

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

January 9, 2012

MISSION STATEMENT

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

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

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

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

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

To: Members of the School Board

From: Michael J. Lovett
Superintendent of Schools

Date: January 3, 2012

A Student Recognition will be held on Monday, January 9, 2012, at 6:30 p.m. in the Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN. (Note: We will be recognizing All-State Band and Choir students.)

A meeting of the White Bear Lake Area School Board will be held on Monday, January 9, 2012 at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

AGENDA

A. PROCEDURAL ITEMS

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

B. PUBLIC FORUM

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open for 30 minutes (3 minutes per speaker, 10 minutes per topic, and no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of other public comments should be avoided.
3. Those wishing to address the Board should fill out a card to be turned into the Clerk.
4. Questions may be asked on any topic, excluding 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 making the complaint.

6. An attempt will be made to answer questions. In those cases where an answer is not available or is not possible to give that evening, a phone call from someone in the administration will be made as a follow-up.
7. A handout on the purpose of School Board meetings and the meeting process is available.
8. Citizens may be asked to address the school board on a particular subject during the discussion of that item.
9. The Chair will attempt to reasonably honor requests to speak, but shall also exercise discretion to recognize time restraints and may limit the number of such presentations accordingly.

C. INFORMATION ITEMS

1. Overview of Elementary K-5 Program
2. Superintendent's Report

D. DISCUSSION ITEMS

1. First Reading of Policy 425, Staff Development
2. First Reading of Policy 599, Student Recognition
3. First Reading of Policy 603, Curriculum Development
4. First Reading of Policy 613, Graduation Requirements

E. OPERATIONAL ITEMS

1. 2012 School Board Operating Procedures
2. School Board Members' Compensation for 2012
3. Appointment of Representative to the Northeast Metro 916 Intermediate School District's Board
4. Appointment of Representative to the East Metro Integration District 6067
5. 2012 School Board Committee Assignments
6. Official Depositories for the School District Funds and Authorized Bank Accounts And Signatures
7. Official Publication for the School District for 2012
8. Action on Appointment of Compliance Officers
9. Action on Local Education Agency Authorization
10. Action on EMID Joint Powers Agreement
11. Partnership with the Minnesota Department of Natural Resources

12. Second Reading of Policy 214, Out-of-State Travel by School Board Members
13. Second Reading of Policy 405, Veteran's Preference
14. Second Reading of Policy 512, School-Sponsored Student Publications and Activities
15. Second Reading of Policy 520, Student Surveys
16. Second Reading of Policy 526, Hazing Prohibition
17. Second Reading of Policy 906, Community Notification of Predatory Offenders
18. Action on Teachers Collective Bargaining Agreement 2011- 2013

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: Reorganization of the School Board
MEETING DATE: January 9, 2012
SUGGESTED DISPOSITION: Procedural Item
CONTACT PERSON(S): Lori Swanson, School Board Chair

BACKGROUND:

Lori Swanson will facilitate the selection of Board Chair. The elected Board chair will then facilitate the selection of Vice-Chair, Clerk, and Treasurer for 2012.

The new officers must be nominated and elected:

- a. Chair Nominations are now in order for the office of chair.
Board member _____ nominate _____
Vote: _____
- b. Vice-Chair Nominations are now in order for the office of vice-chair.
Board member _____ nominate _____
Vote: _____
- c. Clerk Nominations are now in order for the office of clerk.
Board member _____ nominate _____
Vote: _____
- d. Treasurer Nominations are now in order for the office of treasurer.
Board member _____ nominate _____
Vote: _____

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **January 9, 2012**
SUGGESTED DISPOSITION: **Procedural Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

Consent Agenda

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

RECOMMENDATION:

Approve the items listed on the Consent Agenda.

AGENDA ITEM: **School Board Minutes**

MEETING DATE: **January 9, 2012**

SUGGESTED DISPOSITION: **Consent Agenda**

CONTACT PERSON(S): **Cathy Storey, School Board Clerk**

Background:

The School Board minutes from last month's meeting is 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, December 12, 2011 at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEM

- 1 Chair Swanson called the meeting to order at 7:01 p.m.
2. Roll Call- Present: ***Hiniker, Kimball, Shevik, Storey, Swanson, Chapman***
Absent: ***Newberg***
Ex-Officio: Lovett
Cabinet: Present – Daniels, Guenther, Law, Vette, Willcoxon
3. Pledge of Allegiance
4. Hiniker moved, Shevik seconded to approve the agenda. ***Voice vote: all ayes. Motion carried.***
5. Storey moved, Kimball seconded to approve the consent agenda consisting of:
 - approval of minutes of regular meeting on November 14, and work-study session on November 28;
 - 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 and scholarships with thank you letters directed to the donors;
 - approve field trips;
 - passage of resolution to approve personnel issues to include:
 - Resignations - Classified Staff
 - Jill Wright, Health Assistant, St. Pius X, employed by District 624 since 09/15/2006. Effective Date: 11/09/2011
 - Retirement - Certified Staff
 - Robert Jackson– Physical Education Teacher/Football Coach, South Campus. Employed by District 624 since 08/26/1993. Effective Date: 06/08/2012
 - Leaves Of Absence - Certified Staff
 - Stephanie Maki – Kindergarten Teacher, Hugo Elementary. Employed by District 624 since 08/26/2010. Effective Date: 09/06/2011 through 11/23/2011
 - Kelly Neff – Social Worker, North Campus. Employed by District #624 since 08/24/1998. Effective Date: 10/06/2011 through 12/07/2011
 - Sara Orthaus – Special Education Teacher, North Campus. Employed by District 624 since 08/21/2008. Effective Date: 09/16/11 through 11/18/2011
 - Kim Simshauser – Special Education Teacher, Vadnais Elementary Employed by District 624 since 08/23/2007. Effective Date: 08/29/2011 through 11/18/2011
 - Change In Continuing Contract - Certified Staff

- Leigh Anderson – Learning Skills Teacher, Willow Lane Elementary. From a .60 f.t.e. to a .65 f.t.e. Effective Date: 11/21/2011 through 06/08/2012
- Kristine Clyne – Title Teacher, Birch Lake Elementary
From a .50 f.t.e. to a .70 f.t.e. Effective Date: 11/21/2011 through 06/08/2012
- Emily Gallatin – Title Teacher, Willow Lane Elementary. From a .80 f.t.e. to a .85 f.t.e. Effective Date: 11/21/2011 through 06/08/2012
- Change In Continuing Contract - Certified Staff
 - Vanessa Lotito-Meier – Social Worker, Willow Lane Elementary. From a .63 f.t.e. to a .81 f.t.e. Effective Date: 11/21/2011 through 06/08/2012
 - Rebecca Peterson – Learning Skills/Title Teacher, Lakeaires & Willow Lane. From a .70 f.t.e. to a .80 f.t.e. Effective Date: 11/21/2011 through 06/08/2012
- New Personnel - Classified Staff
 - Denae Krause – Assistant Program Leader, Oneka Elementary. \$11.85/hr. 5.75 hr. /day 157days \$10,697.59. Effective Date: 11/21/2011
 - Teresa Sommerhause – Part-Time Cook, South Campus. \$12.83/hr. 3.00 hr./day 130 days \$5,003.70. Effective Date: 11/21/2011
- Long Term Substitute - Classified Staff
 - Mary Schroeder – Pupil Support Assistant, Central Middle School. \$15.85/hr. 4.00 hr. /day 94 days \$5,959.60. Effective Dates: 01/03/2012 through 06/07/2012
- Long Term Substitutes - Certified Staff
 - Christine Carney – Mathematics Teacher, North Campus. BA, Step 1 \$8,296.56. Effective Dates: 01/13/2012 through 03/16/2012
 - Heather Leaf – Elementary Teacher, Matoska International. BA, Step 1 \$9,919.80. Effective Dates: 01/03/2012 through 03/16/2012
 - Paula Perron – Elementary Teacher, Birch Lake Elementary MA, Step 8 \$28,991.60. Effective Dates: 01/03/2012 through 06/08/2012.
 - Paul Weber – Social Studies Teacher, South Campus. BA, Step 1 \$23,627.16. Effective Dates: 11/28/2011 end date to be determined.

Roll call vote: ayes Hiniker, Kimball, Shevik, Storey, Swanson, Chapman; nays - none; Motion carried.

B. PUBLIC FORUM – Keith Warner, community member from Vadnais Heights updated the Board on activities for the American Cancer Society within the District. He thanked the District for their support and participation. More information will be forthcoming on events at individual schools.

C. INFORMATION ITEMS

1. Report on World Language in Elementary Schools – John Leininger, principal at Matoska International School, and Abby Eikenbary, Spanish teacher at Matoska International School, provided an overview of the Spanish program which is a part of the IB program at Matoska International. Dan Schmidt, principal at Lincoln Elementary School, presented on the Concordia Language Village partnership at Lincoln whereby all fourth grade students have a Chinese language experience. All elementary schools in the District have upper grade levels experiencing either a Spanish or Chinese language experience as a part of our Strategic Plan action plan 2.1.

2. Superintendent's Report – Dr. Lovett reported on the following:
- White Bear Lake Area High School's fall musical, "How to Succeed in Business Without Really Trying" was very successful with shows sold out and the production highly acclaimed. Members of the Hennepin Theatre Trust's Spotlight Program were in attendance and we anticipate receiving feedback from them very soon.
 - Cultural events were held throughout the District this past month including a Hmong New Year celebration at Sunrise Park Middle School and a traditional Bavarian meal for our high school German students.
 - There will be many concerts and special events in the upcoming weeks and into January with choir and band performances at many of our schools. Contact schools in your area for more information.
 - Winter activities have begun including a cheerleading event hosted at South Campus by our award-winning cheerleaders. Seniors who are 65 or older are reminded of the free Senior Activity Pass. More information is available on the District website.
 - Registration events for the 2012-13 academic year for all levels including Early Childhood, Elementary, Middle and High School will be occurring in January. Stay tuned to the District website and the local newspaper for more information about the various events.

Student Board Representative Michelle York reported on the following:

- The holiday spirit has hit North Campus where a craft sale is taking place and this last month South Campus Ambassadors organized a hat and mitten drive. This past Wednesday South Campus had Career Day. Last week-end our South Campus Student Council had their annual Janitor Overnight, a service project in support of our janitors. Additional information may be found on the District website: www.whitebear.k12.mn.us.

D. DISCUSSION ITEMS

1. Presentation of Tax and Budget Information related to Truth-in-Taxation Hearing - Legislative changes have eliminated the requirement for school districts to conduct the Truth-in-Taxation Hearing as a separate hearing. Pete Willcoxon, Executive Director of Business Services, presented Truth-in-Taxation information as a part of this Board meeting.
2. Open Forum for Public Input on Truth-in-Taxation Presentation – No one spoke at the Open Forum for Public Input on Truth-in-Taxation Presentation.
3. Presentation of June 30, 2011 Audit Report - Willcoxon introduced Jim Eichten of MMRK Certified Public Accountants, who presented the results of our audit for the year ending June 30, 2011. A more detailed presentation was provided to the Finance Committee on November 30, 2011.
4. First Reading of Policy 214, Out-of-State Travel by School Board Members - This policy has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by the Minnesota School Boards Association (MSBA). Policy 214 will be placed on the January 9 Board meeting agenda or subsequent meeting agenda as an operational item for action.
5. First Reading of Policy 405, Veteran's Preference - This policy has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. Policy 405 will be placed on the January 9 Board meeting agenda or subsequent meeting agenda as an operational item for action.

6. First Reading of Policy 512, School-Sponsored Student Publications and Activities - This policy has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. Policy 512 will be placed on the January 9 Board meeting agenda or subsequent meeting agenda as an operational item for action.
7. First Reading of Policy 520, Student Surveys - This policy has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. Policy 520 will be placed on the January 9 Board meeting agenda or subsequent meeting agenda as an operational item for action.
8. First Reading of Policy 526, Hazing Prohibition - This policy has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. Policy 526 will be placed on the January 9 Board meeting agenda or subsequent meeting agenda as an operational item for action.
9. First Reading of Policy 906, Community Notification of Predatory Offenders - This policy is a new policy for our District. The policy presented follows the proposed MSBA Policy 906. The School Board Policy Committee and our local police department have reviewed this policy. Policy 906 will be placed on the January 9 Board meeting agenda or subsequent meeting agenda as an operational item for action.

E. OPERATIONAL ITEMS

1. Hiniker motioned and Chapman seconded to accept the audit for the fiscal year ending June 30, 2011. ***Roll call vote: ayes Hiniker, Kimball, Shevik, Storey, Swanson, Chapman; nays - none; Motion carried.***
2. Chapman motioned and Storey seconded to approve the recommendation by the administration that the School Board certify its 2011 payable 2012 property tax levy in the amount of \$34,361,011.24. ***Roll call vote: ayes Hiniker, Kimball, Shevik, Storey, Swanson, Chapman; nays - none; Motion carried.***
3. Shevik motioned and Kimball seconded to approve the sale of general obligation refunding bonds as recommended by Ehlers & Associates. ***Roll call vote: ayes Hiniker, Kimball, Shevik, Storey, Swanson, Chapman; nays - none; Motion carried.***
4. Storey motioned and Hiniker seconded to approve the addition of Chinese language as a course offering for White Bear Lake Area Schools middle school beginning with grade 6 during 2012-13, and beginning with Chinese I, offered as a high school course option, for grades 9 through 12. ***Roll call vote: ayes Hiniker, Kimball, Shevik, Storey, Swanson, Chapman; nays - none; Motion carried.***
5. Shevik motioned and Kimball seconded to accept the four STEM Mini-Grants from H.B. Fuller in the amount of \$14,128.25. ***Roll call vote: ayes Hiniker, Kimball, Shevik, Storey, Swanson, Chapman; nays - none; Motion carried.***
6. Storey motioned and Chapman seconded to accept the nine White Bear Lake Area Educational Foundation Brosious Teaching Grants in the amount of \$22,134.89. ***Roll call vote: ayes Hiniker, Kimball, Shevik, Storey, Swanson, Chapman; nays - none; Motion carried.***

7. Kimball motioned and Hiniker seconded to accept the Otto Bremer Foundation Grant to support general operations of the White Bear Lake Area Schools District Senior Program. ***Roll call vote: ayes Hiniker, Kimball, Shevik, Storey, Swanson, Chapman; nays - none; Motion carried.***
8. Chapman motioned and Storey seconded to approve Policy 406, Public and Private Personnel Data, as recommended. ***Roll call vote: ayes Hiniker, Kimball, Shevik, Storey, Swanson, Chapman; nays - none; Motion carried.***
9. Chapman motioned and Storey seconded to approve Policy 509, Enrollment of Nonresident Students, as recommended. ***Roll call vote: ayes Hiniker, Kimball, Shevik, Storey, Swanson, Chapman; nays - none; Motion carried.***
10. Chapman motioned and Storey seconded to approve Policy 618, Assessment of Student Achievement, as recommended. ***Roll call vote: ayes Hiniker, Kimball, Shevik, Storey, Swanson, Chapman; nays - none; Motion carried.***

F. BOARD FORUM – No one spoke at the Board Forum.

G. ADJOURNMENT – Shevik motioned and Kimball seconded to adjourn the meeting at 8:38 p.m. ***Voice vote: all ayes. Motion carried.***

Submitted by: Cathy Storey, Clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **January 9, 2012**

SUGGESTED DISPOSITION: **Consent Agenda**

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

Background:

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

Recommendation:

The administration recommends that the Board approve the payments itemized in the check registers.

White Bear Lake Area Schools

Electronic Transfers - December

	<u>12/15/2011</u>	<u>12/28/2011</u>
Direct Deposit 313364-314761	1,464,276.61	
U.S. Treasury (FICA, Medicare, withholding)	471,994.85	
MN State Income Tax	84,171.47	
PERA	87,179.14	
TRA	193,923.34	
ING	3,401.43	
White Bear Lake Teacher's Association	31,182.69	
Direct Deposit 314762-316149		1,477,555.08
U.S. Treasury (FICA, Medicare, withholding)		479,601.15
MN State Income Tax		86,126.45
PERA		87,512.23
TRA		196,644.62
ING		3,401.35
White Bear Lake Teacher's Association		31,476.82
Extended Day Dues		568.40

Payroll

Check Nbr	Vendor Name	Check Date	Check Amount
25665	AIG	12/09/2011	5,590.49
25666	AMERICAN FUNDS	12/09/2011	67,638.50
25667	AMERICAN UNITED LIFE	12/09/2011	45,655.09
25668	AMERICAN UNITED LIFE	12/09/2011	625.00
25669	AMERIPRISE FINANCIAL SERVICES	12/09/2011	10,794.09
25670	AXA EQUITABLE	12/09/2011	21,662.57
25671	EDUCATION MN ESI BILLING TRUST	12/09/2011	16,853.22
25672	GARDNER-RANSOM, FRANK S	12/09/2011	600.00
25673	GE CAPITAL RETAIL BANK	12/09/2011	279.84
25674	IUOE LOCAL 70	12/09/2011	2,201.54
25675	MESSERLI & KRAMER PA	12/09/2011	708.50
25676	METROPOLITAN LIFE	12/09/2011	3,930.61
25677	MN CHILD SUPPORT	12/09/2011	2,325.60
25678	PITNEY BOWES PURCHASE POWER	12/09/2011	1,000.00
25679	PITNEY BOWES INC	12/09/2011	262.00
25680	POSTMASTER	12/09/2011	50.00
25681	SAM'S CLUB/GEMB	12/09/2011	912.08
25682	SAM'S CLUB/GEMB	12/09/2011	412.96
25683	SCHOOL SERVICE EMPLOYEES	12/09/2011	5,334.64
25684	US DEPT OF EDUCATION	12/09/2011	329.00
25685	VANGUARD SMALL BUSINESS SERVIC	12/09/2011	19,536.87
25686	WBLA EDUCATIONAL FOUNDATION	12/09/2011	100.00
22	Computer	Check(s) For a Total of	206,802.60

	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	206,802.60
Total For	22	Manual, Wire Tran, ACH & Computer	Checks	206,802.60
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		206,802.60

Check Nbr	Vendor Name	Check Date	Check Amount
25687	CUB FOODS	12/09/2011	100.00
25688	HOT TOPIC	12/09/2011	100.00
25689	MANITOU RIDGE APARTMENTS	12/09/2011	600.00
25690	SUPER AMERICA	12/09/2011	100.00
25691	TARGET	12/09/2011	100.00
5	Computer	Check(s) For a Total of	1,000.00

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
5	Computer	Checks For a Total of	1,000.00
Total For 5	Manual, Wire Tran, ACH & Computer Checks		1,000.00
Less 0	Voided	Checks For a Total of	0.00
	Net Amount		1,000.00

