

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

May 9, 2011

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: May 2, 2010

A Student Recognition will be held on Monday, May 9, 2011, at 6:20 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, May 9, 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. Approve Agenda
5. Consent Agenda – page 1
 - a) Approval of Minutes – pages 2 - 9
 - b) Payment of Invoices – pages 10 - 42
 - c) Correspondence
 - d) Acceptance of Gifts – pages 43 - 44
 - e) Approve Field Trips – page 45
 - f) Human Resources Items – pages 46 - 51

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. Presentation of Minnesota School Boards Association Scholarship – page 54
2. Recognize Student Liaison to the School Board – page 55
3. Update on Partnership with The University of Minnesota – page 56
4. Superintendent's Report – page 57

D. DISCUSSION ITEMS

1. First Reading of Policy 532, Use of Peace Officers and Crisis Teams to Remove Students With IEPs from School Grounds – pages 59 - 65
2. First Reading of Policy 602, Organization of School Calendar and School Day – pages 66 - 68
3. First Reading of Policy 701, Establishment and Adoption of School District Budget – Pages 69 - 72
4. First Reading of Policy 701.1, Modification of School District Budget – pages 73 - 75
5. First Reading of Policy 714, Fund Balances – pages 76 - 79

E. OPERATIONAL ITEMS

1. Second Reading of Policy 498, Respectful Workplace – pages 81 - 86
2. Second Reading of Policy 514, Bullying Prohibition Policy – pages 87 - 94
3. Second Reading of Policy 524, Internet Acceptable Use and Safety Policy – pages 95 - 106
4. Action on Continuation of Partnership with White Bear Center for the Arts - page 107
5. Action on Partnership Agreement with the University of Minnesota – pages 108 - 122
6. Action on EMID Plan for 2011-12 - pages 123 - 131
7. Action on Fund Transfer to Community Service Fund – page 132
8. Action on Award of Bids – South Campus Auditorium Phase II – page 133

9. Action on Award of 2011-2012 Paper Bid – pages 134 - 137

10. Contract with the City of White Bear Lake for Chore Waiver Services – pages 138 - 143

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **May 9, 2011**
SUGGESTED DISPOSITION: **Procedural Items**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

Consent Agenda

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

RECOMMENDATION:

Approve the items listed on the Consent Agenda.

AGENDA ITEM: School Board Minutes
MEETING DATE: May 9, 2011
SUGGESTED DISPOSITION: Consent Agenda
CONTACT PERSON(S): Cathy Storey, School Board Clerk

Background:

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

Recommendation: Approve the minutes.

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

A meeting of the White Bear Lake Area School Board was held on Monday, April 11, 2011 at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEM

- 1 Chair Swanson called the meeting to order at 7:03 p.m.
2. Roll Call- Present: *Newberg, Shevik, Storey, Swanson, Chapman, Hiniker*
Absent: *Kimball*
Ex-Officio: Lovett
Cabinet: Present – Daniels, Guenther, Law, Picha, Vette
3. Pledge of Allegiance
4. Hiniker moved, Newberg 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 regular meeting on March 7 and work-study session on March 28;
 - payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - approve field trips;
 - passage of resolution to approve personnel issues to include:
 - Retirements – Classified Staff
 - Alice Beckstrom, Pupil Support Assistant, effective date: 6/9/11
 - Donald Effertz, Custodian, effective 8/2/11
 - Susan Kiesling, Regular Part-Time Cook, effective date: 9/8/1987
 - Resignation – Certified Staff
 - Eric Yost, Industrial Technology Teacher, effective date: 3/28/11
 - Retirement – Administrative Staff
 - Judith Johnson, Director of Food Service, effective date 6/30/11
 - Retirement – Certified Staff
 - Robert Rugar, Instrumental Music Teacher, effective date: 6/10/11
 - Leave of Absence – Classified Staff
 - Linda Mercado, Pupil Support Assistant, effective dates: 4/4/11 through 6/8/11
 - Leave of Absence – Certified Staff
 - Katherine Marsh, Health Teacher, effective dates: 1/4/11 through 3/18/11
 - Gina Prescott, SPED Teacher, effective dates: 2/7/11 through 3/25/11
 - Part-Time Leave Request, 2010-11 – Certified Staff
 - Jane Edgell, ECSE Teacher, .30 Leave (.70 position) effective dates: 4/18/11 through 6/10/22
 - Sabbatical Leave of Absence – Certified Staff
 - Jessica Buchta, Social Studies Teacher, effective dates: 8/29/11 through 1/23/12
 - Part-Time Leave Requests, 2011-2012 School Year – Certified Staff
 - Elizabeth Evert, Spanish Teacher, .20 Leave (.80 position), effective date: 2011-2012 School Year

- Kerry Feirn, Spanish Teacher, .40 Leave (.60 position), effective date: 2011-12 School Year
 - Kristin Fry, Communications Teacher, .30 Leave (.70 position), effective date: 2011-12 School Year
 - Sarah Fuhrman, Social Worker, .20 Leave (.80 position), effective date: 2011-12 School Year
 - Emily Gallatin, Title Teacher, .20 Leave (.80 position), effective date: 2011-12 School Year
 - Michelle Gratz, Title Teacher, .30 Leave (.70 position), effective date: 2011-12 School Year
 - Kadi Groppoli, Occupational Therapist, .30 Leave (.70 position), effective date: 2011-12 School Year
 - Wendy Hoernemann, Science Teacher, .20 Leave (.80 position), effective date: 2011-12 School Year
 - Erin Hoff, ELL, .30 Leave (.70 position), effective date: 2011-12 School Year
 - Laura Krueger, Physical Teacher, .20 Leave (.80 position), effective date: 2011-12 School Year
 - Cynthia Mattson, Special Education Teacher, .50 Leave (.50 position), effective date: 2011-12 School Year
 - Janis McDaniels, Speech Clinician, .40 Leave (.60 position), effective date: 2011-2012 School Year
 - Samantha Meyer– School Psychologist, .60 Leave (.40 position), effective date: 2011-2012 School Year
 - Susan Moser-Zirkes– School Psychologist, .10 Leave (.60 position), effective date: 2011-2011 School Year
 - Danielle Perrier-Miller – School Psychologist, .20 Leave (.80 position), effective date: 2011-2012 School Year
 - Rebecca Peterson – Learning Skills Specialist, .30 Leave (.70 position), effective date: 2011-2012 School Year
 - Lisa Phillips – Special Education Teacher, .20 Leave (.80 position), effective date: 2011-2012 School Year
 - Peter Pitman – Science Teacher, .30 Leave (.70 position), effective date: 2011-2012 School Year
 - Tracy Presseller – Special Education Teacher, .20 Leave (.80 position), effective date: 2011-2012 School Year
 - Josephine Robinson– Guidance Counselor, .50 Leave (.50 position), effective date: 2011-2012 School Year
 - Andrea Shoup– Guidance Counselor, .40 Leave (.60 position), effective date: 2011-2012 School Year
 - Debra Thibault– Learning Skills Specialist, .20 Leave (.80 position), effective date: 2011-2012 School Year
 - Shannon Treichel– Spanish Teacher, .20 Leave (.80 position), effective date: 2011-12 School Year.
- Full-Time Leave Requests, 2011-2012 – Certified Staff
- Nicole Ahrens, Equity and Integration Coordinator, Second Year General Leave, effective date: 2011-2012 School Year
 - Deborah Butters – Physical Education Teacher, Second Year Extended Leave Request, effective date: 2011-2012 School Year
 - Gary Cook – Health Teacher, Fifth Year General Leave Request effective date: 2011-2012 School Year

- Theodore Eibs – Social Studies Teacher, Secondary
Third Year General Leave Request, effective date: 2011-2012 School Year
- Gregory Fry– Mathematics Teacher, First Year General Leave Request
effective date: 2011-2012 School Year
- Carolyn Lounsberry– Communications Teacher, First Year General Leave
Request, effective date: 2011-2012 School Year
- Fawnda Norman– Mathematics Teacher, Fourth Year General Leave
Request, effective date: 2011-2012 School Year
- Mary Rhude– Special Education Teacher, Fifth Year General Leave
Request, effective date: 2011-2012 School Year
- Sara Sahlberg– Elementary Classroom Teacher, Fifth Year General Leave
Request, effective date: 2011-2012 School Year
- Kari Thalhuber– Health Teacher, First Year General Leave Request,
effective date: 2011-2012 School Year
- Long-Term Substitutes - Certified
 - Dana Ashley– Special Education Teacher, Central Middle School
Ba, Step 1 \$7,575.12 (42 Days), effective dates: 03/24/2011 through
05/20/2011
 - Gina Derosa– Elementary Classroom Teacher, Birch Lake Elementary
Ba+30, Step 1 \$8,502.75 (45 Days), effective dates: 04/11/2011 through
06/10/2011
 - Jason Vincent– .8 Industrial Technology Teacher, North Campus
Ba, Step 1 \$7,214.50 (50 Days), effective dates: 04/04/2011 through
06/10/2011

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

- B. PUBLIC FORUM** – Keith Warner, Vadnais Heights resident, provided information on the May 11 Mini-Relay for Life being held at Vadnais Heights Elementary School at 2:00 p.m. He thanked the staff and students for their involvement and support of Relay for Life and encouraged all to attend. The White Bear Lake Relay for Life is being held on July 29.

C. INFORMATION ITEMS

1. Update on Partnership with the White Bear Center for the Arts –Representatives from the White Bear Center for the Arts, Suzi Hudson, Executive Director, Danielle Cezanne, Education Director, Kyle Fredrickson, art educator, along with MaryEllen Mieure, teacher at Lincoln Elementary School, provided an overview of the partnership with the White Bear Lake Area School District including the addition of water color lessons that have been provided the past two years.
2. Recognition of MinnSPRA “Star” Awards for Communications - White Bear Lake Area Schools received “Star” Awards from the Minnesota Schools Public Relations Association (MinnSPRA). We received awards for two categories: The large school award in the categories of “Schools Activity Calendar” and “Communication Electronic Newsletter”. Congratulations to Marisa Vette, Director of Communications and Community Relations. These awards also represent the strong support for communication in our schools and the wonderful stories we have to tell.

3. Update on Communications on the Strategic Plan – Dr. Lovett provided an update on the Strategic Plan. Recommendations have been provided by the Action Teams and will be discussed with Board members this month.
4. Superintendents' Report – Dr. Lovett reported on the following:
 - Congratulations to Matthew Danielson, White Bear Lake Area High School (WBLAHS) math teacher, who was selected as the 2011 White Bear Lake Area Teacher of the Year. Thirty-eight District teachers were honored at a celebration last Thursday, including six finalists. Mary Dahle, our 2010 Teacher of the Year was a semi-finalist for the Minnesota Teacher of the Year.
 - Kindergarten Gatherings will be held at our District elementary schools on April 28 at 5:30 p.m. Contact your local elementary school or call our Enrollment Office for event information.
 - Central and Sunrise Park Middle School students will perform "Suessical Jr." this week at the White Bear Lake Schools Community Auditorium. Lincoln and Oneka Elementary students recently performed in "Pied Piper" in a partnership with Ashland Productions.
 - Our Cross-Aged Mentoring Program (CAMP), an initiative of the WBLAHS Student Council, recently met with Willow Lane Elementary School fifth grade students with a focus on team building tasks. Matoska International IB World School is holding their inaugural Exhibition Day on April 29. The DARE program continues this year with our District fifth grade students.
 - The White Bear Lake Area Educational Foundation (WBLAEF) held a fundraising event "Dine, Donate and ...Dance!" last week-end. Proceeds will benefit the District. District students provided music for the program.

Sima Bazooband, alternate Student Board Representative, reported on the following:

- North and South Campus participated in a week of fundraisers supporting the WBLAEF Angel Fund which culminated in the Angel Dash 5K last Saturday.
- The class of 2012 National Honor Society (NHS) students have been selected after a rigorous application process.
- The NHS blood drive will be held at South Campus on April 15.

Additional information on the above may be found on the District website:
www.whitebear.k12.mn.us.

A. DISCUSSION ITEMS

1. First Reading of Policy 498, Respectful Workplace – This is a new policy which was reviewed by the Policy Committee in March and again in April. This policy will be on the May 9, 2011 or subsequent meeting agenda as an operational item for action.
2. First Reading of Policy 514, Bullying Prohibition Policy – This policy was updated with input from teachers, counselors, administrators and parents. It reflects recommendations from MSBA as well as pro-active recommendations from bullying prevention programs around the nation and world. This policy will be on the May 9, 2011 or subsequent meeting agenda as an operational item for action.
3. First Reading of Policy 524, Internet Acceptable Use and Safety Policy – This policy addresses a wide range of issues related to technology. It consists of changes recommended by MSBA along those that fit our District practice. It was initially reviewed at the March 7 Board meeting. The policy has had further review and will be on the May 9, 2011 or subsequent meeting agenda as an operational item for action.

B. OPERATIONAL ITEMS

1. Hiniker motioned and Shevik seconded to take action on the lease agreement with the YMCA to operate a childcare program for children ages six weeks through preschool at Birch Lake Elementary.

Chapman motioned and no one seconded to table the vote to allow for additional time in reviewing the lease. ***Motion failed.***

Roll call vote on original motion: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker; nays – Chapman; Motion carried.

2. Newberg motioned and Chapman seconded to accept the Glasrud Family Fellowships grants that were given to the following recipients:
 - Jessica Buchta, South Campus, “Teaching at Hangzhou Foreign Languages School”.
 - Heather Schmidt, Oneka Elementary, April Schneider, Lincoln Elementary, and Becky Peterson, Lakeaires Elementary, “International Reading Conference” in Orlando, Florida, May 8 – 11, 2011”.
 - Connie Stirling, Christine Dhal, Carol Midthun, Betsy Peterson, Mary Pokorny, Elizabeth Olson, and Shawna Traver, Vadnais Heights Elementary, “WBL Elementary Specialists at the 15th National Association of School Librarians Conference in Minneapolis, October 26-30, 2011.

Total of Grants - \$11,250.00

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

3. Storey motioned and Hiniker seconded to approve Policy 497, Nepotism, as recommended by the administration.

Chapman motioned and Hiniker seconded to delete the following from Section IIB: “when the expected duration of the appointment is a minimum of ninety (90) work days in a fiscal year.” ***Roll call vote on amended motion: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.***

4. Newberg motioned and Chapman seconded to approve Policy 613, Graduation Requirements, as recommended by the administration. ***Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.***
5. Storey motioned and Newberg seconded to approve Policy 614, School District Testing Plan and Procedure, as recommended by the administration. ***Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.***
6. Hiniker motioned and Newberg seconded to approve Policy 616, School District System Accountability, as recommended by the administration. ***Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.***
7. Storey motioned and Shevik seconded to approve the contingent resolution relating to choosing nominees for election to the School Board and calling the School District primary election. ***Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.***

8. Newberg motioned and Shevik seconded to approve the resolution establishing School District polling locations. ***Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.***
9. Chapman motioned and Shevik seconded to approve the resolution establishing dates for filing affidavits of candidacy for the 2011 School Board election. ***Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.***
10. Storey motioned and Hiniker seconded to approve the action on non-renewal of probationary licensed staff. ***Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.***
11. Newberg motioned and Hiniker seconded to approve the rehire of non-renewed contracts as recommended by the administration. ***Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.***
12. Hiniker motioned and Newberg seconded to approve the Community Services matching grant program as recommended by the Community Services Advisory Council. ***Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.***
13. Storey motioned and Newberg seconded to approve the request of Prestige Builder of Minnesota to withdraw their bid for the White Bear High School South Campus Auditorium Renovation Phase 2 project; and that the School Board reject all bids for the White Bear High School South Campus Auditorium Renovations Phase 2 project. ***Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.***

C. BOARD FORUM – Newberg reported the Ambassadors students will be holding their Service Fair on May 9 from 5-7 p.m. at the Community Auditorium. All are invited to attend.

D. ADJOURNMENT

Newberg motioned and Shevik seconded to adjourn the meeting at 8:37 p.m. ***Voice vote: all ayes, nays – none. Motion carried.***

Submitted by: Cathy Storey, Clerk

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

A work-study session of the White Bear Lake Area School Board was held on Monday, April 25, 2011 at 5:30 p.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

Call To Order – Swanson called the meeting to order at 5:38 p.m.

Roll Call – Present: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker, Kimball

Ex-Officio: Lovett

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

B. DISCUSSION ITEMS

1. Update on School Board/Superintendent Objectives
 - a. Goal 4b – Develop strategies which would permit the district and community to be prepared for a referendum levy campaign should one be scheduled for the fall of 2011 - This discussion item was moved ahead of Goal 3 due to a scheduled conference call with Brad Senden from The Center for Community Opinion. The recent community survey results were reviewed with Dr. Senden.
 - b. Goal 3 – Ongoing Financial Stewardship on Investments and Budget Management – Dr. Lovett and Pete Willcoxon, Executive Director of Business Services, reviewed our preliminary financial forecast and draft of financial planning for 2011-2012.
2. Report on Recommendations from Strategic Planning Process – Dr. Lovett reported on the recommendations from the Strategic Planning action teams and suggested priorities.
3. Update on University of Minnesota TERI Partnership for 2011-12 – Dr. Lovett, David Law, Assistant Superintendent, and Chris Picha, Director of Human Resources, provided an update on the Teacher Education Redesign Initiative (TERI) Partnership which allows for student teachers to have a more in-depth practice teaching experience.
4. Update on Status of EMID Planning for 2011-12 - David Law provided an update on East Metro Integration District (EMID) planning including budget planning for 2011-2012.

- C. ADJOURNMENT** - Newberg motioned; Kimball seconded to adjourn the meeting at 8:14 p.m. **Voice vote: All ayes. Motion carried.**

Submitted by: Cathy Storey, Clerk

AGENDA ITEM: Monthly Check Registers

MEETING DATE: May 9, 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:

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

White Bear Lake Area Schools Electronic Transfers - April

	4/13/2011	4/15/2011	4/29/2011
State of MN - Unemployment Insurance	11,365.46		
Direct Deposit 295475-296861		1,496,457.48	
U.S. Treasury (FICA, Medicare, withholding)		497,927.28	
MN State Income Tax		88,131.85	
PERA		89,261.27	
TRA		182,611.04	
ING		4,059.76	
White Bear Lake Teacher's Association		27,537.13	
Direct Deposit 296862-298249			1,504,455.71
U.S. Treasury (FICA, Medicare, withholding)			499,266.61
MN State Income Tax			88,280.44
PERA			89,101.41
TRA			183,348.32
ING			4,059.76
White Bear Lake Teacher's Association			27,537.13
Extended Day Dues			640.60

Check Nbr	Vendor Name	Check Date	Check Amount
17888	AARP DRIVER SAFETY PROGRAM	04/07/2011	408.00
17889	ABBOTT PAINT & CARPET INC	04/07/2011	272.62
17890	ACCURATE LABEL DESIGNS	04/07/2011	78.95
17891	ACORN NATURALISTS	04/07/2011	36.80
17892	ADAMS, KRISTINE	04/07/2011	80.00
17893	ALBERS MECHANICAL SERVICE INC	04/07/2011	1,572.00
17894	AMAZON	04/07/2011	74.15
17895	AMERICAN MESSAGING	04/07/2011	113.51
17896	AMERIPRIDE SERVICES	04/07/2011	807.20
17897	ANDERSON, SHANNON A M	04/07/2011	69.98
17898	APPLE COMPUTER INC	04/07/2011	39.00
17899	APPLIED ENVIRONMENTAL SCI INC	04/07/2011	7,889.57
17900	ARROWWOOD RESORT AND CONFERENC	04/07/2011	253.32
17901	ATTAINMENT CO INC	04/07/2011	519.75
17902	BANCROFT, JULIE	04/07/2011	169.32
17903	BARNES & NOBLE	04/07/2011	150.00
17904	BARNETT WB CHRYSLER JEEP DODGE	04/07/2011	25.12
17905	BATTERIES PLUS	04/07/2011	17.98
17906	BLB CONSULTING LLC	04/07/2011	510.00
17907	BLICK ART MATERIALS	04/07/2011	480.93
17908	BRAMECHER, JUDEE	04/07/2011	31.45
17909	BRAY, CHERYL RAE	04/07/2011	40.00
17910	BRUTON, SANDRA R	04/07/2011	180.00
17911	BURRIS, LEANN K	04/07/2011	43.35
17912	CAMBRIDGE STRATEGIC SERVICES	04/07/2011	6,766.66
17913	CARLSON TRACTOR & EQUIP CO	04/07/2011	3,706.96
17914	CARPENTER, RONALD	04/07/2011	28.05
17915	CDW GOVERNMENT INC	04/07/2011	67.73
17916	CENTERS, RHONDA K	04/07/2011	25.00
17917	CHAVEZ, ASHLEY R	04/07/2011	150.00
17918	THE CHILDREN'S THEATRE COMPANY	04/07/2011	1,444.00
17919	CHURCH, CAROLYN	04/07/2011	118.92
17920	COCA-COLA BOTTLING MIDWEST CO	04/07/2011	1,359.85
17921	COLEMAN, MARGARET	04/07/2011	55.08
17922	COLEMAN, MARY JO	04/07/2011	30.65
17923	COMCAST	04/07/2011	5.26
17924	CONSTRUCTION MANAGEMENT BUILDI	04/07/2011	17,904.25
17925	COPY IMAGES INC	04/07/2011	4,900.77
17926	Vendor Continued Check	04/07/2011	0.00
17927	COPY IMAGES INC	04/07/2011	1,278.30
17928	CTB INC	04/07/2011	98.00
17929	CUB FOODS OF WHITE BEAR TWSHP	04/07/2011	26.69
17930	CUB FOODS OF WOODBURY	04/07/2011	829.38
17931	Vendor Continued Check	04/07/2011	0.00
17932	DALCO CORPORATION	04/07/2011	7,927.67
17933	DELL MARKETING LP	04/07/2011	307.96
17934	DELTA EDUCATION	04/07/2011	86.35
17935	DEMCO INC	04/07/2011	343.01
17936	DIVERSIFIED SNACK DISTRIBUTION	04/07/2011	7,127.04
17937	DON STEVENS INC	04/07/2011	648.60

Check Nbr	Vendor Name	Check Date	Check Amount
17938	DOOR SERVICE COMPANY	04/07/2011	417.00
17939	DULUTH CENTRAL HIGH SCHOOL	04/07/2011	150.00
17940	DYMIT, MARIE	04/07/2011	64.26
17941	EAST METRO INTEGRATION DIST 60	04/07/2011	160.00
17942	EAST RIDGE HIGH SCHOOL	04/07/2011	110.00
17943	ECOLAB	04/07/2011	318.91
17944	EDWARD DON & COMPANY	04/07/2011	17.01
17945	ENGSTROM, KELSEY R	04/07/2011	149.00
17946	ENGSTRAN, PAUL	04/07/2011	40.00
17947	ETHEN, LUCINDA	04/07/2011	200.00
17948	FASTENAL COMPANY	04/07/2011	157.01
17949	FEDEX	04/07/2011	14.51
17950	FERGUSON, RYAN	04/07/2011	25.00
17951	FESTIVAL FOODS-KNOWLAN'S	04/07/2011	20.41
17952	FINK, AVIS	04/07/2011	123.01
17953	FIRST STUDENT INC	04/07/2011	160,629.71
17954	FOLLETT LIBRARY RESOURCES	04/07/2011	47.17
17955	FRATTALONES HARDWARE STORES	04/07/2011	975.35
17956	FROMUTH TENNIS	04/07/2011	197.80
17957	GALLAGHERS NORTHWESTERN TIRE C	04/07/2011	1,210.09
17958	GAMBONI, RICHARD A	04/07/2011	40.00
17959	GETZ, MARI	04/07/2011	48.03
17960	GION, MARTI L	04/07/2011	72.73
17961	GOPHER	04/07/2011	13.59
17962	Vendor Continued Check	04/07/2011	0.00
17963	GRAINGER	04/07/2011	1,210.15
17964	GRANDMA'S BAKERY INC	04/07/2011	132.09
17965	GRAY, DONALD E	04/07/2011	242.26
17966	GREAT RIVER OFFICE PRODUCTS	04/07/2011	655.20
17967	GREATAMERICA LEASING CORP	04/07/2011	437.44
17968	HALLBERG ENGINEERING INC	04/07/2011	13,726.80
17969	HANDY HITCH & WELDING CO INC	04/07/2011	46.80
17970	HANSON, MARILYN	04/07/2011	80.00
17971	HAZELDEN	04/07/2011	99.00
17972	HERMANN, TIM	04/07/2011	180.54
17973	HOGLUND BUS AND TRUCK CO	04/07/2011	1,577.90
17974	HUMAN SERVICES INC	04/07/2011	759.00
17975	HURT, JON-MYCHAL B	04/07/2011	322.40
17976	HUTH, HEATHER	04/07/2011	45.00
17977	HYLEN, JENNIFER	04/07/2011	55.98
17978	IMMEL, COLLEEN	04/07/2011	20.00
17979	THE INSTRUMENTALIST PRODUCTS C	04/07/2011	312.00
17980	INTEGRA TELECOM	04/07/2011	313.20
17981	INTEGRITY INTERPRETING LLC	04/07/2011	106.00
17982	IRGENS, LINDA S	04/07/2011	65.58
17983	JOHNSON, JENNIFER R	04/07/2011	35.70
17984	JOHNSON, VIRGINIA C	04/07/2011	734.35
17985	Vendor Continued Check	04/07/2011	0.00
17986	K PEARSON MECHANICAL LLC	04/07/2011	7,307.88
17987	KARLSBURGER FOODS INC	04/07/2011	85.80

