
57686	GILL ATHLETICS INC	11/20/2014	40.00
57687	GILLETTE CHILDREN'S SPECIALTY	11/20/2014	1,063.93
57688	GLOBAL EQUIPMENT COMPANY INC	11/20/2014	475.90
57689	GMS INDUSTRIAL SUPPLIES INC	11/20/2014	453.33
57690	GOPHER	11/20/2014	469.44
57691	GRAINGER	11/20/2014	2,442.95
57692	GRANDMA'S BAKERY INC	11/20/2014	157.85
57693	GRANNA, ZACHARY THOMAS	11/20/2014	15.00
57694	GREER, DENISE	11/20/2014	15.00
57695	GROTH MUSIC CO	11/20/2014	240.22
57696	HANKINS, RYAN	11/20/2014	90.00
57697	HEINEMANN	11/20/2014	207.90
57698	HIGHLAND VALLEY FARM	11/20/2014	1,140.00
57699	HISDAHL INC	11/20/2014	187.50
57700	HOANG, CONG	11/20/2014	360.00
57701	HOGLUND BUS AND TRUCK CO	11/20/2014	1,107.80
57702	HOPKINS GIRLS BASKETBALL BOOST	11/20/2014	50.00
57703	Vendor Continued Check	11/20/2014	0.00
57704	INNOVATIVE OFFICE SOLUTIONS	11/20/2014	35,141.73
57705	INTL BOOK IMPORT SERVICE	11/20/2014	50.65
57706	ISD #270 HOPKINS SCHOOL DISTRI	11/20/2014	2,016.00
57707	ISD #742 ST CLOUD AREA SCHOOLS	11/20/2014	610.80
57708	ISD #8492 NEW DOMINION SCHOOL	11/20/2014	5,375.10
57709	IXL LEARNING	11/20/2014	249.00
57710	JOHNSON CONTROLS INC	11/20/2014	849.50
57711	JUNIOR LIBRARY GUILD	11/20/2014	354.00
57712	K12 TRANSPORTATION MGMT SERVIC	11/20/2014	49,769.66
57713	KASSETH, NANCY	11/20/2014	158.88
57714	KATH FUEL OIL SERVICE CO	11/20/2014	28,393.92
57715	KENT AUTOMOTIVE	11/20/2014	28.29
57716	KIMBALL MIDWEST	11/20/2014	174.53
57717	KITTELSON MARKETING CO INC	11/20/2014	4,183.20
57718	KNOW THEATRE OF CINCINNATI	11/20/2014	1,115.00
57719	KRAFT CONTRACTING & MECHANICAL	11/20/2014	10,293.96
57720	KRAUS ANDERSON CONSTRUCTION CO	11/20/2014	40,415.07
57721	LANGUAGE LINE SERVICES	11/20/2014	382.96
57722	LORENZ BUS SERVICE INC	11/20/2014	4,199.04
57723	L T G POWER EQUIPMENT	11/20/2014	30.76
57724	MATOSKA INTL PTO	11/20/2014	270.42
57725	MBDA	11/20/2014	30.00
57726	MCBRIDE, STACIE R	11/20/2014	158.88
57727	MCELMURY, JACY JAMES	11/20/2014	10.00

Check Nbr	Vendor Name	Check Date	Check Amount
57728	MEADOR, BOBBI JO	11/20/2014	26.15
57729	MEDICARE PREMIUM COLLECTION CT	11/20/2014	159.00
57730	MEDTOX LABORATORIES	11/20/2014	110.40
57731	METROPOLITAN PRINCIPALS ACADEM	11/20/2014	175.00
57732	MID CITY SERVICES - INDUSTRIAL	11/20/2014	107.43
57733	MIDWEST BUS PARTS INC	11/20/2014	52.80
57734	MINVALCO INC	11/20/2014	462.00
57735	MN BOARD OF SCHOOL ADMINISTRAT	11/20/2014	75.00
57736	MN DEPT OF HEALTH	11/20/2014	35.00
57737	MN STATE UNIV MANKATO	11/20/2014	27,000.00
57738	MN SCHOOL AGE CARE ALLIANCE	11/20/2014	585.00
57739	MOBERG, LYNDELL	11/20/2014	79.44
57740	MOGREN TURF LLP	11/20/2014	195.00
57741	MOLITOR, JOYCE	11/20/2014	158.88
57742	MURPHY, LYNNE M	11/20/2014	90.00
57743	NAC MECHANICAL & ELECTRICAL SE	11/20/2014	514.06
57744	NASP INC	11/20/2014	580.00
57745	NCS PEARSON INC	11/20/2014	300.00
57746	NORTH CENTRAL TRUCK EQUIPMENT	11/20/2014	445.50
57747	NORTH SUBURBAN TOWING	11/20/2014	225.00
57748	NORTHWEST GRAPHIC SUPPLY CO	11/20/2014	203.89
57749	NOVINSKA, TOD	11/20/2014	270.00
57750	NOW MICRO INC	11/20/2014	2,133.00
57751	NORTHWEST SHEETMETAL CO OF ST	11/20/2014	3,751.23
57752	O'REILLY AUTOMOTIVE INC	11/20/2014	2,950.28
57753	OFFICE DEPOT	11/20/2014	238.55
57754	ON SITE SANITATION INC	11/20/2014	108.00
57755	OXYGEN SERVICE CO INC	11/20/2014	24.18
57756	PAINTERS GEAR	11/20/2014	283.27
57757	PARK NICOLLETT INSTITUTE	11/20/2014	95.00
57758	PARTS NOW ! LLC	11/20/2014	158.40
57759	PM ENTERPRISES	11/20/2014	425.00
57760	Vendor Continued Check	11/20/2014	0.00
57761	POLAR ELECTRO INC	11/20/2014	1,750.00
57762	POLAR CHEVROLET MAZDA	11/20/2014	963.74
57763	POSTMASTER	11/20/2014	147.00
57764	POSTMASTER	11/20/2014	49.00
57765	PRO-ED INC	11/20/2014	68.20
57766	PUSH PEDAL PULL	11/20/2014	340.00
57767	RAMSEY COUNTY COMM HUMAN SVCS	11/20/2014	30,474.00
57768	READ NATURALLY INC	11/20/2014	749.00
57769	REDWOOD TOXICOLOGY LABORATORY	11/20/2014	203.00
57770	REGENTS OF THE UNIV OF MN	11/20/2014	425.00
57771	RELIABLE MEDICAL SUPPLY INC	11/20/2014	2,628.80
57772	RICHARD ALAN PRODUCTIONS	11/20/2014	450.00
57773	ROTARY CLUB	11/20/2014	250.00
57774	S & T OFFICE PRODUCTS INC	11/20/2014	337.15
57775	SALZMAN-HANKINS, SHARI	11/20/2014	90.00
57776	SCHARBER & SONS	11/20/2014	732.73
57777	SCHLUENDER, LINDA	11/20/2014	317.76

