

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

January 10, 2011

Independent School District No. 624

MISSION STATEMENT

**THE MISSION OF THE WHITE BEAR LAKE
AREA SCHOOL DISTRICT IS TO
PROVIDE A HIGH-QUALITY EDUCATIONAL
EXPERIENCE FOR ALL LEARNERS.**

**To accomplish our mission we believe that a high-quality educational
Experience must:**

- **be in partnership with the community;**
- **take place in a safe, supportive, and challenging environment;**
- **develop lifelong learners;**
- **allow each learner to reach full potential;**
- **encourage each learner to be a contributing member of a
global society.**

Approved by White Bear Lake Area School Board on July 7, 1994

*The White Bear Lake Area School District leading...
minds to learning,
hearts to compassion,
lives to community service.*

**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, 2010

A Student Recognition will be held on Monday, January 10, 2011, at 6:30 p.m. in the Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A meeting of the White Bear Lake Area School Board will be held on Monday, January 10, 2011 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 - page 1
5. Approve Agenda – page 2
6. Consent Agenda
 - a) Approval of Minutes – pages 3 - 7
 - b) Payment of Invoices – pages 8 - 43
 - c) Correspondence
 - d) Acceptance of Gifts – pages 44 - 45
 - e) Approve Field Trips – page 46
 - f) Human Resources Items – pages 47 - 49

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. Recognition of Matoska International as International Baccalaureate World School – page 52
2. Superintendent's Report – page 53

D. DISCUSSION ITEMS

1. Update on School Calendar Planning for 2011-2012 and 2012-13 School Years – pages 55 - 57
2. First Reading of Policy 541, Tutoring of Students – pages 58 - 60
3. Middle Level Program Review Update – pages 61 - 63

E. OPERATIONAL ITEMS

1. 2010 School Board Operating Procedures - pages 65 - 68
2. School Board Members' Compensation for 2011 – page 69
3. Appointment of Representative to the Northeast Metro 916 Intermediate School District's Board – page 70
4. Appointment of Representative to the East Metro Integration District 6067 – page 71
5. 2011 School Board Committee Assignments – pages 72 - 73
6. Official Depositories for the School District Funds and Authorized Bank Accounts And Signatures – pages 74 - 75
7. Official Publication for the School District for 2011 – page 76
8. Action on Middle Level Program – pages 77 - 79
9. Action on Approval of Bids – Lincoln Elementary School HVAC Improvements – pages 80 - 98
10. Second Reading of Policy 215, School Board Member Code of Conduct – pages 97 – 100

11. Second Reading of Policy 425, Staff Development – pages 101 - 108
12. Second Reading of Policy 603, Curriculum Development – pages 109 - 111
13. Second Reading of Policy 604, Instructional Curriculum – pages 112 - 114
14. Second Reading of Policy 705, Investments – pages 115 - 121

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: Reorganization of the School Board
MEETING DATE: January 10, 2011
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 2011.

The new officers must be nominated and elected:

- a. Chair _____
Motion by: _____, Seconded by: _____ Vote: _____
- b. Vice-Chair _____
Motion by: _____, Seconded by: _____ Vote: _____
- c. Clerk _____
Motion by: _____, Seconded by: _____ Vote: _____
- d. Treasurer _____
Motion by: _____, Seconded by: _____ Vote: _____

AGENDA ITEM: Consent Agenda
MEETING DATE: January 10, 2011
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 10, 2011
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.

**UNAPPROVED
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 13, 2010 at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

- 1 Chair Swanson called the meeting to order at 7:03 p.m.
2. Roll Call- Present: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey
Ex-Officio: Lovett
Cabinet: Present – Daniels, Guenther, Law, Picha, Vette and Willcoxon
3. Pledge of Allegiance
4. Newberg moved, Hiniker seconded to approve the agenda as presented. *Voice vote: all ayes. Motion carried.*
5. Storey moved, Shevik seconded to approve the consent agenda consisting of:
 - approval of minutes of the regular meeting on November 8, work-study meetings on November 22, and special meeting on November 22.
 - payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - approval of field trips;
 - passage of resolution to approve personnel issues to include:
 - Resignations – Classified Staff
Therese Norton, Bus Aide, effective date: 12/22/10
 - Retirement – Classified Staff
Julianne Sparks, Pupil Support Assistance, effective date: 2/4/11
 - Leave of Absence – Classified Staff
Amy Anderson, Safe Schools/Healthy Student Grant Facilitator, effective 8/31/10 through 11/18/10
 - Leave of Absence – Certified Staff
Nicole Ahrens, Equity/Integration Program Coordinator, effective 12/21/10 through 6/10/11
Janet Dickinson, Elementary Teacher, effective 9/5/10 through 11/05/10
 - Change in Continuing Contract – Certified Staff
Stephanie Colores, Spanish Teacher, from .60 f.t.e. to .70 f.t.e. effective date: 11/29/10 through 6/10/11
 - New Personnel – Classified Staff
John Hermann, Bus Driver, effective date: 11/29/10
Lucille Kerschner, Bus Aide, effective date: 1/3/10
Thor Larson, Bus Driver, effective date: 11/29/10
Amy Swann, Pupil Support Assistant, effective date: 12/13/10
Jane Tuttle, Program Assistant Leader, effective date: 11/16/10
 - Long Term Substitute – Certified Staff
Kathryn Anderson, Elementary Teacher, effective date: 12/1/10 through 6/10/11

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

- B. PUBLIC FORUM** – Dean Shawbold, community member from White Bear Lake and member of the Board of Directors of the White Bear Lake Area Educational Foundation provided information on the Hill Legacy Award as well as a nomination form. Shawbold encouraged Board and community members to consider nominating someone deserving of this award. Nominations are due February 25, 2011.

C. INFORMATION ITEMS

1. Superintendent's Report - Dr. Lovett reported on the following:
 - Strategic Planning process is in underway with six Action Teams meeting to plan the direction of the District. There is still time to become involved. More information is available on the District website.
 - "Welcome to White Bear!" events are happening for new students at all academic levels including Early Childhood, Elementary tours with special Information/Registration nights for Kindergarten on January 21, Middle School information night for new families on January 21 and families new to high school are invited to "pizza with the principals" on January 18.
 - Welcome to our new Chinese exchange teacher, Mr. Lin Cunfu (Luke) who joins us from Hangzhou Foreign Languages School. This is our second visiting teacher from our partnership with Hangzhou. Mr. Lin Cunfu will be with us until June. He will serve residencies in each of the elementary schools and be a resource to students in the secondary schools.
 - Upcoming Concerts and Events include choir concerts, a talent show at South Campus and a Holiday Sing-along. Please check the District Website or any of our schools for more information.
 - Student Recognitions prior to tonight's Board meeting included: Girls' Swim and Dive Team State participant diver, Districts AP Scholars (current and graduates) and District National Merit students. Congratulations to all!
 - Alternate Student Liaison Sima Bazooband provided the following update: The fall High School musical production "West Side Story" was recently advised that they have won seven awards through the Hennepin Theatre Trust Spotlight Musical Theatre Program. This is the second year that our fall production has been recognized. South Campus students participated in the Casa de Esperanza fundraiser. They provided gifts for 29 families this Holiday season.
 - Additional information may be found on the District website.

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.
3. Presentation of June 30, 2010 Audit Report – Willcoxon introduced Jim Eichten, principal of MMRK Certified Public Accountants, who presented the results of our audit for the year ending June 30, 2010. A more details presentation was provided to the Finance Committee on November 16, 2010.

4. First Reading of Policy 215, School Board Member Code of Conduct - This policy is a new Board policy and will serve those currently on the Board as well as those who may be considering running for the Board in the future. It has been reviewed by the School Board Policy Committee and will be placed on an upcoming Board meeting agenda as an operational item.
5. First Reading of Policy 425, Staff Development - 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 will be placed on an upcoming Board meeting agenda as an operational item for action.
6. First Reading of Policy 603, Curriculum Development - This policy has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. Policy will be placed on an upcoming Board meeting agenda as an operational item for action.
7. First Reading of Policy 604, Instructional Curriculum- This policy has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. Policy will be placed on an upcoming Board meeting agenda as an operational item for action.
8. First Reading of Policy 705, Investments - This policy has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. Policy will be placed on an upcoming Board meeting agenda as an operational item for action.

E. OPERATIONAL ITEMS

1. Hiniker motioned and Newberg seconded to accept the audit for the fiscal year ending June 30, 2010. **Roll call vote: ayes: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey; nays – none; Motion carried.**
2. Shevik motioned and Kimball seconded to approve the 2010 Payable 2011 Property Tax Levy as recommended. **Roll call vote: ayes: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey; nays – none; Motion carried.**
- 3-8. Chapman motioned and Storey seconded to approve the policies listed below as recommended.
 - Policy 207, Public Hearings
 - Policy 209, Code of Ethics
 - Policy 499, Student Teaching
 - Policy 503, Student Attendance
 - Policy 704, Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System
 - Policy 904, Distribution of Materials on School District Property by Nonschool Persons**Roll call vote: ayes: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey; nays – none; Motion carried.**
9. Newberg motioned and Hiniker seconded to accept the STEM Grant from 3M in the amount of \$9,901. **Roll call vote: ayes: Swanson, Chapman, Hiniker, Kimball, Newberg, Storey; nays – none; Motion carried.**

Shevik, Storey; nays – none; Motion carried.

10. Kimball motioned and Newberg second to accept STEM Mini-Grants from H.B. Fuller in the amount of \$19,526. **Roll call vote: ayes: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey; nays – none; Motion carried.**
11. Storey motioned and Hiniker seconded to 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. **Roll call vote: ayes: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey; nays – none; Motion carried.**

F. **BOARD FORUM** – Newberg, who represents our District on the 916 Board advised that 916 is undergoing a facilities review that may have financial implications to member Districts. Newberg also encouraged all to attend the South Campus Ambassador's sponsored Talent Show on Wednesday evening which will support Toys for Tots. Kimball encouraged all to mark their calendars for the Omare Family Benefit which will raise money to support the survivor of the recent tragedy that occurred in Vadnais Heights along with funeral costs. The event will be held on January 16 from 3-8 p.m. at Jimmy's Banquet Center in Vadnais Heights. Swanson advised that the White Bear Lake Area Educational Foundation's Holiday Angels campaign will end on December 15. All are encouraged to donate to this worthy cause.

G. **ADJOURNMENT** - - Newberg moved; Kimball seconded to adjourn the meeting at 8:17 p.m. Voice vote: **All ayes. Motion carried.**

Submitted by: Cathy Storey, Clerk

AGENDA ITEM: Monthly Check Registers

MEETING DATE: January 10, 2011

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

	12/15/2010	12/28/2010
Direct Deposit 284462-285822	1,507,109.58	
U.S. Treasury (FICA, Medicare, withholding)	517,278.66	
MN State Income Tax	87,218.22	
PERA	86,825.70	
TRA	181,387.16	
ING	1,611.09	
White Bear Lake Teacher's Association	27,609.32	
Direct Deposit 285823-287202		1,538,856.22
U.S. Treasury (FICA, Medicare, withholding)		525,177.57
MN State Income Tax		88,917.72
PERA		87,183.75
TRA		182,928.48
ING		1,610.93
White Bear Lake Teacher's Association		27,609.32
Extended Day Dues		640.60

Check Nbr	Vendor Name	Check Date	Check Amount
13771	AARP DRIVER SAFETY PROGRAM	12/02/2010	240.00
13772	AARP DRIVER SAFETY PROGRAM	12/02/2010	406.00
13773	ABRAKADOODLE	12/02/2010	1,632.04
13774	ACCESS COMMUNICATIONS INC	12/02/2010	130.00
13775	AMAZON	12/02/2010	722.62
13776	AMAZON	12/02/2010	52.84
13777	AMAZON	12/02/2010	989.68
13778	AMERICAN LIBRARY ASSOC	12/02/2010	52.50
13779	AMERICAN RED CROSS MN	12/02/2010	125.00
13780	APPLIED ENVIRONMENTAL SCI INC	12/02/2010	831.00
13781	ARMSTRONG TORSETH SKOLD & RYDE	12/02/2010	4,941.90
13782	AT & T MOBILITY	12/02/2010	1,369.96
13783	BAGLIO, DIANE M	12/02/2010	26.50
13784	BARNES & NOBLE	12/02/2010	315.20
13785	BARNETT WB CHRYSLER JEEP DODGE	12/02/2010	422.28
13786	BATTERIES PLUS	12/02/2010	169.98
13787	BEAR PATCH QUILTING CO	12/02/2010	120.00
13788	BECK, SUEANN	12/02/2010	25.00
13789	BENJAMIN-BECK, KAREN	12/02/2010	89.99
13790	BERNDT, MICHELE	12/02/2010	180.00
13791	BERNSTEIN, NANCY	12/02/2010	90.93
13792	BLICK ART MATERIALS	12/02/2010	124.14
13793	BOSCH, DONALD	12/02/2010	88.00
13794	BROWN, PAMELA S	12/02/2010	193.29
13795	BURKE, ERIN	12/02/2010	53.60
13796	CAPS FOR KIDS	12/02/2010	702.00
13797	CARLSON, REBECCA C	12/02/2010	349.60
13798	CDW GOVERNMENT INC	12/02/2010	1,049.98
13799	THE CENTER FOR EFFICIENT SCHOO	12/02/2010	1,610.75
13800	CENTURY RESOURCES INC	12/02/2010	5,550.90
13801	CERTIFIED LABORATORIES	12/02/2010	172.93
13802	CHAPLIN, MARILEE A	12/02/2010	180.00
13803	CHURCH, CAROLYN	12/02/2010	33.25
13804	CITI-CARGO & STORAGE CO INC	12/02/2010	125.00
13805	CITIZENS LEAGUE	12/02/2010	15.00
13806	COMPUTER REPLAY INC	12/02/2010	70.00
13807	COMPUTER EXPLORERS	12/02/2010	792.00
13808	COMPVIEW	12/02/2010	442.00
13809	COPY IMAGES INC	12/02/2010	548.70
13810	Vendor Continued Check	12/02/2010	0.00
13811	COPY IMAGES INC	12/02/2010	3,345.54
13812	CTB INC	12/02/2010	5,610.75
13813	CUB FOODS OF WHITE BEAR TWSHP	12/02/2010	55.75
13814	CUB FOODS	12/02/2010	500.00
13815	CUMMINS NPOWER LLC	12/02/2010	318.06
13816	Vendor Continued Check	12/02/2010	0.00
13817	Vendor Continued Check	12/02/2010	0.00
13818	DALCO CORPORATION	12/02/2010	10,589.14
13819	DARGAY, ANGELA D	12/02/2010	39.86
13820	DARTS VMS INC	12/02/2010	1,145.38

Check Nbr	Vendor Name	Check Date	Check Amount
13821	DAVES SPORT SHOP	12/02/2010	900.00
13822	DELL MARKETING LP	12/02/2010	11,847.40
13823	Vendor Continued Check	12/02/2010	0.00
13824	DELTA EDUCATION	12/02/2010	3,613.20
13825	DEMCO INC	12/02/2010	49.90
13826	DESIGNER SIGN SYSTEMS INC	12/02/2010	212.30
13827	DESMET, KELLY	12/02/2010	85.58
13828	DESTACHE, DAN	12/02/2010	233.44
13829	DISCOUNT SCHOOL SUPPLY	12/02/2010	114.54
13830	DOMINOS PIZZA	12/02/2010	90.00
13831	DOOR SERVICE COMPANY	12/02/2010	5,439.00
13832	E.L. REINHARDT COMPANY INC	12/02/2010	111.38
13833	ECKROTH MUSIC	12/02/2010	1,926.10
13834	EDUCATION TO GO	12/02/2010	184.50
13835	EDWARD DON & COMPANY	12/02/2010	248.02
13836	ELINGER, ROXANNE JOY	12/02/2010	180.00
13837	ELLSWORTH, ANNE M	12/02/2010	107.09
13838	ENGSTROM, MARK	12/02/2010	107.00
13839	ENGSTRAN, PAUL	12/02/2010	40.00
13840	ERICKSON, CAMILLE	12/02/2010	44.23
13841	ESKOW, LYNN	12/02/2010	41.96
13842	ETA/CUISENAIRE	12/02/2010	78.34
13843	FALK, JASON	12/02/2010	35.00
13844	FARINELLA, CAMILLE	12/02/2010	52.00
13845	FASTENAL COMPANY	12/02/2010	624.51
13846	FEDEX	12/02/2010	56.93
13847	FERRAND, JENNIFER A	12/02/2010	173.94
13848	FESTIVAL FOODS-KNOWLAN'S	12/02/2010	68.97
13849	FISHER, PHILLIP E	12/02/2010	498.50
13850	FOLLETT LIBRARY RESOURCES	12/02/2010	997.78
13851	FREDERICKSON, DOUG	12/02/2010	40.40
13852	FUHRMAN, SARAH	12/02/2010	76.43
13853	FULTON RYAN	12/02/2010	60.50
13854	GALE	12/02/2010	61.99
13855	GE MONEY BANK	12/02/2010	228.40
13856	GEAR WEST BIKE & TRIATHLON	12/02/2010	1,470.00
13857	GERTEN, AMY	12/02/2010	40.30
13858	GILLUND ENTERPRISES	12/02/2010	173.76
13859	GLUR, DARREN	12/02/2010	55.00
13860	GOLDCOM INC	12/02/2010	679.53
13861	GOPHER	12/02/2010	561.43
13862	Vendor Continued Check	12/02/2010	0.00
13863	GRAINGER	12/02/2010	2,168.48
13864	GRANDMA'S BAKERY INC	12/02/2010	190.26
13865	GREAT RIVER OFFICE PRODUCTS	12/02/2010	98.12
13866	GREATAMERICA LEASING CORP	12/02/2010	324.45
13867	GREEN, BARBARA J	12/02/2010	261.53
13868	GRITZMACHER, SHAWN	12/02/2010	968.55
13869	GROTH MUSIC CO	12/02/2010	296.34
13870	GROUP HEALTH INC - WORKSITE	12/02/2010	181.50