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17988	KEY CURRICULUM PRESS	04/07/2011	519.95
17989	KINDLIEN, CYNTHIA J	04/07/2011	20.40
17990	KNUTSON FLYNN & DEANS PA	04/07/2011	222.50
17991	KOWALSKIS MARKET	04/07/2011	59.61
17992	L'ALLIER CONCRETE INC	04/07/2011	950.00
17993	LAKEAIRES PTO	04/07/2011	1,271.00
17994	LARSEN EMILY	04/07/2011	140.00
17995	LARSON, SCOTT	04/07/2011	100.65
17996	LEIGH, ANNETTA K	04/07/2011	181.56
17997	LIDS TEAM SPORTS	04/07/2011	120.00
17998	LOFFLER COMPANIES INC	04/07/2011	310.00
17999	LUND, BARBARA A	04/07/2011	30.60
18000	MAHTOMEDI ISD #832	04/07/2011	3,726.00
18001	MAINSTREET-INK.COM	04/07/2011	134.40
18002	MARCO PRODUCTS INC	04/07/2011	87.95
18003	MARTINSON, KARA	04/07/2011	42.74
18004	MASA	04/07/2011	59.00
18005	MATHIESON, SARA	04/07/2011	17.00
18006	MATTHEWS, KATHLEEN	04/07/2011	25.00
18007	MCCARTHY, JAMES	04/07/2011	20.35
18008	MCDONOUGH'S WATERJETTING AND	04/07/2011	1,080.00
18009	MCGRAW, TIM	04/07/2011	144.38
18010	MCKEE FOODS CORPORATION	04/07/2011	409.60
18011	MERSCH, LENORE A	04/07/2011	81.16
18012	MICHAEL LYNNE'S TENNIS SHOP	04/07/2011	455.00
18013	MIDAMERICA ADMIN & RETIREMENT	04/07/2011	3,681.25
18014	MIDWEST BUS PARTS INC	04/07/2011	1,451.85
18015	MINVALCO INC	04/07/2011	463.46
18016	MN HISTORICAL SOCIETY	04/07/2011	336.00
18017	MN REVENUE	04/07/2011	1,056.00
18018	MN SAFETY COUNCIL INC	04/07/2011	405.00
18019	MOBILE MAINTENANCE INC	04/07/2011	500.00
18020	MOREHEAD NAOMI	04/07/2011	54.00
18021	MOREN, THOMAS	04/07/2011	44.20
18022	MN SCHOOL BOARDS ASSN	04/07/2011	110.00
18023	MUSSER, BEVERLY	04/07/2011	67.23
18024	NAC MECHANICAL & ELECTRICAL SE	04/07/2011	15,442.45
18025	NATL COUNCIL FOR THE SOCIAL ST	04/07/2011	115.00
18026	NEFF, KELLY B	04/07/2011	38.76
18027	NEXTEL COMMUNICATIONS	04/07/2011	740.78
18028	NORTH AMER ASSOC OF EDUC NEGOT	04/07/2011	100.00
18029	Vendor Continued Check	04/07/2011	0.00
18030	NORTH CENTRAL TRUCK EQUIPMENT	04/07/2011	3,615.20
18031	NORTHLAND PRAIRIE INN	04/07/2011	1,392.48
18032	NORTHWEST EVALUATION ASSOC	04/07/2011	445.00
18033	NOW MICRO INC	04/07/2011	279.90
18034	NOWAK, JEFFREY W	04/07/2011	36.72
18035	O'NEIL, LOIS	04/07/2011	50.78
18036	OAK RIDGE HOTEL	04/07/2011	388.83
18037	OFFICE DEPOT	04/07/2011	17.95

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18038	OLSON, ANGELA	04/07/2011	76.97
18039	PAMS LUNCHROOM LLC	04/07/2011	4,602.86
18040	PARKOS CONSTRUCTION CO INC	04/07/2011	17,265.70
18041	PARTS NOW ! LLC	04/07/2011	230.80
18042	PAULSON, TOM	04/07/2011	159.40
18043	PCI EDUCATIONAL PUBLISHING	04/07/2011	20.95
18044	PEARSON EDUCATION INC	04/07/2011	148.41
18045	PERRON, JERRY	04/07/2011	25.00
18046	PETERSON BROS ROOFING & CONST	04/07/2011	2,998.93
18047	PETERSON, REBECCA	04/07/2011	76.25
18048	PHOENIX ALTERNATIVES INC	04/07/2011	263.50
18049	PITLICK, GREG	04/07/2011	324.79
18050	PRAXAIR DISTRIBUTION INC	04/07/2011	95.39
18051	PREMIUM PAINTING SERVICES LLC	04/07/2011	1,301.58
18052	PRESTIGE PROD/WB DANCE CENTER	04/07/2011	1,104.00
18053	PRO-ED INC	04/07/2011	672.10
18054	PROJECT LEAD THE WAY	04/07/2011	244.25
18055	PROJECTUS	04/07/2011	1,690.00
18056	RA PEARSON & ASSOCIATES LLC	04/07/2011	6,617.00
18057	RANCH HOUSE RESTAURANT & LOUNG	04/07/2011	433.50
18058	RBG FOODS LLC	04/07/2011	5,474.00
18059	REINHART FOODSERVICE	04/07/2011	4,249.93
18060	RENTAL REHAB & REPAIR	04/07/2011	955.00
18061	THE RETROFIT COMPANIES INC	04/07/2011	632.95
18062	ROSEMOUNT HIGH SCHOOL	04/07/2011	160.00
18063	ROSEVILLE SKATING CENTER	04/07/2011	442.00
18064	ROUST, PAIGE	04/07/2011	23.00
18065	ROY C, INC	04/07/2011	263.75
18066	RUTTIGERS BAY LAKE LODGE	04/07/2011	180.62
18067	SAFeway DRIVING SCHOOL	04/07/2011	5,890.00
18068	SAIKO, SCOTT	04/07/2011	5.00
18069	SAM'S CLUB/GEMB	04/07/2011	472.50
18070	SAM'S CLUB/GEMB	04/07/2011	336.36
18071	SCHOLASTIC INC	04/07/2011	5,971.56
18072	SCHOOL LIBRARY JOURNAL	04/07/2011	72.00
18073	SECOND HARVEST FARM CENTRAL	04/07/2011	607.50
18074	SELBY, MARY JANE	04/07/2011	38.00
18075	SIEBENALER, KEVIN R	04/07/2011	56.10
18076	SIMMER, KATHLEEN	04/07/2011	150.00
18077	SIMONCIC, DOROTHY L	04/07/2011	34.18
18078	SIMSHAUSER, KIMBERLY P	04/07/2011	177.99
18079	SKYWARD INC	04/07/2011	875.00
18080	SOLER, DON	04/07/2011	29.75
18081	ST PAUL LINOLEUM & CARPET COMP	04/07/2011	635.00
18082	STATE SUPPLY CO	04/07/2011	89.51
18083	STEINER, EILEEN A	04/07/2011	44.20
18084	STIRLING, CONNIE	04/07/2011	49.57
18085	SUKO, PAT	04/07/2011	494.19
18086	SUPREME AUDIO INC	04/07/2011	1,950.96
18087	TARTAN HIGH SCHOOL	04/07/2011	125.00

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18088	THYSSENKRUPP ELEVATOR CORP	04/07/2011	600.84
18089	TRAEGER, MARY	04/07/2011	10.72
18090	TRANS-MISSISSIPPI BIO SUPPLY	04/07/2011	42.52
18091	TRI-STATE LIFT INC	04/07/2011	165.90
18092	TRIO SUPPLY COMPANY	04/07/2011	8,951.64
18093	TROLLHAUGEN	04/07/2011	2,968.00
18094	TRUSTED EMPLOYEES	04/07/2011	1,735.00
18095	U.S. ENERGY SERVICES INC	04/07/2011	759.00
18096	UHL CO INC	04/07/2011	4,772.77
18097	VACATION SPORTS	04/07/2011	511.00
18098	VENBURG TIRE CO	04/07/2011	501.02
18099	VERIZON WIRELESS	04/07/2011	694.66
18100	VETTE, MARISA AA	04/07/2011	922.95
18101	VIKING ELECTRIC SUPPLY	04/07/2011	7,332.85
18102	VIKING INDUSTRIAL CENTER	04/07/2011	130.64
18103	VISSER, RAY	04/07/2011	195.00
18104	WANOUS, JAN	04/07/2011	47.00
18105	WASTE MANAGEMENT OF WI-MN	04/07/2011	1,487.81
18106	WHITE BEAR CENTER FOR THE ARTS	04/07/2011	4,800.00
18107	WHITE BEAR FLORAL SHOP	04/07/2011	57.84
18108	WHITE BEAR LAKE CITY	04/07/2011	272.50
18109	WHITE BEAR LAKE (CITY OF)	04/07/2011	3,019.84
18110	WELLS, SHARON	04/07/2011	12.75
18111	WINDSTREAM	04/07/2011	2,603.18
18112	XEROX CORPORATION	04/07/2011	268.93
225 Computer Check(s) For a Total of			415,593.89

	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
	225	Computer	Checks For a Total of	415,593.89
Total For	225	Manual, Wire Tran, ACH & Computer	Checks	415,593.89
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		415,593.89

Check Nbr	Vendor Name	Check Date	Check Amount
18113	AIG	04/11/2011	5,748.82
18114	AMERICAN FUNDS	04/11/2011	69,329.74
18115	AMERICAN UNITED LIFE	04/11/2011	44,650.89
18116	AMERICAN UNITED LIFE	04/11/2011	3,625.00
18117	AMERIPRISE	04/11/2011	10,476.83
18118	AXA EQUITABLE	04/11/2011	15,526.15
18119	BIELEN, JENNY	04/11/2011	311.48
18120	BROADWAY PIZZA	04/11/2011	614.96
18121	CIVIL COLLECTIONS UNIT	04/11/2011	30.00
18122	DECKER, JOAN	04/11/2011	72.22
18123	ECMC	04/11/2011	169.13
18124	EDUCATION MN ESI BILLING TRUST	04/11/2011	17,790.49
18125	GREATER TWIN CITIES UNITED WAY	04/11/2011	248.50
18126	IUOE #70	04/11/2011	2,173.34
18127	MESSERLI & KRAMER PA	04/11/2011	525.54
18128	METROPOLITAN LIFE	04/11/2011	4,093.76
18129	MN CHILD SUPPORT	04/11/2011	2,449.50
18130	MN DEPT OF REVENUE	04/11/2011	427.60
18131	MN ENVIRONMENTAL FUND	04/11/2011	56.00
18132	RAMSEY COUNTY SHERIFF	04/11/2011	94.75
18133	THE ROSE LAW FIRM, PLLC	04/11/2011	50.00
18134	SCHOOL SERVICE EMPLOYEES	04/11/2011	5,622.85
18135	US DEPT OF EDUCATION	04/11/2011	339.00
18136	VANGUARD SMALL BUSINESS SERVIC	04/11/2011	20,012.23
18137	WBLA EDUCATIONAL FOUNDATION	04/11/2011	782.00
25	Computer	Check(s) For a Total of	205,220.78

	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
	25	Computer	Checks For a Total of	205,220.78
Total For	25	Manual, Wire Tran, ACH & Computer Checks		205,220.78
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		205,220.78

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18138	AARP DRIVER SAFETY PROGRAM	04/14/2011	266.00
18139	ABARCA, KARLA	04/14/2011	70.00
18140	ACADEMIC COMM ASSOC INC	04/14/2011	48.95
18141	ADAMS, LINDA	04/14/2011	118.36
18142	AGROPUR INC	04/14/2011	12,901.55
18143	ARENA SERVICES AND PRODUCTS LL	04/14/2011	570.00
18144	ARNDT, ERICA	04/14/2011	40.00
18145	THE BAKKEN MUSEUM	04/14/2011	1,340.00
18146	BALDINGER, WENDY ROSE	04/14/2011	113.00
18147	BALDWIN COOKE	04/14/2011	433.73
18148	BEACON ATHLETICS	04/14/2011	2,165.00
18149	BERRY BLENDZ - EDEN PRAIRIE	04/14/2011	705.00
18150	BIO CORPORATION	04/14/2011	151.28
18151	BLOOD-CARLSON, KAREN M	04/14/2011	37.00
18152	BOLDT, JIM	04/14/2011	40.00
18153	BOLDT, MARY	04/14/2011	40.00
18154	BONINE, ROBERT	04/14/2011	40.00
18155	BOOK GUYZ MN	04/14/2011	43.00
18156	BROWN, JIM P	04/14/2011	40.00
18157	BROWN, PAMELA S	04/14/2011	150.00
18158	BUTTERS, CRYSTAL	04/14/2011	42.38
18159	CAPEDER, BETTY	04/14/2011	300.00
18160	CARLSON, LINDA R	04/14/2011	30.94
18161	CARLSON WAGONLIT TRAVEL	04/14/2011	265.00
18162	CE&D	04/14/2011	238.00
18163	THE CHILDREN'S THEATRE COMPANY	04/14/2011	28.00
18164	CITI-CARGO & STORAGE CO INC	04/14/2011	85.00
18165	COMCAST	04/14/2011	63.95
18166	COMCAST	04/14/2011	63.95
18167	CONTINENTAL RESEARCH CORP	04/14/2011	578.84
18168	COOPS SPORTSWEAR	04/14/2011	2,830.00
18169	COPY IMAGES INC	04/14/2011	1,134.15
18170	COPY IMAGES INC	04/14/2011	704.59
18171	CUB FOODS OF WHITE BEAR TWSHP	04/14/2011	1,264.28
18172	CUMMINS NPOWER LLC	04/14/2011	104.19
18173	CWK NETWORK	04/14/2011	24.95
18174	DAHL, CHRISTINE	04/14/2011	158.00
18175	DALCO CORPORATION	04/14/2011	824.97
18176	DESIGNER SIGN SYSTEMS INC	04/14/2011	564.53
18177	DEVETTER DESIGN GROUP	04/14/2011	3,336.00
18178	DISCOUNT SCHOOL SUPPLY	04/14/2011	165.91
18179	DOFFING, SHARON	04/14/2011	40.00
18180	DONATELLI'S	04/14/2011	179.02
18181	DULUTH EAST GOLF	04/14/2011	150.00
18182	ECOLAB	04/14/2011	1,306.29
18183	ENROTH, JUDY O	04/14/2011	55.08
18184	ERICKSON, CAMILLE	04/14/2011	100.00
18185	ERICKSON, KRISTIN L	04/14/2011	107.16
18186	ESSON, ANN	04/14/2011	75.00
18187	FAIRVIEW	04/14/2011	6,613.33

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18188	FASTENAL COMPANY	04/14/2011	94.10
18189	FERRELLGAS	04/14/2011	83.98
18190	FESTIVAL FOODS-KNOWLAN'S	04/14/2011	213.74
18191	FOLLETT LIBRARY RESOURCES	04/14/2011	674.12
18192	FOSTER, NORMA J	04/14/2011	89.00
18193	G&K SERVICES INC	04/14/2011	602.44
18194	G&K SERVICES INC	04/14/2011	875.73
18195	GENERAL PARTS LLC	04/14/2011	529.20
18196	GENERAL BINDING CORPORATION (G	04/14/2011	485.52
18197	GERBER, STEVEN R	04/14/2011	40.00
18198	GESE, SANDRA	04/14/2011	64.50
18199	GL SPORTS	04/14/2011	406.14
18200	GRAINGER	04/14/2011	2,117.13
18201	GRAY, DONALD E	04/14/2011	40.00
18202	GREAT RIVER OFFICE PRODUCTS	04/14/2011	94.99
18203	GREATAMERICA LEASING CORP	04/14/2011	699.92
18204	GREEN, CARIN	04/14/2011	109.86
18205	GROCHOWSKI, RICHARD A	04/14/2011	528.34
18206	HAAS MUSICAL INSTRUMENT REPAIR	04/14/2011	69.00
18207	HABISCH, MEGHAN	04/14/2011	89.00
18208	HALLBERG ENGINEERING INC	04/14/2011	3,616.83
18209	HAMERNICK, MIKE	04/14/2011	52.82
18210	HAMMEKEN, GRACIELA E	04/14/2011	528.62
18211	HARPER, KATHLEEN N	04/14/2011	156.65
18212	Vendor Continued Check	04/14/2011	0.00
18213	HOGLUND BUS AND TRUCK CO	04/14/2011	1,292.70
18214	HOISINGTON, ROBERT	04/14/2011	60.00
18215	HOLMAN, MAUREEN	04/14/2011	35.50
18216	HOYER, MARCUS C	04/14/2011	60.00
18217	HSC WORKSHOPS	04/14/2011	164.00
18218	INDUSTRIAL DOOR CO INC	04/14/2011	622.51
18219	INNOVATIVE OFFICE SOLUTIONS	04/14/2011	4,645.15
18220	INTERNAL REVENUE SERVICE	04/14/2011	850.00
18221	INTL READING ASSOC	04/14/2011	650.00
18222	ISBELL, MELISSA	04/14/2011	66.00
18223	JANELLE PUBLICATIONS	04/14/2011	62.00
18224	JOINING HANDS CHILD & FAMILY	04/14/2011	1,666.67
18225	JONES SCHOOL SUPPLY CO INC	04/14/2011	20.65
18226	JORGENSEN, AMY	04/14/2011	502.32
18227	JOSTENS INC	04/14/2011	7,829.00
18228	JUST TWO BIKES	04/14/2011	139.38
18229	KATH FUEL OIL SERVICE CO	04/14/2011	27,149.91
18230	KAY, CAROLYN	04/14/2011	45.30
18231	KEARN, BARBARA	04/14/2011	171.57
18232	KIMBALL MIDWEST	04/14/2011	183.36
18233	KIRK ACOUSTICS INC	04/14/2011	1,965.50
18234	KITTELSON MARKETING CO INC	04/14/2011	2,958.00
18235	KREBS, KAREN	04/14/2011	179.25
18236	KRUSCHWITZ, RON	04/14/2011	40.00
18237	KUEMMEL, JANEEN	04/14/2011	120.00

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18238	LAKE COUNTRY BOOKSELLERS	04/14/2011	143.92
18239	LAKESHORE LEARNING MATERIALS	04/14/2011	952.20
18240	LAMWERS, DAVID H	04/14/2011	33.16
18241	LANDS BEST FOODS	04/14/2011	6,625.05
18242	LAZER BLAZE	04/14/2011	150.00
18243	LEGO EDUCATION	04/14/2011	61.90
18244	LINGUISYSTEMS INC	04/14/2011	1,089.35
18245	LOCH, STACEY	04/14/2011	392.70
18246	LOCKE, LYNNAE	04/14/2011	66.00
18247	LOFFLER COMPANIES INC	04/14/2011	2,026.18
18248	MACKIN EDUCATIONAL RESOURCES	04/14/2011	400.95
18249	MARCUS THEATRES	04/14/2011	1,120.00
18250	MARKETFEST	04/14/2011	210.00
18251	MARTINSON, KARA	04/14/2011	71.40
18252	MASA	04/14/2011	498.00
18253	MCDONOUGH'S WATERJETTING AND	04/14/2011	802.50
18254	MEDTOX LABORATORIES	04/14/2011	1,053.29
18255	MERZER MALP, SHEILA	04/14/2011	550.00
18256	METRO ECSU	04/14/2011	170.00
18257	MIDTHUN, CAROL	04/14/2011	39.96
18258	MIDWEST BUS PARTS INC	04/14/2011	50.00
18259	MILLER, VICKY	04/14/2011	98.35
18260	MINITEX	04/14/2011	175.00
18261	MN DEPT OF EDUC	04/14/2011	2,045.00
18262	MN ELEVATOR INC	04/14/2011	290.77
18263	MN YOUTH INTERVENTION	04/14/2011	160.00
18264	MN SCHOOL AGE CARE ALLIANCE	04/14/2011	195.00
18265	MN SCHOOL AGE CARE ALLIANCE	04/14/2011	1,800.00
18266	MN SCHOOL AGE CARE ALLIANCE	04/14/2011	1,800.00
18267	MN SCHOOL AGE CARE ALLIANCE	04/14/2011	1,900.00
18268	MN SUPERINTENDENTS OFC PERSONN	04/14/2011	335.00
18269	MUMBLEAU, RICHARD THOMAS	04/14/2011	40.00
18270	MYBINDING.COM	04/14/2011	95.85
18271	N2Y	04/14/2011	1,264.00
18272	NASCO	04/14/2011	546.31
18273	NATL ASSOC OF STUDENT COUNCILS	04/14/2011	95.00
18274	NATL HONOR SOCIETY	04/14/2011	85.00
18275	NO MEMORIAL URGENT CARE	04/14/2011	1,420.00
18276	NORTH CENTRAL TRUCK EQUIPMENT	04/14/2011	27.39
18277	O'DOHERTY, NED	04/14/2011	40.00
18278	OLD DUTCH FOODS INC	04/14/2011	1,431.96
18279	OLSON, DAVID J	04/14/2011	244.02
18280	OLSON, VICKI S	04/14/2011	90.00
18281	OSOWSKI, DIANE RENEE	04/14/2011	66.96
18282	OXYGEN SERVICE CO INC	04/14/2011	19.53
18283	PAI, ANANTH P	04/14/2011	49.99
18284	PAN-O-GOLD	04/14/2011	3,399.52
18285	PARTS NOW ! LLC	04/14/2011	86.00
18286	PAYPAL INC-VPS	04/14/2011	54.10
18287	PCI EDUCATIONAL PUBLISHING	04/14/2011	390.66