Check Nbr	Vendor Name	Check Date	Check Amount
57778	SCHMITT MUSIC COMPANY	11/20/2014	81.00
57779	SCHOLASTIC INC	11/20/2014	949.32
57780	SCHOOL LIBRARY JOURNAL	11/20/2014	88.99
57781	SENTRY SYSTEMS INC	11/20/2014	865.00
57782	SCHOOL NUTRITION ASSOC (SNA)	11/20/2014	83.00
57783	SOCIAL THINKING PUBLISHING	11/20/2014	242.00
57784	SOUTHWEST BINDING & LAMINATING	11/20/2014	408.73
57785	SPECIALTY PROMOTIONS	11/20/2014	321.25
57786	STREAMLINE DESIGN INC	11/20/2014	360.00
57787	SUNRISE PARK PTO	11/20/2014	1,200.00
57788	SUPER DUPER PUBLICATIONS	11/20/2014	329.49
57789	SVAC, NICK	11/20/2014	77.00
57790	TARGET COMMERCIAL INTERIORS	11/20/2014	400.00
57791	TEACHING STRATEGIES INC	11/20/2014	167.83
57792	TEAMWORKS INTERNATIONAL INC	11/20/2014	12,579.68
57793	TEXT HELP SYSTEMS INC	11/20/2014	1,350.00
57794	TIERNEY BROTHERS INC	11/20/2014	1,484.98
57795	TIES	11/20/2014	882.08
57796	TRADE PRESS INC	11/20/2014	1,057.00
57797	Vendor Continued Check	11/20/2014	0.00
57798	TRAVEL LEADERS	11/20/2014	3,836.05
57799	TRAVEL LEADERS	11/20/2014	13,443.48
57800	TRI-STATE BOBCAT	11/20/2014	561.84
57801	TROJES	11/20/2014	64.00
57802	TRUCK UTILITIES MFG CO	11/20/2014	948.13
57803	TURFWERKS INC	11/20/2014	8,114.26
57804	TWIN CITY JANITOR SUPPLY CO	11/20/2014	120.51
57805	UNIVERSITY OF MN SPIRIT SQUADS	11/20/2014	600.00
57806	Vendor Continued Check	11/20/2014	0.00
57807	US FOODS CULINARY EQUIP & SUPP	11/20/2014	1,602.00
57808	VARSITY SPIRIT FASHIONS	11/20/2014	74.45
57809	VENBURG TIRE CO	11/20/2014	110.20
57810	VISI	11/20/2014	525.00
57811	WARNERS' STELLIAN	11/20/2014	488.91
57812	WASHINGTON CO PUBLIC HEALTH	11/20/2014	1,344.00
57813	WASTE MANAGEMENT OF WI-MN	11/20/2014	16,156.11
57814	WATERS, FAITH	11/20/2014	158.88
57815	WHITE BEAR LOCKSMITH INC	11/20/2014	63.70
57816	WHITE BEAR LAKE ROTARY CLUB	11/20/2014	231.50
57817	WEIDT, KATHERINE ROSE	11/20/2014	5.00
57818	WELLNER LAW PLLC	11/20/2014	200.00
57819	WEST MUSIC COMPANY	11/20/2014	3,911.62
57820	WESTERN PSYCHOLOGICAL SERVICES	11/20/2014	227.70
57821	WHALEN, KRISTIN	11/20/2014	208.51
57822	WILLIAM V MACGILL & CO	11/20/2014	123.76
57823	WRIST-BAND.COM INC	11/20/2014	354.49
57824	WUNG, JAMES	11/20/2014	49.00
57825	ZAPPA'S SPORTING GOODS	11/20/2014	2,016.00