Check Nbr	Vendor Name	Check Date	Check Amount
13871	HAMPL, COLLEEN H	12/02/2010	300.00
13872	HANKINS, RYAN	12/02/2010	220.00
13873	HANSON, JENNIFER	12/02/2010	264.00
13874	HANSON, MARILYN	12/02/2010	217.25
13875	HARRIMAN, GRETCHEN	12/02/2010	781.40
13876	HAWKINSON, STEVEN A	12/02/2010	79.08
13877	HAWLEY, ELIZABETH	12/02/2010	120.00
13878	HEALY, JASON	12/02/2010	89.52
13879	HEINEMANN-RAINTREE	12/02/2010	78.79
13880	HERMANN, TIM	12/02/2010	1,486.04
13881	HICKS, SUSAN L	12/02/2010	58.03
13882	HISDAHL INC	12/02/2010	414.40
13883	HISTORY EDUCATION	12/02/2010	299.95
13884	HMONG ABC	12/02/2010	34.95
13885	Vendor Continued Check	12/02/2010	0.00
13886	HOGLUND BUS AND TRUCK CO	12/02/2010	909.42
13887	HOME DEPOT CREDIT SERVICES	12/02/2010	349.50
13888	HOUGHTON MIFFLIN HARCOURT	12/02/2010	2,581.65
13889	HUBERT COMPANY	12/02/2010	1,534.64
13890	INGBERG, RICHARD	12/02/2010	72.00
13891	INNOVATIVE OFFICE PRODUCTS INC	12/02/2010	526.50
13892	INSTITUTE FOR MULTI SENSORY ED	12/02/2010	212.88
13893	INSTITUTE FOR MULTI SENSORY ED	12/02/2010	975.00
13894	INSTRUCTIONAL DESIGNS INC	12/02/2010	250.00
13895	INTERCULTURAL DEVMT INVENTORY	12/02/2010	580.00
13896	ISD #742 ST CLOUD AREA SCHOOLS	12/02/2010	7,609.86
13897	JANZEN, KARI	12/02/2010	83.40
13898	JOHNSON, HEIDI	12/02/2010	40.00
13899	JOHNSON, JUDITH E	12/02/2010	252.03
13900	JOSTENS INC	12/02/2010	4,000.00
13901	JUREK, SHELLY	12/02/2010	55.00
13902	JW PEPPER & SON INC	12/02/2010	1,808.36
13903	Vendor Continued Check	12/02/2010	0.00
13904	K PEARSON MECHANICAL LLC	12/02/2010	2,440.86
13905	KATH COMPANIES	12/02/2010	20,141.97
13906	KEESE, JENNIFER R	12/02/2010	88.95
13907	KIMBALL MIDWEST	12/02/2010	1,009.92
13908	KINDLIEN, CYNTHIA J	12/02/2010	26.25
13909	KLAMMER, SUSAN J	12/02/2010	69.99
13910	KORNEY BOARD AIDS INC (KBA)	12/02/2010	905.70
13911	KOTILINEK, FAY	12/02/2010	75.00
13912	KRITZECK, JACKIE	12/02/2010	48.60
13913	KUPFERSCHMIDT, ROBERT	12/02/2010	170.00
13914	KUTA SOFTWARE LLC	12/02/2010	296.00
13915	LAMWERS, DAVID H	12/02/2010	15.35
13916	LANGUAGE LINE SERVICES	12/02/2010	158.97
13917	LARSEN, BRAD	12/02/2010	74.00
13918	LARSON, JOHN	12/02/2010	392.50
13919	LAW, DAVID W	12/02/2010	178.00
13920	LEARNING A-Z	12/02/2010	339.80

Check Nbr	Vendor Name	Check Date	Check Amount
13921	LEE, KA KARYN	12/02/2010	40.00
13922	LEICK, LINDA M	12/02/2010	50.00
13923	LERNER PUBLISHING GROUP	12/02/2010	103.75
13924	LIBSON TWIN CITY AUTO PARTS	12/02/2010	1,827.00
13925	LIDS TEAM SPORTS	12/02/2010	5,113.22
13926	LOTITO-MEIER, VANESSA L	12/02/2010	126.61
13927	L T G POWER EQUIPMENT	12/02/2010	243.30
13928	MACKIN EDUCATIONAL RESOURCES	12/02/2010	39.58
13929	MACYS TRAVEL	12/02/2010	4,800.00
13930	MAILFINANCE INC	12/02/2010	258.45
13931	MALLOY/MONTAGUE/KARNOWSKI & CO	12/02/2010	4,900.00
13932	MALMBORGS INC	12/02/2010	2,249.10
13933	MARNI LLC	12/02/2010	90.00
13934	MARTINSON, KARA	12/02/2010	89.25
13935	MASA	12/02/2010	396.00
13936	MATTSON, CARLA	12/02/2010	75.28
13937	MAVETZ, TRACEY	12/02/2010	40.00
13938	MCDOWELL, ROBERT C	12/02/2010	466.93
13939	MCMAHON, MARGARET	12/02/2010	28.80
13940	MEDALLION ELECTRIC	12/02/2010	1,343.92
13941	MERSCH, NICOLE A	12/02/2010	27.48
13942	MICHAEL BASICH INC	12/02/2010	655.56
13943	MIDWEST BUS PARTS INC	12/02/2010	211.80
13944	MINVALCO INC	12/02/2010	762.69
13945	MN COMMUNITY EDUC ASSOC (MCEA)	12/02/2010	10.00
13946	MN DEPT OF HEALTH	12/02/2010	15.00
13947	MN HISTORICAL SOCIETY	12/02/2010	75.00
13948	MN JEWISH THEATRE CO	12/02/2010	882.00
13949	MN MIDDLE SCHOOL ASSOC	12/02/2010	290.00
13950	MN NCPERS LIFE INSURANCE	12/02/2010	544.00
13951	MN REC & PARK ASSN (MRPA)	12/02/2010	464.00
13952	MN SCHOOL AGE CARE ALLIANCE	12/02/2010	400.00
13953	MOORE, KATHERINE D	12/02/2010	26.49
13954	MUSIC CONNECTION INC	12/02/2010	142.00
13955	MUSSER, BEVERLY	12/02/2010	442.34
13956	MUSTAR, BETH	12/02/2010	126.21
13957	NASVIK, JULIE	12/02/2010	199.61
13958	NATL GEOGRAPHIC SCHOOL PUBLISH	12/02/2010	85.91
13959	NAVIS, NANCY L	12/02/2010	40.00
13960	NCS PEARSON INC	12/02/2010	150.00
13961	NELSON, DON	12/02/2010	125.00
13962	NELSON, TIM	12/02/2010	107.00
13963	NEW WAY HYPNOSIS CLINC INC	12/02/2010	264.00
13964	NEXTEL COMMUNICATIONS	12/02/2010	741.51
13965	NOHR, KATIE J	12/02/2010	60.00
13966	NOONAN, STEPHANIE	12/02/2010	250.00
13967	NORTHERN VOICES	12/02/2010	17,829.54
13968	O'GRADY, KEVIN	12/02/2010	350.00
13969	O'ROURKE, JULIE	12/02/2010	56.32
13970	OAK GLENN	12/02/2010	591.00

Check Nbr	Vendor Name	Check Date	Check Amount
13971	OFFICE DEPOT	12/02/2010	346.27
13972	OFFICE SYSTEMS AND DESIGN INC	12/02/2010	1,873.93
13973	ON SITE SANITATION INC	12/02/2010	62.00
13974	ONE SOURCE FITNESS LLC	12/02/2010	6,790.50
13975	OSOWSKI, DIANE RENEE	12/02/2010	52.37
13976	PARKOS CONSTRUCTION CO INC	12/02/2010	14,888.88
13977	PARTS MIDWEST INC	12/02/2010	34.08
13978	Vendor Continued Check	12/02/2010	0.00
13979	Vendor Continued Check	12/02/2010	0.00
13980	PEARSON EDUCATION INC	12/02/2010	1,919.58
13981	PENN-MCGEE, DAVE	12/02/2010	129.00
13982	PIERRE FOODS INC	12/02/2010	3,875.42
13983	PIONEER PRESS	12/02/2010	72.93
13984	PITCHER, JULIE K	12/02/2010	29.98
13985	PLANET SPIRIT INC	12/02/2010	350.00
13986	PLASTER, MARK A	12/02/2010	86.50
13987	POLAR CHEVROLET MAZDA	12/02/2010	117.19
13988	POSTMASTER	12/02/2010	44.00
13989	POSTMASTER	12/02/2010	185.00
13990	PRESS PUBLICATIONS	12/02/2010	1,000.00
13991	PRESTWICK HOUSE INC	12/02/2010	23.98
13992	PROFESSIONAL TURF & RENOVATION	12/02/2010	5,500.00
13993	PROGRESSIVE BUSINESS PUBL	12/02/2010	94.56
13994	PROJECT LEAD THE WAY	12/02/2010	4,355.08
13995	PROJECTUS	12/02/2010	1,723.40
13996	PROWIRE INC	12/02/2010	1,519.00
13997	PRUFROCK PRESS INC	12/02/2010	309.74
13998	R & R SPECIALTIES INC	12/02/2010	111.80
13999	RA PEARSON & ASSOCIATES LLC	12/02/2010	6,617.00
14000	RATWIK ROSZAK & MALONEY PA	12/02/2010	2,808.46
14001	REASON	12/02/2010	99.00
14002	REED, TAMMY L	12/02/2010	119.08
14003	REGENTS OF THE UNIV OF MN	12/02/2010	1,518.75
14004	THE RETROFIT COMPANIES INC	12/02/2010	151.81
14005	RHODY, BILL	12/02/2010	74.00
14006	RICOH AMERICAS CORP	12/02/2010	406.23
14007	ROACH, DENNIS	12/02/2010	74.00
14008	ROBERTS BUSINESS FORMS	12/02/2010	785.70
14009	ROCKFORD, KRISTY	12/02/2010	690.00
14010	S & T OFFICE PRODUCTS INC	12/02/2010	240.10
14011	SAFETY-KLEEN CORP	12/02/2010	224.65
14012	SALZMAN, SHARI	12/02/2010	220.00
14013	SAM'S CLUB	12/02/2010	129.82
14014	SAM'S CLUB/GEMB	12/02/2010	126.30
14015	SAM'S CLUB/GEMB	12/02/2010	70.00
14016	SANNY, JOHN H	12/02/2010	206.27
14017	SCAN AIR FILTER INC	12/02/2010	1,286.43
14018	SCANTRON CORPORATION	12/02/2010	286.32
14019	SCHINDLER ELEVATOR CORP	12/02/2010	594.63
14020	SCHMIDT, NOEL	12/02/2010	357.18

Check Nbr	Vendor Name	Check Date	Check Amount
14021	SCHMITT MUSIC COMPANY	12/02/2010	648.64
14022	SCHOLASTIC BOOK CLUBS	12/02/2010	88.00
14023	SCHOOL PROJECT	12/02/2010	1,238.20
14024	SCHOOL SPECIALTY	12/02/2010	99.61
14025	SEARS COMMERCIAL ONE	12/02/2010	1,208.47
14026	SECURITAS SEC SVCS USA INC	12/02/2010	1,201.60
14027	SENTRY SYSTEMS INC	12/02/2010	570.00
14028	SHRED-IT	12/02/2010	231.00
14029	SICARD, HEIDI M	12/02/2010	114.98
14030	SIEMENS BUILDING TECHNOLOGIES	12/02/2010	43.25
14031	SIMMER, KATHLEEN	12/02/2010	225.00
14032	SIUSTA, SANDRA	12/02/2010	147.00
14033	SKUPA, NANCY	12/02/2010	180.88
14034	SNAP ON TOOLS	12/02/2010	27.75
14035	SOCIAL STUDIES SCHOOL SERVICE	12/02/2010	100.74
14036	SOUTH CAMPUS STUDENT ACTIVITY	12/02/2010	190.00
14037	SPEARS, CHRISTINE I	12/02/2010	115.85
14038	ST PAUL AREA ATHENA AWARDS	12/02/2010	75.00
14039	STAGES THEATRE COMPANY	12/02/2010	93.50
14040	STANLEY SECURITY SOLUTIONS INC	12/02/2010	271.57
14041	STAPLES ADVANTAGE	12/02/2010	5,335.80
14042	STATE SUPPLY CO	12/02/2010	3,052.74
14043	STEPHAN, SUSAN K	12/02/2010	99.00
14044	STEWART, SCOTT	12/02/2010	46.00
14045	SWENSON, CYNTHIA L	12/02/2010	150.00
14046	TARGET BANK	12/02/2010	20.70
14047	TARGET BANK	12/02/2010	24.94
14048	TESSIER, KARLA J	12/02/2010	15.15
14049	THERAPRO INC	12/02/2010	116.15
14050	Vendor Continued Check	12/02/2010	0.00
14051	THYSSENKRUPP ELEVATOR CORP	12/02/2010	3,996.93
14052	TIERNEY BROTHERS INC	12/02/2010	43,528.86
14053	TIME FOR KIDS	12/02/2010	198.90
14054	TOOLS FOR SCHOOLS/GOOD SOURCE	12/02/2010	4,200.00
14055	TOUSLEY FORD INC	12/02/2010	45.58
14056	TOUSSAINT, JANEL PHYLLIS	12/02/2010	42.75
14057	TRADE PRESS INC	12/02/2010	951.00
14058	TREASURER STATE OF MN	12/02/2010	5.00
14059	TURNER, RASHAD A	12/02/2010	252.00
14060	TWIN CITIES TRANSPORT & RECOVE	12/02/2010	125.00
14061	U.S. ENERGY SERVICES INC	12/02/2010	22,561.24
14062	UHL CO INC	12/02/2010	3,216.00
14063	UNIVERSITY OF MINNESOTA	12/02/2010	13,340.00
14064	VENBURG TIRE CO	12/02/2010	97.90
14065	VERIZON WIRELESS	12/02/2010	680.41
14066	VIKING INDUSTRIAL CENTER	12/02/2010	187.00
14067	WAL-MART	12/02/2010	500.00
14068	Vendor Continued Check	12/02/2010	0.00
14069	WASTE MANAGEMENT OF WI-MN	12/02/2010	12,437.01
14070	WHITE BEAR CENTER FOR THE ARTS	12/02/2010	9,900.00