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18288	Vendor Continued Check	04/14/2011	0.00
18289	PEARSON EDUCATION	04/14/2011	16,821.03
18290	PERSON, SHARON	04/14/2011	66.00
18291	PINNOW, PAIGE	04/14/2011	161.55
18292	PIOTRASCHKE, SARAH	04/14/2011	250.00
18293	PLANA, CHRISTINE M	04/14/2011	180.00
18294	PODRATZ, DIANE J	04/14/2011	40.00
18295	PODRATZ, JIM C	04/14/2011	40.00
18296	POLAR CHEVROLET MAZDA	04/14/2011	378.75
18297	POSSEHL, KIRK K	04/14/2011	50.00
18298	POWELLS BOOKS	04/14/2011	421.43
18299	PRESSELLER, TRACY	04/14/2011	574.40
18300	PRESTIGE PROD/WB DANCE CENTER	04/14/2011	225.00
18301	QUEST EDUC SYSTEMS	04/14/2011	358.00
18302	RAMSEY COUNTY PARKS/REC DEPT	04/14/2011	2,100.00
18303	RANDALL, JODY M	04/14/2011	354.89
18304	REITAN PIANO SERVICE	04/14/2011	140.00
18305	ROSE, DIANA	04/14/2011	140.45
18306	ROTHER, JULIE N	04/14/2011	225.77
18307	RUNDQUIST PHD, ANDY	04/14/2011	30.00
18308	S & T OFFICE PRODUCTS INC	04/14/2011	47.63
18309	SAM'S CLUB/GEMB	04/14/2011	652.81
18310	SAM'S CLUB/GEMB	04/14/2011	247.75
18311	SAM'S CLUB/GEMB	04/14/2011	170.45
18312	SAMS CLUB	04/14/2011	315.00
18313	SANDIN OSVOLD, TRACIE	04/14/2011	11.00
18314	SCANTRON CORPORATION	04/14/2011	464.14
18315	SCHMEICHEL, RUSS	04/14/2011	40.00
18316	SCHOOL SPECIALTY	04/14/2011	166.02
18317	SECURITAS SEC SVCS USA INC	04/14/2011	1,201.60
18318	SENTRY SYSTEMS INC	04/14/2011	330.00
18319	SHAWBOLD, DEAN	04/14/2011	243.52
18320	SINDT, CORY	04/14/2011	70.00
18321	SOUNDZABOUND MUSIC LIBRARY LLC	04/14/2011	99.00
18322	SPARK	04/14/2011	6,598.00
18323	STAGES THEATRE COMPANY	04/14/2011	374.00
18324	STEFFEN, SHAUN L	04/14/2011	168.87
18325	STOLTZ, STEVE	04/14/2011	40.00
18326	SUNRISE PTO	04/14/2011	1,725.00
18327	THE T-SHIRT PEOPLE	04/14/2011	482.70
18328	TAG LINE PRODUCTIONS INC	04/14/2011	500.00
18329	TAMARACK NATURE CENTER	04/14/2011	1,135.20
18330	TAYLOR MUSIC INC	04/14/2011	61.00
18331	TEACHING STRATEGIES INC	04/14/2011	3,712.22
18332	TERSCH PRODUCTS	04/14/2011	169.96
18333	TESSIER, BART	04/14/2011	130.00
18334	THILL, ANGELA	04/14/2011	55.00
18335	TIERNEY BROTHERS INC	04/14/2011	136.96
18336	TIES	04/14/2011	80.00
18337	TRANS-MISSISSIPPI BIO SUPPLY	04/14/2011	13.50

Check Nbr	Vendor Name	Check Date	Check Amount
18338	T.R.F. SUPPLY CO	04/14/2011	447.00
18339	UPPER LAKES FOODS INC	04/14/2011	112,094.87
18340	VACATION SPORTS	04/14/2011	449.00
18341	VARSITY SPIRIT FASHIONS	04/14/2011	2,231.85
18342	WALD, TIM	04/14/2011	104.91
18343	WASTE MANAGEMENT OF WI-MN	04/14/2011	11,545.93
18344	WHITE BEAR LAKE ROTARY CLUB	04/14/2011	231.50
18345	WEEKLY READER	04/14/2011	47.20
18346	WERNER-THOMAS, ANNALIESE	04/14/2011	70.00
18347	WHITE, DOUG	04/14/2011	40.00
18348	WHITE, TIM	04/14/2011	40.00
18349	WILDMAN HILAL, ANDREA L	04/14/2011	607.70
18350	WILLIAMS, LAURA L	04/14/2011	781.77
18351	WILLIAMS, MARY	04/14/2011	89.00
18352	WORLD BOOK INC	04/14/2011	523.02
18353	WORLD'S FINEST CHOCOLATE INC	04/14/2011	1,300.00
18354	XEROX CORPORATION	04/14/2011	557.72
18355	YODER, SHELLY	04/14/2011	89.00
218	Computer	Check(s) For a Total of	312,487.82

Check Nbr	Vendor Name	Check Date	Check Amount
17939	DULUTH CENTRAL HIGH SCHOOL	04/14/2011	150.00
1	Void	Check(s) For a Total of	150.00

	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
	218	Computer	Checks For a Total of	312,487.82
Total For	218	Manual, Wire Tran, ACH & Computer	Checks	312,487.82
Less	1	Voided	Checks For a Total of	150.00
			Net Amount	312,337.82

Check Nbr	Vendor Name	Check Date	Check Amount
18356	VOID	04/19/2011	0.00
18357	VISIONS INC	04/19/2011	474.04
1	Computer	Check(s) For a Total of	474.04

	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	474.04
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	474.04
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		474.04

Check Nbr	Vendor Name	Check Date	Check Amount
18358	ACP DIRECT	04/21/2011	99.45
18359	ALTIER, DAVE	04/21/2011	72.00
18360	AMAZON	04/21/2011	170.41
18361	AMAZON	04/21/2011	499.99
18362	AMAZON	04/21/2011	559.20
18363	AMAZON	04/21/2011	379.99
18364	AMAZON	04/21/2011	103.30
18365	AMAZON	04/21/2011	17.92
18366	AMAZON	04/21/2011	211.60
18367	AMAZON	04/21/2011	434.57
18368	AMERICAN FLAGPOLE & FLAG CO	04/21/2011	85.11
18369	ANDERSON, JON C	04/21/2011	614.58
18370	APPLIED ENVIRONMENTAL SCI INC	04/21/2011	2,274.63
18371	ARCADE ASPHALT CO	04/21/2011	4,000.00
18372	ARNDT, ERICA	04/21/2011	40.00
18373	ASSOC FOR SUPERVISION & CURRIC	04/21/2011	983.95
18374	AUTO TECH SPECIALISTS INC	04/21/2011	37.50
18375	BACKBONE MEDIA	04/21/2011	145.90
18376	BARTHOLD	04/21/2011	1,269.99
18377	BATTERIES PLUS	04/21/2011	50.58
18378	BAUDVILLE	04/21/2011	96.35
18379	BLICK ART MATERIALS	04/21/2011	837.17
18380	BOLDT, JIM	04/21/2011	40.00
18381	BOLDT, MARY	04/21/2011	40.00
18382	BONINE, ROBERT	04/21/2011	60.00
18383	BOWERMASTER, TRACI	04/21/2011	48.98
18384	BROCKWAY, TOM	04/21/2011	64.00
18385	BROWN, JIM P	04/21/2011	75.00
18386	BROWN, PAMELA S	04/21/2011	30.22
18387	BUIE, KIM	04/21/2011	130.00
18388	BURKE, ERIN	04/21/2011	48.20
18389	C&H DISTRIBUTORS	04/21/2011	49.27
18390	CARLSON, LINDA R	04/21/2011	55.94
18391	CDW GOVERNMENT INC	04/21/2011	989.00
18392	CERTIFIED LABORATORIES	04/21/2011	173.49
18393	CHAMPION YOUTH	04/21/2011	560.00
18394	THE CHILDREN'S THEATRE COMPANY	04/21/2011	2,241.00
18395	CHISAGO LAKES HIGH SCHOOL	04/21/2011	330.00
18396	CITI-CARGO & STORAGE CO INC	04/21/2011	125.00
18397	COMPUSA RETAIL INC	04/21/2011	317.13
18398	CONTINENTAL CLAY CO	04/21/2011	1,472.72
18399	CONTINENTAL RESEARCH CORP	04/21/2011	2,071.46
18400	COPELAND, DONALD G	04/21/2011	97.08
18401	COPY IMAGES INC	04/21/2011	380.00
18402	CRAIGAN, JENNIFER M	04/21/2011	50.75
18403	CUMMINS NPOWER LLC	04/21/2011	687.72
18404	CUSTOM LITERACY CONSULTING	04/21/2011	724.00
18405	DAHL, CHRISTINE	04/21/2011	1,016.13
18406	Vendor Continued Check	04/21/2011	0.00
18407	DALCO CORPORATION	04/21/2011	4,868.60

Check Nbr	Vendor Name	Check Date	Check Amount
18408	DELTA EDUCATION	04/21/2011	348.66
18409	DEMCO INC	04/21/2011	474.57
18410	DEPT OF LABOR & INDUSTRY	04/21/2011	35.00
18411	DERAAD, MAX D	04/21/2011	815.54
18412	DESIGNER SIGN SYSTEMS INC	04/21/2011	68.68
18413	DOFFING, SHARON	04/21/2011	40.00
18414	DOLS, PAUL	04/21/2011	30.00
18415	DOWNIE, GINA	04/21/2011	5.00
18416	E.L. REINHARDT COMPANY INC	04/21/2011	687.60
18417	ECOLAB	04/21/2011	319.32
18418	EDUCATION DIGEST	04/21/2011	56.00
18419	ELLSWORTH, ANNE M	04/21/2011	77.52
18420	EVANGELISTA, DAVID	04/21/2011	66.00
18421	FASTENAL COMPANY	04/21/2011	203.04
18422	FESTIVAL FOODS-KNOWLAN'S	04/21/2011	593.24
18423	FESTIVAL FOODS-KNOWLAN'S	04/21/2011	172.73
18424	FIEBICH, CHRISTINA	04/21/2011	64.00
18425	FILARSKY, THERESA A	04/21/2011	25.61
18426	FLACK, KATHRYN	04/21/2011	103.33
18427	FOREIGN CANDY COMPANY INC	04/21/2011	375.97
18428	GEMINI LETTERS & SIGNS	04/21/2011	44.38
18429	GEPHART TRUCKING	04/21/2011	2,134.00
18430	GERBER, STEVEN R	04/21/2011	40.00
18431	GRAFFIC TRAFFIC LLC	04/21/2011	812.54
18432	Vendor Continued Check	04/21/2011	0.00
18433	GRAINGER	04/21/2011	425.45
18434	GRANDMA'S BAKERY INC	04/21/2011	65.06
18435	GREAT RIVER OFFICE PRODUCTS	04/21/2011	86.93
18436	GRITZMACHER, SHAWN	04/21/2011	95.93
18437	GROTH MUSIC CO	04/21/2011	103.35
18438	GROUP HEALTH INC - WORKSITE	04/21/2011	181.50
18439	HANSON, JENNIFER	04/21/2011	323.00
18440	HELLZEN, GUS	04/21/2011	72.00
18441	HOEFS, MARSHALL	04/21/2011	88.54
18442	HOGLUND BUS AND TRUCK CO	04/21/2011	1,192.07
18443	HOLEMAN, GREGORY	04/21/2011	72.00
18444	HOUGHTON MIFFLIN HARCOURT	04/21/2011	1,144.05
18445	HOVLAND, BRENDA	04/21/2011	26.95
18446	HOYER, MARCUS C	04/21/2011	60.00
18447	HUMAN SERVICES INC	04/21/2011	805.00
18448	INDIANA INSURANCE CO	04/21/2011	1,000.00
18449	INTEGRITY INTERPRETING LLC	04/21/2011	106.00
18450	INTERMEDIATE DISTRICT 287	04/21/2011	1,186.48
18451	IRONDALE HIGH SCHOOL	04/21/2011	233.63
18452	ISD #622 NO ST PAUL/MAPLEWOOD	04/21/2011	32.30
18453	IZZO, NICK	04/21/2011	72.00
18454	JIMMY JOHNS #869	04/21/2011	95.00
18455	JOHNSON, JENNIFER R	04/21/2011	25.00
18456	JONES SCHOOL SUPPLY CO INC	04/21/2011	36.55
18457	K PEARSON MECHANICAL LLC	04/21/2011	2,327.05

Check Nbr	Vendor Name	Check Date	Check Amount
18458	KARLSBURGER FOODS INC	04/21/2011	22.00
18459	KEARN, BARBARA	04/21/2011	66.26
18460	KLEIN, VALERIE	04/21/2011	89.00
18461	KOLEGAS, KATHRYN J	04/21/2011	64.34
18462	KOWITZ, MARY J	04/21/2011	32.58
18463	KRINKE, STEPHANIE C	04/21/2011	40.72
18464	KROGMAN, WILLIAM	04/21/2011	72.00
18465	KUHN, RONALD	04/21/2011	141.00
18466	LAKESHORE LEARNING MATERIALS	04/21/2011	6,083.90
18467	LANGUAGE LINE SERVICES	04/21/2011	51.75
18468	LARSON, KAY	04/21/2011	75.00
18469	LEARNING OPPORTUNITIES INC	04/21/2011	1,040.29
18470	LODERMEIER, EILEEN F	04/21/2011	96.03
18471	MAKEMUSIC INC	04/21/2011	1,384.95
18472	MALWITZ, ANN	04/21/2011	81.07
18473	MARAVELAS, JOHN	04/21/2011	23.63
18474	MATH MASTERS OF MINNESOTA	04/21/2011	170.00
18475	MAYER-JOHNSON LLC	04/21/2011	12.99
18476	MCGIVERN, FRANK	04/21/2011	64.00
18477	MCGRANE, MARY E	04/21/2011	1,184.21
18478	MERYHEW NANCY	04/21/2011	53.40
18479	METRO ECSU	04/21/2011	750.00
18480	METRO MEALS ON WHEELS INC	04/21/2011	100.00
18481	MIDWEST BUS PARTS INC	04/21/2011	138.95
18482	MILES, MARY T	04/21/2011	128.28
18483	MILLS, MARLA	04/21/2011	66.00
18484	MINVALCO INC	04/21/2011	850.20
18485	MN CHILDRENS MUSEUM	04/21/2011	125.00
18486	MN STATE UNIV MANKATO	04/21/2011	30.00
18487	MUMBLEAU, RICHARD THOMAS	04/21/2011	75.00
18488	MUNDELL, GERALD	04/21/2011	190.99
18489	MUSIC IS ELEMENTARY	04/21/2011	450.00
18490	NCS PEARSON INC	04/21/2011	869.40
18491	NEFF, KELLY B	04/21/2011	25.00
18492	NESS ELECTRONICS INC	04/21/2011	20.00
18493	NOHR, KATIE J	04/21/2011	29.80
18494	NORTH CENTRAL TRUCK EQUIPMENT	04/21/2011	48.20
18495	NORTHEAST METRO INTERMEDIATE D	04/21/2011	25,099.20
18496	O'DOHERTY, NED	04/21/2011	40.00
18497	O'NEILL, JENNIFER	04/21/2011	80.16
18498	O'REILLY AUTOMOTIVE INC	04/21/2011	1,877.87
18499	OFFICE DEPOT	04/21/2011	32.32
18500	OPEN ARMS OF MN	04/21/2011	7,492.83
18501	PAULSON, JOHN	04/21/2011	116.00
18502	PEACHTREE BUSINESS PRODUCTS	04/21/2011	900.00
18503	PICHA, CHRISTINA K	04/21/2011	58.41
18504	PIERRE, CHRISTINA	04/21/2011	255.71
18505	PITNEY BOWES PURCHASE POWER	04/21/2011	1,019.99
18506	PITNEY BOWES INC	04/21/2011	651.00
18507	PLASTER, MARK A	04/21/2011	90.78

Check Nbr	Vendor Name	Check Date	Check Amount
18508	POLAR CHEVROLET MAZDA	04/21/2011	206.87
18509	POSTMASTER	04/21/2011	19.00
18510	POSTMASTER	04/21/2011	522.34
18511	PRESS PUBLICATIONS	04/21/2011	144.90
18512	PRO-ED INC	04/21/2011	154.00
18513	RASMUSSEN, LAURA	04/21/2011	116.00
18514	REMEDIA PUBLICATIONS	04/21/2011	51.74
18515	RENAISSANCE LEARNING INC	04/21/2011	80.73
18516	ROSSITER, DANIEL J	04/21/2011	132.61
18517	RUDDYS PARTY TOWN INC	04/21/2011	80.73
18518	SAM'S CLUB/GEMB	04/21/2011	26.94
18519	SCHARBER & SONS	04/21/2011	13.30
18520	SCHERTZ, CLETUS	04/21/2011	114.24
18521	SCHMIDTZ, CARTER DAVID	04/21/2011	30.00
18522	SCHOLASTIC INC	04/21/2011	138.43
18523	SCHOLASTIC BOOK CLUBS INC	04/21/2011	150.00
18524	SCHOOL SPECIALTY	04/21/2011	452.34
18525	SCHWEITZ, JULIE	04/21/2011	23.00
18526	SECURITAS SEC SVCS USA INC	04/21/2011	1,081.44
18527	SEEVER, GRAY	04/21/2011	165.00
18528	SEHR, DEBRA	04/21/2011	351.00
18529	SENTRY SYSTEMS INC	04/21/2011	985.00
18530	SHAWBOLD, DEAN	04/21/2011	150.00
18531	SHIFFLER EQUIPMENT SALES INC	04/21/2011	1,110.55
18532	SMITH, JOHNNY	04/21/2011	700.00
18533	SOUTH ST PAUL STEEL SUPPLY CO	04/21/2011	379.50
18534	SPARK	04/21/2011	6,567.87
18535	ST PIUS X HOLY FAMILY SCHOOL	04/21/2011	750.00
18536	STATE SUPPLY CO	04/21/2011	559.90
18537	STENEN, ANGELA	04/21/2011	66.00
18538	STOLTZ, STEVE	04/21/2011	40.00
18539	SUNDBERG, STEVEN M	04/21/2011	149.89
18540	SUPER DUPER PUBLICATIONS	04/21/2011	189.65
18541	TEACHER CREATED MATERIALS	04/21/2011	115.46
18542	TELIN TRANSPORTATION GROUP LLC	04/21/2011	67.18
18543	TRADE PRESS INC	04/21/2011	297.00
18544	TRI STATE BOBCAT	04/21/2011	43.98
18545	TURFWERKS INC	04/21/2011	361.13
18546	US GAMING SUPPLIES	04/21/2011	85.79
18547	VACATION SPORTS	04/21/2011	65.00
18548	VADNAIS, CORY	04/21/2011	250.00
18549	CITY OF VADNAIS HEIGHTS	04/21/2011	1,601.94
18550	VARSITY X-PRESS	04/21/2011	60.00
18551	VETTE, MARISA AA	04/21/2011	375.51
18552	VIKING ELECTRIC SUPPLY	04/21/2011	7,461.40
18553	VIKING INDUSTRIAL CENTER	04/21/2011	92.00
18554	WALFOORT, ANTHONY J	04/21/2011	37.58
18555	WANGEN, BREANNA	04/21/2011	6.95
18556	WHITE BEAR GLASS INC	04/21/2011	586.00
18557	WHITE, DOUG	04/21/2011	40.00

Check Nbr	Vendor Name	Check Date	Check Amount
18558	WHITE, TIM	04/21/2011	40.00
18559	WILDMAN HILAL, ANDREA L	04/21/2011	131.61
18560	Vendor Continued Check	04/21/2011	0.00
18561	XCEL ENERGY	04/21/2011	75,044.80
18562	XIONG, XUE	04/21/2011	81.08
18563	YANG, VANDY	04/21/2011	89.00
18564	ZEGLEN, GREG	04/21/2011	53.00
18565	ZIBELL, LES	04/21/2011	72.00
208	Computer	Check(s) For a Total of	202,400.04

	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
	208	Computer	Checks For a Total of	202,400.04
Total For	208	Manual, Wire Tran, ACH & Computer	Checks	202,400.04
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		202,400.04

Payroll

Check Nbr	Vendor Name	Check Date	Check Amount
18566	AIG	04/25/2011	5,748.82
18567	AMERICAN FUNDS	04/25/2011	69,013.94
18568	AMERICAN UNITED LIFE	04/25/2011	44,650.89
18569	AMERICAN UNITED LIFE	04/25/2011	1,500.00
18570	AMERIPRISE	04/25/2011	10,476.83
18571	AXA EQUITABLE	04/25/2011	15,683.68
18572	CIVIL COLLECTIONS UNIT	04/25/2011	30.00
18573	ECMC	04/25/2011	169.13
18574	EDUCATION MN ESI BILLING TRUST	04/25/2011	17,790.49
18575	GREATER TWIN CITIES UNITED WAY	04/25/2011	248.50
18576	IUOE #70	04/25/2011	2,173.34
18577	LAW OFFICE OF JOE PEZZUTO LLC	04/25/2011	526.00
18578	MESSERLI & KRAMER PA	04/25/2011	525.54
18579	METROPOLITAN LIFE	04/25/2011	4,093.76
18580	MN CHILD SUPPORT	04/25/2011	2,481.00
18581	MN DEPT OF REVENUE	04/25/2011	519.00
18582	MN ENVIRONMENTAL FUND	04/25/2011	56.00
18583	RAMSEY COUNTY SHERIFF	04/25/2011	94.75
18584	SCHOOL SERVICE EMPLOYEES	04/25/2011	5,622.85
18585	US DEPT OF EDUCATION	04/25/2011	339.00
18586	VANGUARD SMALL BUSINESS SERVIC	04/25/2011	19,710.33
18587	WBLA EDUCATIONAL FOUNDATION	04/25/2011	782.00

22	Computer	Check(s) For a Total of	202,235.85
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	22	Computer	Checks For a Total of	202,235.85
Total For	22	Manual, Wire Tran, ACH & Computer	Checks	202,235.85
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	202,235.85

Check Nbr	Vendor Name	Check Date	Check Amount
18588	AARP DRIVER SAFETY PROGRAM	04/28/2011	456.00
18589	ACCESS COMMUNICATIONS INC	04/28/2011	784.10
18590	AMERICAN TIME & SIGNAL CO	04/28/2011	324.00
18591	APEX LAMPS	04/28/2011	1,104.00
18592	ARMSTRONG TORSETH SKOLD & RYDE	04/28/2011	1,038.25
18593	ARNDT, ERICA	04/28/2011	40.00
18594	AT & T MOBILITY	04/28/2011	1,369.96
18595	AUTO GLASS EXPRESS	04/28/2011	49.99
18596	BAUER-SCANDIN, PEGGY	04/28/2011	35.00
18597	BEAR, DELORES ANN	04/28/2011	208.79
18598	BERRY BLENDZ - EDEN PRAIRIE	04/28/2011	465.00
18599	BETHEL UNIVERSITY	04/28/2011	700.00
18600	BIO-RAD LABORATORIES	04/28/2011	109.45
18601	BOLDT, ANDREW	04/28/2011	40.00
18602	BOLDT, JIM	04/28/2011	40.00
18603	BOLDT, MARY	04/28/2011	40.00
18604	BONINE, ROBERT	04/28/2011	40.00
18605	THE BOOKSOURCE	04/28/2011	541.68
18606	BREMER BANK	04/28/2011	1,300.00
18607	BROWN, JIM P	04/28/2011	75.00
18608	BUNDE, KAREN	04/28/2011	898.99
18609	BURMEISTER, JANE M	04/28/2011	105.86
18610	CAMBRIDGE STRATEGIC SERVICES	04/28/2011	447.78
18611	CAMPBELL-BEAMS, RANA	04/28/2011	196.00
18612	CAROLINA BIOLOGICAL SUPPLY	04/28/2011	52.24
18613	CDW GOVERNMENT INC	04/28/2011	306.00
18614	CIRCUIT ELECTRONICS / NOW MICR	04/28/2011	80.00
18615	COASTAL TRAINING TECHNOLOGIES	04/28/2011	1,750.00
18616	COMCAST	04/28/2011	33.95
18617	COMPUTER EXPLORERS	04/28/2011	768.00
18618	COOL AIR MECHANICAL	04/28/2011	1,042.88
18619	COPY IMAGES INC	04/28/2011	608.00
18620	CUB FOODS OF WHITE BEAR TWSHP	04/28/2011	270.93
18621	CULLEN, CRAIG	04/28/2011	111.30
18622	CUNFU, LIN	04/28/2011	800.00
18623	DANIELS, KATHLEEN	04/28/2011	1,238.34
18624	DELTA DENTAL PLAN OF MN	04/28/2011	64,135.30
18625	DISCOUNT SCHOOL SUPPLY	04/28/2011	573.64
18626	DOFFING, SHARON	04/28/2011	40.00
18627	DUCHARME, TINA	04/28/2011	55.00
18628	ECKROTH MUSIC	04/28/2011	394.62
18629	ECOLAB	04/28/2011	486.97
18630	EDINA PUBLIC SCHOOLS	04/28/2011	250.00
18631	EDMISTON, DENA	04/28/2011	55.00
18632	EMI AUDIO	04/28/2011	316.00
18633	ENCHANTED LEARNING LLC	04/28/2011	125.00
18634	EPA AUDIO VISUAL INC	04/28/2011	411.56
18635	ERBERT & GERBERTS SUBS & CLUBS	04/28/2011	544.27
18636	ESKOW, LYNN	04/28/2011	60.00
18637	FEIGUM, DANIEL	04/28/2011	72.00

