

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

May 12, 2014

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: May 1, 2014

A Student Recognition will be held on **Monday, May 12, 2014**, at **6:15 p.m.** in the Community Room at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A meeting of the White Bear Lake Area School Board will be held on **Monday, May 12, 2014** 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. Recognize Student Liaisons to the School Board
2. College and Career Readiness: Highlighting the AVID Program
3. Superintendent's Report

D. DISCUSSION ITEMS

1. Overview of Planning for Capital Projects Levy for 2014-15
2. Strategic Plan for Secondary Programs and Facilities
3. First Reading of School Board Policies
 - a. Policy 417, Chemical Use and Abuse
 - b. Policy 532, Use of Peace Officers and Crisis Teams to Remove Students with IEPs From School Grounds

E. OPERATIONAL ITEMS

1. Action on Partnership with the White Bear Center for the Arts for 2014-15
2. Action on tentative agreement with SEIU Local 284 Secretarial and Clerical Association of District 624
3. Action on School Board Policies
 - a. Policy 418, Drug-Free Workplace/Drug-Free School
 - b. Policy 503, Student Attendance
 - c. Policy 900, Partnerships
4. Property and Casualty Agreement

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **May 12, 2014**
SUGGESTED DISPOSITION: **Procedural Items**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

Consent Agenda

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

RECOMMENDATION:

Approve the items listed on the Consent Agenda.

AGENDA ITEM: **School Board Minutes**
MEETING DATE: **May 12, 2014**
SUGGESTED DISPOSITION: **Consent Agenda**
CONTACT PERSON(S): **Lori Swanson, School Board Clerk**

Background:

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

Recommendation: Approve 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, April 14, 2014 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, Mullin, Newberg, Storey, Swanson, Chapman**
Ex-Officio: Lovett
Cabinet: Present: Daniels, Garrison, Kazmierczak, Law, Picha, Vette, Kazmierczak
- 3 Pledge of Allegiance
- 4 Swanson moved and Hiniker seconded to approve the agenda, as amended to remove Item E2. ***Voice vote: all ayes. Motion carried.***
- 5 Storey moved and Kimball seconded to approve the consent agenda consisting of:
 - approval of minutes of regular meeting on March 3, 2014, and work-study session on March 24, 2014.
 - payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - passage of field trip requests;
 - passage of resolution to approve personnel issues to include:
 - **RESIGNATIONS/TERMINATION – CLASSIFIED STAFF**
Jackie Hook – Part Time Cook, Birch Lake Elementary
Employed by District 624 since 10/10/2012
Effective Date: 03/21/2014
Linda Irgens – Child Care Lead, Golfview ALC
Employed by District 624 since 09/12/2008
Effective Date: 03/21/2014
Mandy Saunders – Pupil Support Assistant, High School-North Campus
Employed by District 624 since 09/03/2013
Effective Date: 03/28/2014
 - **RESIGNATIONS/TERMINATION - CERTIFIED STAFF**
Rachel Gifford – Kindergarten Teacher, Matoska International
Employed by District 624 since 08/22/2012
Effective Date: 06/06/2014
David Law - Assistant Superintendent, District Center
Employed by District 624 since 07/01/2007
Effective Date: 06/30/2014
Nancy McGinley-Myers – Spanish Teacher, Central Middle School
Employed by District 624 since 08/21/2008
Effective Date: 06/06/2014
 - **RETIREMENTS – CLASSIFIED STAFF**
Laurie Erickson– Student Supervisor, High School-North Campus
Employed by District 624 since 10/17/2000
Effective Date: 06/05/2014

Gloria Hagestuen – Bus Aide, Bus Garage
Employed by District 624 since 09/25/1995
Effective Date: 03/18/2014

Patricia Krumm – Part Time Cook, High School-South Campus
Employed by District 624 since 11/01/1993
Effective Date: 06/06/2014

Theresa Milligan – Pupil Support Assistant, Normandy Park
Employed by District 624 since 08/28/1979
Effective Date: 06/06/2014

➤ **RETIREMENTS – CERTIFIED STAFF**

Craig Cullen – Social Studies Teacher, Golfview ALC
Employed by District 624 since 08/24/2000
Effective Date: 06/06/2014

➤ **CHANGE IN CONTINUING CONTRACT – CERTIFIED STAFF**

Kerry Feirn – Spanish Teacher, High School-North & South Campus
From 1.0 f.t.e. to .80 f.t.e.

Effective Date: 2014–2015 School Year

Kristin Fry – Language Arts Teacher, High School-South Campus
From 1.0 f.t.e. to .70 f.t.e.

Effective Date: 2014–2015 School Year

Jennifer Gere – Music Teacher, Central and Sunrise Park Middle School
From 1.0 f.t.e. to .90 f.t.e.

Effective Date: 2014–2015 School Year

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

Jennifer Elias – Elementary Education Teacher, Lakeaires Elementary
Employed by District 624 since 08/21/2008

Effective Date: 03/24/14 through 06/06/2014

Jennifer Engman – Special Education Teacher, Sunrise Park Middle School
Employed by District 624 since 08/24/2011

Effective Date: 2014–2015 School Year

Kristin Hatling – Science Teacher, High School-North Campus
Employed by District 624 since 08/22/2012

Effective Date: 01/22/2014 through 04/25/2014

Jillian Hautman – Spanish Teacher, Hugo and Oneka Elementary
Employed by District 624 since 08/22/2012

Effective Date: 2014–2015 School Year

Rachael Hovey – Elementary Education Teacher, Willow Lane Elementary
Employed by District 624 since 08/24/2006

Effective Date: 03/31/2014 through 06/06/2014

Jennifer Howard – Mathematics Teacher, High School-North Campus
Employed by District 624 since 08/24/2006

Effective Date: 2014–2015 School Year

Nate Hunsinger – Language Arts Teacher, High School-North Campus
Employed by District 624 since 08/21/2008

Effective Date: 2014-2015 School Year

Amanda Jeske – Language Arts Teacher, Secondary
Third Year General Leave Request

Effective Date: 2014-2015 School Year

Abby Kath – Kindergarten Teacher, Lincoln Elementary
Employed by District 624 since 08/26/2010

Effective Date: 02/11/2014 through 05/01/2014

Ruth Kerl – Learning Skills Teacher, Oneka Elementary
 Employed by District 624 since 08/22/2012
 Effective Date: 03/17/2014 through 06/06/2014
Carolyn Lounsberry – Language Arts Teacher, Secondary
 Fourth Year General Leave Request
 Effective Date: 2014-2015 School Year
Andrew Martinson – Mathematics Teacher, Secondary
 Third Year General Leave Request
 Effective Date: 2014-2015 School Year
Hannah Paddock – Kindergarten Teacher, Hugo Elementary
 Employed by District 624 since 08/22/2012
 Effective Date: 2014-2015 School Year
Andrea Shoup – Guidance Counselor, Secondary
 Second Year General Leave Request
 Effective Date: 2014-2015 School Year
Ann St. Martin – Elementary Education Teacher, Oneka Elementary
 Employed by District 624 since 08/25/2005
 Effective Date: 2014-2015 School Year
Erin Synan – Science Teacher, Central Middle School
 Employed by District 624 since 08/26/2010
 Effective Date: 03/20/14 through 05/30/2014
Kari Thalhuber – Health Teacher, Secondary
 Fourth Year General Leave Request
 Effective Date: 2014-2015 School Year
Lora Zwonitzer – Elementary Education Teacher, Otter Lake Elementary
 First Year General Leave Request
 Effective Date: 2014-2015 School Year

➤ **PART - TIME LEAVE REQUEST – CERTIFIED STAFF**

Joanne Anderson – Elementary Education Teacher, Vadnais Heights Elementary,
 .20 Leave (.80 position)
 Effective Date: 2014-2015 School Year
Karla Cummings – Social Studies Teacher, High School-South Campus
 .30 Leave (.70 position)
 Effective Date: 2014-2015 School Year
Jane Edgell – ECSE Teacher, Normandy Park
 .20 Leave (.80 position)
 Effective Date: 2014-2015 School Year
Elizabeth Evert – Spanish Teacher, High School-North Campus
 .20 Leave (.80 position)
 Effective Date: 2014-2015 School Year
Emily Gallatin – TITLE Teacher, Willow Lane Elementary
 .20 Leave (.80 position)
 Effective Date: 2014-2015 School Year
Wendy Hoernemann – Science Teacher, High School-North Campus
 .20 Leave (.80 position)
 Effective Date: 2014-2015 School Year
Nancy Kirsch-Higgs – Special Education Teacher, Birch Lake Elementary
 .40 Leave (.60 position)
 Effective Date: 2014-2015 School Year
Nicole Mcgarthwaite – Social Studies Teacher, High School-South Campus
 .40 Leave (.60 position)
 Effective Date: 2014-2015 School Year

Rebecca Peterson – Elementary Education Teacher, Lakeaires Elementary
.50 Leave (.50 position)

Effective Date: 2014-2015 School Year

Lisa Phillips – Special Education Teacher, High School-South Campus
.20 Leave (.80 position)

Effective Date: 2014-2015 School Year

Peter Pitman – Science Teacher, High School-South Campus
.50 Leave (.50 position)

Effective Date: 2014-2015 School Year

Erica Suchy – Mathematics Teacher, High School-North Campus
.20 Leave (.80 position)

Effective Date: 2014-2015 School Year

Stephanie Tollison – Psychologist, Sunrise Park Middle School
.40 Leave (.60 position)

Effective Date: 2014-2015 School Year

➤ **NEW PERSONNEL – CLASSIFIED STAFF**

Jeania Hassel – Behavior Management Assistant, Otter Lake Elementary
\$16.65 / hr., 6.5 hrs. / 38 days \$4,112.55 (Pro-rated on \$19,480.50)
Effective Date: 04/14/2014

Jackie Hook – Pupil Support Assistant, Normandy Park
\$16.65 / hr., 5.8 hrs. / 34 days \$4,104.22 (Pro-rated on \$17,020.46)
Effective Date: 04/03/2014

Patricia Ridley – Administrative Assistant for Director of Special Services,
District Center
\$17.01 / hr., 8.0 hrs. / 61 days \$8,320.40 (Pro-rated on \$35,464.00)
Effective Date: 04/07/2014

Mary Terry – Bus Driver, Bus Garage
\$16.49 / hr., 5.0 hrs. / 55 days \$4,534.75 (Pro-rated on \$14,263.85)
Effective Date: 03/17/2014

➤ **NEW PERSONNEL – CERTIFIED STAFF**

Angela Martin – Interim Associate Principal Admin Intern, High School-North
Campus, \$30,248.64 (Pro-rated on \$90,326.00)
Effective Date: 03/03/2014

➤ **NEW LONG TERM SUBSTITUTES – CERTIFIED STAFF**

Jane Lyden – Language Arts Teacher, Sunrise Middle School
BA+60, Step 1 \$9,486.30 (Pro-rated on \$41,826.00)
Effective Date: 03/27/2014 through 05/27/2014

Leah Unger – Elementary Teacher, Willow Lane Elementary
MA, Step 4 \$9,448.14 (Pro-rated on \$46,999.00)
Effective Date: 04/15/2014 through 06/06/2014

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

B. PUBLIC FORUM – School district employees, James Pack, Eric Wagner and Kim Granger, spoke with regard to contract negotiations with the district's transportation department employees.

C. INFORMATION ITEMS

1. International Student Travel and Partnership Reports – South Campus Principal, Tim Wald, introduced district world languages educators and students who participated in recent trips to visit the district partner schools in Meaux, France and Hangzhou China, and the trip to Costa Rica with students in the district’s Spanish classes. The students gave an overview of their educational and cultural experiences.
2. Presentation on Google Leadership Symposium – Mark Garrison, Director of Technology, provided an overview of the Google Leadership Symposium that took place at White Bear Lake Area Schools on March 27, 2014. Speakers at the symposium included those from Google, White Bear Lake Area Schools, Edina School District and over 70 educational leaders from around the state. The day included discussions on the power of technology in education, workshops and classroom visits.
3. Superintendent’s Report – Lovett reported on the student recognition program that took place immediately prior to the school board meeting recognizing the 42 students from Central Middle School, Sunrise Park Middle School and White Bear Lake Area High School – North Campus who earned spots at the State History Day competition that will take place on May 3. Lovett also reminded the community that community members who have babies ages birth to six months are invited to the Community Baby Shower at Normandy Park Education Center on Thursday, April 17, 2014. It is Public School Volunteer Week, and Lovett expressed the district’s gratitude to the volunteers who support our students. The district’s middle school musical “Fiddler on the Roof” will take place April 24-26. The WBLAHS spring production of “The Odyssey” will take place April 25-26.

Student board representative, Kidus Kitema, reported on the following: Congratulations to the South Campus National Honor Society on the success of the spring blood drive; the NHS Induction Ceremony for 2014-2015 will take place on April 22, 2014; next week is the Student Council fundraising week, during which students will raise funds for H2O for Life; the senior class service project day is approaching prior to graduation in June; support the high school spring sports.

D. DISCUSSION ITEMS

1. Update on Budgetary Planning for 2014-15 School Year – Kazmierczak presented information on the district’s budgetary planning for the 2015-2015 school year, which included revenue and expenditures considerations, and the overall process. Final recommendation on the budget will be made by administration at the June School Board meeting.
2. Overview of Planning to Consider Language Immersion Program – Ann Malwitz, Professional Learning and Development Coordinator, provided information on the continuing district study of implementing language immersion programming. Administration will provide another update to the School Board in September, 2014. Malwitz provided details of the process and report dates.
3. First Reading of School Board Policies
 - a. Policy 418, Drug-Free Workplace/Drug-Free School
 - b. Policy 503, Student Attendance
 - c. Policy 900, Partnerships

These policies will be placed on the May 12 School Board agenda for action. Law provided an update the district's process in developing Policy 900 – Partnerships. The purpose of this policy is to guide the development of partnerships that are consistent with the district's strategic plan.

E. OPERATIONAL ITEMS

1. Hiniker motioned and Swanson seconded to approve the non-renewal of probationary licensed staff. **Roll call vote: ayes: Hiniker, Kimball, Mullin, Newberg, Storey, Swanson, Chapman; nays: none. Motion carried.**
2. Storey motioned and Chapman seconded to approve the proposed salaries and/or salary rates for the District's non-affiliated employees. **Roll call vote: ayes: Hiniker, Kimball, Mullin, Newberg, Storey, Swanson, Chapman; nays: none. Motion carried.**
3. Kimball motioned and Mullin seconded to approve the 2013-15 agreement with the Administrative Association. **Roll call vote: ayes: Hiniker, Kimball, Mullin, Newberg, Storey, Swanson, Chapman; nays: none. Motion carried.**
4. Swanson motioned and Kimball seconded to approve the following School Board policies as recommended by the Policy Committee and administration.
 - a. Policy 405, Veteran's Preference
 - b. Policy 422, Policies Incorporated by Reference
 - c. Policy 515, Protection & Privacy of Pupil Record**Voice vote: all ayes. Motion carried.**
5. Hiniker motioned and Storey seconded to accept the Foundation Glasrud Family Fellowship grant. **Roll call vote: ayes: Hiniker, Kimball, Mullin, Newberg, Storey, Swanson, Chapman; nays: none. Motion carried.**

F. BOARD FORUM – Kimball recognized retiring staff and thanked them for their years of service. Newberg reported on the National School Board Conference that took place earlier in the month of April.

G. ADJOURNMENT – Hiniker motioned and Newberg seconded to adjourn the meeting at 8:35 p.m.

Submitted by: Lori Swanson, 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, April 28, 2014 at 5:30 p.m. in Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN 55110

A. PROCEDURAL ITEMS

1. Call to Order – Newberg called the meeting to order at 5:35 p.m.
2. Roll Call – Present: Hiniker, Kimball, Mullin, Newberg, Storey, Swanson, Chapman

Ex-Officio: Michael J. Lovett, Superintendent of Schools

Cabinet: Law, Garrison, Daniels, Picha, Vette, Kazmierczak, Kidus Kitema - student school board representative

Administrators: Tim Wald, Principal – WBLAHS South Campus, Don Bosch, Principal – WBLAHS North Campus, Noel Schmidt, Principal – Central Middle School

B. DISCUSSION ITEMS

1. School Board/Superintendent and Strategic Plan Goals – Lovett provided an overview of the status of ongoing school board/superintendent goals and strategic plan goals.
2. Strategic Plan Update
 - a. Strategy III.11: Facilities – Secondary – Kazmierczak provided an update on the district timeline for the secondary sites and facilities study, with the next update on progress in May 2014. Discussion continued as to the scope of the facilities study.
3. Update on Goal 2: Ongoing Financial Stewardship and Budget Management
 - a. Preliminary recommendations for budget adjustments for the 2014-15 school year. Kazmierczak led a discussion as to the key factors affecting revenues, including state and federal revenue and student enrollment projections, expenditure management and budget adjustments. Administration will present final budget recommendation in June 2014.
4. Options for Property and Casualty Insurance – Kazmierczak introduced David Howard and Nick Lano from Minnesota Insurance Scholastic Trust (MIST) and led an informational presentation on self-insurance cooperative purchasing.