Check Nbr	Vendor Name	Check Date	Check Amount
25692	1ST LINE/LEEWES VENTURES LLC	12/15/2011	447.25
25693	3M	12/15/2011	9,712.00
25694	AARP DRIVER SAFETY PROGRAM	12/15/2011	117.00
25695	AARP DRIVER SAFETY PROGRAM	12/15/2011	450.00
25696	AARP DRIVER SAFETY PROGRAM	12/15/2011	112.00
25697	AARP DRIVER SAFETY PROGRAM	12/15/2011	368.00
25698	ABBOTT PAINT & CARPET INC	12/15/2011	183.99
25699	ABBOTT, TONY	12/15/2011	156.00
25700	ABR INC	12/15/2011	2,323.00
25701	ACADEMIC INNOVATIONS	12/15/2011	258.00
25702	ACCURATE LABEL DESIGNS	12/15/2011	78.95
25703	ACCURATE SCALE SERVICE CO	12/15/2011	50.00
25704	ACP DIRECT	12/15/2011	237.45
25705	ADAMS, LINDA	12/15/2011	277.93
25706	AGROPUR INC	12/15/2011	21,484.99
25707	ALBERS, BRAD	12/15/2011	75.00
25708	ALBERS MECHANICAL SERVICE INC	12/15/2011	298.75
25709	ALL-WAYS HAULING INC	12/15/2011	95.00
25710	AMERICAN LIBRARY ASSOC	12/15/2011	52.50
25711	AMERICAN MESSAGING	12/15/2011	115.57
25712	AMER RED CROSS	12/15/2011	342.00
25713	AMERICAN TIME & SIGNAL CO	12/15/2011	64.95
25714	AMERIPRIDE SERVICES	12/15/2011	654.07
25715	AMI/USA	12/15/2011	1,145.00
25716	ANDERSON, BARCLAY H	12/15/2011	104.91
25717	ANGELLIS, DEEDRA K	12/15/2011	102.84
25718	APPERSON	12/15/2011	39.13
25719	APPLE COMPUTER INC	12/15/2011	200.00
25720	APPLIED ENVIRONMENTAL SCI INC	12/15/2011	3,543.48
25721	ARCHAMBEAU, NICOLE	12/15/2011	139.00
25722	AUTISM SOCIETY OF MINNESOTA	12/15/2011	65.00
25723	AUTO TECH SPECIALISTS INC	12/15/2011	289.50
25724	BABIASH, JENNIFER MAE	12/15/2011	228.02
25725	THE BAKKEN MUSEUM	12/15/2011	1,260.00
25726	BARCHENGER, ZELLAH	12/15/2011	37.85
25727	BARNETT WB CHRYSLER JEEP DODGE	12/15/2011	3,215.42
25728	BARNITT, JUDITH	12/15/2011	85.85
25729	BARTH, CARRIE M	12/15/2011	325.00
25730	BARTHOLD	12/15/2011	1,480.50
25731	BATTERIES PLUS	12/15/2011	234.81
25732	BECKER ARENA PRODUCTS INC	12/15/2011	175.00
25733	BEISSWENGER'S HARDWARE	12/15/2011	59.29
25734	BENDEL, BETTY	12/15/2011	28.05
25735	BERRY BLENDZ - EDEN PRAIRIE	12/15/2011	915.00
25736	BINSFIELD, JEANNE OR NEAL	12/15/2011	816.00
25737	BLB CONSULTING LLC	12/15/2011	1,585.00
25738	BLODGETT, TRACY	12/15/2011	959.04
25739	BOCKLUND, KIM	12/15/2011	50.00
25740	BOILEAU, SAMANTHA	12/15/2011	315.95
25741	BOMI INTERNATIONAL	12/15/2011	200.00

Check Nbr	Vendor Name	Check Date	Check Amount
25742	BRAATEN, MICHEL	12/15/2011	33.99
25743	BRAINPOP	12/15/2011	1,575.00
25744	BRAMSCHER, JUDEE	12/15/2011	82.45
25745	BRANWALL, ARLENE	12/15/2011	45.05
25746	BREMER BANK	12/15/2011	1,234.52
25747	BRENK, BARBARA ANN	12/15/2011	39.18
25748	BROWN-WARWICK, ABIGAIL V	12/15/2011	54.00
25749	BRUESEHOFF, LAUREL	12/15/2011	24.00
25750	BUNDE, KAREN	12/15/2011	25.00
25751	BURMEISTER, JANE M	12/15/2011	177.27
25752	BUTTERS, CRYSTAL	12/15/2011	64.89
25753	BWANA ARCHERY	12/15/2011	191.00
25754	CAMPBELL, CHRISTOPHER J	12/15/2011	384.82
25755	CAMPBELL-BEAMS, RANA	12/15/2011	183.87
25756	CARLSON, ALEXANDER P	12/15/2011	171.80
25757	CARLSON WAGONLIT TRAVEL	12/15/2011	24,250.00
25758	CARLSON, REBECCA C	12/15/2011	105.35
25759	CARTRIDGE CARE	12/15/2011	89.00
25760	CATLIN, MEGAN	12/15/2011	75.00
25761	CCP INDUSTRIES INC	12/15/2011	241.73
25762	CDW GOVERNMENT INC	12/15/2011	1,575.95
25763	CENTENNIAL HIGH SCHOOL ISD #12	12/15/2011	100.00
25764	CENTURY COLLEGE	12/15/2011	164.00
25765	CENTURY RESOURCES INC	12/15/2011	7,308.20
25766	CHAKOLIS, RICHARD A	12/15/2011	122.56
25767	CHERMAK, COLLEEN	12/15/2011	131.75
25768	CLARK, CINDY	12/15/2011	225.62
25769	COBRA CONSTRUCTION	12/15/2011	300.00
25770	COCA-COLA BOTTLING MIDWEST CO	12/15/2011	1,382.64
25771	CODY, SHANE T	12/15/2011	63.92
25772	COLEMAN, MARGARET	12/15/2011	27.25
25773	COMCAST	12/15/2011	5.26
25774	COMCAST	12/15/2011	63.95
25775	COMCAST	12/15/2011	63.95
25776	CONNEY SAFETY	12/15/2011	281.49
25777	CONSTANTINE DANCE CLASSES	12/15/2011	1,127.00
25778	CONTINENTAL CLAY .CO	12/15/2011	448.66
25779	COOK, BEKI	12/15/2011	200.00
25780	COOL AIR MECHANICAL	12/15/2011	2,269.73
25781	COPY IMAGES INC	12/15/2011	6,320.25
25782	Vendor Continued Check	12/15/2011	0.00
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25785	COPY IMAGES INC	12/15/2011	1,742.18
25786	COUNTRY INN & SUITES	12/15/2011	200.00
25787	CTB INC	12/15/2011	6,686.00
25788	CUSICK, LYNNETTE YVONNE	12/15/2011	12.55
25789	DAHLE, MARY	12/15/2011	212.06
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25791	Vendor Continued Check	12/15/2011	0.00

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25793	DALCO CORPORATION	12/15/2011	12,749.64
25794	DARTS VMS INC	12/15/2011	226.62
25795	DAVY, MARY	12/15/2011	177.50
25796	DECKER INC	12/15/2011	252.13
25797	DEJARLAIS, MARILYN	12/15/2011	527.81
25798	DELTA EDUCATION	12/15/2011	44.20
25799	DEMCO INC	12/15/2011	23.61
25800	DERAAD, MAX D	12/15/2011	733.55
25801	DESIGNER SIGN SYSTEMS INC	12/15/2011	536.96
25802	DETERMAN, THOMAS S	12/15/2011	50.00
25803	DEY DISTRIBUTING	12/15/2011	242.06
25804	DIVERSIFIED SNACK DISTRIBUTION	12/15/2011	2,108.48
25805	DOMINOS PIZZA	12/15/2011	115.50
25806	DOMINOS PIZZA	12/15/2011	61.16
25807	DONATELLI'S	12/15/2011	138.10
25808	DOOR SERVICE COMPANY	12/15/2011	425.00
25809	DOUGLAS, SANDRA L	12/15/2011	41.07
25810	DREIFKE, DUSTIN	12/15/2011	25.00
25811	DYMIT, MARIE	12/15/2011	89.91
25812	E.L. REINHARDT COMPANY INC	12/15/2011	51.53
25813	EARLY, SHERRY	12/15/2011	94.74
25814	ECKROTH MUSIC	12/15/2011	522.95
25815	ECOLAB	12/15/2011	596.45
25816	EDBERG, JACKIE	12/15/2011	89.92
25817	EDUCATIONAL RESEARCH AND DEV	12/15/2011	318.26
25818	ELECTRIC MOTOR REPAIR	12/15/2011	1,412.46
25819	EDGEWOOD MARKETING GROUP	12/15/2011	836.25
25820	ENCHANTED LEARNING LLC	12/15/2011	125.00
25821	ENGSTRAN, PAUL	12/15/2011	374.90
25822	ESSON, ANN	12/15/2011	75.00
25823	EVANS, JOHN	12/15/2011	700.00
25824	F&N OPERATIONS LLC	12/15/2011	52.43
25825	FAISON, JOHN	12/15/2011	72.00
25826	FALVEY, KAY	12/15/2011	110.90
25827	FASTENAL COMPANY	12/15/2011	13.51
25828	FEDEX	12/15/2011	502.93
25829	FERGUSON WATERWORKS	12/15/2011	33.43
25830	FERRAND, JENNIFER A	12/15/2011	131.96
25831	FESTIVAL FOODS-KNOWLAN'S	12/15/2011	481.52
25832	FINK, AVIS	12/15/2011	200.00
25833	FIRST STUDENT INC	12/15/2011	137,971.07
25834	FIRST TEAM INC	12/15/2011	582.06
25835	FLANAGAN SALES INC	12/15/2011	1,063.70
25836	FLEMING, KATHY	12/15/2011	84.99
25837	FLETCHER, VICKI MARIE	12/15/2011	68.82
25838	FLINN SCIENTIFIC INC	12/15/2011	199.35
25839	FLIPS GYMNASTICS LLC	12/15/2011	1,375.00
25840	FOLLETT LIBRARY RESOURCES	12/15/2011	62.26
25841	FONTAINE, TONY	12/15/2011	75.00

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25842	FORCIER, ELSIE	12/15/2011	80.95
25843	FOSTER, DALE	12/15/2011	94.00
25844	FRATTALONES HARDWARE STORES	12/15/2011	1,694.48
25845	FRATTALONES HARDWARE STORES	12/15/2011	302.71
25846	FREDRICKSEN, ELLIE	12/15/2011	18.70
25847	FRY, JOHN	12/15/2011	26.99
25848	FULLER, DONNA	12/15/2011	108.65
25849	G&K SERVICES INC	12/15/2011	2,229.05
25850	G&K SERVICES	12/15/2011	918.05
25851	GALLAGHERS NORTHWESTERN TIRE C	12/15/2011	345.95
25852	GAMBONI, RICHARD A	12/15/2011	80.00
25853	GARY, BILL	12/15/2011	38.25
25854	GECKO MICROSOLUTIONS	12/15/2011	570.00
25855	GENERAL SECURITY SERVICES CORP	12/15/2011	425.00
25856	GERE, JENNIFER E	12/15/2011	90.00
25857	GERTENS	12/15/2011	6,467.45
25858	GESE, SANDRA	12/15/2011	56.86
25859	GLENN, JERILYN	12/15/2011	131.00
25860	GOOD TIME PRODUCTIONS	12/15/2011	420.00
25861	GOODIN COMPANY	12/15/2011	637.56
25862	GOOGLE INC	12/15/2011	112.36
25863	GOPHER	12/15/2011	255.87
25864	GRAFFIC TRAFFIC LLC	12/15/2011	5,696.00
25865	GRAINGER	12/15/2011	56.86
25866	Vendor Continued Check	12/15/2011	0.00
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25868	GRAINGER	12/15/2011	6,379.47
25869	GRANDMA'S BAKERY INC	12/15/2011	124.67
25870	GRAPHIC OPTIONS LLC	12/15/2011	1,247.00
25871	GREAT AMER OPPORTUNITIES INC	12/15/2011	1,384.70
25872	GREAT RIVER OFFICE PRODUCTS	12/15/2011	127.13
25873	GREATAMERICA LEASING CORP	12/15/2011	1,169.81
25874	GREEN VALUE NURSERY INC	12/15/2011	955.10
25875	GREEN, BARBARA J	12/15/2011	331.10
25876	GROPPOLI, KADI L	12/15/2011	146.73
25877	GROTH MUSIC CO	12/15/2011	372.05
25878	GUMDROP BOOKS	12/15/2011	697.15
25879	HAAG, LOIS	12/15/2011	10.20
25880	HAAS MUSICAL INSTRUMENT REPAIR	12/15/2011	279.00
25881	HADJ ROMDHANE, SHARON	12/15/2011	73.00
25882	HALLBERG ENGINEERING INC	12/15/2011	30,323.60
25883	HAMERNICK, MIKE	12/15/2011	191.54
25884	HAMMEKEN, GRACIELA E	12/15/2011	825.45
25885	HANDWRITING WITHOUT TEARS	12/15/2011	98.89
25886	HANKINS, RYAN	12/15/2011	120.00
25887	HANRAHAN, ALICIA	12/15/2011	262.00
25888	HANSON, DANNETTE	12/15/2011	250.00
25889	HANSON, DONNA	12/15/2011	248.72
25890	HANSON, LOUISE	12/15/2011	62.85
25891	HANSON, MARILYN	12/15/2011	186.84

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25892	HAREBRAIN	12/15/2011	461.98
25893	HARRINGTON, EMY J	12/15/2011	46.85
25894	HEALY, JASON	12/15/2011	665.80
25895	HEANEY, CYNTHIA	12/15/2011	53.98
25896	HEANEY, PETE	12/15/2011	190.00
25897	HENSLEY, ANGELA	12/15/2011	73.00
25898	HERC-U-LIFT	12/15/2011	874.36
25899	HERTING WAHL DR, KAY	12/15/2011	1,518.00
25900	HEWLETT PACKARD	12/15/2011	99.00
25901	HISDAHL INC	12/15/2011	1,654.43
25902	HJELMELAND, KRIS	12/15/2011	141.00
25903	HOGLUND BUS AND TRUCK CO	12/15/2011	869.31
25904	HOLMIN, CLEO	12/15/2011	158.10
25905	HOOLEY, MEG	12/15/2011	54.15
25906	HOPKINS, JULIE C	12/15/2011	74.67
25907	HOUGHTON MIFFLIN HARCOURT	12/15/2011	1,738.19
25908	HOWARD, JOAN A	12/15/2011	23.80
25909	Vendor Continued Check	12/15/2011	0.00
25910	HUBERT COMPANY	12/15/2011	12,788.30
25911	HUEBSCH, URSULA	12/15/2011	31.45
25912	HUGO FEED MILL & HARDWARE	12/15/2011	340.45
25913	HUMAN SERVICES INC	12/15/2011	11,250.00
25914	HUTCHINSON, JOANNE R	12/15/2011	70.47
25915	HY-TEK	12/15/2011	362.00
25916	HYLEN, JENNIFER	12/15/2011	58.62
25917	Vendor Continued Check	12/15/2011	0.00
25918	Vendor Continued Check	12/15/2011	0.00
25919	Vendor Continued Check	12/15/2011	0.00
25920	IFD	12/15/2011	84,245.28
25921	IMAGINE DESIGN & CREATIVE	12/15/2011	3,000.00
25922	INNOVATIVE OFFICE SOLUTIONS	12/15/2011	5,137.37
25923	INTEGRA TELECOM	12/15/2011	463.20
25924	INTEGRITY INTERPRETING LLC	12/15/2011	106.00
25925	IRGENS, LINDA S	12/15/2011	286.70
25926	ISD #621 MOUNDS VIEW SCHOOL DI	12/15/2011	100.00
25927	IXL LEARNING	12/15/2011	248.00
25928	J & R SCHOOL SUPPLIES	12/15/2011	239.00
25929	J.R.'S ADVANCED RECYCLERS	12/15/2011	270.00
25930	JACOBS, HEATHER A	12/15/2011	532.25
25931	JAYTECH INC	12/15/2011	519.60
25932	JILEK, JULIA	12/15/2011	41.73
25933	JOHN DEERE FINANCIAL	12/15/2011	1,022.05
25934	JOHNSON, SADIE R	12/15/2011	83.66
25935	JOHNSON, SHARON ANNE	12/15/2011	347.15
25936	JOINING HANDS CHILD & FAMILY	12/15/2011	300.00
25937	JORGENSEN, AMY	12/15/2011	1,048.27
25938	JOSTENS INC	12/15/2011	5,881.00
25939	JW PEPPER & SON INC	12/15/2011	400.00
25940	K PEARSON MECHANICAL LLC	12/15/2011	3,079.06
25941	K2 TROPHIES AND AWARDS	12/15/2011	137.98

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25942	KAISER, PHYLLIS	12/15/2011	191.18
25943	KATH, ABBY J	12/15/2011	91.23
25944	KATH FUEL OIL SERVICE CO	12/15/2011	25,407.09
25945	KAYE, MARY	12/15/2011	27.91
25946	KEARN, BARBARA	12/15/2011	27.39
25947	KIEMEL, TIM	12/15/2011	72.00
25948	KIMBALL MIDWEST	12/15/2011	604.48
25949	KITTELSON MARKETING CO INC	12/15/2011	567.50
25950	KITTELSON MARKETING CO INC	12/15/2011	2,931.50
25951	KITTELSON MARKETING CO INC	12/15/2011	1,586.00
25952	KITTELSON MARKETING CO INC	12/15/2011	2,587.00
25953	KLEIN, JACKIE	12/15/2011	1,131.00
25954	KNOWBUDDY RESOURCES	12/15/2011	195.33
25955	KNUTSON, CASSANDRA M	12/15/2011	108.21
25956	KNUTSON FLYNN & DEANS PA	12/15/2011	2,447.50
25957	KOCH, JOSHUA	12/15/2011	109.00
25958	KORNEY BOARD AIDS INC (KBA)	12/15/2011	660.95
25959	KOVALA, ELISSA	12/15/2011	25.00
25960	KOVALA, RACHEL H	12/15/2011	498.56
25961	KOVALA, TESS	12/15/2011	75.00
25962	KRAMLINGER, TRACEY A	12/15/2011	70.00
25963	KRAUS ANDERSON CONSTRUCTION CO	12/15/2011	8,250.00
25964	KRIVANEK, RICH	12/15/2011	50.00
25965	KRONSCHNABEL, WILLIAM	12/15/2011	131.00
25966	KUBES, TOM	12/15/2011	131.00
25967	KUBITZ EDUCATIONAL SERVICES	12/15/2011	28.49
25968	KULLY SUPPLY COMPANY	12/15/2011	320.99
25969	KUYPER, VONNIE	12/15/2011	136.00
25970	LAB-AIDS INC	12/15/2011	2,702.70
25971	LABELLE, PAUL H	12/15/2011	78.00
25972	LAKE SHORE LEARNING STORE	12/15/2011	505.95
25973	LAKE SHORE LEARNING MATERIALS	12/15/2011	121.80
25974	LANDS BEST FOODS	12/15/2011	2,543.80
25975	LANGFELDT, DREW	12/15/2011	56.00
25976	LANGLAIS, MIKE	12/15/2011	101.00
25977	LANGUAGE LINE SERVICES	12/15/2011	145.55
25978	LARSON, JOHN	12/15/2011	528.37
25979	LASSILA, BECKY M	12/15/2011	54.00
25980	LAW, DAVID W	12/15/2011	262.40
25981	LAWSON PRODUCTS INC	12/15/2011	220.64
25982	LEARNING A-Z	12/15/2011	156.65
25983	LEE, SYLVIA	12/15/2011	28.88
25984	LEGO EDUCATION	12/15/2011	3,734.68
25985	LEVASSEUR, MARY	12/15/2011	21.25
25986	LIBERTY OFFICE PRODUCTS	12/15/2011	90.84
25987	LIGHTHOUSE MANAGEMENT GROUP	12/15/2011	6,617.00
25988	CITY OF LINO LAKES	12/15/2011	44.66
25989	LOEGERING, ARNITA	12/15/2011	58.09
25990	LOFFLER COMPANIES INC	12/15/2011	310.00
25991	LOOKOUT BOOKS	12/15/2011	264.32

