

**INDEPENDENT SCHOOL  
DISTRICT #624**



**SCHOOL BOARD  
AGENDA**

October 14, 2013

# 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: Dr. Michael J. Lovett  
Superintendent of Schools

Date: October 7, 2013

A meeting of the White Bear Lake Area School Board will be held on **Monday, October 14, 2013** at 7:00 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

**AGENDA**

**A. PROCEDURAL ITEMS**

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

**B. PUBLIC FORUM**

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

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 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 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. 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**

1. Update on Student Service Initiatives
2. National Award for Website
3. Superintendent's Report

**D. DISCUSSION ITEMS**

1. Report on Enrollment Trends
2. Update on Measures of Student Success – AYP and MMR
3. Update on Proposed Tax Levy for 2014
4. First Reading of School Board Policy 203.5, School Board Meeting Agenda
5. First Reading of School Board Policy 205, Open Meetings and Closed Meetings Policy

**E. OPERATIONAL ITEMS**

1. Action on Annual Report on Curriculum, Instruction, and Student Achievement
2. Action on Hugo Elementary and DNR Partnership
3. Action on School Board Policy 707, Transportation of Public School Students
4. Action on Summer Academy Joint Powers Agreement
5. Action on MSHSL Foundation Grant for Student Participation
6. Action on McPhail Partnership Agreement for 2013-14
7. Action on Donation for Music Program from the White Bear Lake Area Educational Foundation
8. Action on Teacher Collective Bargaining Agreement for 2013-15

**F. BOARD FORUM**

**G. ADJOURNMENT**

# **A. PROCEDURAL ITEMS**

AGENDA ITEM: **Consent Agenda**  
MEETING DATE: **October 14, 2013**  
SUGGESTED DISPOSITION: **Procedural Items**  
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

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Consent Agenda

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

**RECOMMENDATION:**

Approve the items listed on the Consent Agenda.

AGENDA ITEM: School Board Minutes  
MEETING DATE: October 14, 2013  
SUGGESTED DISPOSITION: Consent Agenda  
CONTACT PERSON(S): Cathy Storey, School Board Clerk

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**Background:**

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

**Recommendation:** Approve the 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, September 9, 2013 at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

**A. PROCEDURAL ITEM**

- 1 Chair Newberg called the meeting to order at 7:01 p.m.
- 2 Roll Call- Present: ***Hiniker, Kimball, Newberg, Shevik, Storey, Swanson, Chapman***  
Ex-Officio: Lovett  
Cabinet: Present – Daniels, Garrison, Law, Vette, Wehrkamp, Willcoxon, Sr.
- 3 Pledge of Allegiance
- 4 Induction of Student Representative – Newberg introduced our School Board Student Representative for the 2013-14 school year, Kidus Ketema. Kidus is a senior at South Campus. Ryan Burke, also a senior a South Campus, will serve as the alternate.
- 5 Hiniker moved, Shevik seconded to approve the agenda. ***Voice vote: all ayes. Motion carried.***
- 6 Storey moved, Chapman seconded to approve the consent agenda consisting of:
  - approval of minutes of special work-study session of August 12, regular meeting on August 12, and work-study session August 26;
  - payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
  - passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
  - passage of resolution to approve field trip; passage of resolution to approve personnel issues to include:
    - **Resignations/Termination - Classified Staff**
      - Daniel Burkhalter – Bus Driver, Bus Garage  
Employed by District 624 since 01/14/2013  
Effective Date: 08/23/2013
      - John Hermann – Bus Driver, Bus Garage  
Employed by District 624 since 11/29/2010  
Effective Date: 08/15/2013
      - Roy Hodd – Bus Driver, Bus Garage  
Employed by District 624 since 08/30/2001  
Effective Date: 08/22/2013
      - Cheri Juker – Pupil Support Assistant, Matoska International  
Employed by District 624 since 05/01/2005  
Effective Date: 08/23/2013
      - Julie Pitcher – Food Service, High School – North Campus  
Employed by District 624 since 05/12/2008  
Effective Date: 08/21/2013
      - Melissa Plouff – Food Service, Central Middle School  
Employed by District 624 since 02/29/2012  
Effective Date: 08/27/2013
      - Brittany Richert – Pupil Support Assistant, High School-North Campus



Employed by District 624 since 11/13/2012

Effective Date: 08/12/2013

Lori Rose – Food Service, Central Middle School

Employed by District 624 since 09/23/2008

Effective Date: 08/14/2013

Dana Turner – Bus Driver, District Wide

Employed by District 624 since 01/17/2006

Effective Date: 08/16/2013

➤ **Retirement - Classified Staff**

Janet Fure – Behavior Management Assistant, Oneka Elementary

Employed by District 624 since 05/22/1997

Effective Date: 08/31/2013

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

Lori Ruopsa – Special Education Teacher, Central Middle School

Employed by District 624 since 09/26/1988

Effective Date: 08/26/2013 through 10/07/13

➤ **New Personnel – Classified Staff**

Erika Arndt – Program Assistant Leader, Lincoln and Oneka Elementary

\$12.45 / hr., 5.75 hrs. / 212 days \$15,176.55 (Pro-rated on \$18,326.50)

Effective Date: 09/03/2013

Paula Bolt – Pupil Support Assistant, High School-North Campus

\$16.65 / hr., 6.5 hrs. / 180 days \$19,480.50

Effective Date: 09/03/2013

Matthew Bradshaw – Program Assistant Leader, Matoska International

\$12.45 / hr., 5.50 hrs. / 212 days \$14,516.70 (Pro-rated on \$17,529.60)

Effective Date: 09/03/2013

Catherine Carlsen – Pupil Support Assistant/Van Driver, Transition Plus

\$16.65 / hr., 6.0 hrs. / 180 days \$17,982.00

Effective Date: 09/03/2013

Tanya Giese – Administrative Assistant-Associate Principal, Sunrise Park Middle School

\$16.55 / hr., 8.0 hrs. / day, 215 days \$27,142.00 (Pro-rated on \$28,466.00)

Effective Date: 08/19/2013

Sara Jameson – Pupil Support Assistant, High School-North Campus

\$16.65 / hr., 6.0 hrs. / 180 days \$17,982.00

Effective Date: 09/03/2013

Heather Katz – Pupil Support Assistant, Matoska International

\$16.65 / hr., 6.0 hrs. / 180 days \$17,982.00

Effective Date: 09/03/2013

Jennifer Oster – Program Assistant Leader, Vadnais Elementary

\$12.45 / hr., 2.75 hrs. / 212 days \$7,258.35 (Pro-rated on \$8,764.80)

Effective Date: 09/03/2013

Ryan Rud – Pupil Support Assistant, Birch Lake Elementary

\$16.65 / hr., 6.5 hrs. / 180 days \$19,480.50

Effective Date: 09/03/2013

Rochelle Scheel – Pupil Support Assistant, Central Middle School

\$16.65 / hr., 6.5 hrs. / 180 days \$19,480.50

Effective Date: 09/03/2013

➤ **New Personnel – Professional Staff**

Nancy Melquist – Early Childhood Education Supervisor, Normandy, Hugo and Tamarack

\$71,923.47 (Pro-rated on \$85,000.00)

- Effective Date: 08/26/2013
- **New Personnel – Certified Staff**
    - Kirsten Alvarez – Kindergarten Teacher, Otter Lake Elementary  
BA, Step 1 \$37,024.14 (Pro-rated on \$37,219.00)  
Effective Date: August 27, 2013 – June 6, 2014
    - Karen Beirise – Elementary Teacher, Birch Lake Elementary  
MA, Step 1 \$41,848.00  
Effective Date: 2013 – 2014 School Year
    - Katherine Bergman – Intervention Teacher, Willow Lane Elementary  
BA+60, Step 3 \$42,956.00  
Effective Date: 2013 – 2014 School Year
    - Emily Heir – Kindergarten Teacher, Birch Lake Elementary  
BA, Step 6 \$43,300.00  
Effective Date: 2013 – 2014 School Year
    - Danielle Parshall – Mathematics Teacher, High School–North Campus  
BA, Step 2 \$38,342.00  
Effective Date: 2013 – 2014 School Year
    - Samantha Rittenour – Title I Teacher, Willow Lane Elementary  
MA, Step 2 \$43,262.00  
Effective Date: 2013 – 2014 School Year
    - Kelly Sokolowski – Kindergarten Teacher, Willow Lane Elementary  
MA, Step 9 \$55,699.00  
Effective Date: 2013 – 2014 School Year
  - **New Long Term Substitutes – Certified Staff**
    - Paulette Barth – Special Education Teacher, High School – South Campus  
BA+60, Step 7 \$7,760.00  
Effective Date: August 26, 2013 – October 16, 2013
    - Megan Church – Intervention Teacher, Matoska International  
BA, Step 2 \$38,342.00  
Effective Date: 2013 – 2014 School Year
    - Elizabeth Cronk – Social Studies Teacher, High School-North Campus  
BA, Step 1 \$7,215.93  
Effective Date: August 21, 2013 – October 16, 2013
    - Shana Eberhard – Elementary Teacher, Matoska International  
MA, Step 12 \$13,444.20  
Effective Date: August 26, 2013 – October 16, 2013
    - Jennifer Lafrinier – Intervention Teacher, Lakeaires Elementary  
MA, Step 6 \$24,422.10 (Prorated on \$24,676.50)  
Effective Date: August 28, 2013 – June 6, 2014
    - Suzanne McDowell – Language Arts Teacher, Central Middle School  
MA, Step 10 \$15,207.80  
Effective Date: August 21, 2013 – November 1, 2013
    - Nikole Roberts – Intervention Teacher, Lincoln Elementary  
BA, Step 1 \$37,219.00  
Effective Date: 2013 – 2014 School Year
    - Madison Sawyer – Special Education Teacher, Central Middle School  
BA, Step 0 \$5,886.59  
Effective Date: August 21, 2013 – October 4, 2013

**Roll call voted: ayes: Hiniker, Kimball, Newberg, Shevik, Storey, Swanson, Chapman; nays: none. Motion carried.**

**B. PUBLIC FORUM** – No one spoke at the Public Forum.

**C. INFORMATION ITEMS**

1. Use of Capital Projects Levy Revenue – Dr. Michael Lovett, Pete Willcoxon, Executive Director of Business Services, and Marisa Vette, Director of Communications and Community Relations, provided a brief presentation and short video which explains our upcoming Capital Projects Levy.
2. Opening School Report – Members of Cabinet, Administration, teaching staff and students presented an overview of the opening of the school year. This included summer professional development, profile of new staff, opening school enrollment, pre-school and early childhood update, welcoming of sixth and ninth grade students via the WEB and LINK programs. Highlights include an significant increase in our Kindergarten enrollment to almost 700 students and the success of our new LINK program which had great participation by our incoming ninth graders.
3. GFOA and ASBO Awards - For the thirteenth consecutive year, the White Bear Lake Area School District has received awards for excellence in financial reporting from both the Association of School Business Officials (ASBO) and the Government Finance Officers Association (GFOA). Our District is the only Minnesota school district to have won both of these awards for thirteen consecutive years. Pete Willcoxon introduced and thanked Mary Vaske, Controller, and Ginny Arcand, Accounts Payable, who then presented the awards to the Board. Willcoxon also thanked the Finance Committee for their continued support.
4. Superintendent’s Report – Dr. Lovett reported on the following:
  - The 2013-14 Activities Calendars are now available. Community members who would like a printed copy may pick one up at their neighborhood school or the District Center. An electronic version is available on the District website.
  - Senior Activity passes are available to residents who are age 65 or older. Please contact the Superintendent’s office at 651-407-7563 to request a free pass and calendar.
  - Otter Lake Elementary School is celebrating their 25<sup>th</sup> birthday at an All-Star Birthday Bash on September 26 from 5-8 p.m. All are invited to attend including former students and staff. Kidus Kuduce, our Student Board Representative, reported on the following: Weather has cooperated with the beginning of school with the exception of a couple of warm days, locker assignments, room numbers have changed at South Campus and new signage is in place, students are looking forward to the new single login procedure, all teachers are now using Schoology and the new computers in the Media Center are much appreciated by students.

Additional information may be found on the District website: [www.isd624.org](http://www.isd624.org)

**D. DISCUSSION ITEMS**

1. Measures of Student Success for 2013 – Mary McGrane, Student and Instructional Assessment and Accountability Coordinator, and David Law, Assistant Superintendent, provided an overview of measures of student success and testing results highlighting the success of the District in the recent MCA testing.
2. First Reading of School Board Policy 707, Transportation of Public School Students - Policy 707, Transportation of Public School Students, was reviewed by the School Board Policy Committee and is recommended for a first reading. Changes recommended are consistent with those recommended by MSBA. This policy will be placed on the October 14 School Board agenda or a subsequent meeting for action.
3. Superintendent Evaluation – Board members provided comments on the recent Superintendent Evaluation.

**E. OPERATIONAL ITEMS**

1. Chapman motioned and Kimball seconded to approve the School Board/Superintendent Goals and Strategic Plan priorities for 2013-14. **Roll call vote: ayes: Hiniker, Kimball, Newberg, Shevik, Storey, Swanson, Chapman; naves: none. Motion carried.**
  
- 2-3. Hiniker motioned and Storey seconded to approve School Board Policy 708, Transportation of Nonpublic School Students, with changes recommended by the administration and School Board Policy 709, Student Transportation Safety Policy with changes recommended by administration. **Roll call vote: ayes: Hiniker, Kimball, Newberg, Shevik, Storey, Swanson, Chapman; naves: none. Motion carried.**

**F. BOARD FORUM** – Swanson invited all to attend the Otter Lake Elementary School 25 year birthday celebration on September 26. Kimball welcomed all new staff and wished all staff a great year.

**G. ADJOURNMENT** - Shevik moved; Newberg seconded to adjourn the meeting at 8:23 p.m. **Voice vote: All ayes. Motion carried.**

Submitted by: Cathy Storey, Clerk

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

A special Board meeting of the White Bear Lake Area School Board was held on Monday, September 23, 2013 at 5:30 p.m. in Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

**A. PROCEDURAL ITEMS**

1. Call To Order – Newberg called the meeting to order at 5:30 p.m.
2. Roll Call – Present: Hiniker, Kimball, Newberg, Shevik, Storey, Swanson, Chapman  
  
Ex-Officio: Lovett  
Cabinet: Present – Daniels, Law, Picha, Vette, Wehrkamp, Willcoxon

**B. OPERATIONAL ITEM**

1. Action on Preliminary Levy for 2014 – Hiniker motioned and Swanson seconded to approve the following resolution: Be it resolved that the School Board of Independent School District #624 certify to the county auditors its proposed 2013 Payable 2014 property tax levy as the maximum amount computed by MDE. **Roll call vote: ayes: *Hiniker, Newberg, Shevik, Storey, Swanson, Chapman; nays – none; Motion carried.***

- C. ADJOURNMENT** - Shevik motioned; Swanson seconded to adjourn the meeting at 5:42 p.m. **Voice vote: *All ayes. Motion carried.***

Submitted by: Cathy Storey, Clerk

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

A work-study session of the White Bear Lake Area School Board was held on Monday, September 23, 2013 at 5:45 p.m. in Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

**A. PROCEDURAL ITEMS**

1. Call To Order – Newberg called the meeting to order at 5:42 p.m.
2. Roll Call – Present: Hiniker, Kimball, Newberg, Shevik, Storey, Swanson, Chapman  
Shevik left meeting at 6:17 p.m.

Ex-Officio: Lovett

Cabinet: Present – Daniels, Law, Picha, Vette, Wehrkamp, Willcoxon

**B. DISCUSSION ITEMS**

1. School Board and Superintendent Goals and Strategic Plan Updates
  - a. High School Program Review (Strategy 1.2) – Tim Wald and Don Bosch, high school principals, presented information on possible options to provide additional flexibility within the six period day, specifically around physical education and health requirements.
  - b. Measures of Student Success (Strategy 1.1) – Dr. Lovett, David Law, Assistant Superintendent, Ann Malwitz, Professional Learning and Development Coordinator, and Lisa Switzer, Curriculum and Program Development Coordinator, provided additional information including trends over time as well as measurements of success that pertain to preparation for post-secondary education, including AP and CIS enrollment and ACT data.
2. Capital Projects Levy Information Update – Dr. Lovett, David Law, Marisa Vette, Director of Communications and Community Relations, and Pete Willcoxon, Executive Director of Business Development, provided information and updates on the Capital Projects Levy, including presentation meeting dates and community open houses.
3. Status of Elementary School Renovations; Other Capital Projects – Dr. Lovett and Pete Willcoxon provided an update on the Matoska International IB School renovation along with plans for Lakeaires and Willow Lane Elementary Schools.

Hiniker motioned and Chapman seconded to close the meeting at 7:38 p.m. **Voice vote: All ayes. Motion carried.**

Attendees moved to room 201. Chapman left the meeting at 7:38 p.m.

Meeting attendees: Hiniker, Kimball, Newberg, Storey, Swanson, Lovett, Law, Picha and Willcoxon.

Meeting was reconvened and recording began at 7:44 p.m.