5. Update on Planning for Capital Projects Allocations for 2014-15 – Garrison provided an update on the district’s five-year technology student device plan, which includes 1:1 student access, infrastructure and professional development.
6. Overview of Student Health Survey Data – This item was held over for discussion at the May work-study session.

C. **ADJOURNMENT** – Swanson moved, Hiniker seconded to adjourn the work-study session at 7:40 p.m. Voice vote: All ayes. Motion carried.

7. Negotiation Study Session – A closed session of the school board was convened at 7:49 p.m. in Room 201 of District Center, to consider strategy for labor negotiations pursuant to Minnesota Statutes 179.A.01 to 179.A.25. All board members were present, as well as Lovett, Picha and Kazmierczak from administration.

ADJOURNMENT – Hiniker moved, Newberg seconded to adjourn the negotiations study session at 8:11 p.m. Voice vote: All ayes. Motion carried.

Submitted by: Lori Swanson, Clerk

AGENDA ITEM: **Monthly Check Registers**
MEETING DATE: **May 12, 2014**
SUGGESTED DISPOSITION: **Consent Agenda**
CONTACT PERSON(S): **Wayne Kazmierczak, Director of Finance and Operations**
Mary Vaske, Accountant

Background:

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

Recommendation:

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

White Bear Lake Area Schools Electronic Transfers - April

	4/11/2014	4/14/2014	4/15/2014	4/30/2014
Principal's Association	2,340.00			
State of MN - Unemployment Insurance		5,173.88		
Direct Deposit 382122-383543			1,576,604.40	
U.S. Treasury (FICA, Medicare, withholding)			593,343.28	
MN State Income Tax			94,413.95	
PERA			92,498.60	
TRA			261,612.10	
ING			2,442.28	
American Funds			72,262.27	
White Bear Lake Teacher's Association			34,771.74	
Direct Deposit 383544-384940				1,580,239.06
U.S. Treasury (FICA, Medicare, withholding)				599,276.64
MN State Income Tax				95,512.69
PERA				96,078.90
TRA				262,302.50
ING				4,068.94
American Funds				75,667.18
White Bear Lake Teacher's Association				34,982.52
Extended Day Dues				540.60

Check Nbr	Vendor Name	Check Date	Check Amount
131401305	ANDERSON, KATHRYN ANN	04/01/2014	185.00
131401306	ANDERSON, SHANNON A M	04/01/2014	140.00
131401307	ANGELLIS, DEEDRA K	04/01/2014	46.03
131401308	BARTH, CARRIE M	04/01/2014	75.00
131401309	BECK, SUEANN K	04/01/2014	158.98
131401310	BOGENHOLM, SHERRY J	04/01/2014	205.00
131401311	BROOKSHAW, SUSAN ELIZABETH	04/01/2014	46.85
131401312	DANIELS, KATHLEEN S	04/01/2014	534.23
131401313	DELESHA, LYNN M	04/01/2014	5.60
131401314	DERBY, SARA A	04/01/2014	148.58
131401315	DEUEL, LYN M	04/01/2014	72.98
131401316	DOEBLER, DAYNE WD	04/01/2014	323.52
131401317	DOMBROVSKI, NOAH P	04/01/2014	29.97
131401318	DORAN, THOMAS G	04/01/2014	149.99
131401319	DOTTE, BRENDA L	04/01/2014	180.00
131401320	DUOOS, KIRSTEN M	04/01/2014	286.86
131401321	DYMIT, MARIE S	04/01/2014	225.00
131401322	ENGSTRAN, PAUL A	04/01/2014	40.00
131401323	ESBOLDT, LISA A	04/01/2014	14.00
131401324	EVERT, ELIZABETH M	04/01/2014	50.00
131401325	FINK, AVIS A	04/01/2014	40.00
131401326	GAMBONI, RICHARD A	04/01/2014	40.00
131401327	GETTY, JOSEPH P	04/01/2014	36.96
131401328	GRAVLEY, STEPHEN ALAN	04/01/2014	429.80
131401329	GRITZMACHER, SHAWN W	04/01/2014	600.00
131401330	HAMILTON, CONSTANCE M	04/01/2014	510.42
131401331	HANSON, MARILYN LOUCKS	04/01/2014	120.68
131401332	HOFTIEZER, MICHELLE R	04/01/2014	48.16
131401333	IMMEL, COLLEEN MARIE	04/01/2014	490.00
131401334	IVEY, JEFFREY D	04/01/2014	105.84
131401335	JOHNSON, SADIE R	04/01/2014	187.36
131401336	JONES, JACQUELINE A	04/01/2014	46.52
131401337	JOYCE, DEBORAH J	04/01/2014	25.76
131401338	KELLEY, DEBRA K	04/01/2014	65.00
131401339	KRUMM, PATRICIA ANN	04/01/2014	31.05
131401340	LEMIEUX, TAMARA M	04/01/2014	117.04
131401341	LUBRANT, NANCY JEAN	04/01/2014	35.00
131401342	MACIEJNY, STEPHEN A	04/01/2014	68.60
131401343	MARSH, KATHERINE M	04/01/2014	70.63
131401344	MILES, MARY T	04/01/2014	200.00
131401345	MOWERY, TRACY L	04/01/2014	321.78
131401346	MUSTAR, ELISABETH J	04/01/2014	229.50
131401347	NIKKEL, DIANE L	04/01/2014	47.18
131401348	OSTERLUND, MARY	04/01/2014	164.64
131401349	PAI, ANANTH P	04/01/2014	24.70
131401350	PARSHALL, DANIELLE M	04/01/2014	56.00
131401351	PETERSON, BETSY J	04/01/2014	97.20
131401352	PICHA, CHRISTINA K	04/01/2014	972.72
131401353	PLANA, CHRISTINE M	04/01/2014	48.85
131401354	POKORNY, MARY J	04/01/2014	628.37

Check Nbr	Vendor Name	Check Date	Check Amount
131401355	PRISSEL, JESSIE L	04/01/2014	46.44
131401356	ROCKFORD, JEREMY W	04/01/2014	80.00
131401357	ROSSBACH, PATRICIA E	04/01/2014	102.75
131401358	SAMPOANG, DESSERAY R	04/01/2014	199.30
131401359	SATHER, MICHELE T	04/01/2014	17.98
131401360	SCHMIDT, NOEL N	04/01/2014	133.52
131401361	SCHWARTZ, DAVID A	04/01/2014	42.56
131401362	SEHR, DEBRA JEAN	04/01/2014	936.95
131401363	STEADLAND, KEITH DAVID	04/01/2014	182.95
131401364	TREICHEL, SHANNON B	04/01/2014	30.15
131401365	ULFIG, COLLEEN M	04/01/2014	199.89
131401366	VADNAIS, MOLLY A	04/01/2014	45.64
131401367	VASKE, MARY M	04/01/2014	195.00
131401368	WACHLAROWICZ, JOHN D	04/01/2014	27.52

64	ACH	Check(s) For a Total of	11,018.00
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ACH

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	64	ACH	Checks For a Total of	11,018.00
	0	Computer	Checks For a Total of	0.00
Total For	64	Manual, Wire Tran, ACH & Computer Checks		11,018.00
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		11,018.00

Check Nbr	Vendor Name	Check Date	Check Amount
51775	A CHANCE TO GROW	04/03/2014	61.90
51776	A-1 HYDRAULIC SALES & SERVICE	04/03/2014	30.81
51777	AARP DRIVER SAFETY PROGRAM	04/03/2014	280.00
51778	AARP DRIVER SAFETY PROGRAM	04/03/2014	420.00
51779	ACOUSTICS ASSOCIATES	04/03/2014	3,975.00
51780	ADVANCED DISPOSAL - ST PAUL-G5	04/03/2014	86.91
51781	AMAZON	04/03/2014	44.40
51782	AMAZON	04/03/2014	1,255.24
51783	AMAZON	04/03/2014	1,426.59
51784	AMAZON	04/03/2014	2,811.95
51785	AMER RED CROSS	04/03/2014	138.00
51786	ANDERSON, PATRICIA	04/03/2014	17.00
51787	ANOKA TECHNICAL COLLEGE	04/03/2014	250.00
51788	APPLE COMPUTER INC	04/03/2014	4,790.00
51789	APPLIED ENVIRONMENTAL SCI INC	04/03/2014	1,954.00
51790	ARROW BUICK GMC	04/03/2014	3,652.38
51791	AT & T MOBILITY	04/03/2014	840.06
51792	AUTISM SOCIETY OF MINNESOTA	04/03/2014	315.00
51793	AVON BUSINESS FORMS & PROMOTIO	04/03/2014	55.97
51794	B W T & F ENTERPRISES LLP	04/03/2014	300.00
51795	BAKKEN, JANA E DANIELLE	04/03/2014	377.00
51796	BARNES & NOBLE	04/03/2014	326.03
51797	BARNETT WB CHRYSLER JEEP DODGE	04/03/2014	285.56
51798	BARTHOLD	04/03/2014	1,561.50
51799	BATTERIES PLUS BULBS	04/03/2014	101.34
51800	BAUDVILLE	04/03/2014	459.65
51801	BEKI COOKS CAKES	04/03/2014	125.00
51802	BERRY BLENDZ - EDEN PRAIRIE	04/03/2014	472.52
51803	BEST WESTERN WB COUNTRY INN	04/03/2014	1,023.99
51804	BOUNDARY WATERS JOURNAL	04/03/2014	23.00
51805	BRAKE & EQUIPMENT WAREHOUSE, I	04/03/2014	8.60
51806	BRENNAN, JENNIFER L	04/03/2014	17.97
51807	THE BUG COMPANY	04/03/2014	101.32
51808	CARDWELL, EMILY	04/03/2014	574.66
51809	CARLSON WAGONLIT TRAVEL	04/03/2014	48,980.50
51810	CDW GOVERNMENT INC	04/03/2014	321.98
51811	THE CHILDREN'S THEATRE COMPANY	04/03/2014	2,468.00
51812	CHRISTENSON, MARK	04/03/2014	8.99
51813	CITI-CARGO & STORAGE CO INC	04/03/2014	85.00
51814	CLASSROOM FRIENDLY SUPPLIES	04/03/2014	107.94
51815	COBORNS DELIVERS	04/03/2014	58.70
51816	COBRA CONSTRUCTION	04/03/2014	6,989.00
51817	COMCAST	04/03/2014	5.26
51818	COMCAST	04/03/2014	10.44
51819	COMCAST	04/03/2014	43.90
51820	CONNEY SAFETY	04/03/2014	235.50
51821	CONSTANTINE DANCE CLASSES	04/03/2014	770.00
51822	CONTINENTAL CLAY CO	04/03/2014	422.14
51823	COOPS SPORTSWEAR	04/03/2014	171.00
51824	COPY IMAGES INC	04/03/2014	644.88

Check Nbr	Vendor Name	Check Date	Check Amount
51825	COPY IMAGES INC	04/03/2014	674.00
51826	CRISIS PREVENTION INSTITUTE IN	04/03/2014	2,023.50
51827	CROWNE PLAZA	04/03/2014	1,128.42
51828	CUB FOODS OF WHITE BEAR TWSHP	04/03/2014	489.97
51829	CUB FOODS OF WOODBURY	04/03/2014	153.04
51830	CUMMINS NPOWER LLC	04/03/2014	437.50
51831	Vendor Continued Check	04/03/2014	0.00
51832	Vendor Continued Check	04/03/2014	0.00
51833	Vendor Continued Check	04/03/2014	0.00
51834	DALCO CORPORATION	04/03/2014	19,687.17
51835	DATA MANAGEMENT INC	04/03/2014	468.60
51836	DEJARLAIS, MARILYN	04/03/2014	22.95
51837	DELLWOOD HILLS GOLF CLUB	04/03/2014	1,084.82
51838	DELTA EDUCATION	04/03/2014	406.65
51839	DESIGNER SIGN SYSTEMS INC	04/03/2014	1,171.75
51840	DISCOUNT SCHOOL SUPPLY	04/03/2014	85.68
51841	DIVERSIFIED SNACK DISTRIBUTION	04/03/2014	4,456.65
51842	DOMINOS PIZZA	04/03/2014	41.75
51843	DONATELLI'S	04/03/2014	196.72
51844	DOUBLE J INC	04/03/2014	1,069.88
51845	E & M CONSULTING	04/03/2014	1,099.00
51846	ECKROTH MUSIC	04/03/2014	2,401.40
51847	ELECTRIC MOTOR REPAIR	04/03/2014	43.85
51848	ELEVATION INC	04/03/2014	6,208.63
51849	F&N OPERATIONS LLC	04/03/2014	1,606.93
51850	FASTENAL COMPANY	04/03/2014	442.91
51851	FEDEX	04/03/2014	45.80
51852	FESTIVAL FOODS-KNOWLAN'S	04/03/2014	724.42
51853	FIRST STUDENT INC	04/03/2014	7,247.01
51854	FLEISCHHACKER, FRANK JAMES	04/03/2014	5.13
51855	FLINN SCIENTIFIC INC	04/03/2014	500.32
51856	FLORIDA LEAGUE OF IB SCHOOLS	04/03/2014	3,520.00
51857	FOLLETT LIBRARY RESOURCES	04/03/2014	4,024.34
51858	FORCIER, ELSIE	04/03/2014	12.75
51859	FORD & HARRISON LLP	04/03/2014	3,000.00
51860	GALLAGHERS NORTHWESTERN TIRE C	04/03/2014	178.00
51861	GARVEY, PATRICIA	04/03/2014	21.25
51862	GEIKEN, BRENDA	04/03/2014	420.00
51863	GILLUND ENTERPRISES	04/03/2014	105.74
51864	GOLDCOM INC	04/03/2014	41.72
51865	Vendor Continued Check	04/03/2014	0.00
51866	GRAINGER	04/03/2014	1,012.40
51867	GRANDMA'S BAKERY INC	04/03/2014	68.45
51868	GREATAMERICA FINANCIAL SERVICE	04/03/2014	836.47
51869	GROTH MUSIC CO	04/03/2014	85.00
51870	GROUP HEALTH INC - WORKSITE	04/03/2014	181.50
51871	GROVER, JAN ZITA	04/03/2014	356.25
51872	GUITAR WORLD MAGAZINE	04/03/2014	14.95
51873	H & B SPECIALIZED PRODUCTS	04/03/2014	723.90
51874	HILDI INC	04/03/2014	5,238.85

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51875	HISDAHL INC	04/03/2014	220.00
51876	Vendor Continued Check	04/03/2014	0.00
51877	HOGLUND BUS AND TRUCK CO	04/03/2014	2,628.08
51878	HOLIDAY INN ST PAUL EAST	04/03/2014	534.00
51879	HOLMES, JEFF	04/03/2014	1,436.00
51880	HONEY CREEK RESORT STATE PARK	04/03/2014	1,013.97
51881	HOUSE OF PRINT	04/03/2014	7,124.61
51882	HUMANE SOCIETY	04/03/2014	25.00
51883	IBARMS	04/03/2014	4,250.00
51884	Vendor Continued Check	04/03/2014	0.00
51885	Vendor Continued Check	04/03/2014	0.00
51886	Vendor Continued Check	04/03/2014	0.00
51887	Vendor Continued Check	04/03/2014	0.00
51888	IFD	04/03/2014	124,532.26
51889	INNOVATIVE OFFICE SOLUTIONS	04/03/2014	33,031.50
51890	ISD #834 STILLWATER AREA SCHOO	04/03/2014	957.00
51891	JACKSON, CURTIS	04/03/2014	19.00
51892	JOHNSON, ALYSON	04/03/2014	75.00
51893	JOHNSON, JUDITH ANN	04/03/2014	265.00
51894	JOHNSON, KRISTIE	04/03/2014	18.00
51895	JONES SCHOOL SUPPLY CO INC	04/03/2014	172.46
51896	K PEARSON MECHANICAL LLC	04/03/2014	4,585.20
51897	KAISER, PHYLLIS	04/03/2014	19.40
51898	KATH FUEL OIL SERVICE CO	04/03/2014	27,093.67
51899	KIMBALL MIDWEST	04/03/2014	696.34
51900	KITTELSON MARKETING CO INC	04/03/2014	1,852.50
51901	KITTELSON MARKETING CO INC	04/03/2014	1,540.80
51902	KNUTSON, LINDA	04/03/2014	21.25
51903	KOREEN, GLORIA	04/03/2014	24.64
51904	KOWALSKIS MARKET	04/03/2014	30.49
51905	KRAFT CONTRACTING & MECHANICAL	04/03/2014	19,840.92
51906	KULLY SUPPLY COMPANY	04/03/2014	883.03
51907	LAKE SHORE LEARNING MATERIALS	04/03/2014	633.80
51908	LAKE SIDE LEARNING	04/03/2014	84.00
51909	LANDS BEST FOODS	04/03/2014	2,532.35
51910	LANG, DIANE	04/03/2014	9.00
51911	LEARNING OPPORTUNITIES INC	04/03/2014	1,057.72
51912	LEARNING ZONE EXPRESS	04/03/2014	57.90
51913	LEARNING SEED	04/03/2014	109.00
51914	LEE, CHARLOTTE L	04/03/2014	254.00
51915	THE LEUKEMIA & LYMPHOMA SOCIET	04/03/2014	70.00
51916	LEW ELECTRIC INC	04/03/2014	425.00
51917	LHB INC	04/03/2014	30,022.07
51918	LIFETIME FITNESS	04/03/2014	364.00
51919	LOEFFLER SHOES	04/03/2014	179.95
51920	LOFFLER	04/03/2014	89.00
51921	LOOKOUT BOOKS	04/03/2014	345.78
51922	LOVEGREEN RISK MANAGMENT LLC	04/03/2014	4,423.20
51923	MACKIN EDUCATIONAL RESOURCES	04/03/2014	1,228.58
51924	MAD SCIENCE OF MINNESOTA	04/03/2014	3,382.00