Check Nbr	Vendor Name	Check Date	Check Amount
18638	FINK, AVIS	04/28/2011	190.00
18639	FLEX-A-CHART	04/28/2011	45.36
18640	FLINN SCIENTIFIC INC	04/28/2011	125.91
18641	GION, MARTI L	04/28/2011	37.69
18642	GORHAM, COLLEEN	04/28/2011	100.00
18643	GRAFFIC TRAFFIC LLC	04/28/2011	250.00
18644	Vendor Continued Check	04/28/2011	0.00
18645	GRAINGER	04/28/2011	1,426.80
18646	GREAT AMER OPPORTUNITIES INC	04/28/2011	3,520.00
18647	GREAT RIVER OFFICE PRODUCTS	04/28/2011	59.85
18648	GROTH MUSIC CO	04/28/2011	64.35
18649	HAMMEKEN, GRACIELA E	04/28/2011	47.36
18650	HANSON, MARILYN	04/28/2011	92.89
18651	Vendor Continued Check	04/28/2011	0.00
18652	Vendor Continued Check	04/28/2011	0.00
18653	HEALTHPARTNERS	04/28/2011	1,132,326.23
18654	HEALY, JASON	04/28/2011	125.64
18655	HERBERT, EMERY	04/28/2011	72.00
18656	HISDAHL INC	04/28/2011	154.00
18657	HOERNEMANN, WENDY	04/28/2011	41.29
18658	HOGLUND BUS AND TRUCK CO	04/28/2011	255.36
18659	HORAZDOVSKY, LEILA	04/28/2011	185.94
18660	HOUGHTON MIFFLIN HARCOURT	04/28/2011	5,805.00
18661	HOULE, EUGENE	04/28/2011	40.00
18662	HOYER, MARCUS C	04/28/2011	120.00
18663	HSBC BUSINESS SOLUTIONS	04/28/2011	692.27
18664	HUGO CITY OF	04/28/2011	2,005.58
18665	HULTMAN, CAROL LINDA	04/28/2011	561.37
18666	INNOVATIVE PRESENTATIONS	04/28/2011	140.00
18667	INVENTORY MGMT PARTNERS LLC	04/28/2011	2,181.56
18668	JOHNSON, BRODERIC E	04/28/2011	360.00
18669	JOINING HANDS CHILD & FAMILY	04/28/2011	1,666.67
18670	JORGENSEN, AMY	04/28/2011	61.29
18671	JW PEPPER & SON INC	04/28/2011	561.99
18672	K12 TRANSPORTATION MGMT SERVIC	04/28/2011	18,670.54
18673	KAAS, FRANCIS J	04/28/2011	100.00
18674	KAISER, PETER A	04/28/2011	64.00
18675	KENDALL, NICOLE M	04/28/2011	55.00
18676	KNUTSON FLYNN & DEANS PA	04/28/2011	890.00
18677	KRUSCHWITZ, RON	04/28/2011	35.00
18678	KULLY SUPPLY COMPANY	04/28/2011	478.39
18679	L'ALLIER CONCRETE INC	04/28/2011	7,000.00
18680	LAMWERS, LINDSAY M	04/28/2011	100.72
18681	LARSON, KAY	04/28/2011	75.00
18682	LEVI, ALESSA	04/28/2011	89.00
18683	LIDS TEAM SPORTS	04/28/2011	5,038.56
18684	LIGHTING PLASTICS OF MN INC	04/28/2011	153.80
18685	LINCOLN ELEMENTARY SCHOOL	04/28/2011	79.00
18686	LINGUISYSTEMS INC	04/28/2011	173.80
18687	LODDEN, ANDREA	04/28/2011	66.00

Check Nbr	Vendor Name	Check Date	Check Amount
18688	LOOKOUT BOOKS	04/28/2011	476.79
18689	LOVETT, MICHAEL J	04/28/2011	422.73
18690	MACKIN EDUCATIONAL RESOURCES	04/28/2011	101.75
18691	Vendor Continued Check	04/28/2011	0.00
18692	Vendor Continued Check	04/28/2011	0.00
18693	Vendor Continued Check	04/28/2011	0.00
18694	MADISON NATIONAL LIFE INS CO I	04/28/2011	55,577.23
18695	MAUER, BRIAN	04/28/2011	72.00
18696	MCGRATH, LEE	04/28/2011	57.75
18697	MCMAHON, MARGARET	04/28/2011	228.00
18698	MEUWISSEN DAVID	04/28/2011	38.12
18699	MIDWEST BUS PARTS INC	04/28/2011	188.40
18700	MIDWEST TECHNOLOGY PRODUCTS	04/28/2011	1,289.57
18701	MN NCPERS LIFE INSURANCE	04/28/2011	544.00
18702	MORTENSEN, KIM	04/28/2011	73.78
18703	MUMBLEAU, RICHARD THOMAS	04/28/2011	75.00
18704	NARDINI FIRE EQUIPMENT CO INC	04/28/2011	339.85
18705	NASSP CONVENTION	04/28/2011	1,150.00
18706	NCS PEARSON INC	04/28/2011	1,659.00
18707	NEW VISION PRINTING	04/28/2011	1,555.25
18708	NEW WAY HYPNOSIS CLINC INC	04/28/2011	704.00
18709	NEXTEL COMMUNICATIONS	04/28/2011	1,022.57
18710	NORTH CENTRAL TRUCK EQUIPMENT	04/28/2011	283.56
18711	O'MALLEY, CAMDEN THOMAS	04/28/2011	66.00
18712	OFFICE DEPOT	04/28/2011	49.31
18713	PALACIO, ANTHONY J	04/28/2011	72.00
18714	PAUL THE PLUMBER INC	04/28/2011	185.00
18715	PEARSON EDUCATION INC	04/28/2011	86.14
18716	PETERSEN, JILL	04/28/2011	124.32
18717	PETERSEN, TIM W	04/28/2011	64.00
18718	PEXAGON TECH INC	04/28/2011	157.50
18719	PIERRE, CHRISTINA	04/28/2011	295.00
18720	PIONEER MANUFACTURING CO	04/28/2011	7,245.00
18721	PITNEY BOWES	04/28/2011	618.00
18722	PLANA, CHRISTINE M	04/28/2011	34.33
18723	POCKET NURSE ENTERPRISE INC	04/28/2011	360.90
18724	POSSEHL, KIRK K	04/28/2011	150.00
18725	POSTMASTER	04/28/2011	50.00
18726	PRESS PUBLICATIONS	04/28/2011	980.00
18727	PROBLEM SOLVING SOLUTIONS	04/28/2011	2,000.00
18728	PUSH PEDAL PULL	04/28/2011	1,076.76
18729	QUELLO, LORI E	04/28/2011	163.21
18730	QWEST	04/28/2011	260.42
18731	RATWIK ROSZAK & MALONEY PA	04/28/2011	7,330.39
18732	THE RETROFIT COMPANIES INC	04/28/2011	566.47
18733	ROCKFORD, JEREMY	04/28/2011	471.48
18734	ROLLERBLADE SKATE IN SCHOOL	04/28/2011	950.00
18735	S & T OFFICE PRODUCTS INC	04/28/2011	115.72
18736	SCHMEICHEL, RUSS	04/28/2011	40.00
18737	SCHMIDT, RIC	04/28/2011	53.00

Check Nbr	Vendor Name	Check Date	Check Amount
18738	SCHMITT MUSIC COMPANY	04/28/2011	64.90
18739	SCHOOL HEALTH CORP	04/28/2011	136.10
18740	SCHOOL PROJECT	04/28/2011	3,913.25
18741	SCHOOL SPECIALTY	04/28/2011	656.19
18742	SCHULTE, PETER	04/28/2011	72.00
18743	SECURITAS SEC SVCS USA INC	04/28/2011	2,162.88
18744	SEHR, DEBRA	04/28/2011	83.02
18745	Vendor Continued Check	04/28/2011	0.00
18746	SEVERSON, LAUREL	04/28/2011	837.13
18747	SHADKO, JAMES H	04/28/2011	64.00
18748	SK SCIENCE KIT & BOREAL LAB	04/28/2011	280.78
18749	SMILEMAKERS INC	04/28/2011	17.98
18750	SMITH HOUSE PRESS	04/28/2011	100.00
18751	SNAP ON TOOLS	04/28/2011	396.50
18752	SOMMERS, MICHON LEE	04/28/2011	59.46
18753	SPARK	04/28/2011	473.32
18754	SPRINGSTED INCORPORATED	04/28/2011	22,353.00
18755	STAPLES ADVANTAGE	04/28/2011	357.70
18756	STARFIELD, KAREN	04/28/2011	70.00
18757	STARTECH TELECOMMUNICATIONS	04/28/2011	429.83
18758	STATE SUPPLY CO	04/28/2011	227.12
18759	STATT, PETER	04/28/2011	100.00
18760	STEPHAN, SUSAN K	04/28/2011	87.21
18761	STIRLING, CONNIE	04/28/2011	71.19
18762	STOLTZ, STEVE	04/28/2011	40.00
18763	SUMMER ACADEMY	04/28/2011	390.00
18764	SVIR, SARA A	04/28/2011	34.15
18765	SWENSON EVELYN	04/28/2011	119.73
18766	TAMARACK NATURE CENTER	04/28/2011	273.00
18767	TARGET BANK	04/28/2011	1,500.00
18768	TARGET BANK	04/28/2011	4.46
18769	TDS METROCOM - MN	04/28/2011	3,598.19
18770	THINK SOCIAL PUBLISHING INC	04/28/2011	58.15
18771	THREE RIVERS MAIL ORDER CORP	04/28/2011	179.70
18772	THUNDER COMMUNICATIONS DESIGN	04/28/2011	850.00
18773	TIERNEY BROTHERS INC	04/28/2011	598.00
18774	TRANE US INC	04/28/2011	279.50
18775	TRANS-MISSISSIPPI BIO SUPPLY	04/28/2011	154.53
18776	TREETOP PUBLISHING INC	04/28/2011	46.25
18777	TREICHEL, SHANNON	04/28/2011	66.88
18778	UHL CO INC	04/28/2011	1,588.00
18779	UNIVERSITY OF MINNESOTA	04/28/2011	435.00
18780	VANDEBERG, EDWARD B	04/28/2011	48.50
18781	VARSITY X-PRESS	04/28/2011	30.00
18782	VASKE, RANDY	04/28/2011	19.00
18783	WARD, SIAN C	04/28/2011	30.77
18784	WHITE BEAR GLASS INC	04/28/2011	1,210.00
18785	WHITE BEAR LAKE CITY	04/28/2011	23.50
18786	WHITCOMB-BREMER, JACLYN ANN	04/28/2011	46.60
18787	WHITE, DOUG	04/28/2011	75.00

Check Nbr	Vendor Name	Check Date	Check Amount
18788	WISCONSIN INSTITUTE OF CERT	04/28/2011	255.00
18789	WROBEL, AMY	04/28/2011	9.95
18790	XCEL ENERGY CENTER	04/28/2011	713.00
18791	ZWONITZER, LORA JEANNE	04/28/2011	168.49
204	Computer	Check(s) For a Total of	1,406,659.27

	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
	204	Computer	Checks For a Total of	1,406,659.27
Total For	204	Manual, Wire Tran, ACH & Computer	Checks	1,406,659.27
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,406,659.27

RESOLUTION FOR ACCEPTANCE OF GIFTS

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

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

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

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

AGENDA ITEM: **Acceptance of Gifts**

MEETING DATE: **May 9, 2011**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
Six Fred Bear Long Bows (used) estimated value: \$700	Cadillac Motor Company	White Bear Archery Program
\$700	Deborah & Ted Nistler	Vadnais Heights Elementary School
\$100 given in recognition and support of Ted Nistler's volunteer contributions	Securian Foundation	White Bear Lake Area Public Schools #624

RECOMMENDATION: Accept donations.

AGENDA ITEM: Field Trip Request

MEETING DATE: May 9, 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
Tuesday, 6/28/11 - Friday, 7/1/11 NCA Cheerleading Camp, Okoboji, Iowa	Heather Leaf	High School Cheerleaders	0	30-35	Cost to student: \$310	School bus	Safety instruction, material for the season, team bonding, and professional instruction.

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

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

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

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

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RETIREMENT - CLASSIFIED STAFF

NANCY KELLY – Health Assistant, Birch Lake Elementary
Employed by District 624 since 08/26/1981
Effective Date: 06/14/2011

LENORE MCGEE – Production Clerk, South Campus
Employed by District 624 since 08/27/1979
Effective Date: 06/09/2011

RESIGNATIONS - CLASSIFIED STAFF

SUSAN EDDY – Pupil Support Assistant, Sunrise Middle School
Employed by District 624 since 05/22/1997
Effective Date: 06/09/2011

PAULA LARSON – Pupil Support Assistant, Matoska International
Employed by District 624 since 09/01/2005
Effective Date: 06/09/2011

CHANGE IN CONTINUING CONTRACT - CERTIFIED STAFF

MARINA BOROWY – Spanish Teacher, Central Middle School/North Campus
From 1.00 f.t.e. to a .90 f.t.e.
Effective Date: 2011 - 2012 School Year

ANNE ELLSWORTH – FACS Teacher, Sunrise Middle School/North Campus
From 1.00 f.t.e. to a .75 f.t.e.
Effective Date: 2011 - 2012 School Year

THERESA FILARSKY – Science Teacher, North Campus
From .80 f.t.e. to a 1.00 f.t.e.
Effective Date: 2011 - 2012 School Year

HEATHER GREBE – Science Teacher, ALC/South Campus
From .50 f.t.e. to a .90 f.t.e.
Effective Date: 2011 - 2012 School Year

SADIE JOHNSON – FACS Teacher, North Campus/South Campus
From 1.00 f.t.e. to a .90 f.t.e.
Effective Date: 2011 - 2012 School Year

MARGARET NELSON – Art Teacher, Sunrise Middle School/North Campus
From 1.00 f.t.e. to a .90 f.t.e.
Effective Date: 2011 - 2012 School year

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

CHANGE IN CONTINUING CONTRACT - CERTIFIED STAFF

DANIEL PEACE – Science Teacher, Sunrise Middle School
From .80 f.t.e. to a 1.00 f.t.e.
Effective Date: 2011 – 2012 School Year

BRIAN PERRY – Art Teacher, Central Middle School/North Campus
From 1.00 f.t.e. to a .90 f.t.e.
Effective Date: 2011 – 2012 School Year

JODY RANDALL – Elementary Teacher, Matoska International
From .70 f.t.e. to a 1.00 f.t.e.
Effective Date: 2011 – 2012 School Year

LEAVES OF ABSENCE - CLASSIFIED STAFF

JOANNE JOHNSON – Bus Aide, Bus Garage
Employed by District 624 since 08/29/2002
Effective Dates: 12/17/2010 through 04/01/2011

CATHERINE LEAF – Pupil Support Assistant, North Campus
Employed by District 624 since 09/14/1992
Effective Dates: 02/24/2011 through 04/21/2011

MARY MURPHY – M.S. Head Cook Manager, Sunrise Middle School
Employed by District 624 since 04/24/1992
Effective Dates: 01/03/2011 through 06/09/2011

DANA TURNER – Bus Driver, Bus Garage
Employed by District 624 since 01/17/2006
Effective Dates: 02/24/2011 through 03/29/2011

LEAVES OF ABSENCE - CERTIFIED STAFF

NANCY BROWN – Mathematics Teacher, Sunrise Middle School
Employed by District 624 since 08/24/1998
Effective Dates: 12/30/2010 through 05/02/2011

STACI DOCKEN – School Psychologist, Vadnais Heights Elementary
Employed by District 624 since 08/24/2006
Effective Dates: 02/01/2011 through 04/05/2011

JENNIFER HANSEN – Kindergarten Teacher, Lincoln Elementary
Employed by District 624 since 08/27/2009
Effective Dates: 04/19/2011 through 06/10/2011

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

LEAVES OF ABSENCE - CERTIFIED STAFF

JENNIFER KASTEN – Social Studies Teacher, Central Middle School
Employed by District 624 since 08/24/1998
Effective Dates: 04/11/2011 through 06/10/2011

RONALD MILES – Special Education Teacher, Central Middle School
Employed by District 624 since 08/21/2003
Effective Dates: 02/24/2011 through 06/10/2011

KATIE NOHR – Language Arts Teacher, Central Middle School
Employed by District 624 since 08/21/2008
Effective Dates: 04/29/2011 through 06/10/2011

ANDREA SHOUP – Guidance Counselor, Central Middle School
Employed by District 624 since 08/23/2007
Effective Dates: 04/11/2011 through 06/10/2011

KARI THALHUBER – Health Teacher, North Campus
Employed by District 624 since 08/22/2002
Effective Dates: 01/19/2011 through 04/18/2011

PART – TIME LEAVE REQUEST, 2011-2012 CERTIFIED STAFF

AMANDA JESKE – Language Arts Teacher, Secondary
.20 Leave (.80 position)
Effective Date: 2011 – 2012 School Year

FULL – TIME LEAVE REQUEST, 2011-2012 CERTIFIED STAFF

ROGER SEELING – Special Education Teacher, Secondary
First Year General Leave Request
Effective Date: 2011 – 2012 School Year

NEW PERSONNEL - CLASSIFIED STAFF

KELLY ERICKSON – Part-Time Cook, Matoska International
\$12.83/hr. 3.75 hrs/day 45 days \$2,165.06
Effective Date: 04/08/2011

BARBARAJO GANGL – Part-Time Cook, Transition Plus
\$12.83/hr. 3.00 hrs/day 45 days \$1,732.05
Effective Date: 04/08/2011

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

NEW PERSONNEL - CERTIFIED STAFF

KATHRYN ANDERSON – Elementary Teacher, Birch Lake Elementary
MA, Step 4 \$43,704.00
Effective Date: 2011-2012 School Year

JENNIFER ENGMAN – Special Education Teacher, Sunrise Middle School
BA, Step 4 \$38,624.00
Effective Date: 2011-2012 School Year

BENJAMIN KIRKHAM – .8 Language Arts Teacher, North Campus
BA+60, Step 2 \$32,056.00
Effective Date: 2011-2012 School Year

SHAWNA TRAVER – Media Specialist, Hugo Elementary/Lincoln Elementary
BA+60, Step 6 \$45,923.00
Effective Date: 2011-2012 School Year

MICHELE WOLF – Special Education Teacher, North Campus
MA, Step 1 \$39,548.00
Effective 2011-2012 School Year

NEW PERSONNEL – EXTRA CURRICULAR ONLY

RACHEL KOVALA – Head Girl's Volleyball Coach, Step 2 \$4,980.00

LONG TERM SUBSTITUTES - CERTIFIED STAFF

ALEXANDRA CHAPMAN – Communications Teacher, South Campus
BA, Step 1 \$27,445.38 (152 days)
Effective Date: 11/01/2010 through 06/10/2011

JULEE ELLEFSEN – Social Studies Teacher, Central Middle School
BA, Step 2 \$7,441.20 (40 days)
Effective Date: 04/18/2011 through 06/10/2011

JENNA MARTY – Elementary Teacher, Lincoln Elementary
BA, Step 1 \$7,034.04 (39 days)
Effective Date: 04/19/2011 through 06/10/2011

SUSAN NELSON – Language Arts Teacher, Central Middle School
BA+15, Step 12 \$8,009.22 (29 days)
Effective Date: 05/02/2011 through 06/09/2011

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

LONG TERM SUBSTITUTES - CERTIFIED STAFF

SEAN PADDEN – .055 Business Education Teacher, Central Middle School
BA+15, Step 2 \$2,055.13 (45 days)
Effective Date: 04/11/2011 through 06/10/2011

LISA SCHENK – Grade 6 Science Teacher, Central Middle School
MA+15, Step 9 \$54,189.00
Effective Date: 08/24/2011 through 06/8/2012

LONG TERM SUBSTITUTE CHANGE IN ASSIGNMENT - CERTIFIED STAFF

LEENA JACOB – Guidance Counselor, Central Middle School
MA+15, Step 1 \$9,273.15
Effective Date: 04/11/2011 through 06/10/2011

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: **Presentation of Minnesota School Boards Association
Scholarship**

MEETING DATE: **May 9, 2011**

SUGGESTED DISPOSITION: **Information Item**

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

BACKGROUND:

Members of the Minnesota School Board Association (MSBA) will present Maraki Ketema, 12th grade student at South Campus and the School Board student representative, with a scholarship from the Minnesota School Boards Association. Maraki Ketema is one of only two students in the state to receive this scholarship.

AGENDA ITEM: **Recognition of School Board Student Representative**

MEETING DATE: **May 9, 2011**

SUGGESTED DISPOSITION: **Information Item**

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

BACKGROUND:

The White Bear Lake Area School Board would like to commend and recognize Maraki Ketema, 12th grade student at South Campus, for her outstanding role as the 2010-2011 Student Representative on the School Board.

AGENDA ITEM: **Update on Partnership With The University of Minnesota**
MEETING DATE: **May 9, 2011**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

BACKGROUND:

On this evening's agenda, we are recommending approval of partnership agreement between the University of Minnesota College of Education and Human Development and the White Bear Lake Area Schools for the purpose of continuing a second year in partnership for teacher preparation and development.

At our work-study session in April, we provided some background to the School Board about the involvement of our administrative and teaching team for the past year and one-half.

On Monday night we will have the teachers and principal from Otter Lake Elementary, one of our four elementary school sites participating in the partnership for the 2011-12 school year. The partnership agreement is on for action this evening as Item E-5.

AGENDA ITEM: Superintendent's Report
MEETING DATE: May 9, 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: **First Reading of Policy 532, Use of Peace Officers and Crisis Teams to Remove Students from School Grounds**

MEETING DATE: **May 9, 2011**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy 532, Use of Peace Officers and Crisis Teams to Remove Students from School Grounds, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA and new mandated statute language related to restrictive procedures that take effect on August 1, 2011.

Recommendation:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the June 13, 2011 School Board meeting agenda or subsequent meetings as an operational item for action.

To be reviewed by Policy Committee on 4/26/11.

Adopted: May 9, 2005
Revised: November 8, 2007

White Bear Lake Area School
District Policy 532

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. ~~It further believes that students are the first priority and that they should be reasonably protected~~ Reasonable precautions should be taken to protect students from physical or emotional harm at all school and school sponsored events and activities. ~~locations and during all school activities.~~

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

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

III. DEFINITIONS

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

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

To be reviewed by Policy Committee on 4/26/11.

- B. "Emergency" means a situation in which immediate intervention is necessary to protect a student or other individual from physical injury, emotional abuse due to verbal and nonverbal gestures, or to prevent ~~severe~~ serious property damage.
- C. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper. A "peace officer" is not an agent or an employee of the District.
- D. "Police liaison officer" is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students. A "police liaison officer" is not an agent or employee of the District.
- E. ~~The phrase~~ "Remove the student from school grounds" is the act of securing the person of a student, which may include a student with an IEP, and escorting that student from the school building or school sponsored event or activity at which the student with an IEP is located.
- F. "Student with an IEP" ~~or "the student"~~ means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).