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25992	LOVETT, MICHAEL J	12/15/2011	1,121.74
25993	LUBRANT, NANCY JEAN	12/15/2011	30.00
25994	LUFT, MAGGIE	12/15/2011	33.10
25995	LUNCHBYTE SYSTEMS INC	12/15/2011	445.00
25996	LUND, BARBARA A	12/15/2011	127.78
25997	LYONS, CHRISTOPHER A	12/15/2011	53.28
25998	M LEE SMITH PUBLISHERS LLC	12/15/2011	247.00
25999	M.J. RALEIGH TRUCKIN INC	12/15/2011	288.00
26000	MACPHAIL CENTER FOR MUSIC	12/15/2011	5,660.50
26001	MAILFINANCE INC	12/15/2011	225.54
26002	MAKEMUSIC INC	12/15/2011	81.85
26003	MALWITZ, ANN	12/15/2011	747.63
26004	MARK'S SPECIALTY WELDING INC	12/15/2011	700.00
26005	MASA	12/15/2011	1,150.00
26006	MASLOWSKI, SUZANNE	12/15/2011	13.17
26007	MATHCOUNTS REGISTRATION	12/15/2011	90.00
26008	MATHIESON, SARA	12/15/2011	113.79
26009	MATTHEWS, MEGAN	12/15/2011	225.00
26010	MATTSON, CARLA	12/15/2011	135.96
26011	MN CHEERLEADING COACHES ASSOC	12/15/2011	850.00
26012	MCCALL, MAUREEN E	12/15/2011	12.75
26013	MCCHESNEY, D PAT	12/15/2011	42.00
26014	MCDONALD, MARIE	12/15/2011	320.87
26015	MCGOURTY, LESLIE R	12/15/2011	47.45
26016	MEDICAL TECHNOLOGIES	12/15/2011	257.44
26017	MEDTOX LABORATORIES	12/15/2011	351.24
26018	MN ELEMENTARY SCH PRIN ASSOC	12/15/2011	350.00
26019	MN ELEMENTARY SCH PRIN ASSOC	12/15/2011	636.00
26020	METRO ECSU	12/15/2011	40.00
26021	MEYER, LAURA J	12/15/2011	1,109.93
26022	MIDWEST BUS PARTS INC	12/15/2011	552.13
26023	MIDWEST TECHNOLOGY PRODUCTS	12/15/2011	41.90
26024	MILLIGAN, THERESA J	12/15/2011	150.04
26025	MINNEAPOLIS SKI CLUB	12/15/2011	150.00
26026	Vendor Continued Check	12/15/2011	0.00
26027	MINVALCO INC	12/15/2011	1,275.33
26028	MN ASSOC OF CAREER & TECH ED	12/15/2011	75.00
26029	MN COACHES INC	12/15/2011	634.40
26030	MN DEPT OF HEALTH	12/15/2011	35.00
26031	MN ELEVATOR INC	12/15/2011	290.77
26032	MN JEWISH THEATRE CO	12/15/2011	363.00
26033	MN MOBILE TELEPHONE CO INC	12/15/2011	99.00
26034	MN MUSIC EDUCATORS ASSOC	12/15/2011	195.00
26035	MN SCHOOL HEALTH EDUC WORKSHOP	12/15/2011	115.00
26036	MONDO PUBLISHING	12/15/2011	1,965.60
26037	MOREN, THOMAS	12/15/2011	39.10
26038	MOULTON, DAVID	12/15/2011	90.00
26039	MOWERY, TRACY L	12/15/2011	367.13
26040	MPL SPECIALTIES	12/15/2011	318.50
26041	MUELLER, LEAH	12/15/2011	100.00

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26042	MUNDELL, GERALD	12/15/2011	124.33
26043	MUNDELL, KARLA J	12/15/2011	86.01
26044	MURPHY, LINDA	12/15/2011	58.28
26045	MURPHY, LYNNE	12/15/2011	180.00
26046	NASH, JAIME L	12/15/2011	145.14
26047	NATL GEOGRAPHIC SCHOOL PUBLISH	12/15/2011	325.87
26048	NATL CHEERLEADERS ASSOC	12/15/2011	3,820.00
26049	NCS PEARSON INC	12/15/2011	154.40
26050	NEMNET.COM MINORITY RECRUITMEN	12/15/2011	650.00
26051	NEUBECK, STEFANI M	12/15/2011	210.00
26052	NEWELL, MARGARET	12/15/2011	80.00
26053	NEXT DAY GOURMET/SUPERIOR PROD	12/15/2011	4,244.00
26054	NIKKEL, DIANE L	12/15/2011	159.39
26055	NORCENTRONIX DISTRIBUTING	12/15/2011	1,503.00
26056	Vendor Continued Check	12/15/2011	0.00
26057	NORTH CENTRAL TRUCK EQUIPMENT	12/15/2011	1,636.78
26058	NORTHEAST METRO INTERMEDIATE D	12/15/2011	74,990.54
26059	NORTHERN VOICES	12/15/2011	7,525.00
26060	NORTON, EMILY L	12/15/2011	140.08
26061	NOW MICRO INC	12/15/2011	5,872.50
26062	NOWAK, JEFFREY W	12/15/2011	209.94
26063	O'GRADY, CATHY	12/15/2011	436.53
26064	O'NEIL, LOIS	12/15/2011	244.71
26065	O'REILLY AUTOMOTIVE INC	12/15/2011	1,058.08
26066	OFFICE DEPOT	12/15/2011	229.50
26067	OLD DUTCH FOODS INC	12/15/2011	897.75
26068	OLD GEM LLC	12/15/2011	181.25
26069	OLSON, LUKE	12/15/2011	90.00
26070	OLSON, MARK	12/15/2011	47.45
26071	ON CALL CLINICIANS	12/15/2011	2,286.00
26072	OPEN ARMS OF MN	12/15/2011	6,568.07
26073	ORPHEUM THEATRE	12/15/2011	900.00
26074	PALMA, JOSH	12/15/2011	25.00
26075	PAMS LUNCHROOM LLC	12/15/2011	6,389.73
26076	PETERS, BRIAN	12/15/2011	78.00
26077	PETERSON BROS ROOFING & CONST	12/15/2011	333.88
26078	PETERSEN, DAPHNE	12/15/2011	65.00
26079	PETERSON DONNA	12/15/2011	103.17
26080	PETERSON, ESTHER	12/15/2011	17.00
26081	PIECES OF LEARNING	12/15/2011	94.85
26082	PIERRE, CHRISTINA	12/15/2011	345.77
26083	PINES SCHOOL	12/15/2011	15,603.80
26084	PITNEY BOWES PURCHASE POWER	12/15/2011	1,019.99
26085	PITNEY BOWES INC	12/15/2011	700.11
26086	PLANET SPIRIT INC	12/15/2011	750.00
26087	PLASTER, MARK A	12/15/2011	94.46
26088	POSTMASTER	12/15/2011	88.00
26089	POSTMASTER	12/15/2011	88.00
26090	POSTMASTER	12/15/2011	132.00
26091	POSTMASTER	12/15/2011	88.00

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26092	POSTMASTER	12/15/2011	529.00
26093	POSTMASTER	12/15/2011	2,300.00
26094	POWER LIFT INC	12/15/2011	465.00
26095	PRAXAIR DISTRIBUTION INC	12/15/2011	108.54
26096	PRESS PUBLICATIONS	12/15/2011	95.00
26097	PRESSELLER, TRACY	12/15/2011	168.17
26098	PRISSEL, JESSIE L	12/15/2011	234.35
26099	PROJECT-BASED LEARNING SYSTEMS	12/15/2011	500.00
26100	PRUNTY, KELLY	12/15/2011	50.00
26101	PUODZIUNAS, DIANE M	12/15/2011	103.00
26102	QUARFOTH, LYNN MARIE	12/15/2011	23.87
26103	R & R SPECIALTIES INC	12/15/2011	115.84
26104	REED, TAMMY L	12/15/2011	129.71
26105	REITAN PIANO SERVICE	12/15/2011	70.00
26106	RITTENHOUSE, EMILY L	12/15/2011	175.00
26107	ROBERTS BUSINESS FORMS	12/15/2011	660.00
26108	ROCKFORD, JEREMY	12/15/2011	641.75
26109	ROSE FLORAL AND GREENHOUSE INC	12/15/2011	190.83
26110	ROSE, STEFANIE	12/15/2011	250.00
26111	ROSEN PUBLISHING GROUP	12/15/2011	258.90
26112	ROSSITER, DANIEL J	12/15/2011	159.83
26113	S & T OFFICE PRODUCTS INC	12/15/2011	243.49
26114	SAFEWAY DRIVING SCHOOL	12/15/2011	8,990.00
26115	SAGDALEN, NATALIE R	12/15/2011	40.50
26116	SAIKO, KATHY	12/15/2011	115.81
26117	SALZMAN, SHARI	12/15/2011	120.00
26118	SAM'S CLUB/GEMB	12/15/2011	731.59
26119	SAM'S CLUB/GEMB	12/15/2011	82.58
26120	SAM'S CLUB/GEMB	12/15/2011	177.66
26121	SARGE, KENNA	12/15/2011	400.00
26122	SCANTRON CORPORATION	12/15/2011	105.05
26123	SCHINDLER ELEVATOR CORP	12/15/2011	622.86
26124	SCHINTZ, KATHLEEN M	12/15/2011	135.79
26125	SCHIRMEISTER, MONIKA	12/15/2011	113.67
26126	SCHLOSSER, GABRIELLE	12/15/2011	70.00
26127	SCHMECKPEPER, ELLIE	12/15/2011	17.00
26128	SCHMITZ, KAREN M	12/15/2011	33.30
26129	SCHMID, RITA	12/15/2011	78.51
26130	SCHMITT MUSIC COMPANY	12/15/2011	70.80
26131	SCHNEIDER, VERA	12/15/2011	14.10
26132	SCHOLASTIC INC	12/15/2011	2,686.90
26133	SCHOOL CHECK IN	12/15/2011	210.00
26134	SCHOOL PROJECT	12/15/2011	9,647.70
26135	SCHOOL SPECIALTY	12/15/2011	214.79
26136	SCHWALBE, ANNE L	12/15/2011	119.28
26137	SCHWAB-VOLLHABER-LUBRATT	12/15/2011	2,309.08
26138	SCHWANS HOME SERVICE	12/15/2011	531.28
26139	SEEVER, GRAY	12/15/2011	330.00
26140	SENTRY SYSTEMS INC	12/15/2011	1,271.00
26141	SETLEY, KATE	12/15/2011	73.00

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26142	SFM	12/15/2011	82,839.00
26143	SHIFFLER EQUIPMENT SALES INC	12/15/2011	96.70
26144	SHOMION, RICK	12/15/2011	131.00
26145	SHRED-IT	12/15/2011	814.00
26146	SIMMONS, VERNON	12/15/2011	160.00
26147	SIMPLEXGRINNELL LP	12/15/2011	1,418.00
26148	SINABERG, JILL	12/15/2011	35.20
26149	SKOGEN, MATTHEW K	12/15/2011	196.20
26150	SKYWARD INC	12/15/2011	240.00
26151	SLACK, LISA ANN	12/15/2011	72.46
26152	SMITH MALLETS	12/15/2011	152.75
26153	SNAP-ON TOOLS	12/15/2011	62.55
26154	SNELL, MICHAEL M	12/15/2011	90.00
26155	SOCIAL STUDIES SCHOOL SERVICE	12/15/2011	55.94
26156	SOLER, DON	12/15/2011	59.50
26157	SOS FOR YOUTH	12/15/2011	1,100.00
26158	SPENCER, DOROTHY	12/15/2011	124.10
26159	ST PIUS X	12/15/2011	200.00
26160	STANDARD SPRING PARTS	12/15/2011	831.94
26161	Vendor Continued Check	12/15/2011	0.00
26162	STATE SUPPLY CO	12/15/2011	3,154.96
26163	STEADLAND, KEITH	12/15/2011	98.16
26164	STEINER, EILEEN A	12/15/2011	93.29
26165	STENHOUSE PUBLISHERS	12/15/2011	252.44
26166	STIRLING, CONNIE	12/15/2011	145.47
26167	STOKS, BARRETT	12/15/2011	101.00
26168	STREAMLINE DESIGN INC	12/15/2011	36.00
26169	SUBURBAN EAST CONF ALPINE SKI	12/15/2011	200.00
26170	SUN, AIJING	12/15/2011	800.00
26171	SWENSON, CYNTHIA L	12/15/2011	250.12
26172	SYLVAN DELL PUBLISHING	12/15/2011	3,315.00
26173	SYNOVIA	12/15/2011	9,280.00
26174	TAMARACK NATURE CENTER	12/15/2011	2,280.00
26175	TAPPE, MACKENZIE	12/15/2011	25.00
26176	TESCHENDORF, NATALIE	12/15/2011	160.00
26177	THINK SOCIAL PUBLISHING INC	12/15/2011	1,134.00
26178	THOMAS, JOHN	12/15/2011	160.00
26179	THUNDER COMMUNICATIONS DESIGN	12/15/2011	595.00
26180	TIERNEY BROTHERS INC	12/15/2011	1,175.14
26181	TOUSLEY FORD INC	12/15/2011	57.88
26182	TOUSSAINT, JANEL PHYLLIS	12/15/2011	49.95
26183	TRADE PRESS INC	12/15/2011	1,060.00
26184	TRAEGER, MARY	12/15/2011	26.04
26185	TRANS-MISSISSIPPI BIO SUPPLY	12/15/2011	54.54
26186	TRAPP, MILDRED	12/15/2011	21.67
26187	TRAVEL LEADERS	12/15/2011	1,188.78
26188	TRAVER, SHAWNA J	12/15/2011	656.75
26189	T.R.F. SUPPLY CO	12/15/2011	523.50
26190	TRI STATE BOBCAT	12/15/2011	1,729.63
26191	TRIO SUPPLY COMPANY	12/15/2011	7,735.15

Check Nbr	Vendor Name	Check Date	Check Amount
26192	TROLLHAUGEN	12/15/2011	2,478.00
26193	TRUCK UTILITIES MFG CO	12/15/2011	4,429.24
26194	TRUSTED EMPLOYEES	12/15/2011	1,800.00
26195	TURFWERKS INC	12/15/2011	322.56
26196	TWIN CITY NURSERY INC	12/15/2011	525.47
26197	U.S. ENERGY SERVICES INC	12/15/2011	25,927.09
26198	UHL CO INC	12/15/2011	483.87
26199	UNIVERSITY OF MINNESOTA	12/15/2011	16,820.00
26200	VACATION SPORTS	12/15/2011	409.50
26201	VADNAIS HEIGHTS SPORTS COMPLEX	12/15/2011	24,285.00
26202	VANDERBOSCH, JULIE	12/15/2011	125.00
26203	VENBURG TIRE CO	12/15/2011	18.00
26204	VERIZON WIRELESS	12/15/2011	86.96
26205	VETTE, MARISA AA	12/15/2011	141.30
26206	VADNAIS HEIGHTS ECONOMIC DEV C	12/15/2011	150.00
26207	VIKING ELECTRIC SUPPLY	12/15/2011	4,954.96
26208	VINCENT, LENORE	12/15/2011	14.00
26209	VIND, CAROL J	12/15/2011	68.00
26210	VIRCO INC	12/15/2011	487.81
26211	VORT CORPORATION	12/15/2011	247.50
26212	WALBERT, FLORENCE	12/15/2011	23.94
26213	WALD, TIM	12/15/2011	73.60
26214	WALKER, DEBBIE	12/15/2011	601.40
26215	WALSTAD, PATRICIA	12/15/2011	54.74
26216	WALTERS REBUILDERS	12/15/2011	15.00
26217	Vendor Continued Check	12/15/2011	0.00
26218	WASTE MANAGEMENT OF WI-MN	12/15/2011	13,060.17
26219	WATTERS, LAURA J	12/15/2011	83.46
26220	WHITE BEAR CENTER FOR THE ARTS	12/15/2011	5,400.00
26221	WHITE BEAR TOWNSHIP	12/15/2011	458.08
26222	WHITE BEAR LAKE (CITY OF)	12/15/2011	29,592.33
26223	WHITE BEAR LAKE (CITY OF)	12/15/2011	1,053.43
26224	WHITE BEAR LAKE SPORTS CENTER	12/15/2011	1,920.00
26225	WELLS FARGO SECURITIES LLC	12/15/2011	47,542.29
26226	WENNEN, CHUCK	12/15/2011	175.80
26227	WESTERN PSYCHOLOGICAL SERVICES	12/15/2011	691.90
26228	WHELAN, KATE	12/15/2011	164.78
26229	WHITE, THOMAS R	12/15/2011	40.00
26230	WILHELMY, MARIE	12/15/2011	52.72
26231	WINDSTREAM	12/15/2011	2,644.89
26232	WL HALL COMPANY	12/15/2011	4,201.00
26233	WOLFF, RICHARD	12/15/2011	17.00
26234	THE WORKS	12/15/2011	1,125.00
26235	WYCO/DBA REEDS SALES & SERVICE	12/15/2011	133.44
26236	XEROX CORPORATION	12/15/2011	419.46
26237	XIONG, XUE	12/15/2011	81.08
26238	XIONG, YOUA	12/15/2011	20.00
26239	YOGA DEVOTION LLC	12/15/2011	1,210.00
26240	YOUTH SERVICES INTERNATIONAL	12/15/2011	1,890.00
26241	ZABADAL, DARLENE	12/15/2011	500.00