4. Negotiation Study - Chris Picha, Director of Human Resources, and Pete Willcoxon discussed the current status of negotiations.
- C. **ADJOURNMENT** - Storey motioned, Newberg seconded to adjourn the meeting at 7:54 p.m. **Voice vote: All ayes. Motion carried.**

Submitted by: Cathy Storey, Clerk

AGENDA ITEM: Monthly Check Registers

MEETING DATE: October 14, 2013

SUGGESTED DISPOSITION: Consent Agenda

CONTACT PERSON(S): Pete Willcoxon Sr., Executive Director of Business Services  
Mary Vaske, Accountant

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**Background:**

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

**Recommendation:**

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



**White Bear Lake Area Schools  
Electronic Transfers - September**

	<u>9/13/2013</u>	<u>9/30/2013</u>
Direct Deposit 362992-364209	1,545,724.79	
U.S. Treasury (FICA, Medicare, withholding)	582,878.80	
MN State Income Tax	95,621.07	
PERA	89,192.94	
TRA	250,878.70	
ING	2,436.69	
American Funds	60,775.28	
Direct Deposit 364210-365500		1,549,611.71
U.S. Treasury (FICA, Medicare, withholding)		576,747.70
MN State Income Tax		93,647.25
PERA		88,806.40
TRA		249,236.82
ING		2,436.69
American Funds		62,808.62

Check Nbr	Vendor Name	Check Date	Check Amount
131400214	ADAMS, LINDA J	09/03/2013	95.72
131400215	ANDERSON, JULIE C	09/03/2013	92.00
131400216	BAUER, DONALD V	09/03/2013	38.42
131400217	BERNIER, RICKY L	09/03/2013	35.88
131400218	CARLSON, CARRIE E	09/03/2013	285.96
131400219	CATES, TAMMY J	09/03/2013	63.27
131400220	CHRISTENSEN, JOSEPH C	09/03/2013	52.07
131400221	DAHLEM, TERESA	09/03/2013	232.39
131400222	DEUEL, LYN M	09/03/2013	92.05
131400223	DEVANEY, JAMES A	09/03/2013	98.01
131400224	ENGSTRAN, PAUL A	09/03/2013	40.00
131400225	ESBOLDT, LISA A	09/03/2013	199.44
131400226	FISHER, PHILLIP E	09/03/2013	926.26
131400227	FITZGERALD, THOMAS M	09/03/2013	74.01
131400228	GADDINI, MELISSA A	09/03/2013	227.34
131400229	GAMBONI, RICHARD A	09/03/2013	40.00
131400230	GRAVLEY, STEPHEN A	09/03/2013	482.28
131400231	GRUN, SUSAN L	09/03/2013	155.07
131400232	GUENTHER, LAURA L	09/03/2013	281.09
131400233	HAINNEY, KATHLEEN M	09/03/2013	27.00
131400234	HANSON, MARILYN LOUCKS	09/03/2013	80.51
131400235	HAYES, TERRY L	09/03/2013	37.86
131400236	IMMEL, COLLEEN MARIE	09/03/2013	83.34
131400237	JOHNSON, CORTNEY K	09/03/2013	279.99
131400238	KEESE, JENNIFER R	09/03/2013	94.08
131400239	KELZER, LYNDSAY L	09/03/2013	78.70
131400240	KRAMLINGER, TRACEY A	09/03/2013	175.05
131400241	KUPFERSCHMIDT, ROBERT B	09/03/2013	120.00
131400242	LARSON, KAREN L	09/03/2013	124.88
131400243	LEMIEUX, TAMARA M	09/03/2013	110.18
131400244	MANKE, ANNE M	09/03/2013	216.85
131400245	MCCORMICK, REBEKKA ANNE	09/03/2013	29.88
131400246	MEUWISSEN, PAUL WILLIAM	09/03/2013	107.69
131400247	MICHEL, ROCHELLE N	09/03/2013	104.89
131400248	MICKELSON, DANIELLE M	09/03/2013	107.64
131400249	MUSSETTER, RENEE L	09/03/2013	171.03
131400250	NAVIS, NANCY L	09/03/2013	109.88
131400251	OCONNOR, TIMOTHY D	09/03/2013	55.09
131400252	OLSON, VICKI S	09/03/2013	212.50
131400253	PERCIVAL, PATRICIA A	09/03/2013	387.08
131400254	PETERSEN, JILL M	09/03/2013	68.77
131400255	PLAISTED, KAYNA R	09/03/2013	56.95
131400256	PLANA, CHRISTINE M	09/03/2013	90.12
131400257	POUPORE, JULIANNE	09/03/2013	76.73
131400258	QUATMANN, MARK D	09/03/2013	87.86
131400259	ROGNEY, CHERI L	09/03/2013	38.42
131400260	SAGDALEN, NATALIE R	09/03/2013	375.34
131400261	SCHMITZ, KAREN M	09/03/2013	174.88
131400262	SHAFER, TERESA E	09/03/2013	101.70
131400263	SIEBENALER, KEVIN R	09/03/2013	115.83

Check Summary

ACH

Check Nbr	Vendor Name	Check Date	Check Amount
131400264	STEWART, SCOTT J	09/03/2013	195.77
131400265	SVIR, SARA A	09/03/2013	407.37
131400266	THIMJON, KARI L	09/03/2013	122.17
131400267	TRAVER, SHAWNA J	09/03/2013	26.27
131400268	TROSKE, CARRIE L	09/03/2013	81.93
131400269	VANDEBERG, EDWARD B	09/03/2013	70.06
131400270	VETTE, MARISA AA	09/03/2013	65.00
131400271	VICHICH, JOHN P	09/03/2013	189.28
131400272	WALKER, DEBRA R	09/03/2013	27.12
131400273	WANLESS, TAMELA K	09/03/2013	17.00
131400274	WHITCOMB-BREMER, JACLYN ANN	09/03/2013	114.00
61	ACH	Check(s) For a Total of	8,727.95

Check Summary

ACH

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	61	ACH	Checks For a Total of	8,727.95
	0	Computer	Checks For a Total of	0.00
Total For	61	Manual, Wire Tran, ACH & Computer	Checks	8,727.95
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	8,727.95

Check Nbr	Vendor Name	Check Date	Check Amount
45875	4IMPRINT INC	09/05/2013	258.27
45876	AARP DRIVER SAFETY PROGRAM	09/05/2013	160.00
45877	ACCESS COMMUNICATIONS INC	09/05/2013	323.64
45878	ACOUSTICS ASSOCIATES	09/05/2013	9,835.00
45879	ADAMS, CHRISTOPHER A	09/05/2013	225.00
45880	ADLER, GREGG	09/05/2013	70.00
45881	AE SIGN SYSTEMS	09/05/2013	600.00
45882	AMAZON	09/05/2013	2,442.70
45883	AMAZON	09/05/2013	65.23
45884	AMAZON	09/05/2013	25.86
45885	AMER RED CROSS	09/05/2013	304.00
45886	AMERIPRIDE SERVICES	09/05/2013	76.98
45887	APPLIED ENVIRONMENTAL SCI INC	09/05/2013	6,885.10
45888	ASHLAND PRODUCTIONS INC	09/05/2013	1,000.00
45889	ASTLEFORD INTERNATIONAL TRUCKS	09/05/2013	39.00
45890	AT & T MOBILITY	09/05/2013	457.92
45891	AVON BUSINESS FORMS & PROMOTIO	09/05/2013	366.06
45892	BARNES & NOBLE	09/05/2013	379.79
45893	BARNETT WB CHRYSLER JEEP DODGE	09/05/2013	137.57
45894	BEACON ATHLETICS	09/05/2013	332.60
45895	BEGGIN, GLENN	09/05/2013	47.00
45896	Vendor Continued Check	09/05/2013	0.00
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45900	BENCHMARK EDUCATION COMPANY	09/05/2013	359,681.00
45901	BENDER, CARMEN ORTIZ	09/05/2013	160.00
45902	BEST BUY BUSINESS ADVANTAGE AC	09/05/2013	149.06
45903	BLUEBIRD SCREEN PRINT	09/05/2013	538.65
45904	BOWMAN, DON	09/05/2013	83.00
45905	BOYER TRUCKS	09/05/2013	1,304.70
45906	CAMBIUM LEARNING INC	09/05/2013	6,489.75
45907	CAMP ST CROIX	09/05/2013	1,367.98
45908	CAPITAL ONE COMMERCIAL	09/05/2013	604.51
45909	CARLEX INC	09/05/2013	175.89
45910	CENTER FOR EFFICIENT SCHOOL OP	09/05/2013	17,500.00
45911	THE CHILDREN'S THEATRE COMPANY	09/05/2013	4.00
45912	COMCAST	09/05/2013	5.28
45913	COMCAST	09/05/2013	43.90
45914	CONNEY SAFETY	09/05/2013	56.60
45915	CONTINENTAL RESEARCH CORP	09/05/2013	1,008.25
45916	COOL AIR MECHANICAL	09/05/2013	71,117.00
45917	COOPS SPORTSWEAR	09/05/2013	841.05
45918	COPY IMAGES INC	09/05/2013	517.98
45919	COPY IMAGES INC	09/05/2013	113.12
45920	CTB INC	09/05/2013	414.00
45921	CUMMINS NPOWER LLC	09/05/2013	1,061.48
45922	DAKA CORP	09/05/2013	87,429.45
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45924	Vendor Continued Check	09/05/2013	0.00

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45925	DALCO CORPORATION	09/05/2013	11,069.29
45926	DART PORTABLE STORAGE INC	09/05/2013	450.00
45927	DAVY, MARY	09/05/2013	22.10
45928	DELL MARKETING LP	09/05/2013	5,182.50
45929	DESIGNER SIGN SYSTEMS INC	09/05/2013	418.10
45930	DIAMOND VOGEL PAINT CENTER	09/05/2013	142.14
45931	DISCOUNT SCHOOL SUPPLY	09/05/2013	231.63
45932	DIVERSIFIED SNACK DISTRIBUTION	09/05/2013	1,569.83
45933	DOUGHTY, HEATHER MICHELLE	09/05/2013	25.00
45934	DRAKE, ERIN	09/05/2013	140.00
45935	DURACO EXPRESS CHICAGO	09/05/2013	136.11
45936	DWYER, BENJAMIN J	09/05/2013	195.00
45937	EDITORIAL PROJECTS IN EDUCATIO	09/05/2013	395.00
45938	EDUCATIONAL RESEARCH AND DEV	09/05/2013	16,029.63
45939	EDUCATION WEEK	09/05/2013	89.94
45940	ELECTRIC MOTOR REPAIR	09/05/2013	171.75
45941	FANG, JIN	09/05/2013	800.00
45942	FASTENAL COMPANY	09/05/2013	43.28
45943	FESTIVAL FOODS-KNOWLAN'S	09/05/2013	34.55
45944	FIRST STUDENT INC	09/05/2013	23,637.74
45945	FISHER SCIENTIFIC	09/05/2013	41.94
45946	FACTORY MOTOR PARTS	09/05/2013	280.17
45947	FOLLETT SOFTWARE COMPANY	09/05/2013	12,744.43
45948	FRA-DOR INC	09/05/2013	39.00
45949	FURNISH OFFICE & HOME	09/05/2013	557.86
45950	GALLAGHERS NORTHWESTERN TIRE C	09/05/2013	2,821.62
45951	GARDEN & ASSOCIATES INC	09/05/2013	894.00
45952	GENERAL SECURITY SERVICES CORP	09/05/2013	176.00
45953	GENERAL PARTS LLC	09/05/2013	1,438.27
45954	GENERATIVE LEARNING	09/05/2013	2,500.00
45955	GLOBAL TOOLING & SUPPLY	09/05/2013	185.44
45956	GOLDCOM INC	09/05/2013	718.13
45957	GORHAM OIEN MECHANICAL	09/05/2013	2,603.00
45958	GRAFFIC TRAFFIC LLC	09/05/2013	406.64
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45961	GRAINGER	09/05/2013	5,666.86
45962	GRANDMA'S BAKERY INC	09/05/2013	181.81
45963	GREAT GARAGE DOOR CO	09/05/2013	360.20
45964	GREATAMERICA FINANCIAL SERVICE	09/05/2013	139.22
45965	GROTH MUSIC CO	09/05/2013	520.55
45966	GROUP HEALTH INC - WORKSITE	09/05/2013	181.50
45967	HAAG, LOIS	09/05/2013	11.90
45968	HALVERSON, ZACHARY	09/05/2013	20.65
45969	HANSON, DONNA	09/05/2013	30.60
45970	HARDGROVE, JOHN	09/05/2013	63.00
45971	HEARTLAND PAYMENT SYSTEMS INC	09/05/2013	770.00
45972	HISDAHL INC	09/05/2013	10.50
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45974	Vendor Continued Check	09/05/2013	0.00

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45975	HOGLUND BUS AND TRUCK CO	09/05/2013	2,208.76
45976	HOLMES, JEFF	09/05/2013	1,144.95
45977	HOME DEPOT CREDIT SERVICES	09/05/2013	406.43
45978	Vendor Continued Check	09/05/2013	0.00
45979	HOUGHTON MIFFLIN HARCOURT	09/05/2013	4,899.14
45980	HOYE, THELMA	09/05/2013	50.00
45981	INNOVATIVE OFFICE SOLUTIONS	09/05/2013	2,472.50
45982	JAYTECH INC	09/05/2013	5,523.91
45983	Vendor Continued Check	09/05/2013	0.00
45984	JOHN DEERE LANDSCAPES	09/05/2013	5,406.30
45985	JOHN MERGES LICSW	09/05/2013	109.95
45986	JOHNSON, NORA	09/05/2013	50.00
45987	JW PEPPER & SON INC	09/05/2013	127.50
45988	K PEARSON MECHANICAL LLC	09/05/2013	3,644.92
45989	KAISER, PHYLLIS	09/05/2013	34.00
45990	KALLGREN, BETH	09/05/2013	240.00
45991	KATH FUEL OIL SERVICE CO	09/05/2013	6,382.55
45992	KELLINGTON CONSTRUCTION INC	09/05/2013	1,157.81
45993	KOREEN, GLORIA	09/05/2013	16.15
45994	KRAFT CONTRACTING & MECHANICAL	09/05/2013	1,100.00
45995	LEE, CHARLOTTE L	09/05/2013	246.00
45996	LEROY AND JOSEPH HOULE CONTRAC	09/05/2013	1,700.00
45997	LEVASSEUR, MARY	09/05/2013	17.00
45998	LEW ELECTRIC INC	09/05/2013	90,060.95
45999	LIDS TEAM SPORTS	09/05/2013	408.20
46000	LIFETIME MEMORY PRODUCTS	09/05/2013	2,804.33
46001	LSI CORP OF AMERICA INC	09/05/2013	24,814.00
46002	L T G POWER EQUIPMENT	09/05/2013	225.30
46003	M.A. APPAREL & PROMOTIONS	09/05/2013	73.20
46004	MACMILLAN PUBLISHING SERVICES	09/05/2013	15,603.61
46005	MANITOU STATION	09/05/2013	3,245.89
46006	MARIER, MICHAEL VINCENT	09/05/2013	45.00
46007	MARSHALL CONCRETE PRODUCTS INC	09/05/2013	578.19
46008	MARTIN-MCALLISTER	09/05/2013	2,700.00
46009	MCDONALD, MARIE	09/05/2013	17.00
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46011	Vendor Continued Check	09/05/2013	0.00
46012	MCDONOUGH'S WATERJETTING AND	09/05/2013	3,805.17
46013	MCPMAHON, MARGARET A	09/05/2013	484.40
46014	METRO ECSU	09/05/2013	240.00
46015	METRO SOUND AND LIGHTING	09/05/2013	2,510.00
46016	MID CITY SERVICES - INDUSTRIAL	09/05/2013	896.20
46017	MIDWEST MICROSCOPE SERVICE	09/05/2013	327.00
46018	MIDWEST BUS PARTS INC	09/05/2013	485.70
46019	MIDWEST VOLLEYBALL WAREHOUSE	09/05/2013	1,304.13
46020	MINITEX	09/05/2013	875.00
46021	MINNSPRA	09/05/2013	95.00
46022	MINVALCO INC	09/05/2013	232.09
46023	MN CONWAY FIRE & SAFETY	09/05/2013	452.50
46024	MN JUNIOR HIGH SCHOOL	09/05/2013	180.00

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46025	MN UTILITIES & EXCAVATING	09/05/2013	14,250.00
46026	MOONEY, CYNTHIA L	09/05/2013	30.00
46027	MN OFFICE TECH GROUP	09/05/2013	16.80
46028	MULDER, JOHN JAY	09/05/2013	135.00
46029	MUTSCHLER, DUANE	09/05/2013	63.00
46030	NADEAU, CLIFF	09/05/2013	164.30
46031	NAPA AUTO PARTS	09/05/2013	19.80
46032	NATL GEOGRAPHIC SCHOOL PUBLISH	09/05/2013	95.70
46033	NCPERS MINNESOTA	09/05/2013	304.00
46034	NCS PEARSON INC	09/05/2013	288.00
46035	NEOPOST INC	09/05/2013	505.44
46036	NORCENTRONIX DISTRIBUTING	09/05/2013	2,060.00
46037	Vendor Continued Check	09/05/2013	0.00
46038	NORTH CENTRAL TRUCK EQUIPMENT	09/05/2013	1,908.93
46039	NORTH MEMORIAL URGENT CARE	09/05/2013	162.00
46040	NORTH STAR BANK	09/05/2013	7,150.00
46041	OFFICE SYSTEMS AND DESIGN INC	09/05/2013	456.00
46042	Vendor Continued Check	09/05/2013	0.00
46043	ON SITE SANITATION INC	09/05/2013	720.00
46044	ORABI, ABDALLA	09/05/2013	70.00
46045	PETERSEN, MARY ANN	09/05/2013	50.00
46046	Vendor Continued Check	09/05/2013	0.00
46047	PETERSON BROS ROOFING & CONST	09/05/2013	44,440.00
46048	PIONEER	09/05/2013	616.90
46049	PITNEY BOWES PURCHASE POWER	09/05/2013	147.98
46050	PLADSON ENVIRONMENTAL INC	09/05/2013	360.00
46051	PM ENTERPRISES	09/05/2013	425.00
46052	POLAR CHEVROLET MAZDA	09/05/2013	235.88
46053	POWER LIFT INC	09/05/2013	670.00
46054	PREMIUM PAINTING SERVICES LLC	09/05/2013	23,680.00
46055	PROFESSIONAL TURF & RENOVATION	09/05/2013	975.00
46056	THE RAINBOW WORKS	09/05/2013	212.00
46057	RAMSEY COUNTY	09/05/2013	268.74
46058	REMUS, NATALIE	09/05/2013	150.00
46059	RICE LAKE CONSTRUCTION GRP	09/05/2013	106,400.00
46060	RIGHTWAY GLASS INC	09/05/2013	240.00
46061	ROGER VADNAIS PLUMBING	09/05/2013	285.00
46062	S & T OFFICE PRODUCTS INC	09/05/2013	586.30
46063	SAARION, CARL A	09/05/2013	83.00
46064	SAINTS NORTH MAPLEWOOD	09/05/2013	1,046.50
46065	SAM'S CLUB/GEMB	09/05/2013	91.91
46066	SAM'S CLUB/GEMB	09/05/2013	160.02
46067	SAMACO SUPPLY	09/05/2013	1,359.00
46068	SANTI, JAIME	09/05/2013	50.00
46069	SAUERS, TODD	09/05/2013	70.00
46070	SCHINDLER ELEVATOR CORP	09/05/2013	8,691.52
46071	SCHIRRMEISTER, MONIKA	09/05/2013	36.54
46072	SCHOLASTIC INC	09/05/2013	1,642.69
46073	Vendor Continued Check	09/05/2013	0.00
46074	Vendor Continued Check	09/05/2013	0.00



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46076	Vendor Continued Check	09/05/2013	0.00
46077	Vendor Continued Check	09/05/2013	0.00
46078	Vendor Continued Check	09/05/2013	0.00
46079	SCHOOL HEALTH CORP	09/05/2013	12,398.78
46080	SCHOOL SPECIALTY	09/05/2013	5,167.39
46081	SCHOOLIDENTITY.COM	09/05/2013	1,020.00
46082	SCHREIBER, BEN	09/05/2013	63.00
46083	SCHWAAB INC	09/05/2013	19.49
46084	SENTRY SYSTEMS INC	09/05/2013	426.36
46085	SHIFFLER EQUIPMENT SALES INC	09/05/2013	673.83
46086	SIGHTLINE DISPLAYS LLC	09/05/2013	105.90
46087	SCHOOL NUTRITION ASSOC (SNA)	09/05/2013	57.75
46088	SNAP-ON TOOLS	09/05/2013	148.35
46089	SOLBERG, RYAN	09/05/2013	46.55
46090	SOUTHWEST BINDING & LAMINATING	09/05/2013	408.73
46091	SPENCER, DOROTHY	09/05/2013	11.05
46092	SPRINT	09/05/2013	951.88
46093	STABENOW, STEPHANIE	09/05/2013	9.45
46094	Vendor Continued Check	09/05/2013	0.00
46095	STATE SUPPLY CO	09/05/2013	2,824.04
46096	STOWE, LISA	09/05/2013	25.00
46097	STRATEGIC EQUIPMENT & SUPPLY C	09/05/2013	37,650.00
46098	STREAMLINE DESIGN INC	09/05/2013	4,464.50
46099	SUBURBAN FLOOR COVERING	09/05/2013	5,330.00
46100	SUMMIT FIRE PROTECTION	09/05/2013	338.00
46101	SUPERIOR AUTOMOTIVE	09/05/2013	315.00
46102	TAYLOR PUBLISHING CO	09/05/2013	8,325.48
46103	THAO, JUHA L	09/05/2013	160.00
46104	THIBAUT, WILLIAM R	09/05/2013	21.85
46105	Vendor Continued Check	09/05/2013	0.00
46106	THYSSENKRUPP ELEVATOR CORP	09/05/2013	4,582.13
46107	TOP TALENT SOLUTIONS	09/05/2013	1,347.68
46108	TRADE PRESS INC	09/05/2013	1,398.00
46109	TRUSTED EMPLOYEES	09/05/2013	1,630.00
46110	Vendor Continued Check	09/05/2013	0.00
46111	TWIN CITY NURSERY INC	09/05/2013	630.99
46112	U.S. ENERGY SERVICES INC	09/05/2013	4,747.35
46113	UHL CO INC	09/05/2013	850.50
46114	UPPER MIDWEST ATHLETIC CONSTRU	09/05/2013	3,000.00
46115	VANG, SALLY	09/05/2013	16.95
46116	VERIZON WIRELESS	09/05/2013	670.26
46117	VERTICAL ENDEAVORS INC	09/05/2013	1,160.00
46118	VADNAIS HEIGHTS ECONOMIC DEV C	09/05/2013	175.00
46119	WARREN, MICHELE	09/05/2013	47.00
46120	WARWICK, BENJAMIN FIELD	09/05/2013	45.00
46121	WASTE MANAGEMENT OF WI-MN	09/05/2013	170.54
46122	WHITE BEAR GLASS INC	09/05/2013	520.00
46123	WHITE BEAR TOWNSHIP	09/05/2013	1,141.60
46124	WHEELER HARDWARE COMPANY	09/05/2013	33,630.00