Check Nbr	Vendor Name	Check Date	Check Amount
51925	Vendor Continued Check	04/03/2014	0.00
51926	Vendor Continued Check	04/03/2014	0.00
51927	Vendor Continued Check	04/03/2014	0.00
51928	MADISON NATIONAL LIFE	04/03/2014	41,576.14
51929	MAGNUSON CHRISTIAN SCHOOL	04/03/2014	1,895.00
51930	MAHS/MASC	04/03/2014	860.00
51931	MAILFINANCE INC	04/03/2014	455.28
51932	MAKERBOT	04/03/2014	367.40
51933	MANNING TRANSFER INC	04/03/2014	900.00
51934	MARIS LLC	04/03/2014	80.00
51935	MN ASSOC OF SECONDARY SCHOOL P	04/03/2014	85.00
51936	MCCHESENEY, D PAT	04/03/2014	15.30
51937	MCDONOUGH'S WATERJETTING AND	04/03/2014	310.00
51938	METRO SOUND AND LIGHTING	04/03/2014	136.72
51939	MID CITY SERVICES - INDUSTRIAL	04/03/2014	1,304.25
51940	MIDAMERICA BOOKS	04/03/2014	95.80
51941	MIDAMERICA ADMIN & RETIREMENT	04/03/2014	2,953.13
51942	MIDWEST BUS PARTS INC	04/03/2014	461.40
51943	MIDWEST HOME	04/03/2014	9.95
51944	MIDWEST TECHNOLOGY PRODUCTS	04/03/2014	185.75
51945	MILLIGAN, THERESA J	04/03/2014	22.10
51946	MINNSPRA	04/03/2014	120.00
51947	MINVALCO INC	04/03/2014	2,669.98
51948	MN CONSERVATION VOLUNTEER	04/03/2014	25.00
51949	MN CONWAY FIRE & SAFETY	04/03/2014	2,534.45
51950	MN DEPT OF LABOR & INDUSTRY	04/03/2014	100.00
51951	MN MONTHLY MAGAZINE	04/03/2014	14.95
51952	MN TWINS	04/03/2014	535.00
51953	Vendor Continued Check	04/03/2014	0.00
51954	NARDINI FIRE EQUIPMENT CO INC	04/03/2014	1,213.40
51955	NATL WINDOW ASSOC	04/03/2014	9,500.00
51956	NCPERS MINNESOTA	04/03/2014	304.00
51957	NELSON, DON	04/03/2014	150.00
51958	NEOFUNDS BY NEOPOST	04/03/2014	1,000.00
51959	NEWTON, ANNA	04/03/2014	25.49
51960	NORDGREN, LINDA	04/03/2014	430.00
51961	Vendor Continued Check	04/03/2014	0.00
51962	Vendor Continued Check	04/03/2014	0.00
51963	NORTH CENTRAL TRUCK EQUIPMENT	04/03/2014	3,659.69
51964	NORTH HIGH SCHOOL	04/03/2014	48.00
51965	NORTHEAST METRO INTERMEDIATE D	04/03/2014	48,582.30
51966	NOVAK, JANICE S	04/03/2014	360.00
51967	O'NEIL, LOIS	04/03/2014	43.97
51968	OFFICE DEPOT	04/03/2014	127.85
51969	ORDWAY CENTER FOR PERFORMING	04/03/2014	1,067.50
51970	ORIENTAL TRADING CO INC	04/03/2014	62.99
51971	OTTER CREEK GOLF COURSE	04/03/2014	540.00
51972	OXFORD UNIVERSITY PRESS	04/03/2014	207.94
51973	PAPERDIRECT INC	04/03/2014	102.57
51974	PARTS NOW ! LLC	04/03/2014	689.20

Check Nbr	Vendor Name	Check Date	Check Amount
51975	PEARSON EDUCATION INC	04/03/2014	198.81
51976	PICTURE THAT!	04/03/2014	615.00
51977	PIONEER RIM & WHEEL CO	04/03/2014	269.12
51978	PITNEY BOWES PURCHASE POWER	04/03/2014	108.99
51979	PITNEY BOWES INC	04/03/2014	98.97
51980	PLADSON ENVIRONMENTAL INC	04/03/2014	380.00
51981	POSITIVE PROMOTIONS	04/03/2014	251.65
51982	POSTMASTER	04/03/2014	30.00
51983	PREMIUM PAINTING SERVICES LLC	04/03/2014	3,600.00
51984	THE PRESERVE ON RATHBUN LAKE	04/03/2014	1,594.98
51985	Vendor Continued Check	04/03/2014	0.00
51986	PRESS PUBLICATIONS	04/03/2014	4,370.31
51987	PROGRESSIVE BUSINESS PUBL	04/03/2014	230.00
51988	Vendor Continued Check	04/03/2014	0.00
51989	Vendor Continued Check	04/03/2014	0.00
51990	RAMSEY COUNTY	04/03/2014	8,441.79
51991	RAMSEY COUNTY HISTORICAL SOC	04/03/2014	50.00
51992	RAMSEY COUNTY PUBLIC HEALTH	04/03/2014	146.00
51993	RED BALLOON BOOKSHOP	04/03/2014	839.25
51994	REICH, LINDA	04/03/2014	74.80
51995	RICOH AMERICAS CORP	04/03/2014	450.96
51996	RITTBERG, CHRISTA	04/03/2014	39.00
51997	ROETTGER, DORIS	04/03/2014	14.45
51998	ROSEVILLE AREA HIGH SCHOOL	04/03/2014	100.00
51999	ROTO ROOTER SERVICE CO	04/03/2014	497.50
52000	RUDDYS PARTY TOWN INC	04/03/2014	61.20
52001	RUPP ANDERSON SQUIRES & WALDSP	04/03/2014	3,460.80
52002	RUTTIGERS BAY LAKE LODGE	04/03/2014	340.50
52003	SAF ENTERPRISES LLC	04/03/2014	153.55
52004	SAFEWAY DRIVING SCHOOL	04/03/2014	9,135.00
52005	SAIKO, KATHY	04/03/2014	30.60
52006	SAM'S CLUB/GEMB	04/03/2014	1,540.36
52007	SAM'S CLUB/GEMB	04/03/2014	296.94
52008	SAM'S CLUB/GEMB	04/03/2014	235.07
52009	SAM'S CLUB/GEMB	04/03/2014	19.94
52010	SCHOELLER, JANINE A	04/03/2014	20.00
52011	SCHOLASTIC BOOK FAIRS	04/03/2014	787.40
52012	SCHOLASTIC INC	04/03/2014	140.25
52013	SCHOOL HEALTH CORPORTION	04/03/2014	872.63
52014	SEBCO BOOKS	04/03/2014	601.01
52015	SEEVER, GRAY	04/03/2014	525.00
52016	SEW EASY DESIGNS	04/03/2014	1,469.00
52017	SHIFFLER EQUIPMENT SALES INC	04/03/2014	749.94
52018	SHOPJIMMY.COM	04/03/2014	13.38
52019	SMITH HOUSE PRESS	04/03/2014	77.70
52020	SCHOOL NUTRITION ASSOC (SNA)	04/03/2014	140.25
52021	SNAP-ON	04/03/2014	316.50
52022	SOUTHEAST SERVICE COOP	04/03/2014	48.00
52023	SPRINT	04/03/2014	598.46
52024	STANKIEWICZ, NANCY J	04/03/2014	300.00

Check Nbr	Vendor Name	Check Date	Check Amount
52025	STATE SUPPLY CO	04/03/2014	113.40
52026	STEIN, PHILIP LEE	04/03/2014	12.00
52027	STUDENT SUPPLY	04/03/2014	255.08
52028	SUBURBAN/GREEN & WHITE TAXI	04/03/2014	32.00
52029	SUPER DUPER PUBLICATIONS	04/03/2014	113.98
52030	SVL SERVICE CORPORATION	04/03/2014	4,734.50
52031	TAMARACK NATURE CENTER	04/03/2014	13,058.55
52032	TAVERNIER, TINA	04/03/2014	20.00
52033	THELEN HEATING & ROOFING INC	04/03/2014	86,017.85
52034	THURNBECK STEEL FABRICATION	04/03/2014	87,494.05
52035	TRADE PRESS INC	04/03/2014	1,715.00
52036	TREETOP PUBLISHING INC	04/03/2014	130.90
52037	TRIO SUPPLY COMPANY	04/03/2014	10,640.26
52038	TRUCK UTILITIES MFG CO	04/03/2014	447.95
52039	TRUSTED EMPLOYEES	04/03/2014	1,067.00
52040	U.S. ENERGY SERVICES INC	04/03/2014	99,037.54
52041	UNIVERSITY OF MINNESOTA	04/03/2014	725.00
52042	URBAN COMPANIES	04/03/2014	32,537.50
52043	US FOODS CULINARY EQUIP & SUPP	04/03/2014	774.14
52044	US TOY CO INC	04/03/2014	4,076.48
52045	VADNAIS HEIGHTS SPORTS COMPLEX	04/03/2014	740.00
52046	VAIL, GAYLE J	04/03/2014	22.10
52047	VENBURG TIRE CO	04/03/2014	1,550.24
52048	VERIZON WIRELESS	04/03/2014	61.03
52049	VINCO INC	04/03/2014	19,019.00
52050	WALTERS REBUILDERS	04/03/2014	260.00
52051	WARD, DARRELL E	04/03/2014	265.00
52052	WAYFAIR LLC	04/03/2014	101.99
52053	WHITE BEAR CENTER FOR THE ARTS	04/03/2014	2,000.00
52054	WHITE BEAR GLASS INC	04/03/2014	420.00
52055	WHITE BEAR LAKE SPORTS CENTER	04/03/2014	1,800.00
52056	WI CENTER FOR EDUC PRODUCTS &	04/03/2014	111.25
52057	WELLNER LAW PLLC	04/03/2014	300.00
52058	WELLS CONCRETE	04/03/2014	401,101.40
52059	WENGER CORP	04/03/2014	1,880.00
52060	WESTONKA ARCHERY BOOSTERS	04/03/2014	364.00
52061	WL HALL COMPANY	04/03/2014	3,700.87
52062	WOLFS DEN GUN SHOP	04/03/2014	6,322.00
52063	WORLD BOOK INC	04/03/2014	2,298.34
52064	XCEL ENERGY	04/03/2014	92,366.15
52065	ZALUCKYJ, ALEX	04/03/2014	20.40
52066	ZAPPA'S SPORTING GOODS	04/03/2014	1,522.00

292	Computer	Check(s) For a Total of	1,490,801.58
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Check Nbr	Vendor Name	Check Date	Check Amount
49461	SHOPJIMMY.COM	04/03/2014	13.38
50662	A CHANCE TO GROW	04/03/2014	61.90
51154	JACKSON, CHRISTEL	04/03/2014	19.00
51625	MN MUSIC EDUCATORS ASSOC	04/03/2014	140.00
4	Void	Check(s) For a Total of	234.28

	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
	292	Computer	Checks For a Total of	1,490,801.58
Total For	292	Manual, Wire Tran, ACH & Computer Checks		1,490,801.58
Less	4	Voided	Checks For a Total of	234.28
		Net Amount		1,490,567.30

Check Nbr	Vendor Name	Check Date	Check Amount
52067	AIG	04/09/2014	6,171.63
52068	AMERICAN UNITED LIFE	04/09/2014	57,405.43
52069	AMERICAN UNITED LIFE	04/09/2014	4,875.00
52070	AMERIPRISE FINANCIAL SERVICES	04/09/2014	13,100.56
52071	AXA EQUITABLE	04/09/2014	36,512.26
52072	DAWN SIGN PRESS	04/09/2014	4,750.39
52073	EDUCATION MN ESI BILLING TRUST	04/09/2014	26,462.79
52074	FOLLETT SCHOOL SOLUTIONS INC	04/09/2014	1,045.52
52075	GREAT LAKES HIGHER EDUC GUARAN	04/09/2014	279.53
52076	GURSTEL CHARGO ATTORNEYS AT LA	04/09/2014	12.00
52077	HEINEMANN	04/09/2014	3,261.80
52078	IUOE LOCAL 70	04/09/2014	2,205.06
52079	MESSERLI & KRAMER PA	04/09/2014	212.00
52080	METROPOLITAN LIFE	04/09/2014	2,917.76
52081	MN CHILD SUPPORT	04/09/2014	2,525.80
52082	MSTP	04/09/2014	25.00
52083	PAINTERS GEAR	04/09/2014	295.33
52084	SCHOOL SERVICE EMPLOYEES	04/09/2014	5,627.84
52085	TOURNAMENT CLUB OF IOWA	04/09/2014	525.00
52086	US DEPT OF EDUCATION	04/09/2014	356.51
52087	VANGUARD SMALL BUSINESS SERVIC	04/09/2014	22,739.95
52088	WBLA EDUCATIONAL FOUNDATION	04/09/2014	809.50
22	Computer	Check(s) For a Total of	192,116.66

PAYROLL

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	22	Computer	Checks For a Total of	192,116.66
Total For	22	Manual, Wire Tran, ACH & Computer Checks		192,116.66
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		192,116.66

Check Nbr	Vendor Name	Check Date	Check Amount
131401369	ABU-SHARKH, LUBNA MF	04/15/2014	101.08
131401370	ANDERSON, CHRISTINE E	04/15/2014	132.88
131401371	ANDERSON, MARGARET ANN	04/15/2014	149.24
131401372	BARNES, JOHN D	04/15/2014	58.23
131401373	BRISTOW, JILL K	04/15/2014	25.04
131401374	CANNIFF, AMY E	04/15/2014	369.89
131401375	DELESHA, LYNN M	04/15/2014	2.08
131401376	DERAAD, MAX D	04/15/2014	137.22
131401377	DEUEL, LYN M	04/15/2014	34.00
131401378	DUSTIN, JOSEPH J	04/15/2014	152.77
131401379	DYMIT, MARIE S	04/15/2014	70.56
131401380	EGEMO, PATRICIA ANN	04/15/2014	47.88
131401381	FANG, JIN	04/15/2014	800.00
131401382	FINK, AVIS A	04/15/2014	339.65
131401383	FORESTELL, JOHN C	04/15/2014	606.72
131401384	FREBURG, BETH R	04/15/2014	30.24
131401385	FROILAND, JANE C	04/15/2014	275.52
131401386	GILBERT, RACHEL A	04/15/2014	43.12
131401387	GRADY, LORI J	04/15/2014	120.52
131401388	GRAVLEY, STEPHEN ALAN	04/15/2014	15.34
131401389	GRAY, DONALD E	04/15/2014	261.97
131401390	HAMERNICK, MICHAEL D	04/15/2014	98.49
131401391	HAMILTON, CONSTANCE M	04/15/2014	484.90
131401392	HANZAL, DAVID C	04/15/2014	55.71
131401393	HAUTMAN, JILLIAN M	04/15/2014	201.00
131401394	HAWKINSON, STEVEN A	04/15/2014	90.11
131401395	HEALY, JASON CHARLES	04/15/2014	101.92
131401396	HERMANN, TIMOTHY J	04/15/2014	88.89
131401397	HICKS, SUSAN L	04/15/2014	33.21
131401398	HOEG, SCOTT A	04/15/2014	46.20
131401399	HOUSE, MARILYN J	04/15/2014	70.00
131401400	HUBBARD, MICHELLE K	04/15/2014	28.22
131401401	HUMPHREY, KELLY J	04/15/2014	18.37
131401402	JOHNSON, SUSAN E	04/15/2014	24.95
131401403	JORGENSEN, AMY L	04/15/2014	324.00
131401404	KELLEY, DEBRA K	04/15/2014	65.00
131401405	KEMPENICH, STEVEN M	04/15/2014	28.89
131401406	KROCAK, NANCY J	04/15/2014	985.47
131401407	LAMWERS, LINDSAY M	04/15/2014	726.00
131401408	LYONS, CHRISTOPHER A	04/15/2014	324.00
131401409	MALWITZ, REBECCA ANN	04/15/2014	443.52
131401410	MCCORMICK, TYLER J	04/15/2014	211.77
131401411	MCDOWELL, ROBERT C	04/15/2014	815.32
131401412	MCGARTHWAITE, NICOLE M	04/15/2014	71.40
131401413	MCGLYNN, ANN M	04/15/2014	8.40
131401414	MCGRANE, MARY E	04/15/2014	145.64
131401415	MCGRAY, TIMOTHY P	04/15/2014	161.28
131401416	MELQUIST, NANCY J	04/15/2014	131.16
131401417	MICKELSON, DANIELLE M	04/15/2014	375.32
131401418	MITCHELL, PHILIP T	04/15/2014	155.99