Check Nbr	Vendor Name	Check Date	Check Amount
26242	ZAPPA'S SPORTING GOODS	12/15/2011	5,550.00
26243	ZINTER, MATT	12/15/2011	125.00
552	Computer	Check(s) For a Total of	1,085,354.85

Check Nbr	Vendor Name	Check Date	Check Amount
18562	XIONG, XUE	12/15/2011	81.08
20656	SARGE, KENNA	12/15/2011	400.00
21020	HANSON, MAGGIE	12/15/2011	20.00
21054	LARSON-BAUER, CHRISTINE M	12/15/2011	20.00
22246	KOVALA, RACHEL H	12/15/2011	498.56
25479	BARCHENGER, ZELLAH	12/15/2011	35.00
6	Void	Check(s) For a Total of	1,054.64

	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
	552	Computer	Checks For a Total of	1,085,354.85
Total For	552	Manual, Wire Tran, ACH & Computer	Checks	1,085,354.85
Less	6	Voided	Checks For a Total of	1,054.64
			Net Amount	1,084,300.21

PAYROLL

Check Nbr	Vendor Name	Check Date	Check Amount
26244	AIG	12/21/2011	5,590.49
26245	AMERICAN FUNDS	12/21/2011	69,315.62
26246	AMERICAN UNITED LIFE	12/21/2011	45,655.09
26247	AMERIPRISE FINANCIAL SERVICES	12/21/2011	10,794.06
26248	AXA EQUITABLE	12/21/2011	21,989.70
26249	CONSTANTINE DANCE CLASSES	12/21/2011	788.90
26250	EDUCATION MN ESI BILLING TRUST	12/21/2011	16,853.22
26251	IUOE LOCAL 70	12/21/2011	2,201.54
26252	MESSERLI & KRAMER PA	12/21/2011	708.50
26253	METROPOLITAN LIFE	12/21/2011	3,930.61
26254	MN CHILD SUPPORT	12/21/2011	2,325.60
26255	SCHOOL SERVICE EMPLOYEES	12/21/2011	5,334.64
26256	US DEPT OF EDUCATION	12/21/2011	329.00
26257	VANGUARD SMALL BUSINESS SERVIC	12/21/2011	19,553.43
26258	WBLA EDUCATIONAL FOUNDATION	12/21/2011	100.00
15	Computer	Check(s) For a Total of	205,470.40

Check Nbr	Vendor Name	Check Date	Check Amount
25777	CONSTANTINE DANCE CLASSES	12/21/2011	1,127.00
1	Void	Check(s) For a Total of	1,127.00

Check Nbr	Vendor Name	Check Date	Check Amount
26259	1ST LINE/LEEWES VENTURES LLC	12/27/2011	1,141.65
26260	AARP DRIVER SAFETY PROGRAM	12/27/2011	262.00
26261	ACCUCUT	12/27/2011	50.00
26262	THE ACTIVE NETWORK	12/27/2011	1,400.00
26263	ADAMS, LINDA	12/27/2011	195.87
26264	ALBERS MECHANICAL SERVICE INC	12/27/2011	597.50
26265	AMAZON	12/27/2011	174.39
26266	AMAZON	12/27/2011	10.72
26267	AMAZON	12/27/2011	1,113.13
26268	AMAZON	12/27/2011	514.95
26269	AMAZON	12/27/2011	2,360.12
26270	AMER STUDY TRAVEL ABROAD	12/27/2011	350.00
26271	ANDRES, MICHAEL D	12/27/2011	25.00
26272	ANIMAL HUMANE SOCIETY	12/27/2011	50.00
26273	APPLE COMPUTER INC	12/27/2011	96.05
26274	APPLIED ENVIRONMENTAL SCI INC	12/27/2011	838.87
26275	ARMSTRONG TORSETH SKOLD & RYDE	12/27/2011	1,365.87
26276	ASHLAND PRODUCTIONS INC	12/27/2011	2,750.00
26277	ASSOC FOR FACILITIES ENGINEERI	12/27/2011	205.00
26278	ASTLEFORD EQUIPMENT CO	12/27/2011	402.06
26279	ASTLEFORD INTERNATIONAL TRUCKS	12/27/2011	20.62
26280	ATTAINMENT CO INC	12/27/2011	1,043.70
26281	AVID CENTER	12/27/2011	525.00
26282	AVON BUSINESS FORMS & PROMOTIO	12/27/2011	345.00
26283	BAL TECH INC	12/27/2011	100.00
26284	BALGORD, CHRISTINE A	12/27/2011	170.00
26285	BANERDT, BARBARA A	12/27/2011	60.50
26286	BANGERT, LISA	12/27/2011	6.00
26287	BARNETT WB CHRYSLER JEEP DODGE	12/27/2011	221.71
26288	BARNHART PERCUSSION SERVICES	12/27/2011	72.00
26289	BARRETT, BOB	12/27/2011	78.00
26290	BATTERIES PLUS	12/27/2011	158.93
26291	BECKER ARENA PRODUCTS INC	12/27/2011	979.80
26292	BENTLEY JULIE	12/27/2011	121.00
26293	BERRY BLENDZ - EDEN PRAIRIE	12/27/2011	855.00
26294	BEST BUY BUSINESS ADVANTAGE AC	12/27/2011	809.41
26295	BEST, RANDY	12/27/2011	75.00
26296	BOND TRUST SERVICES CORP	12/27/2011	450.00
26297	BOOK, ABBY	12/27/2011	26.46
26298	BOYER TRUCKS	12/27/2011	491.76
26299	BRADDOCK, JULIE	12/27/2011	73.54
26300	BUESING, EMILIE C	12/27/2011	170.00
26301	BUREAU OF EDUCATION & RESEARCH	12/27/2011	450.00
26302	BURKE, ERIN	12/27/2011	54.39
26303	BURMEISTER, JANE M	12/27/2011	101.01
26304	CENTURY RESOURCES INC	12/27/2011	1,265.19
26305	CENTURYLINK	12/27/2011	261.34
26306	CHAPLIN, MARILEE A	12/27/2011	180.00
26307	CHRISTENSEN, JOE	12/27/2011	412.58
26308	CITI-CARGO & STORAGE CO INC	12/27/2011	210.00

Check Nbr	Vendor Name	Check Date	Check Amount
26309	CLYMER, BETH E	12/27/2011	170.00
26310	CM CONSTRUCTION COMPANY INC	12/27/2011	54,116.75
26311	CONSTRUCTION MANAGEMENT BUILDI	12/27/2011	12,642.00
26312	THE COLLEGE BOARD-MRO	12/27/2011	205.00
26313	CONNEY SAFETY	12/27/2011	61.38
26314	CONTINENTAL CLAY CO	12/27/2011	1,236.92
26315	COOPER, DEREK	12/27/2011	65.50
26316	COPY IMAGES INC	12/27/2011	13,754.44
26317	COPY IMAGES INC	12/27/2011	528.00
26318	CORTEZ, GLORIA	12/27/2011	15.99
26319	CP PRODUCTS INC	12/27/2011	758.16
26320	CUB FOODS OF WOODBURY	12/27/2011	469.77
26321	CUB FOODS	12/27/2011	408.04
26322	CURRY, DAVID	12/27/2011	78.00
26323	DAHL, CHRISTINE	12/27/2011	124.90
26324	DALCO CORPORATION	12/27/2011	4,383.20
26325	DEEN, DENISE	12/27/2011	308.58
26326	DELLWO, COLLEEN F	12/27/2011	390.00
26327	DELTA EDUCATION	12/27/2011	5.77
26328	DELTA EDUCATION	12/27/2011	40.50
26329	DEMCO INC	12/27/2011	95.81
26330	DERAAD, MAX D	12/27/2011	34.99
26331	DOOR SERVICE COMPANY	12/27/2011	1,336.00
26332	DREAMBOX	12/27/2011	180.00
26333	DROOGSMA, KELSIE	12/27/2011	73.00
26334	DUSTIN, JOSEPH J	12/27/2011	29.97
26335	EDUCATION WEEK	12/27/2011	39.00
26336	EHLERS	12/27/2011	1,500.00
26337	EKNES, BRET	12/27/2011	25.00
26338	EMPLOYEE TIME CLOCKS	12/27/2011	29.42
26339	F&N OPERATIONS LLC	12/27/2011	136.78
26340	FAISON, JOHN	12/27/2011	72.00
26341	FERRAND, JENNIFER A	12/27/2011	34.00
26342	FERRELLGAS	12/27/2011	235.96
26343	FESTIVAL FOODS-KNOWLAN'S	12/27/2011	432.47
26344	FINK, AVIS	12/27/2011	40.00
26345	FOLLETT LIBRARY RESOURCES	12/27/2011	420.43
26346	FRIESE, TIM	12/27/2011	72.00
26347	FROGNER, AMANDA J	12/27/2011	72.00
26348	FAIRVIEW SPORTS & ORTHOPEDIC C	12/27/2011	520.00
26349	GAGAN, MICHAEL	12/27/2011	250.00
26350	GEPHART TRUCKING	12/27/2011	2,800.00
26351	GILLUND ENTERPRISES	12/27/2011	29.40
26352	GIRARD, DEBORAH ANN	12/27/2011	93.90
26353	GOOGLE INC	12/27/2011	13,608.28
26354	GORIS, PAMELA L	12/27/2011	104.61
26355	GRAFFIC TRAFFIC LLC	12/27/2011	384.00
26356	GRAINGER	12/27/2011	1,339.16
26357	GRAMS, SCOTT	12/27/2011	78.00
26358	GROUP HEALTH INC - WORKSITE	12/27/2011	181.50

Check Nbr	Vendor Name	Check Date	Check Amount
26359	GROUP TRAVEL PLANNERS	12/27/2011	14,906.64
26360	GRUN, SUSAN L	12/27/2011	46.11
26361	GUILFORD PUBLICATIONS	12/27/2011	34.75
26362	GYANG, ABRAHAM	12/27/2011	78.00
26363	HAINNEY KATHLEEN M	12/27/2011	70.00
26364	HARRIMAN, GRETCHEN	12/27/2011	438.45
26365	HARVEY-CARLSON, ELIN J	12/27/2011	46.62
26366	HASTINGS MIDDLE SCHOOL	12/27/2011	95.00
26367	HAWKINSON, STEVEN A	12/27/2011	305.78
26368	HEALY, JASON	12/27/2011	170.00
26369	HEGLAND, LAURA	12/27/2011	73.00
26370	HEIDE, SHERRY	12/27/2011	162.80
26371	HELLO DIRECT INC	12/27/2011	317.25
26372	HEWLETT PACKARD	12/27/2011	1,110.33
26373	Vendor Continued Check	12/27/2011	0.00
26374	HOGLUND BUS AND TRUCK CO	12/27/2011	4,826.76
26375	HOLMES, JEFF	12/27/2011	926.00
26376	HSBC BUSINESS SOLUTIONS	12/27/2011	400.43
26377	HUBERT COMPANY	12/27/2011	692.43
26378	IFD	12/27/2011	42,542.24
26379	INDUSTRIAL ARTS SUPPLY	12/27/2011	76.62
26380	IRGENS, LINDA S	12/27/2011	100.39
26381	ISD #622 COMMUNITY EDUC	12/27/2011	380.00
26382	JANSEN, BRIAN	12/27/2011	56.00
26383	JOHN MERGES LICSW	12/27/2011	528.00
26384	JOHNSON CONTROLS INC	12/27/2011	1,425.75
26385	JUNIOR LIBRARY GUILD	12/27/2011	334.80
26386	K PEARSON MECHANICAL LLC	12/27/2011	1,737.95
26387	KASSETH, NANCY	12/27/2011	162.80
26388	KATH, ABBY J	12/27/2011	170.00
26389	KEARN, BARBARA	12/27/2011	100.00
26390	KIMBALL MIDWEST	12/27/2011	352.20
26391	KITTS, HARRY	12/27/2011	251.00
26392	KNIGHT, MARTY C	12/27/2011	72.00
26393	KNUTSON, CASSANDRA M	12/27/2011	45.87
26394	KNUTSON FLYNN & DEANS PA	12/27/2011	1,157.00
26395	KOWALSKIS MARKET	12/27/2011	158.71
26396	KRUMM, PATRICIA ANN	12/27/2011	35.05
26397	KRUSEMARK, CARY L	12/27/2011	628.69
26398	KULLY SUPPLY COMPANY	12/27/2011	525.76
26399	LAKE COUNTRY BOOKSELLERS	12/27/2011	114.84
26400	LAKESHORE LEARNING MATERIALS	12/27/2011	370.75
26401	LANCETTE, ANTHONY R	12/27/2011	75.00
26402	LANGER'S	12/27/2011	3,512.50
26403	LAWRENCE SIGN	12/27/2011	1,360.00
26404	LAWSON PRODUCTS INC	12/27/2011	39.47
26405	LEE, CHARLOTTE L	12/27/2011	239.00
26406	LEICK, LINDA M	12/27/2011	46.74
26407	LEONARD, BRIAN	12/27/2011	157.27
26408	LEONARD, RITA	12/27/2011	85.00

Check Nbr	Vendor Name	Check Date	Check Amount
26409	LIBRARIANS BOOK EXPRESS LLC	12/27/2011	77.58
26410	LIBRARY VIDEO COMPANY	12/27/2011	46.88
26411	LIEKIS, KEN	12/27/2011	144.30
26412	LIGHTHOUSE MANAGEMENT GROUP	12/27/2011	6,617.00
26413	LOGAN, JOHN	12/27/2011	78.00
26414	LONG LAKE CONSERVATION CENTER	12/27/2011	15,038.10
26415	LOVETT, MICHAEL J	12/27/2011	461.04
26416	LUKANICH, JIM	12/27/2011	78.00
26417	MAD SCIENCE OF MINNESOTA	12/27/2011	5,508.00
26418	MAILFINANCE INC	12/27/2011	445.71
26419	MALLEY, DAVID	12/27/2011	72.00
26420	MALLOY/MONTAGUE/KARNOWSKI & CO	12/27/2011	2,500.00
26421	MALWITZ, ANN	12/27/2011	558.32
26422	MARTINSON ANDREW	12/27/2011	170.00
26423	MARTY, NICHOLAS B	12/27/2011	170.00
26424	MASSO, JEREMY	12/27/2011	25.00
26425	MATZKE, ANNE M	12/27/2011	132.21
26426	MCDOWELL, ROBERT C	12/27/2011	422.79
26427	MCMAHON, MARGARET	12/27/2011	553.75
26428	MERZER MALP, SHEILA	12/27/2011	880.00
26429	METRO ECSU	12/27/2011	110.00
26430	MEYER, LAURA J	12/27/2011	120.00
26431	MIDWEST BUS PARTS INC	12/27/2011	396.94
26432	MILLER, GERALD ANTHONY	12/27/2011	72.00
26433	MN DEPT OF PUBLIC SAFETY	12/27/2011	3,454.10
26434	MN DEPT OF HEALTH	12/27/2011	15.00
26435	MN DEPT OF HUMAN SERVICES	12/27/2011	220.00
26436	MN DEPT OF HEALTH	12/27/2011	35.00
26437	MN ICE ARENA MANAGERS ASSOC	12/27/2011	145.00
26438	MN SWORD PLAY	12/27/2011	540.00
26439	MOMS CLUB OF WB AREA	12/27/2011	30.00
26440	MOORE, CYNTHIA	12/27/2011	889.50
26441	MN REC & PARK ASSN (MRPA)	12/27/2011	249.00
26442	MN SUPERINTENDENTS OFC PERSONN	12/27/2011	50.00
26443	MURPHY, MARY W	12/27/2011	81.28
26444	MUSIC CONNECTION INC	12/27/2011	84.00
26445	MUSTAR, BETH	12/27/2011	290.00
26446	NASVIK, CRAIG S	12/27/2011	480.97
26447	NCS PEARSON INC	12/27/2011	323.59
26448	NEXTEL COMMUNICATIONS	12/27/2011	491.59
26449	NINTENDO POWER	12/27/2011	34.95
26450	NORCENTRONIX DISTRIBUTING	12/27/2011	395.00
26451	NORTH CENTRAL TRUCK EQUIPMENT	12/27/2011	436.19
26452	NORTON, EMILY L	12/27/2011	40.00
26453	NOW MICRO INC	12/27/2011	240.00
26454	O'CONNOR, JILL	12/27/2011	159.00
26455	OFFICE DEPOT	12/27/2011	36.27
26456	OKLOBZIJA, LUANNE P	12/27/2011	250.00
26457	OSOWSKI, DIANE RENEE	12/27/2011	185.94
26458	OSTERBAUER, TODD E	12/27/2011	119.00

Check Nbr	Vendor Name	Check Date	Check Amount
26459	OXYGEN SERVICE CO INC	12/27/2011	18.90
26460	PAN-O-GOLD	12/27/2011	3,983.83
26461	PAR INC	12/27/2011	2,430.00
26462	PASKEY, SHANE	12/27/2011	108.00
26463	PBS DISTRIBUTION LLC	12/27/2011	23.74
26464	PCI EDUCATIONAL PUBLISHING	12/27/2011	75.95
26465	PCS REVENUE CONTROL SYSTEMS IN	12/27/2011	2,702.80
26466	PESI	12/27/2011	569.97
26467	PETERSON, BETSY J	12/27/2011	386.17
26468	PETERSON, WAYNE	12/27/2011	89.91
26469	PHETTEPLACE, WANDA	12/27/2011	76.59
26470	PICHA, CHRISTINA K	12/27/2011	345.28
26471	PITSCO INC	12/27/2011	428.71
26472	POKORNY, MARY	12/27/2011	693.26
26473	PREMIUM WATERS INC	12/27/2011	56.85
26474	PRESS PUBLICATIONS	12/27/2011	410.35
26475	PROGRESSIVE BUSINESS PUBL	12/27/2011	230.00
26476	R & R SPECIALTIES INC	12/27/2011	64.90
26477	RAMSEY COUNTY PARKS/REC DEPT	12/27/2011	18,215.42
26478	READ NATURALLY INC	12/27/2011	1,178.10
26479	RECH, DAVE	12/27/2011	72.00
26480	RENAISSANCE LEARNING INC	12/27/2011	176.41
26481	RENAISSANCE LEARNING	12/27/2011	279.00
26482	RIDDELL INC	12/27/2011	5,806.78
26483	RIGHTWAY GLASS INC	12/27/2011	115.00
26484	RISDALL MARKETING GROUP	12/27/2011	4,074.62
26485	ROBINSON, NANCY	12/27/2011	125.00
26486	ROTHE, JULIE N	12/27/2011	174.46
26487	SALENGER, SETH A	12/27/2011	170.00
26488	SANDERS, SHAWN	12/27/2011	25.00
26489	SARGENT-WELCH	12/27/2011	24.07
26490	SCAN AIR FILTER INC	12/27/2011	725.57
26491	SCANTRON CORPORATION	12/27/2011	192.34
26492	SCHLOSSER, GABRIELLE	12/27/2011	175.99
26493	SCHMITT MUSIC COMPANY	12/27/2011	16.50
26494	SCHOLASTIC INC	12/27/2011	86.11
26495	SCHOOL SPECIALTY	12/27/2011	74.14
26496	SCHWAB-VOLLHABER-LUBRATT	12/27/2011	351.65
26497	SCIENCE MUSEUM OF MINNESOTA	12/27/2011	492.00
26498	SECURITAS SEC SVCS USA INC	12/27/2011	5,885.89
26499	SEEBBA, PAUL T	12/27/2011	45.18
26500	SENTRY SYSTEMS INC	12/27/2011	390.00
26501	SIDE BY SIDE ASSOC	12/27/2011	150.00
26502	SMITH, TAMMY L	12/27/2011	290.00
26503	SNAP-ON TOOLS	12/27/2011	33.65
26504	STAPLES ADVANTAGE	12/27/2011	3,880.36
26505	Vendor Continued Check	12/27/2011	0.00
26506	STATE SUPPLY CO	12/27/2011	2,188.76
26507	STEFFEL, KAREN L	12/27/2011	180.00
26508	STEPHAN, SUSAN K	12/27/2011	117.38