Check Nbr	Vendor Name	Check Date	Check Amount
14071	WHITE BEAR GLASS INC	12/02/2010	598.00
14072	WHITE BEAR LOCKSMITH INC	12/02/2010	54.50
14073	WHITE BEAR RENTAL EQUIPMENT	12/02/2010	362.40
14074	WHITE BEAR LAKE (CITY OF)	12/02/2010	125.00
14075	WELLNER LAW PLLC	12/02/2010	200.00
14076	WELLS FARGO BROKERAGE SERVICES	12/02/2010	47,542.29
14077	WEST MUSIC COMPANY	12/02/2010	4,112.86
14078	WHITCOMB, JACLYN ANN	12/02/2010	55.49
14079	WILDMAN HILAL, ANDREA L	12/02/2010	137.25
14080	WITTFITT LLC	12/02/2010	41.00
14081	WOOD, BOB	12/02/2010	735.00
14082	WORDMASTERS	12/02/2010	111.08
14083	WORLDWIDE INTERPRETER SERVICE	12/02/2010	210.00
14084	XCEL ENERGY	12/02/2010	68,598.75
14085	XIONG, BUTTERFLY	12/02/2010	150.00
14086	XO WATER	12/02/2010	487.95
14087	YUEN, DOUGLAS	12/02/2010	40.25
14088	ZANER-BLOSER	12/02/2010	24.99
14089	ZWONITZER, LORA JEANNE	12/02/2010	202.77
319	Computer	Check(s) For a Total of	502,026.38

	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
	319	Computer	Checks For a Total of	502,026.38
Total For	319	Manual, Wire Tran, ACH & Computer	Checks	502,026.38
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		502,026.38

PAYROLL

Check Nbr	Vendor Name	Check Date	Check Amount
14090	AIG	12/09/2010	5,783.11
14091	AMERICAN FUNDS	12/09/2010	72,496.24
14092	AMERICAN UNITED LIFE	12/09/2010	44,584.57
14093	AMERIPRISE	12/09/2010	10,426.83
14094	AXA EQUITABLE	12/09/2010	13,728.70
14095	BARNETT WB CHRYSLER JEEP DODGE	12/09/2010	100.00
14096	CIVIL COLLECTIONS UNIT	12/09/2010	30.00
14097	ECMC	12/09/2010	178.00
14098	EDUCATION MN ESI BILLING TRUST	12/09/2010	19,807.82
14099	GRAINGER	12/09/2010	1,023.00
14100	IUOE #70	12/09/2010	2,139.04
14101	MESSERLI & KRAMER PA	12/09/2010	238.98
14102	METROPOLITAN LIFE	12/09/2010	3,993.76
14103	MILLENIUM CREDIT CONSULTANTS	12/09/2010	307.56
14104	MN CHILD SUPPORT	12/09/2010	2,098.52
14105	MN DEPT OF REVENUE	12/09/2010	331.00
14106	RAMSEY COUNTY SHERIFF	12/09/2010	85.91
14107	THE ROSE LAW FIRM, PLLC	12/09/2010	168.75
14108	SCHOOL SERVICE EMPLOYEES	12/09/2010	5,617.50
14109	SENTRY SYSTEMS INC	12/09/2010	17,955.00
14110	TRADE PRESS INC	12/09/2010	323.00
14111	US DEPT OF EDUCATION	12/09/2010	329.70
14112	US TREASURY	12/09/2010	451.27
14113	VANGUARD SMALL BUSINESS SERVIC	12/09/2010	18,144.40
24	Computer	Check(s) For a Total of	220,342.66

	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
	24	Computer	Checks For a Total of	220,342.66
Total For	24	Manual, Wire Tran, ACH & Computer	Checks	220,342.66
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		220,342.66

Check Nbr	Vendor Name	Check Date	Check Amount
14114	1&1 INTERNET INC	12/16/2010	41.94
14115	AARP DRIVER SAFETY PROGRAM	12/16/2010	386.00
14116	AARP DRIVER SAFETY PROGRAM	12/16/2010	384.00
14117	ABBOTT PAINT & CARPET INC	12/16/2010	228.43
14118	ACKERMAN, RON	12/16/2010	50.00
14119	ACP DIRECT	12/16/2010	118.70
14120	ADAMS, DAVE	12/16/2010	1,525.00
14121	ADAMS, LINDA	12/16/2010	389.26
14122	ADVANCED WIRELESS COMMUNICATIO	12/16/2010	32.72
14123	AHRENS, NICOLE M	12/16/2010	59.00
14124	ALBIN, STEPHANIE M	12/16/2010	35.00
14125	ALL ABOUT LEARNING	12/16/2010	1,380.00
14126	AMAZON	12/16/2010	1,979.25
14127	AMAZON	12/16/2010	257.16
14128	AMAZON	12/16/2010	350.52
14129	AMAZON	12/16/2010	13.99
14130	AMERICAN MESSAGING	12/16/2010	131.21
14131	AMERICAN RED CROSS MN	12/16/2010	16.00
14132	AMERIPRIDE SERVICES	12/16/2010	643.93
14133	ANDERSON JR, GERALD H	12/16/2010	77.00
14134	ANDERSON, JON C	12/16/2010	236.45
14135	ANDERSON, STACY JAMES	12/16/2010	77.00
14136	ANDERSON, TOM L	12/16/2010	154.00
14137	APPLE COMPUTER INC	12/16/2010	189.90
14138	APPLIED ENVIRONMENTAL SCI INC	12/16/2010	820.50
14139	ARIN PIANO CO	12/16/2010	250.00
14140	ASSOC OF SCHOOL BUSINESS OFFIC	12/16/2010	1,000.00
14141	AVON BUSINESS FORMS & PROMOTIO	12/16/2010	341.40
14142	BABIASH, JENNIFER MAE	12/16/2010	56.22
14143	BARLOW, AARON	12/16/2010	107.00
14144	BARNETT WB CHRYSLER JEEP DODGE	12/16/2010	1.46
14145	BARTHOLD	12/16/2010	1,327.50
14146	BATENHORST, LYNSEY K	12/16/2010	167.50
14147	BATTERIES PLUS	12/16/2010	899.50
14148	BEGE, JEFF	12/16/2010	150.81
14149	BERG, ELLIE K	12/16/2010	72.00
14150	BERNAL, CATHERINE	12/16/2010	25.00
14151	BERNIER, CARYN S	12/16/2010	195.00
14152	BEST BUY BUSINESS ADVANTAGE AC	12/16/2010	210.82
14153	BINSFIELD, JEANNE OR NEAL	12/16/2010	1,290.00
14154	BIO CORPORATION	12/16/2010	253.50
14155	BIX PRODUCE COMPANY INC	12/16/2010	5,452.36
14156	BLB CONSULTING LLC	12/16/2010	1,950.00
14157	BLICK ART MATERIALS	12/16/2010	11.13
14158	BOND, JENNIFER A	12/16/2010	110.00
14159	BRAINPOP	12/16/2010	1,495.00
14160	BUCK, MATTHEW	12/16/2010	50.00
14161	BUESING, EMILIE C	12/16/2010	35.47
14162	BUREAU OF EDUCATION & RESEARCH	12/16/2010	199.00
14163	BURRIS, LEANN K	12/16/2010	45.00

Check Nbr	Vendor Name	Check Date	Check Amount
14164	CAMBIUM LEARNING INC	12/16/2010	60.00
14165	CAMBRIDGE STRATEGIC SERVICES	12/16/2010	288.42
14166	CAMPBELL-BEAMS, RANA	12/16/2010	324.50
14167	CAPOCASA, JOE	12/16/2010	55.00
14168	CARLSON, DIANE	12/16/2010	72.00
14169	CARPENTER, RONALD	12/16/2010	19.50
14170	CARTRIDGE CARE	12/16/2010	405.00
14171	CARTRIDGES DIRECT	12/16/2010	72.99
14172	CDW GOVERNMENT INC	12/16/2010	446.11
14173	THE CENTER FOR EFFICIENT SCHOO	12/16/2010	45,549.25
14174	CENTURY RESOURCES INC	12/16/2010	1,383.20
14175	CHILDREN'S HEALTH MARKET INC	12/16/2010	2,311.10
14176	CHURACK, SUSAN S	12/16/2010	2,410.00
14177	CIRCUIT ELECTRONICS / NOW MICR	12/16/2010	395.88
14178	CITI-CARGO & STORAGE CO INC	12/16/2010	85.00
14179	Vendor Continued Check	12/16/2010	0.00
14180	CJ DUFFY PAPER CO	12/16/2010	36,298.62
14181	COMCAST	12/16/2010	5.26
14182	CONSTRUCTION MANAGEMENT BUILDI	12/16/2010	11,755.54
14183	CONTINENTAL RESEARCH CORP	12/16/2010	1,329.52
14184	COOL AIR MECHANICAL	12/16/2010	455.18
14185	COPY IMAGES INC	12/16/2010	5,960.15
14186	Vendor Continued Check	12/16/2010	0.00
14187	Vendor Continued Check	12/16/2010	0.00
14188	COPY IMAGES INC	12/16/2010	6,389.27
14189	COURAGE CENTER ST CROIX	12/16/2010	60.00
14190	Vendor Continued Check	12/16/2010	0.00
14191	CUB FOODS OF WHITE BEAR TWSHP	12/16/2010	1,213.11
14192	CUB FOODS OF WOODBURY	12/16/2010	514.66
14193	CUMMINS NPOWER LLC	12/16/2010	195.46
14194	DAHL, CHRISTINE	12/16/2010	205.16
14195	DAHLEM, TERESA	12/16/2010	329.00
14196	Vendor Continued Check	12/16/2010	0.00
14197	Vendor Continued Check	12/16/2010	0.00
14198	Vendor Continued Check	12/16/2010	0.00
14199	DALCO CORPORATION	12/16/2010	14,475.92
14200	DANIELSON, BILL	12/16/2010	74.00
14201	DARTS VMS INC	12/16/2010	208.36
14202	DEEP ROCK WATER CO	12/16/2010	113.70
14203	DELL MARKETING LP	12/16/2010	28,197.05
14204	DELTA EDUCATION	12/16/2010	852.80
14205	DEMCO INC	12/16/2010	243.64
14206	DETAILS PRIVATE CHEF SERVICES	12/16/2010	583.00
14207	DISCOVERY EDUCATION	12/16/2010	5,985.00
14208	DIVERSIFIED SNACK DISTRIBUTION	12/16/2010	6,009.01
14209	DOANE, BEN	12/16/2010	55.00
14210	DOMINOS PIZZA	12/16/2010	106.75
14211	DOMINOS PIZZA	12/16/2010	189.49
14212	DOOR SERVICE COMPANY	12/16/2010	956.00
14213	DYMIT, MARIE	12/16/2010	67.50

Check Nbr	Vendor Name	Check Date	Check Amount
14214	DYNAMIC LEARNER CONSULTING INC	12/16/2010	1,500.00
14215	E.L. REINHARDT COMPANY INC	12/16/2010	551.96
14216	EBSCO SUBSCRIPTION SERVICES	12/16/2010	16.28
14217	ECKROTH MUSIC	12/16/2010	49.62
14218	ECOLAB	12/16/2010	2,264.44
14219	ECOLAB FOOD SAFETY SPECIALTIES	12/16/2010	125.90
14220	EDINA CHEERLEADING	12/16/2010	414.00
14221	Vendor Continued Check	12/16/2010	0.00
14222	EESCO UNITED ELECTRIC	12/16/2010	1,502.24
14223	ELLSWORTH, ANNE M	12/16/2010	40.00
14224	ENGSTROM, MARK	12/16/2010	129.00
14225	ENGSTRAN, PAUL	12/16/2010	370.00
14226	ERICKSON, CAMILLE	12/16/2010	92.33
14227	ESALA, JOEL	12/16/2010	100.00
14228	ESSON, ANN	12/16/2010	46.00
14229	ETHEN, LUCINDA	12/16/2010	29.60
14230	FASTENAL COMPANY	12/16/2010	436.57
14231	FEDEX	12/16/2010	44.34
14232	FEHR, ABIGAIL L	12/16/2010	45.76
14233	FEHRENBACH, ANTON	12/16/2010	52.00
14234	FERRELLGAS	12/16/2010	260.95
14235	Vendor Continued Check	12/16/2010	0.00
14236	FESTIVAL FOODS-KNOWLAN'S	12/16/2010	1,399.61
14237	FINE CARPENTRY LLC	12/16/2010	1,325.00
14238	FINK, AVIS	12/16/2010	136.50
14239	FIRST STUDENT INC	12/16/2010	130,235.53
14240	FITCH, KATHLEEN K	12/16/2010	1,200.05
14241	FLORIN, JOLYN A	12/16/2010	579.60
14242	FOLLETT LIBRARY RESOURCES	12/16/2010	979.25
14243	FRATTALONES HARDWARE STORES	12/16/2010	771.95
14244	FREE SPIRIT PUBLISHING CO	12/16/2010	80.00
14245	G&K SERVICES INC	12/16/2010	1,554.23
14246	G&K SERVICES INC	12/16/2010	640.82
14247	Vendor Continued Check	12/16/2010	0.00
14248	GALLAGHERS NORTHWESTERN TIRE C	12/16/2010	2,772.56
14249	GARDEN & ASSOCIATES INC	12/16/2010	183.75
14250	GARDNER-RANSOM, FRANK S	12/16/2010	600.00
14251	GCS SERVICE INC	12/16/2010	236.61
14252	GE MONEY BANK	12/16/2010	190.68
14253	GECKO MICROSOLUTIONS	12/16/2010	495.00
14254	GEPHART TRUCKING	12/16/2010	2,140.00
14255	GERTEN, JIM	12/16/2010	80.00
14256	GILLUND ENTERPRISES	12/16/2010	324.72
14257	GOPHER	12/16/2010	5,558.82
14258	GOVT FINANCE OFFICERS ASSOC	12/16/2010	280.00
14259	GOVERNMENT FINANCE OFFICERS AS	12/16/2010	580.00
14260	GRADY, LORI J	12/16/2010	119.96
14261	GRAF, JENNIFER	12/16/2010	72.00
14262	Vendor Continued Check	12/16/2010	0.00
14263	Vendor Continued Check	12/16/2010	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
14264	Vendor Continued Check	12/16/2010	0.00
14265	GRAINGER	12/16/2010	4,435.79
14266	GRANDMA'S BAKERY INC	12/16/2010	74.58
14267	GRANT, CORLYCE	12/16/2010	72.00
14268	GREAT RIVER OFFICE PRODUCTS	12/16/2010	25.73
14269	GREATAMERICA LEASING CORP	12/16/2010	812.91
14270	GREEN, BARBARA J	12/16/2010	135.19
14271	GREY HOUSE PUBLISHING	12/16/2010	149.50
14272	GRIFFITH, KARA	12/16/2010	16.75
14273	GRITZMACHER, SHAWN	12/16/2010	380.97
14274	GROTH MUSIC CO	12/16/2010	154.42
14275	GRUN, SUSAN L	12/16/2010	26.97
14276	H & B SPECIALIZED PRODUCTS	12/16/2010	332.00
14277	H BROOKS & COMPANY	12/16/2010	308.00
14278	HAINES KATHLEEN M	12/16/2010	101.98
14279	HAKES, KIM	12/16/2010	3.50
14280	HALL, MARY	12/16/2010	250.00
14281	HALLBERG ENGINEERING INC	12/16/2010	965.00
14282	HANSEN, JENNIFER L	12/16/2010	70.75
14283	HANSON, MARILYN	12/16/2010	80.00
14284	HARRIMAN, GRETCHEN	12/16/2010	550.29
14285	HARRINGTON, RICK	12/16/2010	129.00
14286	HEADSETS.COM INC	12/16/2010	387.93
14287	HEALY, JASON	12/16/2010	37.66
14288	HEINZ DISPENSING CONNECTION	12/16/2010	1,095.24
14289	HEISE, CHERI	12/16/2010	355.50
14290	HENSLEY, ANGELA	12/16/2010	72.00
14291	HI-NOTE FUNDRAISING LLC	12/16/2010	2,835.00
14292	HOCKENBERGS	12/16/2010	258.75
14293	Vendor Continued Check	12/16/2010	0.00
14294	HOGLUND BUS AND TRUCK CO	12/16/2010	773.63
14295	HOPKINS HIGH SCHOOL	12/16/2010	95.00
14296	HORAZDOVSKY, LEILA	12/16/2010	375.49
14297	HOUGHTON MIFFLIN HARCOURT	12/16/2010	4,626.48
14298	HOULE, TOM	12/16/2010	71.00
14299	HSR	12/16/2010	220.00
14300	HUBERT COMPANY	12/16/2010	615.24
14301	HUGO FEED MILL & HARDWARE	12/16/2010	154.95
14302	HUGO MILL	12/16/2010	33.73
14303	IMAGINE DESIGN & CREATIVE	12/16/2010	3,825.00
14304	IN THE HEART OF THE BEAST	12/16/2010	648.00
14305	Vendor Continued Check	12/16/2010	0.00
14306	INTA JUICE	12/16/2010	915.00
14307	INTEGRA TELECOM	12/16/2010	2,144.50
14308	JACOBS, HEATHER A	12/16/2010	432.00
14309	JAYTECH INC	12/16/2010	127.00
14310	JOHNSON DAVID	12/16/2010	47.98
14311	JOHNSON, JENNIFER R	12/16/2010	25.00
14312	JOHNSON CONTROLS INC	12/16/2010	1,205.00
14313	JUST STITCH IT EMBROIDERY	12/16/2010	118.00