Check Nbr	Vendor Name	Check Date	Check Amount
198	Computer	Check(s) For a Total of	674,209.47

Check Nbr	Vendor Name	Check Date	Check Amount
56588	GREER, DENISE	11/20/2014	15.00
57309	CATALYST INSTITUTE	11/20/2014	8,190.00
57477	MN STATE UNIV MANKATO	11/20/2014	2,700.00
3	Void	Check(s) For a Total of	10,905.00

	0	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
	198	Computer	Checks For a Total of	674,209.47
Total For	198	Manual, Wire Tran, ACH & Computer Checks		674,209.47
Less	3	Voided	Checks For a Total of	10,905.00
		Net Amount		663,304.47

Check Nbr	Vendor Name	Check Date	Check Amount
57826	AIG	11/21/2014	5,933.75
57827	AMAZON	11/21/2014	178.34
57828	AMERICAN UNITED LIFE	11/21/2014	58,355.64
57829	AMERIPRISE FINANCIAL SERVICES	11/21/2014	13,767.09
57830	AXA EQUITABLE	11/21/2014	36,065.18
57831	BEST WESTERN PLUS INN ON THE P	11/21/2014	234.96
57832	DELTA DENTAL PLAN OF MN	11/21/2014	63,487.80
57833	EDUCATION MN ESI BILLING TRUST	11/21/2014	24,599.02
57834	GREAT LAKES HIGHER EDUC GUARAN	11/21/2014	364.11
57835	GURSTEL CHARGO ATTORNEYS AT LA	11/21/2014	310.00
57836	Vendor Continued Check	11/21/2014	0.00
57837	HEALTHPARTNERS	11/21/2014	1,089,717.13
57838	INTERNAL REVENUE SERVICE	11/21/2014	516.89
57839	IUOE LOCAL 70	11/21/2014	2,147.96
57840	MESSERLI & KRAMER PA	11/21/2014	575.00
57841	METROPOLITAN LIFE	11/21/2014	2,941.41
57842	MN CHILD SUPPORT	11/21/2014	1,916.60
57843	MN NONPUBLIC SCHOOL ACCREDITIN	11/21/2014	110.00
57844	MUSKE, RICHARD L	11/21/2014	50.00
57845	THE ROSE LAW FIRM, PLLC	11/21/2014	197.00
57846	SCHOOL SERVICE EMPLOYEES	11/21/2014	5,696.05
57847	US DEPT OF EDUCATION	11/21/2014	457.78
57848	VANGUARD SMALL BUSINESS SERVIC	11/21/2014	26,458.65
23	Computer	Check(s) For a Total of	1,334,080.36

	0	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
	23	Computer	Checks For a Total of	1,334,080.36
Total For	23	Manual, Wire Tran, ACH & Computer Checks		1,334,080.36
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,334,080.36

Check Nbr	Vendor Name	Check Date	Check Amount
57849	DANGLE PRO ATHLETIC INC	11/24/2014	1,558.00
57850	LARSON, KAY	11/24/2014	20.00
57851	PROP IT UP	11/24/2014	180.00
3	Computer	Check(s) For a Total of	1,758.00

	0	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
	3	Computer	Checks For a Total of	1,758.00
Total For	3	Manual, Wire Tran, ACH &	Computer Checks	1,758.00
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,758.00

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: **January 12, 2015**
 SUGGESTED DISPOSITION: **Operational Item**
 CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Finance and Operations**

Donation	Donor	Recipient
\$4,000	White Bear Lake Lions Club	White Bear Lake Area High School Varsity Football Program
\$545 for Youth Frontiers Student Leadership Conference	White Bear Lake Lions Club	White Bear Lake Area High School South Campus
\$500 gift card	Anonymous	White Bear Lake Area School District
Medium sized three wheeled adapted bike with trunk strap, adapted pedals, and rear handheld steering column and brake. Approximate value: \$750	Jim Muellner	Birch Lake Elementary DCD Program
\$100 for 2 nd and 3 rd grade roller skating fieldtrip	Sean Edstrom	Lincoln Elementary School
\$331 to pay for transportation for 2 field trips	Willow Lane Elementary PTO	Willow Lane Elementary School
\$800 for Technology	TRUIST	White Bear Lake Area School District
\$222 for Technology	Nathan and Janet Dickinson	White Bear Lake Area School District
\$2,000 for Technology	The K Foundation	Oneka Elementary School
Downhill Skies and Boots	Sharon Lund	White Bear Lake Area High School Alpine Ski Team

RECOMMENDATION: Accept donations.