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

IV. **REMOVAL OF STUDENTS ~~WITH IEPs~~ FROM SCHOOL GROUNDS**

A. Removal By Crisis Team

~~If the behavior of a student with an IEP escalates to the point where the student's behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team may be summoned. A staff member may summon the building's crisis team whenever the staff member believes the team's intervention is necessary or reasonably appropriate to address student behavior that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties; or to address student behavior that endangers or threatens to endanger the student, other students, surrounding persons, personal property, or district property. The crisis team may attempt to de-escalate~~ address the student's

To be reviewed by Policy Committee on 4/26/11.

behavior. If the student has an IEP, the crisis team may attempt to address the student's behavior by means including, but not limited to, those described in the student's IEP and/or behavior intervention plan. When such measures fail, or when If the crisis team or the building principal or associate principal determines that the student's behavior continues to significantly disrupt the rights of others to an education, or the ability of school personnel to perform their duties, or continues to endanger or threatens to endanger the student, other students, surrounding persons, personal property, or district property, endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team or the building principal, associate principal, or administrative designee may remove the student from school grounds, and may request assistance from any district employee.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal By Police Liaison Officer or Peace Officer

~~If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, The school building's crisis team, building principal, associate principal, or designee or the building administrator's designee, may request that the a police liaison officer or a peace officer remove the a student, including a student with an IEP, from school grounds if the student engages in criminal activity or any behavior that endangers or threatens to endanger the student, other students, surrounding persons, personal property, or district property.~~

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

~~Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, School district personnel may report a crime allegedly committed by any student, including a student with an IEP, to appropriate authorities. If the school district reports a crime allegedly committed by a student with an IEP, school personnel shall The district must provide transmit copies a copy of the a special education student's special education and disciplinary records to law enforcement if the school district reports a crime committed by a student with an IEP and (1) the parent has provided written consent for such records to be disclosed to law enforcement or (2) the disclosure is explicitly authorized under the of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is~~

To be reviewed by Policy Committee on 4/26/11.

~~permitted by the Family Education Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act. and school district's policy, Protection and Privacy of Pupil Records (WBLASB Policy 515).~~

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

C. Reasonable Force Permitted

In removing ~~a student from school grounds, including a student with an IEP, from school grounds, a building school administrator, other~~ crisis team members, teacher, or other member of the instructional, support, or supervisory staff of the school or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force upon the student or toward the student when it is necessary under the circumstances to restrain the student from self-injury or to prevent injury to another person or property. correct or restrain a student or prevent bodily harm or death to another.

In removing a student ~~with an IEP~~ from school grounds, ~~police liaison officers and school district personnel are restricted from engaging in prohibited procedures as outlined in Minn. Stat. §121A.67~~ may not:

1. Hit or spank the student with or without an object;
2. Use unreasonable force that causes bodily harm or substantial emotional harm;
3. Require the student to assume and maintain a specified physical position, activity, or posture that induces physical pain;
4. Restrict, totally or partially, the student's senses as punishment;
5. Present an intense sounds, lights, or other sensory stimuli using smell, taste, substance, or spray as punishment;
6. Deny or restrict the student's access to equipment and devices such as walkers, wheelchairs, hearing aids and communication boards that facilitate the student's functioning, except temporarily when necessary to prevent injury to the student or others or serious damage to the equipment or device, in which case the equipment or device must be returned to the student as soon as possible;

To be reviewed by Policy Committee on 4/26/11.

7. Interact with the student in a manner that constitutes sexual abuse, neglect, or physical abuse under Minnesota Statutes section 626.556;
8. Withhold regularly scheduled meals or water;
9. Deny the student access to bathroom facilities; or
10. Use a physical hold that restricts or impairs the student's ability to breathe.

D. Parental Notification

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

E. Continued Removals; Review of IEP

~~Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IHP. If a student with an IEP is repeatedly removed from school, the IEP team must meet to review and determine the appropriateness of the IEP in light of the removals.~~

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

A student with an IEP may be removed in accordance with this policy ~~and WBLASB Policy 506 (Student Discipline) for violations of the Code of Conduct~~ regardless of whether the student's conduct would create an emergency. If, during the course of removing a student with an IEP, immediate intervention is needed to protect the student or another individual from physical injury or to prevent serious property damage, a licensed special education teacher, school social worker, school psychologist, properly certified behavior analyst, person with a master's degree in behavior analysis, other licensed education professional, paraprofessional, or mental health professional may use restrictive procedures (such as physical holding) provided that the person using the restrictive procedure has completed the training required by law and provided that the restrictive procedures are used, recorded, and reviewed in compliance with the district's restrictive procedures plan and the requirements of federal and state law. The law governing restrictive procedures does not apply to actions taken by a peace officer or a policy liaison officer.

~~If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IHP, or Behavior Intervention Plan authorizes the use of one or more conditional procedures, the crisis team may employ those conditional procedures,~~

To be reviewed by Policy Committee on 4/26/11.

~~in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds. If the crisis team initiates use of conditional procedures in an emergency, the student's IEP team shall meet as soon as possible, but no later than five (5) school days after emergency procedures have commenced.~~

Legal References: Minn. Stat. § 13.01, *et seq.* (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
~~Minn. Stat. § 121A.67 (Aversive and Deprivation Procedures)~~
Minn. Stat. §§ 125A.094, 125A.0941 & 125A.0942 (restrictive procedures)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))
34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)
~~Minn. Rule 3525.0210, Subp. 17 (Definition of "Emergency")~~
~~Minn. Rule 3525.2900, Subp. 5 (The IEP and Regulated Interventions)~~

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

AGENDA ITEM: First Reading of Policy 602, Organization of School Calendar and School Day

MEETING DATE: May 9, 2011

SUGGESTED DISPOSITION: Discussion Item

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

Background:

School Board Policy 602, Organization of School Calendar and School Day, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the June 13, 2011 School Board meeting agenda or subsequent meetings as an operational item for action.

Adopted: September 8, 1997
Revised: June 11, 2001
Revised: May 9, 2005

*White Bear Lake Area
School Board Policy 602*

602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

~~It is~~ The school calendar and schedule are important to parents, students, employees, and the general public to have as means to allow advance, and knowledge of the school calendar and school day to effectively planning for of the school year.

III. CALENDAR RESPONSIBILITY

A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff and parents.

~~B.~~ Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before ~~September 1~~ Labor Day, unless beginning the school year earlier will accommodate a construction or remodeling project of \$400,000 or more, which affects a district's school facility. Days devoted to teacher's workshops may be held before September 1 except as provided in Section III.B.1., III.B.2., or III.B.3. Teacher workshop days may be held before Labor Day.

1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.

2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minn. Stat. § 123A.30, § 123A.32, or § 123A.35 with a school district that qualifies under Section III.B.1.

3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.

~~C.~~ ~~The school board shall adopt the school calendar for the following school year in a timely fashion.~~ Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider the ~~installed progress~~ successful implementation of the current calendar and such factors as cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, school bus schedules, and other concerns deserving of attention.
- C. ~~Proposed changes in the school day shall be subject to review and approval by the school board.~~

Legal References: Minn. Stat. § 120A.40 (School Calendar)
Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § ~~126.13~~ 120A.42 (Holidays)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment, Contracts; Termination)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class, Definitions)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.32 (Interdistrict Cooperation)
Minn. Stat. § 123A.35 (Cooperation and Combination)
Minn. Stat. § 124D.11, Subd. 9 (Revenue for Results-Oriented Charter School)
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)

Cross References: WBLASB Policy 425 (Staff Development)

AGENDA ITEM: **First Reading of Policy 701, Establishment and Adoption of School District Budget**

MEETING DATE: **May 9, 2011**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy 701, Establishment and Adoption of School District Budget, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the June 13, 2011 School Board meeting agenda or subsequent meetings as an operational item for action.

Adopted: April 28, 1997
Revised: August 27, 2001
Revised: September 11, 2006
Revised: November 8, 2007

*White Bear Lake Area
School Board Policy 701*

701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

~~It is~~ The policy of this school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

III. REQUIREMENT

- A. The superintendent ~~or appointed designee~~ or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary ~~for them~~ to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- ~~B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minn. Stat. § 123B.76.~~
- ~~C.~~B Prior to the adoption of the initial budget for a school year, the ~~school board~~ Superintendent or designee must inform the principal or other responsible administrative authority at each site the amount of general education and referendum revenue that will be generated by the pupils in attendance at that site. These estimates may be adjusted in accordance with law.
- ~~D.~~C Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.

- ~~E.D~~ Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner of the Minnesota Department of Education within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. ~~These budgets, reports of revenue, expenditures, and fund balances~~ A summary of this information and the address of the school district's official website where the information can be found must be published ~~either~~ in a newspaper of general circulation in the school district. ~~or on the school district's official website. If published on the school district's official website, the school district must also publish an announcement in a qualified newspaper or general circulation in the school district that includes the Internet address where the information has been posted.~~ At the same time as this publication, the school district shall publish the other information required by Minn. Stat §123B.10.
- ~~F.E~~ At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year
- ~~F.~~ The school district must also post the detailed budget information materials specified in Paragraph III.D. above on the school district's official website, and also include including a link to the school district's school report card on the Minnesota Department of Education's website.
- ~~G.~~ The school district must also include the budget information specified in Paragraph III.D. above in the materials provided as part of its truth-in-taxation hearing.

IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or appointed designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.

- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the superintendent or appointed designee. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat §123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat §126C.23 (Allocation of General Education Revenue)
~~Minn. Stat. § 275.065 (Truth in Taxation; Proposed Property Taxes; Notice)~~

Cross References: WBLASB Policy 701.1 (Modification of School District Budget)
WBLASB Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding

AGENDA ITEM: **First Reading of Policy 701.1, Modification of School District Budget**

MEETING DATE: **May 9, 2011**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy 701.1, Modification of School District Budget, is a new policy. The policy has been reviewed by the School Board Policy Committee and is recommended for a first reading.

This policy is newly recommended by MSBA, however the process that is contained with the policy is consistent with the practices that the district has been following for many years.

Recommendation:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the June 13, 2011 School Board meeting agenda or subsequent meetings as an operational item for action.

Adopted:
Revised:

New Policy

*White Bear Lake Area
School Board Policy 701.1*

701.1 MODIFICATION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

The purpose of this policy is to establish procedures for the modification of the school district's adopted revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to modify its revenue and expenditure budgets in accordance with the applicable provisions of law.

III. REQUIREMENT

- A. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.
- B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision. A school board member may also propose modifications on that board member's own motion, provided, however, the school board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.
- C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.
- D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

Legal References: Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 126C.23 (Allocation of General Education Revenue)

Cross References: MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA Service Manual, Chapter 7, Education Funding

AGENDA ITEM: **First Reading of Policy 714, Fund Balances**
MEETING DATE: **May 9, 2011**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Pete Willcoxon, Sr,**
Executive Director of Business Services

Background:

School Board Policy 714, Fund Balances, is a new policy. The policy has been reviewed by the School Board Policy Committee and is recommended for a first reading.

Discussion has occurred with the school district audit partner, Jim Eichten, to make sure that the policy conforms with the requirements of GASB #54.

The recommended fund balance target is consistent with the assumptions that are being used in the development of the district's financial forecast.

Recommendation:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the June 13, 2011 School Board meeting agenda or subsequent meetings as an operational item for action.

Adopted:

White Bear School Board Policy 714

Revised:

NEW POLICY

714 FUND BALANCES

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

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

reported in a school district fund.

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

IV. CLASSIFICATION OF FUND BALANCES

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

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of Approximately five weeks of operating expenses.

VI. ORDER OF RESOURCE USE

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

VII. COMMITTING FUND BALANCE

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

VIII. ASSIGNING FUND BALANCE

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

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

IX. REVIEW

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

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

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

E. OPERATIONAL ITEMS

AGENDA ITEM: Second Reading of Policy 498, Respectful Workplace
MEETING DATE: May 9, 2011
SUGGESTED DISPOSITION: Operational Item
CONTACT PERSON(S): Christina Picha, Director of Human Resources

Background:

School Board Policy 498, Respectful Workplace is a new policy this year. This policy has been reviewed by the Policy Committee in March and again on April 4, and had a first reading on April 11. Our intent is to communicate and train the staff on this policy on an annual basis.

Recommendation:

To approve School Board Policy 498, Respectful Workplace, as recommended by the administration.

****NEW POLICY****

498 RESPECTFUL WORKPLACE

I. PURPOSE

The School District strives to maintain an environment that fosters mutual respect, prevents bullying and promotes harmonious, productive working relationships. Our district believes in going beyond what is required by law and expects school personnel to treat each other and students in a manner in which they would like to be treated and to give to others the respect that is due to every individual whether it is a fellow employee, School Board member, member of administration, agent, volunteer, student or visitor to our premises. As a result, school personnel are prohibited from engaging in behavior that substantially interferes with a professional productive, respectful working environment, including behavior that is disrespectful, obscene, inappropriate, offensive or an act of bullying.

It is the responsibility of the administration of the School District to implement this policy and support it through positive leadership and personal example. Further, it is the responsibility of the administration to contribute to the maintenance of a work environment that is consistent with this policy.

II. DEFINITIONS

- A. Retaliation – Includes but is not limited to any form of intimidation, reprisal or harassment.
- B. School Personnel – School Board members, school employees, agents, volunteers and contractors subject to the supervision and control of the School District.

III. REGULATIONS

- A. The School District expects that everyone will act responsibly to establish a pleasant and friendly work environment. However, if any school personnel or student feels he/she has been subjected to any form of disrespectful or bullying behavior by school personnel other than the School board, the person should report that conduct to his/her immediate supervisor, another member of administration, or Human Resources within three calendar days of the offense. While written reports are encouraged, a complaint may be made orally. All school personnel should notify a member of administration regarding any disrespectful or bullying behavior that they witness or are told another person received. No personnel of the school district shall permit, condone or tolerate disrespectful or bullying behavior. Any school personnel receiving a complaint shall advise the immediate supervisor, the Director of Human Resources or the Superintendent of the complaint.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the Superintendent who shall determine what type of investigation should be conducted. The Superintendent shall determine the nature and

scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.

- C. Any School District action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, contracts, Minnesota Statutes, and School District policies. The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension or termination to end and prevent any further occurrences of disrespectful or bullying behavior.
- D. A timely resolution of each complaint will be reached and communicated to the complaining party. The Superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minnesota Statutes, Chapter 13 (Minnesota Government Data Practices Act) or other law.
- E. The School District will take appropriate action with any school personnel who retaliates against any person who makes a good faith report to this policy.
- F. The School District reserves the right to determine whether any type of behavior is disrespectful and injurious to the morale of the organization.
- G. In the case of a concern or complaint against a School Board member, the preceding provisions A through F, of this section do not apply and are replaced by the following:
 - 1. The concern or complaint should be brought directly to the attention of the School Board Chair. If the complaint is made to a supervisor or administrator, the School Board Chair shall be advised of the complaint as soon as reasonably possible.
 - 2. The School Board Chair (or Vice Chair if the Board Chair is the subject of the complaint) shall determine the type of investigation to be conducted, the nature and scope of the investigation and the person responsible for the investigation or follow-up relating to the concern or complaint.
 - 3. Upon completion of the investigation, the School Board Chair shall bring the concern or complaint and the findings of the investigation to the School Board for resolution.
 - 4. The School Board will timely reach and communicate to the complaining party a resolution to the concern or complaint. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minnesota Statutes, Chapter 13 (Minnesota Government Data Practices Act) or other law.
 - 5. Any School Board action taken pursuant to this policy will be consistent with requirements of Minnesota Statutes, and School District policies.
 - 6. The School Board will take appropriate action with any School Board member who retaliates against any person who makes a good faith report pursuant to this policy.

7. The School Board reserves the right to determine whether any type of behavior by a School Board member is disrespectful and injurious to the morale of the school district.
- H. Complaints which fall under School District Policy No. 413: Harassment and Violence, should be filed pursuant to that policy.

IV. TRAINING AND EDUCATION

- A. The School District will annually provide education, information and training to school district personnel regarding this policy.

Legal References: Minn. Stat. § 13 (Minnesota Government Data Practices Act)

Cross References: Policy 209 (Code of Ethics)

Cross References: Policy 215 (School Board Member Code of Conduct)

Cross References: Policy 413, (Harassment & Violence Policy)

Cross References: Policy 514 (Bullying Prevention Policy)

498 RESPECTFUL WORKPLACE

White Bear Lake Area
School District #624 Policy 498
Addendum A

RESPECTFUL WORKPLACE/BULLYING COMPLAINT



Please Print Clearly or Type the Following Information

Your Name: _____ Date: _____

Bldg Site: _____ Job/Title: _____

Address at which you wish to receive confidential mail: _____

Phone No.: (H) (____) _____ - _____ (W) (____) _____ - _____

Name and title of your supervisor: _____

Please contact the Human Resources Office if you have difficulty completing this form. **You may reach Human Resources at 651-407-7546.**

1. Describe what happened. Include the dates and locations of each incident. If you require additional space, you may attach a statement to this form in addition to the statement you give below. Also, please attach any documents you think are important to investigating your complaint.

2. List each person you believe may have violated the *Respectful Workplace Policy*.

<u>Name</u>	<u>Job Title</u>	<u>Phone</u>	<u>Supervisor</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. List each person you believe may have pertinent information about the situation.
- | <u>Name</u> | <u>Job Title</u> | <u>Phone</u> | <u>Supervisor</u> |
|-------------|------------------|--------------|-------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
4. What steps, if any, have you taken to resolve this matter?
- _____
- _____
- _____
5. List the person(s) you contacted in an attempt to resolve this matter.
- | <u>Name</u> | <u>Job Title</u> | <u>Date of Contact</u> |
|-------------|------------------|------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Please forward this form to

Your supervisor or Human Resources:

White Bear Lake Area Schools
 Department of Human Resources
 OFFICE: (651) 407-7546

FAX: (651) 407-7541

-OR-

INTEROFFICE MAIL: Dept. of HR

You will be contacted by your supervisor or a representative of the Human Resources Office to obtain additional information as needed. All employees must provide truthful and complete information and cooperate fully with the District in any investigation concerning conduct of employees. The investigation process will be concluded within a reasonable period of time and the results will be communicated to you either verbally or in writing. Although we cannot guarantee complete confidentiality, your concerns will be handled with the utmost discretion.

I hereby state and affirm that the information supplied via this complaint form is true and correct to the best of my knowledge.

Signature: _____ Date: _____

SUPERVISORS: Forward this complaint form via FAX to the Human Resources Office immediately upon receipt

AGENDA ITEM: **Second Reading of Policy 514, Bullying Prohibition Policy**
MEETING DATE: **May 9, 2011**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **David Law, Assistant Superintendent**

Background:

Starting in October 2010, School Board Policy 514, Bullying Prohibition Policy, has been reviewed by a variety of people, including teachers, counselors, administrators, parents, and School Board Policy Committee. This Policy reflects recommendations from MSBA, along with pro-active recommendations from bullying prevention programs around the nation and the world.

New in this policy are intentional steps to train students, parents, and staff about bullying prevention. This is the second reading of this Policy.

Recommendation:

To approve School Board Policy 514, Bullying Prohibition Policy, as recommended.

514 BULLYING PROHIBITION PREVENTION POLICY

I. PURPOSE

A safe and civil environment is desired ~~needed~~ for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor ~~the activities of students~~ at all times or ~~and~~ eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent bullying behavior ~~such conduct~~ affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond to, remediate, and, when appropriate, discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying ~~by either an individual student or a group of students~~ is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying behavior that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or school personnel or visitors employees. In addition, the ~~misuse~~ of technology ~~including, but not limited to~~ teasing, intimidating, defaming, threatening, or terrorizing and/or otherwise cause harm to a another student, group, school personnel, or visitors teacher, administrator, volunteer, contractor, or other employee of the school district by ~~sending or posting~~ communicating in any form, including, but not limited to, e-mail messages, instant messages, text messages, digital pictures or images, ~~or Web site~~ website postings, including blogs ~~or other means~~, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.
- B. It shall be a violation of this policy for any student or personnel of School District No. 624 to permit, condone or tolerate bullying. (For the purposes of this policy, school district personnel includes paid employees, school board members, agents, volunteers, contractors or other persons subject to the supervision and control of the District.) No school personnel, student, or visitor teacher, administrator,

~~volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.~~

- C. Apparent **or perceived** permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a **bully or** victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against a student are prohibited.
- F. A ~~person~~ student who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
 - 1. The developmental and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and **details (nature)** of the behavior;
 - 3. Past incidences **and/** or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from **positive** behavioral interventions up to and including suspension and/or expulsion. Consequences for ~~employees~~ **school district personnel** who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any ~~student, teacher, administrator, volunteer, contractor, or other employee of the school district~~ **person** who is found to have violated this policy.

[Note: As the purpose of the policy is to ensure the safety and well-being of students, school districts should review those individuals in their district who may have responsibility for its students, whether formal or informal, to ensure that this purpose is met. Accordingly, school districts may wish to exclude or add certain individuals as being subject to its policy. For example, if a school district is providing visitors with extensive contact with students, the school district may wish to include visitors as individuals subject to the policy to ensure the access the school district has permitted is

not being abused. Alternatively, a school district may wish to remove contractors from the policy if the individuals with whom it contracts have little or no contact with students to avoid unnecessary application of the policy.]

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means any written, ~~to include modes of technology (i.e. internet and phone text messages)~~ **electronic, or** verbal expression, physical act or gesture, or pattern thereof, by a **student person** that is intended to cause or is perceived as causing distress to ~~one or more students~~ **a student or a group of students** and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student **or a group** that a reasonable person under the circumstances knows or should know has the effect of:
1. harming a student **or a group of students**;
 2. damaging a student’s **or a group of students’** property;
 3. placing a student **or a group of students** in reasonable fear of harm to **his or her** person or property; **or**
 4. creating a hostile educational environment for a student **or a group of students; or**
 5. **intimidating a student or group of students.**
- B. “Immediately” means as soon as possible but in no event longer than **24 hours one (1) school day following the report.**
- C. “On school district property or at school-related functions” means: all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route ~~or vehicles driving~~ to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. **“School District Personnel” means School Board members, school employees, agents, volunteers and contractors subject to the supervision and control of the School District.**

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to any ~~appropriate school district official designated by this policy~~ school employee*. It is the responsibility of that employee to document the concern and forward it to a school administrator. A student may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. The school district encourages the reporting party ~~or to submit a written complaint~~ to school administration, use the report form available from the principal of each building or available from the school district office but oral reports shall be considered official complaints as well.
- C. The building ~~principal, or the principal's designee, administrator or~~ designee ~~the building supervisor~~ is the person responsible for receiving reports of bullying at the building level. ~~Any person may report~~ Bullying may also be reported directly to a school district human rights officer or to the superintendent. If the complaint involves the building administrator, the complaint shall may be made or filed directly with the superintendent or designee, or to the school district human rights officer. by the reporting party or complainant.
- D. ~~A teacher, school administrator, volunteer, contractor, or other school employee~~ School district personnel shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building ~~principal~~ administrator or designee immediately. School district personnel who fail to inform the building report taker administrator or designee of conduct that may constitute bullying in a timely manner (preferably within one (1) school day) may be subject to disciplinary action.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district ~~administrator~~ officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others, including the perpetrator, pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. School district action ~~Disciplinary consequences~~ will be taken sufficiently severe to try to deter violations and to prevent future incidents of bullying. appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable statutory authority, including the Minnesota Public Fair Dismissal Act; school district policies; and regulations.
1. For students such action may include, but is not limited to, a warning, education, counseling, remediation, loss of privileges, detention, exclusion, restorative measures, mediation, referral to outside agencies, (including, but not limited to, law enforcement), suspension, exclusion, expulsion, or transfer.
 2. For staff such action may include, but is not limited to a warning, education, restorative measures, mediation, suspension, exclusion, expulsion, or transfer. remediation, termination, or discharge. Action against staff will be also be consistent with the requirements of applicable collective bargaining agreements.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will respond to ~~notify~~ the parent(s) or guardian(s) of students involved in a bullying incident with a summary of the investigation and relevant information, and the remedial action taken, to the extent permitted by law. ~~based on a confirmed report.~~

VI. ~~REPRISAL~~ RETALIATION PROHIBITED

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

VII. TRAINING AND EDUCATION

- A. The school district annually will provide information and ~~any applicable~~ * training to school district staff personnel regarding this policy.
- B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying and offenders.
- D. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, self advocacy, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

VIII. NOTICE

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the ~~student handbook~~ policy handbook and available on the school district website.