Check Nbr	Vendor Name	Check Date	Check Amount
14314	JW PEPPER & SON INC	12/16/2010	56.99
14315	Vendor Continued Check	12/16/2010	0.00
14316	K PEARSON MECHANICAL LLC	12/16/2010	22,744.53
14317	KAPLAN	12/16/2010	95.39
14318	KARLSBURGER FOODS INC	12/16/2010	55.20
14319	KATH COMPANIES	12/16/2010	23,395.54
14320	KAY, ALANA DODGE	12/16/2010	543.00
14321	KEARN, BARBARA	12/16/2010	254.68
14322	KIMBALL MIDWEST	12/16/2010	1,304.76
14323	KINDLIEN, CYNTHIA J	12/16/2010	42.00
14324	KIRSCHLING, JULIENNE R	12/16/2010	88.64
14325	KNUTSON FLYNN & DEANS PA	12/16/2010	6,986.50
14326	KOTILINEK, FAY	12/16/2010	34.00
14327	KOWALSKIS MARKET	12/16/2010	54.13
14328	KRUEGER, LAURA	12/16/2010	82.50
14329	KUBES, TOM	12/16/2010	129.00
14330	KUBITZ EDUCATIONAL SERVICES	12/16/2010	89.55
14331	LAB-AIDS INC	12/16/2010	4,271.91
14332	LAMWERS, LINDSAY M	12/16/2010	296.70
14333	LANDS BEST FOODS	12/16/2010	5,555.30
14334	LANGUAGE LINE SERVICES	12/16/2010	211.94
14335	LARSEN, GARY SCOTT	12/16/2010	74.00
14336	LATHROP, JEFF	12/16/2010	140.00
14337	LAW, DAVID W	12/16/2010	390.00
14338	LAWRENCE SIGN	12/16/2010	1,925.00
14339	LEONARD, BRIAN	12/16/2010	390.00
14340	LOFFLER COMPANIES INC	12/16/2010	310.00
14341	LOOSBROCK, DANIEL	12/16/2010	93.00
14342	LOVETT, MICHAEL J	12/16/2010	164.51
14343	L T G POWER EQUIPMENT	12/16/2010	48.00
14344	M-B ELECTRONICS	12/16/2010	41.20
14345	M.A. APPAREL & PROMOTIONS	12/16/2010	555.00
14346	MACPHAIL CENTER FOR MUSIC	12/16/2010	4,887.50
14347	MAD SCIENCE OF MINNESOTA	12/16/2010	990.00
14348	MALWITZ, ANN	12/16/2010	1,251.25
14349	MARTIN-MCALLISTER	12/16/2010	1,850.00
14350	MASA JOBSITE	12/16/2010	1,150.00
14351	MASSO, JEREMY	12/16/2010	25.00
14352	MATHCOUNTS REGISTRATION	12/16/2010	90.00
14353	MAYER, ANTHONY G	12/16/2010	523.50
14354	MCCORMICK, JUDY	12/16/2010	35.00
14355	MCDOWELL, ROBERT C	12/16/2010	33.60
14356	MCGRAW-HILL COMPANIES	12/16/2010	176.76
14357	MCKEE FOODS CORPORATION	12/16/2010	1,029.92
14358	METRO DINING CLUB	12/16/2010	1,560.00
14359	METRO ECSU	12/16/2010	290.00
14360	MICHEL, ROCHELLE N	12/16/2010	124.94
14361	MIDTHUN, CAROL	12/16/2010	35.94
14362	MIDWEST BUS PARTS INC	12/16/2010	1,914.40
14363	MIDWEST TECHNOLOGY PRODUCTS	12/16/2010	45.38

Check Nbr	Vendor Name	Check Date	Check Amount
14364	MILES, MARY T	12/16/2010	678.26
14365	MINNEAPOLIS SCHOOL DISTRICT	12/16/2010	9,916.84
14366	Vendor Continued Check	12/16/2010	0.00
14367	MINVALCO INC	12/16/2010	3,503.47
14368	MISGEN, MARK	12/16/2010	25.00
14369	MN ASSOC OF ALTERNATIVE PROG	12/16/2010	570.00
14370	MN COACHES INC	12/16/2010	6,451.86
14371	MN DEPT OF LABOR & INDUSTRY	12/16/2010	10.00
14372	MN ELEVATOR INC	12/16/2010	285.41
14373	MN STATE UNIV MANKATO	12/16/2010	30.00
14374	MODERN FENCE & CONST INC	12/16/2010	950.00
14375	MOULTON DAVID, PIANO TECHNICIA	12/16/2010	190.00
14376	MR Z'S	12/16/2010	1,513.60
14377	MUMBLEAU, ANGELA C	12/16/2010	75.20
14378	MURPHY MARY W	12/16/2010	80.47
14379	N I MAGNUSON CHRISTIAN SCHOOL	12/16/2010	443.63
14380	NATL ASSOC FOR MUSIC EDUCATION	12/16/2010	149.00
14381	NATL RECREATION & PARK ASSOC	12/16/2010	145.00
14382	NCS PEARSON INC	12/16/2010	4,200.00
14383	NEW VISION PRINTING	12/16/2010	687.75
14384	NIKKEL, DIANE L	12/16/2010	92.69
14385	NORCENTRONIX DISTRIBUTING	12/16/2010	38.00
14386	Vendor Continued Check	12/16/2010	0.00
14387	NORTH CENTRAL TRUCK EQUIPMENT	12/16/2010	71.82
14388	NORTHEAST METRO INTERMEDIATE D	12/16/2010	204.00
14389	NORTHERN FOREST PRODUCTS LLC	12/16/2010	1,266.75
14390	NORTHSTAR ACCESS LLC	12/16/2010	2,603.18
14391	NOVINSKA, TOD	12/16/2010	250.00
14392	O'GRADY, CATHY	12/16/2010	513.01
14393	O'REILLY AUTOMOTIVE INC	12/16/2010	1,985.65
14394	Vendor Continued Check	12/16/2010	0.00
14395	OFFICE DEPOT	12/16/2010	497.49
14396	OLD DUTCH FOODS INC	12/16/2010	1,479.48
14397	OLSON, DAVID J	12/16/2010	49.00
14398	OLYMPUS IMAGING AMERICA INC	12/16/2010	23.99
14399	ORIENTAL TRADING CO INC	12/16/2010	35.96
14400	ORPHEUM THEATRE	12/16/2010	677.70
14401	OXYGEN SERVICE CO INC	12/16/2010	18.90
14402	PAMS LUNCHROOM LLC	12/16/2010	5,425.42
14403	PAN-O-GOLD	12/16/2010	4,658.80
14404	PAR INC	12/16/2010	73.00
14405	PAYPAL INC-VPS	12/16/2010	54.10
14406	PETERSON, BETSY J	12/16/2010	129.59
14407	PHOENIX SCHOOL COUNSELING LLC	12/16/2010	8,687.50
14408	PICHA, CHRISTINA K	12/16/2010	300.61
14409	PINE TREE APPLE ORCHARD	12/16/2010	2,178.00
14410	PINNOW, PAIGE	12/16/2010	109.45
14411	PITNEY BOWES PURCHASE POWER	12/16/2010	3,000.00
14412	PITNEY BOWES INC	12/16/2010	609.74
14413	PITNEY BOWES INC	12/16/2010	130.88

Check Nbr	Vendor Name	Check Date	Check Amount
14414	PITNEY BOWES INC	12/16/2010	39.09
14415	PIZZA MAN	12/16/2010	90.00
14416	PM ENTERPRISES	12/16/2010	425.00
14417	PODGORSKI, CARRIE J	12/16/2010	67.82
14418	POKORNY, MARY	12/16/2010	391.07
14419	POSTMASTER	12/16/2010	512.86
14420	POSTMASTER	12/16/2010	2,400.00
14421	PRAXAIR DISTRIBUTION INC	12/16/2010	95.60
14422	PREMIER AGENDAS INC	12/16/2010	273.24
14423	PRESS PUBLICATIONS	12/16/2010	509.40
14424	PRESSELLER, TRACY	12/16/2010	341.50
14425	PROJECT LEAD THE WAY	12/16/2010	196.19
14426	PRUFROCK PRESS INC	12/16/2010	46.90
14427	QUILL CORPORATION	12/16/2010	45.48
14428	QWEST	12/16/2010	255.90
14429	R & R SPECIALTIES INC	12/16/2010	32.45
14430	RADISSON HOTEL DULUTH	12/16/2010	201.82
14431	REASON	12/16/2010	336.00
14432	RED BALLOON EDUC SALES	12/16/2010	227.97
14433	REFRIGERATION HARDWARE SUPPLY	12/16/2010	166.00
14434	REINHART FOODSERVICE	12/16/2010	2,492.20
14435	REITECH CORP	12/16/2010	744.55
14436	RENAISSANCE LEARNING INC	12/16/2010	269.10
14437	RIGHTWAY GLASS INC	12/16/2010	95.00
14438	RM COTTON COMPANY	12/16/2010	310.50
14439	RODRIGUEZ, TONY R	12/16/2010	71.00
14440	ROSE, LORI J	12/16/2010	24.04
14441	ROSENTHAL BROS INC	12/16/2010	145.00
14442	ROSEVILLE PARTY CITY	12/16/2010	885.39
14443	ROSSITER, DANIEL J	12/16/2010	251.63
14444	ROTO ROOTER SERVICE CO	12/16/2010	518.00
14445	RUTHERFORD, THERESA	12/16/2010	20.00
14446	S & T OFFICE PRODUCTS INC	12/16/2010	601.37
14447	SAFEBAY DRIVING SCHOOL	12/16/2010	7,440.00
14448	SAM'S CLUB/GEMB	12/16/2010	1,394.79
14449	SAM'S CLUB/GEMB	12/16/2010	381.67
14450	SAM'S CLUB/GEMB	12/16/2010	960.41
14451	SAM'S CLUB/GEMB	12/16/2010	722.64
14452	SAM'S CLUB/GEMB	12/16/2010	242.08
14453	SASS, BECKY	12/16/2010	240.00
14454	SAVE	12/16/2010	50.00
14455	SCANTRON CORPORATION	12/16/2010	168.70
14456	SCHOLASTIC INC	12/16/2010	640.06
14457	SCHOLASTIC BOOK CLUBS	12/16/2010	177.00
14458	SCHOOL NUTRITION ASSOC (SNA)	12/16/2010	820.00
14459	SCHOOL SPECIALTY	12/16/2010	153.66
14460	SCHROEDER MILK CO INC	12/16/2010	17,808.24
14461	SCHULTZ, SHANNON	12/16/2010	75.00
14462	SCHWAAB INC	12/16/2010	36.67
14463	SCHWAB-VOLLHABER-LUBRATT	12/16/2010	472.91

Check Nbr	Vendor Name	Check Date	Check Amount
14464	SCHWANTES, JUSTIN	12/16/2010	74.00
14465	SCR	12/16/2010	413.25
14466	SCREENING FOR MENTAL HEALTH IN	12/16/2010	50.00
14467	SECOND HARVEST FARM CENTRAL	12/16/2010	621.00
14468	SECURITAS SEC SVCS USA INC	12/16/2010	2,883.84
14469	SEEVER, GRAY	12/16/2010	165.00
14470	SELF, SUE	12/16/2010	638.24
14471	SENTRY SYSTEMS INC	12/16/2010	2,860.00
14472	SFM	12/16/2010	73,561.00
14473	SHAWBOLD, DEAN	12/16/2010	227.00
14474	SHERATON SEATTLE HOTEL & TOWER	12/16/2010	1,642.16
14475	SHEVIK, MARY	12/16/2010	9.99
14476	SHRED-IT	12/16/2010	301.00
14477	SIMSHAUSER, KIMBERLY P	12/16/2010	153.00
14478	SKURDALSVOLD, ABIGAIL E	12/16/2010	65.45
14479	SOUTHEASTERN PERFORMANCE APPAR	12/16/2010	70.00
14480	SOUTHWEST PREFERRED FINISHING	12/16/2010	264.66
14481	SPECIALTY PROMOTIONS	12/16/2010	107.80
14482	SPEED STACKS INC	12/16/2010	738.99
14483	SPSI INC	12/16/2010	129.19
14484	ST CLOUD STATE CHEER TEAM	12/16/2010	345.00
14485	ST CROIX TREE SERVICE INC	12/16/2010	540.00
14486	STATE SUPPLY CO	12/16/2010	1,365.16
14487	STEEN, SABRINA	12/16/2010	72.00
14488	STEPPINGSTONE THEATRE	12/16/2010	555.00
14489	STIRLING, CONNIE	12/16/2010	43.20
14490	STREAMLINE DESIGN INC	12/16/2010	255.00
14491	SVIR, SARA A	12/16/2010	29.71
14492	SWANSON, LORI A	12/16/2010	13.00
14493	TAHER INC	12/16/2010	5,971.25
14494	TAYLOR SALES INC	12/16/2010	34.18
14495	TERRA GENERAL CONTRACTORS	12/16/2010	103,536.90
14496	THEATREWORKS USA	12/16/2010	612.00
14497	THINK SOCIAL PUBLISHING INC	12/16/2010	24.90
14498	THONVOLD, KRISTIAN	12/16/2010	55.00
14499	THUNDER COMMUNICATIONS DESIGN	12/16/2010	680.00
14500	TIERNEY BROTHERS INC	12/16/2010	569.00
14501	TIES	12/16/2010	170.00
14502	TOTINO-GRACE HIGH SCHOOL	12/16/2010	414.00
14503	TOUSSAINT, JANEL PHYLLIS	12/16/2010	42.75
14504	TOWER ASPHALT INC	12/16/2010	37,775.77
14505	TOWNLEY, ELAINA	12/16/2010	328.50
14506	TRANE US INC	12/16/2010	581.00
14507	TRANS-MISSISSIPPI BIO SUPPLY	12/16/2010	37.16
14508	TRANSCEND COMMUNICATIONS	12/16/2010	175.00
14509	TRIO SUPPLY COMPANY	12/16/2010	15,121.96
14510	TROLLHAUGEN	12/16/2010	2,997.00
14511	TRUSTED EMPLOYEES	12/16/2010	16,300.00
14512	TWIN CITY JANITOR SUPPLY CO	12/16/2010	343.60
14513	U.S. ENERGY SERVICES INC	12/16/2010	759.00

Check Nbr	Vendor Name	Check Date	Check Amount
14514	UHL CO INC	12/16/2010	4,182.00
14515	UPPER LAKES FOODS INC	12/16/2010	237,873.17
14516	CITY OF VADNAIS HEIGHTS	12/16/2010	1,500.00
14517	VADNAIS HEIGHTS SPORTS COMPLEX	12/16/2010	22,522.50
14518	VANG, WILLIAM	12/16/2010	25.00
14519	VANGUILDER, MARK P	12/16/2010	129.00
14520	VASKE, MARY	12/16/2010	154.97
14521	VERIZON WIRELESS	12/16/2010	34.70
14522	VETTE, MARISA AA	12/16/2010	323.01
14523	VIKING ELECTRIC SUPPLY	12/16/2010	6,202.66
14524	VIKING INDUSTRIAL CENTER	12/16/2010	25.50
14525	WAGNER, MICHELLE	12/16/2010	250.00
14526	WALD, TIM	12/16/2010	100.00
14527	WARRIOR CLUB	12/16/2010	150.00
14528	WASTE MANAGEMENT OF WI-MN	12/16/2010	566.20
14529	WATCH ME DRAW! LLC	12/16/2010	1,680.00
14530	WHITE BEAR BASEBALL ASSOC	12/16/2010	1,293.35
14531	WHITE BEAR CENTER FOR THE ARTS	12/16/2010	5,950.00
14532	WHITE BEAR TOWNSHIP	12/16/2010	9,818.58
14533	WHITE BEAR AREA CHAMBER	12/16/2010	240.00
14534	WHITE BEAR LAKE (CITY OF)	12/16/2010	19,615.55
14535	WHITE BEAR LAKE (CITY OF)	12/16/2010	125,000.00
14536	WBL GIRLS SWIMMING & DIVING	12/16/2010	2,154.95
14537	WENDLAND, BRANDT	12/16/2010	55.00
14538	WHELAN, KATE	12/16/2010	480.18
14539	WHISLER, ERIC	12/16/2010	74.00
14540	WOLLAN SR, TOM	12/16/2010	71.00
14541	WOLLAN JR, TOM C	12/16/2010	71.00
14542	XEROX CORPORATION	12/16/2010	419.46
14543	XO WATER	12/16/2010	448.00
14544	ZABADAL, DARLENE	12/16/2010	125.00
14545	ZAHL PETROLEUM MAINTENANCE CO	12/16/2010	273.36
14546	ZELLNER, NICOLE	12/16/2010	80.00