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46125	WHITNEY, JOSH	09/05/2013	3.20
46126	WRIGHT, MADELEINE F	09/05/2013	21.25
46127	XCEL ENERGY	09/05/2013	66,515.15
46128	YOUTH FRONTIERS	09/05/2013	1,500.00
46129	ZAHL PETROLEUM MAINTENANCE CO	09/05/2013	214.50
255	Computer	Check(s) For a Total of	1,284,598.41

Check Nbr	Vendor Name	Check Date	Check Amount
44728	BARNETT WB CHRYSLER JEEP DODGE	09/05/2013	100.00
1	Void	Check(s) For a Total of	100.00

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	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	255	Computer	Checks For a Total of	1,284,598.41
Total For	255	Manual, Wire Tran, ACH & Computer	Checks	1,284,598.41
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Check Summary  
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Check Nbr	Vendor Name	Check Date	Check Amount
46130	AIG	09/10/2013	4,824.64
46131	AMAZON	09/10/2013	480.55
46132	AMERICAN UNITED LIFE	09/10/2013	53,250.45
46133	AMERIPRISE FINANCIAL SERVICES	09/10/2013	11,832.15
46134	AXA EQUITABLE	09/10/2013	31,232.01
46135	EDUCATION MN ESI BILLING TRUST	09/10/2013	19,096.67
46136	GREAT LAKES HIGHER EDUC GUARAN	09/10/2013	258.67
46137	GREATAMERICA FINANCIAL SERVICE	09/10/2013	1,425.62
46138	IUOE LOCAL 70	09/10/2013	2,105.69
46139	MESSERLI & KRAMER PA	09/10/2013	391.00
46140	METROPOLITAN LIFE	09/10/2013	2,647.41
46141	MN CHILD SUPPORT	09/10/2013	2,379.80
46142	MN DEPT OF REVENUE	09/10/2013	172.00
46143	SAM'S CLUB/GEMB	09/10/2013	577.24
46144	SAM'S CLUB/GEMB	09/10/2013	819.49
46145	SAM'S CLUB/GEMB	09/10/2013	390.61
46146	SCHOOL SERVICE EMPLOYEES	09/10/2013	5,597.67
46147	US DEPT OF EDUCATION	09/10/2013	339.63
46148	VANGUARD SMALL BUSINESS SERVIC	09/10/2013	21,201.31
19	Computer	Check(s) For a Total of	159,022.61

Check Summary

PAYROLL

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	0	ACH	Checks For a Total of	0.00
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Total For	19	Manual, Wire Tran, ACH & Computer	Checks	159,022.61
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	159,022.61

Check Summary

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131400275	ABRAHAMSON, KRISTINE A	09/17/2013	74.18
131400276	ACKERKNECHT, CATHYANN M	09/17/2013	97.12
131400277	ANDERSON, TERRY ROSS	09/17/2013	83.62
131400278	ARONE, LENORE A	09/17/2013	108.00
131400279	BERNDT, MICHELE R	09/17/2013	135.60
131400280	BLISS, BARBARA K	09/17/2013	27.00
131400281	BROWN, RYAN J	09/17/2013	54.75
131400282	BRUSKI, JERRILYN A	09/17/2013	56.00
131400283	BYSTROM, DAVID J	09/17/2013	51.41
131400284	CHAKOLIS, RICHARD A	09/17/2013	73.46
131400285	CHRISTENSEN, JOSEPH C	09/17/2013	77.55
131400286	CRAIGAN, JENNIFER M	09/17/2013	73.84
131400287	DAHLEM, TERESA	09/17/2013	199.50
131400288	DALTON, JEANETTE M	09/17/2013	174.37
131400289	DENUCCI, MARY A	09/17/2013	28.47
131400290	DERBY, SARA A	09/17/2013	324.99
131400291	DITTRICH, TIFFANY A	09/17/2013	143.87
131400292	DOMBROVSKI, NOAH P	09/17/2013	29.97
131400293	DRAEGER, DEBORAH M	09/17/2013	122.47
131400294	DUSTIN, JAMI L	09/17/2013	54.00
131400295	DUSTIN, JOSEPH J	09/17/2013	49.56
131400296	FELTON, LORI A	09/17/2013	30.00
131400297	FINK, AVIS A	09/17/2013	121.64
131400298	FISCHER, KAREN R	09/17/2013	108.65
131400299	FOSS, TERESA M	09/17/2013	16.93
131400300	FRANSEN, BRIAN J	09/17/2013	119.78
131400301	FRY, JOHN E	09/17/2013	68.93
131400302	FUHRMAN, SARAH J	09/17/2013	15.86
131400303	GARRISON, MARK S	09/17/2013	143.68
131400304	GRANT, SHANNON	09/17/2013	122.64
131400305	HEALY, JASON CHARLES	09/17/2013	356.79
131400306	HOOLEY, MARGARET A	09/17/2013	72.18
131400307	IMMEL, COLLEEN MARIE	09/17/2013	54.24
131400308	INDLECOFFER, TRACI D	09/17/2013	78.84
131400309	JOHNSON, SADIE R	09/17/2013	35.29
131400310	JORGENSEN, AMY L	09/17/2013	348.95
131400311	KEESE, MATTHEW D	09/17/2013	325.72
131400312	KELLEY, DEBRA K	09/17/2013	65.00
131400313	KELZER, LYNDSAY L	09/17/2013	63.28
131400314	KENTFIELD, KELLY S	09/17/2013	49.99
131400315	KOPPE, JON G	09/17/2013	73.17
131400316	KOWITZ, MARY J	09/17/2013	107.28
131400317	KROCAK, NANCY J	09/17/2013	159.98
131400318	LAMWERS, LINDSAY M	09/17/2013	265.11
131400319	LAW, DAVID W	09/17/2013	112.44
131400320	LEININGER, JOHN M	09/17/2013	159.36
131400321	LOHMANN, JOHN H	09/17/2013	92.67
131400322	MACIEJNY, STEPHEN A	09/17/2013	139.27
131400323	MADL, DENNIS S	09/17/2013	124.86
131400324	MCGRANE, MARY E	09/17/2013	486.36

Check Summary

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131400325	MELQUIST, NANCY J	09/17/2013	55.96
131400326	MICHEL, ROCHELLE N	09/17/2013	65.82
131400327	MISGEN, JENNIFER R	09/17/2013	375.05
131400328	MONTGOMERY, JANICE E	09/17/2013	461.34
131400329	MOORE, KATHERINE D	09/17/2013	414.65
131400330	OKLOBZIJA, LUANNE P	09/17/2013	70.00
131400331	OLSON, LISA ROSE	09/17/2013	55.37
131400332	OTTAVIANI, AMY M	09/17/2013	306.70
131400333	PASQUALINI, LISA M	09/17/2013	265.08
131400334	PEARSON, JILL M	09/17/2013	170.58
131400335	PICHA, CHRISTINA K	09/17/2013	208.51
131400336	POON, BELINDA M	09/17/2013	68.58
131400337	RITTENHOUSE, PAULA M	09/17/2013	65.99
131400338	SCHMIDT, NOEL N	09/17/2013	6,348.03
131400339	SEHR, DEBRA JEAN	09/17/2013	393.32
131400340	SHELHORN, JAMES F	09/17/2013	65.54
131400341	SKURDALSVOLD, ABIGAIL E	09/17/2013	1,282.39
131400342	SMITH, TAMMY L	09/17/2013	76.48
131400343	SNELL, MICHAEL M	09/17/2013	30.16
131400344	STEADLAND, KEITH DAVID	09/17/2013	60.72
131400345	STEPHAN, SUSAN K	09/17/2013	30.89
131400346	STIRLING, CONNIE B	09/17/2013	190.00
131400347	SWENSON, CYNTHIA L	09/17/2013	96.10
131400348	TOLONEN, CLAY S	09/17/2013	91.75
131400349	VANG, CHA	09/17/2013	151.80
131400350	VETTE, MARISA AA	09/17/2013	89.12
131400351	WALD, TERESA M	09/17/2013	122.64
131400352	WATTERS, LAURA J	09/17/2013	104.60
131400353	WILLCOXON SR, PETER	09/17/2013	475.50
131400354	WURZER, MARY JO	09/17/2013	75.43
131400355	XU, HUI	09/17/2013	141.88
81	ACH	Check(s) For a Total of	18,368.60



Check Summary

ACH

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	81	ACH	Checks For a Total of	18,368.60
	0	Computer	Checks For a Total of	0.00
Total For	81	Manual, Wire Tran, ACH & Computer	Checks	18,368.60
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	18,368.60

Check Nbr	Vendor Name	Check Date	Check Amount
46149	1ST LINE/LEEWES VENTURES LLC	09/19/2013	692.50
46150	AARP DRIVER SAFETY PROGRAM	09/19/2013	462.00
46151	ABBOTT PAINT & CARPET INC	09/19/2013	9,428.08
46152	ACCESS COMMUNICATIONS INC	09/19/2013	637.54
46153	ACCUCUT	09/19/2013	54.00
46154	ADLER, GREGG	09/19/2013	130.00
46155	ADRENALINE FUNDRAISING	09/19/2013	17,461.20
46156	AGOSTO INC	09/19/2013	8,370.00
46157	AGROPUR INC	09/19/2013	4,401.70
46158	ALBRECHT, CARLA MARIE	09/19/2013	10.00
46159	AMAZON	09/19/2013	2,042.50
46160	AMAZON	09/19/2013	575.79
46161	AMAZON	09/19/2013	446.69
46162	AMAZON	09/19/2013	190.66
46163	AMAZON	09/19/2013	1,030.62
46164	AMAZON	09/19/2013	83.04
46165	AMAZON	09/19/2013	368.48
46166	AMERICAN MESSAGING	09/19/2013	113.53
46167	AMER RED CROSS	09/19/2013	1,705.00
46168	AMIRALAI, SIAMAK	09/19/2013	47.00
46169	APPLE COMPUTER INC	09/19/2013	13,821.00
46170	AMERICAN PHYSICAL THERAPY ASSO	09/19/2013	490.00
46171	ARROWWOOD RESORT AND CONFERENC	09/19/2013	279.41
46172	ASTLEFORD EQUIPMENT CO	09/19/2013	59.01
46173	AUTO GLASS EXPRESS	09/19/2013	60.00
46174	THE BAKKEN MUSEUM	09/19/2013	640.00
46175	BARNES & NOBLE	09/19/2013	551.63
46176	BATTERIES PLUS	09/19/2013	148.60
46177	BENCHMARK EDUCATION COMPANY	09/19/2013	3,990.00
46178	BETHEL UNIVERSITY	09/19/2013	1,000.00
46179	BUSINESS IMPACT GROUP	09/19/2013	1,985.00
46180	BILL WEIGEL SIGNS	09/19/2013	162.00
46181	BLAINE RAY WORKSHOPS INC	09/19/2013	1,912.00
46182	BLB CONSULTING LLC	09/19/2013	2,520.00
46183	Vendor Continued Check	09/19/2013	0.00
46184	BLICK ART MATERIALS	09/19/2013	2,912.28
46185	BLUE BELL ENTERPRISES INC	09/19/2013	6,333.39
46186	BLUEBIRD SCREEN PRINT	09/19/2013	2,029.00
46187	BOHL, STEVE	09/19/2013	84.00
46188	BOLMAN, JEFFERY	09/19/2013	503.03
46189	BOWREY, TINA	09/19/2013	16.00
46190	BOYCE, TONY	09/19/2013	31.00
46191	BRAUN, ANDREW	09/19/2013	100.00
46192	BRIGHTBYTES	09/19/2013	5,197.90
46193	THE BUG COMPANY	09/19/2013	16.00
46194	BURNS, AMANDA K	09/19/2013	29.20
46195	BUSBY, TREVOR	09/19/2013	84.00
46196	CAMBIUM LEARNING INC	09/19/2013	1,932.80
46197	CAMBROOKE FOODS LLC	09/19/2013	243.39
46198	CAMP ST CROIX	09/19/2013	285.00

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46199	CARLSON, ANDRE	09/19/2013	63.00
46200	CARNEGIE LEARNING INC	09/19/2013	540.00
46201	CARTRIDGE CARE	09/19/2013	178.00
46202	CARTRIDGE WORLD	09/19/2013	520.96
46203	CDW GOVERNMENT INC	09/19/2013	4,651.17
46204	CENTURYLINK	09/19/2013	260.90
46205	CHICAGO DISTRIBUTION CENTER	09/19/2013	6,229.80
46206	THE CHILDREN'S THEATRE COMPANY	09/19/2013	722.00
46207	CHRISTIAN, MATT	09/19/2013	63.00
46208	CITI-CARGO & STORAGE CO INC	09/19/2013	85.00
46209	CJ DUFFY PAPER CO	09/19/2013	5,188.77
46210	CONSTRUCTION MANAGEMENT BUILDI	09/19/2013	56,186.29
46211	COMCAST	09/19/2013	5.28
46212	COMCAST	09/19/2013	74.60
46213	COMCAST	09/19/2013	74.60
46214	COMMITTEE FOR CHILDREN	09/19/2013	1,027.00
46215	CONNEY SAFETY	09/19/2013	718.05
46216	CONTINENTAL CLAY CO	09/19/2013	424.93
46217	COPY IMAGES INC	09/19/2013	13,181.51
46218	Vendor Continued Check	09/19/2013	0.00
46219	COPY IMAGES INC	09/19/2013	2,181.15
46220	CTB INC	09/19/2013	1,402.00
46221	CUB FOODS OF WHITE BEAR TWSHP	09/19/2013	363.18
46222	CUB FOODS OF WOODBURY	09/19/2013	21.44
46223	CULLIGAN BOTTLED WATER	09/19/2013	119.70
46224	CUP AND CONE	09/19/2013	100.00
46225	Vendor Continued Check	09/19/2013	0.00
46226	Vendor Continued Check	09/19/2013	0.00
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46230	Vendor Continued Check	09/19/2013	0.00
46231	Vendor Continued Check	09/19/2013	0.00
46232	DALCO CORPORATION	09/19/2013	14,308.63
46233	DART PORTABLE STORAGE INC	09/19/2013	147.00
46234	DECKER INC	09/19/2013	429.29
46235	DELTA EDUCATION	09/19/2013	717.13
46236	DESIGNER SIGN SYSTEMS INC	09/19/2013	42,257.24
46237	DIAMOND VOGEL PAINT CENTER	09/19/2013	750.00
46238	DISCOUNT SCHOOL SUPPLY	09/19/2013	940.92
46239	DISCOUNT MUGS	09/19/2013	80.00
46240	DOMINOS PIZZA	09/19/2013	30.45
46241	DONATELLI'S	09/19/2013	257.03
46242	DOODY, STEPHEN SEAN	09/19/2013	7.99
46243	DURACO EXPRESS CHICAGO	09/19/2013	34.44
46244	ECKROTH MUSIC	09/19/2013	4,885.00
46245	EDITORIAL PROJECTS IN EDUCATIO	09/19/2013	1,660.00
46246	EKEREKE, OTORO	09/19/2013	130.00
46247	ELECTRIC MOTOR REPAIR	09/19/2013	178.53
46248	EMEDCO COMPANY INC	09/19/2013	1,053.44

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46249	ENGMAN, NICHOLE	09/19/2013	29.40
46250	FASTENAL COMPANY	09/19/2013	295.93
46251	FESTIVAL FOODS-KNOWLAN'S	09/19/2013	212.24
46252	FILIP, LOU	09/19/2013	252.00
46253	FIRST STUDENT INC	09/19/2013	3,414.80
46254	FLAHERTY'S ARDEN BOWL	09/19/2013	2,898.54
46255	FLORIDA NATL HIGH ADVENTURE	09/19/2013	100.00
46256	FACTORY MOTOR PARTS	09/19/2013	97.10
46257	Vendor Continued Check	09/19/2013	0.00
46258	Vendor Continued Check	09/19/2013	0.00
46259	Vendor Continued Check	09/19/2013	0.00
46260	FOLLETT EDUCATIONAL SERVICES	09/19/2013	41,795.14
46261	FOLLETT SOFTWARE COMPANY	09/19/2013	207.21
46262	FOREIGN CANDY COMPANY INC	09/19/2013	837.43
46263	FOY, DENNIS J	09/19/2013	120.00
46264	FRATTALONES HARDWARE STORES	09/19/2013	1,499.01
46265	FREDERICKSON, KYLE	09/19/2013	800.00
46266	FREDRICK, TRACEY	09/19/2013	176.00
46267	FREEDMAN, LARRY A	09/19/2013	84.00
46268	G&K SERVICES	09/19/2013	854.90
46269	GALLAGHERS NORTHWESTERN TIRE C	09/19/2013	2,362.23
46270	GARMIN	09/19/2013	1,050.50
46271	GENERAL PARTS LLC	09/19/2013	8,247.18
46272	GOLDCOM INC	09/19/2013	39.14
46273	GOPHER	09/19/2013	336.43
46274	Vendor Continued Check	09/19/2013	0.00
46275	Vendor Continued Check	09/19/2013	0.00
46276	Vendor Continued Check	09/19/2013	0.00
46277	GRAINGER	09/19/2013	5,151.11
46278	Vendor Continued Check	09/19/2013	0.00
46279	GRANDMA'S BAKERY INC	09/19/2013	242.65
46280	GRANDSTAY RESIDENTIAL SUITES H	09/19/2013	673.62
46281	GTM SPORTSWEAR	09/19/2013	177.00
46282	GUENTHER, DAVID A	09/19/2013	678.46
46283	GUNDERSON, DARRYL	09/19/2013	11.65
46284	HALLBERG ENGINEERING INC	09/19/2013	23,114.70
46285	HARVARD EDUCATION LETTER	09/19/2013	39.00
46286	HASSE, TYLER	09/19/2013	63.00
46287	HEALY AWARDS INC	09/19/2013	318.73
46288	HENNEPIN CTY PUBLIC HEALTH	09/19/2013	50.00
46289	HICKOK, WILLIAM	09/19/2013	83.00
46290	HILDI INC	09/19/2013	550.00
46291	HISDAHL INC	09/19/2013	21.00
46292	HOEFER, SHANE	09/19/2013	66.00
46293	Vendor Continued Check	09/19/2013	0.00
46294	Vendor Continued Check	09/19/2013	0.00
46295	Vendor Continued Check	09/19/2013	0.00
46296	Vendor Continued Check	09/19/2013	0.00
46297	HOGLUND BUS AND TRUCK CO	09/19/2013	4,895.48
46298	Vendor Continued Check	09/19/2013	0.00