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131401419	MUNDELL, KARLA J	04/15/2014	330.00
131401420	NASH, NANCY A	04/15/2014	234.42
131401421	NOHR, KATIE JO	04/15/2014	180.29
131401422	OLSRUD, DANIELLE Y	04/15/2014	43.88
131401423	OYEN, JENNIFER M	04/15/2014	71.52
131401424	PARSHALL, DANIELLE M	04/15/2014	56.00
131401425	PASQUALINI, LISA M	04/15/2014	104.97
131401426	PAULSON, THOMAS M	04/15/2014	798.50
131401427	PETERSEN, JILL M	04/15/2014	51.13
131401428	PHILLIPS, LISA A	04/15/2014	30.00
131401429	PICHA, CHRISTINA K	04/15/2014	678.96
131401430	PIERRE, CHRISTINA K	04/15/2014	440.72
131401431	REED, TAMMY L	04/15/2014	109.84
131401432	SALENGER, SETH A	04/15/2014	28.02
131401433	SAMUELSON, BETH A	04/15/2014	119.56
131401434	SCHMIDT, DANIEL Q	04/15/2014	100.00
131401435	SCHMIDT, HEATHER RAE	04/15/2014	34.70
131401436	SCHMITZ, KAREN M	04/15/2014	62.69
131401437	SEHR, DEBRA JEAN	04/15/2014	92.13
131401438	SIEBENALER, KEVIN R	04/15/2014	100.80
131401439	SIMSHAUSER, KIMBERLY P	04/15/2014	286.42
131401440	SKOGEN, MATTHEW K	04/15/2014	38.97
131401441	STEADLAND, KEITH DAVID	04/15/2014	69.99
131401442	STEVENS, TANNER J	04/15/2014	276.30
131401443	STIRLING, CONNIE B	04/15/2014	43.68
131401444	SVIR, SARA A	04/15/2014	96.24
131401445	SWITZER, LISA MARIE	04/15/2014	177.64
131401446	THIBAUT, DEBRA S	04/15/2014	84.75
131401447	THIMJON, KARI L	04/15/2014	43.58
131401448	THOMPSON, JEAN MARIE	04/15/2014	238.84
131401449	TOUSSAINT, JANEL PHYLLIS	04/15/2014	47.88
131401450	TROSKE, CARRIE L	04/15/2014	35.84
131401451	VAIL, ANNE B	04/15/2014	134.02
131401452	VANOVERBEKE, TAMERA S	04/15/2014	816.63
131401453	VETTE, MARISA AA	04/15/2014	261.00
131401454	WACHLAROWICZ, JOHN D	04/15/2014	82.55
131401455	WALKER, DEBRA R	04/15/2014	37.52
131401456	WHELAN, KATHRYN L	04/15/2014	43.68
131401457	WHITCOMB-BREMER, JACLYN ANN	04/15/2014	104.00
131401458	WILLIAMS, LAURA L	04/15/2014	644.00
131401459	XU, HUI	04/15/2014	238.62

91 ACH Check(s) For a Total of 17,559.36

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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	91	ACH	Checks For a Total of	17,559.36
	0	Computer	Checks For a Total of	0.00
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		Net Amount		17,559.36

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52092	AARP DRIVER SAFETY PROGRAM	04/17/2014	465.00
52093	AARP DRIVER SAFETY PROGRAM	04/17/2014	325.00
52094	ACME TOOLS	04/17/2014	724.52
52095	ADVANCED DISPOSAL - ST PAUL-G5	04/17/2014	72.31
52096	AGROPUR INC	04/17/2014	22,017.49
52097	AIRHART & COMPANY INC	04/17/2014	5,600.00
52098	ALTHOF, BETH	04/17/2014	600.00
52099	AMAZON	04/17/2014	693.24
52100	AMAZON	04/17/2014	34.52
52101	AMAZON	04/17/2014	224.61
52102	AMAZON	04/17/2014	101.50
52103	AMERICAN MESSAGING	04/17/2014	104.69
52104	AMERICAN TIME & SIGNAL CO	04/17/2014	431.33
52105	AMERIPRIDE SERVICES	04/17/2014	742.61
52106	ANDERSON'S	04/17/2014	1,192.92
52107	APPLIED ENVIRONMENTAL SCI INC	04/17/2014	2,767.50
52108	ARIN PIANO CO	04/17/2014	450.00
52109	ARKO, CINDY	04/17/2014	250.00
52110	ASHLAND PRODUCTIONS INC	04/17/2014	82.00
52111	AVON BUSINESS FORMS & PROMOTIO	04/17/2014	102.95
52112	B W T & F ENTERPRISES LLP	04/17/2014	600.00
52113	BADE, AHMED ABDILAH	04/17/2014	16.99
52114	BARNES & NOBLE	04/17/2014	434.65
52115	BENCHMARK EDUCATION COMPANY	04/17/2014	6,822.20
52116	BERRISFORD, JULIE ANN	04/17/2014	150.00
52117	BUSINESS IMPACT GROUP	04/17/2014	1,300.84
52118	BLAESING, THEODORE S	04/17/2014	1,481.20
52119	BLB CONSULTING LLC	04/17/2014	1,450.00
52120	BLICK ART MATERIALS	04/17/2014	151.40
52121	BLUE BELL ENTERPRISES INC	04/17/2014	5,436.68
52122	THE BOOMERANG PROJECT	04/17/2014	2,570.00
52123	BREMER BANK	04/17/2014	2,648.10
52124	BRUNSWICK ZONE XL BLAINE	04/17/2014	920.00
52125	CALCULATORS INC	04/17/2014	400.53
52126	THE CAMBRIAN GROUP	04/17/2014	577.98
52127	CAP ELECTRIC INC	04/17/2014	1,096.44
52128	CASTRO, ALINA ROSE	04/17/2014	25.97
52129	CASTREN, SHARON	04/17/2014	75.00
52130	CDW GOVERNMENT INC	04/17/2014	1,860.44
52131	CENGAGE LEARNING	04/17/2014	3,709.75
52132	CENTENNIAL HIGH SCHOOL ISD #12	04/17/2014	135.00
52133	CENTER STAGE PRODUCTIONS	04/17/2014	521.00
52134	CENTURY RESOURCES INC	04/17/2014	2,094.07
52135	CENTURLINK	04/17/2014	264.28
52136	CHASE-JACOBUS, JAY KENNETH	04/17/2014	17.45
52137	THE CHILDREN'S THEATRE COMPANY	04/17/2014	380.00
52138	CITI-CARGO & STORAGE CO INC	04/17/2014	85.00

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52139	CONSTRUCTION MANAGEMENT BUILDI	04/17/2014	119,311.63
52140	COCA-COLA BOTTLING MIDWEST CO	04/17/2014	1,038.00
52141	COMCAST	04/17/2014	5.27
52142	COMCAST	04/17/2014	74.60
52143	COMMUNITY SERVICES & RECREATIO	04/17/2014	50.00
52144	COMMUNITY SERVICES & RECREATIO	04/17/2014	620.00
52145	CONCORDIA LANGUAGE VILLAGE	04/17/2014	1,377.00
52146	CONNEY SAFETY	04/17/2014	78.50
52147	CONSOLIDATED WELDING SUPPLY CO	04/17/2014	174.90
52148	CONTINENTAL CLAY CO	04/17/2014	2,636.69
52149	CONTINENTAL RESEARCH CORP	04/17/2014	207.89
52150	COOPS SPORTSWEAR	04/17/2014	2,480.50
52151	COPY IMAGES INC	04/17/2014	604.00
52152	CUB FOODS OF WHITE BEAR TWSHP	04/17/2014	393.70
52153	CULLIGAN BOTTLED WATER	04/17/2014	5.85
52154	CUMMINS NPOWER LLC	04/17/2014	117.64
52155	CURRICULUM ASSOCIATES LLC	04/17/2014	70.64
52156	DAHL, MARY	04/17/2014	280.00
52157	Vendor Continued Check	04/17/2014	0.00
52158	Vendor Continued Check	04/17/2014	0.00
52159	DALCO CORPORATION	04/17/2014	6,862.02
52160	DARTS VMS INC	04/17/2014	107.75
52161	DELEGARD TOOL OF TEXAS INC	04/17/2014	178.10
52162	DELLWOOD HILLS GOLF CLUB	04/17/2014	1,232.47
52163	DELTA EDUCATION	04/17/2014	38.75
52164	DEMCO INC	04/17/2014	267.25
52165	DESIGNER SIGN SYSTEMS INC	04/17/2014	114.00
52166	DOMINOS PIZZA	04/17/2014	276.98
52167	DON JOHNSTON INC	04/17/2014	224.54
52168	DONATELLI'S	04/17/2014	367.95
52169	DREAMBOX	04/17/2014	1,250.00
52170	DUNIYA DRUM & DANCE	04/17/2014	1,600.00
52171	ECKROTH MUSIC	04/17/2014	77.76
52172	ED'S TROPHIES INC	04/17/2014	231.50
52173	EDUCATIONAL RESEARCH AND DEV	04/17/2014	3,200.00
52174	EDUCATION TO GO	04/17/2014	266.75
52175	EDUCATION WEEK	04/17/2014	89.94
52176	EHLERS, MELISSA	04/17/2014	65.00
52177	ELECTRIC MOTOR REPAIR	04/17/2014	48.00
52178	ELLISON EDUC EQUIP INC	04/17/2014	36.00
52179	ESSENTIAL SKILLS	04/17/2014	112.95
52180	EVERGREEN PRESS	04/17/2014	15,876.50
52181	EZFUND.COM	04/17/2014	160.00
52182	FASTENAL COMPANY	04/17/2014	15.91
52183	FASTENATION INC	04/17/2014	152.17
52184	FESTIVAL FOODS-KNOWLAN'S	04/17/2014	442.03
52185	FISHER, MYCHAL	04/17/2014	350.00
52186	THE FLORAL TRUNK	04/17/2014	52.00
52187	FOLLETT SCHOOL SOLUTIONS INC	04/17/2014	873.86
52188	FRATTALONES HARDWARE STORES	04/17/2014	734.65

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52189	FREY	04/17/2014	822.64
52190	FULLER, LARRY	04/17/2014	350.00
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52193	GARDEN & ASSOCIATES INC	04/17/2014	1,047.50
52194	GENERAL PARTS LLC	04/17/2014	181.77
52195	GENUINE PARTS COMPANY-MPLS (NA	04/17/2014	15.10
52196	GILL, PATRICIA C	04/17/2014	108.50
52197	GOODIN COMPANY	04/17/2014	13.96
52198	GRAFFIC TRAFFIC LLC	04/17/2014	3,418.00
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52201	GRANDMA'S BAKERY INC	04/17/2014	189.94
52202	GRAPHIC EDGE	04/17/2014	898.56
52203	GREAT RIVER OFFICE PRODUCTS	04/17/2014	70.26
52204	GROTH MUSIC CO	04/17/2014	26.04
52205	GUMDROP CASES	04/17/2014	309.05
52206	HAGEN, MARCIA SUE	04/17/2014	50.00
52207	HALLBERG ENGINEERING INC	04/17/2014	6,348.08
52208	HEALTH PRODUCTS FOR YOU	04/17/2014	599.99
52209	HELLER, JODENE MARIE	04/17/2014	380.00
52210	HILL, TOM	04/17/2014	45.00
52211	HISDAHL INC	04/17/2014	31.50
52212	HOANG, CONG	04/17/2014	90.00
52213	Vendor Continued Check	04/17/2014	0.00
52214	HOGLUND BUS AND TRUCK CO	04/17/2014	5,291.42
52215	HOGLUND BODY & EQUIPMENT INC	04/17/2014	1,000.00
52216	HOUCK ED D, BONNIE D	04/17/2014	2,101.70
52217	HOVEY, RACHAEL D	04/17/2014	211.75
52218	HUGGETT, CATHY J	04/17/2014	15.00
52219	IKI INC	04/17/2014	176.00
52220	THE IMPROVE GROUP INC	04/17/2014	1,875.00
52221	INDIANA DEV TRAINING CTR OF LA	04/17/2014	2,486.24
52222	INNOVATIVE OFFICE SOLUTIONS	04/17/2014	3,434.02
52223	ISD #621 MOUNDS VIEW PUBLIC SC	04/17/2014	27,286.28
52224	J & R SCHOOL SUPPLIES	04/17/2014	224.40
52225	JC ENVIRONMENTAL & DEMOLITION	04/17/2014	300.00
52226	JOHNSON CONTROLS INC	04/17/2014	2,084.63
52227	JONES SCHOOL SUPPLY CO INC	04/17/2014	194.25
52228	JUNIOR LIBRARY GUILD	04/17/2014	371.25
52229	JW PEPPER & SON INC	04/17/2014	302.93
52230	K PEARSON MECHANICAL LLC	04/17/2014	3,032.45
52231	K12 SCHOOL SUPPLIES LLC	04/17/2014	316.10
52232	K12 TRANSPORTATION MGMT SERVIC	04/17/2014	102,365.56
52233	KARLSBURGER FOODS INC	04/17/2014	80.88
52234	KATH FUEL OIL SERVICE CO	04/17/2014	2,407.00
52235	KELLER, PAUL	04/17/2014	100.00
52236	KERSTEN, SUSAN M	04/17/2014	70.97
52237	KIMBALL MIDWEST	04/17/2014	504.12
52238	KRAMLINGER, CHARLES	04/17/2014	65.00