433	Computer	Check(s) For a Total of	1,306,139.78
-----	----------	-------------------------	--------------

Check Nbr	Vendor Name	Check Date	Check Amount
10726	MAD SCIENCE OF MINNESOTA	12/16/2010	990.00
13830	DOMINOS PIZZA	12/16/2010	90.00
2	Void	Check(s) For a Total of	1,080.00

	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
	433	Computer	Checks For a Total of	1,306,139.78
Total For	433	Manual, Wire Tran, ACH & Computer	Checks	1,306,139.78
Less	2	Voided	Checks For a Total of	1,080.00
		Net Amount		1,305,059.78

PAYROLL

Check Nbr	Vendor Name	Check Date	Check Amount
14547	AIG	12/21/2010	5,783.11
14548	AMERICAN FUNDS	12/21/2010	72,456.24
14549	AMERICAN UNITED LIFE	12/21/2010	44,603.52
14550	AMERIPRISE	12/21/2010	10,426.83
14551	AXA EQUITABLE	12/21/2010	14,061.37
14552	CIVIL COLLECTIONS UNIT	12/21/2010	30.00
14553	DELTA DENTAL PLAN OF MN	12/21/2010	64,538.80
14554	ECMC	12/21/2010	178.00
14555	EDUCATION MN ESI BILLING TRUST	12/21/2010	18,544.65
14556	IUOE #70	12/21/2010	2,139.04
14557	Vendor Continued Check	12/21/2010	0.00
14558	Vendor Continued Check	12/21/2010	0.00
14559	Vendor Continued Check	12/21/2010	0.00
14560	MADISON NATIONAL LIFE INS CO I	12/21/2010	55,662.90
14561	MESSERLI & KRAMER PA	12/21/2010	238.98
14562	METROPOLITAN LIFE	12/21/2010	3,993.76
14563	MILLENIUM CREDIT CONSULTANTS	12/21/2010	307.56
14564	MN CHILD SUPPORT	12/21/2010	1,991.02
14565	MN DEPT OF REVENUE	12/21/2010	331.00
14566	NCS PEARSON INC	12/21/2010	210.00
14567	RAMSEY COUNTY SHERIFF	12/21/2010	85.91
14568	THE ROSE LAW FIRM, PLLC	12/21/2010	168.75
14569	SCHOOL CHECK IN	12/21/2010	95.00
14570	SCHOOL SERVICE EMPLOYEES	12/21/2010	5,589.37
14571	UNIV DINING SERVICES	12/21/2010	567.80
14572	US DEPT OF EDUCATION	12/21/2010	329.70
14573	US TREASURY	12/21/2010	451.27
14574	VANGUARD SMALL BUSINESS SERVIC	12/21/2010	19,424.24

28	Computer	Check(s) For a Total of	322,208.82
----	----------	-------------------------	------------

	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
	28	Computer	Checks For a Total of	322,208.82
Total For	28	Manual, Wire Tran, ACH & Computer	Checks	322,208.82
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		322,208.82

Check Nbr	Vendor Name	Check Date	Check Amount
14575	ACADEMIC COMM ASSOC INC	12/27/2010	79.20
14576	ACADEMIC THERAPY PUBLICATIONS	12/27/2010	154.00
14577	ACTIVE NETWORK INC	12/27/2010	4,997.50
14578	ADAMS, LINDA	12/27/2010	62.47
14579	ALL STAR TROPHY & AWARDS INC	12/27/2010	699.00
14580	AMAZON	12/27/2010	486.58
14581	AMAZON	12/27/2010	868.36
14582	AMAZON	12/27/2010	87.00
14583	AMERICAN OCCUPATIONAL THERAPY	12/27/2010	225.00
14584	ANDERSON, LEIGH A	12/27/2010	95.04
14585	APPLE COMPUTER INC	12/27/2010	792.00
14586	APPLE COMPUTER INC	12/27/2010	12,939.90
14587	B & H PHOTO VIDEO	12/27/2010	848.77
14588	BABIASH, JENNIFER MAE	12/27/2010	173.15
14589	BECK, LINDA	12/27/2010	600.00
14590	BERGIN FRUIT AND NUT CO	12/27/2010	54.30
14591	BILL WEIGEL SIGNS	12/27/2010	420.00
14592	BLICK ART MATERIALS	12/27/2010	287.03
14593	BOCOCK, GARY R	12/27/2010	762.25
14594	BRENK, BARBARA ANN	12/27/2010	390.25
14595	BROWN, PAMELA S	12/27/2010	62.68
14596	BUREAU OF EDUCATION & RESEARCH	12/27/2010	398.00
14597	BUTTERS, CRYSTAL	12/27/2010	28.02
14598	CALLOWAY HOUSE	12/27/2010	438.80
14599	CAMBROOKE FOODS LLC	12/27/2010	140.94
14600	CENTURY RESOURCES INC	12/27/2010	2,268.18
14601	CERTIFIED LABORATORIES	12/27/2010	579.38
14602	CHILDREN'S HEALTH MARKET INC	12/27/2010	10,097.45
14603	CITI-CARGO & STORAGE CO INC	12/27/2010	125.00
14604	COCA-COLA BOTTLING MIDWEST CO	12/27/2010	1,387.20
14605	COHEN, SARAH ML	12/27/2010	54.25
14606	COOL AIR MECHANICAL	12/27/2010	2,026.19
14607	COOPS SPORTSWEAR	12/27/2010	231.00
14608	COPY IMAGES INC	12/27/2010	13,829.21
14609	COPY IMAGES INC	12/27/2010	177.63
14610	CUB FOODS OF WHITE BEAR TWSHP	12/27/2010	581.78
14611	CZECH, TONY	12/27/2010	74.00
14612	Vendor Continued Check	12/27/2010	0.00
14613	DALCO CORPORATION	12/27/2010	7,801.46
14614	DARTS VMS INC	12/27/2010	46.18
14615	DEMCO INC	12/27/2010	186.66
14616	DERAAD, MAX D	12/27/2010	708.50
14617	DEX MEDIA EAST INC	12/27/2010	124.80
14618	DISCOUNT SCHOOL SUPPLY	12/27/2010	59.65
14619	DOANE, BEN	12/27/2010	55.00
14620	DOMINOS PIZZA	12/27/2010	37.22
14621	DON JOHNSTON INC	12/27/2010	31.00
14622	DOOR SERVICE COMPANY	12/27/2010	3,390.00
14623	DOUBLE J INC	12/27/2010	267.80
14624	DYNAVOX SYSTEMS LLC	12/27/2010	86.00

Check Nbr	Vendor Name	Check Date	Check Amount
14625	DYSPHAGIAPLUS LLC	12/27/2010	241.70
14626	E.L. REINHARDT COMPANY INC	12/27/2010	35.94
14627	ECOLAB	12/27/2010	873.72
14628	EDUCATION TO GO	12/27/2010	122.25
14629	EIBS, GRETCHEN	12/27/2010	104.96
14630	ELECTRONIX EXPRESS	12/27/2010	345.05
14631	ELLEFSSEN, JULEE T	12/27/2010	84.00
14632	ENABLING DEVICES	12/27/2010	199.80
14633	ERBERT & GERBERTS SUBS & CLUBS	12/27/2010	75.10
14634	ERICKSON, KRISTIN L	12/27/2010	110.00
14635	ESSENTIAL SKILLS	12/27/2010	220.95
14636	FIRST STUDENT INC	12/27/2010	3,636.33
14637	FISHER SCIENTIFIC	12/27/2010	460.76
14638	FOREIGN CANDY COMPANY INC	12/27/2010	665.95
14639	FULTON, RYAN	12/27/2010	34.00
14640	GALLATIN, EMILY K	12/27/2010	56.79
14641	GATOR SIGNS	12/27/2010	48.00
14642	GCS SERVICE INC	12/27/2010	491.55
14643	GEAR WEST SKI & RUN	12/27/2010	511.44
14644	GEBEKE, KATHLEEN M	12/27/2010	250.00
14645	GENERAL PARTS LLC	12/27/2010	4,472.89
14646	GLOBAL EQUIPMENT COMPANY INC	12/27/2010	1,116.89
14647	GOPHER	12/27/2010	104.34
14648	GRAFFIC TRAFFIC LLC	12/27/2010	300.00
14649	Vendor Continued Check	12/27/2010	0.00
14650	GRAINGER	12/27/2010	1,070.97
14651	GREAT RIVER OFFICE PRODUCTS	12/27/2010	61.76
14652	GROTH MUSIC CO	12/27/2010	1,011.96
14653	GROUP HEALTH INC - WORKSITE	12/27/2010	181.50
14654	GROUP TRAVEL PLANNERS	12/27/2010	8,910.00
14655	H & B SPECIALIZED PRODUCTS	12/27/2010	9,229.06
14656	HARDWARE DISTRIBUTORS LTD	12/27/2010	236.80
14657	HAZELDEN	12/27/2010	109.95
14658	HEINEMANN	12/27/2010	3,342.60
14659	HOBY-HUGH O'BRIEN YOUTH LEADER	12/27/2010	150.00
14660	Vendor Continued Check	12/27/2010	0.00
14661	HOGLUND BUS AND TRUCK CO	12/27/2010	1,276.82
14662	HOLMES, JEFF	12/27/2010	724.50
14663	HOUGHTON MIFFLIN HARCOURT	12/27/2010	55.50
14664	HUGO CITY OF	12/27/2010	13,708.35
14665	INNOVATIVE OFFICE SOLUTIONS	12/27/2010	4,199.44
14666	INSIGHT INVESTMENTS LLC	12/27/2010	3,762.08
14667	INSTITUTE FOR MULTI SENSORY ED	12/27/2010	109.78
14668	J & R SCHOOL SUPPLIES	12/27/2010	367.50
14669	JAGUAR EDUCATIONAL	12/27/2010	106.50
14670	JOHN MERGES LICSW	12/27/2010	565.50
14671	JOSTENS INC	12/27/2010	700.51
14672	JTHEORY CREATIONS	12/27/2010	280.00
14673	K PEARSON MECHANICAL LLC	12/27/2010	6,498.92
14674	KARLSBURGER FOODS INC	12/27/2010	20.00

Check Nbr	Vendor Name	Check Date	Check Amount
14675	KIRKPATRICK, MEGAN E	12/27/2010	68.73
14676	KRAUS, WILLIAM G	12/27/2010	160.00
14677	LEE VALLEY TOOLS LTD	12/27/2010	681.50
14678	LIFETIME MEMORY PRODUCTS	12/27/2010	399.00
14679	LINGUISYSTEMS INC	12/27/2010	403.50
14680	LIVESCRIBE	12/27/2010	32.94
14681	MACKIN EDUCATIONAL RESOURCES	12/27/2010	232.18
14682	MAD SCIENCE OF MINNESOTA	12/27/2010	6,396.00
14683	MALLOY/MONTAGUE/KARNOWSKI & CO	12/27/2010	8,500.00
14684	MANNYS PIANO MOVING INC	12/27/2010	450.00
14685	MCCA STATE COMPETITION	12/27/2010	585.00
14686	MCDONOUGH'S WATERJETTING AND	12/27/2010	506.25
14687	MINDWING CONCEPTS	12/27/2010	193.54
14688	MISGEN, MARK	12/27/2010	288.00
14689	MITY-LITE INC	12/27/2010	6,911.10
14690	MN DEPT OF EDUCATION	12/27/2010	125.00
14691	MN DEPT OF HEALTH	12/27/2010	60.00
14692	MN NCPERS LIFE INSURANCE	12/27/2010	544.00
14693	MOMS CLUB OF WB AREA	12/27/2010	30.00
14694	MOTIVATIONAL PRODUCTIONS INC	12/27/2010	839.00
14695	MYRLIE, MARIE M	12/27/2010	50.97
14696	NCS PEARSON INC	12/27/2010	898.80
14697	NGUYEN, HUY	12/27/2010	85.00
14698	NORTH CENTRAL TRUCK EQUIPMENT	12/27/2010	129.36
14699	NORTHERN VOICES	12/27/2010	6,928.59
14700	ODEGARD, DANIEL A	12/27/2010	107.00
14701	OFFICE DEPOT	12/27/2010	51.55
14702	OLSON, CHRIS	12/27/2010	74.00
14703	ONION MOUNTAIN TECHNOLOGY INC	12/27/2010	60.44
14704	OYEN, JENNIFER M	12/27/2010	114.40
14705	PAR INC	12/27/2010	1,656.27
14706	PARTS NOW ! LLC	12/27/2010	212.70
14707	PAUL THE PLUMBER INC	12/27/2010	600.00
14708	PETTIT, SARAH	12/27/2010	87.40
14709	PIANOMAN SERVICE INC	12/27/2010	100.00
14710	PIERRE FOODS INC	12/27/2010	3,469.32
14711	PINE TREE APPLE ORCHARD	12/27/2010	1,914.00
14712	PITNEY BOWES INC	12/27/2010	280.50
14713	POKORNY, MARY	12/27/2010	287.17
14714	PRESS PUBLICATIONS	12/27/2010	905.32
14715	PROBLEM SOLVING SOLUTIONS	12/27/2010	1,000.00
14716	PROJECTUS	12/27/2010	2,754.00
14717	QUILL CORPORATION	12/27/2010	124.95
14718	R & R SPECIALTIES INC	12/27/2010	605.95
14719	RATWIK ROSZAK & MALONEY PA	12/27/2010	5,229.97
14720	ROSENTHAL BROS INC	12/27/2010	1,245.00
14721	ROSS, MARK	12/27/2010	160.00
14722	ROSSBACH, PATRICIA	12/27/2010	59.68
14723	RUDDYS RENTAL EQUIPMENT	12/27/2010	107.16
14724	SASS, BECKY	12/27/2010	538.50

Check Nbr	Vendor Name	Check Date	Check Amount
14725	SCHMITT MUSIC COMPANY	12/27/2010	83.60
14726	SCHOENBERGER, DEBORAH	12/27/2010	160.88
14727	SCHOOL SPECIALTY	12/27/2010	558.43
14728	SECURITAS SEC SVCS USA INC	12/27/2010	1,194.09
14729	SEIDL, MARILYN ANN	12/27/2010	28.50
14730	SENTRY SYSTEMS INC	12/27/2010	565.00
14731	SHANLEY, SHAWN	12/27/2010	160.00
14732	SOLHEIM, KARI L	12/27/2010	330.00
14733	SOUTHEASTERN PERFORMANCE APPAR	12/27/2010	697.64
14734	SPECTRUM INDUSTRIES INC	12/27/2010	57.27
14735	STARTEL TELECOMMUNICATIONS	12/27/2010	879.30
14736	STATE SUPPLY CO	12/27/2010	572.78
14737	STOREY, CATHY	12/27/2010	40.00
14738	STUDENT SUPPLY	12/27/2010	51.66
14739	SVOBODA, LORI A	12/27/2010	67.97
14740	SYNOVIA	12/27/2010	6,252.40
14741	THE TALENT CENTER	12/27/2010	245.70
14742	TDS METROCOM - MN	12/27/2010	3,601.02
14743	TRADE PRESS INC	12/27/2010	77.00
14744	TRIO SUPPLY COMPANY	12/27/2010	2,501.55
14745	UHL CO INC	12/27/2010	255.00
14746	WHITE BEAR BOWL	12/27/2010	244.00
14747	WHITE BEAR GLASS INC	12/27/2010	582.00
14748	WHITE BEAR LAKE (CITY OF)	12/27/2010	1,235.05
14749	WHITE BEAR LAKE AREA HIGH SCHO	12/27/2010	50.00
14750	WILLIAMS, LAURA L	12/27/2010	617.77
14751	ZABADAL, DARLENE	12/27/2010	250.00
14752	ZAPPA'S SPORTING GOODS	12/27/2010	1,727.00
14753	ZIEGLER INC	12/27/2010	4.52
179	Computer	Check(s) For a Total of	221,892.06

Check Nbr	Vendor Name	Check Date	Check Amount
14114	1&1 INTERNET INC	12/27/2010	41.94
1	Void	Check(s) For a Total of	41.94

	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
	179	Computer	Checks For a Total of	221,892.06
Total For	179	Manual, Wire Tran, ACH & Computer Checks		221,892.06
Less	1	Voided	Checks For a Total of	41.94
		Net Amount		221,850.12

Check Nbr	Vendor Name	Check Date	Check Amount
14754	POSTMASTER	12/28/2010	5,457.00
1	Computer	Check(s) For a Total of	5,457.00

	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
	1	Computer	Checks For a Total of	5,457.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	5,457.00
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		5,457.00

Check Nbr	Vendor Name	Check Date	Check Amount
14755	POSTMASTER	12/28/2010	5,657.00
1	Computer	Check(s) For a Total of	5,657.00

Check Nbr	Vendor Name	Check Date	Check Amount
14754	POSTMASTER	12/28/2010	5,457.00
1	Void	Check(s) For a Total of	5,457.00

	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
	1	Computer	Checks For a Total of	5,657.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	5,657.00
Less	1	Voided	Checks For a Total of	5,457.00
		Net Amount		200.00

RESOLUTION FOR ACCEPTANCE OF GIFTS

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

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

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

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

AGENDA ITEM: **Acceptance of Gifts**

MEETING DATE: **January 10, 2011**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	re
\$150 in gift cards to help needy students	Mr. and Mrs. Schoonover	White Bear Lake Area Public Schools
\$50 gift card for a student in need	Mr. Potts	White Bear Lake Area Public Schools
\$500	Premier Banks	White Bear Lake Area High School
1000 cases of Post-It Filing Labels; 858 Post-It Super Sticky Notes; 68 cases of Post-It Durable Tabs; 100 cases of Pockets; 20 cases of Spongebob Squarepants Digital Thermometers; and 15 cases of Sterile Adhesive Pads	3M	White Bear Lake Area Public Schools
Two Hoyt Target archery bows, cases, and arrows as well as tuning and repair of equipment.	Pete Kleinman	White Bear Lake Area Schools Archery Club
\$100	Julie Markiewicz	Central Middle School
16 Backpacks	Tanner Smekofske	White Bear Lake Area Schools

RECOMMENDATION: Accept donations.