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

RESIGNATIONS/TERMINATION – CLASSIFIED STAFF

MAUREEN MCMAHON – Nurse Paraprofessional, Birch Lake Elementary
Employed by District 624 since 09/01/2014
Effective Date: 01/09/2015

KATHERINE MILLER – Part Time Cook, Matoska International
Employed by District 624 since 03/19/2001
Effective Date: 12/01/2014

RETIREMENT – CLASSIFIED STAFF

CATHERINE LEAF – Pupil Support Assistant, High School-North Campus
Employed by District 624 since 09/14/1992
Effective Date: December 19, 2014

NANCY LUBRANT – Part Time Cook, Lincoln Elementary
Employed by District 624 since 03/19/2001
Effective Date: 06/05/2015

RESIGNATION/TERMINATION – CERTIFIED STAFF

LAURIE SIMONSON – Elementary Teacher, Birch Lake Elementary
Employed by District 624 since 09/22/2014
Effective Date: December 19, 2014

RETIREMENT – CERTIFIED STAFF

PETER PITMAN – Science Teacher, High School-South Campus
Employed by District 624 since 08/24/1998
Effective Date: January 16, 2015

FULL – TIME LEAVE REQUEST – CLASSIFIED STAFF

RICHARD FISHER – Bus Driver, Bus Garage
Employed by District since 08/24/2010
Effective Date: December 22, 2014 through March 13, 2015

FULL – TIME LEAVE REQUEST – CERTIFIED STAFF

PAMELA JOHNSTONE – 5th Grade Teacher, Lincoln Elementary
Employed by District since 08/27/2009
Effective Date: November 17, 2014 through January 19, 2015

CHANGE IN CONTINUING CONTRACT – CERTIFIED STAFF
--

LESA BRANDT – Speech Clinician, Normandy Park

From .60 f.t.e. to .70 f.t.e.

Effective Date: January 19, 2015 through June 8, 2015

DESSARAY SAMPOANG – Special Education Teacher, Normandy Park

From .80 f.t.e. to 1.0 f.t.e.

Effective Date: December 15, 2014

NEW PERSONNEL – CLASSIFIED STAFF

LINNAE MEYSEMBOURG – Part Time Cook, Hugo Elementary

\$13.94 / hr., 3.25 hrs. / 107 days \$4,847.63

Effective Date: 12/17/2014

JOHN VICHICH – Assistant Head Engineer “A” Bldg, Sunrise Park Middle School

\$20.36 / hr., +.25 SD, 8.0 hrs. / 140 days \$23,083.20

Effective Date: 12/17/2014

NEW PERSONNEL – CERTIFIED STAFF
--

DEBRA LINDHOLM – Art Teacher, Central & Sunrise Park Middle School

BA, Step 5 \$21,792.08 (Pro-rated on \$43,810)

Effective Date: 01/20/2015

SCOTT NESKE – 6th Grade Teacher, Central Middle School

BA, Step 1 \$21,763.20 (Pro-rated on \$39,275)

Effective Date: 01/05/2015

NEW LONG TERM SUBSTITUTE – CERTIFIED STAFF

MAGGIE CLARK – 5th Grade Teacher, Lincoln Elementary

MA, Step 1 \$8,576.05 (Pro-rated on \$43,783)

Effective Date: November 17, 2014 through January 19, 2015

ALLEKS KORNBAUM – Intervention Teacher, Willow Lane Elementary

BA, Step 3 \$21,596.75 (Pro-rated on \$40,876)

Effective Date: January 12, 2015 through June 5, 2015

JESSICA OSTENDORF – Kindergarten & 1st Grade Teacher, Birch Lake Elementary

BA, Step 12 \$29,805.20 (Pro-rated on \$53,788)

Effective Date: January 5, 2015 through June 8, 2015

ROSE WRIGHT – .4 Kindergarten Teacher, Birch Lake Elementary

BA, Step 2 \$9,884.74 (Pro-rated on \$40,118)

Effective Date: December 8, 2014 through June 8, 2015

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: **Update on Registration Information for 2015-16**

MEETING DATE: **January 12, 2015**

SUGGESTED DISPOSITION: **Information Item**

CONTACT PERSON(S): **Marisa Vette, Director of Communications and
Community Relations**

BACKGROUND:

Communications Director Marisa Vette and a small team of district leaders will present information about January's Welcome to White Bear activities, including the schedule of events and a brief description of the information to be highlighted at each of the events.

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **January 12, 2015**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

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: **Policy 703, Annual Audit**

MEETING DATE: **January 12, 2015**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Finance and Operations**

BACKGROUND:

School Board Policy 703, Annual Audit, has been reviewed by the Policy Committee and the administration. It is being presented for a first reading.

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the February 9, 2015 School Board meeting agenda or a subsequent meeting for action.

Adopted: April 28, 1997

Revised: August 27, 2001

Revised: December 10, 2012

White Bear Lake Area School Board Policy 703

703 ANNUAL AUDIT

I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

~~It is the~~ The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

- A. The school board shall appoint independent certified public accountants to audit, examine and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and staff shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit its unaudited financial data for the preceding year to the Commissioner for ~~the Department of~~ Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minn. Stat. § 123B.14 Subd. 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow

comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.

- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance Guide issued by the Office of the State Auditor. 03-2
- F. The school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. Ch. 6.

Legal References: Minn. Stat. Ch. 6 (State Auditor)
Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14 Subd. 7 (Duties of School Board Clerk)
Minn. Stat. § 123B.77, Subds. 2 and 3 (Audited Financial Statements;
Statement for Comparison and Correction)

Cross References: WBLASB Policy 702 (Accounting)
WBLASB Policy Policy 714: Fund Balances
MSBA Service Manual, Chapter 7, Education Funding

AGENDA ITEM: **Policy 706, Acceptance of Gifts**
MEETING DATE: **January 12, 2015**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Finance and Operations**

BACKGROUND:

School Board Policy 706, Acceptance of Gifts, has been reviewed by the Policy Committee and the administration. It is being presented for a first reading.