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52242	LEARNING A-Z	04/17/2014	6,717.90
52243	LERNER PUBLISHING GROUP	04/17/2014	345.20
52244	THE LEUKEMIA & LYMPHOMA SOCIET	04/17/2014	315.00
52245	LINDQUIST, TRACY	04/17/2014	10.74
52246	LINGUISYSTEMS INC	04/17/2014	74.75
52247	LOFFLER	04/17/2014	365.05
52248	MN ASSOC OF ADMIN OF STATE &	04/17/2014	394.00
52249	MACKIN EDUCATIONAL RESOURCES	04/17/2014	1,494.35
52250	MADDENS ON GULL LAKE	04/17/2014	747.24
52251	MALECEK TEAM WRESTLING CAMP LL	04/17/2014	500.00
52252	MASE	04/17/2014	398.00
52253	MCDONOUGH'S WATERJETTING AND	04/17/2014	2,558.90
52254	MN COMMUNITY EDUC ASSOC (MCEA)	04/17/2014	220.00
52255	MEADOWBROOK PRESS	04/17/2014	1,000.00
52256	MEDTOX LABORATORIES	04/17/2014	18.40
52257	METRO SOUND AND LIGHTING	04/17/2014	59.98
52258	MHS	04/17/2014	530.88
52259	MID CITY SERVICES - INDUSTRIAL	04/17/2014	107.56
52260	MIDWEST BUS PARTS INC	04/17/2014	276.84
52261	MN ASSOC FOR PUPIL TRANSPORT	04/17/2014	900.00
52262	MN CONWAY FIRE & SAFETY	04/17/2014	275.00
52263	MN DEPT OF HEALTH	04/17/2014	45.00
52264	MN DEPT OF HEALTH	04/17/2014	70.00
52265	MN ELEVATOR INC	04/17/2014	917.77
52266	MN HISTORICAL SOCIETY	04/17/2014	127.50
52267	MN MOBILE TELEPHONE CO INC	04/17/2014	99.00
52268	MN PCS USERS' GROUP	04/17/2014	35.00
52269	MN VISITING NURSE AGENCY	04/17/2014	294.00
52270	MN SCHOOL AGE CARE ALLIANCE	04/17/2014	525.00
52271	MOBILE RADIO ENGINEERING INC	04/17/2014	984.20
52272	MONACO & ASSOCIATES INC	04/17/2014	65.00
52273	NATL ASSOC OF SECONDARY SCHOOL	04/17/2014	101.40
52274	NATL RECOGNITION PRODUCTS	04/17/2014	147.00
52275	NCS PEARSON INC	04/17/2014	188.00
52276	NELSON, MELISSA	04/17/2014	50.00
52277	NORCENTRONIX DISTRIBUTING	04/17/2014	50.00
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52279	NORTH CENTRAL TRUCK EQUIPMENT	04/17/2014	2,382.27
52280	NORTH STAR BANK	04/17/2014	7,150.00
52281	NORTH SUBURBAN TOWING	04/17/2014	437.50
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52283	NORTHEAST METRO INTERMEDIATE D	04/17/2014	103,615.38
52284	NORTHERN LIGHTS	04/17/2014	1,110.00
52285	NORTHERN DOOR COMPANY	04/17/2014	672.00
52286	NORTHWEST SHEETMETAL CO OF ST	04/17/2014	999.20
52287	NYSTROM PUBLISHING CO INC	04/17/2014	14,577.69
52288	O'REILLY AUTOMOTIVE INC	04/17/2014	996.17

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52289	OLSON, MELISSA M	04/17/2014	125.00
52290	ORIENTAL TRADING CO INC	04/17/2014	536.29
52291	OTT TO PRINT GREEN	04/17/2014	138.00
52292	OTTER LAKE PTA	04/17/2014	300.00
52293	OXYGEN SERVICE CO INC	04/17/2014	24.18
52294	PAHL, MIKE	04/17/2014	525.00
52295	PAMS LUNCHROOM LLC	04/17/2014	6,407.52
52296	PARK HIGH SCHOOL	04/17/2014	60.00
52297	PARTS NOW ! LLC	04/17/2014	269.20
52298	PETERSON BROS ROOFING & CONST	04/17/2014	1,554.64
52299	PHILBRICK, TAMARA	04/17/2014	225.00
52300	PHOENIX ALTERNATIVES INC	04/17/2014	272.00
52301	POSTMASTER	04/17/2014	45.00
52302	POSTMASTER	04/17/2014	147.00
52303	PRAIRIE CARE	04/17/2014	20.00
52304	PRAXAIR DISTRIBUTION INC	04/17/2014	115.31
52305	PRESS PUBLICATIONS	04/17/2014	612.48
52306	PRO-ED INC	04/17/2014	328.90
52307	PROF SERVICE INDUSTRIES	04/17/2014	5,088.00
52308	RAMSEY COUNTY PARKS/REC DEPT	04/17/2014	2,702.00
52309	READ NATURALLY INC	04/17/2014	425.70
52310	REBYL SPORTS INC	04/17/2014	615.00
52311	REDLEAF PRESS	04/17/2014	89.96
52312	REDWOOD TOXICOLOGY LABORATORY	04/17/2014	39.50
52313	REHBEIN TRANSIT INC	04/17/2014	1,584.00
52314	RENTAL REHAB & REPAIR	04/17/2014	4,060.00
52315	RICHARD, AMIE RENEE	04/17/2014	70.00
52316	RIGHTWAY GLASS INC	04/17/2014	240.00
52317	ROSEN PUBLISHING GROUP	04/17/2014	215.40
52318	ROSEVILLE AREA SCHOOLS	04/17/2014	147.79
52319	RUTTIGERS BAY LAKE LODGE	04/17/2014	81.90
52320	S & S WORLDWIDE	04/17/2014	95.73
52321	SAM'S CLUB #6309	04/17/2014	405.00
52322	SAVATREE	04/17/2014	2,140.00
52323	SCANTRON CORPORATION	04/17/2014	131.21
52324	SCHOOL SPECIALTY	04/17/2014	47.43
52325	SCHOOL STUFF SCHOOL SUPPLY	04/17/2014	77.76
52326	SCIMATHMN	04/17/2014	316.00
52327	SCOTT CHIROPRACTIC	04/17/2014	150.00
52328	SECURITAS SEC SVCS USA INC	04/17/2014	6,630.08
52329	SEEVER, GRAY	04/17/2014	165.00
52330	SENTRY SYSTEMS INC	04/17/2014	1,190.00
52331	SEW SAY IT	04/17/2014	647.50
52332	SHOREVIEW COMMUNITY CENTER	04/17/2014	468.00
52333	SHRED-IT USA - MINNEAPOLIS	04/17/2014	1,042.88
52334	SKOGLUND, COLLEEN	04/17/2014	875.00
52335	SCHOOL NUTRITION ASSOC (SNA)	04/17/2014	27.00
52336	SCHOOL NUTRITION ASSOC (SNA)	04/17/2014	148.25
52337	SOLBERG, BEVERLY JEAN	04/17/2014	800.00
52338	SOUTHWESTERN YOUTH SERVICES	04/17/2014	1,680.00

Check Nbr	Vendor Name	Check Date	Check Amount
52339	SPECIALTY PROMOTIONS	04/17/2014	724.50
52340	STANDARD SPRING PARTS	04/17/2014	277.70
52341	STAPLES ADVANTAGE	04/17/2014	3,342.93
52342	STATE SUPPLY CO	04/17/2014	1,041.18
52343	STILLWATER HIGH SCHOOL	04/17/2014	93.00
52344	STORYBOARD FILMS	04/17/2014	2,626.00
52345	SWALINKAVICH, BARBARA H	04/17/2014	103.00
52346	SWAYHEAVY	04/17/2014	700.00
52347	TEMSPEC INC	04/17/2014	723.51
52348	TESKEY, RACHEL LAUREN	04/17/2014	4.00
52349	THIMJON, RON	04/17/2014	275.00
52350	THYSSENKRUPP ELEVATOR CORP	04/17/2014	674.13
52351	TIME TIMER LLC	04/17/2014	60.00
52352	TOUCH SCREENS INC	04/17/2014	161.50
52353	TRADE PRESS INC	04/17/2014	383.00
52354	TRADEWINDS ISLAND GRAND RESORT	04/17/2014	1,501.92
52355	TRATTORIA DA VINCI	04/17/2014	839.30
52356	TRAVEL LEADERS	04/17/2014	2,214.12
52357	TRI FITNESS LLC	04/17/2014	150.00
52358	TRUCK UTILITIES MFG CO	04/17/2014	363.42
52359	TSBL DISTRIBUTING	04/17/2014	24.56
52360	TWIN CITY HARDWARE	04/17/2014	260.31
52361	UNIVERSITY OF MN - HD	04/17/2014	144.00
52362	US FOODS CULINARY EQUIP & SUPP	04/17/2014	229.20
52363	CITY OF VADNAIS HEIGHTS	04/17/2014	2,588.69
52364	VALLEYFAIR GROUP SALES	04/17/2014	8,048.00
52365	VERIZON WIRELESS	04/17/2014	35.14
52366	VIKING ELECTRIC SUPPLY	04/17/2014	5,808.69
52367	WASTE MANAGEMENT OF WI-MN	04/17/2014	16,227.79
52368	WAYFAIR LLC	04/17/2014	604.90
52369	WHITE BEAR CENTER FOR THE ARTS	04/17/2014	7,544.00
52370	WHITE BEAR GLASS INC	04/17/2014	250.00
52371	WHITE BEAR MONTESSORI	04/17/2014	294.00
52372	WHITE BEAR AREA CHAMBER	04/17/2014	50.00
52373	WHITE BEAR LAKE (CITY OF)	04/17/2014	2,603.97
52374	WEST MUSIC COMPANY	04/17/2014	498.37
52375	WILLIAM V MACGILL & CO	04/17/2014	54.85
52376	WILLIAMS, KIANA	04/17/2014	150.00
52377	WINNICK SUPPLY	04/17/2014	14.48
52378	WOLFS DEN GUN SHOP	04/17/2014	58.00
52379	YANCURA, SUSAN C	04/17/2014	141.17

291 Computer Check(s) For a Total of 672,659.30

Check Nbr	Vendor Name	Check Date	Check Amount
51647	NATL SCHOOL PUBLIC RELATIONS A	04/17/2014	72.00
51878	HOLIDAY INN ST PAUL EAST	04/17/2014	534.00
51971	OTTER CREEK GOLF COURSE	04/17/2014	540.00
3	Void	Check(s) For a Total of	1,146.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	291	Computer	Checks For a Total of	672,659.30
Total For	291	Manual, Wire Tran, ACH & Computer Checks		672,659.30
Less	3	Voided	Checks For a Total of	1,146.00
		Net Amount		671,513.30

Check Nbr	Vendor Name	Check Date	Check Amount
52380	AIG	04/23/2014	6,353.92
52381	AMERICAN UNITED LIFE	04/23/2014	57,644.00
52382	AMERICAN UNITED LIFE	04/23/2014	2,500.00
52383	AMERIPRISE FINANCIAL SERVICES	04/23/2014	13,525.54
52384	AXA EQUITABLE	04/23/2014	37,562.94
52385	Vendor Continued Check	04/23/2014	0.00
52386	COPY IMAGES INC	04/23/2014	13,540.31
52387	DELTA DENTAL PLAN OF MN	04/23/2014	62,958.30
52388	EDUCATION MN ESI BILLING TRUST	04/23/2014	26,487.79
52389	GREAT LAKES HIGHER EDUC GUARAN	04/23/2014	279.53
52390	GREATAMERICA FINANCIAL SERVICE	04/23/2014	112.99
52391	GURSTEL CHARGO ATTORNEYS AT LA	04/23/2014	21.00
52392	HAUTMAN, CHRISTOPHER M	04/23/2014	578.00
52393	Vendor Continued Check	04/23/2014	0.00
52394	Vendor Continued Check	04/23/2014	0.00
52395	HEALTHPARTNERS	04/23/2014	1,122,551.76
52396	IUOE LOCAL 70	04/23/2014	2,205.06
52397	Vendor Continued Check	04/23/2014	0.00
52398	Vendor Continued Check	04/23/2014	0.00
52399	Vendor Continued Check	04/23/2014	0.00
52400	MADISON NATIONAL LIFE	04/23/2014	41,661.60
52401	MAILFINANCE INC	04/23/2014	445.71
52402	MESSERLI & KRAMER PA	04/23/2014	440.00
52403	METROPOLITAN LIFE	04/23/2014	2,934.40
52404	MN CHILD SUPPORT	04/23/2014	2,704.89
52405	O'REILLY AUTOMOTIVE INC	04/23/2014	1,253.96
52406	ORDWAY CENTER FOR PERFORMING	04/23/2014	210.00
52407	SCHOOL SERVICE EMPLOYEES	04/23/2014	5,693.24
52408	SCHOOL SPECIALTY	04/23/2014	1,490.18
52409	UNIVERSITY OF WI RIVER FALLS	04/23/2014	119.00
52410	US DEPT OF EDUCATION	04/23/2014	356.51
52411	VANGUARD SMALL BUSINESS SERVIC	04/23/2014	22,879.11
52412	WBLA EDUCATIONAL FOUNDATION	04/23/2014	809.50
52413	XEROX CORPORATION	04/23/2014	33.62
34	Computer	Check(s) For a Total of	1,427,352.86

	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
	34	Computer	Checks For a Total of	1,427,352.86
Total For	34	Manual, Wire Tran, ACH & Computer Checks		1,427,352.86
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,427,352.86

Check Nbr	Vendor Name	Check Date	Check Amount
131401461	ANDERSON, MELISSA KAY	04/28/2014	95.81
131401462	BERNIER, CARYN S	04/28/2014	161.28
131401463	CARLSON, CATHERINE J	04/28/2014	20.83
131401464	CHAPLIN, MARILEE A	04/28/2014	100.00
131401465	CLYNE, KRISTINE L	04/28/2014	153.57
131401466	DAHL, CHRISTINE S	04/28/2014	42.97
131401467	DEEN, DENISE T	04/28/2014	555.52
131401468	EVERS, MINDY M	04/28/2014	151.20
131401469	FERNANDEZ, KEVIN M	04/28/2014	100.96
131401470	GAMBONI, RICHARD A	04/28/2014	40.00
131401471	GERTEN, AMY M	04/28/2014	245.00
131401472	GROPPOLI, KADI L	04/28/2014	160.16
131401473	HANSON, MARILYN LOUCKS	04/28/2014	157.00
131401474	HAWKINSON, STEVEN A	04/28/2014	49.99
131401475	HEALY, JASON CHARLES	04/28/2014	240.03
131401476	HOROWICKI, LISA M	04/28/2014	366.26
131401477	HOSMER, JESSICA ANN	04/28/2014	64.54
131401478	HURRY, DENISE	04/28/2014	14.00
131401479	INDLECOFFER, TRACI D	04/28/2014	124.07
131401480	JOHNSON, SADIE R	04/28/2014	128.50
131401481	KEESE, MATTHEW D	04/28/2014	461.21
131401482	KIRSCHLING, JULIENNE R	04/28/2014	266.89
131401483	LAU, LAI F	04/28/2014	433.40
131401484	LILLIE, KRISTEN	04/28/2014	25.17
131401485	LOVETT, MICHAEL J	04/28/2014	65.00
131401486	MARSH, KATHERINE M	04/28/2014	25.00
131401487	MCGARTHWAITE, NICOLE M	04/28/2014	39.59
131401488	MCGRAW, SABINE K	04/28/2014	134.68
131401489	MENCKE, LAURIE ANN	04/28/2014	100.00
131401490	MILES, MARY T	04/28/2014	1,051.32
131401491	MOORE, KATHERINE D	04/28/2014	25.00
131401492	MUNDELL, GERALD K	04/28/2014	344.96
131401493	NASVIK, CRAIG S	04/28/2014	161.77
131401494	NIKKEL, DIANE L	04/28/2014	109.04
131401495	NORDWALL, ERIK T	04/28/2014	25.00
131401496	OKLOBZIJA, LUANNE P	04/28/2014	123.89
131401497	PERRY, BRIAN D	04/28/2014	129.89
131401498	PETERSON, BETSY J	04/28/2014	56.56
131401499	PETERSEN, JILL M	04/28/2014	113.24
131401500	PICHA, CHRISTINA K	04/28/2014	759.96
131401501	PINNOW, PAIGE E	04/28/2014	194.99
131401502	PRESSELLER, TRACY A	04/28/2014	156.80
131401503	PRISSEL, JESSIE L	04/28/2014	166.20
131401504	QUAAS, BETH A	04/28/2014	88.20
131401505	RASMUSSEN, JEAN H	04/28/2014	69.99
131401506	RECKINGER, JENNIFER R	04/28/2014	192.64
131401507	SAMUELSON, BETH A	04/28/2014	96.88
131401508	SCHMIDT, DEBRA SUE	04/28/2014	23.86
131401509	SCHMIDT, NOEL N	04/28/2014	390.34
131401510	SOLHEIM, KARI L	04/28/2014	452.21

Check Nbr	Vendor Name	Check Date	Check Amount
131401511	STIRLING, CONNIE B	04/28/2014	64.99
131401512	STUEMKE, CHARLES R	04/28/2014	66.89
131401513	SULLIVAN, JENNIFER S	04/28/2014	100.00
131401514	SVIR, SARA A	04/28/2014	58.00
131401515	VAVRICKA, ROCHELLE L	04/28/2014	366.26
131401516	WALD, TIMOTHY A	04/28/2014	429.93
131401517	WHITCOMB-BREMER, JACLYN ANN	04/28/2014	45.35
131401518	WILLIAMS, LAURA L	04/28/2014	195.00
131401519	WINKLER, PAMELA L	04/28/2014	500.00
131401520	YOUNGBAUER, CAROLYN K	04/28/2014	36.19
60	ACH	Check(s) For a Total of	11,117.98

ACH

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	60	ACH	Checks For a Total of	11,117.98
	0	Computer	Checks For a Total of	0.00
Total For	60	Manual, Wire Tran, ACH & Computer Checks		11,117.98
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		11,117.98

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: **May 12, 2014**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Wayne Kazmierczak, Director of Finance and Operations**

Donation	Donor	Recipient
\$1,000 for Excellence Event	Michael and Karen Roe	White Bear Lake Area High School South Campus
\$350 for Excellence Event	White Bear Lake Rotary	White Bear Lake Area High School South Campus
\$50 for Excellence Event	Anonymous	White Bear Lake Area High School South Campus
\$282 for four bus trips to Donatelli's for 5 th grade classes	Willow Lane Elementary PTO	Willow Lane Elementary School
\$70.50 for bus trip to Donatelli's for 5 th grade class	Willow Lane Elementary PTO	Willow Lane Elementary School
\$500 for Trapshooting Program	Whitetails Unlimited Inc.	White Bear Lake Area High School
\$9,471 for Boys' Lacrosse	White Bear Lacrosse Club High School Boys Boosters	White Bear Lake Area High School
\$266.49 for fieldtrip to Festival Foods	Lincoln School PTA	Lincoln Elementary School
\$3,000 for Boys' Basketball	WBL Basketball Association	White Bear Lake Area High School
\$300 for National Honor Society	Vadnais Heights Lions Club	White Bear Lake Area High School
\$300 for National Honor Society	White Bear Lake Lions Club	White Bear Lake Area High School
\$137.90 for books for the School Psychologist Office	Roger Biever	Birch Lake Elementary School

RECOMMENDATION: Accept donations.