AGENDA ITEM: Field Trip Request

MEETING DATE: January 10, 2011

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	Cost and Source of Revenue	Means of Transportation	Purpose of Field Trip
Friday, 4/15/11 - Sunday, 4/17/11 Chicago, Illinois	Lou Ferreri, Jaclyn Whitcomb, Janet Newberg	Grades 11-12 South Campus Ambassadors & all art students	1	40-45	Cost to student: \$495	Coach bus - Macy's Travel	To develop leadership through service, relationships, and action. Students will experience social issues and service, learn about others, and spread this positive energy by taking action at home. This tour is a community service road trip and aligns with the overall goal of Ambassadors. Art students will have a cultural experience in theater, galleries, and museums.
Friday, 8/19/11 - Saturday, 8/20/11 Duluth, Minnesota	John Sanny, Coach	Grades 9-12	0	35-40	Cost to student: \$70	Parents and/or bus	Annual match play tournament vs. Duluth East, Virginia, and Hastings High Schools - Varsity and Junior Varsity.

Recommendation: Administration recommends the School Board approve the field trips.

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

AMENDED RETIREMENT DATE - CLASSIFIED STAFF

JULIANNE SPARKS – Pupil Support Assistant, Oneka Elementary
Employed by District 624 since 05/22/1997
Effective Date: 01/31/2011

LEAVE OF ABSENCE – CERTIFIED STAFF

NICOLE MERSCH – Play and Learn Teacher, Normandy Park
Employed by District 624 since 09/05/2000
Effective Dates: 11/05/2010 through 12/31/2010

KAREN SCHMITZ – Guidance Counselor, Central Middle School
Employed by District 624 since 08/25/2005
Effective Dates: 10/07/2010 through 12/31/2010

ERICA SUCHY – Mathematics Teacher, North Campus
Employed by District 624 since 08/25/2005
Effective Dates: 11/25/2010 through 01/07/2011

NEW PERSONNEL – FOREIGN EXCHANGE TEACHER

LIN CUNFU – Chinese Exchange Teacher, Various Buildings
Effective Dates: 12/13/2010 through 06/30/2011

LONG TERM SUBSTITUTES – CERTIFIED STAFF

CHRISTINE CARNEY – Mathematics Teacher, Sunrise Middle School
BA, Step 1 \$14,699.34
Effective Dates: 01/03/2011 through 04/29/2011

LEENA JACOB – .375 School Counselor, Golfview ALC
MA+15, Step 1 \$8, 615.61
Effective Dates: 01/03/2011 through 06/10/2011

JOHN PLOEGER – Middle School Associate Principal, Sunrise Middle School
Daily Rate of \$399.73 \$8,394.33
Effective Dates: 01/03/2011 through 01/31/2011

DONNA ROTSCHAFER – FACS Teacher, North/South Campuses

MA, Step 12 \$16,980.07

Effective Dates: 01/03/2011 through 03/11/2011

KERRI WICHERN – Science Teacher, North Campus

BA, Step 1 \$4,328.70

Effective Dates: 01/10/2011 through 02/18/2011

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 new procedures for the six month (December, 2011 through May, 2011) Public Forum pilot.

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

AGENDA ITEM: Recognition of Matoska International as International Baccalaureate World School

MEETING DATE: January 10, 2010

SUGGESTED DISPOSITION: Information Item

CONTACT PERSON(S): Dr. Michael Lovett, Superintendent
Marisa Vette, Director of Communications and Community Relations

Background:

Late in December we received word Matoska International is officially an authorized International Baccalaureate World School. This news was shared with staff the Tuesday before winter break and with parents by a letter and emails.

At Monday's School Board meeting, members of the staff and possibly students will be present to acknowledge the recognition and the banner that goes along with it. They will also give some basic information about the Continental Breakfast Celebration scheduled from 7:30-9 a.m. on Tuesday, February 1 in the Matoska International Cafeteria.

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **January 10, 2011**
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: **Update on School Calendar Planning for 2011-2012 and 2012-13 School Years**

MEETING DATE: **January 10, 2010**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

Chris Picha, Director of Human Resources, will provide an update on the school calendar planning for 2011-12 and 2012-13 school years.

Recommendation: To review the planning process and provide suggestions or feedback to the administration, with the 2011-12 and 2012-13 calendar on the February 14, 2011 School Board meeting agenda or subsequent meeting as an operational item for action.



School Calendar Process

White Bear Lake Area Schools
School Board Presentation
January 10, 2011

White Bear Lake Area Schools

MN Statutory Guidelines

- Length of School Year - A school board's annual school calendar must include at least the number of days of student instruction the board formally adopted as its school calendar at the beginning of the 1996-1997 school year - 172 days is minimum for WBL.
- Instructional Days Cannot Start Before Labor Day (MN Statute 120A.40)
- Employee and Advisory groups shall be provided an opportunity to participate in school calendar considerations through the meet and confer process (Board Policy 602)
- Calendar must be approved by School Board prior to April 1 for the following school year

White Bear Lake Area Schools

Contractual Guidelines

- Here are the contractual requirements we must adhere to as we move ahead with this process:
 - 176 Teaching Days (172 student contact days + 4 conference days)
 - 4 Staff Development Days
 - Teacher Prep Days
 - Holidays
 - = 194 Teacher Contract Days (Article VII of Teacher Collective Bargaining Agreement)

White Bear Lake Area Schools

Contractual Guidelines

- Observance of 8 Legal Holidays as Noted (Labor Day, Thanksgiving Day, Thanksgiving Friday, New Year's Day, Presidents' Day, Good Friday, Memorial Day and 8th holiday established in conjunction with meet and confer process)
- Observance of Teacher Convention Days in October
- Teacher Prep Day language - 1 full teacher prep day during workshop week, 1 full day at end of semester 1, 1 full day end of semester 2

White Bear Lake Area Schools

Desirable Concepts

- Our committee purpose: "To recommend a school calendar that reflects educational best practices resulting in student success."
- Balancing interests and preferences of administration, students, staff and parents
- No student ½ days
- Staff Development Days and Teacher Prep Days built into the schedule (eliminate 2 hour session and build in more ¼ SD and Teacher Prep Days)
- E-12+ student alignment of student contact days (exception of Kindergarten in the beginning of the school year)
- Student Testing
- Conferences in October and March (good feedback from parents)
- 2 year calendar preferred

White Bear Lake Area Schools

Steps Taken to Date

- 2 meetings with administrator committee
- Three-2 year calendar drafts reviewed with administrators and teacher team
- Present to teachers at Meet and Confer on January 13, 2011 to finalize
- Present to parent group on January 20, 2011 meeting
- Present to School Board at February Meeting for final approval

Tentative Dates – 2011-2012

- Start dates:
 - September 6, grades 1-12; September 8, grades K and K+
- Parent Conferences - Fall
 - Pre-K-12 – October 13 evening
 - Pre-K-12 – October 14
 - Pre-K-Grd 5 – October 17 evening
 - Grd 6-Grd 12 – October 18 evening

Tentative Dates – 2011-2012

- Parent Conferences - Spring
 - TBD
- Winter Break – December 23-January 2
- Spring Break – March 12-16 (fluid)
- Last Day – June 7
- Graduation – June 8

Tentative Dates – 2012-2013

- Start dates:
 - September 4, grades 1-12; September 6, grades K and K+
- Parent Conferences
 - K-12 – October 11 evening
 - K-12 – October 12
 - Pre-K-Grd 5 – October 15 evening
 - Grd 6-Grd 12 – October 16 evening

Tentative Dates – 2012-2013

- Parent Conferences - Spring
 - TBD
- Winter Break – December 24 - TBD
- Spring Break – March 25-29
- Last Day – TBD
- Graduation – TBD

AGENDA ITEM: School Board Policy 541, Tutoring of Students

MEETING DATE: January 10, 2011

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): David Law, Assistant Superintendent
Dave Guenther, Director of Community Services and Recreation

Background:

School Board Policy 541, Tutoring of Students, is a new policy this year. This policy will clarify when and how parents can arrange for private tutoring through the school district. This policy will also provide guidance for teachers who support students outside of school hours.

This policy has been reviewed by building principals, White Bear Lake Teachers' Association, Community Education, and the School Board Policy Committee. Our intent is to communicate changes this spring and to implement this policy on June 13, 2011.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the February 14, 2011 School Board meeting agenda or subsequent meeting as an operational item for action.

NEW POLICY

541 TUTORING OF STUDENTS

I. PURPOSE

The School Board believes that every student should be encouraged and supported to achieve academic excellence. In order to meet this goal, the district is committed to providing students with targeted instruction as this need arises.

II. DEFINITIONS

- A. "Paid tutor" refer to an instructor or other employee who gives additional, special, or remedial instruction to students, and receives some financial remuneration for tutoring, from any source, which could include the student, the student's family, the School District, or a third party.
- B. "Tutor" means an instructor or other employee who gives additional, special, or remedial instruction to students.
- C. "Volunteer tutor" is an instructor or other employee who gives additional, special, or remedial instruction to students at no cost to the student, to the student's family, or to the district, and who receives no financial remuneration for tutoring.

III. GENERAL PROCEDURES

White Bear Lake Area Schools recognizes that tutorial help can be provided in many ways, some of which are appropriate, and some of which are perceived as a "conflict of interest" and should be avoided.

- A. In making a professional judgment, teachers should be governed by other school district policies, and by the *Code of Ethics for Minnesota Teachers*, which provides, in part: "A teacher shall not use professional relationships with students, parents, and colleagues, to private advantage". (8700.7500 subpart 2 E)
- B. Other employees should be governed by the same expectations described in III A.
- C. Tutorial help provided to a student before and after school during a teacher's duty hours is encouraged. No extra pay is authorized by the District, because such help is considered a part of the annual teacher's contract, and is part of the District's responsibility to the student.

- D. Tutoring instruction provided to students who are assigned to an employee's daytime class for private pay before or after regular duty hours is strongly discouraged in White Bear Lake Area Schools, and is prohibited on school grounds.

Providing tutorial instruction for private pay to a student who is assigned to an employee's class during the regular workday may well be a "conflict of interest," even though the service is rendered by the employee outside his or her regular duty day.

- E. Provision of paid tutoring to students who are not assigned to an employee's class during the regular duty day raises fewer conflicts of interest or other ethical questions, but is also subject to the *Teacher Code of Ethics*.

Provision of paid tutoring to a former student such as might occur in the summer months or in years following regular classroom instruction would be subject to the *Teacher Code of Ethics*, and to section V of this policy.

IV. TUTORING OF WHITE BEAR LAKE STUDENTS AT SCHOOL SITES

- A. Volunteer tutoring is permitted in the schools under the direction of the school principal. Volunteer tutors must meet the qualifications in place for all district volunteers.
- B. Paid tutoring at school sites is permitted only through the coordination of the School District, either when coordinated by White Bear Lake Area Community Services and Recreation Department or through state supported remediation programs such as Targeted Services. No paid tutoring on school sites is permitted other than those coordinated through the district.

V. OTHER CONSIDERATIONS

- A. An employee is authorized to provide paid tutoring that would otherwise not be acceptable under this policy under the following circumstances:
 - 1. In situations such as homebound instruction, the district is authorized to provide paid tutoring, and the employee is assigned by the principal or other supervisor to provide the tutoring with the added compensation paid to the employee by the District.
 - 2. Other compelling circumstances authorized by the District administration in writing and in advance.
- B. Employees who are considering engaging in paid tutoring outside of District-coordinated tutoring, and anticipate serving students of the School District, are advised to disclose their plans in advance to the employee's supervisor.

Cross References: Policy # 404, Employee Background Checks
Policy # 515, Protection and Privacy of Pupil Records
Code of Ethics for Minnesota Teachers
(Minnesota Rules, 8700.7500)

AGENDA ITEM: Middle Level Program Review Update

MEETING DATE: January 10, 2011

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): Michael Lovett, Superintendent
David Law, Assistant Superintendent

Background:

This fall we asked Middle School Principals Noel Schmidt, of Central Middle School, and Bob McDowell, of Sunrise Park Middle School, to design and conduct a review of our middle school program.

The timing was important since this is the third year our middle schools have operated on the new improved middle school program that was approved by the School Board during the 2007-08 school year and implemented beginning in the 2008-09 school year. This means that students who began in sixth grade the first year of the new program, are now in eighth grade and we have information to reflect on our successes and what we can do to improve.

Dr. Schmidt and Dr. McDowell designed a process, recruited parents from both middle schools and all of our elementary schools, and invited representatives from all faculty departments. They researched national recommendations on middle school programming; looked at course offerings and practices in area school districts; and surveyed parents, students and staff on what each valued.

This evening Dr. Schmidt and Dr. McDowell will provide an overview of their process, provide an affirmation of what our school community values, and explain their recommendation for a fine tuning of program offerings in grade seven level electives.

We have attached two pages from their more extensive report: a list of the committee members, the current schedule of offerings, and the recommended revision for the seventh grade. A copy of all materials, including the survey results and comments from each group, are available in paper or electronic form.

Recommendation: That the School Board receive an oral summary, and ask questions as necessary to prepare for the action scheduled for Agenda Item E-8.