The purpose of this policy is to provide guidelines for the acceptance of gifts by the School Board.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the February 9, 2015 School Board meeting agenda or a subsequent meeting.

Adopted: April 28, 1997

White Bear Lake Area School Board Policy 706

Revised: _____

POLICY 706: ACCEPTANCE OF GIFTS

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall attempt to administer it in accordance with the intent of the terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References:

Minn. Stat. § 123B.402, Subd. 36 (~~b~~Bequests, ~~d~~Donations, gGifts)

Minn. Stat. § 465.03 (gGifts to Municipalities)

Cross References:

AGENDA ITEM: **Policy 714, Fund Balances**

MEETING DATE: **January 12, 2015**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Finance and Operations**

BACKGROUND:

School Board Policy 714, Fund Balances, is a new policy and has been reviewed by the Policy Committee and the administration. It is being presented for a first reading.

The purpose of this policy is to ensure the financial stability of the White Bear Lake Area Schools, to provide a sound basis to justify a strong financial rating, and to provide a reserve enabling the school district to deal with unforeseen budget expenditures and revenue shortfalls.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the February 9, 2015 School Board meeting agenda or a subsequent meeting.

NEW POLICY

Adopted: _____

White Bear Lake Area School Board Policy 714

POLICY 714: FUND BALANCES

I. PURPOSE

The purpose of this policy is to ensure the financial stability of the White Bear Lake Area Schools, to provide a sound basis to justify a strong financial rating, and to provide a reserve enabling the school district to deal with unforeseen budget expenditures and revenue shortfalls.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is, in compliance with Governmental Accounting Standards Board (GASB) Statement No. 54, to maintain an appropriate fund balance. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. “Assigned” fund balance amounts are comprised of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. “Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.

- D. “Fund balance” means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. “Nonspendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. “Unrestricted” fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned General Fund balance of between 12.5 percent and 16.7 percent of the annual budget, which equates to a range of 1.5 to 2 months of operating expenses. This policy shall also apply to the administration of the Food Service Operating Fund and the Community Education Fund with proper consideration and adjustment to conform with reserve limits established by statute.

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: Superintendent and chief financial officer. Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: MSBA Service Manual, Chapter 7, Education Funding

AGENDA ITEM: **Policy 722, Credit Card Usage**
MEETING DATE: **January 12, 2015**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Finance and Operations**

BACKGROUND:

School Board Policy 722, Credit Card Usage, is a new policy and has been reviewed by the Policy Committee and the administration. It is being presented for a first reading.

The purpose of this policy is to control the use of credit cards and to ensure the proper usage of credit cards.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the February 9, 2015 School Board meeting agenda or a subsequent meeting.

NEW POLICY

Adopted: _____

White Bear Lake Area School Board Policy 722

722 CREDIT CARD USAGE

I. PURPOSE

The purpose of this policy is to control the use of credit cards and to ensure the proper usage of credit cards.

II. GENERAL STATEMENT

Credit card usage shall be consistent with state law and follow recommendations made by the district's auditors and the Minnesota Office of the State Auditor.

III. CREDIT CARD USAGE

- A. The school board shall authorize the superintendent to annually identify the employees who are authorized to make purchases on behalf of the district. Credit cards shall only be used by those employees authorized to make purchases.
- B. Purchases made with a credit card must be consistent with state law and guidance from the Minnesota Office of the State Auditor.
- C. The authority to use credit cards does not authorize the creation of a new form of debt for the district; credit cards are to be considered another form of authorized payment. Credit card balances shall be paid off on a monthly basis by the employees authorized to use the cards.
- D. Purchases shall be limited to purchases that are made in the regular course of business and for business travel expenses incurred by authorized credit card users. Travel expenses shall include meals, lodging, conference registration, transportation and parking.
- E. Credit card charges shall be limited to \$2,500 per transaction. Any authorized employee who desires to use a credit card to make a purchase greater than this amount must seek prior approval from the superintendent or the district's chief financial officer.
- F. All receipts and other supporting documents must be submitted to the district's business office in a timely manner for review and approval. Itemized receipts are required for substantiation of credit card usage. If the school district does not authorize a credit card purchase, the employee

who made the purchase will be personally liable for the amount of purchase.

- G. Given that listing only the credit card company on a claims list would merely identify the method of payment, a claims list must identify the vendors providing the goods or services. Invoices and receipts must be retained and submitted to support the items charged in the bill from the credit card company.
- H. The purchase of non-business related and/or personal items and services is prohibited. Credit cards shall not be used for cash advances. The purchase of alcoholic beverages and tobacco is prohibited.
- I. If a credit card is lost or stolen, the authorized user shall notify the district's business office immediately.
- J. The district shall not issue debit cards because debit cards allow funds to be immediately withdrawn from the district's financial account, provide fewer protections than credit cards and circumvent statutory claims approval safeguards.
- K. All authorized users are required to provide a signed, written acknowledgement of the district's credit card policy prior to the use of a district issued credit card.