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

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

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

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATIONS/TERMINATION – CLASSIFIED STAFF

JEANETTE DALTON – Administrative Assistant - Principal, Oneka Elementary
Employed by District 624 since 08/16/2010
Effective Date: 05/16/2014

JOHN KOEGER – Pupil Support Assistant, High School-North Campus
Employed by District 624 since 09/03/2013
Effective Date: 06/05/2014

DENNIS MADL – Custodian, Vadnais Heights Elementary
Employed by District 624 since 11/16/2009
Effective Date: 06/06/2014

CAROLYN MESSBARGER – Health Assistant, St. Mary of the Lake
Employed by District 624 since 08/27/1997
Effective Date: 06/10/2014

MARY SHROYER – Program Assistant Leader, Otter Lake Elementary
Employed by District 624 since 08/23/1999
Effective Date: 05/06/2014

RESIGNATIONS/TERMINATION – PROFESSIONAL STAFF

MARY MCGRANE – Student/Instructional Assessment, Accountability Coordinator, District Center
Employed by District 624 since 03/07/2011
Effective Date: 05/31/2014

RESIGNATIONS/TERMINATION - CERTIFIED STAFF

EDWARD ANDERSON – German Teacher, Secondary Buildings
Employed by District 624 since 08/22/2002
Effective Date: 06/06/2014

BRENDON SCHWIRTZ – Elementary Principal, Willow Lane Elementary
Employed by District since 07/01/2012
Effective Date: 06/30/2014

CAIYUN ZHOU – Chinese Teacher, Vadnais Heights Elementary
Employed by District 624 since 08/21/2013
Effective Date: 06/06/2014

RETIREMENTS – CLASSIFIED STAFF

GLORIA ANDERSON – ELL Assistant, Vadnais Heights Elementary
Employed by District 624 since 05/22/1997
Effective Date: 06/04/2014

TODD OSTERBAUER – District Utility Engineer, District Wide
Employed by District 624 since 11/05/1979
Effective Date: 06/30/2014

BONNIE THOMAS – Nurse Paraprofessional, Birch Lake Elementary
Employed by District 624 since 09/03/2001
Effective Date: 06/05/2014

RETIREMENTS – CERTIFIED STAFF

JOANNE ANDERSON – Learning Skills Teacher, Vadnais Heights Elementary
Employed by District since 08/26/1991
Effective Date: 11/10/2014

LOU FERRERI – Art Teacher, High School-South Campus
Employed by District 624 since 08/23/1999
Effective Date: 06/06/2014

ELIZABETH KEEFER – Elementary Education Teacher, Willow Lane Elementary
Employed by District 624 since 08/18/1983
Effective Date: 06/06/2014

RETIREMENT AGREEMENT

PHILLIP FISHER – Building Operations Manager, District Center
Employed by District 624 since 03/02/1998
Effective Date: 06/30/2014

SEPARATION AGREEMENT

ANN BERGMAN-EWING – Special Education Teacher, Sunrise Park Middle School
Employed by District 624 since 12/12/2012
Effective Date: 06/30/2014

CHANGE IN PROBATIONARY ASSIGNMENT – CERTIFIED STAFF

LUBNA ABU-SHARKH – ELL Teacher, Hugo Elementary and Matoska International
From .45 f.t.e. to .50 f.t.e.
Effective Date: 2014–2015 School Year

KATHERINE LARSON – FACS Teacher, Sunrise Park Middle School
From .50 f.t.e. to .90 f.t.e.
Effective Date: 2014–2015 School Year

DANIELLE PARSHALL – Math Teacher, Golfview ALC and High School-South Campus
From .80 f.t.e. to 1.0 f.t.e.
Effective Date: 2014–2015 School Year

FULL - TIME LEAVE REQUEST – CLASSIFIED STAFF

PATRICIA WYNN – Administrative Assistant–Building Assistant, Hugo Elementary
Employed by District since 04/13/1992
Effective Date: 2014-2015 School Year

FULL - TIME LEAVE REQUEST – CERTIFIED STAFF

JOANNE ANDERSON – Learning Skills Teacher, Vadnais Heights Elementary
Employed by District since 08/26/1991
Effective Date: August 19, 2014 through November 9, 2014

RACHEL CLARK – Business Education Teacher, High School-South Campus
Employed by District since 08/24/2011
Effective Date: 2014-2015 School Year

THREE YEAR EXTENDED LEAVE REQUEST – CERTIFIED STAFF

CAROL TARSA – Mathematics Teacher and TLES Coordinator, High School-South Campus
Employed by District since 09/10/1990
Effective Date: 2014-2015 School Year through 2016-2017 School Year

PART - TIME LEAVE REQUEST – CERTIFIED STAFF

NANCY KIRSCH-HIGGS – Special Education Teacher, Birch Lake Elementary
.20 Leave (.80 position)
Effective Date: 2014-2015 School Year

STEPHANIE TOLLISON – Psychologist, Sunrise Park Middle School
.20 Leave (.80 position)
Effective Date: 2014-2015 School Year

PART - TIME TEACHER PROGRAM – CERTIFIED STAFF

PETER PITMAN – Science Teacher, High School-South Campus
Employed by District 624 since 08/24/1998
Effective Date: 2014-2015 School Year

NEW PERSONNEL – CLASSIFIED STAFF

CHERYL BONCHER – Building Support Technician, Willow Lane Elementary
\$16.05 / hr., 5.0 hrs. / 39 days \$3,129.75 (Pro-rated on \$14,846.25)
Effective Date: 04/16/2014

JASON SALKOWICZ – Custodian, Lakeaires Elementary
\$16.47 / hr. + .25 SD, 8.0 hrs. / 41 days \$5,484.15 (Pro-rated on \$34,777.60)
Effective Date: 05/05/2014

NEW PERSONNEL – PROFESSIONAL STAFF

CHRISTINA THAYER-MARMITT – Comm. Educ. Coordinator–Extended Day, District Center
\$5,783.28 (Pro-rated on \$62,653.00)
Effective Date: 05/28/2014

NEW PERSONNEL – CERTIFIED STAFF
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KRISTEN BARNES – .60 Music Teacher, Central and Sunrise Park Middle School
BA, Step 6 \$27,105.00
Effective Date: 2014 – 2015 School Year

KATHERINE BERGMAN – Intervention Teacher, Willow Lane Elementary
BA+60, Step 4 \$46,539.00
Effective Date: 2014 – 2015 School Year

ALLISON BRIES – Language Arts Teacher, High School-North Campus
BA, Step 1 \$39,275.00
Effective Date: 2014 – 2015 School Year

JENNY CHALIFOUX – Special Education Teacher, Sunrise Park Middle School
MA, Step 1 \$43,783.00
Effective Date: 2014 – 2015 School Year

MEGAN CHURCH – TITLE Teacher, Lakeaires Elementary
BA, Step 3 \$40,876.00
Effective Date: 2014 – 2015 School Year

ELIZABETH CRONK – Social Studies Teacher, Central and Sunrise Park Middle School
BA, Step 2 \$40,118.00
Effective Date: 2014 – 2015 School Year

SHANNON GRANT – Health Teacher, High School-North Campus
BA+45, Step 4 \$45,491.00
Effective Date: 2014 – 2015 School Year

COLLEEN KOPP – 4th Grade Teacher, Oneka Elementary
BA, Step 3 \$40,876.00
Effective Date: 2014 – 2015 School Year

JENNIFER LAFRINIER – Title and Learning Skills Teacher, Lakeaires Elementary
MA, Step 7 \$53,415.00
Effective Date: 2014 – 2015 School Year

KEVIN MATUSESKI – Language Arts Teacher, Central Middle School
MA, Step 5 \$49,755.00
Effective Date: 2014 – 2015 School Year

ANGELA NELSON – Associate Principal, High School-North Campus
\$91,816.60
Effective Date: 07/01/2014

NIKOLE ROBERTS – Intervention Teacher, Lincoln and Oneka Elementary
BA, Step 2 \$40,118.00
Effective Date: 2014 – 2015 School Year

TIMOTHY SCHOCHENMAIER – Elementary Principal, Otter Lake Elementary
\$121,643.00
Effective Date: 07/01/2014

STEPHANIE SOLFELT – Special Education Teacher, Otter Lake Elementary
MA, Step 1 \$43,783.00
Effective Date: 2014 – 2015 School Year

ERIN TARNOWSKI – .60 Language Arts Teacher, Central Middle School
MA+30, Step 8 \$33,851.00
Effective Date: 2014 – 2015 School Year

STEPHANIE VAN LANNEN – Elementary Spanish Teacher, Oneka Elementary
BA, Step 1 \$39,275.00
Effective Date: 2014 – 2015 School Year

NEW LONG TERM SUBSTITUTE – CERTIFIED STAFF

CHRISTINE CARNEY – Mathematics Teacher, High School-North Campus
BA, Step 2 \$4,852.56 (Pro-rated on \$39,225.00)
Effective Date: May 6, 2014 through June 6, 2014

CALLI MOREAU – .50 School Counselor, Central Middle School
MA, Step 2 \$22,609.00
Effective Date: 2014 – 2015 School Year

SALLY PETERSON – Language Arts Teacher, Sunrise Park Middle School
BA+30, Step 5 \$46,034.00
Effective Date: 2014 – 2015 School Year

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: **Recognition of School Board Student Representatives**
MEETING DATE: **May 12, 2014**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

BACKGROUND:

The White Bear Lake Area School Board would like to commend and recognize **Kidus Ketema**, 12th grade student at South Campus, for this outstanding role as the 2013-14 Student Representative on the School Board, and they would like to commend and recognize **Ryan Burke**, 12th grade student at South Campus, for his role as the 2013-14 alternate Student Representative.

AGENDA ITEM: **College and Career Readiness: Highlighting the AVID Program**

MEETING DATE: **May 12, 2014**

SUGGESTED DISPOSITION: **Informational Item**

CONTACT PERSON(S): **David Law, Assistant Superintendent**

BACKGROUND:

White Bear Lake Area Schools Strategic Plan Strategy 1.2 states, “All students will have an ongoing plan for post-secondary readiness that will be monitored from grades 6 through 12 and all students will have the academic skills to be successful in a post-secondary institution.”

One of the key programs that White Bear Lake has participated in to meet the objectives of Strategic Plan 1.2 has been Advancement Via Individual Determination (AVID).

The AVID program creates pathways for students to access rigorous coursework up to and including college credit courses. Started at North Campus in 2010-2011 with over twenty ninth graders, the program currently is serving 115 students grades 8-12 at Sunrise, Central, North and South. This year's AVID seniors will be the first group to graduate with AVID support.

At tonight's board meeting, there will be a presentation from AVID teachers and students describing the program and the impact it has made.

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **May 12, 2014**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

BACKGROUND:

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

D. DISCUSSION ITEMS

AGENDA ITEM: **Overview of Planning for Capital Projects Levy for 2014-15 and Capital Fund Update**

MEETING DATE: **May 12, 2014**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **David Law, Assistant Superintendent**
Mark Garrison, Director of Technology
Dr. Wayne Kazmierczak, Director of Finance and Operations

BACKGROUND:

Mark Garrison, Wayne Kazmierczak, and David Law will be updating the board on the status of our first year plans for the capital projects levy and our capital fund in general.

Included in this presentation will be detailed information about our infrastructure updates, staff technology replacement cycle, student devices, and innovation investments related to technology. You will also receive information about our curriculum and instruction allocations including two strategic partnerships that will move us forward with digital curriculum and the status of our music instrument replacement cycle.

AGENDA ITEM: **Strategic Plan for Secondary Programs and Facilities**

MEETING DATE: **May 12, 2014**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

At both the March and April work-study sessions, Director of Finance and Operations Dr. Wayne Kazmierczak provided proposals for carrying out the strategic action plan for secondary programs and facilities.

In recent years the administration has focused on carrying out the strategic initiatives pertaining to elementary programming facilities, consistent with our Strategic Plan. This school year we completed the addition of a new gymnasium and performing arts center and secure entrance at Matoska International School, and projects at Lakeaiars and Willow are underway with the secure entrance, gymnasium, and performing arts area scheduled for completion early in the 2014-15 school year.

With these major projects completed, the administration is proposing on following through on major initiatives consistent with the strategic plan action plan III.11-*Secondary facilities will be evaluated and recommendations will be made that improve programs and reduce transitions, including a cost benefit analysis of a single campus high school.*

In addition, we are asking this task force to follow through on the community facilities study that was completed in the spring of 2013, and other strategic priorities.

Dr. Kazmierczak will provide an overview of our planning for this initiative.

AGENDA ITEM: **School Board Policy 417, Chemical Use and Abuse**
MEETING DATE: **May 12, 2014**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Chris Picha, Director of Human Resources**

BACKGROUND:

School Board Policy 417, Chemical Use and Abuse, was reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with Minnesota Statute.

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the June 9, 2014 School Board meeting agenda or a subsequent meeting.

Adopted August 18, 1997
Revised: September 9, 2002
Revised: January 10, 2005
Revised: February 9, 2009

White Bear Lake Area
School District #624 Policy 417

417 CHEMICAL USE AND ABUSE

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. ~~The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse.~~ The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a ~~Drug~~ **chemical**-free workplace/~~drug~~ **chemical**-free school.

- A. It is the policy of this school district to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- B. The school district shall establish and maintain in every school a chemical abuse pre-assessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses ~~to~~ **in** the ~~individual~~ reported cases.
- C. It will be the responsibility of the superintendent, with the advice of the school board, to establish a school and community advisory team to address chemical abuse problems in the district.
- D. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving **chemical** ~~drug~~-free schools and workplaces.

III. DEFINITIONS

- A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.

- B. "Chemicals" includes but is not limited to alcohol, toxic substances, and controlled substances as defined in the school district's ~~Drug-~~ Chemical-Free Workplace/~~Drug~~Chemical-Free School policy.
- C. "Use" includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. "School location" includes any school building or on any school premises; ~~on~~ in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time ~~such~~ when an employee is supervising students on behalf of the school district; or when an employee is otherwise engaged in school district business.

IV. STUDENTS

- A. Instruction at Elementary and Secondary Schools
 - 1. ~~Every school~~ The District shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents/guardians, students, health care professionals, state department of education, staff, and members of the community in developing the curriculum.
 - 2. ~~Each school~~ The District may will implement age-appropriate, and developmentally based activities that include, but are not limited to, those that:
 - a. address the consequences of violence and the illegal use of drugs;
 - b. promote a sense of individual responsibility;
 - c. teach students that most people do not use drugs illegally;
 - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
 - e. teach students about the dangers of newly emerging drugs;
 - f. engage students in the learning process; and
 - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
 - 3. Each school ~~shall~~ may involve families, community sectors (which may include appropriately trained senior citizens), and a variety of drug and

violence prevention providers in establishment of clear expectations against violence and illegal use of drugs and appropriate consequences for ~~such negative behavior~~ such acts.

4. Each school ~~shall~~ may disseminate chemical ~~drug~~ and violence prevention information within the school and to the community.
5. Each school ~~shall~~ may have professional development and training for, and involvement of, school personnel, student services personnel, parents/guardian, and interested community members in prevention, education, early identification and intervention, mentoring, ~~or~~ and rehabilitation referral to professional resources as related to ~~drug~~ chemical and violence prevention.
6. Each school may ~~shall~~ have ~~drug~~ chemical and violence prevention activities that may include the following:
 - a. Community-wide planning and organizing activities to reduce violence and illegal ~~drug~~ chemical use, which may include gang activity prevention.
 - b. The hiring and mandatory research-based training of school security personnel who interact with students in support of the school-based and youth-focused ~~drug~~ chemical and violence prevention activities included in this policy.
 - c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and provide a designated faculty supervisor.
 - d. Youth anti-crime and anti-drug councils and activities. ~~Staff-guided conflict resolution and peer mediation training and implementation programs that provide opportunities for youth involvements in health promotion and violence prevention activities.~~
 - e. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers.
 - f. Training of teachers by school-based mental health service providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of ~~drugs~~ chemicals.
 - g. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal ~~drug~~ chemical use.