Legal References:

Minn. Stat. § 120B.232 (Character Development Education)
~~Minn. Stat. § 120B.233 (Character Development Education Revenue; Pilot Program)~~
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References:

WBLASB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
WBLASB Policy 413 (Harassment and Violence)
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
WBLASB Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
WBLASB Policy 423 (Employee-Student Relationships)

WBLASB Policy 501 (School Weapons Policy)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 507 (Corporal Punishment)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
WBLASB Policy 521 (Student Disability Nondiscrimination)
WBLASB Policy 522 (Student Sex Nondiscrimination)
WBLASB Policy 525 (Violence Prevention)
WBLASB Policy 526 (Hazing Prohibition)
WBLASB Policy 529 (Staff Notification of Violent Behavior by Students)
WBLASB Policy 709 (Student Transportation Safety Policy)
WBLASB Policy 711 (Videotaping on School Buses)
WBLASB Policy 712 (Video Surveillance Other Than on Buses)

AGENDA ITEM: Second Reading of Policy 524, Internet Acceptable Use and Safety Policy

MEETING DATE: May 9, 2011

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): David Law, Assistant Superintendent
Christina Picha, Director of Human Resources
Mark Garrison, Instructional Technology Coordinator

Background:

School Board Policy 524, Internet Acceptable Use and Safety Policy, has been reviewed by the School Board Policy Committee, on a second review. This policy, last reviewed in 2001, addresses a wide range of issues related to technology, including staff and student use of District hardware and software, and protocols for the use of internet.

This Policy is a major overhaul of our previous policy because of a rapid change in technology. It consists of many changes from MSBA, with modifications to fit our technical requirements, platform, and also our practice. The policy change recommendations draw from MSBA and from other school district policies.

Since the March 7 School Board meeting, the Policy has had further review by administration, staff, students, and the Policy Committee.

Recommendation:

To approve School Board Policy 524, Internet Acceptable Use and Safety Policy, as recommended.

Adopted: September 8, 1997
Revised: February 28, 2000
December 10, 2001

White Bear Lake Area
School Board Policy 524

524 INTERNET ELECTRONIC TECHNOLOGIES ACCEPTABLE USE POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for acceptable and safe use of the Internet, including electronic communications, and the District's Electronic Technologies. District Electronic Technologies include but are not limited to computers and peripherals, printers, phones and the applications they support and/or access.

~~II.~~ SCOPE

~~This policy shall apply to all users of the School District's Internet access, computers and equipment, including but not limited to students, faculty, administrators, supporting staff, agents, and board members. This policy shall apply to the use of the School District's Internet access provided by any means.~~

~~III.~~ II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the School District Electronic Technologies and the Internet, including electronic communications, the School District considers its own stated educational mission, goals, and objectives. ~~Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district electronic technologies and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The goal in providing these resources is to facilitate resource sharing, innovation and communication and to support the mission if the District in ensuring that our students develop a love of learning, excel academically, are inspired to realize their dreams and become engaged citizens with a global understanding.~~ The School District expects that faculty will blend thoughtful use of the School District Electronic Technologies and the Internet throughout the curriculum and will provide guidance and instruction to students in its their use.

~~IV.~~ PRIVACY RIGHTS

~~The School District can and will inspect information and files stored, processed, or communicated by or through its information systems without further notice to users. Users of the School District's computers, equipment and Internet access through the District shall have no expectation of privacy related to such use.~~

III. LIMITED EDUCATIONAL PURPOSE

The School District is providing students and employees with access to the School District Electronic Technologies, which includes Internet access. It is not the purpose of the system to provide students and employees with unlimited access to the Internet or to create a limited public forum for the discussion of issues. Access to the School District system is limited to educational purposes, which includes use of the system for classroom activities, educational research, professional or career development activities, and for school administration. Users are expected to use the District system to further educational and professional goals consistent with the mission of the School District and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the School District system and access to use of the Internet is a privilege, not a right. Acceptable use of the School District's computer system is the responsibility of the user. The School District has the right to monitor its computer system and enforce this policy. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the School District system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate School District policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. RESPONSIBILITY OF USE UNACCEPTABLE USES

~~Users are prohibited from using school district Internet resources or accounts for the following purposes:~~

- ~~A. To access, upload, download or distribute pornographic, obscene or sexually explicit material.~~
- ~~B. To transmit or receive obscene, abusive or sexually explicit language.~~
- ~~C. To violate any local, state or federal statute.~~
- ~~D. To vandalize, damage or disable the property of another person or organization.~~
- ~~E. To access another person's materials, information or files without the implied or direct permission of that person.~~
- ~~F. To violate copyright laws, or otherwise use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer.~~
- ~~B. Unauthorized commercial use or financial gain.~~

- ~~C. _____ To engage in any form of gambling.~~
- ~~D. _____ To engage in any type of harassment or discrimination, including but not limited to sexual harassment and harassment or discrimination based on race, gender, sexual orientation, religion, national origin, marital status, status with respect to public assistance, disability, or any other type of harassment or discrimination prohibited by law and School District policy.~~
- ~~E. _____ To promote any political or private causes, or other activities that are not related to the business purpose of the School District.~~
- ~~F. _____ To review or access any materials related to obtaining or using any controlled substances or products such as alcohol that may not lawfully be used or consumed by minors, without the express written permission of a supervisor or teacher.~~
- ~~G. _____ To advocate or access information advocating any type of unlawful violence, vandalism, or illegal activity without the express prior written consent of a supervisor or teacher.~~
- A. Users are responsible for anything set on the network with their name or IP address on it. Users shall not engage in any activity that disrupts or hinders the performance of the District's Electronic Technologies. Specifically, the following uses of the District's Electronic Technologies are considered unacceptable:
 - 1. Users will not use the School District system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Personal photos, files or music not related to educational purposes shall not be viewed or accessed for any period of time during work hours and during classroom hours.
3. Users will not use the School District system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, use language that is abusive, hostile, demeaning, disrespectful or threatening toward another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
4. Users will not use the School District system to engage in any illegal act or violate any local, state, or federal statute or law.
5. Users will not use the School District system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the School District system software, hardware, or wiring or take any action to violate the School District's security system, and will not use the School District system in such a way as to disrupt the use of the system by other users.
6. Users will not use the School District system to gain unauthorized access to information resources or to access another person's materials, information, or files without permission.
7. Users will not use the District's Electronic Technologies to post private information about themselves or another person. This prohibition shall not prevent private information from being posted in the ordinary course of business by school personnel. Private information includes personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to, address, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

- (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
- (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

8. Users will not attempt to gain unauthorized access to the School District system or any other system through the School District system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the School District system may not be encrypted without the permission of appropriate school authorities.
9. Users will not use the School District system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works on the Internet.
10. Users will not use the School District system for conducting business, for unauthorized commercial purposes, for promotion of political views or social agendas, including political campaigning, or for financial gain unrelated to the mission of the School District. Users will not use the School District system to offer or provide goods or services or for product advertisement. Users will not use the School District system to purchase goods or services for personal use without authorization from the appropriate School District official.
11. Students in the course of completing assignments for class, including assignments involving the use of collaborative and social networking tools on the Internet, are expected to abide by the Electronic Technologies Acceptable Use Policy and policies and procedures regarding student discipline, student code of conduct, bullying prevention, copyright and plagiarism.
12. Users will not review or access any materials related to obtaining or using any controlled substances or products such as alcohol which may not lawfully be

used or consumed by minors, without express written permission of their supervisor/teacher.

- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off School District premises also may be in violation of this policy as well as other School District policies. Examples of such violations include, but are not limited to, situations where the School District system is compromised or if a School District employee or student is negatively impacted. If the School District receives a report of an unacceptable use originating from a non-school computer or resource, the School District may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the School District Electronic Technologies and the Internet and discipline under other appropriate School District policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate School District official. In the case of a School District employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a School District employee, the building administrator.

V. — ENFORCEMENT

~~Violations of this policy shall result in discipline up to and including discharge, suspension, expulsion, loss of credit and/or a reduction of grade. Additionally, violations of this policy may subject the violator to criminal prosecution under federal and/or state law and civil liability. The School District reserves the right to limit or remove any user's access to the School District's Internet access at any time for any reason.~~

VI. FILTER

- A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are obscene, child pornography, violent or harmful to minors:
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the School District Electronic Technologies and use of the Internet shall be consistent with School District policies and the mission of the School District.

- ~~A. Internet uses shall be consistent with school district policies, including but not limited to those in the following areas:~~
- ~~1. The use of intellectual property.~~
 - ~~2. Student Discipline. (WBLASB Policy 506)~~
 - ~~3. Curriculum Development. (WBLASB Policy 603)~~
 - ~~4. Instructional Curriculum. (WBLASB Policy 604)~~
 - ~~5. Textbooks and Instructional Materials. (WBLASB Policy 606)~~
 - ~~6. Technology access.~~
 - ~~7. Protection and Privacy of Student Records. (WBLASB Policy 515)~~
 - ~~8. Distribution of Nonschool Sponsored Materials on School Premises by Students and Employees. (WBLASB Policy 505)~~
 - ~~9. Interviews of Students by Outside Agencies. (WBLASB Policy 519)~~
 - ~~10. Student Disability Nondiscrimination. (WBLASB Policy 521)~~
 - ~~11. Student Sex Nondiscrimination. (WBLASB Policy 522)~~
 - ~~12. Bomb Threats. (WBLASB Policy 804)~~

~~13. Distribution of Materials on School District Property by Nonschool Persons.
(Model Policy 904)~~

VIII. NO EXPECTATION OF PRIVACY

- A. By authorizing use of the School District system, the School District does not relinquish control over materials stored or transmitted on the system or contained in files on the system. Users should expect no privacy in the contents of files on the School District system.
- B. Routine maintenance and monitoring of the School District system may lead to a discovery that a user has violated this policy, another School District policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail email files. Parents have the right to request the termination of their child's individual account at any time.
- E. School District employees should be aware that the School District retains the right at any time to investigate or review the contents of their files and e-mail email files. In addition, School District employees should be aware that data and other materials in files maintained on the School District system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The School District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School District policies conducted through the School District system.

~~VIII.~~ IX. ELECTRONIC TECHNOLOGIES ACCEPTABLE USE AGREEMENT

- A. The proper use of the Electronic Technologies and Internet, and the educational value to be gained from proper Electronic Technologies and Internet use, is the joint responsibility of students, parents and employees of the School District.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Electronic Technologies Acceptable Use Policy will be referenced in the Student handbook and Employee Handbook, and will be posted on the District web site. Paper copies will be available to parents upon request. Supervising teachers will provide guidance and instruction on acceptable use of the Internet. Parents may request that their child not use the Internet by notifying the school.

- D. All users shall be responsible for the protection and security of their passwords. Users shall have the ability to change passwords and maintain the confidentiality of logon codes.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the School District system is at the user's own risk. The system is provided on an "as is, as available" basis. The School District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on School District diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The School District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the School District system. The School District will not be responsible for financial obligations arising through unauthorized use of the School District system or the Internet.

IX. XI. USER NOTIFICATION

- A. All users shall be notified of the School District policies relating to ~~Internet use~~ Electronic Technologies Acceptable Use.
- B. This notification shall include the following:
1. Notification of that Internet use is subject to compliance with School District policies.
 2. Notification of Unacceptable Use of District Electronic Technologies.
 3. Disclaimers limiting the School District's liability relative to:
 - a. Information stored on School District diskettes, hard drives or servers, CD, DVD, jump drives, memory sticks, or any other storage device.
 - b. Information retrieved through School District computers, networks or online resources.
 - c. Personal property used to access School District computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of School District resources/accounts to access the Internet.
 4. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.

5. Notification that, even though the School District may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
6. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student or the student's parents.
7. Notification that should the user violate the School District's acceptable use policy, the student's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.
9. Notification that student e-mail email addresses may be provided to District-approved third-party providers for access to educational tools and content.

X. XII. PARENT RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media.
- B. Parents will be notified that their students will be using School District resources/accounts to access the Internet and that the School District will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Electronic Technologies Acceptable Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the School District's Electronic Technologies Acceptable Use Policy is available for parental review.

XI. XIII. IMPLEMENTATION; POLICY REVIEW

- A. The School District administration may develop appropriate guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- B. The administration shall revise the student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The School District's Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 20 U.S.C. § 6701 *et seq.* (Enhancing Education Through Technology Act of 2001)
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
 47 C.F.R. §54.520 (FCC regulations implementing CIPA)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Aid)
United States v. American Library Association, 539 U.S. 194 (2003)

Cross References: MSBA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA Model policy 406 (Public and Private Personnel Data)
 MSBA Model Policy 505 (Distribution of Nonschool Sponsored Materials on School Premises by Students and Employees)
 WBLASB Policy 506 (Student Discipline)
 WBLASB Policy 515 (Protection and Privacy of Pupil Records)
 WBLASB Policy 519 (Interviews of Students by Outside Agencies)
 WBLASB Policy 521 (Student Disability Nondiscrimination)
 WBLASB Policy 522 (Student Sex Nondiscrimination)
 WBLASB Policy 603 (Curriculum Development)
 WBLASB Policy 604 (Instructional Curriculum)
 WBLASB Policy 606 (Textbooks and Instructional Material)
 WBLASB Policy 804 (Bomb Threats)
 WBLASB Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

AGENDA ITEM: Action on Continuation of Partnership with White Bear Center for the Arts

MEETING DATE: May 9, 2011

SUGGESTED DISPOSITION: Operational Item

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

Background:

At our April meeting, the White Bear Center for the Arts provided an update on the progress of our award winning partnership, now in its third year. This year we added two drawing lessons to the three water color lessons in place for the first two years of the partnership.

For 2011-12, we recommend a continuation of the five lessons for each White Bear Lake Area School student in grades K-5.

Recommendation:

The School Board act to approve the continued partnership with the White Bear Center for the Arts with three watercolor and two drawing lessons for each student in grades kindergarten through five.

AGENDA ITEM: **Action on Partnership Agreement with the University of Minnesota**

MEETING DATE: **May 9, 2011**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**
David Law, Assistant Superintendent
Chris Picha, Director of Human Resources

Background:

For the 2010-11 school year, the School Board approved a partnership at its September meeting which provided the foundation for our participation in the Teacher Education Redesign Initiative (TERI). A copy of the action from August 9, 2010 is attached as Attachment A.

This evening we are recommending stage two of the partnership, which includes our commitment to participate with the University of Minnesota on the Teacher Education Redesign Initiative (TERI). In this partnership we are committing to work with the University of Minnesota at four school sites: Birch Lake Elementary School, Lincoln Elementary School, Otter Lake Elementary School, and Vadnais Heights Elementary School.

In addition, the University will provide us with \$20,000 per year starting with fiscal year 2010-11, which will allow us to support teacher development projects including increased mentoring and National Board Certification. Attachment B provides an overview of the "Professional Development School Work Agreement for 2011-12" and an overview of how we expect to allocate the budget.

We are pleased that the University of Minnesota asked the White Bear Lake Area Schools to be one of the initial six partners with this important and innovative project, and we look forward to the benefits that the partnership will accrue to our students, our teachers, and the teaching profession.

Recommendation:

That the School Board authorize the Superintendent to approve the attached Professional Development School Scope of Work Agreement with the University of Minnesota, and authorize the acceptance of \$20,000 per year from the University in FY 2011 and FY 2012.

AGENDA ITEM: Review of Partnership with the University of Minnesota for 2010-11

MEETING DATE: August 9, 2010

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON: Dr. Michael Lovett, Superintendent

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Background:

During the fall of 2009, the University of Minnesota approached the White Bear Lake Area Schools and asked us to consider becoming a partner with the University of Minnesota's College of Education and Human Development in a program entitled Teacher Education Redesign Initiative (TERI). This initiative, underwritten in part by a major grant from the Bush Foundation, is intended to help the University of Minnesota, and other colleges and universities in the upper Midwest develop new models of teacher education that will result in newly trained teachers and other educational professionals who understand and are successful in helping students learn, can adapt to the needs of the students they serve, and assure that teachers coming into the profession have the support and mentoring they need to be successful.

Over the course of the year, White Bear Lake administrators and teachers have been part of the initial planning for the model, and this evening we will formally discuss our intentions of entering into a Memorandum of Understanding with the University of Minnesota to be involved more intensely in the planning during the course of the 2010-11 school year.

The attached Memorandum of Understanding, which is a commitment to plan together, but requires no financial commitment from the University or from the School District, is one that can be signed by representatives of the administration and teachers, as shown in the attached document.

However, we anticipate that we will be proposing to the University some specific requests for resources in line with the Memorandum of Understanding, which would have financial ramifications as the District would receive some grants for staff or curriculum. This new MOU would be brought back to the School Board for action.

This partnership builds well on current partnerships and arrangements we have with the University of Minnesota and with your own goals proposed for the 2010-11 school year.

Specifically, we see the following as compelling reasons to engage in this planning with the University of Minnesota:

1. Our participation in this partnership should help White Bear Lake Area Schools understand and effectively implement best practices for professional staff selection, support, mentoring and evaluation, especially with new teachers;
2. This partnership will effectively support White Bear Lake Area Schools' current and future innovations in curriculum. Current examples are our STEM (Science, Technology, Engineering, and Math) initiatives, already a partnership with the University of Minnesota; implementation of our mathematics curriculum at the middle schools, also an area where we have an existing partnership; the teaching of reading across the curriculum, an area in which we need to design additional strategies for improvement; and on-line learning, an area in which the District has been making significant innovations over the past two years.
3. This partnership will help assure us of having high-quality student teachers, and will give us a pool of outstanding teacher candidates for openings that may occur in White Bear Lake Area Schools.

In addition, during this year of planning we will work to identify:

- a) Which schools within White Bear Lake will actively participate as professional development sites for 2011-12;
- b) What criteria, protocols, and assessments we should use in selection and evaluation of student-teacher placements; and
- c) What professional development content and delivery systems will most benefit White Bear Lake staff.

While this item is on for discussion today, in the future we would anticipate that a specific proposed agreement would come back to the School Board should we be receiving funds from the University of Minnesota, and Board action will be required before we enter into a more detailed partnership for the 2011-12 school year.

Recommendation:

That the administration review the rationale for participating with the University of Minnesota in "Teacher Education Redesign Initiative".

MEMORANDUM OF UNDERSTANDING

Between White Bear Lake School District and the University of Minnesota

Planning for a Professional Development School

Rationale

The Teacher Education Redesign Initiative (TERI) is a significant re-envisioning of teacher education programs to better prepare teachers for the challenges they face in the classroom. TERI will have a long-lasting, positive impact on students in Minnesota, educators, partner schools, and programs of the University of Minnesota's College of Education and Human Development (CEHD).

Through University partnerships with Professional Development Schools (PDSs), teacher candidates will gain access to high quality school-based experiences and to the expertise of master teachers. At the same time, the PDSs will gain opportunities to develop the leadership and instructional capacity of their faculty. The focus of Professional Development Schools is research-based teaching and learning that will benefit P-12 students.

The purpose of this agreement is for both parties to commit to the mission, vision, and planning of TERI for the coming year (2010-2011). At the end of that year, a new agreement will be written that will identify further commitments.

What is proposed here is that White Bear Lake Public Schools continue to engage with the University of Minnesota in the planning process to become a Professional Development School site for candidates in a number of licensed P-12 professions as determined to be appropriate by both parties (i.e. Elementary Education, Secondary Education, School Counseling, and Early Childhood Special Education, etc.).

Two fundamental values of the partnership are that all persons engaged in work at the school site must be committed to ensuring that each and every child learns and develops to her/his potential. Also, all school staff should be committed to providing quality clinical experiences for teaching candidates.

Three paramount goals of this partnership are at the heart of our work. Together:

1. Create a seamless transition from teacher preparation to teaching;
2. Provide teaching candidates with a variety of quality clinical experiences in a school and its community; and
3. Work toward effective teaching of pre-service and in-service teachers.

Four key areas of TERI help shape our vision for preparing future teachers:

1. **Partnerships:** Professional Development Schools in partnering districts will show improved student performance through research-based teaching.
2. **Adaptive Expertise:** Teacher candidates will have both expert subject knowledge and the flexibility and inventiveness to adapt to the diverse learning needs of their students.
3. **Performance driven curriculum:** Partners will share a focus on what we teach and who we teach. This includes work around data-driven instruction.
4. **Research agenda:** Both partners will engage in continuing inquiry into the effectiveness of our program in preparing teachers who make a difference for students.

Five Belief Statements

1. The preparation of future teachers is the responsibility of the entire profession, both school based personnel and those in higher education.
2. The school is the unit of change rather than a few individuals within the school.
3. A team who approaches working with educator candidates is more effective than the one-to-one approach now employed.
4. In a true partnership, responsibilities and resources must be shared.
5. It is necessary for the teaching mentors and the University-based faculty to share and understand the goals both of the school and of the teacher preparation program.

We anticipate that the planning for a PDS will provide a variety of benefits and expectations for both partners. An initial list of these benefits and expectations is presented here:

Benefits

PDSs benefit from:

- Increased professional development opportunities for the school via University faculty.
- Opportunities for teacher participation and leadership in the Teacher Education Redesign Initiative.

- The increased resource capacity of having teaching candidates in the school and classroom.
- Participation in a visionary project that prepares teachers who can meet the diverse needs of students.

The University benefits from:

- Developing teachers who are better prepared for their careers due to more grounded and extended experience in P-12 classrooms.
- Increased opportunities for research and cooperative projects within schools.
- Preparation program improvement through extended work in schools, with P-12 teachers, and with P-12 students.

Expectations

PDSs can expect the University to:

- Engage school staff in the clinical preparation of teacher candidates.
- Respond to professional development interests of the PDS.
- Meaningfully integrate theory, research, and practice and apply this knowledge to the P-12 setting via the PDS.

The University expects PDSs to:

- Collaborate with the University and teaching candidates.
- Support teacher mentor participation in professional development.
- Provide space for coursework for teaching candidates.
- Provide a variety of relevant experiences to teaching candidates within the school, district, and its community.
- Be committed to professional development as an entire school.

During the planning year there are a number of topics we must address together:

- a) Which schools within White Bear Lake will actively participate as professional development sites for 2011-12;
- b) What criteria, protocols, and assessments we should use in selection and evaluation of student-teacher placements; and
- c) What professional development content and delivery systems will most benefit White Bear Lake staff.

Signatures of Agreement

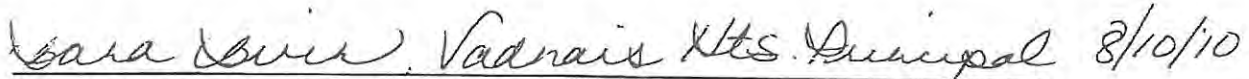
White Bear Lake District Professional Development Site and the College of Education and Human Development at the University of Minnesota



Superintendent, White Bear Lake School District

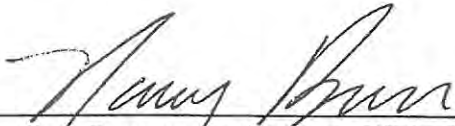
8/10/10

Date



Principal, White Bear Lake School

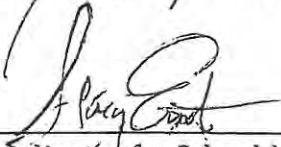
Date



Teacher Representative from White Bear Lake School

8/11/10

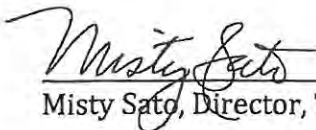
Date



Coordinator for School-based Partnerships, University of Minnesota

8/23/10

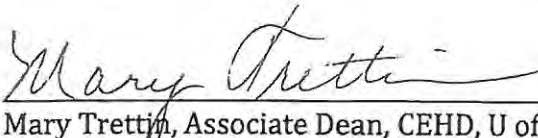
Date



Misty Sato, Director, Teacher Education Redesign Initiative, U of M

8/23/10

Date



Mary Trettin, Associate Dean, CEHD, U of M

8/26/2010

Date

White Bear Lake

University of Minnesota Teacher Education Redesign Initiative (TERI)

2011/2012 Proposal

In November of 2009, White Bear Lake ISD 624 was invited to work with the University of Minnesota on a grant funded initiative to improve teacher education. The University of Minnesota is one of 13 schools in Minnesota, North Dakota, and South Dakota invited to participate. During this process Teachers, Administration, and district office staff had the opportunity to help design a program that allowed student teachers to have a much more in depth practice teaching experience.