Check Nbr	Vendor Name	Check Date	Check Amount
26509	STREAMLINE DESIGN INC	12/27/2011	330.00
26510	STUCYNSKI, JILL L	12/27/2011	55.00
26511	SULLIVAN, LAMARR	12/27/2011	72.00
26512	SUPER DUPER PUBLICATIONS	12/27/2011	184.00
26513	TAHO SPORTSWEAR INC	12/27/2011	688.32
26514	TDS METROCOM - MN	12/27/2011	3,562.81
26515	TELIN TRANSPORTATION GROUP LLC	12/27/2011	11.99
26516	THOMPSON, JEAN	12/27/2011	39.98
26517	TIERNEY BROTHERS INC	12/27/2011	1,358.10
26518	TIES	12/27/2011	530.00
26519	TIMM, RONALD M	12/27/2011	125.00
26520	TOTAL ENTERTAINMENT PRODUCTION	12/27/2011	100.00
26521	TRADE PRESS INC	12/27/2011	339.00
26522	TRANE US INC	12/27/2011	2,991.50
26523	TRANS-MISSISSIPPI BIO SUPPLY	12/27/2011	325.25
26524	TRAVER, SHAWNA J	12/27/2011	81.45
26525	TRI STATE BOBCAT	12/27/2011	2,992.97
26526	TRIO SUPPLY COMPANY	12/27/2011	8,180.94
26527	TROLLHAUGEN	12/27/2011	2,366.00
26528	UHL CO INC	12/27/2011	3,216.00
26529	VAN ARRAGON, JANEL L	12/27/2011	97.47
26530	WAGONER, SARAH J	12/27/2011	191.00
26531	WATCH ME DRAW! LLC	12/27/2011	3,080.00
26532	WHITE BEAR BOWL	12/27/2011	140.00
26533	WHITE BEAR LAKE (CITY OF)	12/27/2011	27,185.10
26534	WEEKLY READER	12/27/2011	112.80
26535	WEIR, NATHAN	12/27/2011	25.00
26536	WESTERN PSYCHOLOGICAL SERVICES	12/27/2011	271.70
26537	WILLCOXON JR, PETE	12/27/2011	290.00
26538	WILLIAMS, LAURA L	12/27/2011	834.51
26539	WOLFLEY SANDRA	12/27/2011	61.25
26540	WOODRICH III, WARD F	12/27/2011	73.00
26541	XCEL ENERGY	12/27/2011	74,379.00
26542	ZAHL PETROLEUM MAINTENANCE CO	12/27/2011	33.87
26543	ZULEY AWARDS	12/27/2011	398.25

285	Computer	Check(s) For a Total of	456,326.30
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	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
	285	Computer	Checks For a Total of	456,326.30
Total For	285	Manual, Wire Tran, ACH & Computer Checks		456,326.30
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	456,326.30

RESOLUTION FOR ACCEPTANCE OF GIFTS

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

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

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

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

AGENDA ITEM: **Acceptance of Gifts**

MEETING DATE: **January 9, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
\$100	Anonymous	Sunrise Park Middle School EBD Program
\$200	White Bear Lake Basketball Association	White Bear Lake Area Community Services Senior Program
\$100	Mark and Nancy Rose	Otter Lake Elementary School
\$775.00	The Saint Paul Foundation	White Bear Lake Area School District
\$1,850.00	White Bear Lake High School Gymnastics	White Bear Lake Area High School Gymnastics
\$14,128.25 for STEM Mini-Grants Central Middle School	H.B. Fuller Company Foundation	White Bear Lake Area School District
\$50.00	Mr. and Mrs. Baldwin	White Bear Lake Area High School Theater Department

RECOMMENDATION: Accept donations.

AGENDA ITEM: Field Trip Request

MEETING DATE: January 9, 2012

SUGGESTED DISPOSITION: Consent Agenda

CONTACT PERSON(S): David Law, Assistant Superintendent

Background:

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

Date of Trip and Destination	Requesting Staff Member	Grade/Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
2/1-3/12 Beaver Valley/ Standing Cedars East Farmington, Wisconsin	Laura Watters and Mike Hamernick	Science & Communications students - Area Learning Center	1.5	10-12	Total cost per student: \$45 Student Portion: \$30 Other Source(s): Student Activities Funds & Youth Development	District Bus	Students will experience the natural wilderness and will practice survival and team skills in a primitive setting. Students will practice communication skills focused on scientific observations of their surrounding - winter camping and staying in 1930's log home.

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

WHEREAS, that personnel items, A-6(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-6(f).

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

NEW PERSONNEL - CLASSIFIED STAFF

DAVID BYSTROM – Custodian, North Campus
\$15.35/hr. + .25 SD 8.00 hr. / day 139 days \$17,347.20
Effective Date: 12/19/2011

ANNETTE HAUGEN – Part-Time Cook, Willow Lane Elementary
\$12.83/hr. 2.50 hr. /day 113 days \$3,624.48
Effective Date: 12/14/2011

LONG TERM SUBSTITUTES - CERTIFIED STAFF

CORTNEY BYSTROM – .40 Intervention Specialist, Lincoln Elementary
BA, Step 1 \$7,935.84
Effective Dates: 01/03/2012 through 06/08/2012

DENISE CALLEN – .10 Spanish Teacher, Central Middle School
MA+15, Step 6 \$48,194.00
Effective Dates: 01/24/2012 through 06/07/2012

RYAN FITZPATRICK – Social Studies Teacher, Sunrise Middle School
BA, Step 1 \$19,839.60
Effective Dates: 01/03/2012 through 06/08/2012

JENNA MARTY – Elementary Teacher, Oneka Elementary
BA, Step 1 \$19,839.60
Effective Dates: 01/03/2012 through 06/08/2012

CAROLINE RESLER – Intervention Specialist, Matoska/Willow Elementary
MA, Step 2 \$25,287.79
Effective Dates: 12/12/2011 through 06/08/2012

AMY ROVA-DUFFY – .70 Intervention Specialist, Vadnais Heights Elementary
BA, Step 3 \$16,074.85
Effective Dates: 12/12/2011 through 06/08/2012

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATION - CLASSIFIED STAFF

SONYA WRONA – Program Assistant Leader, Lakeaires Elementary
Employed by District 624 since 08/30/2010
Effective Date: 01/13/2012

RETIREMENT - CLASSIFIED STAFF

JUDITH MANGINE– ELL Assistant, Lakeaires Elementary
Employed by District 624 since 05/22/1997
Effective Date: 01/26/2012

LEAVE OF ABSENCE - CLASSIFIED STAFF

KELLY ERICKSON – Part-Time Cook, Matoska International
Employed by District 624 since 04/08/2011
Effective Date: 10/26/2011 through 01/25/2012

LEAVE OF ABSENCE - CERTIFIED STAFF

LYNSEY BATENHORST – Speech Language Pathologist, Normandy Park
Employed by District 624 since 07/01/2008
Effective Date: 11/17/2011 through 01/20/2012

PART-TIME LEAVE OF ABSENCE - CERTIFIED STAFF

NANCY MCGINLEY MYERS – Spanish Teacher, Central Middle School
.10 Leave (.90 position)
Effective Date: 2nd Semester

CHANGE IN CONTINUING CONTRACT - CERTIFIED STAFF

APRIL SCHNEIDER – Learning Skills Specialist, Lincoln Elementary
From .80 f.t.e. to a .90 f.t.e. Effective Date: 12/05/2011
From .90 f.t.e. to a 1.00 f.t.e Effective Date: 01/03/2012

WINTER ACTIVITIES

Adaptive Floor Hockey (CI)

Head Coach (step 1)	Jon Hurt	Winter	\$2,781
Asst Coach (step 1)	Joseph Dustin	Winter	\$1,947

Boys Basketball

Head Coach (step 3)	Keith Lockwood	Winter	\$6,335
Asst Coach (step 1)	Josh Lehr	Winter	\$3,991
Asst Coach (step 3)	Dustin Hayes	Winter	\$4,434
Asst Coach (step 3)	Tom Paulson	Winter	\$4,434
Asst Coach (step 3)	Jacob Zisla	Winter	\$4,434

Girls Basketball

Head Coach (step 3)	Jeremy Post	Winter	\$6,335
Asst Coach (step 3)	Dave Ashley	Winter	\$4,434
Asst Coach (step 3)	Dustin Hayes	Winter	\$4,434
Asst Coach (step 3)	Joe Dimeglio	Winter	\$4,434
Asst Coach (step 1) (SAA)	Mike Lukkason	Winter	\$2,500
Asst Coach (step 2)	Brietta Schuender	Winter	\$4,212

Danceline-Winter

Head Coach (step 1)	Amanda Frogner	Fall	\$1,965
Asst Coach (step 1)	Katie Morales	Fall	\$1,375

Boys Hockey

Head Coach (step 3)	Tim Sager	Winter	\$6,180
Asst Coach Varsity (step 2) (SAA)	Matt Greer	Winter	\$4,000
Asst Coach Varsity (step 3) (SAA)	Chris Anderson	Winter	\$4,000
Asst Coach JV (step 3)	Ben Butters	Winter	\$4,326
Asst Coach JV (step 3)	Steve Collova	Winter	\$4,326
Asst Coach (step 1) (SAA) goalie coach	Zach Faust	Winter	\$2,500

Girls Hockey

Head Coach (step 3)	Gerald Kwapick	Winter	\$6,180
Asst Coach (step 3)	Randy Kieger	Winter	\$4,326
Asst Coach (step 3)	Shane Krey	Winter	\$4,326
Asst Coach (step 3) (SAA)	Melissa Mondo	Winter	\$2,500
Asst Coach (step 2) (SAA) goalie coach	Scott Parenteau	Winter	\$1,000

Gymnastics

Co-Head Coach (step 3)	Jamie Nash	Winter	\$4,643
Co-Head Coach (step 2)	Stefani Neubeck	Winter	\$4,643
Asst Coach (step 1)	Jennifer Muras (.5)	Winter	\$1,758

Alpine Ski

Head Coach (step 3)	Fred Feirn	Winter	\$5,562
Asst Coach (step 1)	Tony Walfoort	Winter	\$3,504

Nordic Ski

Head Coach (step 3)	Jeff Nowak	Winter	\$4,944
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Asst Coach (step 1)	Seth Salenger (.67)	Winter	\$2,087
Asst Coach (step 1)	Jack Sloan (.33)	Winter	\$1,028

Boys Swim Team

Head Coach (step 1)	Jacob Mueller	Winter	\$4,946
Assistant Coach (Step 1)	Joshua Franz	Winter	\$3,462

Wrestling

Head Coach (step 3)	Craig Nasvik	Winter	\$5,886
Asst Coach (step 3)	Dave Meuwissen	Winter	\$4,121
Asst Coach (step 2)	Donovan Bates	Winter	\$2,000
Asst Coach (step 1 +SAA)	Dane Bates (.44)	Winter	\$2,000
Asst Coach (step 1) (SAA)	Jeff Isaac	Winter	\$1,000

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: **Overview of Elementary K-5 Program**
MEETING DATE: **January 9, 2012**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

Background:

During the month of January, we have invited parents into our schools to learn more about our White Bear Lake Area programs, and to register for the 2012-13 school year. This evening will be the first of three monthly presentations, with elementary K-5 overview this evening, our preschool program overview in February, and a secondary overview in March.

The time we set aside this evening will be used to provide a brief overview of our elementary program, giving School Board members and our community a sampling of what parents will be receiving if they attend an information session at any of our elementary schools during the month of January.

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **January 9, 2012**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent of Schools**

BACKGROUND:

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

D. DISCUSSION ITEMS

AGENDA ITEM: **School Board Policy 425, Staff Development**
MEETING DATE: **January 9, 2012**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **David Law, Assistant Superintendent**

Background:

School Board Policy 425, Staff Development, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA, and account for potential changes in state law regarding funding.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the February 13 School Board meeting agenda or subsequent meeting as an operational item for action.

Approved: September 9, 2002

Revised: January 10, 2005

Revised: November 8, 2007

Revised: January 10, 2011

White Bear Lake Area
School District #624 Policy 425

425 STAFF DEVELOPMENT

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAM

- A. The School Board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.
 - 1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The committee also will include non-teaching staff, parents and administrators.
 - 2. Members of the Advisory Staff Development Committee shall be appointed by the School Board or designee. Committee members shall serve a two-year term (this time period may be changed to accommodate individual school district needs) based upon nominations by board members, teachers, and paraprofessionals. The School Board shall appoint replacement members of the Advisory Staff Development ~~Teams~~ Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the ~~Team~~ Committee.
- B. The School Board will establish the Site Professional Development Committee.
 - 1. Members of the Site Professional Development Teams will be appointed by the principal. Team members shall serve a two-year term (this time period may be changed to accommodate individual school district needs) based upon nominations by board members, teachers, and paraprofessionals. The principal shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.

2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas and special education.

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

- A. The Advisory Staff Development Committee will develop a Staff Development Plan, which will be reviewed and subject to approval by the School Board once a year.
- B. The Staff Development Plan must contain the following elements:
 1. Staff development outcomes which are consistent with the education outcomes as may be determined periodically by the School Board;
 2. The means to achieve the Staff Development outcomes;
 3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minn. Stat. § 122A.18, Subd. 4(b);
 4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
 - a. Improve student achievement of state and local education standards in all areas of the curriculum by using best practices methods;
 - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, and gifted children, within the regular classroom and other settings;
 - c. Provide an inclusive curriculum for a racially, ethnically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
 - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
 - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution; and
 - f. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
 5. The Staff Development Plan also must:

- a. Support stable and productive professional communities achieved through ongoing and school-wide progress and growth in teaching practice;
 - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
 - c. Maintain a strong subject matter focus premised on students' learning goals;
 - d. Ensure specialized preparation and learning about issues related to teaching students with special needs and limited English proficiency; and
 - e. Reinforce national and state standards of effective teaching practice.
6. Staff development activities must:
- a. Focus on the school classroom and research-based strategies that improve student learning;
 - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
 - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
 - d. Enhance teacher content knowledge and instructional skills;
 - e. Align with state and local academic standards;
 - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring; and
 - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system.
7. Staff development activities may include curriculum development and curriculum training programs, and activities that provide teachers and other members of site-based teams training to enhance team performance.
8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

[NOTE: To the extent the School Board offers K-12 teachers the opportunity for more staff development training under Minn. Stat. § 122A.40, Subds. 7 and 7a, or Minn. Stat. § 122A.41, Subds. 4 and 4a, such additional days of staff development should include peer mentoring, peer gathering, continuing

education, professional development, or other training which will enable teachers to achieve the staff development outcomes enumerated above in Section III.B.4.]

- C. The Advisory Staff Development committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the School Board on a yearly basis the extent to which staff at the site have met the outcomes of the Staff Development Plan.
- E. The Advisory Staff Development Committee shall assist the School District in preparing any reports required by the Department of Education relating to staff development including, but not limited to, the reports referenced in Section VII below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

- A. The Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The superintendent or designee will review the site plan for consistency with the Staff Development Plan yearly.
- B. The Site Professional Development Team must demonstrate to the School Board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the School Board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the School Board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V below.

V. STAFF DEVELOPMENT FUNDING

- A. Unless the School District is in statutory operating debt or a majority of the School District Board and a majority of its licensed teachers vote to waive the requirement to reserve basic revenue for staff development, the School District will comply with current state law for staff development funding. ~~reserve an amount equal to at least two percent of its basic revenue for: in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; pre-service and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts.~~
 - 1. ~~The School District will allocate 50 percent of the reserved revenue to each school site in the district on a per teacher basis and will retain such funds for each school site until used.~~

~~2. The School district will allocate 25 percent of the reserved revenue to make grants to school sites for best practices methods. These grants may be used by the school sites for: any purpose authorized by Minn. Stat. §120B.22, subd. 2, or §122A.60; the costs of curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; substitute teachers for staff development purposes; and other staff development efforts determined by the Site Professional Development Team. Criteria used by the School District in awarding best practice staff development grants to sites include, but are not limited to, the following:~~

- ~~a. Grant application includes objectives which have a clear connection to the building/district Staff Development Plan;~~
- ~~b. Grant application includes provisions for discussion, collaborating, informing, and coaching one another on an ongoing basis;~~
- ~~c. Grant application provides for ongoing assessment of professional practice and student performance; and~~
- ~~d. Grant application specifies best practices to be addressed.~~

~~3. The School district may retain 25 percent of the revenue to be used for district-wide staff development efforts.~~

B. The School District may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs. This additional expenditure does not need to follow the allocation described in Part V. A. above.

~~C. If the School District operates a career teacher program, it will reserve from its basic revenue an amount equal to five dollars (\$5) times the number of resident pupil units to provide staff development for career teacher program.~~

~~D.C.~~ Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

A. On a yearly basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.

- B. Upon approval of the budget by the School Board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the School Board and/or Superintendent for consistency with the Staff Development Plan on a yearly basis.
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

VII. REPORTING

- A. Prior to October 15 of each year, the School District and Site Staff Development Committee shall prepare a report of the previous fiscal year's staff development activities results and expenditures and submit it to the Commission of the Department of Education (Commissioner).
 - 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
 - 2. The report will provide a breakdown of expenditures for:
 - a. curriculum development and programs;
 - b. in-service education, workshops, and conferences; and
 - c. the cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

- B. The School District will utilize the reporting form and/or system designated by the Commissioner. The report will be signed by the superintendent and staff development chair.