B. Reports of Chemical Use and Abuse

1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location:
 - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
 - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
 - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, and if warranted, initiation of expulsion proceedings.
Students may also be referred to a detoxification center or medical center.
2. If a school district employee has reason to believe that a student is abusing, possessing, transferring distributing or selling chemicals:
 - a. The employee shall notify the building administrator or a member of the pre-assessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between ~~a single member~~ s of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
 - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; sharing of resources for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
3. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and

the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56, and proposed for expulsion.

4. ~~Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.~~

C. Pre-assessment Team

1. Every school ~~shall~~ **may** have a chemical abuse pre-assessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses ~~to~~ **in** the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.
2. Destruction of Records
 - a. If the pre-assessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
 - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
 - c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

Any minor may give effective consent for medical, mental and other health services to determine the presence of or to treat conditions associated with ~~alcohol and other drug~~ chemical abuse, and the consent of no other person is required.

F. School and Community Advisory Team

1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team ~~will~~ may be composed of representatives from the school pre-assessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents/guardians, and the business community.
2. The advisory team shall:
 - a. build awareness of the problem within the community, identify available treatment and counseling programs for students and develop good working relationships and enhance communication between the schools and other community agencies; and
 - b. develop a written procedure clarifying the notification process to be used by the chemical abuse pre-assessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

V. **EMPLOYEES**

- A. The superintendent or designee ~~shall~~ may undertake and maintain a ~~drug~~ chemical -free awareness and prevention program to inform employees, ~~students~~, and others about:
1. The dangers and health risks of chemical abuse in the workplace/school.
 2. The school district's ~~drug~~ chemical -free workplace/~~drug~~ chemical -free school policy.
 3. Any available ~~drug~~ chemical or alcohol counseling, treatment, rehabilitation, re-entry, and/or assistance programs available to employees and/or students.
 4. The penalties that may be imposed on employees for chemical abuse violations.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal ~~drug~~ chemical statute violation occurring in the workplace. To facilitate the giving of such

notice, any employee aware of such a conviction shall report the same to the superintendent.

~~[Note: Notification to the federal granting agency within ten (10) days is required by the Drug Free Workplace Act 41 U.S.C. § 8103]~~

Legal References: Minn. Stat. § 13.32 (Education)
Minn. Stat. § 121A.25 – 121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 138.163 (Records Management Act)
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. §§ 7101-7165 (Safe and Drug-Free Schools and Communities Act)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

Cross Reference: WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 416 (Drug and Alcohol Testing)
WBLASB Policy 418 (Drug-Free and Alcohol-Free Workplace)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
WBLASB Policy 527 (Student Motor Vehicles; Use; Parking; Search)

AGENDA ITEM: **School Board Policy 532, Use of Peace Officers and Crisis Teams to Remove Students from School Grounds**

MEETING DATE: **May 12, 2014**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Kathleen Daniels, Director of Special Services**

BACKGROUND:

School Board Policy 532, Use of Peace Officers and Crisis Teams to Remove Students from School Grounds, was reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with MSBA.

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student, including a student with an Individualized Education Plan (IEP), from school grounds.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the June 9, 2014 School Board meeting agenda or a subsequent meeting.

Adopted: May 9, 2005
Revised: November 8, 2007
Revised: June 13, 2011
Revised: April 9, 2012

White Bear Lake Area School
District Policy 532

532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS FROM SCHOOL GROUNDS

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student, including a student with an Individualized Education Plan (IEP), from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. Reasonable precautions should be taken to protect students from physical or emotional harm at school and school sponsored events and activities.

All students, including those with IEPs, are subject to the terms of the school district's discipline policy, unless the IEP team determines that the discipline policy should not apply. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment that is conducive to learning within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If any student, including a student with an IEP, engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, ~~another students,~~ staff members, or school property, ~~the~~ that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Crisis team" means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved ~~in~~ with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- B. "Emergency" means a situation ~~in which~~ where immediate intervention is

Necessary **needed** to protect a student or other individual from physical injury, emotional abuse due to verbal and nonverbal gestures, or to prevent serious property damage.

- C. “Peace officer” means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term “peace officer” includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper. A “peace officer” is not an agent or an employee of the District.
- D. “School Resource Officer” is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students. A “police liaison officer” is not an agent or employee of the District.
- E. “Remove the student from school grounds” is the act of securing the person of a student, which may include a student with an IEP, and escorting that student from the school building or school sponsored event or activity.
- F. “Student with an IEP” **or “the student”** means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).

All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS FROM SCHOOL GROUNDS

A. Removal By Crisis Team

A staff member may summon the building’s crisis team whenever the staff member believes the team’s intervention is necessary or reasonably appropriate to address student behavior that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties; or to address student behavior that endangers or threatens to endanger the student, other students, surrounding persons, personal property, or district property. The crisis team may attempt to address the student’s behavior. If the student has an IEP, the crisis team may attempt to address the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan. If the crisis team or the building principal or associate principal determines that the student’s behavior continues to significantly disrupt the rights of others to an education, or the ability of school personnel to perform their duties, or continues to endanger or threatens to endanger the student, other students,

surrounding persons, personal property, or district property, the crisis team or the building principal, associate principal, or administrative designee may remove the student from school grounds, and may request assistance from any district employee.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the [school resource officer](#) or a peace officer.

B. Removal By ~~Police Liaison Officer~~ [School Resource Officer](#) or Peace Officer

The school building's crisis team, building principal, associate principal, or designee may request that a school resource officer or a peace officer remove a student, including a student with an IEP, from school grounds if the student engages in criminal activity or any behavior that endangers or threatens to endanger the student, other students, surrounding persons, personal property, or district property.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

The fact that a student has an IEP and is covered by special education law does not prevent a peace officer or school resource officer from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

School district personnel may report a crime committed by any student, including a student with an IEP, to appropriate authorities. The district must provide a copy of a special education student's special education and disciplinary records to law enforcement if the school district reports a crime committed by a student with an IEP and (1) the parent has provided written consent for such records to be disclosed to law enforcement or (2) the disclosure is explicitly authorized under the Family Education Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act.

C. Reasonable Force Permitted

In removing a student from school grounds, including a student with an IEP, a school administrator, crisis team member, teacher, other member of the instructional, support, supervisory staff, or other agents of the school district may use reasonable force upon the student or toward the student when it is necessary under the circumstances to restrain the student from self-injury or to prevent injury to another person.

In removing a student from school grounds, school district personnel may not:

1. Use corporal punishment prohibited by Minn. Stat. § 121A.58 e.g. hit or spank the student with or without an object; Use unreasonable force that causes bodily harm or substantial emotional harm;
2. Require the student to assume and maintain a specified physical position, activity, or posture that induces physical pain;
3. Restrict, totally or partially, the student's senses as punishment;
4. Present an intense sound, light, or other sensory stimuli using smell, taste, substance, or spray as punishment;
5. Deny or restrict the student's access to equipment and devices such as walkers, wheelchairs, hearing aids and communication boards that facilitate the student's functioning, except temporarily when necessary to prevent injury to the student or others or serious damage to the equipment or device, in which case the equipment or device must be returned to the student as soon as possible;
6. Interact with the student in a manner that constitutes sexual abuse, neglect, or physical abuse under Minnesota Statutes section 626.556;
7. Withhold regularly scheduled meals or water;
8. Deny the student access to bathroom facilities; or
9. Physical holding (as defined in Minn. Stat. § 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso. White Bear Lake does not use prone restraints.

D. Parental Notification

The building administrator or designee shall make a reasonable effort to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

If a student with an IEP is repeatedly removed from school, the IEP team must meet to review and determine the appropriateness of the IEP in light of the removals.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If, during the course of removing a student with an IEP, immediate intervention is needed to protect the student or another individual from physical injury, a licensed special education teacher, school social worker, school psychologist, properly certified behavior analyst, person with a master's degree in behavior analysis, other licensed education professional, paraprofessional, or mental health professional may use restrictive procedures (such as physical holding) provided that the person using the restrictive procedure has completed the training required by law and provided that the restrictive procedures are used, recorded, and reviewed in compliance with the district's restrictive procedures plan and the requirements of federal and state law. The law governing restrictive procedures does not apply to actions taken by a peace officer or a [school resource officer](#).

Legal References: Minn. Stat. § 13.01, *et seq.* (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. §§ 125A.094, 125A.0941 & 125A.0942 (restrictive procedures)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))
34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)

Cross References: WBLASB Policy 506 (Student Discipline)
WBLASB Policy 507 (Corporal Punishment)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
WBLASB Policy 525 (Violence Prevention)
WBLASB Policy 806 (Crisis Management Policy)

E. OPERATIONAL ITEMS

AGENDA ITEM: **Partnership with White Bear Center for the Arts
for 2014-15**

MEETING DATE: **May 12, 2014**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**
Lisa Switzer, Curriculum & Program Development
Coordinator
Ann Malwitz, Professional Learning & Development
Coordinator

BACKGROUND:

For the past six years, the White Bear Lake Area Schools and the White Bear Center for the Arts have engaged in an innovative partnership which provides professionally taught art lessons to all elementary students K-12.

For the first three years, all students received three water color lessons through this partnership. Beginning in 2011-12 we added two drawing lessons. In 2013-14 we added one professionally taught lesson which would draw from the traditions of fabric-based art. These draw on rich cultural traditions within our community, including Hmong culture. We embed this additional professionally taught art class into each grade K-5 to meet either a social studies or language arts state curriculum standard.

We ask you to take action to approve the six professionally taught art lessons through our partnership with the White Bear Center for the Arts with the understanding that this will be done within our budget for 2014-15.

RECOMMENDATION:

The administration recommends the School Board continue to authorize the partnership with the White Bear Center for the Arts for the 2014-15 school year, providing six professionally taught art lessons to each student in grades K-5.

AGENDA ITEM: Tentative Agreement – 2013-2015 Contract
School Service Employees SEIU
Local 284, Secretarial and Clerical

MEETING DATE: May 12, 2014

SUGGESTED DISPOSITION: Action

CONTACT PERSON(S): Christina Picha, Director of Human Resources
Wayne Kazmierczak, Director, Finance & Operations

BACKGROUND:

The District has reached a tentative agreement with Local 284 on behalf of the District's Secretarial and Clerical employees. The unit ratified the agreement on May 1, 2014.

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

Christina Picha and Wayne Kazmierczak will be available to answer questions.

RECOMMENDATION:

Approve the proposed 2013-15 Master Agreement with Local 284 representing the District's Secretarial and Clerical employees by passing the following resolution.

RESOLUTION:

WHEREAS, the parties have reached a tentative agreement on the 2013-2015 contract;

WHEREAS, the union 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.

AGENDA ITEM: **School Board Policy 418, Drug-Free Workplace/Drug-Free School**

MEETING DATE: **May 12, 2014**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Chris Picha, Director of Human Resources**

BACKGROUND:

School Board Policy 418, Drug-Free Workplace/Drug-Free School, was reviewed by the School Board Policy Committee, had a first reading in April, and is recommended for action. The changes recommended are consistent with Minnesota Statute.

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription.

RECOMMENDATION:

Approve School Board Policy 418, Drug-Free Workplace/Drug-Free School, as recommended by the Policy Committee and administration.

Adopted: April 29, 1996
Revised: August 27, 2001
Revised: January 10, 2005
Revised: November 8, 2007

*White Bear Lake Area School
District 624 Policy 418*

418 DRUG-FREE AND ALCOHOL-FREE WORKPLACE/DRUG-FREE AND ALCOHOL FREE SCHOOL

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. It shall be a violation of this policy for any student, teacher, administrator, other school district personnel, or member of the public to use alcohol, toxic substances or controlled substances in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, ~~or~~ fortified wine or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- ~~E.~~ **C.** "Possess" means to have one one's person, in one's effects, or in an area subject to one's control.
- ~~F.~~ **D.** "School district location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school

district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

- ~~C.~~ **E.** "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- ~~D.~~ **F.** "Use" includes to sell, buy, **manufacture**, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

IV. EXCEPTIONS

- A. It shall not be violation of this policy for a person to bring onto a school location, for such person's own use, a controlled substance which is **has a** currently ~~accepted as a medical~~ **accepted medical use as** treatment in the United States ~~if~~ **and** the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of school district policy.
- B. It shall not be a violation of this policy for a person to possess an alcoholic beverage in a school location when the possession is within the exceptions of Minn. State. **§ 624.701, Subd. 1a** (experiments in laboratories; pursuant to a temporary license **to sell liquor issued** under Minnesota laws or possession after the purchase from such a temporary license holder.)

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.

- F. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

A. Students

1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies.

~~B.~~C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave school district property. If necessary, law enforcement officials will be notified and asked to provide an escort.

- Legal References:** Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor: On-Sale Licenses)

Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
Minn. Stat. 624.701 (Liquor in Certain Building or Grounds)
~~41 U.S.C. 701-707 (Drug-Free Workplace Act)~~
20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11 – 1308.15 (Controlled Substances)
34 C.F.R. Part 854 (Government-wide Requirements for Drug-Free Workplace)
- Cross Reference:** WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 416 (Drug and Alcohol Testing)
WBLASB Policy 417 (Chemical Use/Abuse)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 516 (Student Medication)

AGENDA ITEM: **School Board Policy 503, Student Attendance**
MEETING DATE: **May 12, 2014**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **David Law, Assistant Principal**

BACKGROUND:

School Board Policy 503, Student Attendance, was reviewed by the School Board Policy Committee, had a first reading in April, and is recommended for action. The changes recommended are consistent with Minnesota Statute.

The purpose of this policy is:

- The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

RECOMMENDATION:

To approve School Board Policy 503, Student Attendance, as recommended by the Policy Committee and administration.

Adopted: October 20, 1975

Revised: March 11, 1991

Revised: September 13, 1993

Revised: August 14, 1996

Revised: March 27, 2000

Revised: June 11, 2001

**White Bear Lake Area
School District #624 Policy 503**

Revised: August 25, 2003

Revised: December 13, 2010

Revised:

503 STUDENT ATTENDANCE

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are required to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence. It is also the student's responsibility to request and complete any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is

the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

B. Attendance Policies

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness.
 - (2) Serious illness in the student's immediate family.
 - (3) A death or funeral in the student's immediate family or of a close friend or relative.
 - (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
 - (5) Court appearances occasioned by family or personal action.
 - (6) Religious instruction not to exceed three hours in any week.
 - (7) Physical emergency conditions such as fire, flood, storm, etc.
 - (8) Official school field trip or other school-sponsored outing.
 - (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.
- (13) Individual need as approved by school principal.

c. Consequences of Excused Absences

~~3. Expectations Following Excused Absences~~

- (1) Students whose absences are excused are expected to request any work assigned while absent and required to make up all of this work or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Student work assigned during the absence must be completed within two (2) days per day of absence from the date of the student's return to school. Any work not completed within this period will be considered late and will be handled consistent with the teacher's late work practices. The building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.
- (3) Students are encouraged to use available technology, including web based communication, to stay current while absent.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent/guardian and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family, personal trips to schools or colleges (If the student and parent/guardian have been warned of an attendance issue or the absence has not been pre-approved by a school administrator.)
- (6) Absences resulting from cumulated unexcused tardies (3 tardies equals one-half day unexcused absence).

- (7) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences include:

- (1) Completing work missed during the absence within a similar time frame and for the same credit as defined for excused absences. This work will be for credit unless the circumstances surrounding the absence warrant a grade reduction or no credit.
- (2) Appropriate discipline from the following list, based on the severity of the issue:
 - (i) Detention
 - (ii) Loss of student privileges
 - (iii) Placement on a supervised attendance program
 - (iv) Truancy petition to juvenile court for those under age 16
 - (v) Other appropriate consequences as determined by parent/guardian and school personnel.
 - (vi) Loss of parking privileges at secondary level
 - (vii) Restriction from participation in extracurricular activities
 - (viii) Saturday School
 - (ix) Make up time missed from school
 - (x) Out of school suspension
- (3) Agreed upon goals/plans as determined by the parent/guardian, student and school personnel.
- (4) Other appropriate consequences
 - (a) After three (3) cumulated unexcused absences in a school year, a student will be considered “continuing truant” and parent or guardian will be notified.
 - (b) After five (5) cumulated unexcused absences in a school year, the administration may impose the loss of academic credit in the class or classes from which the student has been absent.
- (5) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (6) In cases of recurring unexcused absences, the administration may request the county attorney to file a petition with the juvenile court, pursuant to Minnesota Statutes.