Through our participation, the University determined that our district would be a great candidate for Professional Development Schools (PDS). PDS sites are schools that house multiple student teachers and offer on-site courses from the college for these students and our staff. After visiting with the University, our elementary principals, and teachers Otter Lake, Lincoln, Birch Lake, and Vadnais Heights elementary schools were selected as partnership sites. For the 2011-2012 school year, each of these sites will have student teachers from the University. Some sites might also be elevated to the level of PDS and also offer instruction from the college for student teachers and staff. A detailed Scope of Work Agreement is attached to this document.

Through this partnership, our district will benefit from a much better structure for supporting student teachers. We will also be able to access the teaching staff from the University of Minnesota as a resource for many of our current staff development, new teacher induction and curriculum initiatives.

As part of this partnership, White Bear Lake Schools will receive a small financial incentive. The University of Minnesota has determined partner districts will receive \$20,000 per year for each of the five years. Our district will formally start working with the University for the 2011 school year, so the first year's revenue will be allocated out proportionally over each of the next four years. The information below summarizes the financial portion of our partnership for the first year.

Revenue from the University of Minnesota TERI Project:

FY 2010:	\$20,000
<u>FY 2011:</u>	<u>\$20,000</u>
Total	\$40,000

Expenditures During the 2011-2012 School Year:

National Board Certification Project:	\$10,000
Teacher Induction Support:	\$10,000
<u>Support of Teacher / Coaches:</u>	<u>\$4,000</u>
Total	\$24,000

Carryover: \$16,000

Expenses:

National Board Certification Project \$10,000

One of the areas that our district would like to support veteran teachers is through a cohort approach to the National Board Certification for teachers. The process for a teacher to become National Board Certified takes several years and requires a considerable amount of time. We have several teachers who are National Board Certified and feel that this was the most impactful staff development process that helped them improve their instruction and student learning. This project will provide support for our currently NBCT teachers to become trainers and then a model for encourage other teachers to start the process. The money will be allocated into two major categories during the first year, training fees for the trainers and substitute time for new candidates.

Teacher Induction Support \$10,000

Our district has always provided support for new teachers through both a training process and also some mentoring. The program has ebbed and flowed over the past decade based on financial constraints. Moving forward, our model will be closely aligned to state recommendations for quality teacher induction including a more extensive mentor training, ongoing mentor support, and a stipend for mentors to work with new teachers.

Teacher Coach Project \$4,000

Co-Teaching and Cognitive Coaching are both concepts that help veteran teachers improve their skills. Our district does not currently have a district-wide model for teachers to coach their peers on instructional strategies. This project will focus on broadening the base of teacher coaches in the district through a series of training sessions on peer mentoring, peer evaluation, and co-teaching. Over time, we hope to provide time during the day for teachers to do observations and provide feedback in a true coaching format.

Professional Development School Scope of Work Agreement 2011-2012

**White Bear Lake Public School District
Otter Lake, Lincoln, Birch Lake and Vadnais Heights Elementary Schools
and
College of Education and Human Development, University of Minnesota**

The purpose of this document is to summarize the individual work agreements between the four elementary schools and the University of Minnesota.

This joint venture between the University of Minnesota and White Bear Lake Public School District, will 1) serve P-12 student learners, 2) provide ongoing quality clinical placements for teacher candidates in University of Minnesota's College of Education and Human Development (CEHD), and 3) engage school and university-based faculty in ongoing professional development.

Both parties agree that the school environment and P-12 learners are better served when both institutions work collaboratively to create quality placements and co-teaching experiences to improve the profession through partnership.

Belief Statements

- *The preparation of future teachers is the responsibility of the entire profession, both school-based and university-based faculty.*
- *The school is the unit of change rather than a few individuals within the school.*
- *A team approach to working with teacher candidates is more effective than the one to one, traditional student-teaching approach.*
- *In order for the partnership arrangement to be a true partnership, responsibilities and resources must be shared.*
- *It is important for the school-based faculty to understand the goals of the teacher preparation programs and it is important for the university-based faculty to understand the goals of the school.*

Benefits

- *White Bear Lake Elementary students will benefit from the presence of additional teacher candidates who can provide ongoing attention to individual needs in the classroom and school.*
- *White Bear Lake school-based professionals will benefit from leadership opportunities offered through the partnership work.*
- *White Bear Lake Elementary Schools will benefit from university resources (faculty expertise, research, grant involvement, professional development) that may be available within the partnership.*
- *CEHD benefits from the collaboration at a Professional Development School (PDS) site that is staffed by school-based faculty who are: knowledgeable about CEHD programs, engaged as adaptive experts mentoring new teachers, and working with university faculty/staff to support P-12 learners and teacher candidates.*
- *The profession benefits from new educators who have been prepared and nurtured in an environment where professional practice, commitment to the teacher education redesign essentials, and focus on adaptive expertise were associated with the entire range of their field experiences.*

PDS Faculty Scope of Work Agreement (SOWA)

Preparation for all University of Minnesota teacher candidates placed at White Bear Lake Elementary Schools will be the responsibility of all school and university-based faculty. The following represents expectations co-constructed in multiple meetings between university and school representatives.

White Bear Lake Elementary school-based faculty responsibilities:

All school and university-based faculty at the PDS site have the responsibility to engage with each other as colleagues in the following ways:

- Provide day-to-day informal/formal observing, counseling, and problem solving.
- Include teacher candidates as colleagues in professional learning community (eg., during teacher workshop days, building/classroom preparation, shared duties, curriculum team meetings, etc.).
- Address teacher candidates as colleagues in the classroom, involving them in interactions with P-12 students as often as possible and providing resources/space/work area to them that is respectful to their needs as new professionals.
- Welcome teacher candidates to participate/observe in classrooms at anytime, as part of the whole school professional development model in a PDS.
- White Bear Lake Elementary school-based faculty, with university colleagues, will seek to incorporate/explore content area methods and integrate teacher candidates' practices that support P-12 learning.
- Several school and university-based faculty, selected by their colleagues, may serve on the PDS site team for ongoing planning and assessment. The site team will meet a minimum of three times during the academic year to review progress and establish new goals and agreements.

Cooperating Teachers' Timeline and Expectations: Co-teaching

Meetings with cooperating teachers and site team members (as appointed by the school/district liaison) at White Bear Lake Elementary Schools will continue, as needed, during spring and summer 2011 in preparation for Fall 2011. Up to 30 teachers will be selected to participate in the professional development in preparation for the 2011-2012 elementary education redesigned program's pilot year. Not all selected teachers will receive a teacher candidate in 2011-2012, but all will be prepared for potential placements. The first teacher candidates assigned as co-teachers in the new program will be placed with pre-identified school-based faculty to begin their year-long practical experience during the Fall semester, 2011.

- White Bear Lake Elementary school-based faculty interested in becoming cooperating teachers for teacher candidates will agree to participate with university-based faculty in up to 16 hours of shared professional development (eg. co-teaching, Teacher Performance Assessment (TPA), overview of CEHD's elementary education program, overview of EB's literacy curriculum) and related meetings that would prepare them to assume the responsibility of cooperating teacher for the candidate's experience. CEHD and district personnel will provide professional development dates and times after careful consideration of shared calendars and the needs of the educators involved.
- A 3.5-hour co-teaching workshop, required for all cooperating teachers, university supervisors, and teacher candidates involved in the pilot of co-teaching at White Bear Lake Elementary Schools, will be offered on August 25 and 26th, 2011. Participants need only attend on one half-day session. The co-teaching workshop *need to only be taken once* and will certify the cooperating teacher as prepared to accept a teacher candidate from the University of Minnesota-Twin Cities.

- Cooperating teachers accepting a teacher candidate in 2011-2012 will also be required to attend a 3-hour co-teaching "Pair's Workshop" with the UMN-TC teacher candidate within the first month of the placement. Every effort will be made to offer the workshop on site and during a time that is convenient for the pairs involved.
- Ongoing assessment will continue through an appointed White Bear Lake team represented with feedback requested of cooperating teachers throughout the academic year.
- During the weeks UMN students are on site in the first half of the academic year, September to December, multiple teachers or instructional teams may involve one or more teacher candidates with student learning in their classrooms.
- Beginning with the UMN's second term, January to May, each teacher candidate will work full-time as a co-teacher with her/his assigned homeroom teacher.

School-based/District-based faculty liaison

White Bear Lake School District will support/provide time for a school or district-based liaison who will engage with school and university-based liaisons by:

- Remaining accessible as a consistent contact for the university liaisons and school-based faculty for the academic year.
- Communicating any policy oriented problems or cases that involve unusual difficulties to the school administration and university-based liaison.
- During the academic year, engaging as partner with university liaison to finalize placements processes, evaluation, and decisions regarding the next academic year.
- Seeking ways to integrate professional development opportunities for school and university-based faculty that support P-12 student learning.
- Serving on the PDS site team for ongoing planning and assessment. The site team will meet a minimum of three times during the academic year to review progress and establish new goals and agreements.
- Working closely with other school/district-based liaisons and the UMN-TC School-based Partnership Coordinator to:
 - Co-lead in the development and facilitation of a site team for PDS planning (TERI's focus for 2011-2012 PDS planning is placement, co-teaching, and the Teacher Performance Assessment (TPA)).
 - Engage as school partner representative at UMN-TC Teacher Education Redesign Initiative (TERI) workdays.
 - Co-develop the site specific Scope of Work Agreement (SOWA) with UMN-TC partners with input from site and district colleagues for the next academic year.
 - Communicate school faculty and administration's feedback regarding recommended changes as the partnership evolves.
 - Identify and supply information regarding potential co-teaching placements and work with UMN-TC program placement coordinators/faculty to build relationships/connect programs.
- Qualifications sought for the role are teacher leaders who are: 1) well-respected by their colleagues, 2) organized, 3) able to consider multiple perspectives (and remain positive when working within and across complex systems during change), 4) committed to improving the profession and clinical experiences for preservice and practicing educators, and 5) dependable.
- The district and school site will determine how resources from TERI and other sources may be used to support the individual(s) who have agreed to serve in the role of school/district liaison in the partnership for the academic year.

University-based faculty liaisons/supervisors

CEHD will provide a university faculty liaison/supervisor who will engage with school-based faculty at each White Bear Lake Elementary School by:

- Remaining accessible as a consistent contact for the school-based faculty for the academic year.
- Communicating any policy oriented problems or cases that involve unusual difficulties to the Coordinator of Clinical Placements in the EDRC and UMN-TC initial licensure program faculty.
- During the second half of the academic year, engaging as partner with assigned candidate's professional development through formative and summative assessments in collaboration with the cooperating teachers.
- Seeking to incorporate the school's curriculum and integrate teacher candidates' assignments and practices that support P-12 learning.
- Serving on the PDS site team for ongoing planning and assessment. The site team will meet a minimum of three times during the academic year to review progress and establish new goals and agreements.
- Working closely with other school/district-based liaisons and the UMN-TC School-based Partnership Coordinator to:
 - Co-lead in the development and facilitation of a site team for PDS planning (TERI's focus for 2011-2012 PDS planning is placement, co-teaching, and the Teacher Performance Assessment (TPA)).
 - Engage as university representative at UMN-TC Teacher Education Redesign Initiative (TERI) workdays.
 - Co-develop the site specific Scope of Work Agreement (SOWA) with district/school partners with input from university colleagues for the next academic year.
 - Communicate university faculty and administration's feedback regarding recommended changes as the partnership evolves.
 - Identify and supply information regarding potential co-teaching placements and work with district/school placement coordinators/faculty to build relationships/connect programs.
- Qualifications sought for the role are university leaders who are: 1) well-respected by their colleagues, 2) organized, 3) able to consider multiple perspectives (and remain positive when working within and across complex systems during change), 4) committed to improving the profession and clinical experiences for preservice and practicing educators, and 5) dependable.
- The Educator Development and Research Center (EDRC) and initial licensure programs will determine how resources from TERI and program budgets may be used to support the individual(s) who have agreed to serve in the role of university liaisons in the partnership for the academic year.

Site-specific Placement Agreement

For the 2011-2012 academic year:

1. White Bear Lake Elementary school-based faculty have agreed to accept a maximum of 24 teacher candidates for a full-time co-teaching experience.
2. White Bear Lake Elementary schools have agreed to potentially accept additional teacher candidates (counselors, special educators, ELL instructors, psychologists, etc) if available for placement for a part or full-time co-teaching/mentoring experience.
3. CEHD would agree to provide White Bear Lake Elementary Schools with the names of teacher candidates in these categories in a timely fashion in order for the appropriate planning to occur prior to the experience at White Bear Lake Elementary Schools. CEHD teacher candidates in these categories would agree to meet with teachers at White Bear Lake Elementary staff during the semester (teacher candidates) or week (methods students) prior to the experience.

The 2011-2012 site team would be responsible for determining the number of teacher candidates, methods students, and observers the school would be willing to work with during the 2012-2013 school year and communicate that number to CEHD by January 1, 2012. The CEHD will place only the number of students to the grade levels that White Bear Lake Elementary requests for the following year. The site team will also be responsible for proposing how resources will be used to support the development needs of the PDS. The site team will co-develop an assessment plan using, in part, the value-added data provided through the Teacher Education Redesign Initiative (TERI). The district's assessment representative and CEHD's assessment representative will be included in assessment discussions and plans.

Resource Sharing and Expectations

University of Minnesota, CEHD Support

1. TERI agrees to provide White Bear Lake Public School District with \$20,000 per year to support this project. This money will be used to support staff involved in this initiative, develop mentor teachers, further teacher development through National Board Certification, and train teacher/coaches. Money not utilized in one academic year may be carried over for expenditures related to the partnership in the next year. A record of expenditures will be kept at the district.
2. CEHD agrees to provide a university-based liaison/supervisor to the school-based faculty.
3. CEHD will provide professional development for the school-based faculty on co-teaching and the Teacher Performance Assessment (TPA). The experience will carry with it continuing credit hours at no expense to the school-based faculty member.
4. CEHD will work through TERI to examine and change policies/contracts and work toward developing new language to provide professional development leaves, reassignments, or new positions that might be shared between institutions. Those in roles as PDS university-based liaisons and/or specialists will be engaged in hourly/semester/year long responsibilities for partnership development, co-teaching, induction, TPA support, assessment, and/or site team strategic planning for next steps.

School and District Support

The Teaching and Learning department will work with CEHD to provide school-based faculty with the occasional release time that might be necessary to for school-based faculty to work with university-based faculty, pre-service teachers, or methods students.

1. The director of human relations will work with teachers to review policies/contracts and/or work toward developing new language to provide professional development leaves, reassignments, or new teacher-leader positions that might be shared between institutions. Those teachers in roles as PDS school-based liaisons and/or specialists may engage in hourly/semester/year long responsibilities for partnership development, co-teaching, induction, TPA support, assessment, and/or site team strategic planning for next steps.
2. White Bear Lake Public School District will empower White Bear Lake Elementary Schools to allocate the resources described above to be used within the school as the site team and principal as determined to support the professional development school partnership.
3. District strategic plans and initiatives specific to the partnership will be integrated into the professional development with the input of the school site teams.
4. The district will provide space and time for the school site team to meet a minimum of three times: at dates of interest during the beginning, middle, and end of the academic year.

This agreement is considered a living document under constant review by all parties involved in the partnership. The SOWA is used to clarify expectations and document the development of the PDS site as the partnership deepens over time.

AGENDA ITEM: **2011-2012 Equity And Integration Revenue Plan**

DATE: **May 9, 2011**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

White Bear Lake has been a part of the East Metro Integration District 6067 (EMID) since 2002. Districts within this partnership receive additional funding to support integration initiatives. Each year, the District must submit their Equity and Integration Revenue Plan, based on projected integration revenue, to the Minnesota Department of Education by early May. MDE provides participating Districts with specific rubrics for the development of their integration revenue plans. Equity and Integration goal areas must be in alignment with the EMID Equity and Integration Revenue Plan. Even though the Integration funding is under consideration at the state level, our district is still required to submit this proposal in the same time frame.

For the past few years, White Bear Lake has received approximately \$900,000 of which \$500,000 goes to EMID and the remaining amount is spent at the district level. The 2011-2012 District Equity and Integration Revenue Plan includes five areas:

- Administrative Assistance and Support
- Student Programming
- Partnerships with St Paul Schools
- Cultural Competence through Professional Development
- Equity and Integration Staff

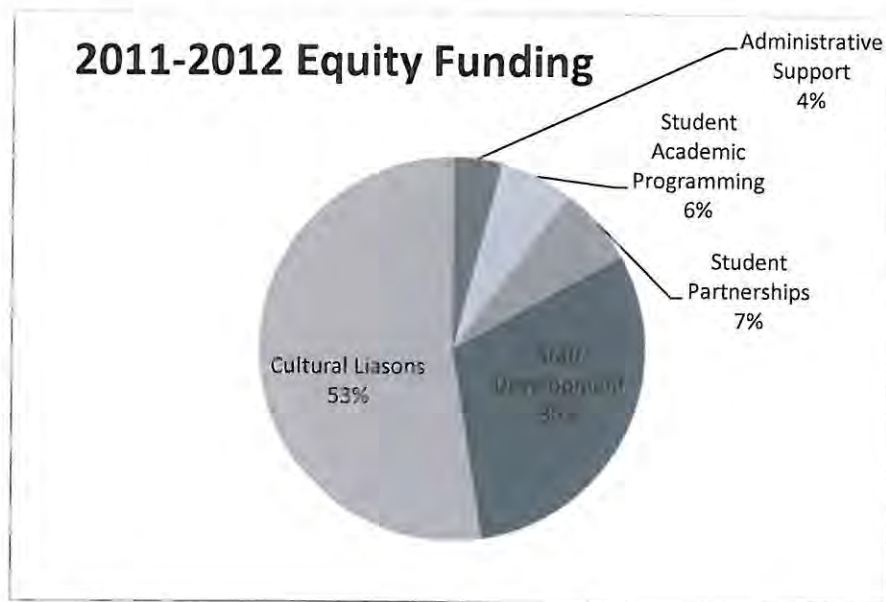
The attached document includes a visual representation of these allocations along with a detailed spreadsheet for each area. White Bear Lake values the opportunity to be in partnership with East Metro Integration District 6067 as we continue to grow with inclusive opportunities for all students, families, staff and community.

RECOMMENDATION: That the School Board approve the proposed 2011-2012 Equity and Integration Revenue Plan for submission to the State Department of Education.

White Bear Lake ISD 624

EMID Integration Budget Planning 2011-2012

White Bear Lake Area Schools receives approximately \$400,000 annually in the form of Integration Funding because of our membership in the East Metro Integration School District (EMID). There are three primary goals for this funding: student achievement, racial integration, and leadership. Our district uses this money to provide direct support for students and staff in the following manner:



Administrative Support: \$16,164

This category includes the supplies, clerical support, and costs associated with including district representatives in EMID functions.

Student Academic Programming: \$24,700

Included in this category are the training and staffing for tutors for academic programs such as AVID Advancement Via Individual Determination. In order to truly create opportunities for under-represented students in advanced coursework, we need to provide considerable staff development and additional student support.

Student Partnerships: \$26,450

This category includes activities for White Bear students to connect with students from other districts. These partnerships happen during the school day, after school, on weekends, and during the summer.

Included in this area are activities like Science Saturdays, a Hip Hop competition, college visits, pre-kindergarten readiness, future teacher camps and a variety of other events.

Staff Development: \$121,412

This category includes a wide variety of equity focused staff development. This year, we plan to offer the following types of opportunities: data Analysis with an equity focus, the Intercultural Developmental Inventory, the Developmental Model for Intercultural Sensitivity, and building Equity Audits, among others. Through this process we have connected with leadership from every area of the school district as well as all teaching staff at most sites.

Cultural Liaisons: \$209,176

This funding covers our Hispanic Hmong and African American Liaisons as well as additional support for summer activities to support families through summer school and the enrollment process.

Total Budget for 2010-2011: \$403,436

Total Budget for 2011-2012: \$397,902



Integration Revenue Budget Worksheet FY12

Use this worksheet to provide updated budget data that will be used to calculate FY12 Integration Revenue. Address questions on Integration Revenue budget submission to the Office of School Choice Programs and Innovation Services, 651-582-8280. Return the completed worksheet with supporting pages from the locally approved budget by March 15th, 2011, to Valarie.Cochran@state.mn.us.

Electronic submission is required.

District Name: White Bear Lake
District Number: 624
Superintendent: Michael Lovett
Collaborative: EMID
District Contact: David Law (Assistant Superintendent)
Phone: 651-407-7567
E-mail: dwlaw@wbl.whitebear.k12.mn.us

Partner Districts:	Roseville	St. Paul	Stillwater
	Mahtomedi	Spring Lake Park	Inver Grove Heights
	So. Washington Cty.	West St. Paul	Forest Lake
	So. St. Paul		

List all Racially Identifiable school sites in your district:

Integration Revenue	\$ 859,280.00
Alternative Attendance Revenue	\$ 24,302.00
TOTAL REVENUE	\$ 883,582.00
White Bear Lake Funds	\$ 397,902.00
Integration Revenue Contributed to Collaborative	\$ 485,680.00

Notes or Comments:

CERTIFICATION STATEMENT

We certify that the budget information submitted for our school district to the Minnesota Department of Education (MDE) is an accurate and complete representation of the fiscal year 2012 Integration Revenue budget that was approved by the school board.

Board Approval Date _____

School Board Chair _____ Date _____

Superintendent _____ Date _____

MDE Approval: _____ Amount: _____ Date: _____



**Integration Revenue Budget Worksheet
FY12
Inter-District Budget: Goal 1**

District Number:

624

District Name:

White Bear Lake

To enhance K-12 intercultural classroom experiences with St. Paul Public Schools to include after-school program support.

Line Item Description	UFARS Code (Required)				Budgeted Amount	Expenditures
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	Provide the total amount budgeted for this line item.	
<i>Timesheet</i>	005	790	315	185	\$ 8,500.00	
<i>Substitute</i>	005	790	315	145	\$ 5,500.00	
<i>Fees for Services</i>	005	790	315	305	\$ 6,100.00	
<i>General Supplies</i>	005	790	315	401	\$ 4,500.00	
<i>FICA</i>	005	790	315	210	\$ 1,080.00	
<i>TRA</i>	005	790	315	218	\$ 770.00	
TOTAL					\$ 26,450.00	\$ -

PARTICIPATION INFORMATION

Participation from Identified Isolated District:

Projected 7/1/11		Actual	
Students	Staff	Students	Staff

Participation from Your District:

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Total Program Participation:

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Notes or Comments:

Integration Revenue Budget Worksheet
FY12
Inter-District Budget: Goal 2

District Number:

624

District Name:

White Bear Lake

To provide building allocations PreK-12 for the development and implementation of building-specific Equity and Integration plans.

Line Item Description	UFARS Code (Required)				Budgeted Amount	Expenditures
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	Provide the total amount budgeted for this line item.	
Salary Timesheet	005	790	315	185	\$ 7,300.00	
Salary (Eq coaches)	005	790	315	185	\$ 10,600.00	
Substitute Teachers	005	790	315	145	\$ 8,000.00	
General Supplies	005	790	315	401	\$ 1,400.00	
FICA	005	790	315	210	\$ 1,346.00	
TRA	005	790	315	218	\$ 968.00	
Fees for Services	005	790	315	305	\$ 2,000.00	
					\$ 31,614.00	
TOTAL					\$ 31,614.00	\$ -

PARTICIPATION INFORMATION

Participation from Identified Isolated District:

Projected (7/1/11)		Actual	
Students	Staff	Students	Staff

Participation from Your District:

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Total Program Participation:

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Notes or Comments:



**Integration Revenue Budget Worksheet
FY12
Inter-District Budget: Goal 3**

District Number:

624

District Name:

White Bear Lake

To provide appropriate Equity and Integration staff who support equitable opportunities for all students and families.