Cross Reference: *Minnesota Office of the State Auditor Statement of Position on Credit Card Use and Policies, February 2014.*

E. OPERATIONAL ITEMS

AGENDA ITEM: **2015 School Board Operating Procedures**
MEETING DATE: **January 12, 2015**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **School Board Chair**

Background:

At the organizational meeting of the White Bear Lake Area School Board the School Board approves the Rules of Order and Board Agenda format for the year.

Attached are the recommended Rules of Order and Board Agenda format.

Recommendation: Approve the Rules of Order and Board Agenda format for 2015.

RULES OF ORDER

Roll call vote shall be made on all items with any financial impact, and on any items where dissent is noted on a voice vote and a division of the house is requested.

Roll call votes shall always proceed alphabetically with the first member to be called rotated alphabetically at successive Board meetings.

Any item may be changed on the agenda, either in placement or in status (discussion, action...) by consensus or by passage of a motion to suspend the rules for that purpose.

Any items for which no written explanatory information is supplied in the Board packet, will be treated as items in the Public or Board Forum with no action unless the Board suspends the rules and places the item on the agenda for action.

The Chair and the Superintendent shall develop the meeting agenda. Board members may request items to be placed on an upcoming agenda by contacting the Chair, or in his or her absence the Superintendent by the Tuesday prior to the Board meeting. All written material and appropriate explanatory material for agenda items must be provided to the Superintendent's office by noon on the Wednesday prior to the meeting for inclusion in the agenda packet. If such written material is required and not provided in a timely manner, the topic may be pulled from the agenda.

Members of the public may make requests to have items placed on a Board agenda by contacting the Chair in the same manner as Board members. If the Chair does not honor the request, the request shall be made known to the Board and the Board shall determine the disposition of the request.

Robert's Rules of order will be followed except that:

- a. Suspension of the rules and limitation of debate require only a simple majority of those voting rather than a 2/3 majority.
- b. If no motion is immediately forthcoming on an action item when requested by the Chair, a nominal period of time, not to exceed five minutes, is allowed for questions before a motion for action is required.
- c. Board business will automatically terminate at 9:30 p.m. and the Chair will declare the meeting adjourned unless there is a motion, supported by a majority vote, extending the meeting by a specific amount of time.

BOARD AGENDA 2015

A.	PROCEDURAL ITEMS	Roll call, Pledge of Allegiance, approve agenda, approve consent agenda to include minutes, payment of invoices, correspondence, gifts, field trips and personnel items.
B.	PUBLIC FORUM <u>Public Forum Procedures</u> 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.	During the Public Forum any person may address the School Board on a topic of interest or concern.

C.	INFORMATION ITEMS	No discussion
D.	DISCUSSION ITEMS	An instructional report, first reading of new policies, etc.
E.	OPERATIONAL ITEMS	All non-personnel action items.
G.	BOARD FORUM	Board “news”; same rules as Public Forum
H.	ADJOURNMENT	

AGENDA ITEM: **School Board Members' Compensation for 2015**

MEETING DATE: **January 12, 2015**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **School Board Chair**

Background:

Minnesota Statute 123.33, Subd. 12 states: "The clerk, treasurer, and superintendent of any district shall receive such compensation as may be fixed by the board. Unless otherwise provided by law, the other members of the board shall also receive compensation as may be fixed by the board."

Listed below is the history of the White Bear School Board compensation rates.

Year	Members	Chair	Vice-Chair	Clerk	Treasurer
2014	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2013	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2012	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2011	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2010	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2009	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2008	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2007	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2006	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2005	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2004	\$4,300	\$4,700	\$4,500	\$4,700	\$4,500
2003	\$4,300	\$4,700	\$4,500	\$4,700	\$4,500

It should be noted that the School Board has not increased their compensation since 2005. In a comparison of East Metro School Board compensation, White Bear Lake Area School Board is in the lowest one-third. An increase of compensation of \$100 per position would be approximately 2%.

Recommendation:

That the School Board act on compensation rates for 2015, as follows:

- Continue the same compensation levels in place from 2005 – 2014; or
- Act to increase compensation levels by \$100 per position as follows:

Year	Members	Chair	Vice-Chair	Clerk	Treasurer
2015	\$4,600	\$5,000	\$4,800	\$5,000	\$4,800

AGENDA ITEM: **Appointment of Representative For Northeast Metro 916 Intermediate School Districts Board**

MEETING DATE: **January 12, 2015**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **School Board Chair**

BACKGROUND:

Each year the White Bear Lake Area School Board appoints a member of our School Board to serve on the Northeast Metro 916 Intermediate School District Board. Currently, Janet Newberg serves on this board and we recommend that she continues to serve on the Northeast Metro 916 Intermediate School District Board for 2015.

RECOMMENDATION:

Approve Janet Newberg as our representative to the Northeast Metro 916 Intermediate School District Board for 2015.

AGENDA ITEM: **Appointment of Representative For The East Metro
Integration District 6067 Board**

MEETING DATE: **January 12, 2015**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **School Board Chair**

BACKGROUND:

Each year the White Bear Lake Area School Board appoints a member of our school board to serve on the East Metro Integration District 6067 Board. Currently Lori Swanson serves on this board and we recommend that she continues to serve on the East Metro Integration District 6067 Board for 2015.