LEGAL REFERENCES: Minn. Stat. §120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. §120B.22, Subd. 2 (Violence Prevention Education)

Minn. Stat. § 122A.18, Subd. 4(b) (Board to Issue Licenses; Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination – Additional Staff Development and Salary)
Minn. Stat. §122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions – Additional Staff Development and Salary)
Minn. Stat. §122A.60 (Staff Development Program)
Minn. Stat. §122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. §126C.10, Subds. 2 and 2b (General Education Revenue)

AGENDA ITEM: **School Board Policy 599, Academic Recognition**

MEETING DATE: **January 9, 2012**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy 599, Academic Recognition, has been reviewed by the School Board Policy Committee and is recommended for a first reading.

This policy has been developed over the past year by members of the administrative team in consultation with parents, staff, and high school students.

As written, the policy would first affect how we recognize students in the graduating class of 2013. At the November 14, 2011 meeting, members of the administration provided background information on how we currently recognize students and the rationale for making the change.

Although the policy has had significant internal review, it was important to make sure we had adequate time for our school community to review the policy once it was publically presented.

At the Board meeting we will highlight changes made since November based on community feedback and the rationale for these changes.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the February 13 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted:
Revised:

White Bear Lake
School District #624 Policy 599

Showing revisions made since the
November School Board meeting
first reading.

New Policy

599 ACADEMIC RECOGNITION POLICY

I. PURPOSE

The purpose of this policy is to establish a criterion based academic honor system which recognizes high academic achievement.

II. GENERAL STATEMENT OF POLICY

Students at White Bear Lake Area High School are encouraged to strive for excellence. It is the responsibility of all school employees to challenge and support all students in the pursuit of their highest levels of academic and personal achievement. Accordingly, White Bear Lake Area High School will provide a positive and stimulating learning environment which inspires students to reach their fullest potential. The curriculum offerings provide the necessary rigor to allow student to excel and meet the highest academic standards.

The White Bear Lake Area High School diploma represents the pursuit of academic excellence. A student's transcript reflects their personal achievement and rigorous course selection. The District has established an academic honors system to commend and recognize students for their academic excellence and success. In order to realize these goals, the system must: reflect high academic achievement; be honest, transparent and fair; be criterion referenced; and reflect high expectations for all students across all courses and programs.

III. DEFINITIONS

- A. "Criterion Referenced" is a standard on which a judgment or decision may be based.
- B. "~~Cumulative~~ Grade Point Average (GPA)" is the student's numerical average for all courses taken. It is computed by adding the total number of the letter grade point values and dividing it by the number of credits completed.
- C. "Eligible Student" means any White Bear Lake student, including a transfer student, who has completed all courses and has met state and local graduation requirements. When a student has a unique circumstance, an administrative team will review the student's transcript to determine whether the student has demonstrated academic excellence and success consistent with the spirit of this policy.

- D. “Grade Weighting” is the assignment of a greater numerical value to the letter grade’s numeric point value to reward a student completing any of the following courses:
- Advanced Placement (AP) and taking the national assessment;
 - College in the Schools (CIS);
 - Project Lead the Way (PLTW) courses that qualify for college credit and student takes the required assessment for college credit.
- E. “Term Grade Point Average (GPA)” is the student’s numerical average for a given semester. It is computed by adding the total number of the letter grade point values and dividing it by the number of credits for a given semester.
- F. “Cumulative Grade Point Average” is a calculation of the average of all of a student’s grades for all semesters and courses completed to a given academic term.
- G. Term – a period of time equaling one semester at the end of which grades are recorded on a student’s transcript.

IV. HIGH ACADEMIC HONORS RECOGNITION

- A. Effective with the Class of 2013, the *Laude* Latin model will be used to recognize academic excellence for recognition at commencement. Eligible students will work to compete against the criterion for academic honors, rather than each other.
- B. An eligible student’s final cumulative, weighted GPA at the end of the first semester of senior year will be used to determine the level of honor on a high school transcript, ~~diploma~~, and for academic recognition at commencement.
- C. The three levels of honors to be awarded to eligible students who have acquired academic excellence are:
1. Summa Cum Laude: With Highest Distinction
Cumulative weighted GPA of 4.1 or above
 2. Magna Cum Laude: With Great Distinction
Cumulative weighted GPA of 4.0 – 4.09
 3. Cum Laude: With Distinction
Cumulative weighted GPA of 3.8 – 3.99
- D. The weighted cumulative GPA will be used to calculate all academic honors. In the event that a miscalculation occurs, honors may be awarded after the fact; however, honors mistakenly awarded will not be retracted.

E. Honor Rolls

1. Each semester, the Honor Roll will be calculated based on the **weighted** term GPA.
2. Students with a ~~semester~~ term GPA of 3.67 and above will be listed on the A Honor Roll.
3. Students with a ~~semester~~ term GPA of 3.00 to 3.66 will be listed on the B Honor Roll.

F. Academic Lettering

Earning an Academic Letter is another way that White Bear Lake Area High School students can be recognized for their achievements. An eligible student must earn an overall 3.67 GPA ~~over~~ during each of the specified grading periods (terms):

1. Seniors: Final semester of junior year and first semester of senior year.
2. Juniors: Final semester of sophomore year and first semester of junior year.
3. Sophomores: Final semester of freshmen year and first semester of the sophomore year.
4. Freshmen: First semester of the freshmen year.
 - a. ~~Eligible students who meet the 3.67 GPA and have successfully completed AP, CIS or PLTW course will receive an Academic Letter marked with "Honors".~~

V. POST HIGH SCHOOL REPORTING

Official student transcripts will include the cumulative weighted and unweighted cumulative GPA and class rank. The transcript will also denote any cum laude honors.

VI. TREATMENT OF TRANSFER STUDENTS

Students transferring to White Bear Lake Area High School will be eligible for recognition upon a review of their transcript, application of grade weighting, and verification of course rigor when applicable.

VII. IMPLEMENTATION

The Superintendent or designee is directed and authorized to develop and approve specific procedures for the implementation of this policy.

Legal References:

Cross References:

AGENDA ITEM: **School Board Policy 603, Curriculum Development**
MEETING DATE: **January 9, 2012**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **David Law, Assistant Superintendent**

Background:

School Board Policy 603, Curriculum Development, has been reviewed by the School Board Policy Committee and is recommended for a first reading.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the February 13 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: October 27, 1997
Revised: June 11, 2001
Revised: December 14, 2009
Revised: January 10, 2011

*White Bear Lake Area
School District #624 Policy 603*

603 CURRICULUM DEVELOPMENT

I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

III. RESPONSIBILITY

- A. The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long-range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.
- B. A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its learning sites, and shall have parent, teacher, support staff, student, community residents, and administration representation.
- C. Within the ongoing process of curriculum development, the following needs shall be addressed:
 - 1. Provide for articulation of programs of study.
 - 2. Identify goals for each course and at each elementary grade level.
 - 3. Provide for continuing evaluation of programs for the purpose of attaining the school district mission.
 - 4. Provide a program for ongoing monitoring of student achievement and progress.
 - 5. Provide for special needs of all members of the student community.
 - 6. Integrate required and elective standards in the scope and sequence of the district curriculum.

7. Meet all requirements of the Minnesota Department of Education and the No Child Left Behind Act.
-
- D. It shall be the responsibility of the superintendent to keep the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes and to periodically present recommended modifications for school board review and approval.
 - E. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References:

Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
Minn. Stat. § 120B.11 (School District Process)
Minn. Rule 3500.0550 (Inclusive Educational Program)
Minn. Rule 3501.0010 – 3501.0180 (Graduation Standards – Reading and Mathematics)
Minn. Rule 3501.0200 – 3501.0290 (Graduation Standards – Written Composition)
Minn. Rules Parts 3501.0505-3501.0550 (Graduation Standards – Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Graduation Standards – Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Graduation Standards – Arts)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma)
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

Cross References:

WBLASB Policy 604 (Instructional Curriculum)
WBLASB Policy 605 (Alternative Programs)
WBLASB Policy 613 (Graduation Requirements)
WBLASB Policy 614 (School District Testing Plan and Procedure)
WBLASB Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plan, and LEP Students)
WBLASB Policy 616 (School District System Accountability)
WBLASB Policy 617 (School District Ensurance of Preparatory and High School Standards)
WBLASB Policy 618 (Assessment of Student Achievement)
WBLASB Policy 619 (Staff Development for Standards)
WBLASB Policy 620 (Credit for Learning)

AGENDA ITEM: **School Board Policy 613, Graduation Requirements**
MEETING DATE: **January 9, 2012**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **David Law, Assistant Superintendent**

Background:

School Board Policy 613, Graduation Requirements, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the February 13 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: September 8, 1997
Revised: June 11, 2002
Revised: July 18, 2005
Revised: November 8, 2007
Revised: December 14, 2009
Revised: April 11, 2011

*White Bear Lake Area
School District #624 Policy 613*

613 GRADUATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students must satisfactorily complete, as determined by the school district, all course credit requirements, all state academic standards, or local standards where state standards do not apply, and successfully pass graduation examinations, as required, in order to graduate.

III. DEFINITIONS

- A. "Course credit" is equivalent to a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- C. "Individualized Education Plan," or "IEP," means a written statement developed for a student eligible by law for special education and services.
- D. "English Language Learners" or "ELL" students means individuals whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.
- E. "GRAD" means the graduation-required assessment for diploma that measures the reading, writing, and mathematics proficiency of high school students.

IV. TEST ADMINISTRATOR

Superintendent or designee shall be named the school district test administrator.

V. GRADUATION REQUIREMENTS

- A.** All students must pass the Minnesota State assessments in reading, mathematics, and written composition as per Minnesota State requirements in order to graduate. Students who have not successfully passed a basic skills test by the end of the 2011-2012 school year must pass the GRAD as set forth in Section V.B. and V.C.
- B.** For students enrolled in grade 8 in the 2005-2006 school year and later, only the following options shall fulfill students' state graduation test requirements:
 - 1.** for reading and mathematics:
 - a.** obtaining an achievement level equivalent to or greater than proficient as determined through a standard setting process on the Minnesota comprehensive assessments in grade 10 for reading and grade 11 for mathematics or achieving a passing score as determined through a standard setting process on the GRAD in grade 10 for reading and grade 11 for mathematics or subsequent retests;
 - b.** achieving a passing score as determined through a standard setting process on the state-identified language proficiency test in reading and the mathematics test for English language learners or the GRAD equivalent of those assessments for students designated as English language learners;
 - c.** achieving an individual passing score on the GRAD as determined by appropriate state guidelines for students with an IEP or 504 plan;
 - d.** obtaining an achievement level equivalent to or greater than proficient as determined through a standard setting process on the state-identified alternate assessment or assessments in grade 10 for reading and grade 11 for mathematics for students with an IEP; or
 - e.** achieving an individual passing score on the state-identified alternate assessment or assessments as determined by appropriate state guidelines for students with an IEP; and
 - 2.** for writing:
 - a.** achieving a passing score on the GRAD;
 - b.** achieving a passing score as determined through a standard setting process on the state-identified language proficiency test in writing for students designated as English language learners;

- c. achieving an individual passing score on the GRAD as determined by appropriate state guidelines for students with an IEP or 504 plan; or
 - d. achieving an individual passing score on the state-identified alternate assessment or assessments as determined by appropriate state guidelines for students with an IEP.
- C. Students enrolled in grade 8 in any school year from the 2005-2006 school year to the 2009-2010 school year who do not pass the mathematics GRAD under Section V.B.1., above, are eligible to receive a high school diploma with a passing state notation if they:
 - 1. complete with a passing score or grade all state and local coursework and credits required for graduation by the school board granting the students their diploma;
 - 2. participate in district-prescribed academic remediation in mathematics; and
 - 3. fully participate in at least two retests of the mathematics GRAD test or until they pass the mathematics GRAD test, whichever comes first.

[Note: Section V.C. applies to the 2009-2010 through 2013-2014 school years only.]
- D. All students must satisfactorily complete an appropriate number of credits as approved by the School Board and identified in the White Bear Lake Area Schools Registration Guide or have met the requirements of an IEP or 504 plan.

VI. STUDENTS IN UNIQUE SITUATIONS

In order to graduate from the school district, all students must fulfill the graduation test requirements in reading, mathematics, and writing established by Minn. Stat. §§ 120B.02 and 120B.30 as set forth in Sections V.A., V.B., and V.C., above, with the following exceptions:

- A. ELL students are required to pass the GRAD only if they have been enrolled in any Minnesota school for at least four consecutive years. An ELL student who first enrolls in a Minnesota school in grade 9 or above and who completes the coursework and any other state and district requirements to graduate within a four-year period is not required to pass the GRAD;
- B. Shared-time students are not required to pass the GRAD unless they intend to graduate from the school district.

- C. Students who have transferred from another state will not be required to pass the GRAD if they passed graduation examinations in other states with examinations acceptable to MDE.
- D. Students with IEPs or 504 accommodation plans will be tested and required to pass the GRAD as specified in the students' IEPs or 504 accommodation plans.

VII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minnesota Statutes, Section 120B.07 upon meeting the following conditions:

- A. All course, standards, and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

VIII. NOTICE

Within 30 working days of a student's entry into grade 9 or transfer into the district during or after grade 9, the school district will notify students and their parents of the school district's graduation requirements and the grade in which the student will have the first opportunity to take a GRAD. The school district also will provide written notice of the GRAD results to parents and the student no later than 60 days after the school district receives the results and will provide written notice of the basic requirements test results no later than 90 days after the school district receives the results. The school district also will provide notice of remediation and/or additional testing opportunities and/or accommodations.

<i>Legal References:</i>	Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
	Minn. Stat. § 120B.021 (Required Academic Standards)
	Minn. Stat. § 120B.023 (Benchmarks)
	Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)
	Minn. Stat. § 120B.07 (Early Graduation)
	Minn. Stat. § 120B.11 (School District Process)
	Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
	Minn. Rule Parts 3501.0010–3501.0180 (Graduation Standards – Mathematics and Reading)
	Minn. Rule Parts 3501.0200–3501.0290 (Graduation Standards–Written Composition)
	Minn. Rules Parts 3501.0505-3501.0550 (Graduation Standards – Language Arts)

Minn. Rules Parts 3501.0700-3501.0745 (Graduation Standards – Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Graduation Standards – Arts)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma)
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

Cross References:

WBLASB Policy 104 (School District Mission Statement)
WBLASB Policy 601 (School District Curriculum and Instruction Goals)
WBLASB Policy 614 (School District Testing Plan and Procedure)
WBLASB Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
WBLASB Policy 616 (School District System Accountability)
White Bear Lake Area High School Registration Guide

E. OPERATIONAL ITEMS

AGENDA ITEM: 2012 School Board Operating Procedures
MEETING DATE: January 9, 2012
SUGGESTED DISPOSITION: Operational Item
CONTACT PERSON(S): Lori Swanson, School Board Chair

Background:

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

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

Recommendation: Approve the Rules of Order and Board Agenda format for 2012.

RULES OF ORDER

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

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

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

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

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

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

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

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

BOARD AGENDA 2012

A.	PROCEDURAL ITEMS	Roll call, Pledge of Allegiance, approve agenda, approve consent agenda to include minutes, payment of invoices, correspondence, gifts, field trips and personnel items.
B.	PUBLIC FORUM <u>Public Forum Procedures</u> During the Public Forum any person may address the School Board on a topic of interest or concern. Listed below are the procedures for Public Forum. 1. Public Forum will follow the Procedural Items on the agenda. 2. Public Forum will be open for 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 other 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.	During the Public Forum any person may address the School Board on a topic of interest or concern.

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

AGENDA ITEM: **School Board Members' Compensation for 2012**

MEETING DATE: **January 9, 2012**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Lori Swanson, School Board Chair**

Background:

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

Listed below is the history of the White Bear School Board compensation rates. It should be noted that the School Board has not increased their compensation since 2005.

Year	Members	Chair	Vice-Chair	Clerk	Treasurer
2012	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2011	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2010	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2009	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2008	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2007	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2006	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2005	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2004	\$4,300	\$4,700	\$4,500	\$4,700	\$4,500
2003	\$4,300	\$4,700	\$4,500	\$4,700	\$4,500
2002	\$4,200	\$4,600	\$4,400	\$4,600	\$4,400

Recommendation:

That the current compensation be maintained for the 2012 calendar year.

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

MEETING DATE: **January 9, 2012**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Lori Swanson, School Board Chair**

BACKGROUND:

Each year the White Bear Lake Area School Board appoints a member of our School Board to serve on the Northeast Metro 916 Intermediate School Districts Board.

We, the White Bear Lake Area School Board, would like to recommend Janet Newberg to serve on the Northeast Metro 916 Board for 2012.

RECOMMENDATION:

Approve Janet Newberg to serve on the Northeast Metro 916 Board for 2012.

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

MEETING DATE: **January 9, 2012**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Lori Swanson, School Board Chair**

BACKGROUND:

Each year the White Bear Lake Area School Board appoints a member of our school board to serve on the East Metro Integration District 6067 Board. Currently Lori Swanson serves on this board and we recommend that she continues to serve on the East Metro Integration District 6067 Board for 2012.

RECOMMENDATION: Approve Lori Swanson as our representative to the East Metro Integration District 6067 Board for 2012.

AGENDA ITEM: School Board Committees for 2012
MEETING DATE: January 9, 2012
SUGGESTED DISPOSITION: Operational Item
CONTACT PERSON(S): Lori Swanson, School Board Chair

Background:

The White Bear Lake Area School Board determines their committee assignments. At the organization meeting the School Board will make some changes to the committee assignments for 2012.

Recommendation:

Approve the School Board committee assignments for 2012.

Independent School District #624
White Bear Lake Area Schools

2012
SCHOOL BOARD COMMITTEE ASSIGNMENTS

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

Approved at the _____ School Board Meeting.

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

MEETING DATE: **January 9, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

Be it resolved by the School Board of Independent School District #624, White Bear Lake, MN, that the following bank accounts are designated as official depositories for calendar year 2012 and that the authorized signers and those designated to electronically transfer funds shown be approved.