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46299	HOUGHTON MIFFLIN HARCOURT	09/19/2013	5,961.03
46300	HOUSE OF PRINT	09/19/2013	6,403.46
46301	HUGO EQUIPMENT CO	09/19/2013	67.99
46302	HUMBOLDT MFG CO	09/19/2013	1,874.67
46303	INTERCULTURAL DEVMT INVENTORY	09/19/2013	1,760.00
46304	Vendor Continued Check	09/19/2013	0.00
46305	Vendor Continued Check	09/19/2013	0.00
46306	Vendor Continued Check	09/19/2013	0.00
46307	IFD	09/19/2013	32,598.84
46308	IMAGE BUILDERS	09/19/2013	3,730.23
46309	IMPACT FLOORING	09/19/2013	275.48
46310	INDIANA DEV TRAINING CTR OF LA	09/19/2013	2,175.46
46311	INDRELIE, ALISSE	09/19/2013	55.00
46312	INFOBASE LEARNING	09/19/2013	518.10
46313	INTEGRA TELECOM	09/19/2013	3,523.52
46314	INTERMEDIATE DISTRICT 287	09/19/2013	25,061.42
46315	INTL BACCALAUREATE ORGANIZATIO	09/19/2013	10,199.00
46316	ISD #181 BRAINERD	09/19/2013	5,164.24
46317	ISD #200 HASTINGS SCHOOLS	09/19/2013	4,145.76
46318	ISD #281 ROBBINSDALE	09/19/2013	1,727.22
46319	ISD #621 MOUNDS VIEW PUBLIC SC	09/19/2013	40,386.08
46320	ISD #623 ROSEVILLE AREA SCHOOL	09/19/2013	23,500.00
46321	ISD #709 DULUTH	09/19/2013	1,700.16
46322	ITASCA BOOKS	09/19/2013	543.25
46323	JIMMY JOHNS #869	09/19/2013	247.82
46324	JOHN DEERE LANDSCAPES	09/19/2013	1,785.81
46325	JOHN HENRY FOSTER MINNESOTA	09/19/2013	209.25
46326	JOHNSON, JUDITH ANN	09/19/2013	251.00
46327	JOHNSON, LYNN C	09/19/2013	9.25
46328	JW PEPPER & SON INC	09/19/2013	70.99
46329	K PEARSON MECHANICAL LLC	09/19/2013	768.35
46330	K12 TRANSPORTATION MGMT SERVIC	09/19/2013	8,139.33
46331	KARLSBURGER FOODS INC	09/19/2013	661.30
46332	KENT AUTOMOTIVE	09/19/2013	134.27
46333	KHAN, RUBINA	09/19/2013	100.00
46334	KIMBALL MIDWEST	09/19/2013	720.66
46335	KIRCHMAIER, BOB	09/19/2013	109.05
46336	KJELLA, MARTIN E	09/19/2013	70.00
46337	KULLY SUPPLY COMPANY	09/19/2013	251.42
46338	LAKESHORE LEARNING MATERIALS	09/19/2013	1,553.92
46339	LAMERS, MARCEL	09/19/2013	70.00
46340	LANDS BEST FOODS	09/19/2013	3,004.85
46341	LANDY, SCOTT	09/19/2013	84.00
46342	LANGUAGE LINE SERVICES	09/19/2013	82.13
46343	LASHOMB, BRIAN	09/19/2013	189.00
46344	LEARNING ZONE EXPRESS	09/19/2013	86.70
46345	LEARNING A-Z	09/19/2013	215.85
46346	LEROY AND JOSEPH HOULE CONTRAC	09/19/2013	1,300.00
46347	LI, JOHN	09/19/2013	125.00
46348	LIBERTY CLASSICAL ACADEMY	09/19/2013	350.00

Check Nbr	Vendor Name	Check Date	Check Amount
46349	LIFE SAFETY SYSTEMS	09/19/2013	305.00
46350	LIFETIME MEMORY PRODUCTS	09/19/2013	3,424.50
46351	LOFFLER COMPANIES INC	09/19/2013	310.00
46352	LOOSBROCK, MICHELLE	09/19/2013	20.00
46353	LORINSER, TONY	09/19/2013	390.00
46354	LOVE, MOLLIE	09/19/2013	25.95
46355	L T G POWER EQUIPMENT	09/19/2013	192.14
46356	LYNN CARD COMPANY	09/19/2013	138.00
46357	MN ADAPTED ATHLETICS ASSOC	09/19/2013	240.00
46358	MACKIN EDUCATIONAL RESOURCES	09/19/2013	646.00
46359	MACMILLAN PUBLISHING SERVICES	09/19/2013	6.58
46360	MAILFINANCE INC	09/19/2013	455.28
46361	MARIS LLC	09/19/2013	280.00
46362	MARTIN, JEFFREY	09/19/2013	9.00
46363	MARTIN-MCALLISTER	09/19/2013	2,550.00
46364	MN ASSOC OF SECONDARY SCHOOL P	09/19/2013	140.00
46365	MN CHEERLEADING COACHES ASSOC	09/19/2013	465.00
46366	MCDONOUGH'S WATERJETTING AND	09/19/2013	1,413.75
46367	MCGRAW HILL COMPANIES	09/19/2013	1,833.32
46368	MCGRAW-HILL COMPANIES	09/19/2013	15,186.10
46369	ME TO WE STYLE INC	09/19/2013	420.00
46370	MEDICARE PREMIUM COLLECTION CT	09/19/2013	419.60
46371	MEDTOX LABORATORIES	09/19/2013	128.80
46372	MERZER MALP, SHEILA	09/19/2013	220.00
46373	METRO ECSU	09/19/2013	5,676.95
46374	METRO SOUND AND LIGHTING	09/19/2013	1,902.49
46375	MIDWEST BUS PARTS INC	09/19/2013	859.08
46376	MINVALCO INC	09/19/2013	231.80
46377	MN ASSOC OF STUDENT COUNCILS	09/19/2013	95.00
46378	MN CEC-DEC	09/19/2013	70.00
46379	MN COACHES INC	09/19/2013	5,000.00
46380	MN DEPT OF HUMAN SERVICES	09/19/2013	1,169.00
46381	MN DEPT OF HEALTH	09/19/2013	35.00
46382	MN DEPT OF HEALTH	09/19/2013	35.00
46383	MN DEPT OF LABOR & INDUSTRY	09/19/2013	300.00
46384	MN ELEVATOR INC	09/19/2013	757.77
46385	MN HISTORICAL SOCIETY	09/19/2013	320.00
46386	MN JUNIOR HIGH SCHOOL	09/19/2013	130.00
46387	MN OCCUPATIONAL HEALTH	09/19/2013	72.00
46388	MN NONPUBLIC SCHOOL ACCREDITIN	09/19/2013	90.00
46389	MOBILE RADIO ENGINEERING INC	09/19/2013	5,515.50
46390	MOLINARI, ROXANE L	09/19/2013	148.75
46391	MN STATE HIGH SCHOOL CLAY TARG	09/19/2013	400.00
46392	NAC MECHANICAL & ELECTRICAL SE	09/19/2013	64,580.76
46393	Vendor Continued Check	09/19/2013	0.00
46394	Vendor Continued Check	09/19/2013	0.00
46395	Vendor Continued Check	09/19/2013	0.00
46396	NARDINI FIRE EQUIPMENT CO INC	09/19/2013	6,388.28
46397	NASCO	09/19/2013	269.55
46398	NEJAD, REZA	09/19/2013	47.00

Check Nbr	Vendor Name	Check Date	Check Amount
46399	NELSON, CHAD	09/19/2013	130.00
46400	NEOFUNDS BY NEOPOST	09/19/2013	1,000.00
46401	NEOPOST INC	09/19/2013	128.99
46402	NEUENFELDT, PAMELA	09/19/2013	77.69
46403	NEW VISION PRINTING	09/19/2013	129.49
46404	NOLAN, KEITH	09/19/2013	47.00
46405	NORCENTRONIX DISTRIBUTING	09/19/2013	168.00
46406	Vendor Continued Check	09/19/2013	0.00
46407	NORTH CENTRAL TRUCK EQUIPMENT	09/19/2013	1,864.90
46408	NORTHEAST METRO INTERMEDIATE D	09/19/2013	46,416.67
46409	NORTHERN STAR COUNCIL, BSA	09/19/2013	150.00
46410	NORTHSTAR SCOREBOARDS INC	09/19/2013	155.00
46411	NYSTROM PUBLISHING CO INC	09/19/2013	28,568.91
46412	O'REILLY AUTOMOTIVE INC	09/19/2013	1,887.04
46413	OAK GLENN	09/19/2013	1,364.00
46414	Vendor Continued Check	09/19/2013	0.00
46415	OFFICE DEPOT	09/19/2013	1,162.71
46416	OFFICE SYSTEMS AND DESIGN INC	09/19/2013	714.58
46417	OLSON, BRIAN H	09/19/2013	130.00
46418	Vendor Continued Check	09/19/2013	0.00
46419	ON SITE SANITATION INC	09/19/2013	355.65
46420	ORGAN, JERRY	09/19/2013	149.00
46421	ORIENTAL TRADING	09/19/2013	96.41
46422	ORIENTAL TRADING CO INC	09/19/2013	252.83
46423	ORKIN INC	09/19/2013	13,371.26
46424	OXYGEN SERVICE CO INC	09/19/2013	72.02
46425	PAMS LUNCHROOM LLC	09/19/2013	2,152.94
46426	PARKOS CONSTRUCTION CO INC	09/19/2013	76,341.01
46427	PARTS NOW ! LLC	09/19/2013	241.20
46428	PASMA, JOSEPH	09/19/2013	59.29
46429	PATIENT TOOLS INC	09/19/2013	141.00
46430	PAURUS, PAUL	09/19/2013	130.00
46431	PEARSON EDUCATION INC	09/19/2013	2,608.20
46432	PEARSON EDUCATION	09/19/2013	5,288.58
46433	PHOENIX SCHOOL COUNSELING LLC	09/19/2013	5,817.35
46434	THE PHYSICS TOOLBOX INC	09/19/2013	151.10
46435	PIONEER	09/19/2013	674.45
46436	PITNEY BOWES INC	09/19/2013	290.00
46437	POLITZ, JORDAN	09/19/2013	70.00
46438	POSTMASTER	09/19/2013	580.00
46439	POULSON, JOHN W	09/19/2013	66.00
46440	PRAXAIR DISTRIBUTION INC	09/19/2013	125.42
46441	PREMIER RESTAURANT EQUIP CO	09/19/2013	3,854.00
46442	PREMIER AGENDAS INC	09/19/2013	675.00
46443	PRESCOTT, JOANNE	09/19/2013	100.00
46444	PRESTIGE PROD/WB DANCE CENTER	09/19/2013	584.00
46445	RATWIK ROSZAK & MALONEY PA	09/19/2013	2,844.59
46446	REALLY GOOD STUFF INC	09/19/2013	47.91
46447	RED BALLOON BOOKSHOP	09/19/2013	16.78
46448	REGION 4AA	09/19/2013	100.00

Check Nbr	Vendor Name	Check Date	Check Amount
46449	REIF, NOELLE	09/19/2013	25.00
46450	REINSTROM, CATHY	09/19/2013	10.00
46451	RESERVE ACCOUNT	09/19/2013	5,000.00
46452	RESOURCES FOR EDUCATORS	09/19/2013	489.00
46453	THE RETROFIT COMPANIES INC	09/19/2013	781.85
46454	RICHFIELD BUS COMPANY	09/19/2013	450.00
46455	RICOH AMERICAS CORP	09/19/2013	437.81
46456	RIDDELL INC	09/19/2013	1,830.35
46457	ROCHESTER 100 INC	09/19/2013	460.00
46458	ROOF SPEC INC	09/19/2013	550.00
46459	ROSE, DIANA	09/19/2013	250.00
46460	RUPP ANDERSON SQUIRES & WALDSP	09/19/2013	554.20
46461	RUTTGENS BAY LAKE LODGE	09/19/2013	309.93
46462	S & T OFFICE PRODUCTS INC	09/19/2013	643.25
46463	SANTILLANA USA	09/19/2013	7,691.96
46464	SAUERS, TODD	09/19/2013	130.00
46465	SCHINDLER ELEVATOR CORP	09/19/2013	346.73
46466	SCHOLASTIC BOOK FAIRS	09/19/2013	30.96
46467	SCHOLASTIC INC	09/19/2013	91.72
46468	SCHOLASTIC INC	09/19/2013	1,247.48
46469	SCHOOL HEALTH CORPORTION	09/19/2013	1,717.88
46470	SCHOOL OUTFITTERS	09/19/2013	358.30
46471	SCHOOL SPECIALTY	09/19/2013	775.39
46472	SCHOOLIDENTITY.COM	09/19/2013	147.00
46473	SEEVER, GRAY	09/19/2013	165.00
46474	SENTRY SYSTEMS INC	09/19/2013	290.00
46475	SHAKOPEE HIGH SCHOOL	09/19/2013	700.00
46476	SHERATON SALT LAKE CITY	09/19/2013	412.12
46477	SHIFFLER EQUIPMENT SALES INC	09/19/2013	122.72
46478	SIGNS ETC	09/19/2013	60.00
46479	SKARDA, GREGORY	09/19/2013	142.00
46480	SKYWARD INC	09/19/2013	1,935.00
46481	SLATOR, KEVIN T	09/19/2013	47.00
46482	SMARTSIGN	09/19/2013	255.00
46483	SMITH, GUY OWEN	09/19/2013	70.97
46484	SMOLIK, RYAN	09/19/2013	600.00
46485	SCHOOL NUTRITION ASSOC (SNA)	09/19/2013	8.00
46486	SNAP-ON TOOLS	09/19/2013	515.85
46487	SOUTHWEST BINDING & LAMINATING	09/19/2013	392.70
46488	SPOONER, JAMES A	09/19/2013	280.00
46489	SPRINGSTED INCORPORATED	09/19/2013	80.00
46490	ST ELIZABETH ANN SETON SCHOOL	09/19/2013	1,912.50
46491	STAR TRIBUNE	09/19/2013	98.50
46492	STAY TUNED PIANO SERVICES	09/19/2013	190.00
46493	STEINER, WENDY R	09/19/2013	250.00
46494	STEVENS, PATTI M	09/19/2013	25.00
46495	STORYBOARD FILMS	09/19/2013	2,627.50
46496	STREAMLINE DESIGN INC	09/19/2013	578.00
46497	STUDLER, SAM	09/19/2013	102.00
46498	STURGES, SHANE	09/19/2013	83.00



Check Nbr	Vendor Name	Check Date	Check Amount
46499	SUBSCRIPTION SERV OF AMER INC	09/19/2013	1,255.01
46500	SUM	09/19/2013	350.00
46501	SUPERIOR STRIPING INC	09/19/2013	1,181.00
46502	SUPREME SCHOOL SUPPLY CO	09/19/2013	140.90
46503	TAMARACK NATURE CENTER	09/19/2013	12,206.00
46504	TANKA, LASZLO	09/19/2013	34.55
46505	TDS METROCOM - MN	09/19/2013	7,166.50
46506	TEACHERS DISCOVERY	09/19/2013	72.74
46507	THAO, KATHY	09/19/2013	20.75
46508	THELEN HEATING & ROOFING INC	09/19/2013	43,994.50
46509	TIERNEY BROTHERS INC	09/19/2013	479.22
46510	TIES	09/19/2013	3,999.10
46511	TIME FOR KIDS	09/19/2013	534.82
46512	TODAYS CLASSROOM LLC	09/19/2013	968.01
46513	TPRS PUBLISHING INC	09/19/2013	171.00
46514	TRADE PRESS INC	09/19/2013	4,197.17
46515	TRAVEL LEADERS	09/19/2013	443.10
46516	TREASURER STATE OF MN	09/19/2013	90.00
46517	TRIO SUPPLY COMPANY	09/19/2013	8,300.92
46518	TSBL DISTRIBUTING	09/19/2013	417.91
46519	TWIN CITY NURSERY INC	09/19/2013	31.25
46520	TWIN CITY OUTDOOR SERVICES	09/19/2013	2,996.25
46521	U.S. SCHOOL SUPPLY INC	09/19/2013	105.60
46522	UDA SUMMER CAMPS	09/19/2013	2,727.00
46523	US FOODS CULINARY EQUIP & SUPP	09/19/2013	182.37
46524	VADNAIS HEIGHTS SPORTS COMPLEX	09/19/2013	590.00
46525	CITY OF VADNAIS HEIGHTS	09/19/2013	1,335.93
46526	VARSITY SPIRIT FASHIONS	09/19/2013	69.45
46527	VENBURG TIRE CO	09/19/2013	197.20
46528	VER-TECH INC	09/19/2013	144.10
46529	VERIZON WIRELESS	09/19/2013	96.08
46530	VISI	09/19/2013	525.00
46531	WALSWORTH PUBLISHING CO	09/19/2013	4,410.00
46532	WANLESS, TROY	09/19/2013	84.00
46533	WARD, DARRELL E	09/19/2013	254.60
46534	WASTE MANAGEMENT OF WI-MN	09/19/2013	14,519.27
46535	WHITE BEAR BOWL	09/19/2013	175.00
46536	WHITE BEAR GLASS INC	09/19/2013	580.00
46537	WHITE BEAR LOCKSMITH INC	09/19/2013	63.00
46538	WHITE BEAR RENTAL EQUIPMENT	09/19/2013	182.52
46539	WHITE BEAR LAKE (CITY OF)	09/19/2013	18,532.62
46540	WHITE BEAR LAKE CITY	09/19/2013	35.00
46541	WHITE BEAR LAKE CITY	09/19/2013	100.00
46542	WHITE BEAR LAKE UMPIRES ASSN	09/19/2013	150.00
46543	WEST MUSIC COMPANY	09/19/2013	1,841.20
46544	WHALEY GRADEBOOK COMPANY	09/19/2013	132.00
46545	WINDSTREAM	09/19/2013	2,603.18
46546	WODICKA, CHRISTOPHER CHARLES	09/19/2013	60.00
46547	WOLFS DEN GUN SHOP	09/19/2013	693.00
46548	WRIST-BAND.COM INC	09/19/2013	176.79

Check Nbr	Vendor Name	Check Date	Check Amount
46549	XEROX FINANCIAL SERVICES	09/19/2013	289.67
46550	YOUTH SERVICES INTERNATIONAL	09/19/2013	180.00
46551	ZARLING, DARRICK	09/19/2013	75.00
46552	ZELENAK, MARK	09/19/2013	63.00
404	Computer	Check(s) For a Total of	1,052,879.70

Check Nbr	Vendor Name	Check Date	Check Amount
37516	GENERAL INDUSTRIAL SUPPLY CO	09/19/2013	233.52
45718	INVENT NOW	09/19/2013	580.00
2	Void	Check(s) For a Total of	813.52

	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
	404	Computer	Checks For a Total of	1,052,879.70
Total For	404	Manual, Wire Tran, ACH & Computer	Checks	1,052,879.70
Less	2	Voided	Checks For a Total of	813.52
			Net Amount	1,052,066.18