RECOMMENDATION: Approve Lori Swanson as our representative to the East Metro Integration District 6067 Board for 2015.

AGENDA ITEM: **School Board Committees for 2015**

MEETING DATE: **January 12, 2015**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **School Board Chair**

Background:

The White Bear Lake Area School Board determines their committee assignments annually at the organizational meeting.

Recommendation:

Approve the School Board committee assignments for 2015.

Independent School District #624
White Bear Lake Area Schools

2015
SCHOOL BOARD COMMITTEE ASSIGNMENTS

Committees	Chapman	Hiniker	Kimball	Mullin	Newberg	Storey	Swanson
Association of Metropolitan School Districts (AMSD)			X			X	X
Community Curriculum Advisory Council	X			X			
Community Services Advisory Liaison						X	
Finance Advisory Committee		X	X	X			
Metro ECSU	X						
Policy Committee			X		X		
Special Education Parent Advisory Liaison			X				
White Bear Educational Foundation		X					
Other District Boards							
East Metro Integration District #6067 Board							X
N.E. Metro District 916 Board					X		

Approved at the _____ School Board Meeting.

AGENDA ITEM: **Official Depositories for School District Funds
and Authorized Bank Accounts and Signatures**

MEETING DATE: **January 12, 2015**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Business Services
and Operations**
Mary M. Vaske, Accountant

Be it resolved by the School Board of Independent School District #624, White Bear Lake, MN, that the following bank accounts are designated as official depositories for calendar year 2015 and that the authorized signers and those designated to electronically transfer funds shown be approved.

<u>Account Name</u>	<u>Bank Name</u>	<u>Authorized Signers</u>
<u>Demand Deposit Account</u>	<u>PMA/MN TRUST ASSOCIATED</u>	Michael J. Lovett Wayne Kazmierczak Mary M. Vaske
General/Payroll Account	Associated Bank	*Board Chair *Board Clerk *Board Treasurer
Cafeteria Account	Associated Bank	*Board Chair *Board Clerk *Board Treasurer
Dist. Petty Cash Acct	Bremer Bank	Michael J. Lovett Wayne Kazmierczak Mary M. Vaske
Business Account	Bremer Bank	Wayne Kazmierczak. Mary M. Vaske
Cafeteria Account	Bremer Bank	Wayne Kazmierczak Mary M. Vaske
Central Petty Cash	Bremer Bank	Noel Schmidt Debra Sehr
Sunrise Petty Cash	Bremer Bank	Carrie Barth Linda Adams

North Petty Cash	Bremer Bank	Donald Bosch Dion Harriman Rebekka McCormick
South Petty Cash	Bremer Bank	Timothy Wald Brian Leonard Renee Mussetter

*Facsimile signature to be used: with all three signatures required.

Electronic Transfers

Demand Deposit Account	PMA/MNTRUST/ ASSOCIATED	Michael J. Lovett Wayne Kazmierczak Mary M. Vaske
General/Payroll Account	Associated Bank	Michael J. Lovett Wayne Kazmierczak Mary M. Vaske
Business Account	Bremer Bank	Wayne Kazmierczak. Mary M. Vaske

RECOMMENDATION: Approve

AGENDA ITEM: **Official Newspaper for 2015**
MEETING DATE: **January 12, 2015**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

Background:

In past years, legal notices and minutes have been published in the *White Bear Press*. In addition, the full minutes are available on the district's website www.isd624.org.

A proposal has been submitted by Press Publications to name the *White Bear Press* as the official school district/legal publication newspaper for 2015. The *White Bear Press* will remain at \$14.85 per column inch, the *Vadnais Heights Press* and *The Citizen* is \$7.75 per column inch.

Our recommendation below is based on our review of Minnesota Statutes pertaining to the requirements of the School District's official newspaper and conversations with staff from the Minnesota School Boards Association.

Recommendations:

That the School Board approve the *White Bear Press* as the legal publication for the White Bear Lake Area Public Schools for 2015.

AGENDA ITEM: **Appointment of Compliance Officers**
MEETING DATE: **January 12, 2015**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

BACKGROUND:

Each November the administration certifies to the Minnesota Department of Education that we are in compliance with federal laws and regulations and state laws and rules prohibiting discrimination.

Some of our policies specifically state that a legal responsibility for receiving complaints is assigned to a position, (e.g., the director of human resources). Other policies require that the School Board “annually designate the person” to whom the responsibility is assigned.

To remove ambiguity and assure compliance in all of our policies we are asking the School Board to take action on the following appointments:

District ADA/504 Coordinator:

Kathleen Daniels
Director of Special Services
White Bear Lake Area Public Schools
4855 Bloom Avenue
White Bear Lake, MN 55110

District Human Rights Officer:

Linda Goers
Director of Human Resources
White Bear Lake Area Public Schools
4855 Bloom Avenue
White Bear Lake, MN 55110

Title IX Coordinator:

Linda Goers
Director of Human Resources
White Bear Lake Area Public Schools
4855 Bloom Avenue
White Bear Lake, MN 55110

RECOMMENDATION:

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 Special Services, as the District ADA/504 Coordinator in conformance with School Board policies.