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

North Petty Cash	Bremer Bank – WBL	Don Bosch Dion Harriman Rebekka McCormick
South Petty Cash	Bremer Bank – WBL	Tim Wald Brian Leonard Sue Johnson

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

Electronic Transfers

Demand Deposit Account	PMA/MNTRUST/ ASSOCIATED	Michael J. Lovett Peter Willcoxon Mary M. Vaske
General/Payroll Account	Associated Bank – WBL	Michael J. Lovett Peter Willcoxon Mary M. Vaske
Business Account	Bremer Bank	Peter Willcoxon Mary M. Vaske

RECOMMENDATION: **Approve**

AGENDA ITEM: **Official Newspaper for 2012**
MEETING DATE: **January 9, 2012**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

Background:

In past years, legal notices and minutes have been published in the White Bear Press. In addition, the full minutes are available on the district's website www.ISD624.org.

A proposal has been submitted by Press Publications to name the White Bear Press and Vadnais Heights Press as the official school district/legal publication newspaper for 2012. The White Bear Press will remain the same \$14.15 per column inch, and the Vadnais Heights Press will remain the same \$7.20 per column inch.

A proposal was received from the Lillie Suburban Newspaper to bid on public notice publication services in the Shoreview-Vadnais Heights Bulletin for the Vadnais Heights area. They service Vadnais Heights only. Rate for minutes, advertisements for bids, and other notices are as follows: \$4.00 per column inch for a one-time publication and \$3.75 per column inch for each additional publication.

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

Recommendations:

The School Board approve the continuation of the White Bear Press and Vadnais Heights Press as the legal publication for the school district for 2012.

AGENDA ITEM: **Appointment of Compliance Officers**
MEETING DATE: **January 9, 2012**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

BACKGROUND:

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

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

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

District ADA/504 Coordinator:
Kathleen Daniels
Director of Special Services
White Bear Lake Area Public Schools
4855 Bloom Avenue
White Bear Lake, MN 55110

District Human Rights Officer:
Chris Picha
Director of Human Resources
White Bear Lake Area Public Schools
4855 Bloom Avenue
White Bear Lake, MN 55110

RECOMMENDATION:

Approve the appointment of Chris Picha, Director of Human Resources, as the District Human Rights Officer, and Kathleen Daniels, Director of Special Services, as the District ADA/504 Coordinator in conformance with School Board policies.

AGENDA ITEM: **Local Education Agency Authorization**

MEETING DATE: **January 9, 2012**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Lori Swanson, School Board Chair**
Dr. Michael Lovett, Superintendent
David Law, Assistant Superintendent

Background:

The School Board of White Bear Lake Area Schools has authorized Dr. Michael Lovett at a monthly meeting on January 9, 2012 as the Local Education Agency (LEA) representative for the purpose of reviewing and approving documents required for compliance to federal programs included in the Elementary and Secondary Education Act (ESEA) for 2012. The LEA Representative will ensure the school district will maintain compliance with the appropriate federal statutes, regulations, and procedures and will act as the responsible authority in all matters relating to the administration of federal programs.

Recommendation: To authorize Dr. Michael Lovett as the Local Education Agency (LEA) representative for the purpose of reviewing and approving documents required for compliance to federal programs included in the Elementary and Secondary Education Act (ESEA) for 2012.

AGENDA ITEM: **EMID Joint Powers Agreement**
MEETING DATE: **January 9, 2012**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

Background:

The East Metro Integration District 6067 Board respectfully recommends that its Member District School Boards approve revisions to the Sixth Amended Joint Powers Agreement.

For the past few months the superintendent and Lori Swanson, EMID representative, have provided updates on this process to the School Board. The School Board has reviewed the changes to the Joint Powers Agreement.

Recommendation: Approve the amended EMID Joint Powers Agreement, revised December of 2011, as recommended.



**SIXTH AMENDED
JOINT POWERS AGREEMENT
REVISED 12/11**

Pursuant to Minnesota Statute 471.59 and other applicable statutes, Special School District 006 (also known as South Saint Paul School District), Independent School District 197 (also known as West Saint Paul School District), Independent School District 199 (also known as Inver Grove Heights School District), Independent School District 623 (also known as Roseville Area School District), Independent School District 624 (also known as White Bear Lake Area School District), Independent School District 625 (also known as Saint Paul School District), Independent School District 833 (also known as South Washington County School District), Independent School District 834 (also known as Stillwater School District), Independent School District 16 (also known as Spring Lake Park School District), and Independent School District 831 (also known as Forest Lake School District) hereinafter collectively referred to as “the Members” or “Member Districts” and individually referred to as “Member” or “Member District,” enter into this Sixth Amended Joint Powers Agreement in December, 2011. This Agreement constitutes the Sixth Amendment of the Joint Powers Agreement dated May 18, 1995, by and between the North Saint Paul-Maplewood-Oakdale School District, the Roseville Area School District, and the Saint Paul School District. The May 18, 1995, Joint Powers Agreement was first amended in January, 1998, again in January, 1999, again in March, 2003, again in February, 2004, again in in December, 2007, and again in December 2011.

ARTICLE ONE: PURPOSE

The purpose of this Sixth Amended Joint Powers Agreement is to provide for a Joint Powers School District which shall govern and manage the construction and/or operation of joint use educational facilities, programs, and services to benefit learners of the Member Districts and foster voluntary, interdistrict integration among East Metro urban and suburban school districts by providing opportunities for students, families and staff from diverse backgrounds to learn from and with each other.

ARTICLE TWO: NAME

The name of the Joint Powers School District shall be East Metro Integration District #6067 and also known by such name as shall be determined by the Joint Powers Board, hereinafter referred to as EMID.

ARTICLE THREE: COMPOSITION OF EMID BOARD

- A. The organization shall be governed by a Joint Powers Board, called the EMID Board.
- B. The EMID Board shall have one representative from each of the Member Districts.
- C. The Board of each Member District shall appoint a seated School Board or former Board member to serve as the representative on the EMID Board. They shall appoint a seated board member or former board member as an alternate to serve on the EMID Board in the absence of the Member District representative. The EMID Superintendent shall serve as the ex-officio member of the EMID Board.
- D. EMID Board representatives or alternates shall serve at the pleasure of their Member Districts and shall serve until their successors are duly appointed.

- E. EMID Board representatives may serve an unlimited number of terms if reappointed by their Member District School Board.
- F. The Board of each Member District shall appoint a seated School Board member to serve as the representative on the EMID Board.

ARTICLE FOUR: OFFICERS

- A. The officers of the EMID Board shall consist of a chairperson, a vice chairperson, a clerk and a treasurer, each of whom shall be elected by the EMID Board.
- B. The officers shall be elected at the annual organizational meeting.
- C. Officers shall hold office for a one-year term.
- D. Any officer may be removed from the office on the EMID Board by a minimum of a two-thirds vote of the representatives of the EMID Board.
- E. EMID Board officers shall be empowered with all parliamentary duties typically ascribed to their offices.
- F. The chairperson shall preside over all meetings of the EMID Board. The vice chairperson shall preside over EMID Board meetings in the absence of the chairperson.

ARTICLE FIVE: QUORUM

A quorum of the EMID Board shall consist of a simple majority of the Member representatives of the EMID Board.

ARTICLE SIX: VOTING

- A. Each Member District representative to the EMID Board shall be entitled to cast one vote.
- B. A majority of votes cast shall be required to affirm any matter acted upon by the EMID Board, except as otherwise provided in this Agreement or by state law.

ARTICLE SEVEN: MEETINGS AND NOTICES

- A. Public notice of regular and special meetings of the EMID Board shall be prepared and posted in a conspicuous location. Meetings shall be open to the public as required by Minnesota statute.
- B. Special meetings of the EMID Board may be called by the EMID Board chairperson or any three EMID Board representatives.
- C. The EMID Board shall convene an annual meeting of the EMID Board in January to elect officers, establish a schedule of meetings for the ensuing year, and take other actions as deemed necessary.
- D. The EMID Board may invite the Members' School Boards and Superintendents to a meeting to discuss issues of common interest

ARTICLE EIGHT: POWERS

The EMID Board shall be vested with all those powers granted to independent school districts by Minnesota statute. Powers of the Board shall include but not be limited to the following:

- A. To acquire, maintain, and dispose of real and personal property.

- B. To enter into contracts for goods and services, including lease purchase agreements, deemed to be in the best interests of EMID.
- C. To employ and discharge employees and to contract for other services.
- D. To prosecute and defend actions by or against the EMID Board.
- E. To apply for and accept grants, gifts, bequests, and donations and to assist in the formation of a foundation to accomplish these purposes.
- F. To acquire and maintain insurance as deemed necessary by the EMID Board.
- G. To adopt policies governing the use of facilities and the operation of programs governed by the EMID Board.
- H. To work cooperatively with any non-profit or governmental organization to provide for community recreational and open space needs.
- I. To adopt by-laws.
- J. To establish and maintain financial accounts.
- K. To contract with and define the duties of an executive director or Superintendent to administer the affairs of the organization on behalf of the EMID Board.
- L. To utilize short term borrowing powers granted to independent school districts under Minnesota law as is deemed necessary.

The EMID Board shall not have the power to issue bonds or obligations except as specifically provided by this Agreement unless permitted by Minnesota statute.

ARTICLE NINE: ADMINISTRATIVE EXECUTIVE LEADERSHIP

- A. The EMID Board shall select and contract the services of a licensed superintendent or an executive director to provide executive leadership for the organization, implement EMID Board policies, and enact administrative procedures to ensure the effective and efficient operation of the organization.
- B. The superintendent or executive director shall serve as a non-voting, ex-officio member of the EMID Board.
- C. The superintendent or executive director shall recommend an administrative organization to assist in planning for the effective and efficient operation of the organization, subject to approval by the EMID Board.

ARTICLE TEN: ADVISORY SITE COUNCILS

- A. The EMID Board recommends the formation of advisory (site) councils to provide advisory recommendations to school and program leadership.
- B. Each advisory (site) council shall be comprised of representatives from among parents whose children attend the schools and staff members who are employed at the schools -

- C. The EMID Board shall strive, insofar as is possible, to achieve advisory (site) council membership that is representative of the racial, socioeconomic, and general, composition of each school's or program's student population.

ARTICLE ELEVEN: STAFFING

- A. The EMID Board shall employ licensed educational staff, including building and program administration, as it deems necessary. The licensed educational staff so employed shall be deemed to be employees of the EMID Board for all purposes including, but not limited to, salaries, fringe benefits, workers' compensation, unemployment compensation, teachers retirement, social security, collective bargaining, and continuing contract rights.
- B. The EMID Board may employ persons directly to provide all services needed to operate the EMID schools or programs and not covered by Section A (Staffing) above. Alternatively, the EMID Board may contract for services on terms deemed to be in the best interests of the organization.

ARTICLE TWELVE: RECEIPTS/STATE AID

- A. Financial support for students attending the EMID School District shall be comparable to that from which they would have benefited if they had attended Member District schools.
- B. Resident pupils of each Member District that are educated in the EMID School District shall be counted as resident pupils of their resident district in the calculation of pupil units for all state aid and levy purposes. The district of residence of the pupils attending the EMID School District shall not be deemed to have changed by reason of their attendance at a Joint Powers school.
- C. Except for transportation revenue not specifically designated by the State for EMID School District use, each Member District shall transmit to the EMID School District all pupil-based state aid and local tax levies received by the Member District. Pupil-based aid and local levies include, but are not limited to, general education revenue, integration revenue, and capital building and capital equipment revenue.
- D. Each Member District shall also transmit to the EMID School District a pro-rata share of all non-pupil based revenues received by the Member Districts, which revenues relate to or arise directly out of services provided by, for, or at the EMID School District and its schools. The pro-rata share shall be determined based on the ratio of the number of weighted average pupil units (WADM) attending the EMID School District from the Member District in a given year to the total number of weighted average pupil units (WADM) in attendance in that Member District in that year.
- E. Member Districts shall transmit to the EMID School District the total amount of compensatory aid they receive on behalf of their students attending the EMID School District. Total compensatory revenue received is based on the number of free and reduced school lunch applicants attending the EMID schools.

ARTICLE THIRTEEN: BUDGET

- A. The fiscal year for the EMID Board shall be from July 1 through June 30.
- B. By June 30 of each year a budget shall be prepared by the EMID Board.
- C. The proposed budget shall be submitted to the School Boards of each Member for review purposes only.

ARTICLE FOURTEEN: GOVERNANCE

- A. The EMID Board shall have the authority to create and conduct programs and services for the benefit of EMID students, staff and families and for the benefit of Member Districts students and families as may be necessary.
- B. The EMID Board shall adopt policies and procedures deemed necessary to comply with state and federal laws and regulations and to effectively and efficiently operate the EMID.

ARTICLE FIFTEEN: TRANSPORTATION

- A. Each Member District shall be responsible for providing transportation to resident students attending the EMID schools.
- B. The Member Districts may agree among themselves to a cooperative transportation system and to a method of cost sharing for such a system. Such agreements shall be signed by all participating parties.

ARTICLE SIXTEEN : ADDITION OF MEMBERS

- A. Any independent school district under the laws of Minnesota may petition the EMID Board for membership. The petition shall be in the form of a resolution of the school board of the school district desiring membership. The addition of a new member shall require an affirmative vote by a two-thirds majority of the membership of the EMID Board.
- B. Addition of school districts shall be on terms determined by the existing EMID Board.
- C. Upon approval of a petition for membership, the composition of the EMID Board shall be increased to include one representative from the joining School District who shall have the power to cast one vote.

ARTICLE SEVENTEEN: WITHDRAWAL OF MEMBERS

- A. A Member may elect to withdraw from the Joint Powers Agreement by a majority vote of its school board. Notice of withdrawal shall be in the form of a resolution sent to the Members. Withdrawal notice shall be given on or before February 1, and shall be effective on June 30 of the calendar year following the Notice of Withdrawal.
- B. A withdrawing Member shall not be eligible to participate in any distribution of property or assets of EMID.

ARTICLE EIGHTEEN: TERMINATION

- A. This Joint Powers Agreement may be terminated if the School Boards of all Member Districts so vote. Any termination shall be effective at the end of the next fiscal year following the fiscal year in which the termination vote takes place (i.e., termination vote must occur before July 1, 2012 to be effective June 30, 2013).
- B. Upon termination, all personal property assets of EMID shall be distributed to Member Districts in an amount which the EMID Board determines is proportionate to their respective contributions. Real estate and fixtures owned by EMID shall first be offered for sale to Member Districts subject to any outstanding interests of third-parties, including the State of Minnesota. Any real estate and fixtures not sold in this manner shall be offered for sale on the open market on whatever terms are deemed desirable by EMID.

- C. After termination, dissolution, and sale of assets, any remaining liabilities shall be divided equally between current Member Districts and those Member Districts that withdrew within two calendar years prior to the date of termination of this Agreement as approved by Member District School Boards.

ARTICLE NINETEEN: DISPUTE RESOLUTION

- A. Disputes between Member Districts arising out of the asset and debt distribution provisions contained in Article Eighteen of this Agreement shall be resolved utilizing the procedures set forth in Article Nineteen. All other disputes shall be subject to resolution in the district courts.
- B. The parties to a dispute within the terms of Article Eighteen will first attempt to resolve outstanding issues at a face-to-face meeting. Each Member District will be represented by its Superintendent and one School Board member.
- C. If the subject dispute cannot be resolved under the procedures established in Article Nineteen the parties will engage in non-binding mediation through a mutually acceptable mediator. In the event the Member Districts are unable to agree on a mediator, a mediator will be selected, through alternative striking, from a list of names of mediators provided by the Bureau of Mediation Services.
- D. If the subject dispute cannot be resolved through mediation, the parties shall submit the matter to binding arbitration as follows:
- The arbitration panel shall consist of three members. One shall be a retired superintendent. One shall be a retired judge. The third member shall be knowledgeable in school district finance.
- If the Member Districts cannot agree on the composition of the arbitration panel, then they shall each prepare lists of three panel candidates and alternate striking names until a panel is selected.
- E. No mediator or arbitrator shall be a resident of the Member Districts involved in the dispute. A mediator shall not be a current or former employee or officer of a Member District.

ARTICLE TWENTY: MISCELLANEOUS

- A. All notices required to be sent under this Agreement shall be in writing and sent by first class U.S. mail addressed to the Chairperson of the Member District Board at its administrative offices. All notices shall be deemed given when delivery is accepted or when delivery is refused.
- B. If one Member District commits a breach of this Agreement, as determined by resolution of the EMID Board, and if that breach is not remedied within 30 days after notice of the resolution, then that District's participation in this Agreement may be terminated by the EMID Board, but such termination shall not relieve the breaching party from any obligations under this Agreement.
- C. This Agreement shall not be amended except by approval or by resolution, of the School Boards of all Member Districts.
- D. The captions used in this Agreement are for reference purposes, and shall not be considered part of the Agreement.
- E. Should any provision of this Agreement be found to be in violation of state or federal law, the other provisions shall remain in force to the extent the purpose of the Agreement remains intact. As soon as reasonably possible after a provision is found to be unlawful, representatives of all Member Districts shall meet for the purpose of adoption of replacement provisions.

SPECIAL SCHOOL DISTRICT 006

SOUTH SAINT PAUL SCHOOLS

Signature Chair: _____

Dated: _____

Signature Clerk: _____

Dated: _____

INDEPENDENT SCHOOL DISTRICT 16

SPRING LAKE PARK SCHOOLS

Signature Chair: _____

Dated: _____

Signature Clerk: _____

Dated: _____

INDEPENDENT SCHOOL DISTRICT 197

WEST SAINT PAUL SCHOOLS

Signature Chair: _____

Dated: _____

Signature Clerk: _____

Dated: _____

INDEPENDENT SCHOOL DISTRICT 199

INVER GROVE HEIGHTS SCHOOLS

Signature Chair: _____

Dated: _____

Signature Clerk: _____

Dated: _____

INDEPENDENT SCHOOL DISTRICT 623

ROSEVILLE AREA SCHOOLS

Signature Chair: _____

Dated: _____

Signature Clerk: _____

Dated: _____

INDEPENDENT SCHOOL DISTRICT 624

WHITE BEAR LAKE AREA SCHOOLS

Signature Chair: _____

Dated: _____

Signature Clerk: _____

Dated: _____

INDEPENDENT SCHOOL DISTRICT 625

Signature Chair: _____

Signature Clerk: _____

SAINT PAUL SCHOOLS

Dated: _____

Dated: _____

INDEPENDENT SCHOOL DISTRICT 831

Signature Chair: _____

Signature Clerk: _____

FOREST LAKE SCHOOLS

Dated: _____

Dated: _____

INDEPENDENT SCHOOL DISTRICT 833

Signature Chair: _____

Signature Clerk: _____

SOUTH WASHINGTON COUNTY SCHOOLS

Dated: _____

Dated: _____

INDEPENDENT SCHOOL DISTRICT 834

Signature Chair: _____

Signature Clerk: _____

STILLWATER AREA SCHOOLS

Dated: _____

Dated: _____

AGENDA ITEM: Partnership With The Minnesota Department of
Natural Resources

MEETING DATE: January 9, 2012

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON: David Law, Assistant Superintendent
Teresa Dahlem, Principal, Oneka Elementary School

BACKGROUND

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

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

RECOMMENDATION

Resolved, the School Board of White Bear Lake Area Schools District 624 approves the establishment of Oneka School Forest and outdoor classroom comprising the 35.76 acres of land (minus existing school, roads, and parking areas) owned by ISD 624 known as the Oneka School Forest; and located at Outlot A of Water's Edge, Outlot F of Heritage Ponds, and Outlots D and C of Prairie Village, all in Washington County and supports enrollment of said school forest in the DNR School Forest Program for educational purposes.