C. Excessive Absences:

- 1. Definition: Students who are absent more than ten percent of student contact days at any time during the school year or any grading period may be considered to have excessive absences.

2. Procedures for addressing students with excessive absences
 - a. School calls parent/guardian to communicate attendance concerns
 - b. School will communicate with parents/guardians in writing concerning attendance concerns
 - c. School will schedule a meeting with parents/guardians and other appropriate school staff to create a plan to address attendance concerns.
 - d. If the student continues to have excessive absences, the school may choose to take the following steps:
 - (i) Consider the absences unexcused according the Minn. Stat. 120A.22, subd 12.
 - (ii) Refer the student to a truancy intervention program.

D. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
 - a. Elementary: Students who arrive late and within 45 minutes after the start of the school day are considered tardy. After 45 minutes, it is considered a half-day absence.
 - b. Secondary: Students are considered tardy if they are late and miss less than ten minutes of any class. If they miss more than ten minutes of class, they are considered absent.

2. Procedures for Reporting Tardiness

- a. Students tardy at the start of school must report to the school office for an admission slip.
- b. Tardiness between periods will be handled by the teacher.

2.3. Excused Tardiness.

Valid excuses for tardiness are:

- a. illness;
- b. serious illness in the student's immediate family;
- c. a death or funeral in the student's immediate family or of a close friend or relative;
- d. medical, dental, orthodontic, or counseling appointment;
- e. court appearances occasioned by family or personal action;
- f. physical emergency conditions such as fire, flood, storm, etc.;
- g. any tardiness for which the student has been excused in writing by an administrator or faculty member;

- h. family emergencies;
- i. individual need as approved by school principal.

3. Unexcused Tardiness.

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Examples of unexcused tardiness include but are not limited to:
 - (i) not approved by parent/guardian
 - (ii) Failure to comply with reporting requirements of the school district attendance procedures
 - (iii) work at home
 - (iv) work at a business
 - (v) missed bus
 - (vi) overslept
 - (vii) car trouble
 - (viii) doing homework
- c. Consequences of tardiness may include:
 - (i) Detention
 - (ii) Saturday School
 - (iii) Loss of parking
 - (iv) Suspension
 - (v) Other consequences as determined by parent/guardian and school personnel
 - (vi) Combining unexcused tardies into an unexcused absence and enforcing consequences accordingly. The district considers three (3) unexcused tardies are equivalent to one half-day unexcused absence.

E. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Program

This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.

- 1. If a student is suspended from any class, he or she may not participate in any activity or program that day.
- 2. When students participate in any co-curricular and/or sports activity, they are required to be in attendance at school the entire day of the event, unless they are absent for one of the following reasons:
 - a. School related activity
 - b. Medical appointment (requires verification by the school office or attendance secretary)
 - c. One period (or less) in the school Health Office
 - d. Funeral or family medical/legal emergency (requires parent/guardian excuse)

- e. Student safety issues (to be reviewed by ~~the~~ WBL administrators)

If the absence is due to any other reason, the student will be declared ineligible for that day's event. The administration retains the right to request verification of any absences presented by a student or parent/guardian.

3. Students must not incur any unexcused absence (as outlined in the student attendance policy) the day after an event if the day is the next consecutive school day of the same week. If an unexcused absence is incurred for this next consecutive school day of the same week, the student will not participate in the next scheduled co-curricular and/or sports event.

IV. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students, parents/guardians, and staff at the commencement of each school year. This policy shall also be available upon request in each principal's office.

V. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. three days if the child is in elementary school; or
2. three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. §120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. §120A.34;
4. That this notification serves as the notification required by Minn. Stat. §120A.34;

5. That alternative educational programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent/guardian and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days **in a school year** if the child is in elementary school or for one or more class periods on seven school days **in a school year** if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
~~Minn. Stat. § 120A.28 (School Boards and Teachers, Duties)~~
Minn. Stat. § 120A.30 (Attendance Officers)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. § 121A.40 – 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, **383 N.E. 2d 231** (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)

Knight v. Board of Education, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

AGENDA ITEM: **School Board Policy 900, Partnership**
MEETING DATE: **May 12, 2014**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Kristine Wehrkamp, Director of Community Services
and Recreation**

BACKGROUND:

School Board Policy 900, Partnership, has been created by the School Board Policy Committee and administration. Policy 900 had a first reading in April, and is recommended for action.

The purpose of this document is to guide the development of partnerships. It outlines the District's approach to engaging in partnership, allowing our partners to understand the principles and standards we are committing to.

RECOMMENDATION:

To approve School Board Policy 900, Partnership, as recommended by the Policy Committee and administration.

Adopted: _____

White Bear Lake Area School
District #624 Policy 900

Revised: _____

900 PARTNERSHIPS

I. PURPOSE

The purpose of this policy is to provide guidelines for partnering with entities that provide academic, supplemental services and enrichment opportunities for students.

II. GENERAL STATEMENT OF POLICY

The school board encourages the development, implementation and evaluation of a comprehensive student, parent, family, school and community partnership initiative. The District will provide clear definitive roles of the various partners. The District will provide administrative leadership and vision, staff development and practices that are compatible with the beliefs outlined in this document. All partners agree to abide by district policies, including but not limited to policies addressing data privacy, discrimination, technology, drugs, alcohol and tobacco use, bullying and harassment.

III. DEFINITIONS

- A. Partnership: A relationship between the district and a non-district entity intended to have multiple contacts during the year or over multiple years, in which the connection results in benefits to the district that may or may not be possible without the partnership. Partnerships are intended to provide academic, enrichment, or supplemental services for students. All partnerships must be consistent with the mission of the district. This definition excludes enrichment field trips arranged as part of a class or student organization.
- B. White Bear Lake Area Schools does not define a partnership as:
- An arrangement made by the District with a third party to deliver one or more services on its behalf. This is a contract for services.
Example: Contracted transportation services with an outside company or carrier.
 - An intra-district collaboration involving school-to-school, program-to-program, or school-to-program partnering.
Example: High school students mentoring middle school students, academic enrichment courses being offered through Youth Enrichment, or student service projects for the senior center.

- School or program volunteers who serve in an individual capacity.
Example: An individual who serves as a reading buddy for a particular School.

IV. PARTNERSHIP OVERSIGHT

On an annual basis the superintendent or designee will do the following:

- A. Update the list of existing partnerships.
- B. Ensure all partners are in compliance with the partnership procedures identified in Addendum A.
- C. Review and approve applications for new partnerships.
- D. Review existing partnerships to evaluate the benefit(s) to students.
- E. Make changes as needed to improve existing partnerships, and take action to dissolve unproductive partnerships.
- F. Maintain a list of organizational needs for future partnership exploration.

White Bear Lake Area School District Partnership Process

The purpose of this document is to guide the development of partnerships. It outlines the District's approach to engaging in partnership, allowing our partners to understand the principles and standards we are committing to.

The District is fully committed to engaging in partnerships. We recognize the strength and value of effective partnerships in contributing to the educational growth and service opportunities for students.

This commitment is demonstrated by the District's current partnership involvement both formal and informal and is part of our District's Mission, which reads:

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 within a dynamic, respectful and inclusive environment that nurtures the unique talents and abilities of every student.

SECTION 1 - Introduction to the Partnership Process

1.1 Introduction

White Bear Lake Area School District recognizes the need for a consistent process for developing and maintaining partnership. This process sets out a framework that will assist staff when considering our engagement in partnership arrangements.

1.2 Purpose of Process

The purpose of this process is to enable the District, with its partners, to ensure that the partnerships are appropriate and have proper oversight. The process will ensure that when working in partnership:

- Identified needs or program enhancement goals are met;
- The purpose and expected outcomes for students are clear;
- Partnership activities and outcomes are monitored, reviewed and evaluated;
- Risks for the District and partner are identified and mutually understood;
- Each partnership maintains a relevance to its agreed purpose during its lifespan and has in place an effective exit strategy;

- Partnerships are properly empowered and their legal status understood;
- Reviews are undertaken to evaluate success in meeting objectives and identifying methods to improve effectiveness.

1.3 White Bear Lake Area Schools - Partnership Levels

District - A District partnership is a formalized agreement among multiple schools, sites and/or programs and a partner. District level partnerships are approved, organized, and managed by District-level department(s). District-level partnerships are funded by a partner, with District-level sources or a combination of the two, rather than building-level budgets.

Building/Program - A building or program partnership is a formalized agreement between an individual building or program and a partner. Building level partnerships may include formalized agreements that impact the entire school population, as well as agreements that impact just individual grade levels or classrooms. Building and program level partnerships are initially approved at the building level, and then recommendations are made to the district-level committee. The district-level committee helps evaluate which district policies may need to be considered and whether the partnership is one that is within administrative authority to decide or whether School Board authorization and approval is necessary. Upon proper authorization, the building/program level partnerships are then organized, and managed at the building/program level. Building and program level partnerships are funded entirely by the partner, through individual building/program budgets, through grant funding as authorized by the district or by some combination of each.

Section 2 – Working in Partnership

2.1 When is a partnership appropriate?

Partnership arrangements are appropriate when they have the potential to:

- Add value in the form of increased student learning and/or student experiences;
- Meet identified district needs or program enhancements which may not be possible through district resources alone and do not compromise our core programming; and
- Align with one or more of our district/building goals.

2.2 Managing and Reviewing Partnerships

Partnership work can be very rewarding for the district and students; however, it can also be difficult and resource intensive. Therefore, before taking on a new partnership, the following should be considered:

- Does the purpose of the potential partnership align with the district Mission, Strategic

Plan, and is it consistent with the district's Core Values?

- If the partnership occurs during student contact time, an evaluation must be done by an administrator to show that the benefit to each student participating in the partnership exceeds any detrimental impact to any student missing assigned classes.
- Is there a way for the district to meet the goals/objectives of the partnership on its own or with an existing partner that would be less labor intensive, more effective than starting a new partnership, or less intrusive on the academic day?
- For district-level partnerships, do the district-level partnership committee and members of Cabinet support this partnership?
- For building/program level partnerships, do the principal/supervisor and members of the building level partnership committee support this partnership?
- Does the risk assessment reveal that the partnership is relatively safe for the district to enter into?

Partnerships should be reviewed annually by the district or building/program partnership committee. The purpose of the review is to ensure that the partnership:

- is effectively doing what it set out to do;
- is still aligned with district/building/program goals, and
- implements necessary improvements over time.

Through the review process it may be identified that it is time for a partnership arrangement to cease, be substantially modified or for the district to leave a partnership arrangement. This can be for many different reasons:

- The partnership achieves all that it set out to do - goals/objectives are met.
- The partnership goals/objectives are no longer aligned with district strategic plan.
- On review, the partnership is not delivering the outputs and outcomes it was set up to do and a new approach needs to be explored.
- The partnership is replaced by another partnership or working arrangement.
- External funding/resources cease.
- On review an adverse level of risk of continuing the partnership is identified.
- The legal framework upon which the partnership was founded changes.
- The district reserves the right to leave a partnership at any time. The district will develop case by case exit strategies for situations where it wishes to withdraw from a partnership for any reason.

SECTION 3 - Tools for Identifying and Managing Partnerships

When entering into or reviewing a Partnership the district will use the following to guide its decision making.

3.1 Legal Status

Board approval is required initially for all contracts and agreements.

3.2 Finance and Resources

The Building and District Partnership Committee will consider the resource implications, existing partnerships, and Building and District priorities prior to making decisions on new partnerships or extending existing partnerships.

3.3 Roles of Partnership Committees

Each building will have its own partnership committee. This committee may be in addition to the school leadership team or a subpart thereof. Members should include the principal and staff members who understand the building's needs, vision, and priorities, as well as staff and financial resources. Building/Program level partnership committees will establish a routine for processing proposals. The committee will use the partnership review form and scoring rubric to determine viability of partnership proposals and provide a timely response to potential partners. This process will be similar to the process for district partnerships, but will be tailored to the needs of the program or school.

The District Partnership Team will meet quarterly, or as needed, to determine viability of proposed partnerships, identify areas of need in which partnerships could be pursued, and ensure that appropriate stakeholders are involved.

3.4 Communication in a Partnership Setting

Communication and marketing of partnerships shall be in accordance with the district's communication plan and at the discretion of the Director of Communications.

3.5 Information Sharing

The School District's Data Privacy Policy will apply to all partnerships consistent with applicable state and federal law.

SECTION 4 - Specific steps of the application process.

1. Complete the Partnership Application form.
2. Return form to either the building principal, program coordinator or district level partnership contact person.

3. The partnership application will be reviewed by the building partnership review committee. It will be evaluated in accord with the established criteria and forwarded to the district review committee for consideration. The district review committee will review all building level approved partnership applications. The district review committee will forward a recommendation to the superintendent and cabinet for review. Some partnerships may be approved at this level; others may need School Board approval prior to implementation.
4. Upon final approval of the superintendent or superintendent designee, or if appropriate, by the School Board, the building principal or program contact person will be notified of the decision whether or not to move forward with the partnership. A successful partnership proposal will require a Partnership Agreement form to be on file with both the building or program and the district review committee.

SECTION 5 – Appendix

- **Appendix 1** – White Bear Lake Area School District Partnership Application Form
- **Appendix 2** - White Bear Lake Area School District Partnership Agreement Form

AGENDA ITEM: **Property and Casualty Insurance**

MEETING DATE: **May 12, 2014**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

On April 7, 2014 Mr. Nick Lano and Mr. David Howard from Arthur J. Gallagher & Co. attended the District's Finance Committee meeting to provide an overview of the Minnesota Insurance Scholastic Trust (MIST) and to share a preliminary cost indication for the District's property and casualty insurance coverage through MIST. At the April 28, 2014 School Board meeting, Mr. Lano and Mr. Howard attended to present an overview of MIST to the School Board. MIST is a cooperative venture allowing member districts to utilize a risk sharing and cooperative purchasing structure similar in concept to what is utilized by the Association of Minnesota Counties and League of Minnesota Cities.

The District's expiring premium for property and casualty insurance is approximately \$446,000. The annual maximum cost to the District for participation in MIST for the 2014-2015 fiscal year would be approximately \$288,000, a reduction of over 35% compared to the existing premium. Additionally, the insurance coverage afforded the District under the MIST program would be competitive and in many instances would far exceed current coverage.

Attached please find a document titled Resolution for Membership in the Minnesota Insurance Scholastic Trust. The District's membership in MIST is subject to the terms and conditions of the MIST bylaws. In April 2014, the MIST Board of Directors approved White Bear Lake's membership contingent upon School Board approval.

RECOMMENDATION:

Suggested Resolution: Move to approve the Resolution for Membership in the Minnesota Insurance Scholastic Trust as presented.

**RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA INSURANCE SCHOLASTIC TRUST**

WHEREAS, the Board of Education (the “Board”) of School District **White Bear Lake Area Schools—ISD #624** (the “District”) has the authority to participate with other units of government for the purpose of jointly providing casualty, property and other protections through self-insurance and purchased insurance;

WHEREAS, pursuant to this authority, the Board has received and reviewed an agreement for the District’s participation in a self-funded insurance and excess insurance casualty and property pool known as the Minnesota Insurance Scholastic Trust (“MIST”); and

WHEREAS, certain formats and procedures have evolved for the prompt and efficient operation and administration of MIST;

NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED that:

1. The Board approves the District’s membership in MIST and adopts MIST’s Intergovernmental Cooperative Agreement as presented and intends to be bound thereto.
2. The Board hereby authorizes and directs its President and Secretary to execute a signature page of the MIST’s Intergovernmental Cooperative Agreement as presented, and any amendments thereto, on behalf of the District in the form as attached hereto as **Exhibit A**.

Board Member _____ moved and Board Member
_____ seconded the adoption of the foregoing Resolution.

Ayes _____

Nayes _____

Absent _____

The foregoing Resolution was duly presented at a regularly scheduled public
meeting of this Board of Education and acted upon at said meeting.

By: _____

Printed Name: _____

Secretary
Board of Education

EXHIBIT A
MINNESOTA INSURANCE SCHOLASTIC TRUST
FIRST AMENDED AND RESTATED INTERGOVERNMENTAL AGREEMENT

Board of Education of:

White Bear Lake Area Schools (ISD #624)

By: _____

Printed Name: _____

President

By: _____

Printed Name: _____

Secretary

Dated: _____