White Bear Lake Area Schools

Middle School Program Review Committee

Central and Sunrise Park Middle Schools

Teachers

Paula Rittenhouse – FACS
 Kelly Picard – WL
 Kim Lacasse – SPED
 Katie Nohr – LA
 Michael Snell – Music
 Amy Jorgenson – Math
 Sarah Fuhrman – Counseling
 Lisa Brichacek – Health
 Kari Janzen – Social Studies
 Lindsay Lamwers – Science
 Tom Paulson – Tech Ed
 Keith Lockwood - Physical Education
 Molly Vadnais- Art
 Jim Scherping – Business Education
 Emilie Buesing- Media

Middle School Parents

Sue Self – Sunrise
 Lara York – Sunrise
 Cuong Pham – Sunrise
 Linda Corey - Central
 Karen Larsen - Central
 John Northwoods - Central

Elementary Parents

Patty Erickson – Willow
 Michael Hakkamaki – Vadnais Heights
 Jan Chamberlin – Lakeaires
 Kathy Berlin – Matoska
 Lianne Loeks – Birch
 Laurie Deters – Otter
 Beth Brisch – Oneka/Hugo
 Nancy Danenberg – Lincoln

Principals/Associate Principals

Bob McDowell – Sunrise Park
 Noel Schmidt – Central
 Carrie Barth – Sunrise Park

CURRENT MIDDLE SCHOOL SCHEDULE 2010 - 2011

Sixth Grade

Math, Yr
 Language Arts, Yr
 Science, Yr
 Social Studies, Sem
 W.L., Sem

P.E., Sem
 Music, Sem

Computer, Qtr
 Art, Qtr
 FACS, Qtr
 Health, Qtr

Seventh Grade

Math, Yr
 Language Arts, Yr
 Science, Yr
 Social Studies, Yr

P.E., Sem
 Music or Art, Sem

T.E. or /Comp, Qtr
 Health, Qtr
 W.L., Sem

Eighth Grade

Math, Yr
 Language Arts, Yr
 Science, Yr
 Social Studies, Yr

P.E., Sem
 Music or Man. Ed. or Facs Sem

T.E., Qtr
 Art, Qtr
 W.L., Sem

RECOMMENDED MASTER SCHEDULE FOR 2011-2012

Sixth Grade

Math, Yr
Language Arts, Yr
Science, Yr
Social Studies, Sem
W.L., Sem

P.E., Sem
Music, Sem

Computer, Qtr
Art, Qtr
FACS, Qtr
Health, Qtr

Seventh Grade

Math, Yr
Language Arts, Yr
Science, Yr
Social Studies, Yr

P.E., Sem
Music or Art or **Comp** Sem

T.E., Qtr
Health, Qtr
W.L., Sem

Eighth Grade

Math, Yr
Language Arts, Yr
Science, Yr
Social Studies, Yr

P.E., Sem
Music or Man. Ed./FACS, Sem.

T.E., Qtr
Art, Qtr
W.L., Sem

Note: Bold = changes from 2010-2011 to 2011-2012.

CHANGES FROM CURRENT SCHEDULE

1. Computer dropped as an elective in the seventh grade opposite T.E..
2. T.E. (Project Lead the Way) becomes a requirement in the seventh grade.
3. Computer becomes a semester elective in the seventh grade.

E. OPERATIONAL ITEMS

AGENDA ITEM: **2011 School Board Operating Procedures**
MEETING DATE: **January 10, 2011**
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

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 2011

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 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.	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 2011**
MEETING DATE: **January 10, 2011**
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
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 2011 calendar year.

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

MEETING DATE: **January 10, 2011**

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 2011.

RECOMMENDATION:

Approve Janet Newberg to serve on the Northeast Metro 916 Board for 2011.

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

MEETING DATE: **January 10, 2011**

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 2011.

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

AGENDA ITEM: School Board Committees for 2011
MEETING DATE: January 10, 2011
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 2011.

Recommendation:

Approve the School Board committee assignments for 2011.

Independent School District #624
White Bear Lake Area Schools

2011
SCHOOL BOARD COMMITTEE ASSIGNMENTS

Committees	Chapman	Hiniker	Kimball	Newberg	Shevik	Storey	Swanson
Association of Metropolitan School Districts (AMSD)			X			X	
Community Curriculum Advisory Council	X			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	
Minnesota State High School League			X				
Ramsey County League of Local Governments	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 10, 2011**

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 2010 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
White Bear Area HS North Campus Student Activities	Bremer Bank – WBL	Don Bosch Dion Harriman Judy McCormick
White Bear Area HS South Campus Student Activities	Bremer Bank – WBL	Tim Wald Brian Leonard Sue Johnson

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 Judy 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

RECOMMENDATION: **Approve**

AGENDA ITEM: **Official Newspaper for 2011**
MEETING DATE: **January 10, 2011**
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.whitebear.k12.mn.us.

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 2011. 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 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:

School Board approve the continuation of the White Bear Press and Vadnais Heights Press as the legal publication for the school district for 2011.

AGENDA ITEM: **Action on Middle Level Program Recommendation**
MEETING DATE: **January 10, 2011**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Michael Lovett, Superintendent**
David Law, Assistant Superintendent

Background:

Earlier this evening the School Board received a report from middle school principals explaining the background of the Middle School Program Review, the process the committee used, and recommendations.

Listed below are the recommendations of the committee and the rationale for each:

1. **Sixth and Eighth Grade Levels**

The committee recommends that course offerings continue with the same program and options as has been provided from 2008-09 through 2010-11. We will continue to work on improving curriculum content and materials. One examples of strengthening curriculum within a subject area would be the enhancements underway in mathematics. At the School Board work-study session on January 24, the School Board will receive additional information on differentiated classes to assure that students continue to be challenged in mathematics. The District will continue to investigate options for increasing the number of students in enriched classes.

2. **Seventh Grade Level**

The committee recommends that the *Project Lead the Way* STEM (Science, Technology, Engineering and Math) course associated with the District's participation in *Project Lead the Way* be a one quarter requirement for our seventh grade students. (All students are already required to take a quarter of *Project Lead the Way* at the eighth grade level.) This course has proven to be so significant in rigor, student engagement, and importance that the committee has recommended that it should be part of the core of what all students take at the seventh grade level.

Currently, students have the option of taking a quarter of computer in the seventh grade (they are required to take a quarter of computer at grade six) or *Project Lead the Way*.

The second recommendation of the middle school principals and committee is that computer be dropped as a quarter option and be added as a semester option. Current plans are to give students the option of taking music (band or choir), or art, or computer for a semester.

Rationale: Much of the content traditionally taught at grade six and grade seven in computers is now being taught at the elementary level. This recommendation still requires a computer class at grade six for a quarter, and allows students who have a special interest in computer applications, or need additional assistance to reach an appropriate level of competency to choose an additional computer course at grade seven.

Although we recommend the changes that the committee has developed through consensus, we do so with the further superintendent recommendation that this program change be made for a one year period, 2011-12 school year, and then be reviewed by January, 2012 before determining how to proceed for 2012-13 and beyond.

The rationale is that there is strong evidence that many of the skills currently being taught at grades six and seven are already being taught in our elementary schools and that students arrive at the middle schools with these skills in place. This year our administration is working with elementary media specialists to establish what computer applications outcomes and skills should be taught at each of the elementary grades, and what skills all students should have upon exiting from fifth grade.

We anticipate that this will have ramifications for what is taught at the middle level. Given the infusion of technology at the elementary school and the rapid development of technology use with all students (including the mobile labs in place at all of our schools) we anticipate that we will see a significant acceleration of the use of technological tools at the middle school.

Thus, the next steps will rely on the determination of what outcomes we expect at each grade level; an assessment to assure that our students have the necessary skills when they enter middle school; an assessment of the skills and need for training for our staff; and new strategies to embed the use of technology, including computer applications, in the middle school curriculum core and supporting classes.

Recommendation:

That the School Board approve the following changes in the White Bear Lake Area Schools Middle School curriculum for 2011-12:

- a. That *Project Lead the Way* become a required quarter course for seventh graders, replacing its current status as an optional quarter class; and

- b. That computer be dropped as a quarter option for seventh grade students, and replaced with the option of a semester course in computer, with curriculum enhancement and modifications as necessary and appropriate.

AGENDA ITEM: Award of Bids – Lincoln Elementary School HVAC Improvements

MEETING DATE: January 10, 2011

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON: Pete Willcoxon Sr.
Executive Director of Business Services

.....

Bids were opened for phase two of the Lincoln Elementary School HVAC system replacement project on December 16, 2010. This is a Board approved alternative facilities project.

There were nine bid divisions contained within this project and the apparent low bidders and the recommended bids are attached. The base bids and Alternate bid #1 are included in the recommendation.

Alternate bids #2, #3 and #4 are to be rejected at this time and rebid in phase three of this project.

The full bid tabulation is included for your information.

Funding for the project will be bond proceeds from the alternative facilities program.

.....

Recommendation:

It is recommended that the Board approve the bid recommendation, totaling \$725,287.00, as submitted.

PHIL FISHER
Manager of Building Operations

4855 Bloom Avenue
White Bear Lake, MN 55110-2731
(651) 407-7534 • Fax (651) 407-7539
pefish@wbl.whitebear.k12.mn.us

To: Peter Willcoxon
From: Phil Fisher 
Subject: Lincoln Elementary School HVAC Replacement Project
Date: January 4, 2011

Bids were opened for the Lincoln Elementary Phase Two HVAC Replacement project on December 16, 2010. This is a board approved "Alternative Facilities" deferred maintenance project.

The base bid work for this project includes the replacement of eight classroom univents, classroom lighting, ceilings, flooring and case work. Hallberg Engineering and MLA Architects provided specifications for this project. Kraus-Anderson will provide project management.

There were nine bid divisions for this project. The apparent low bidders and bid amounts are attached. The accumulative totals for the base bid amount to \$511,337.00, Five Hundred Eleven Thousand Three Hundred Thirty Seven Dollars.

There were four Alternates associated with this bid and staff is recommending accepting only Alternate 1 in the amount of \$213,950.00, Two Hundred Thirteen Thousand Nine Hundred Fifty Dollars. This alternate was for the chiller. The remaining alternates will be re-bid during phase three of this project.

All work will be done during the summer of 2011 with substantial completion before August 15, 2011.

Recommendation: That the White Bear Lake Area Public School Board award the Lincoln Elementary Phase Two HVAC Replacement Project per the attached bid analysis document with the base bid and alternate 1 only in the total amount of , \$725,287.00.

Reject Alternates 2,3 and 4.

Attachments

**LINCOLN ELEMENTARY SCHOOL REPLACEMENT HVAC SYSTEMS
2011 WHITE BEAR LAKE PUBLIC SCHOOLS
BID ANALYSIS
ACCEPTING ALTERNATE NO. 1 ONLY**

1/4/2011

[illegible]

BID TABULATIONS

Thursday, December 16, 2010 @ 2:00 p.m.

Thursday, December 10, 2010 @ 2:00 p.m.

BID DIVISION 01: GENERAL CONSTRUCTION AND DEMOLITION

[illegible]

2011 White Bear Lake Public Schools

BID TABULATIONS

Lincoln Elementary School Replacement HVAC System

OWNER: ISD 624

Thursday, December 16, 2010 @ 2:00 p.m.

CONSTRUCTION MGR.: KRAUS-ANDERSON® CONSTRUCTION COMPANY

ARCHITECT: Hallberg Engineering, Inc.

BID DIVISION 01: GENERAL CONSTRUCTION AND DEMOLITION

	BIDDER	BIDDER	BIDDER	BIDDER
	Crossroads Construction, Inc.	Meisinger Construction Company, Inc.		
BID SECURITY	Yes	Yes		
ADDENDA REC'D.	1 & 2	1 & 2		
BASE BID				
COMBINED BASE BID for BD	\$83,375.00	No Bid		
01,02,03,04,05	N/A	N/A		
COMBINED BASE BID for BD				
01,02,04,05,07	N/A	\$250,700.00		
Alternates:				
#1 - 2011 Chiller	ADD: \$34,500.00			
#2 - 2011 Additional Windows	ADD: \$25,365.00			
#3 - 2012 Classroom Remodel	ADD: \$21,000.00			
#4 - 2012 Additional Windows	ADD: \$25,200.00			
Alternates for Combined Bids 1,2,4,5,7				
#1 - 2011 Chiller	N/A			
#2 - 2011 Additional Windows	ADD: \$28,000.00			
#3 - 2012 Classroom Remodel	ADD: \$199,500.00			
#4 - 2012 Additional Windows	ADD: \$34,500.00			

BIND TABULATIONS

Thursday, December 16, 2010 @ 2:00 p.m.

OWNER: ISD 624

CONSTRUCTION MGR.: KRAUS-ANDERSON® CONSTRUCTION COMPANY

ARCHITECT: Hallberg Engineering, Inc.

BID DIVISION 02: INTERIOR ARCHITECTURAL WOODWORK

[illegible]

2011 White Bear Lake Public Schools

Lincoln Elementary School Replacement HVAC System

OWNER: ISD 624

CONSTRUCTION MGR.: KRAUS-ANDERSON® CONSTRUCTION COMPANY

ARCHITECT: Hallberg Engineering, Inc.

BID TABULATIONS

Thursday, December 16, 2010 @ 2:00 p.m.

BID DIVISION 02: INTERIOR ARCHITECTURAL WOODWORK

	BIDDER Meisinger Construction	BIDDER	BIDDER	BIDDER	BIDDER
BID SECURITY	Yes				
ADDENDA REC'D.	1 & 2				
BASE BID	No Bid				
COMBINED BASE BID 01,02,03,04,05	N/A				
COMBINED BASE BID for BD 01,02,04,05,07	\$250,700.00				
COMBINED BASE BID for BD 02 & 07	N/A				
Alternates:					
#1 - 2011 Chiller	N/A				
#2 - 2011 Additional Windows	N/A				
#3 - 2012 Classroom Remodel	N/A				
#4 - 2012 Additional Windows Alternates for Combined Bids for BD 01,02,04,05,07	N/A				
#1 - 2011 Chiller	N/A				
#2 - 2011 Additional Windows	ADD: \$28,000.00				
#3 - 2012 Classroom Remodel	ADD: \$199,500.00				
#4 - 2012 Additional Windows	ADD: \$34,500.00				

2011 White Bear Lake Public Schools

Lincoln Elementary School Replacement HVAC System

OWNER: ISD 624

CONSTRUCTION MGR.: KRAUS-ANDERSON® CONSTRUCTION COMPANY

ARCHITECT: Hallberg Engineering, Inc.

BID TABULATIONS

Thursday, December 16, 2010 @ 2:00 p.m.

BID DIVISION 03: ALUMINUM WINDOWS AND GLAZING

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	W.L. Hall Co.	Architectural Contract Glass, Inc.	Prestige Builders of MN	Parkos Construction Company	
BID SECURITY	Yes	Cashier's Check	Yes	Yes	
ADDENDA REC'D.	1 & 2	1 & 2	1 & 2	1 & 2	
BASE BID					
COMBINED BASE BID	\$37,520.00	\$45,000.00	\$46,900.00	\$48,000.00	
01,02,03,04,05	N/A	N/A	N/A	\$285,200.00	
				N/A	
Alternates:					
#1 - 2011 Chiller	N/A	N/A	N/A	N/A	
#2 - 2011 Additional Windows	ADD: \$75,798.00	ADD: \$88,500.00	ADD: \$89,000.00	ADD: \$93,100	
#3 - 2012 Classroom Remodel	N/A	N/A	N/A	N/A	
#4 - 2012 Additional Windows	ADD: \$123,246.00	ADD: \$144,000.00	ADD: \$139,139.00	ADD: \$142,600	

2011 White Bear Lake Public Schools

Lincoln Elementary School Replacement HVAC System

OWNER: ISD 624

CONSTRUCTION MGR.: KRAUS-ANDERSON® CONSTRUCTION COMPANY

ARCHITECT: Hallberg Engineering, Inc.

BID TABULATIONS

Thursday, December 16, 2010 @ 2:00 p.m.

BID DIVISION 04: ACOUSTICAL PANEL CEILINGS

	BIDDER Meisinger Construction	BIDDER	BIDDER	BIDDER	BIDDER
BID SECURITY	Yes				
ADDENDA REC'D.	1 & 2				
BASE BID	No Bid				
COMBINED BASE BID	N/A				
01,02,03,04,05					
COMBINED BASE BID for BD					
01,02,04,05,07	\$250,700.00				
COMBINED BASE BID					
04 & 07	N/A				
Alternates:					
#1 - 2011 Chiller	N/A				
#2 - 2011 Additional Windows	N/A				
#3 - 2012 Classroom Remodel	N/A				
#4 - 2012 Additional Windows	N/A				
Alternates for Combined Bids					
for BD 01,02,04,05,07					
#1 - 2011 Chiller	N/A				
#2 - 2011 Additional Windows	ADD: \$28,000.00				
#3 - 2012 Classroom Remodel	ADD: \$199,500.00				
#4 - 2012 Additional Windows	ADD: \$34,500.00				

2011 White Bear Lake Public Schools

Lincoln Elementary School Replacement HVAC System

OWNER: ISD 624

CONSTRUCTION MGR.: KRAUS-ANDERSON® CONSTRUCTION COMPANY

ARCHITECT: Hallberg Engineering, Inc.

BID TABULATIONS

Thursday, December 16, 2010 @ 2:00 p.m.