AGENDA ITEM: **Local Education Agency Authorization**
MEETING DATE: **January 12, 2015**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **School Board Chair**
Dr. Michael Lovett, Superintendent

Background:

In recent years, the School Board of White Bear Lake Area Schools has authorized 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). The LEA Representative will ensure the school district will maintain compliance with the appropriate federal statutes, regulations, and procedures and will act as the responsible authority in all matters relating to the administration of federal programs.

Recommendation: 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 2015.

AGENDA ITEM: **Designation of Legal Counsel**
MEETING DATE: **January 12, 2015**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **School Board Chair**
Dr. Michael Lovett, Superintendent

Background:

At our organizational meeting we advise that the School Board of White Bear Lake Area Public Schools designates: *Knutson, Flynn and Deans; Ratwik, Roszak, and Maloney; Rupp, Anderson, Squires and Waldsperger, P.A.; and others as needed* as our legal counsel for calendar year 2015. Authorized personnel to contact legal counsel includes: school board chair, superintendent, assistant superintendent, director of finance and operations, director of human resources, director of special services, director of community services, director of communications and community relations and director of technology.

Recommendation: The School Board approves *Knutson, Flynn and Deans; Ratwik, Roszak, and Maloney; Rupp, Anderson, Squires and Waldsperger, P.A.; and others as needed* for 2015. The School Board approves authorized personnel to contact legal counsel, including: school board chair, superintendent, assistant superintendent, executive director of business services, director of human resources, director of special services, director of community services, and director of communications and community relations.

AGENDA ITEM: **Finance Committee Appointments**
MEETING DATE: **January 12, 2015**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON: **Dr. Wayne Kazmierczak**
Director of Business Services and Operations

The White Bear Lake Area School District Finance Committee has been in existence for over fifteen years. The committee composition consists of the Superintendent, the Director of Business Services and Operations, three members of the School Board (one being the Treasurer) and five members of the community.

The community members must consist of three members of the business community. Administration recommends Brian Sweeney, CPA with HLB Tautges Redpath, Ltd.; Gregg Larson, former school board member and financial executive; and Robert Shevik, former school board member and an employee of SEH, Inc.; be appointed to continue in these positions.

The committee must also include one member, with financial background/knowledge from another governmental unit within the District. Administration recommends that Mike Ericson, former Hugo city administrator, be appointed to continue in this position.

Finally the committee must include one other community member at large. Administration recommends that Jesse Lewis, a former school board member and retired employee of MDE, be appointed to continue in this position.

Recommendation:

It is recommended that the School Board appoint the recommended members to the Finance Committee.

AGENDA ITEM: **Approval of Bid—Lincoln Elementary HVAC Replacement**

MEETING DATE: **January 12, 2015**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Director of Finance and Operations**

BACKGROUND:

Attached please find a tabulation of the bids received for work related to the Lincoln Elementary HVAC replacement project. The project is included in the District's 10-year alternative facilities plan and will be funded using a combination of proceeds from the issuance of alternative facilities bonds and operating capital funds. 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:

Lincoln Elementary HVAC Replacement	Contractor	Amount
Base Bid	Green Construction	328,900
Alternate Bid #1 (Casework)	Green Construction	31,500
Total		\$360,400

Recommendation: Move to accept the bid for the Lincoln Elementary HVAC replacement project submitted by Green Construction in the amount of \$360,400.

**WHITE BEAR LAKE AREA SCHOOLS
BID TABULATION**

Building/Site: Lincoln Elementary School

Project Description: Replacement HVAC Systems Phase IV
Project No. R12-1432.001

Bid Opening: January 6, 2015 at 2:00 p.m.

Contractor	Base Bid	Alternate #1 (Casework)	Total
Ebert Construction, Inc.	354,600	27,400	382,000
Parkos Construction Company, Inc.	338,800	32,500	371,300
Construction Management Building Resources (CMBR)	334,900	35,300	370,200
Green Construction Services, Inc.	328,900	31,500	360,400

AGENDA ITEM: **Action on Proposed Substitute Teacher Rate Change**
MEETING DATE: **January 12, 2015**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Linda Goers, Director of Human Resources**

BACKGROUND:

At our Board meeting of December 8, 2014, the School Board took action to approve the incentive of \$100 for each 20 day of service period for reserve teachers and to modify our reserve teacher handbook accordingly.

Districts across the State of Minnesota are experiencing a shortage of reserve teachers. White Bear Lake Area Lake Schools has not increased the daily rate of pay for reserve teachers since September of 2010. We propose an increase in the daily rate of pay for reserve teachers in addition to the incentive, from \$120 per day to \$130 per day to be effective February 1, 2014.

In addition, our survey data indicates that many districts compensate retired teachers at a higher rate of pay. Our recommendation is to increase the daily rate of pay for our retired teachers to \$140 per day to be effective February 1, 2014.

RECOMMENDATION:

The School Board approves the following revisions to the reserve teacher pay and to modify the Reserve Teacher Handbook accordingly:

- \$130 for full day; \$65 for half day, and \$30 per hour; and
- \$140 for full day for retired White Bear Lake Teachers and \$70 for half day for retired White Bear Lake Teachers.