Check Nbr	Vendor Name	Check Date	Check Amount
46553	AIG	09/24/2013	4,824.64
46554	AMERICAN UNITED LIFE	09/24/2013	53,321.38
46555	AMERICAN UNITED LIFE	09/24/2013	222,000.00
46556	AMERIPRISE FINANCIAL SERVICES	09/24/2013	12,931.83
46557	AXA EQUITABLE	09/24/2013	31,337.48
46558	COPY IMAGES INC	09/24/2013	5,184.80
46559	Vendor Continued Check	09/24/2013	0.00
46560	DELTA DENTAL PLAN OF MN	09/24/2013	63,785.40
46561	EDUCATION MN ESI BILLING TRUST	09/24/2013	20,034.67
46562	FULTON PRODUCTIONS	09/24/2013	500.00
46563	FULTON PRODUCTIONS	09/24/2013	500.00
46564	GREAT LAKES HIGHER EDUC GUARAN	09/24/2013	355.60
46565	GREATAMERICA FINANCIAL SERVICE	09/24/2013	112.99
46566	GURSTEL CHARGO ATTORNEYS AT LA	09/24/2013	40.00
46567	Vendor Continued Check	09/24/2013	0.00
46568	Vendor Continued Check	09/24/2013	0.00
46569	Vendor Continued Check	09/24/2013	0.00
46570	HEALTHPARTNERS	09/24/2013	1,078,553.82
46571	Vendor Continued Check	09/24/2013	0.00
46572	INNOVATIVE OFFICE SOLUTIONS	09/24/2013	22,880.75
46573	IUOE LOCAL 70	09/24/2013	2,105.69
46574	LOFFLER COMPANIES INC	09/24/2013	310.00
46575	Vendor Continued Check	09/24/2013	0.00
46576	Vendor Continued Check	09/24/2013	0.00
46577	Vendor Continued Check	09/24/2013	0.00
46578	Vendor Continued Check	09/24/2013	0.00
46579	MADISON NATIONAL LIFE	09/24/2013	42,501.86
46580	MESSERLI & KRAMER PA	09/24/2013	391.00
46581	METRO SOUND AND LIGHTING	09/24/2013	242.00
46582	METROPOLITAN LIFE	09/24/2013	2,647.41
46583	MN CHILD SUPPORT	09/24/2013	2,139.70
46584	MN DEPT OF REVENUE	09/24/2013	338.00
46585	RATWIK ROSZAK & MALONEY PA	09/24/2013	13.95
46586	SCHOOL SERVICE EMPLOYEES	09/24/2013	5,552.76
46587	SUM	09/24/2013	525.00
46588	US DEPT OF EDUCATION	09/24/2013	339.63
46589	VANGUARD SMALL BUSINESS SERVIC	09/24/2013	21,201.31
46590	VENDINI INC	09/24/2013	590.00
46591	Vendor Continued Check	09/24/2013	0.00
46592	XCEL ENERGY	09/24/2013	86,191.50
40	Computer	Check(s) For a Total of	1,681,453.17

	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
	40	Computer	Checks For a Total of	1,681,453.17
Total For	40	Manual, Wire Tran, ACH & Computer	Checks	1,681,453.17
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,681,453.17

**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: **October 14, 2013**  
 SUGGESTED DISPOSITION: **Operational Item**  
 CONTACT PERSON(S): **Pete Willcoxon, Sr.**  
**Executive Director of Business Services**

Donation	Donor	Recipient
\$3,335	Bald Eagle Sportsmen's	White Bear Lake Area High School Trapshooting Team
\$1,000	Medtronic Foundation Matching Grant	White Bear Lake Area Public Schools
\$1,000	Kopp Family Foundation LeRoy Kopp	White Bear Lake Area High School Random Acts of Kindness Program
\$100	Anonymous	White Bear Lake Area High School Girls' Volleyball Program
\$300	Anonymous	White Bear Lake Area High School Girls' Volleyball Program
\$1,000	White Bear Alpine Ski Team	White Bear Lake Area High School Alpine Ski Team
\$1,000	WBL Girls' Tennis Organization	White Bear Lake Area High School Girls' Tennis
\$778.88	Target Take Charge of Education	White Bear Lake Area Learning Center
\$2,269.38	Target Take Charge of Education	Hugo Elementary School
\$1,927.90	Target Take Charge of Education	Sunrise Park Middle School
\$100	Kristin and Lloyd Hanson	White Bear Lake Area High School North Campus

**RECOMMENDATION:** Accept donations.



Consent Agenda Item A-5(e)  
 October 14, 2013  
 School Board Meeting

AGENDA ITEM: Field Trip Request

MEETING DATE: October 14, 2013

SUGGESTED DISPOSITION: Consent Agenda

CONTACT PERSON(S): David Lav, Assistant Superintendent

**Background:**

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

Date of Trip and Destination	Requesting Staff Member	Grade/Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
Wednesday, 10/09/13 – Friday, 10/11/13 Camp Widjiwagan Ely, MN	J. Stonehouse, S. Wagoner, L. Felton, A. Bianco	5 <sup>th</sup> Grade Team	3	90	Total cost per student: \$170 Student Portion: \$170 Other Source(s): PTO Widji Scholarships	2 Coach Buses	This trip is part of the “Environment” unit of Inquiry (Central Idea: Responsible use of natural resources sustains survival). Curriculum goals for camp: awareness/appreciation for natural environment and natural resources, understanding of ecological concepts.
Sunday, 11/10/13 – Monday, 11/11/13 MASC President’s Forum at Arrowhead, MN	John Forestell Katlin Held	Student Council	1	5	Total cost per student: \$50 Student Portion: \$50 Other Source(s): Student Council Budget	Personal Van	Members of the Executive Board will receive specialized leadership training, while advisors will network.
Wednesday, 12/18/13 – Friday, 12/20/13 Long Lake Conservation Camp, MN	Jane Barnett	5 <sup>th</sup> Grade	3	150	Total cost per student: \$140 Student Portion: \$140 Other Source(s): Fundraising	3 Large Passenger Buses w/2 Trailers	This experience at Long Lake will cover many of the MN State Standards for Science and it teaches awareness between themselves and the natural environment.

Friday, 12/20/13 – Saturday, 12/21/13 Rochester, MN	Craig Nasvik	Wrestling Team	1	14	Total cost per student: \$50 Student Portion: \$50 Other Source(s): Parents Fundraiser	Parents and Bussette	This is an annual event where we have the opportunity to compete against some of the best teams in the state.
Thursday, 12/26/13 – Saturday, 12/28/13 Fargo, ND	Craig Nasvik	Wrestling Team	0	45+	Total cost per student: \$0 Student Portion: \$0 Other Source(s): Parents	Parents drive	This is an annual event which draws from across the country. There are 65 teams that compete in this event. Great opportunity for us.
Friday, 01/24/14 – Saturday, 01/25/14 Herman & Grand Rapids, MN	Tim Sager	Boys Hockey	1	37	Total cost per student: \$0 Student Portion: \$0 Other Source(s): Blueline Club through Fund Raising	Coach Bus	Build team unity and player bonding. We will play 2 conference games.
Saturday, 03/22/14 – Sunday, 03/23/14 Southern Destination and Saturday, 03/29/14 – Sunday, 03/30/14 Southern Destination	Craig Nasvik	Boys Golf	0	14	Total cost per student: \$50 Student Portion: \$50 Other Source(s): Parents Fund Raising	Van	Team building trips. This allows us pre-season work we usually did on our Arizona trips.
Thursday, 04/10/2014 – Sunday, 04/13/14 or Friday, 04/11/14 – Sunday, 04/13/14 Chicago, IL	Jeremy Rockford	Band	2 or 1	130	Total cost per student: \$600 Student Portion: \$600 Other Source(s): Student Donations Fund Raising	Charter Bus	This trip will allow students to experience excellent musical performances and professional evaluation in a culturally rich environment. Students will perform for and be evaluated by excellent musicians from across the United States.
Thursday, 04/24/14 – Sunday, 04/27/14 New York City, NY	Shannon Anderson	Band	1.5	75	Total cost per student: \$1375 Student Portion: \$1375 Other Source(s): Fund Raising	Air Travel School Bus to Airport	Perform, clinic, attend performances and see the sites of New York City. Highly organized and packed with concerts, shows, etc.
Saturday, 05/02/14 – Sunday, 05/03/14 and Detroit Lakes, MN	Craig Nasvik	Boys Golf	1	12	Total cost per student: \$45 Student Portion: \$45 Other Source(s): Parents and Fund Raising	School Van	To play in Detroit Lakes Invitational. Good out of state competition on a great golf course.

**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**

**THOMAS ALEXANDER** – Bus Driver, Bus Garage  
Employed by District 624 since 10/17/2011  
Effective Date: 09/03/2013

**CRISTINA CASTRO** – Food Service, Sunrise Middle School  
Employed by District 624 since 10/02/2012  
Effective Date: 09/09/2013

**SARA JAMESON** – Pupil Support Assistant, High School – North Campus  
Employed by District 624 since 09/03/2013  
Effective Date: 09/17/2013

**QUENTIN MARSHALL** – Pupil Support Assistant, Central Middle School  
Employed by District 624 since 01/22/2013  
Effective Date: 09/27/2013

**JOHN MARTELLI** – Food Service, High School-North Campus  
Employed by District 624 since 04/18/2013  
Effective Date: 09/03/2013

**JULIE PITCHER** – Food Service, High School - North Campus  
Employed by District 624 since 05/12/2008  
Effective Date: 08/21/2013

**ZACHARY PRZYBYLSKI** – Program Assistant Leader, Matoska International  
Employed by District 624 since 08/27/2012  
Effective Date: 08/16/2013

**RETIREMENT - CLASSIFIED STAFF**

**SHERRY LEVERTY** – Pupil Support Assistant, Normandy Park  
Employed by District 624 since 09/01/2003  
Effective Date: 09/11/2013

**RETIREMENT - CERTIFIED STAFF**

**KAREN KREBS** – Elementary Teacher, Willow Lane Elementary  
Employed by District 624 since 08/22/1985  
Effective Date: 12/04/2013

**RETIREMENT - PROFESSIONAL STAFF**

**MARY KOWITZ** – Environmental Health & Safety Coordinator/Custodial Supervisor, District Center  
Employed by District 624 since 03/23/1970  
Effective Date: 12/31/2013

**FULL - TIME LEAVE REQUEST – CLASSIFIED STAFF**

**JENELLE PITLIK** – Pupil Support Assistant, High School - North Campus  
Employed by District 624 since 03/19/2003  
Effective Date: 2013 – 2014 school year

**FRED SCHOSTAG** – Pupil Support Assistant, Golfview ALC  
Employed by District 624 since 09/01/2005  
Effective Date: September 1, 2013 through October 24, 2013

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

**KELLY COOROUGH** – Elementary Teacher, Matoska International  
Employed by District 624 since 08/27/2009  
Effective Date: August 26, 2013 – October 15, 2013

**KRISTI MAHN** – Social Studies Teacher, High School – North Campus  
Employed by District 624 since 08/21/2008  
Effective Date: August 26, 2013 – October 16, 2013

**NEW PERSONNEL – CLASSIFIED STAFF**

**TRAVIS BARKLEY** – Pupil Support Assistant, Central Middle School  
\$16.65 / hr., 6.5 hrs. / 160 days \$17,316.00 (Pro-rated on \$19,480.50)  
Effective Date: 09/30/2013

**MELISSA CARRAHER** – Assistant Head Engineer, Lincoln Elementary  
\$19.26 / hr., 8.0 hrs. / 190 days \$29,275.20 (Pro-rated on \$40,060.80)  
Effective Date: 10/07/2013

**DONNA DAHLQUIST** – Program Assistant Leader, Vadnais Heights Elementary  
\$12.45 / hr., 5.75 hrs. / 205 days \$14,675.44 (Pro-rated on \$18,326.40)  
Effective Date: 09/11/2013

**HEIDI FASHINGBAUER** – Food Service, High School – Sunrise Park Middle School  
\$13.41 / hr., 3.50 hrs. / 163 days \$7,650.41 (Pro-rated on \$8,495.24)  
Effective Date: 09/26/2013

**BARB GANGL** – Program Assistant Leader, Lincoln Elementary  
\$12.45 / hr., 5.75 hrs. / 191 days \$13,673.21 (Pro-rated on \$18,326.40)  
Effective Date: 09/30/2013

**BARBARA GRANGER** – Food Service, High School – North Campus  
\$13.41 / hr., 3.50 hrs. / 169 days \$7,932.02 (Pro-rated on \$8,495.24)  
Effective Date: 09/18/2013

**BRITTANY HEIMERL** – Program Assistant Leader, Oneka Elementary  
\$12.45 / hr., 2.75 hrs. / 202 days \$6,915.98 (Pro-rated on \$8,764.80)  
Effective Date: 09/16/2013

**STACEY HUNT** – Food Service, High School – North Campus  
\$13.41 / hr., 3.75 hrs. / 166 days \$8,347.73 (Pro-rated on \$9,102.04)  
Effective Date: 09/23/2013

**KARISSA MALRICK** – Program Assistant Leader, Otter Lake Elementary  
\$12.45 / hr., 5.5 hrs. / 193 days \$13,181.44 (Pro-rated on \$17,529.60)  
Effective Date: 09/27/2013

**KATIE MASLOWSKI** – Program Assistant Leader, Matoska International  
\$12.45 / hr., 2.75 hrs. / 168 days \$5,751.90 (Pro-rated on \$8,764.80)  
Effective Date: 09/05/2013

**KAREN MCCULLOUGH** – Food Service, Hugo Elementary  
\$13.41 / hr., 3.00 hrs. / 181 days \$7,281.63  
Effective Date: 09/03/2013

**MELISSA NELSEN** – Bus Driver, Bus Garage  
\$15.49 / hr., 5.00 hrs. / 172 days \$13,476.30  
Effective Date: 09/03/2013

**STEPHANIE NEUHAUS** – Program Assistant Leader, Lakeaires Elementary  
\$12.45 / hr., 3.0 hrs. / 194 days \$7,245.90 (Pro-rated on \$9,561.60)  
Effective Date: 09/26/2013

**BUSAYO OKUSANYA** – Pupil Support Assistant, Lakeaires Elementary  
\$16.65 / hr., 6.0 hrs. / 180 days \$17,982.00  
Effective Date: 09/03/2013

**CAMELA RAEBURN** – Administrative Assistant-Building Assistant, Matoska International  
\$15.55 / hr., 4.5 hrs. / 163 days \$11,405.93 (Pro-rated on \$12,945.38)  
Effective Date: 09/30/2013

**MICHELLE SATHER** – Food Service, Vadrnais Heights Elementary  
\$13.91 / hr., 4.50 hrs. / 181 days \$11,329.70  
Effective Date: 09/03/2013

**MARY SMUNK** – Food Service, Central Middle School  
\$13.41 / hr., 3.50 hrs. / 169 days \$7,932.02 (Pro-rated on \$8,495.24)  
Effective Date: 09/18/2013

**HANNAH WAGNER** – Pupil Support Assistant, High School – North Campus  
\$16.65 / hr., 6.0 hrs. / 155 days \$15,484.50 (Pro-rated on \$17,982.00)  
Effective Date: 10/07/2013

**GEORGE WARREN** – Bus Driver, Bus Garage  
\$16.49 / hr., 5.50 hrs. / 173 days \$15,855.14  
Effective Date: 09/03/2013

**BROOKE ZEEB** – Program Assistant Leader, Matoska International  
\$12.45 / hr., 2.75 hrs. / 192 days \$6,573.60 (Pro-rated on \$8,764.80)  
Effective Date: 09/30/2013

**NEW PERSONNEL – FOREIGN EXCHANGE TEACHER**

**JIN FANG** – Chinese Exchange Teacher, Various Buildings  
Stipend \$4,000.00  
Effective Date: 09/03/2013 through 01/25/14

**NEW PERSONNEL – PROFESSIONAL STAFF**

**BETH SAMUELSON** – Chemical Health Specialist, Golfview ALC  
\$43,000.00  
Effective Date: 09/03/2013

**NEW PERSONNEL – CERTIFIED STAFF**

**LINDSEY MULHAUSEN** – Special Education Teacher, Lakeaires Elem. and Matoska International  
BA, Step 1 \$21,876.00 (Pro-rated on \$22,331.40)  
Effective Date: September 3, 2013 – June 6, 2014

**ERIGENIA WILLS** – Kindergarten Teacher, Willow Lane Elementary  
MA, Step 6 \$45,537.05 (Pro-rated on \$49,353.00)  
Effective Date: September 17, 2013 – June 6, 2014

**NEW LONG TERM SUBSTITUTES – CERTIFIED STAFF**

**CHRISTINE CARNEY** – Mathematics Teacher, High School – North Campus  
BA, Step 2 \$10,672.51  
Effective Date: November 22, 2013 – February 13, 2014

**LEIGH MILLS** – Kindergarten Teacher, Hugo Elementary  
BA, Step 12 \$15,209.28  
Effective Date: January 2, 2014 – June 6, 2014

# **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 Student Service Initiatives**  
MEETING DATE: **October 14, 2013**  
SUGGESTED DISPOSITION: **Information Item**  
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

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BACKGROUND:

The administration will highlight Senior Service Day, held for the first time last June, plus new initiatives in student service.

AGENDA ITEM: **National Award for Website**  
MEETING DATE: **October 14, 2013**  
SUGGESTED DISPOSITION: **Information Item**  
CONTACT PERSON(S): **Marisa Vette, Director of Communications and  
Community Relations**

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BACKGROUND:

The District website was presented with an Education Standard of Excellence Award in the Web Marketing Association's WebAward 2013 process.

Risdall Advertising Agency, the company that worked with the District to redesign the website in 2012, entered the website into the competition.

The district and school websites also received an Award of Excellence from the National School Public Relations Association earlier this year.

AGENDA ITEM: **Superintendent's Report**  
MEETING DATE: **October 14, 2013**  
SUGGESTED DISPOSITION: **Information Item**  
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

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**BACKGROUND:**

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

# **D. DISCUSSION ITEMS**

AGENDA ITEM: **Report on Enrollment Trends**  
MEETING DATE: **October 14, 2013**  
SUGGESTED DISPOSITION: **Discussion Item**  
CONTACT PERSON(S): **Pete Willcoxon, Sr.**  
**Executive Director of Business Services**

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BACKGROUND:

Pete Willcoxon, Sr. will provided information on enrollment trends for the School District.

## Report on Enrollment Trends

October, 2013

### Elementary School Enrollment Data

Schools	Opening of School 2012	Opening of School 2013	Change	% Change
<b>Northern Elementary Schools (3)</b>	<b>1,429</b>	<b>1,463</b>	<b>34</b>	<b>2.4%</b>
<b>Southern Elementary Schools (6)</b>	<b>2,302</b>	<b>2,332</b>	<b>30</b>	<b>1.3%</b>
<b>Total</b>	<b>3,731</b>	<b>3,795</b>	<b>64</b>	<b>1.7%</b>

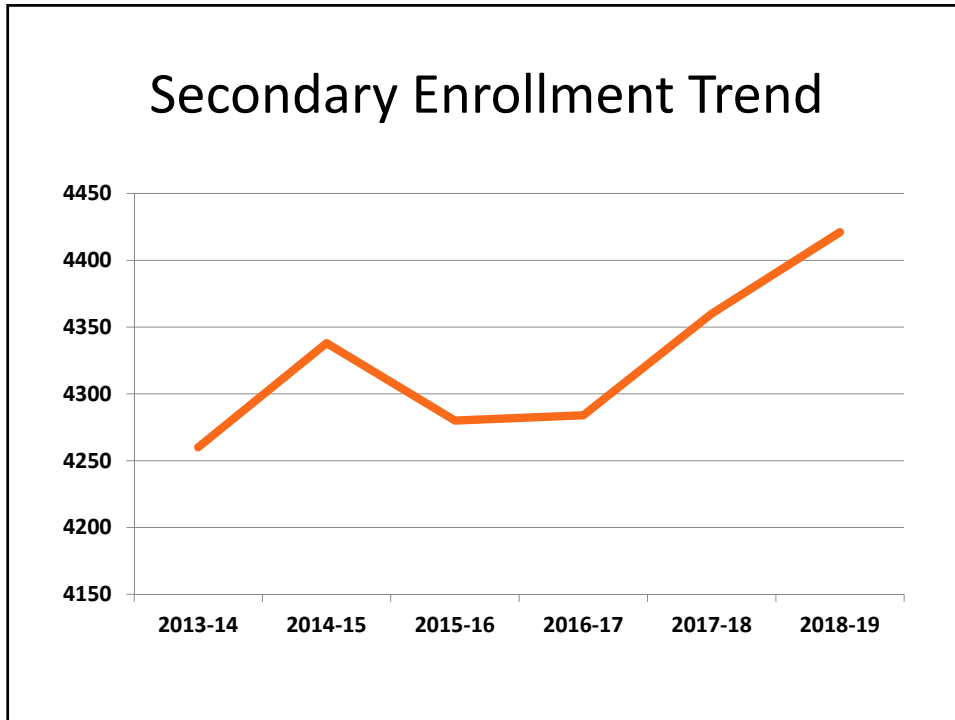
## Five Year Elementary Enrollment Changes

Schools	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Northern Elementary Schools (3)	1.6%	4.4%	2.9%	1.0%	2.4%
Southern Elementary Schools (6)	-3.4%	.4%	-1.5%	2.9%	1.3%
Totals	-1.6%	1.9%	.1%	2.1%	1.7%

## Enrollment Trend Analysis

	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
Cohort Change (12 – K)	(178)	(235)	(145)	(136)	(93)	(41)
In Migration	53	102	133	81	85	82
Total Change	(125)	(133)	(12)	(55)	(8)	41
	2014-15	2015-16	2016-17	2017-18		
Projected K	611	614	605	594		





AGENDA ITEM: **Update on Measures of Student Success –  
AYP and MMR**

MEETING DATE: **October 14, 2013**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

Members of our Teaching and Learning team will provide information on AYP and MMR results published by the Minnesota State Department of Education on October 1. The attached press release highlights our results.