BID DIVISION 05: RESILIENT BASE & ACCESSORIES

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	St. Paul Linoleum & Carpet Company	Multiple Concepts Interiors	Parkos Construction Company	Meisinger Construction	
BID SECURITY	Yes	Yes	Yes	Yes	
ADDENDA REC'D.	1 & 2	1 & 2	1 & 2	1 & 2	
BASE BID					
COMBINED BASE BID	\$24,232.00	\$25,490.00	\$32,800.00	No Bid	
01,02,03,04,05	N/A	N/A	\$285,200.00	N/A	
COMBINED BASE BID for BD					
01,02,04,05,07	N/A	N/A	N/A	\$250,700.00	
Alternates:					
#1 - 2011 Chiller	N/A	N/A	N/A		
#2 - 2011 Additional Windows	N/A	N/A	N/A		
#3 - 2012 Classroom Remodel	N/A	\$22,849.00	\$28,400.00		
#4 - 2012 Additional Windows	\$21,420.00	N/A	N/A		
Alternates for Combined Bids for BD 01,02,04,05,07					
#1 - 2011 Chiller				N/A	
#2 - 2011 Additional Windows				ADD: \$28,000.00	
#3 - 2012 Classroom Remodel				ADD: \$199,500.00	
#4 - 2012 Additional Windows				ADD: \$34,500.00	

BID TABULATIONS

Thursday, December 16, 2010 @ 2:00 p.m.

Thursday, December 16, 2010 @ 2:00 p.m.

BID DIVISION 06: PAINTING

[illegible]

2011 White Bear Lake Public Schools

Lincoln Elementary School Replacement HVAC System

OWNER: ISD 624

CONSTRUCTION MGR.: KRAUS-ANDERSON® CONSTRUCTION COMPANY

ARCHITECT: Hallberg Engineering, Inc.

BID TABULATIONS

Thursday, December 16, 2010 @ 2:00 p.m.

BID DIVISION 07: VISUAL DISPLAY SURFACES

	BIDDER W.E. Neal Slate Company	BIDDER Kelington Construction, Inc.	BIDDER Acoustics Associates	BIDDER Crossroads Construction, Inc	BIDDER Meisinger Construction
BID SECURITY	Yes	Yes	Yes	Yes	Yes
ADDENDA REC'D.	1 & 2	1 & 2	1 & 2	1 & 2	1 & 2
BASE BID					
COMBINED BASE BID	\$9,035.00	\$9,960.00	\$13,000.00	\$13,500.00	No Bid
01, 02, 03, 04, 05, 06, 07	N/A	N/A	N/A	N/A	N/A
COMBINED BASE BID for BD					
01, 02, 04, 05, 07	N/A	N/A	N/A	N/A	\$250,700.00
COMBINED BASE BID for BD					
02 & 07	N/A	\$110,760.00	N/A	N/A	N/A
COMBINED BASE BID for BD					
04 & 07	N/A	N/A	\$34,000.00	N/A	N/A
Alternates:					
#1 - 2011 Chiller	N/A	N/A	N/A	N/A	
#2 - 2011 Additional Windows	N/A	N/A	N/A	N/A	N/A
#3 - 2012 Classroom Remodel	ADD: \$7,955.00	ADD: \$9,045.00	N/A	ADD: \$10,200.00	N/A
#4 - 2012 Additional Windows Alternates for Combined Bids for BD 01, 02, 04, 05, 07	N/A	N/A	ADD: \$6,000.00	N/A	N/A
#1 - 2011 Chiller					N/A
#2 - 2011 Additional Windows					ADD: \$28,000.00
#3 - 2012 Classroom Remodel					ADD: \$199,500.00
#4 - 2012 Additional Windows					ADD: \$34,500.00

BID TABULATIONS

Thursday, December 16, 2010 @ 2:00 p.m.

OWNER: ISD 624

CONSTRUCTION MGR.: KRAUS-ANDERSON® CONSTRUCTION COMPANY

ARCHITECT: Hallberg Engineering, Inc.

BID DIVISION 08: MECHANICAL

[illegible]

BID TABULATIONS

Thursday, December 16, 2010 @ 2:00 p.m.

January, 2008 10:40:00 P.M.

BID DIVISION 08: MECHANICAL

94

BID TABULATIONS

Thursday, December 16, 2010 @ 2:00 p.m.

BID DIVISION 08: MECHANICAL

95

BID TABULATIONS

Thursday, December 16, 2010 @ 2:00 p.m.

OWNER: ISD 624

CONSTRUCTION MGR.: KRAUS-ANDERSON® CONSTRUCTION COMPANY

ARCHITECT: Hallberg Engineering, Inc.

BID DIVISION 09: ELECTRICAL

[illegible]

AGENDA ITEM: Second Reading of Policy 215, School Board Member Code of Conduct

MEETING DATE: January 10, 2011

SUGGESTED DISPOSITION: Operational Item

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

BACKGROUND:

School Board Policy #215, School Board Member Code of Conduct, is a new policy and has been reviewed by the School Board Policy Committee and is recommended for a first reading. Attached is some background as to recommendations to adding this new board policy.

While a Code of Ethics and a Code of Conduct are similar, they serve different functions. A Code of Ethics sets aspiration standards for school board members that are fairly general and somewhat permissive in nature. This document is akin to a mission statement – it outlines the type of people board members should strive to be.

A Code of Conduct is more concrete – it sets specific standards for how a board member should act and it enumerates a specific process for determining whether misconduct has occurred. This process discusses the handling of complaints, the investigation of complaints and their final disposition. Additionally, a Code of Conduct provides a mechanism for removing school board members who have committed sufficiently egregious misconduct.

A Code of Conduct is helpful because it serves as a type of how-to manual when it comes to dealing with allegations of misconduct. Without a Code of Conduct in place, it may be unclear how to proceed when allegations of misconduct are made against school board members. This may result in inappropriate or inconsistent handling of complaints, which can open the School Board up to criticism regarding transparency and fairness. A Code of Conduct lets both board members and the public know what the School Board expects out of its members and how it will proceed when there are allegations that those expectations have been violated.

A final benefit of a Code of Conduct is that can shield the School Board from potential legal liability. Enacting a Code of Conduct represents a policy level decision which is protected by statutory immunity. This means that, if the Code of Conduct is properly followed, the District would likely be immune from liability in situations where: (1) a school board member sues the District for failing to follow the proper procedure in responding to complaints against him/her; or (2) a 3rd party harmed by a board member's misconduct sues the District for not adequately investigating and responding to allegations of misconduct against the board member.

RECOMMENDATION:

To approve Policy 215, School Board Member Code of Conduct as recommended.

****NEW POLICY****

215 SCHOOL BOARD MEMBER CODE OF CONDUCT

I. PURPOSE

The purpose of this policy is to assist school board members in communicating and understanding the reasonable expectations regarding acceptable conduct of individual school board members. It is the responsibility of the school board to make reasonable rules and regulations for the governing of school board member behavior and conduct. This policy supplements School Board Policy 209, Code of Ethics, which is incorporated by reference. All rules and regulations regarding school board member conduct will be approved by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to regulate the proper functions of a school board member. The effectiveness of the school board depends upon community respect and confidence in individual school board members. Conduct which detracts from this respect and confidence is detrimental to the public interest and is prohibited. It is the policy of the school board to investigate claims that an individual school board member has engaged in unbecoming conduct, and to impose appropriate sanctions. Each school board member shall follow the code of conduct set forth in this policy.

III. SCOPE AND GUIDING PRINCIPLES

This policy applies to the conduct of all school board members. The following principles shall serve as guidelines for the school board member code of conduct.

1. School board members shall conduct themselves in accordance with all applicable laws, ordinances, and rules, and shall not knowingly exceed their authority in their official actions on behalf of the school board.
2. School board members shall not exhibit any conduct that discredits himself or herself or the school board or otherwise impairs his or her ability to perform school board duties or represent the school board in a manner consistent with the integrity and trustworthiness expected by the public. Such conduct includes, but is not limited to the following
 - a. School board members shall not make disparaging remarks, in or out of school board meetings, about other members of the school board.

- b. School board members shall not make any promises regarding votes on any proposition in advance of meetings at which the proposition will be considered by the school board.
 - c. School board members shall refer all complaints to the proper school district administrators and shall not undertake independent investigation.
- 3. School board members shall treat all members of the public courteously and with respect and shall exercise reasonable courtesy in dealing with fellow school board members, school district administrators and district staff.
- 4. School board members shall not compromise the integrity of the school board by accepting, giving or soliciting any gratuity which could be reasonably interpreted as capable of influencing official acts or judgments.
- 5. School board members shall observe the confidentiality of information available to them due to their status as school board members, and shall not knowingly violate any legal restrictions for the release or dissemination of school district information.

IV. PROCEDURES FOR ADMINISTERING POLICY

- A. Allegations of violations of this policy may be received from internal or external sources. In an instance where an allegation is made that could serve as the basis for the imposition of sanctions against an individual school board member under this policy, the school board will:
 - 1. Advise the school board member of the allegation in writing within a reasonable period of time.
 - 2. If the allegation cannot be readily resolved, the school board will conduct an investigation of the allegation to determine whether the individual school board member has violated this policy.
 - 3. Allow the individual school board member an opportunity to be heard by the school board in defense of the allegation and to present any relevant information regarding the allegation.
 - 4. Specify the expected conduct or modification of conduct to be required from the individual school board member.
- B. The determination whether a violation of this policy has occurred, and whether sanctions are to be imposed, shall be made by the school board.

- C. The school board retains the right to remove a school board member as appropriate, subject to relevant governing law.

V. SANCTIONS

- A. The form of sanctions imposed on an individual school board member for violation(s) of this policy may vary depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful, and whether the individual school board member has been the subject of prior sanctions of the same or a different nature. The forms of sanctions that may be imposed by the school board include, but are not limited to:
 - 1. A warning of the individual school board member by the school board;
 - 2. Public censure of the individual school board member by the school board;
 - 3. A resolution disavowing the inappropriate behavior by the individual school board member;
 - 4. Imposition of a one-time reduction in the individual school board member's compensation in an amount determined by the school board; and
 - 5. Removal of the individual school board member from the school board in accordance with Minnesota law.
- B. Other sanctions, including any combination of the forms described above, may be imposed if, in the judgment of the school board, another sanction would better accomplish the school board's objective of stopping or correcting the offending conduct.

Legal References:

- ♦ Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
- ♦ Minn. Stat. § 123B.09 (School Board Powers)

Cross References:

- ♦ MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

AGENDA ITEM: **School Board Policy 425, Staff Development**
MEETING DATE: **January 10, 2011**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **David Law, Assistant Superintendent**

Background:

School Board Policy 425, Staff Development, 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 425, Staff Development, as recommended.

Approved: September 9, 2002

Revised: January 10, 2005

Revised: November 8, 2007

DRAFT 12/6/10
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 as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.
- B. The School Board will establish the Site Professional Development Committee.
 - 1. ~~The Advisory Staff Development committee will work with the Site Professional Development Teams to develop a site plan consistent with the goals of the Staff Development Plan.~~ 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.

5.6 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.

~~6.~~ 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.

~~7.~~ 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 ~~and 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 School Board~~ 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 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. 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 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.
 - 1. 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 teachers or substitute teachers for staff development purposes.

~~Within each of the foregoing categories, the School District will indicate on the report 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.~~

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, Subd. 2 and 2b (~~Basic~~ General Education Revenue)

AGENDA ITEM: **School Board Policy 603, Curriculum Development**
MEETING DATE: **January 10, 2011**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **David Law, Assistant Superintendent**

Background:

School Board Policy 603, Curriculum Development, 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 603, Curriculum Development, as recommended.

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)
~~Minn. Rules Parts 3501.0505-3501.0745 (K-12 Standards)~~
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 (~~Basic Standards~~ Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plan, ~~Accommodation~~ 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 ~~Standard~~ Student Achievement)
WBLASB Policy 619 (Staff Development for Standards)
WBLASB Policy 620 (Credit for Learning)

AGENDA ITEM: **School Board Policy 604, Instructional Curriculum**
MEETING DATE: **January 10, 2011**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **David Law, Assistant Superintendent**

Background:

School Board Policy 604, Instructional Curriculum, 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 604, Instructional Curriculum, as recommended.

Adopted: September 8, 1997
Revised: _____

DRAFT 12/6/10
White Bear Lake Area
School District #624 Policy 604

604 INSTRUCTIONAL CURRICULUM

I. PURPOSE

The purpose of this policy is to provide for the development of course offerings for students.

II. ~~GENERAL STATEMENT OF POLICY~~ CURRICULUM GUIDELINES

- ~~A. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Children, Families & Learning. The instructional approach will be nonsexist and multicultural.~~
- ~~B. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.~~
- ~~C. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals, purpose, materials, and methods for student evaluation.~~
- ~~D. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.~~
- A. Instruction must be provided in at least the following subject areas:
 - 1. Language arts and basic communication skills including reading and writing, and literature;
 - 2. Mathematics and science;
 - 3. Social studies, including history, geography, economics, government, and citizenship;
 - 4. Health and physical education;
 - 5. The arts;
 - 6. Vocational and technical education; and
 - 7. World languages.

- B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education and all courses required in all elective subject areas. The instructional approach will be gender neutral and multicultural.
- C. The curriculum must include opportunities for all students to learn the Graduation-Required Assessments for Diploma (GRAD) requirements and subject matter. The school district must develop a plan for remediation for a student who, after two retests, has not passed a specific GRAD.
- D. Elementary and middle schools shall offer at least three, and require at least two, of the following four art areas: dance, music, theater, and visual arts. High schools shall offer at least three, and require at least one, of the following five art areas: media arts, dance, music, theater, and visual arts.
- E. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.
- F. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.
- G. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.

Legal References: Minn. Stat. § ~~120.101~~ 120A.22 (Compulsory Instruction)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Rules Part 3501.1110 (Opportunities to Learn and Remediation)

Cross References: WBLASB Policy 603 (Curriculum Development)
WBLASB Policy 605 (Alternative Programs)

AGENDA ITEM: School Board Policy 705, Investments
MEETING DATE: January 20, 2011
SUGGESTED DISPOSITION: Operational Item
CONTACT PERSON(S): Pete Willcoxon Sr.
Executive Director of Business Services

Background:

School Board Policy 705, Investments, 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 and legal counsel.

Recommendation: To approve School Board Policy 705, Investments, as recommended.

705 INVESTMENTS

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

~~It is~~ The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. CH. 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows:
 - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
 - 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable and debt service.
 - 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

- A. The Executive Director of Business Services of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees, but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust, and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions by officers, employees or others. The internal controls may include, but shall not be limited to, provisions relating to control of collusion, separation of functions, separation of transaction authority from accounting and record keeping, custodial safekeeping,

avoidance of bearer form securities, clear delegation of authority to applicable staff members, limitations regarding securities losses and remedial action, written confirmation of telephone transactions, supervisory control of employee actions, minimizing the number of authorized investment officials, and documentation of transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minn. Stat. §§118A.04 and 118A.05, as those sections may be amended from time to time, or any other law governing the investment of school district funds.

The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minn. Stat. §471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7.

Investment of funds in an OPEB trust or trust account under Minn. Stat. § 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB trust investments, shall be governed by the District's Investment Policy Statement (IPS) developed in conjunction with the Finance Committee and the trust administrator.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

- A. Limitations on instruments, diversification and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
 - 1. The investment officer shall prepare and present a table to the school board for its review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc.
 - 2. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated dates of receipt of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a

specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota Statutes governing the investment of public funds. The broker must acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. § 475.66 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

- B. Deposit-type securities shall be collateralized as required by Minn. Stat. §118A.03 for any amount exceeding FDIC, SAIF, BIF or FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIV. REPORTING REQUIREMENTS

- A. ~~Pursuant to investments made under Minn. Stat. §§118A.04 and 118A.05~~The investment officer shall generate transaction reports for management purposes, as needed. In addition, the school board shall be provided a quarterly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.

Pursuant to investments made under Minn. Stat. § 356A.06, Subd. 7, The trust administrator shall provide quarterly reports to the school board on all trust fund activity, as well as market updates, economic developments, strategic planning, and changes in investment instruments and asset allocation strategy approved by the Finance Committee.

- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. §118A.03 and any other applicable law, including any provisions relating to designation of a

depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

Legal References: Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)
Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)
Minn. Stat. § 118A.03 (Depositories and Collateral)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (Delivery and Safekeeping)
Minn. Stat. § 356A.06, Subd. 7 (Authorized Investment Securities)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References: WBLASB Policy 703 (Annual Audit)
~~MSBA Service Manual, Chapter 9, Public School Finance~~
MSBA Service Manual, Chapter 7, Education Funding
Minnesota Legal Compliance Audit Guide prepared by the Office of the State Auditor