AGENDA ITEM: **School Board Policy 214, Out-of-State Travel by School Board Members**

MEETING DATE: **January 9, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

School Board Policy 214, Out-of-State, has been reviewed by the School Board Policy Committee, had a first reading in December, and is recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To approve School Board Policy 214, Out-of-State Travel by School Board Members, as recommended.

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to ~~other~~—out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

~~VII. ANNUAL REVIEW~~

~~This policy must be annually reviewed by the school board.~~

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

Cross References: WBLASB Policy 212 (School Board Member Development)
WBLASB Policy 412 (Expense Reimbursement)

AGENDA ITEM: **School Board Policy 405, Veteran's Preference**
MEETING DATE: **January 9, 2012**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Chris Picha, Director of Human Resources**

Background:

School Board Policy 405, Veteran's Preference, has been reviewed by the School Board Policy Committee, had a first reading in December, and is recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: Approve School Board Policy 405, Veteran's Preference, as recommended.

405 VETERAN'S PREFERENCE

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) ~~law mandating which provides~~ preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

A. ~~It is~~ The school district's policy is to comply with Minnesota law the VPA regarding veteran's preference rights and ~~mandating of~~ mandated preference points to veterans and spouses of deceased veterans or disabled veterans.

~~B. Veteran preference points will be applied pursuant to applicable law.~~

B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct, or good faith abolishment of position shown after a hearing upon due notice and in writing. This paragraph does not apply to the position of teacher.

III. IMPLEMENTATION

A. Veteran's preference points will be applied pursuant to applicable law as follows:

1. A credit of five points shall be added to the competitive open examination rating of a non disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
2. A credit of ten points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.

4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- C.B. Eligibility for and application of veteran's preference, ~~and the definition of a veteran for the purpose of preference, and the definition of a disabled veteran for~~ purposes of this policy will be pursuant to applicable law the VPA.
- D.C. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- E.D. ~~It is~~ The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- F. E. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
- F. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- G. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 (Veterans Preference Act)

Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
~~MSBA Research Bulletin 91-6~~

AGENDA ITEM: **School Board Policy 512, School-Sponsored Student Publications and Activities**

MEETING DATE: **January 9, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

School Board Policy 512, School-Sponsored Student Publications and Activities, has been reviewed by the School Board Policy Committee, had a first reading at the December School Board meeting, and is recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: Approve School Board Policy 512, School-Sponsored Student Publications and Activities, as recommended.

512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

II. GENERAL STATEMENT OF POLICY

- A. The school district may exercise editorial control over the style and content of student expressions in school-sponsored publications and activities.
- B. Expressions and representations made by students in school-sponsored publications and activities is are not expressions or representations of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.
- C. Students who believe their right to free expression has been unreasonably restricted in an official student publication or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.
 - 1. Students producing official school publications and activities shall be under the supervision of a faculty advisor and the school principal. Official publications and activities shall be subject to the guidelines set forth below.
 - 2. Official school publications may be distributed at reasonable times and locations.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, ~~or~~ posting or displaying material, or placing materials in internal staff or student mailboxes.
- B. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

C. "Material and substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

D. "Minor" means any person under the age of eighteen (18).

E. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
3. The material, taken as a whole, lacks ~~serious~~ important literary, artistic, political, or scientific value for minors.

F. "Official school publications" means school newspapers, yearbooks, digital or online or "e" newsletters or websites, or material produced in communication, journalism of other writing classes as a part of the curriculum.

G. "School activities" means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

IV. GUIDELINES

- A. Expression in an official school publication or school-sponsored activity is prohibited when the material is:
- (1) is obscene to minors;
 - (2) is libelous or slanderous;
 - (3) advertises or promotes any product or service not permitted for minors by law;
 - (4) encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
 - (5) expresses or advocates sexual, racial or religious harassment or violence or prejudice;
 - (6) distributed or displayed in violation of time, place and manner regulations.
- B. Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content as long as the school district's actions are reasonably related to legitimate pedagogical or other district-related concerns. These pedagogical concerns may include, but are not limited to, the desire of the school district to maintain the following assurances:
1. assuring that participants learn whatever lessons the activity is designed to teach;
 2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
 3. assuring that the views of the individual speaker are not erroneously attributed to a school or to the school district; ~~the school~~;
 4. assuring that the school district maintains a neutral position ~~is not associated with any position other than neutrality~~ on matters of political controversy;
 5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
 6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

C. Time, Place and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be ~~approved by the building principal~~ limited to the hours before the school day begins, during lunch hour, and after school is dismissed.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

Legal References: U.S. Const., Amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)
Bystrom v. Fridley High School, I.D.S. No. 14, 822 F.2d 747
(8th Cir. 1987)
Morse v. Frederick, 551 U.S. 393, 127 S.Ct. 2618, 168 L.Ed.2d 290 (2007)

Cross References: WBLASB Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premise by Students and Employees)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

AGENDA ITEM: **School Board Policy 520, Student Surveys**

MEETING DATE: **January 9, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

School Board Policy 520, Student Surveys, has been reviewed by the School Board Policy Committee, had a first reading in December, and is recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To approve School Board Policy 520, Student Surveys, as recommended.

520 STUDENT SURVEYS

I. PURPOSE

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

III. STUDENT SURVEYS IN GENERAL

- A. Student surveys/data will be reported anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
 - 1. ~~The parent or guardian of the student may submit a written request for the student to be excluded from such survey participation, except as noted in III.C.2.~~
 - 2. ~~Written permission from the student's parent or guardian is required prior to a student's participation in surveys funded in whole or part through the U.S. Department of Education.~~

- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.

IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
1. political affiliations or beliefs of the student or the student's parent/guardian;
 2. mental and psychological problems of the student or the student's family;
 3. sex behavior or attitudes;
 4. illegal, antisocial, self-incriminating or demeaning behavior;
 5. critical appraisals of other individuals with whom respondents have close family relationships;
 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 7. religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program),
- C. ~~The following policies apply to student surveys consistent with Sections IV.A.~~

~~and IV.B conducted as part a U.S. Department of Education Program. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.~~

1. ~~Student and parental rights are protected as follows: The following policies are to be adopted in consultation with parents:~~

- a. ~~parents have the right to request access to and inspect in a school setting, within a reasonable period of time, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.~~

"Parent" means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

- b. ~~The student's privacy is protected in the event of the administration or distribution of a survey or evaluation that contains one or more of the items listed in Section IV.B. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.~~

- c. ~~The parent's right to request access to and inspect in a school setting, within a reasonable period of time, The right of a parent of a student to inspect, on request, any instructional material used as part of the education curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received, related to the survey that is used as part of the educational curriculum for the student.~~

"Instructional material" means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

- d. ~~These policies apply to The administration of physical examinations or screenings administered to a student, except those administered in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et. Seq.) or those mental health screenings conducted pursuant to Minn. Stat. § 121A.45, that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400, et. seq.).~~
- e. ~~The district shall make arrangements to insure the privacy of student information in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing the information to others for that purpose.~~

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

- (1) “Personal information” means individually identifiable information including a student’s or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.
- (2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:
- (a) college or other postsecondary education recruitment or military;
 - (b) book clubs, magazines, and programs providing access to low cost literary products;
 - (c) curriculum and instructional materials used by elementary and secondary schools;
 - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to

generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;

(e) the sale by students of products or services to raise funds for school-related or education-related activities; and

(f) student recognition programs.

(3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable period of time after the request is received.

2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district. The district shall provide reasonable notice of the adoption or continued use of this policy directly to parents of students enrolled in or served by the school district.

a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.

b. The notice will provide parents with an opportunity to opt out of participation in the following activities:

(1) Activities involving collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

(2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.

(3) Any non-emergency invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

- c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2, Subparagraph b., above, are scheduled, or expected to be scheduled.
 - d. These notice provisions ~~do~~ shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.
- D. The school district shall give parents and students notice of their rights under this section.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
20 U.S.C. 1232g (Family Educational Right and Privacy Act)
20 U.S.C. 1232h (Protection of Pupil Rights)
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)
C.N. v. Ridgewood Bd. Of Educ., 430 F. 3d. 159 (3rd Cir. 2005)
Fields v. Palmdale School District, 427 F.3d. 1197 (9th Cir. 2005)

Cross References: WBLASB Policy 515 (Protection and Privacy of Student Records)
WBLASB Policy 521 (Student Disability Nondiscrimination)
WBLASB Policy 522 (Student Sex Nondiscrimination)

PUBLIC NOTICE

Independent School District No. 624 gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district and students currently in attendance in the school district, of their rights regarding inspection of instructional materials and limits on survey, analysis, or evaluation:

1. Parents, eligible students and students are hereby informed that they have the following rights:
 - a. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.
 - b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
 - (1) political affiliations;
 - (2) mental and psychological problems potentially embarrassing to the student or the student's family;
 - (3) sex behavior and attitudes;
 - (4) illegal, antisocial, self-incriminating and demeaning behavior;
 - (5) critical appraisals of other individuals with whom respondents have close family relationships;
 - (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 - (7) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

INDEPENDENT SCHOOL DISTRICT NO. 624
WHITE BEAR LAKE, MINNESOTA

Dated: _____

Chair

AGENDA ITEM: **School Board Policy 526, Hazing Prohibition**
MEETING DATE: **January 9, 2012**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **David Law, Assistant Superintendent**

Background:

School Board Policy 526, Hazing Prohibition, has been reviewed by the School Board Policy Committee, had a first reading in December, and is recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To approve School Board Policy 526, Hazing Prohibition, as recommended.

Adopted: March 9, 1998
Revised: June 11, 2001
Revised: December 14, 2009

White Bear Lake Area
School District #624 Policy 526

526 HAZING PROHIBITION

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours. This includes weekends and other non-school days.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather,

confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. This may include verbal abuse such as yelling swearing and insulting the student.
 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. “Student organization” means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving and investigating reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter’s future employment, grades or work assignments.

- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, suspension from Minnesota State High School League Activities, Saturday School, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a hazing incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment or intentional disparate treatment.

VII. DISSEMINATION OF POLICY

- A. This policy shall be referenced in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 121A.40 - 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)

Cross Reference: W.B.L.A.S.B Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
W.B.L.A.S.B. Policy 413 (Harassment and Violence)
W.B.L.A.S.B. Policy 506 (Student Discipline)
W.B.L.A.S.B. Policy 514 (Bullying Prohibition Policy)
W.B.L.A.S.B. Policy 525 (Violence Prevention [Applicable to Students and Staff])

AGENDA ITEM: **School Board Policy 906, Community Notification of
Predatory Offenders**

MEETING DATE: **January 9, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

School Board Policy 906, Community Notification of Predatory Offenders, is a new policy for our District. We are following the proposed MSBA Policy 906. This policy has been reviewed with the School Board Policy Committee, had a first reading in December, and is being recommended for a second reading.

Recommendation: To approve School Board Policy 906, Community Notification of Predatory Offenders, as recommended.

Adopted: _____
Revised: _____

White Bear Lake Area
School Board Policy 906

New Policy

906 COMMUNITY NOTIFICATION OF PREDATORY OFFENDERS

I. PURPOSE

The purpose of this policy is to assist school administrators and staff members in responding to a notification by a law enforcement agency that a convicted predatory offender is moving into the school district so that they may better protect individuals in the school's care while they are on or near the school district premises or under the control of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide information to staff regarding known predatory offenders that are moving into the school district so that they may monitor school premises for the safety of the school, its students, and employees. Staff will be notified ~~as appropriate~~ and have access to Offender Fact Sheets as appropriate.
- B. The superintendent, in cooperation with appropriate school transportation officials, will evaluate bus routes and bus stops. Bus drivers will have access to Offender Fact Sheets. If necessary, bus stops may be moved if they place children in close proximity to a predatory offender who has been convicted of crimes against children of similar ages.
- C. The superintendent, in conjunction with the building principal or designee, shall prepare or provide safety information for distribution to students regarding protecting themselves from abuse, abduction, or exploitation. The school district will prepare a list of available resources. Staff will provide safety information to students on how to protect themselves against abuse, abduction, or exploitation. School officials may ask their police liaison officer or local law enforcement officials for assistance in providing instruction to staff and students.

III. DEFINITIONS

- A. "Criminal history conviction data" is public data on a convicted criminal which is compiled by the State Bureau of Criminal Apprehension (BCA). (Minn. Stat. § 13.87)
- B. "Law enforcement agency" means the law enforcement agency having primary jurisdiction over the location where the offender expects to reside upon release. (Minn. Stat. § 244.052, Subd. 1(3))

C. “Notification or Disclosure by Law Enforcement Agency”

1. Risk Level I – The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses to the offense committed by the offender. There will be no disclosure to school districts.
2. Risk Level II – In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter that the offender is about to move into the community and provide to those agencies and groups an Offender Fact Sheet on the offender. School districts, private schools, day care centers, and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.
3. Risk Level III – In most cases, the local law enforcement agencies will hold a public community meeting and distribute an Offender Fact Sheet with information concerning and a photograph of the soon-to-be-released Level III offender.

(Minn. Stat. § 244.052, Subd. 4)

D. “Offender Fact Sheet” is a data sheet compiled by the Department of Corrections or local law enforcement agency. The Offender Fact Sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender’s residence.

1. A local law enforcement agency will generally provide Offender Fact Sheets for Level II predatory offenders directly to the school district.
2. Level III Offender Fact Sheets will be distributed at a public community meeting conducted by the local law enforcement agency.

E. “Risk Level Assessment” is the level of danger to the community as established by the Minnesota Department of Corrections following a review by a committee of experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification. (Minn. Stat. § 244.052, Subds. 2, 3)

F. “Risk Levels”

1. “Level I” – Risk Level I is assigned to a predatory offender whose risk assessment score indicates a low risk of reoffense.
2. “Level II” – Risk Level II is assigned to a predatory offender whose risk assessment score indicates a moderate risk of reoffense.

3. “Level III” – Risk Level III is assigned to a predatory offender whose risk assessment score indicates a high risk of reoffense.

(Minn. Stat. § 244.052, Subd. 3(e))

- G. The “Sex Offender Community Notification Act,” Minn. Stat. § 244.052, as amended, allows law enforcement agencies to disclose information about certain predatory offenders when they are released into the community. The information disclosed and to whom it is disclosed will depend upon their assessment of the level of risk posed by the predatory offender.

IV. PROCEDURES

A. Level II Notification

In keeping with the statutorily designated purpose that Offender Fact Sheets are to be used by staff members to secure the school and protect individuals in the school district’s care while they are on or near the school district’s premises or under the control of the school district, the school district will take the following steps:

1. The superintendent shall notify the law enforcement agencies within the school district that all appropriate Level II and Level III notifications are to be provided at least to the superintendent of schools.
2. Upon notification of the release of a Level II predatory offender, the superintendent shall forward the Offender Fact Sheet to all building principals and ~~central-office~~ District Center administrators. This would include transportation, food service and buildings and grounds supervisors.
3. Principals of schools in close proximity to the Level II predatory offender’s residence shall meet with staff and show the Offender Fact Sheet to persons within the buildings who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This includes, but is not limited to, administrators, teachers, coaches, paraprofessionals, custodians, clerical and office workers, food service workers, volunteers, and transportation providers.
4. The school district shall request criminal history conviction data on the Level II predatory offender from the Minnesota Bureau of Criminal Apprehension. On a case-by-case basis, the superintendent may determine whether to send a letter to parents with general information regarding release of the Level II offender and a copy of the criminal history conviction data that the school district obtained from the BCA. The

offender fact sheet contains data classified as private or not public under Minnesota law and may only be distributed to parents, students, or others outside the school district if it determines the release is for the purpose of securing the schools and protecting individuals under the school district's care while they are on or near school premises.

5. The building administrator shall cause the Offender Fact Sheet to be posted in each building in an area accessible to staff and employees but not the general public unless a determination has been made that public posting will help secure the school or protect students.
6. The school district shall not distribute or provide access to Level II Offender Fact Sheets to parents, students, or others outside the school district unless a determination has been made that dissemination of the data will help secure the school or protect students.

B. Level III Notification

1. The superintendent shall notify the law enforcement agencies within the school district that all Level III notifications of public community meetings are to be provided to the superintendent of schools.
2. When a Level III predatory offender is released into a community, generally the local law enforcement agency will notify the school district of the time and location of the public community meeting at which the Level III Offender Fact Sheet will be distributed to the community.
3. When the school district receives this information, the superintendent shall determine on a case-by-case basis whether the school district will notify parents and students of the time, date, and location of the public community meeting.
4. When notified of a Level III predatory offender public community meeting the superintendent or another school district administrator designated by the superintendent shall attend the community notification meeting.
5. When the school district receives information that a Level III predatory offender is moving into the school district, in addition to following the procedures specified above, the school district shall follow the procedures outlined for a Level II notification.
6. If the predatory offender is participating in programs offered by the school district that require or allow the person to interact with children other than the person's children, the superintendent shall notify parents of children in the school district of the contents of the Offender Fact Sheet.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 244.052 (Community Notification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 14071 (Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program)
Dept. of Admin. Advisory Op. No. 98-004

Cross References: WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
WBLASB Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
WBLASB Policy 903 (Visitors to School District Buildings)

AGENDA ITEM: Tentative Agreement – 2011-13 Contract
White Bear Lake Teachers Association

MEETING DATE: January 9, 2012

SUGGESTED DISPOSITION: Action

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

BACKGROUND:

The District has reached a tentative agreement with the White Bear Lake Teachers Association representing approximately 545 full-time and part-time licensed personnel. The unit ratified the tentative agreement on January 6, 2012.

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

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

RECOMMENDATION:

Approve the proposed 2011-2013 Master Agreement with the White Bear Lake Teachers Association by passing the following resolution.

RESOLUTION:

WHEREAS, the parties have reached a tentative agreement on the 11-13 Contract;

WHEREAS, the Association has ratified the Contract;

THEN BE IT HEREBY RESOLVED that the School Board of Independent School District 624 approves the 2011-2013 Agreement and authorizes the Chair and Clerk to execute the Agreement on behalf of the School Board.