**Marisa Vette, APR**  
Communications Director

4855 Bloom Avenue  
White Bear Lake, MN 55110  
marisa.vette@isd624.org

## For Immediate Release: October 3, 2013

Contact: Marisa Vette, 651-407-7695 (o), 651-387-9293 (c)

### **District makes AYP for fourth consecutive year, high school in top 1% in state**

WHITE BEAR LAKE, Minn. – Based on data released by the Minnesota Department of Education, White Bear Lake Area Schools made Adequate Yearly Progress (AYP) for the fourth consecutive year. Under the Federal 2002 No Child Left Behind (NCLB) Act, school district students are tested by the state in both reading and math. The scores are used to determine whether the district makes AYP after the state analyzes district data as a whole and by student groups by race, ethnicity, free and reduced lunch, and special education. White Bear Lake Area Schools is one of only two districts of 13 in the East Metro area to make AYP for the past four consecutive years.

Earlier this month, school-by-school results of the 2013 state testing data were published. For the fourth straight year, the District had a strong showing. White Bear students' state science proficiency results are up another five percentage points, the greatest improvement in the East Metro area.

Another analysis of data received this week uses a method of measurement developed by the State of Minnesota, called Multiple Measurement Rating (MMR). This measurement is a combination of proficiency, growth, achievement gap reduction and graduation rates from the 2012-13 year. In addition to being highly successful already, ten of the 13 district schools improved their MMR from 2012 to 2013. All district sites - eight elementary schools, two middle schools, and the two campuses of the high school - scored in the 99th percentile for proficiency.

- more -

Of special note, White Bear Lake Area High School – South Campus is now rated in the top 1% of the Minnesota’s 413 high schools. “This strong showing is a cumulative effect of our challenging curriculum and our committed teachers and support staff throughout the White Bear Lake Area School District. To be in the top 1% in the state, our students are accepting the challenge and know they are supported from elementary school through graduation and beyond,” said Superintendent Michael Lovett.

Both Central and Sunrise Park Middle Schools rank in the top 20% of all middle schools in the state. Each of the district’s five Title I schools received a special designation, available only to Title I schools. Birch Lake Elementary received the *Reward* designation, which puts the school in the top 10% in the state; schools that were in the top 25% of the state and therefore designated *Celebration Eligible* are Lakeaires Elementary, Matoska International, Vadnais Heights Elementary and Willow Lane Elementary.

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AGENDA ITEM: **Update on Proposed Tax Levy for 2014**  
MEETING DATE: **October 14, 2013**  
SUGGESTED DISPOSITION: **Discussion Item**  
CONTACT PERSON(S): **Pete Willcoxon, Sr.**  
**Executive Director of Business Services**

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**BACKGROUND:**

At the special school board meeting of September 23, 2013, the School Board approved the proposed levy for 2014.

The District Finance Committee met on Thursday September 12, 2013 and forwarded its recommendation to the board for their consideration.

The District's "Truth in Taxation" information will be presented at the December 9, 2013 regular school board meeting and during that presentation the public will have the opportunity to speak.

The School Board will adopt the certified property tax levy payable 2014 as an operational item at the December School Board meeting.

Mr. Willcoxon will review the proposed tax levy information at this meeting.

AGENDA ITEM: **School Board Policy 203.5, School Board Meeting Agenda**

MEETING DATE: **October 14, 2013**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 203.5, School Board Meeting Agenda, was reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

**RECOMMENDATION:**

To review the policy and provide suggestions or feedback to the administration, with the policy to be placed on the November 11, 2013 School Board meeting agenda or a subsequent meeting.

Adopted: January 24, 2000  
Revised: November 8, 2004  
Revised: March 9, 2009  
Revised: November 8, 2010  
Revised:

White Bear Lake Area School Board Policy 203.5

## 203.5 SCHOOL BOARD MEETING AGENDA

### I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

### II. GENERAL STATEMENT OF POLICY

It is the policy of the school board that school board meetings shall be conducted in a manner **that allows** ~~to allow~~ the school board to accomplish its business while allowing reasoned debate and discussion ~~of each matter to be acted upon~~ **of agenda items**.

### III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of ~~items~~ ~~for the~~ tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the school board members **at least** 3 days prior to the scheduled school board meeting.
- D. **Except for added agenda items addressed in III.B. above**, items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the ~~matter~~ **item**.
- E. At least one copy of any printed materials, **including electronic communications**, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers the ~~it~~ subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

**Legal References:** Minn. Stat. 13D.01, Subd. 6 (Open Meeting Law)  
Minn. Stat. 123B.09, Subd. 7 (School Board Powers)  
**Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)**  
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

**Cross Reference:** WBLASB Policy 203 (Operation of the School Board - Governing Rules)  
WBLASB Policy 203.2 (Order of the Regular School Board Meeting)

WBLASB Policy 203.6 (Consent Agenda)  
WBLASB Policy 204 (School Board Meeting Minutes)  
WBLASB Policy 207 (Public Hearings)



AGENDA ITEM: **School Board Policy 205, Open Meetings and Closed Meetings Policy**

MEETING DATE: **October 14, 2013**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**BACKGROUND:**

School Board Policy 205, Open Meetings and Closed Meetings Policy, was reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

The purpose of this policy is to:

- A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

**RECOMMENDATION:**

To review the policy and provide suggestions or feedback to the administration, with the policy to be placed on the November 11, 2013 School Board meeting agenda or a subsequent meeting.

*Adopted: November 13, 1995*

*Revised: August 25, 2003*

*Revised: May 9, 2005*

*Revised: December 14, 2009*

*White Bear Lake Area School Board Policy 205*

*Revised: November 8, 2010*

*Revised: December 10, 2012*

## **205 OPEN MEETINGS AND CLOSED MEETINGS**

### **I. PURPOSE**

- A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

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

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

### **III. DEFINITION**

"Meeting" means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering.

### **IV. PROCEDURES**

- A. Meetings
  - 1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at ~~it's~~ **the district's** primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place

stated in its schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board, and on the school district website. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed, or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be physically posted, posted on the school district website, and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.
- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.

- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by electronic means or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. State. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

B. Votes

The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public data.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy
  - a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
  - b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public ~~after all labor~~

~~contracts are signed by the school board for the current contract period~~ in accord with state law.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings except when closed by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods are prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must

specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons for the nonrenewal at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data, or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
  - (1) to determine the asking price of real or personal property to be sold by the school district;
  - (2) to review confidential or nonpublic appraisal data; and
  - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight (8) years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at



an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four (4) years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 13D (Open Meeting Law)  
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)  
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)  
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)  
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)  
Minn. Rules ~~Ch.~~ **Part 5510.2810** (Bureau of Mediation Services)  
*Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. App. 2006)

*Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005)  
*The Free Press v. County of Blue Earth*, 677 N.W. 2d 471 (Minn. App. 2004)  
*Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002)  
*Star Tribune v. Board of Education, Special School District No. 1*, 507 N.W.2d 869 (Minn. App. 1993).  
*Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988).  
*Moberg v. Independent School District No. 281*, 336 N.W.2d 510 (Minn. 1983).  
*Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)  
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)  
 Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)  
 Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)  
 Dept. of Admin. Advisory Op. No. 09-00 (September 8, 2009)  
 Dept. of Admin. Advisory Op. No.08-015 (July 9, 2008)  
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)  
 Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

***Cross References:*** WBLASB Policy 204 (School Board Meeting Minutes)  
 WBLASB Policy 206 (Public Participation in School Board Meetings/  
 Complaints about Persons at School Board Meetings and Data Privacy  
 Considerations)  
 WBLASB Policy 207 (Public Hearings)  
 WBLASB Policy 406 (Public and Private Personnel Data)  
 WBLASB Policy 515 (Protection and Privacy of Pupil Records)  
 MSBA Service Manual, Chapter 13, School Law Bulletin “C”  
 (Minnesota's Open Meeting Law)

# **E. OPERATIONAL ITEMS**

AGENDA ITEM: **Annual Report on Curriculum, Instruction and Student Achievement**

MEETING DATE: **October 14, 2013**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON: **Marisa Vette, Director of Communications**  
**David Law, Assistant Superintendent**

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**Background:**

Included with this Board item is the *2012-2013 Annual Report on Curriculum, Instruction, and Student Achievement*. Minnesota Department of Education (MDE) guidelines stipulate that this information be “approved by the district’s Board of Education by October 1.”

As prescribed by the MDE, the District 624 School Board has been involved in the process of setting goals for continuous improvement and reviewing progress of the previous year’s goals and has reviewed testing results for school year 2012-2013.

The district will publish the required information electronically on the district web site and notify via the district’s legal paper (*White Bear/Vadnais Press*) how citizens can access the report. Information contained in the state report includes:

- Student achievement and district improvement plan goals
- Community Curriculum Advisory Committee (CCAC) member information

The following report fulfills the expectations of the Minnesota Department of Education for the *2012-13 Annual Report on Curriculum, Instruction, and Student Achievement*. In addition to the above required report, later this fall the district will publish its own annual report for the 2012-2013 school year. This report will include additional data, including student assessments (e.g. MCA, MAP, ACT/SAT, etc.), financial reports, district curriculum initiatives, and stories of student and community involvement.

**Recommendation:**

The administration recommends approval of the *2012-2013 Annual Report on Curriculum, Instruction, and Student Achievement* as required by the State of Minnesota.

## 2012-2013 Annual Report on Curriculum, Instruction and Student Achievement

Minnesota Statute stipulates that each school district publish an *Annual Report on Curriculum, Instruction and Student Achievement*, with the local school board approving the report by October 1. Due to late test results we were unable to keep this deadline.

The White Bear Lake Area Schools School Board has been involved in goal setting for continuous improvement, and reviewing test results from the 2012-2013 school year. The School Board approved the data required for the *2012-2013 Annual Report on Curriculum, Instruction and Student Achievement* at their meeting on October 14, 2012. The district will publish the required information electronically on the district web site and notify via the district's legal paper (*White Bear/Vadnais Press*) how citizens can access the report. This report includes information regarding:

- District Goals, Strategic Planning Process, and Building Improvement Plans
- Academic Standards and Curriculum Alignment
- Community Curriculum Advisory Committee (CCAC)
- District Assessment Plan

In addition to this report, the district will publish *Annual Report to the Community* for the 2012-2013 school year. This report will include additional data, including student achievement data, financial reports, partnership updates, district curriculum initiatives, and stories of student and community involvement. It will be mailed later this fall to all district residents.

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### District Goals and Improvement Plans

For 2012-13, the School Board approved the District's Strategic Plan and specific priorities for 2012-13. Details are available on the District's web page.

In addition, each school also developed a Building Improvement Plan to focus the use of building resources (time, staff, volunteers, funds, etc.) and district support (resource staff, framework training, staff development time, curriculum development, etc.). The plans summarize strengths and growth opportunities based on data sources including, but not limited to: Minnesota Comprehensive Assessments, Measures of Academic Progress, Multiple Measurements Rating, the Minnesota Student Survey, and building/classroom assessments. Improvement plans for individual schools can be accessed by contacting the school principal.

In planning and delivering professional development opportunities for staff, the district aligns such programs with the strategic goals, as well as current student data and best practice educational research.

To further define the future goals and vision for the White Bear Lake Area Schools, the school district engaged in strategic planning during the 2010-11 school year. Strategic Planning initiatives remained a focus through the 2012-13 school year.

### Strategic Planning Strategies:

1. We will develop a comprehensive understanding of our students' needs and interests to **ensure students are challenged and excelling academically**.
2. We will create and implement a plan for **global experiences and relationships to further understand world connections**.
3. We will ensure our **facilities** support our district's mission and objectives.
4. We will create a district-wide culture that inspires **innovation**, a **passion for learning**, and **confidence to pursue dreams**.
5. We will build a network of **partnerships** to provide personal and educational growth and service opportunities for students.
6. We will foster **connections** with and among students and staff members to ensure all feel **valued, supported and understood**; and we will establish an environment that cultivates **understanding** and **respect** for differences among people.

At the June 13, 2011 Board meeting, the School Board approved the core values, mission, objectives, parameters and strategies. Each spring the School Board determines which specific result statements identified in the Strategic Plan will be implemented the following school year. The Board authorized the administration to proceed with an implementation plan within the parameters of the School District's approved budget for 2012-13 and in accord with the District's policies and protocols. Further information is available on the district website at <http://www.isd624.org/about/Strategic-Planning.asp>.

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## Academic Standards and Curriculum Alignment

The No Child Left Behind Act (NCLB), signed into law in 2001, requires that each state create its own set of academic standards indicating what a child should know at each grade level in math, science and reading/language arts. In addition to the requirements set forth in NCLB, Minnesota developed standards in social studies.

The district continually reviews what students are taught and how they are taught. Student performance, as shown by a variety of assessment results, guides the district in deciding what needs to be done so that all students can be successful. This commitment to continuous review of curriculum and instruction has led the district to also require local standards and assessments for departments which do not have state developed standards. District-wide department meetings are often used to analyze current curriculum, and determine which benchmarks and assessments are most appropriate for student learning.

The White Bear Lake Area Schools District believes that academic standards, when embedded into the curriculum, help ensure that students will be critical thinkers, communicators, learners, and responsible

citizens. The integration of curriculum, instruction, and technology is essential for students to access, interpret and apply information to solve problems in an increasingly complex world.

### **Aligning District Curriculum with Minnesota Academic Standards**

Minnesota Academic Standards in the areas of Reading and Language Arts, Mathematics, Science, Social Studies and the Arts are on a schedule of review and revision which has been determined by the Legislature. Following state revisions, the district conducts alignment studies to be sure all students receive instruction in all standards.

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## **2012-2013 Community Curriculum Advisory Committee**

The role of Community Curriculum Advisory Committee (CCAC) is to provide members an opportunity to be involved with the continuous improvement process as it relates to curriculum, instruction, and assessment. The committee is composed of parents, students, teachers, administrators and community members. CCAC members seek to develop a deep understanding of educational programs and initiatives, and provide on-going feedback to the district, with the goal of positively influencing curricular areas based on knowledge, research, and community needs.

Consistent with changing state expectations, the role of CCAC is being reviewed to determine whether other committees can be combined with CCAC as we work toward a World Class Workforce. For more information about the status of CCAC, contact the Office of Teaching and Learning at (651) 407-7579.

2012-2013 Community Curriculum Advisory Committee

Last NAME	First NAME	TERM THRU	REP
Bartlett	Christy	2012-2013	Parent (South)
Berlin	Alex	2012-2013	Student (South)
Brisch	Beth	2010-2014	Parent (Central, North)
Callen	Denise		Parent (South)
Carlson	Sally		Parent (Vadnais & North)
Chapman	Kim	2010-2013	School Board (Otter)
Chiclana-Ayala	Marisol		Parent (Lakeaires)
DeRaad	Max	2011-2014	Principal
Dessert	Cathy		Parent (North)
Gondringer	Linda	2011-2012	Parent (Vadnais)
Grasdalen	Lisa		Parent (South)
Grover	Shelly		Parent (Oneka)
Keller	Debbie	2010-2014	Parent (Vadnais)
Larsen	Karen		Parent (Central)
Law	David		Assistant Superintendent
Lee	Maixi	2012-2014	Student (South)
Lovett	Dr. Michael		Superintendent
Malwitz	Ann		Staff Develop
Maruyama	Ellen		Parent (Otter)
McGrane	Mary		Assessment Coordinator
Mittelbrun	Laura	2010-2011	Parent (South)
Nadeau	Jenny	2010-2014	Community
Otto	Shannon		Parent (Matoska)
Peterson-Bjostad	Jan	2010-2013	Parent (Birch, Central)
Roth	Nancy	2010-2014	Business
Schmidt	Noel		Principal
Segermark	Dawn	2010-2013	Parent(South)
Shevik	Bob	2010-2013	School Board (Sunrise, North)
Solomon	Cathy	2010-2013	Parent (Sunrise, South)
Switzer	Lisa		Curriculum Coordinator
Thom	Nancy	2010-2013	Parent (Central)
Vette	Marisa	2010-2013	Communications
West	Andrea		Parent (Sunrise)
Whelan	Kate	2010-2013	Teacher Elem



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## District Assessment Plan

The primary purpose of testing in the White Bear Lake Area School District is to provide information to help improve instruction. The data from such testing helps the district analyze students and curricula, learn which programs will be most helpful for each student, and hold the district accountable for offering the best possible education for all of students. District 624 looks at standardized testing as tools for the purposes of:

### *Instructing*

- to provide an analysis of student achievement levels and skill performance;
- to identify curricular needs and strengths to facilitate curriculum review and long-range planning;
- to provide meaningful information to the parent, student and teacher so that instructional decisions can be developed based on the needs of the individual learner;
- to assist administrators and teachers in setting instructional priorities for groups or individuals within the school and/or district.

### *Reporting*

- to report to parents, teachers, students, district staff, school board, and community members the status of student learning compared to the norm of a reference group;
- to provide parents with information about the achievement levels of their students.

### *Screening*

- to screen students for special programs such as gifted and talented or special education;
- to assist in identifying students for a more in-depth assessment of needs and/or intervention programs.

In 2012-2013, District 624 assessed student achievement using the following tests:

- ***Minnesota Comprehensive Assessments (MCA)***
  - State test used to assess school performance as required under federal No Child Left Behind legislation and used in identifying if schools are making “Adequate Yearly Progress” (AYP).
  - Test are administered in Reading, Math and Writing
    - Reading given to students in grades 3-8, 10
    - Math given to students in grades 3-8, 11
    - Science given to students in grades 3 and 8, and following high school biology
  - District-wide MCA results
- ***Minnesota GRAD Tests***
  - State tests administered in Written Composition (grade 9), Reading (grade 10), and Mathematics (grade 11) as part of graduation requirements beginning with the Class of 2013.
  - Class of 2013 students are required to pass the GRAD Written Composition in order to meet graduation requirements. Students must retest until they pass the GRAD Written Composition.
  - Students are required to pass the MCA III reading test. In order to meet graduation requirements, students must receive a score of 1150 or higher on the MCA-II Reading. If students do not pass, they must retest until they pass the GRAD Reading.
  - The GRAD Mathematics test was embedded in the MCA Mathematics Test in 2012-13. Students in the Classes of 2010-2014 meet the state mathematics graduation requirement by:
    - Completing with a passing score or grade all state and local coursework and credits required for graduation, and

- Receiving a score of 1150 or higher on the MCA Mathematics test or a score of 50 or higher on the Mathematics GRAD component.  
**OR**
  - Completing with a passing score or grade all state and local coursework and credits required for graduation, and
  - Participating in a district-prescribed academic remediation in mathematics, and
  - Fully participating in at least two retests of the Mathematics GRAD or until they pass the Mathematics GRAD, whichever comes first.
- **Measures of Academic Progress (MAP)**
    - Locally administered, computer-based growth model testing instrument, given to students in the fall and spring to assess individual academic growth in a year
    - Students tested in Reading and Math
      - In 2012-2013, MAP tests were administered to all students in grades 1-10, and in selected courses at South Campus.
    - Results to be reported in 2012-13 Annual Report to the Community.
    - District-wide results to be reported in 2012-13 Annual Report to the Community
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AGENDA ITEM: Partnership With The Minnesota Department of Natural Resources

MEETING DATE: October 14, 2013

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON: David Law, Assistant Superintendent  
Teresa Dahlem, Principal of Hugo and Oneka Elementary Schools  
Jason Healy, Assistant Principal, Hugo Elementary School

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## **BACKGROUND**

Hugo Elementary Schools has been working with the Minnesota Department of Natural Resources to officially designate a portion of their playground and wildlife area as an outdoor classroom. This is a special program of the DNR, which designates specific portion of the land as a school forest DNR program, which allows them to provide support to the school for educational purposes.

A School Forest is an outdoor classroom where students learn and apply math, art, science, language arts, and geography while gaining an appreciation and awareness of natural resources.

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## **RECOMMENDATION**

That the School Board approve the resolution to the establishment and maintenance of the Hugo School Forest and outdoor classroom, as follows:

*Resolved, the School Board of White Bear Lake Area Public Schools, Independent School District 624, approves the establishment and maintenance of the Hugo School Forest and outdoor classroom described as follows: starting at the SW corner of the NW1/4 of the NE1/4 of Section 20, Township 031, Range 021, proceed north along the quarter line 478 feet to north line of 6th Ave N, thence N89 degrees 22' E along SD Ave 662 feet, thence N65 degrees 27' E 41.8 feet to point of beginning, the southeast corner of the school forest, then proceeding 803 feet north, thence S89 degrees 31' west for 62 feet, thence 803 feet south, thence 52 feet east back to the point of beginning, describing 1.12 acres; and supports enrollment of said school forest in the Minnesota DNR School Forest Program for educational purposes.*

AGENDA ITEM: Policy 707, Transportation of Public School Students

MEETING DATE: October 14, 2013

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Pete Willcoxon, Sr.  
Executive Director of Business Services  
David Law, Assistant Superintendent

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**BACKGROUND:**

School Board Policy 707, Transportation of Public School Students, was reviewed by the School Board Policy Committee, had a first reading in September, and is recommended for action at this meeting. The changes recommended are consistent with those recommended by MSBA.

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

**RECOMMENDATION:**

To approve School Board Policy 707, Transportation of Public School Students, as recommended.

## 707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

### I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

### II. GENERAL STATEMENT OF POLICY

- A. ~~It is~~ The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents/guardians but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

### III. DEFINITIONS

- A. "Home" is the legal residence of the child. In the discretion of the school district, "home" ~~may~~ also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)
- B. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (42 U.S.C. § 11434a)

- C. “Nonpublic school” means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. §123B.41, Subd. 9)
- D. “Nonresident student” is a student who attends school in the school district and resides in another district, defined as the “nonresident district.” In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student’s parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- E. “Pupil support services” are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- F. “School of origin,” for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- G. “Shared time basis” is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. § 120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)
- H. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)
- I. “~~Disabled student~~ Student with a disability” includes every child who was identified under federal and state special education law as having a hearing impairment, blindness, visual disability, deaf or hard of hearing, blind or visually impaired, deaf blind, or having a speech or language impairment, a physical handicap impairment, other health impairment disability, mental handicap developmental cognitive disability, an emotional/ or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple disabilities impairments, or deaf blind disability and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, five who needs special

instruction and services, as determined by the ~~standards~~ rules of the ~~Department of Education~~ Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development, is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)

#### IV. ELIGIBILITY

Students who reside within the attendance area of the school and outside the walking area are eligible for transportation at the expense of the school district.

The walking area for each school is determined by the School Board and the distance may vary with the grade level of the student.

The walking distance as established by the School Board is as follows:

Grades K-2	1/2 mile*	Grades 6-12	1 mile
Grades 3-5	3/4 mile		

\*All kindergarten students qualify for transportation during times when no students in a higher grade students are transported to/from school.

Exceptions may be made for students who encounter an extraordinary, persistent hazard walking to and from school, at the discretion of the school district administration.

#### V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. ~~It is the responsibility of the nonresident student to get to an established school bus stop.~~ (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))
- D. The school district may provide transportation to allow a student who attends a high-need English learner program and who resides within the transportation

attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

## **VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS**

A. In general, the resident school district is not obligated to provide transportation between a resident student's home and the border of a nonresident district where the student chooses to attend school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)

B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the resident school district, if in the discretion of the resident school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The resident school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)

C. In general, the resident school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

## **VII. SPECIAL EDUCATION ~~STUDENTS/DISABLED STUDENTS~~ STUDENTS WITH A DISABILITY/STUDENTS WITH TEMPORARY DISABILITIES**

A. Upon a request of a parent or guardian, a resident student with a disability who is not yet enrolled in kindergarten, who requires special education services in a location other than the student's home, shall be provided transportation to and from the student's home at the expense of the school district and shall not be subject to any distance requirement. (Minn. Stat. § 123B.88, Subd. 1)

B. Resident ~~disabled students~~ students with a disability whose disabling conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route



for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport ~~disabled students~~ students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)

~~C. Any parent of a disabled student who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the due process procedures provided for in Minn. Stat. § 120.71 (Minn. R. 3520.3300, subp.2)~~

C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation by the school district to and from said board and lodging facilities at the expense of the school district. (Minn. Stat. § 125A.65)

D. If a resident student with a disability attends a public school located in a non-resident school district and the resident school district does not provide special instruction and services, the resident school district shall provide necessary transportation for the student between the resident school district boundary and the educational facility where special instruction and services are provided within the non-resident school district. The resident school district may provide necessary transportation of the student between its boundary and the school attended in the non-resident school district, but shall not pay the cost of transportation provided outside the resident school district boundary. (Minn. Stat. § 125A.12)

E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the resident school district shall provide the transportation, at the expense of the resident school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))

F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis

and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))

- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

## **VIII. HOMELESS STUDENTS**

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
  - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is greater than the distance set forth in section IV of this policy from the school of origin and the student's transportation privileges have not been revoked. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
  - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is greater than the distance set forth in section IV of this policy from the school of origin and the student's transportation privileges have not been revoked, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))

3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))
4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92 Subd. 3(c)).

## **IX. AVAILABILITY OF SERVICES**

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

## **X. MANNER OF TRANSPORTATION**

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

## **XI. RESTRICTIONS**

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act of 1974. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

## **XII. FEES**

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent/guardian is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

**Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)  
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)  
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)  
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District)  
Minn. Stat. Ch. 125A (Children With a Disability)  
Minn. Stat. § 125A.02 (Children With a Disability, Defined)  
Minn. Stat. § 125A.12 (Attendance in Another District)  
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)  
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)

Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)  
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)  
Minn. Stat. § 126C.01 (General Education Revenue - Definitions)  
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)  
Minn. Stat. § 190.05 (Definitions)  
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)  
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)  
20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)  
42 U.S.C. § 11431, *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)  
42 U.S.C. § 12132, *et seq.* (Americans With Disabilities Act)

***Cross References:*** WBLASB Policy 708 (Transportation of Nonpublic School Students)  
WBLASB Policy 709 (Student Transportation Safety Policy)  
WBLASB Policy 710 (Extracurricular Transportation)  
MSBA Service Manual, Chapter 40 [2](#), Transportation

AGENDA ITEM: **Summer Academy Joint Powers Agreement**  
MEETING DATE: **October 14, 2013**  
SUGGESTED DISPOSITION: **Operational Items**  
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

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**BACKGROUND:**

For many years, the White Bear Lake Area Schools and many North Suburban and Northeast Metro school districts have jointly cooperated on a Summer Academy for gifted and talented students.

This evening we are recommending continuing to participate in the North Suburban Summer Academy Joint Powers Agreement. This Joint Powers Agreement shall be effective from July 1, 2013 through June 30, 2016.

We have been impressed by the improvements in the program over the past year, with new leadership and greater oversight, and we are impressed by the quality of programming offered to our students.

**RECOMMENDATION:**

Approve participation in the North Suburban Summer Academy Joint Powers Agreement, from July 1, 2013 through June 30, 2016.

## **NORTH SUBURBAN SUMMER ACADEMY JOINT POWERS AGREEMENT**

**THIS AGREEMENT**, is made and entered into by and between Independent School District No. 11, Anoka-Hennepin School District; Independent School District No. 12, Centennial Public Schools; Independent School District No. 13, Columbia Heights Public Schools; Independent School District No. 831, Forest Lake Area Schools; Independent School District No. 14, Fridley Public Schools; Independent School District No. 832, Mahtomedi Public Schools; Independent School District No. 621, Mounds View Public Schools; Independent School District No. 622, North St. Paul-Maplewood-Oakdale School District; Independent School District No. 623, Roseville Area Schools; Independent School District No. 282, St. Anthony-New Brighton School District; Independent School District No. 16, Spring Lake Park Schools; and Independent School District No. 624, White Bear Lake Area Schools.

**WHEREAS**, the school districts named above have a mutual desire to continue to provide gifted and talented enrichment opportunities through the North Suburban Summer Academy Program (“Summer Academy”); and

**WHEREAS**, the parties to this Agreement desire to make available to each participating school district the administrative and financial benefits of cooperative educational enrichment summer programming for students served by their respective school districts; and

**WHEREAS**, the parties to this Agreement desire to enter into a Joint Powers Agreement to facilitate the provision of educational enrichment summer programming through Summer Academy, as described below, pursuant to Minn. Stat. § 471.59, as amended, which authorizes political subdivisions to enter into an agreement to exercise jointly the governmental powers and functions each has individually;

**THEREFORE**, it is hereby agreed, by and between the parties hereto as follows:

**I. PURPOSE**

- A. The North Suburban Summer Academy for high potential students is established as a cooperative, summer educational program for high potential students from participating school districts.
- B. The general purpose shall be accomplished by the Summer Academy Board, which shall administer the Academy program on behalf of the participating districts. The management and control of the North Suburban Summer Academy for High Potential Students shall be vested in the Summer Academy Board of Directors.

**II. ORGANIZATION OF THE SUMMER ACADEMY BOARD**

- A. Summer Academy shall be governed by a Board of Directors composed of the Superintendent or designee of each participating school district. In addition, the host district, the school district serving as fiscal agent, and a participating school district employing Summer Academy's Executive Director, if any, shall each have an additional voting administrative representative on the Summer Academy Board of Directors. The Academy's Executive Director shall be an ex-officio member of the Board of Directors.
- B. The Officers of the Summer Academy Board shall be a Chair, Vice-Chair, and recording Secretary who shall be representatives of the participating districts.
- C. The Summer Academy Board officers shall be determined by the members of the Summer Academy Board at its first fall meeting of each school year. A term of an officer is for one year and such term shall expire at the meeting at which the new officers are determined. Officers may serve consecutive terms.
- D. The Summer Academy Board shall meet at least quarterly and at such other times as is deemed necessary. Meetings of the Board shall be called by the Chair or by any two Board Members. At least a five-day notice shall be given for any such meeting. Representatives from the majority of the Districts shall constitute a quorum for the transaction of business. A simple majority vote of those Board Members present is required for all matters, with the exception of budget adoption and approval of the Executive Director's contract, which shall require a vote by 2/3 of the Board Members.
- E. Representation on the Summer Academy Board is essential to the operation of the Academy. Participating districts are strongly encouraged to make sure they are represented at each meeting.



- F. The Board of Directors shall retain an Executive Director as an independent contractor who shall attend to the daily operations of Summer Academy.
- G. Summer Academy shall have an Executive Committee composed of the following: the Officers of the Summer Academy Board of Directors, the Summer Academy Executive Director, an administrative representative from the school district serving as the fiscal agent of Summer Academy and one at-large administrative representative from a participating school district, designated by the Board of Directors of Summer Academy.
- H. The Executive Committee shall govern the business of the Academy in the absence of the Academy Board. The Board of Directors shall review all action by the Executive Committee and shall be vested with the authority to repeal and/or overrule Executive Committee action.
- I. Superintendents shall receive a copy of the current Summer Academy brochure and an annual written summary of the recently concluded Summer Academy. Included with the summary will be an acknowledgement of each district's intent to participate in Summer Academy for the next year.

### **III. POWERS AND RESPONSIBILITIES OF THE SUMMER ACADEMY BOARD**

- A. The Summer Academy Board is empowered to act in the interest of the participating districts.
- B. The Summer Academy Board may:
  - 1. Take and hold by purchase, lease, grant or assignment, property for its use within the scope of this Agreement, to provide and to dispose of the same when the need for it is ended.
  - 2. Apply for and receive federal, state, local, private or other funds for which it is eligible.
  - 3. Enter into contracts and disburse funds, as it deems appropriate, for the purpose of the Academy programs and in accord with the adopted budget.
  - 4. Retain professional, support staff, and consultants as and when the need arises, but only to the extent that funds have been made available to it for that purpose.
  - 5. Organize and establish educational programs and services.
  - 6. Approve by majority vote the participation of and addition to the Summer Academy Board of Directors additional school districts after the execution of this Agreement.

- C. The Summer Academy Board shall:
  - 1. Approve job descriptions, qualifications and compensation for consultants and independent contractors retained by the Board.
  - 2. Contract with the Executive Director who shall be responsible to the Summer Academy Board for the administration of Academy programs.
  - 3. Obtain criminal background checks on all consultants and independent contractors retained by the Board.
  - 4. Establish and adopt policy and guidelines for the operation of the Summer Academy program.
  - 5. Review and approve the Summer Academy annual budget submitted by the Executive Director on or before April 1 each year.
  - 6. Review and approve the Summer Academy financial statements following the conclusion of each Summer Academy program year on or before September 1 each year.
- D. The Summer Academy Board shall do what is reasonably necessary to achieve the purpose of this agreement to the extent that such action is within the intent and purpose of this agreement and complies with all state and federal statutory provisions which are applicable to the participating districts.
- E. With the exception of those costs that can be addressed through in-kind contributions, student fees shall cover all actual costs.

#### **IV. OBLIGATIONS AND RESPONSIBILITIES OF PARTICIPATING DISTRICTS**

- A. Appoint one representative (Superintendent or designee) and provide release time as necessary to serve as a delegate on the Academy Board.
- B. Conduct recruitment of qualified students.
- C. Assist with consultant recruitment. This includes but is not limited to:
  - 1. Summer Academy Board members participating on interview teams to approve course offerings and consultant selections.
  - 2. Posting of consultant or independent contractor staffing needs within member districts.
- D. Shared use of equipment for summer programs.

**V. POWERS AND RESPONSIBILITES OF THE HOST DISTRICT**

- A. The Host District shall be Independent School District No. 13, Columbia Heights Schools, until the Summer Academy Board of Directors decides otherwise.
- B. The Host District shall provide facilities and services for the Summer Academy Program. Two and one-half percent (2 ½ %) of the Summer Academy's **net tuition** shall be paid to the Host District each year.

**VI. PROGRAMS AND SERVICES**

- A. Summer opportunities for high potential students shall be shared by participating districts. These will be coordinated with district programs to enhance opportunities without conflicting with district programs through duplication of efforts.
- B. Joint research, evaluation and planning related to programs for high potential students shall be carried out when agreed to by the Summer Academy Board.
- C. Summer program attendance for students from non-participating districts shall be permitted on a space available basis, after a specified date, and may be at an alternative fee as determined by the Summer Academy Board.

**VII. FINANCING THE NORTH SUBURBAN SUMMER ACADEMY FOR HIGH POTENTIAL STUDENTS**

The Summer Academy Board shall be empowered to finance the education programs implemented pursuant to the Agreement as follows:

- A. By payments in the form of student fees to attend the Summer Academy, the amount to be determined by the Summer Academy Board.
- B. By maintaining records, disbursing funds and accepting receipts in accordance with the budget as recommended by the Summer Academy Board.
- C. By recommending that the reserve fund balance be set at 5% of the most recent year's **net tuition**, to be reviewed annually.
- D. The fiscal year for the North Suburban Summer Academy shall be from July 1 through June 30.

## **VIII. POWERS AND RESPONSIBILITIES OF THE FISCAL AGENT**

- A. The Summer Academy Board shall contract with a fiscal agent. The fiscal agent shall be Independent School District No. 13, Columbia Heights Schools, until the Summer Academy Board decides otherwise.
- B. The fiscal agent shall pay bills, issue payroll checks, and receive monies for the Summer Academy, as well as provide financial statements of revenues and expenditures.
- C. The fiscal agent shall receive 2.5% of the net tuition each year as payment for services rendered.
- D. The Summer Academy Executive Director and /or Summer Academy Board shall approve disbursement of funds.
- E. The fiscal agent shall provide any interest money derived from Summer Academy to the Summer Academy Board.
- F. The duties and obligations of the fiscal agent are further set forth on Exhibit A, attached hereto and made a part hereof.

## **IX. TERM OF AGREEMENT AND DISPOSITION OF PROPERTY UPON EXPIRATION OF THE JOINT POWERS AGREEMENT**

This Joint Powers Agreement shall be effective from July 1, 2013 through **June 30, 2016**. The Agreement may be renewed for successive three-year terms by a 2/3 majority vote of the members of the Summer Academy Board of Directors, subject to the approval of the School Board of each participating School District. Upon expiration of the Agreement, any property acquired on behalf of Summer Academy as a result of the Joint Powers Agreement shall be sold and the proceeds divided equally amongst the participating school districts.

## **X. AGREEMENT ADMINISTRATION AND IMPLEMENTATION**

The ISD No. 13 administrator and the Academy Executive Director directly involved in providing the facility or services at this time shall be the Superintendent of ISD No. 13, Kathy Kelly, and Jon Klippenes ISD No. 621, respectively.

## **XI. NOTICES**

Any notices to or communication regarding Summer Academy for purposes of this Agreement shall be sent to:

Jon Klippenes  
Mounds View Public Schools  
jklippenes@gmail.com

Kathy Kelly, Superintendent  
Columbia Heights Public Schools  
1440 49<sup>th</sup> Avenue NE  
Columbia Heights, MN 55421

**XII. COUNTERPARTS; FACSIMILE COPIES**

This Agreement may be executed in two or more counterparts, each of which shall be considered an original, but all of which together shall constitute the same instrument. The parties to this Agreement acknowledge and agree to accept and be bound by facsimile transmitted copies of this Agreement and its counterparts.

IN WITNESS WHEREOF, ISD No.11, ISD No. 12, ISD No.13, ISD No. 831, ISD No. 14, ISD No. 832, ISD No. 621, ISD No. 624, ISD No. 623, ISD No. 282, ISD No. 16, ISD No. 834 and ISD No. 624 have executed this Agreement by the signatures below and have approved this Agreement by their respective school boards, on the dates written below.

\_\_\_\_\_ Date: \_\_\_\_\_  
Independent School District No. 11

\_\_\_\_\_ Date: \_\_\_\_\_  
Independent School District No. 12

\_\_\_\_\_ Date: \_\_\_\_\_  
Independent School District No. 13

\_\_\_\_\_ Date: \_\_\_\_\_  
Independent School District No. 831

\_\_\_\_\_ Date: \_\_\_\_\_  
Independent School District No. 14

\_\_\_\_\_ Date: \_\_\_\_\_  
Independent School District No. 832

\_\_\_\_\_ Date: \_\_\_\_\_  
Independent School District No. 621

\_\_\_\_\_  
Independent School District No. 622

Date: \_\_\_\_\_

\_\_\_\_\_  
Independent School District No. 623

Date: \_\_\_\_\_

\_\_\_\_\_  
Independent School District No. 282

Date: \_\_\_\_\_

\_\_\_\_\_  
Independent School District No. 16

Date: \_\_\_\_\_

\_\_\_\_\_  
Independent School District No. 834

Date: \_\_\_\_\_

\_\_\_\_\_  
Independent School District No. 624

Date: \_\_\_\_\_

**EXHIBIT A**

**FISCAL AGENCY AGREEMENT BETWEEN ISD NO. 13  
AND NORTH SUBURBAN SUMMER ACADEMY  
FOR HIGH POTENTIAL STUDENTS**

THIS AGREEMENT, is made and entered into by and between the North Suburban Summer Academy for High Potential Students, hereinafter known as the “Academy”, and Independent School District No. 13, Columbia Heights Minnesota, hereinafter known as the “District”.

WHEREAS, the Academy provides summer educational programs for high potential students in accordance with the Joint Powers Agreement by and between the thirteen participating school districts, for the term July 1, 2013 through June 30, 2016; and

WHEREAS, the Academy obtains its funding through tuition, grants and other resources available to it; and

WHEREAS, the District’s sole obligation shall be to act as fiscal agent as set forth in this agreement; and

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein and other good and valuable consideration, it is agreed as follows:

1. The District shall serve as the fiscal agent to the Academy. Services shall include the reporting of the financial condition of the Academy in accordance with UFARS and standard financial practices. All funds and accounts of the Academy shall be maintained separate and apart from district funds and accounts.
2. The District shall include the Academy as part of its annual fiscal report, and that report shall be subject to regular District and State audits as required by law.
3. As payment for services provided by the District as fiscal agent, including but not limited to, custodial services provided during regular custodial shift hours, the Academy shall pay the District 2.5% of net tuition revenues received by the Academy for the operation of its programs. Such payments shall be made to the District on an annual basis and shall be received on or before the end of each contract year.
4. The Academy shall have access to District copy and duplication equipment for office and administrative purposes only. Said use shall be subject to mutual agreement by the Academy and the District, and shall be in accordance with duplication procedures in place within the District. The Academy shall provide at its expense all supplies needed for its use of district duplication equipment.

5. The Academy is organized as an independent, self-sustaining educational program through its Joint Powers Agreement, and is not a part of the legal structure of the District. The Academy is governed by its own Board of Directors, which is comprised of participating school districts. The Academy Board of Directors shall enter into whatever contracts it deems necessary to facilitate its purposes and programs.
6. To the extent that any profit or loss is sustained by the Academy, such profit or loss is attributed only to the Academy and its Board of Directors, and not to the District. The Academy Board of Directors shall designate the individual who shall have authority to approve and submit expenditures to the District for payment and shall provide to the District minutes of the Academy Board of Directors meeting(s) at which the Board designated such individual who shall have authority to approve and submit expenditures to the District. The Academy Board of Directors or its designee shall also provide the District with copies of all contracts or agreements, which are submitted to the District for payment, and all such contracts must be signed by the Chairperson or designee of the Summer Academy Board of Directors. As the fiscal agent for the Academy, the District shall not have authority to approve or disapprove expenditures, but shall only function as the conduit of monies received and expenditures made by the Academy, which have been approved by the Summer Academy Board of Directors in accordance with the Joint Powers Agreement.
7. The Academy may use the District's taxpayer identification number to purchase supplies and services necessary for the operation of the Academy.
8. The District shall issue a P-card for the Academy's use, permitting funds to be withdrawn directly from or deposited directly to the Academy's accounts payable and accounts receivable.
9. The District shall bill the Academy for all fiscal agency services provided by the District for the benefit of the Academy including, but not limited to, the District's systems operations employee if contracted as a consultant to the Academy and any overtime for custodial services performed after regular custodial shift hours.
10. The Academy shall acquire and keep in full force and effect liability insurance coverage as is necessary to adequately insure against any and all potential losses resulting directly or indirectly from the operation of the Academy, and shall provide proof of such insurance to the District on an annual basis. The District shall be named as an additional insured on such insurance policy.
11. The Academy shall assume full liability for its activities and programs and shall indemnify and hold harmless the District, its officers, agents, and employees from any suits, claims, or liability arising under this Agreement or arising from the operation of the Academy.
12. The Academy shall determine what programs are offered each year, and shall determine all staffing needs each year, without the consultation or approval of the District.



- 13. All payments made in the operation of the Academy, shall be made from funds generated by the Academy and it is understood that under no circumstances is the District undertaking or obligated to provide its funds for the operation of the Academy.
- 14. No employee, independent contractor or agent of the Academy shall be considered an employee of the District for any purpose, including, but not limited to, salaries, wages or other compensation or fringe benefits; worker’s compensation; unemployment compensation; teachers’ or public employees’ retirement; social security; liability; insurance; keeping of personnel records; termination or discharge of employment; individual contracts; and continuing contract rights.
- 15. The District shall have no authority under any circumstances to hire or retain, discipline, supervise, evaluate, provide work direction, set hours of work or operation of the Academy, or discharge any employee, independent contractor, or agent of the Academy.
- 16. This agreement may be amended only in writing executed by both parties.
- 17. This agreement shall be governed by the laws of the State of Minnesota.
- 18. This agreement shall be in full force and effect for the period from July 1, 2013 through June 30, 2016, and may be extended by mutual agreement for successive three-year terms. Either party wishing to terminate this agreement must give a 90-day notice prior to the expiration date.

IN WITNESS WHEREOF, the parties have hereunto set their hands and each warrants that s/he is empowered and authorized to execute this agreement.

**North Suburban Summer Academy**      Date: \_\_\_\_\_

By \_\_\_\_\_ Its \_\_\_\_\_

**Independent School District No. 13**      Date: \_\_\_\_\_

By \_\_\_\_\_ Its \_\_\_\_\_

By \_\_\_\_\_ Its \_\_\_\_\_

AGENDA ITEM: **Application for Student Activities Grant**

MEETING DATE: **October 14, 2013**

SUGGESTED DISPOSITION: **Operational Items**

CONTACT PERSON(S): **Tim Hermann, Activities Director**  
**Tim Wald, South Campus Principal**  
**Don Bosch, North Campus Principal**  
**David Law, Assistant Superintendent**

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BACKGROUND:

In the summer of 2010, Mr. Hermann made a review of our protocols in student activities including our sources of revenue. Upon review he noted that we had not been applying for a Minnesota State High School League grant to subsidize the cost of student activities for students who otherwise might not be able to participate because of financial challenges. .

The application process requires the School Board to formally act upon the request noted below. The administration recommends that the School Board approve this grant application.

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RECOMMENDATION:

Whereas, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

Whereas, the White Bear Lake Area Public Schools School Board recognizes the value of students participation in extracurricular activities; and

Whereas, the Minnesota State High School League Foundation is offering grants and funding to assist, recognize, promote, and fund extra-curricular participation by high school students in athletic or fine arts programs.

Therefore, be it resolved, that the White Bear Lake Area Public Schools School Board supports the District's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

**AGENDA ITEM:** Action on MacPhail Center for Music Partnership

**DATE:** October 14, 2013

**SUGGESTED DISPOSITION:** Operational Item

**CONTACT PERSON(S):** Pete Willcoxon, Executive Director of Business Services  
Michael J. Lovett, Superintendent

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**BACKGROUND:**

In 2006 the School Board approved a contract which began the partnership between the MacPhail Center for Music and the District. The program is located at Birch Lake Elementary School.

This partnership provides students of Birch Lake with a significant music experience during their years of attendance at the school. It also provides the opportunity for students and families of our District, as well as surrounding districts, to take lessons and participate in other programs that are offered by MacPhail.

Beginning with the 2008-09 school year, the partnership expanded to provide group piano lessons during the school day to students in grades 2-5. By 2009-10 nearly 40% of Birch Lake Elementary students participated in the piano lessons. Specialized music program is also provided weekly to students in grades K and 1.

In 2010-11 we added violin lessons as an option for students in grades 3; in 2011-12 we added grade 4; and in 2012-13 we added grade 5.

After discussion with MacPhail about a way to thoughtfully and cost responsibly add a strings program at the elementary level, in 2010-11 we added violin lessons as an option for students. Currently, students have an opportunity to take either piano or violin lessons in grades 3-5.

**RECOMMENDATION:**

Administration recommends approval of the partnership with MacPhail Center for Music for 2013-14.

**MACPHAIL CENTER FOR MUSIC- INDEPENDENT SCHOOL DISTRICT #624  
LETTER OF AGREEMENT**

**1. Parties.**

This agreement, entered into this 27<sup>th</sup> day of August, 2013, is between MACPHAIL CENTER FOR MUSIC (hereinafter MACPHAIL) and INDEPENDENT SCHOOL DISTRICT #624 (hereinafter WBL SCHOOLS).

**2. Term.**

The term of this agreement begins September 1, 2013 and runs through August 31, 2014, unless extended by mutual agreement of the parties or terminated pursuant to paragraph 8.

**3. Program Elements.** There are two essential programming elements to this agreement:

A. MACPHAIL Music Program for the WBL SCHOOLS School Curriculum (hereinafter SCHOOL PROGRAM).

B. Utilization of Birch Lake Elementary School facilities by MACPHAIL for the delivery of MACPHAIL registration-based offerings (hereinafter REGISTRATION-BASED PROGRAM).

**4. SCHOOL PROGRAM**

MACPHAIL will provide the following music program components for the students at Birch Lake Elementary School, to take place at Birch Lake Elementary School:

1. Music Therapy program for DCD area: 2 hours per week for 34 weeks (68 hours total). The exact schedule is to be set by the MacPhail teacher in collaboration with Birch Lake staff.
2. Early Childhood Music instruction for 2 Kindergarten and 2 First Grade classrooms: 2.5 hours per week for 27 weeks (67.5 hours total)
  - a. Kindergarten: 2 classrooms, 30 minutes each for 27 weeks (27 hours total)
  - b. First Grade: 2 classrooms, 45 minutes each for 27 weeks (40.5 hours total)
3. Group Piano instruction for 2<sup>nd</sup> -5<sup>th</sup> grade students: 12, 40-minute classes per week for 28 weeks (224 hours total). Piano classes will take place Monday-Thursday. Class times are 1:00-1:40, 1:50-2:30, and 2:35-3:15 p.m.
4. Group Violin instruction for 2<sup>nd</sup> -5<sup>th</sup> grade students: 3, 40-minute classes per week for 28 weeks (56 hours total). Classes will take place on Tuesdays. Class times are 1:00-1:40, 1:50-2:30, and 2:35-3:15 p.m.

The following provisions are in consideration of the SCHOOL PROGRAM for the 2012-2013 academic year. Programming elements will be planned and determined in spring 2013 for the 2013-2014 academic year. Financial changes related to the program plans for 2014-2015 will be reflected in invoices beginning July 1, 2014.

A. SCHEDULE – The SCHOOL PROGRAM will be delivered by MACPHAIL during operating hours of Birch Lake Elementary school day and will be scheduled in cooperation with Birch Lake Elementary staff and MACPHAIL staff.

B. CURRICULUM - The curriculum for this program will be designed by MACPHAIL teaching artists to be integrated with the curriculum of WBL SCHOOLS.

C. SUPPLIES AND MATERIALS – MACPHAIL will purchase and retain as property curriculum materials in the nature of planning textbooks, CDs and related items used in developing and delivery the SCHOOL PROGRAM curriculum. WBL SCHOOLS will supply day-to-day staples such as paper, makers, staplers and similar office supplies.

D. INSTRUMENTS – WBL SCHOOLS will provide limited access to musical instruments already on site. Such instruments include pianos and classroom music instruments stored in the Birch Lake Elementary music room.

E. SPACE – WBL SCHOOLS will provide appropriate space for the delivery of the SCHOOL PROGRAM.

F. MUSICIAN-ARTIST FACULTY – MACPHAIL will provide all supervision and oversight of the musician-artist faculty assigned to deliver the SCHOOL PROGRAM. MACPHAIL will retain musician-artist faculty as employees of MACPHAIL complete with all associated benefits.

G. ABSENCES – MACPHAIL will provide substitute teaching in the case of absence on the part of the assigned faculty member. If no MACPHAIL substitute is available, WBL SCHOOLS will find substitute for the given day. In such instance, MACPHAIL will reimburse WBL SCHOOLS for the cost of the substitute.

H. FEE – The fee for the SCHOOL PROGRAM is **\$40,630.00 (Early Childhood Music: \$9,010.00; Music Therapy: \$7,150.00; Piano and Violin: \$24,470.00)**. See section 7 for payment calculation and schedule.

5. **REGISTRATION-BASED PROGRAM.**

WBL SCHOOLS will provide MACPHAIL with space in Birch Lake Elementary School to offer MACPHAIL program offerings for which the general public may enroll.

The following provisions are in consideration of the REGISTRATION-BASED PROGRAM.

A. SPACE. WBL SCHOOLS will allow MACPHAIL access to appropriate classroom space for the delivery MACPHAIL's registration-based programs. The quantity and type of spaces mutually agreed upon between WBL SCHOOLS administration and MACPHAIL administration. Space in common area will be provided to accommodate MACPHAIL registration activities and student waiting.

B. SCHEDULE. REGISTRATION-BASED programs will be scheduled only during times when WBL SCHOOLS is not using those spaces for school purposes. A mutually agreed upon schedule will be drawn up and approved by both parties. MACPHAIL will have access to rooms 128 and 130 in Birch Lake Elementary School at all times.

C. EQUIPMENT. WBL SCHOOLS will provide access to MACPHAIL for use of the pianos on-site at Birch Lake Elementary School. MACPHAIL will provide all other musical equipment and related furniture required for delivering REGISTRATION – BASED PROGRAM. Damage related to abuse of these instruments will be the responsibility of MACPHAIL if damage occurs when instruments are being used in the REGISTRATION-BASED programming. MACPHAIL will provide computer and office equipment for MACPHAIL staff person at WBL SCHOOLS.

D. SIGNAGE. WBL SCHOOLS will allow MACPHAIL to post and MACPHAIL signage on the exterior of the building. This will be done so at MACPHAIL's expense. All signage must meet all code restrictions and be approved by WBL SCHOOLS.

E. PROMOTIONAL MATERIALS. Both parties agree to permit the other in promotional materials including use of logos, links to web-sites and contact information. Both parties have the right to approve all promotional materials prior to the printing.

F. BUILDING ACCESS. MACPHAIL is a tenant under this agreement and will not have independent access to the WBL SCHOOLS building. WBL SCHOOLS will provide services to open and close the facilities as needed according to the approved schedule. The main entrance to Birch Lake Elementary will be open for MACPHAIL faculty and student access to the building during MACPHAIL's hours of operation.

G. MACPHAIL STAFF. MACPHAIL will provide the teaching artists to deliver the registration-based program. In addition, MacPhail will provide administrative staff during after school and weekend hours. The responsibilities of this staff person will be to handle student registration, monitor all activities of the Registration-based programs and help move equipment as needed.

H. STORAGE. WBL SCHOOLS will work with MACPHAIL to determine appropriate and secure areas for storage of musical instruments and office equipment during hours when Registration –based programs are not in operation.

I. FEE. – MACPHAIL will pay an annual building **usage fee (including pro-rated facility improvements)** for utilization of WBL SCHOOL facilities of \$18,000.

6. **General Provisions.**

This agreement is entered into with the intent to be mutually beneficial to both parties. The agreement will be revisited and modified as necessary to ensure the partnership is operating to meet both parties' needs.

7. **Payment.**

Based on the fee sections listed above in Section 5.I. and 4.H. WBL SCHOOLS will pay MACPHAIL **\$22,630.00** (SCHOOL PROGRAM - \$40,630.00 less building usage fee for REGISTRATION-BASED PROGRAM - \$18,000). Payments will be made to MACPHAIL in 2 equal installments of \$11,315.00 on December 1, 2013 and March 1, 2014.

8. **Impossibility of Performance.**

Both the WBL SCHOOLS and MACPHAIL shall use its best efforts to perform all of the requirements of this contract. MACPHAIL will have no liability for failure to appear or perform in the event that such failure is caused by acts or regulations of public authorities, strike, epidemic or any other cause beyond MACPHAIL's control.

9. **Termination.**

This Agreement may be terminated prior to the end of the Term by the written mutual consent of the Parties; or, in the event of a breach of this agreement, upon ten days' written notice by the non-breaching party to the breaching party, if the breach is not cured within ten days after such notice. In the event MACPHAIL is unable to perform, or this Agreement is terminated prior to the end of any course, MACPHAIL will refund to the WBL SCHOOLS all unearned amounts, if any, previously paid to MACPHAIL as set forth in Paragraph 5 herein.

10. **Insurance.**

MACPHAIL will provide to the WBL SCHOOLS a Certificate of Insurance with general liability coverage of at least \$2.0 million naming the WBL SCHOOLS as an additional insured.

By signing this agreement, the parties agree to the terms herein.

MACPHAIL CENTER FOR MUSIC

INDEPENDENT SCHOOL DISTRICT #624

By: \_\_\_\_\_

By: \_\_\_\_\_

Paul Babcock  
*President*

**MacPhail Center for Music**  
501 South Second Street  
Minneapolis, MN 55401  
612.767.5314

Dr. Michael Lovett  
*Superintendent*  
**White Bear Lake Area Schools**  
4855 Bloom Avenue  
White Bear Lake, MN 55110  
651.407.7562

p.c. Kath Sharp, Cathy Smetana

AGENDA ITEM: Action on Donation for Music Program from the  
White Bear Lake Area Educational Foundation

MEETING DATE: October 14, 2013

SUGGESTED DISPOSITION: Operational Item

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

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**BACKGROUND:**

In the spring of 2013, the White Bear Lake Area School Foundation held a *Gala* which featured our school district music programs and raised money specifically to support our music program and students.

This evening we are recommending the School Board accept an initial gift of \$34,000. These funds will be held by the school district to cover the cost of purchases of band instruments for student use, choral music and other materials and supplies supporting our K-12 music program. In addition to the \$34,000 the Foundation is currently holding the remaining funds raised by the *Gala* until a plan is finalized for use of these funds.

This summer the Foundation worked closely with the superintendent, other members of our administrative team, and music department to develop an allocation of these resources to our music programs.

We want to express our appreciation to the Foundation and to our community for their generosity.

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**RECOMMENDATION:**

Accept the gift of \$34,000 from the White Bear Lake Educational Foundation to support the music program as described above.

AGENDA ITEM: Tentative Agreement – 2013-15 Contract  
White Bear Lake Teachers Association

MEETING DATE: October 14, 2013

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Christina Picha, Director of Human Resources  
Peter Willcoxon, Exec. Dir. of Business Services

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**BACKGROUND:**

The District has reached a tentative agreement with the White Bear Lake Teachers Association representing approximately 554 full-time and part-time licensed personnel. The unit ratified the tentative agreement on October 9, 2013.

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

Christina Picha and Peter Willcoxon will be available to answer questions.

**RECOMMENDATION:**

Approve the proposed 2013-2015 Master Agreement with the White Bear Lake Teachers Association by passing the following resolution.

**RESOLUTION:**

WHEREAS, the parties have reached a tentative agreement on the 13-15 Contract;

WHEREAS, the Association has ratified the Contract;

THEN BE IT HEREBY RESOLVED that the School Board of Independent School District 624 approves the 2013-2015 Agreement and authorizes the Chair and Clerk to execute the Agreement on behalf of the School Board.