Line Item Description	UFARS Code (Required)				Budgeted Amount	Expenditures
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	Provide the total amount budgeted for this line item.	
2.5 Cultural Liaisons)	005	790	315	141	\$ 129,999.00	
Equity Coordinator (.8)	005	790	315	141	\$ 49,110.00	
Social Worker	005	790	315	141	\$ 28,200.00	
Travel	005	790	315	366	\$ 2,500.00	
Prof Development	005	790	315	367	\$ 3,750.00	
General Supplies	005	790	315	401	\$ 1,000.00	
Equipment	005	790	315	530	\$ 1,000.00	
FICA	005	790	315	210	\$ 15,859.00	
Health	005	790	315	220	\$ 46,260.00	
Life	005	790	315	230	\$ 838.00	
Dental	005	790	315	235	\$ 2,680.00	
LTD	005	790	315	240	\$ 840.00	
TOTAL					\$ 282,036.00	

PARTICIPATION INFORMATION

Participation from Identified Isolated District:

Projected (7/1/11)

Students Staff

Actual

Students Staff

Participation from Your District:

Total Program Participation:

Notes or
Comments



**Integration Revenue Budget Worksheet
FY12
Inter-District Budget: Goal 4**

District Number: 624

District Name: White Bear Lake

Administrative assistance and support for design and implementation of Integration Plan.

Line Item Description	UFARS Code (Required)				Budgeted Amount	Expenditures
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	Provide the total amount budgeted for this line item.	
.5 Integration Secretary	005	790	315	170	\$ 14,164.00	
General Supplies	005	790	315	401	\$ 1,000.00	
Travel	005	790	315	366	\$ 1,000.00	
TOTAL					\$ 16,164.00	\$ -

PARTICIPATION INFORMATION

	Projected (7/1/11)		Actual	
	Students	Staff	Students	Staff
Participation from Identified Isolated District:				
Participation from Your District:				
Total Program Participation:				

Notes or Comments:

Integration Revenue Budget Worksheet
FY12
Inter-District Budget: Goal 5

District Number:

624

District Name:

White Bear Lake

To building staff capacity and maximize learning and understanding that is inclusive and based on culturally competent standards. The framework includes: Equity Audit, IDI (Intercultural Development Inventory), Social Justice Critique, and Organizational Change.

Line Item Description	UFARS Code (Required)				Budgeted Amount	Expenditures
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	Provide the total amount budgeted for this line item.	
<i>Substitute Teachers</i>	005	790	315	145	\$ 4,000.00	
<i>Salary Timesheet</i>	005	790	315	185	\$ 15,000.00	
<i>Fees for Services/IDI</i>	005	790	315	305	\$ 3,000.00	
<i>Travel</i>	005	790	315	366	\$ 2,000.00	
<i>Prof AVID</i>	005	790	315	367	\$ 13,000.00	
<i>Prof/IDI Assessment</i>	005	790	315	367	\$ 2,000.00	
<i>General Supplies</i>	005	790	315	401	\$ 1,000.00	
<i>FICA</i>	005	790	315	210	\$ 918.00	
<i>TRA</i>	005	790	315	218	\$ 660.00	
<i>LTD</i>	005	790	315	240	\$ 60.00	
TOTAL					\$ 41,638.00	\$ -

PARTICIPATION INFORMATION

Participation from the Identifiable School(s):

Projected (7/1/11)		Actual	
Students	Staff	Students	Staff

Participation from Other Schools in the District:

Total Program Participation:

Notes or Comments:

AGENDA ITEM: Fund Transfer to Community Service Fund

MEETING DATE: May 9, 2011

SUGGESTED DISPOSITION: Operational Item

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

.....
Background:

Because of legislative action several years ago and the related impact on "old referenda", it is necessary each year to provide a transfer of funds from our General Fund to the Community Service Fund. For 2009-2010 that transfer should be \$388,000.

In 1984 voters of the School District passed a referendum that allowed the School District to levy up to one mill for the Community Services and Recreation Department. However, when the results were sent to the State to be certified the State said that the funds could not go directly to the Community Services Department. The wording on the ballot was changed to have the levy go into the General Fund. The vote was taken and the community again passed the referendum.

This levy is what we have come to call the "Rec." or "Community Services" levy. It is similar to our current operating levies. In order for the Community Services Department to access these funds, each year the School Board must vote to transfer the funds to the Community Services Department. Even though this levy was passed as an "ongoing" levy, legislation was created that sunset this levy along with all others in fall 2006.

Wording in the campaign to renew the district's levy in 2007 indicated that if not passed "support for Community Services programs would be greatly reduced". The intent was that support for this Community Services levy would continue if the levy passed.

This transfer is required to be approved on an annual basis.

.....
Recommendation:

It is recommended by administration that the Board approve the fund transfer.

AGENDA ITEM: Award of Bids – South Campus Auditorium Phase II

MEETING DATE: May 9, 2011

SUGGESTED DISPOSITION: Operational Item

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

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Administration is seeking approval for the South Campus Auditorium renovation (Phase II) project that is scheduled for this summer. The project is part of the approved ten year alternative facility plan and will be funded through the proceeds from the sale of alternative facility bonds and capital expenditure fund revenue for items that do not qualify under the alternative facility program.

Bids were received on May 4, 2011.

Administration will prepare a detailed analysis of the bid results and forward them to the board members by Friday May 6, 2011.

Recommendation:

It is recommended that the Board approve the bid recommendation as submitted.

AGENDA ITEM: Action on Award of 2011-2012 Paper Bid

MEETING DATE: May 9, 2011

SUGGESTED DISPOSITION: Operational Item

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

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Background:

Bids for next years paper requirements were received and administration is recommending that the low bid submitted from Anchor Paper Company be approved. The analysis is attached.

The competition was very close again this year. The variance from top to bottom was slightly over 9%, or about \$10,600.

For next year, our overall case order has decreased by 6.4%. The total projected cost for 2011-2012 paper usage is \$106,792. This represents an average cost per case that is 3.9% lower than last year's average.

.....

Recommendation:

It is recommended that the Board approve the 2011-2012 paper bid to Anchor Paper Company.

INDEPENDENT SCHOOL DISTRICT #624 PAPER BID RESULTS 2010-2011 SCHOOL YEAR

EXACT INDEX STOCK 250 SHEETS/PKG 8PK/CTN	UNIT	# OF CAR TONS	ANCHOR	DUFFEY	WILCOX	CPG	OFFICE MAX	ANCHOR TOTAL	DUFFEY TOTAL	WILCOX TOTAL	CPG TOTAL	OFFICE MAX
BLUE	CARTON	10	\$43.16	\$40.71	\$39.66	\$43.76	\$45.12	\$431.60	\$407.10	\$396.60	\$437.60	\$451.20
CANARY	CARTON	8	\$43.16	\$40.71	\$39.66	\$43.76	\$45.12	\$345.28	\$325.68	\$317.28	\$350.08	\$360.96
CHERRY	CARTON	6	\$43.16	\$40.71	\$39.66	\$43.76	\$0.00	\$258.96	\$244.26	\$237.96	\$262.56	\$0.00
GREEN	CARTON	7	\$43.16	\$40.71	\$39.66	\$43.76	\$45.12	\$302.12	\$284.97	\$277.62	\$306.32	\$315.84
MANILA	CARTON	7	\$43.16	\$40.71	\$39.66	\$43.76	\$45.12	\$302.12	\$284.97	\$277.62	\$306.32	\$315.84
SALMON	CARTON	3	\$43.16	\$40.71	\$39.66	\$43.76		\$129.48	\$122.13	\$118.98	\$131.28	\$3.00
BUFF	CARTON	6	\$43.16	\$40.71	\$39.66	\$43.76		\$258.96	\$244.26	\$237.96	\$262.56	\$6.00
WHITE	CARTON	32	\$39.26	\$35.67	\$39.66	\$41.92	\$45.12	\$1,256.32	\$1,141.44	\$1,269.12	\$1,341.44	\$1,443.84
ASTRO BRIGHTS COVER STOCK 65# - 8 1/2 x 11 250 SHEETS/PKG 8 PKG/CTN												
RADIANT RED	CARTON	4	\$53.60	\$48.87	\$53.90	\$51.44	\$58.80	\$214.40	\$195.48	\$215.60	\$205.76	\$235.20
GLIMMERING GOLD	CARTON	2	\$53.60	\$48.87	\$53.90	\$51.44	\$58.80	\$107.20	\$97.74	\$107.80	\$102.88	\$117.60
LUMINOUS LIME	CARTON	7	\$53.60	\$48.87	\$53.90	\$51.44	\$58.80	\$375.20	\$342.09	\$377.30	\$360.08	\$411.60
BRILLIANT BERRY	CARTON	2	\$53.60	\$48.87	\$53.90	\$51.44	\$58.80	\$107.20	\$97.74	\$107.80	\$102.88	\$117.60
BEAMING BLUE	CARTON	4	\$53.60	\$48.87	\$53.90	\$51.44	\$41.81	\$214.40	\$195.48	\$215.60	\$205.76	\$167.24
ARTIC ORANGE	CARTON	7	\$53.60	\$48.87	\$53.90	\$51.44	\$58.80	\$375.20	\$342.09	\$377.30	\$360.08	\$411.60
SUNSHINE YELLOW	CARTON	1	\$53.60	\$48.87	\$53.90	\$51.44	\$41.81	\$53.60	\$48.87	\$53.90	\$51.44	\$41.81
WHITE	CARTON	4	\$53.60	\$32.83	\$35.30	\$38.64	\$41.81	\$214.40	\$131.32	\$141.20	\$154.56	\$167.24

ASTROBRIGHTS PAPER 60# COPY STOCK 8 1/2 X 11 10 REAMS/CARTON		# OF UNITS	ANCHOR	DUFFEY	WILCOX	CPG	OFFICE MAX	ANCHOR TOTAL	DUFFEY TOTAL	WILCOX TOTAL	CPG TOTAL	OFFICE MAX
UNIT	UNIT											
RADIANT RED	CARTON	8	\$67.65	\$60.56	\$56.00	\$64.42	\$63.60	\$541.20	\$484.48	\$448.00	\$515.36	\$508.80
GLIMMERING GOLD	CARTON	3	\$67.65	\$60.56	\$56.00	\$64.42	\$63.60	\$202.95	\$181.68	\$168.00	\$193.26	\$190.80
GLOWING GREEN	CARTON	1	\$67.65	\$60.56	\$56.00	\$64.42	\$51.50	\$67.65	\$60.56	\$56.00	\$64.42	\$51.50
LUMINOUS LIME	CARTON	9	\$67.65	\$60.56	\$56.00	\$64.42	\$63.60	\$608.85	\$545.04	\$504.00	\$579.78	\$572.40
BRILLIANT BERRY	CARTON	4	\$67.65	\$60.56	\$56.00	\$64.42	\$63.60	\$270.60	\$242.24	\$224.00	\$257.68	\$254.40
BEAMING BLUE	CARTON	7	\$67.65	\$60.56	\$56.00	\$64.42	\$51.50	\$473.55	\$423.92	\$392.00	\$450.94	\$360.50
COSMIC ORANGE	CARTON	3	\$67.65	\$60.56	\$56.00	\$64.42	\$63.60	\$202.95	\$181.68	\$168.00	\$193.26	\$190.80
ARTIC ORANGE	CARTON	14	\$67.65	\$60.56	\$56.00	\$64.42	\$63.60	\$947.10	\$847.84	\$784.00	\$901.88	\$890.40
NITE SKY PURPLE	CARTON	2	\$67.65	\$60.56	\$56.00	\$64.42	\$63.60	\$135.30	\$121.12	\$112.00	\$128.84	\$127.20
SUNSHINE YELLOW	CARTON	12	\$67.65	\$60.56	\$56.00	\$64.42	\$51.50	\$811.80	\$726.72	\$672.00	\$773.04	\$618.00
XEROGRAPHIC COLOR PAPER LONG GRAIN 20# 8 1/2 X 11 10 RMS/CTN		# OF UNITS	ANCHOR	DUFFEY	WILCOX	CPG	OFFICE MAX	ANCHOR TOTAL	DUFFEY TOTAL	WILCOX TOTAL	CPG TOTAL	OFFICE MAX
BLUE	CARTON	42	\$35.45	\$33.95	\$34.95	\$31.72	\$42.90	\$1,488.90	\$1,425.90	\$1,467.90	\$1,332.24	\$1,801.80
BUFF	CARTON	4	\$35.45	\$33.95	\$34.95	\$31.72	\$42.90	\$141.80	\$135.80	\$139.80	\$126.88	\$171.60
CANARY	CARTON	27	\$35.45	\$33.95	\$34.95	\$31.72	\$42.90	\$957.15	\$916.65	\$943.65	\$856.44	\$1,158.30
GOLDENROD	CARTON	14	\$35.45	\$33.95	\$34.95	\$31.72	\$42.90	\$496.30	\$475.30	\$489.30	\$444.08	\$600.60
GRAY	CARTON	2	\$35.45	\$33.95	\$34.95	\$31.72	\$42.90	\$70.90	\$67.90	\$69.90	\$63.44	\$85.80
GREEN	CARTON	27	\$35.45	\$33.95	\$34.95	\$31.72	\$42.90	\$957.15	\$916.65	\$943.65	\$856.44	\$1,158.30
IVORY	CARTON	11	\$35.45	\$33.95	\$34.95	\$31.72	\$42.90	\$389.95	\$373.45	\$384.45	\$348.92	\$471.90
PINK	CARTON	23	\$35.45	\$33.95	\$34.95	\$31.72	\$42.90	\$815.35	\$780.85	\$803.85	\$729.56	\$986.70
SAND/TAN	CARTON	4	\$35.45	\$33.95	\$34.95	\$31.72	\$42.90	\$141.80	\$135.80	\$139.80	\$126.88	\$171.60
SALMON	CARTON	22	\$35.45	\$33.95	\$34.95	\$31.72	\$42.90	\$779.90	\$746.90	\$768.90	\$697.84	\$943.80
LIGHT LAVENDAR	CARTON	14	\$35.45	\$33.95	\$34.95	\$31.72	\$42.90	\$496.30	\$475.30	\$489.30	\$444.08	\$600.60

HIGH SPEED PAPER 20# NO 4 COPY MINIMUM BRIGHTNESS 84 10 REAMS/CARTON ORDER CARTONS ONLY												
	UNIT	# OF UNITS	ANCHOR	DUFFEY	WILCOX	CPG	OFFICE MAX	ANCHOR TOTAL	DUFFEY TOTAL	WILCOX TOTAL	CPG TOTAL	OFFICE MAX
8 1/2 X 11 WHITE	CARTON	2987	\$25.85	\$26.55	\$27.00	\$26.47	\$28.05	\$77,213.95	\$79,304.85	\$80,649.00	\$79,065.89	\$83,785.35
8 1/2 X 11 WHITE THREE HOLE PUNCHED PAPER	CARTON	277	\$30.00	\$29.85	\$29.00	\$29.83	\$40.00	\$8,310.00	\$8,268.45	\$8,033.00	\$8,262.91	\$11,080.00
8 1/2 X 11 YELLOW THREE HOLE PUNCHED PAPER	CARTON	12	\$37.65	\$35.50	\$37.50	\$35.72	\$45.30	\$451.80	\$426.00	\$450.00	\$428.64	\$543.60
8 1/2 X 11 BLUE THREE HOLE PUNCHED PAPER	CARTON	13	\$37.65	\$35.50	\$37.50	\$35.72	\$45.30	\$489.45	\$461.50	\$487.50	\$464.36	\$588.90
8 1/2 X 11 GREEN THREE HOLE PUNCHED PAPER	CARTON	12	\$37.65	\$35.50	\$37.50	\$35.72	\$45.30	\$451.80	\$426.00	\$450.00	\$428.64	\$543.60
8 1/2 X 11 PINK THREE HOLE PUNCHED PAPER	CARTON	12	\$37.65	\$35.50	\$37.50	\$35.72	\$45.30	\$451.80	\$426.00	\$450.00	\$428.64	\$543.60
8 1/2 X 11 GOLDENROD THREE HOLE PUNCHED PAPER	CARTON	2	\$37.65	\$35.50	\$37.50	\$35.72	\$45.30	\$75.30	\$71.00	\$75.00	\$71.44	\$90.60
8 1/2 X 14 WHITE	CARTON	13	\$38.15	\$37.95	\$35.00	\$37.64	\$42.12	\$495.95	\$493.35	\$455.00	\$489.32	\$547.56
11 X 17 WHITE	CARTON	97	\$29.98	\$29.85	\$29.00	\$29.60	\$32.90	\$2,908.06	\$2,895.45	\$2,813.00	\$2,871.20	\$3,191.30
TOTALS								\$106,792.00	\$107,544.00	\$108,760.64	\$107,537.90	\$117,396.88
DELIVERY CHARGE		3788							\$2,500.00			
								\$106,792.00	\$110,044.00	\$108,760.64	\$107,537.90	\$117,396.88
11x17 WHITE CARD STOCK	CARTON	2	\$0.00	\$48.87	\$37.50	\$39.88		\$0.00	\$97.74	\$75.00	\$79.76	\$0.00
TOTAL WITH 11 X 17 CARDSTOCK								\$106,792.00	\$110,141.74	108,835.64	\$107,617.66	\$117,396.88

AGENDA ITEM: Contract with the City of White Bear Lake for
Chore Waiver Services

MEETING DATE: May 9, 2011

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Dave Guenther, Director of Community Services and
Recreation and Barb Green, Senior Program
Coordinator

BACKGROUND:

The School District's Senior Program has a contract with Ramsey County to provide Meals on Wheels to clients who qualify for Elderly Waiver Services. Ramsey County has amended our contract to add Chore Services. Although the Senior Program does not provide Chore Services, there is a Chore Services Program with the City of White Bear Lake.

Ramsey County has a freeze on all of its Waiver Services contracts; therefore, the only way that the Chore Services Program can receive money for these services is by going through an agency that already has a contract. The Senior Program already has a contract and therefore would be able to receive the funds.

(The Elderly Waiver program funds home and community-based services for people age 65 and older who are eligible for Medical Assistance and require the level of medical care provided in a nursing home, but choose to reside in the community. The Minnesota Department of Human Services operates the program under a federal waiver to Minnesota's Medicaid State Plan. Counties administer the program.)

The Senior Program would receive the referrals and direct them to the Chore Program. The Chore Program would provide the requested services for the clients who are referred and would provide the Senior Program with information so that they can bill the State of Minnesota for the qualifying services. The Senior Program would receive the payment and then pay the Chore Program, minus the cost for billing and processing.

This contract has been developed by the Senior Program and reviewed by Pete Willcoxon Sr. and Ramsey County.

Recommendation:

Approve the contract with the City of White Bear Lake to reimburse the City's Chore Program for Waivered Chore Services.

White Bear Lake Area School District 624

2011 Purchase of Service Contract

This Agreement is entered into by **City of White Bear Lake** (the Contractor) and the **White Bear Lake ISD (ISD 624)**. ISD and the Contractor agree as follows:

1. Purchase of Services

- a. To provide Chore Services that will help people living within an assigned geographic area maintain their highest level of independence.
- b. The term of this Agreement shall be from March 1, 2011 to December 31, 2011

2. Cost and Delivery of Purchased Services

- a. See Attachment A: Rate Sheet.
- b. An administration fee of no more than \$25/hour will be charged by ISD 624 for processing and billing services.

3. Contractor Responsibilities - The Contractor agrees to provide services in accordance with regulations governing the standards of the Minnesota Department of Health, Ramsey County Human Services and ISD 624.

4. Program Reports

- a. The Contractor agrees to provide ISD 624 with reports on forms provided by ISD 624 that includes the following:
 - 1) Information about the clients served
 - 2) Increments of service hours for each client

5. Payments of Purchased Services

- a. ISD 624 agrees to disburse payments to the Contractor within three weeks of receiving the funds from DHS.
- b. ISD 624 will assume no liability for costs incurred prior to March 1, 2011, or later than the end of the grant year, December 31, 2011. Following the termination of this contract, all costs incurred within the contract period must be reported within thirty (30) calendar days following the last day of the this contract to be eligible for payment.
- c. It is understood that contract payments are contingent upon the ISD 624 receipt of funds from DHS.

6. Audit and Record Disclosures

- a. The Contractor agrees to maintain books, records, documents and other evidence of accounting procedures and practices that sufficiently reflect all direct and indirect costs and project income of any nature incurred in the performance of this Agreement.
- b. Personnel authorized by ISD 624 may audit the Contractor annually. The Contractor shall be responsible for any unallowable costs and for resolving any audit questions that are specific to the Contractor.

- c. The Contractor agrees to allow personnel of ISD 624 any access related to service at reasonable hours in order to exercise their responsibility to monitor and evaluate the services.
- d. The Contractor agrees to maintain fiscal and program records for at least six years following contract expiration or termination.

7. Program Accessibility

The Contractor agrees to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 which requires that "all recipients of federal funds, whether in the form of a grant or contract, review and, if necessary, modify, their programs and activities so that discrimination based on handicap is eliminated."

8. Civil-Rights

The Contractor agrees to comply with the Civil Rights Act of 1964, Title VI. This act states that programs receiving federal funds must provide services, facilities and benefits on a non-discriminatory basis, for use by older people regardless of race, color, sex, sexual orientation, religion, age, disability, marital status, creed, or national origin.

9. Complaint Procedure for Client Discrimination

The Contractor agrees to inform clients/participants, potential clients/participants and other interested persons, that services, financial aid, and other benefits under the program are provided on a non-discriminatory basis as required by the Civil Rights Act. They will also be informed of their right to file a complaint if they believe that discrimination is being practiced, based on race, color, sex, sexual orientation, religion, age, disability, marital status, creed, or national origin. The contracting agency retains the right to review and approve the complaint procedure.

10. Affirmative Action and Equal Employment Opportunity

The Contractors agrees to comply with affirmative action and equal employment opportunity principles as embodied in applicable state and federal law and regulation and administrative or executive order.

Such assurance commits contractors to providing equal opportunity in carrying out the described activities and services through use of affirmative action and equal opportunity procedures in recruitment, hiring compensation, promotion, etc.

11. Hold Harmless Agreement

The Contractor agrees to defend and indemnify ISD 624, its officials, employees and agents from any and all liability, loss or damage they may suffer as a result of claims, demands, judgments, or costs arising out of or related to Contractor's performance of this Agreement.

12. Publicity

The Contractor agrees to recognize Ramsey County as a source of funding in all mass public information efforts.

13. **Contracts, including Catering Contracts**

The Contractor agrees to have written vendor contracts for all purchased chore related services, and use of space or equipment.

14. **Bonding, Indemnity, and Insurance**

Insurance: The Contractor agrees to purchase and maintain such insurance as will protect the Contractor from claims, which may arise out of, or result from, the Contractor's operations under the contract, whether such operations are by the Contractor, subcontractor, anyone directly employed by them, or by anyone for whose acts the Contractor may be liable.

The Contractor shall secure the following coverage and comply with all provisions noted. Certificates of Insurance shall be issued evidencing such coverage to the County.

a. **X** Commercial General Liability Insurance:

Minimum Limits:

\$2,000,000 - per occurrence
\$2,000,000 - general aggregate
\$2,000,000 - products/completed operations total limit
\$1,000,000 - personal injury and advertising liability

b. **X** Automobile Insurance:

Coverage shall be provided for hired, non-owned and owned.

Minimum Limit: \$2,000,000 combined single limit

c. **X** Workers' Compensation and Employers' Liability:

Workers' Compensation benefits shall be per Minnesota Statute

Employer's Liability shall be: \$100,000 per accident; \$500,000 per employee; \$500,000 per disease policy limit

d. **X** Professional Liability Coverage:

Minimum Limit: \$2,000,000 per claim

Aggregate Limit: \$2,000,000

Certificate of Insurance must indicate if the policy is issued on a claims-made or occurrence basis. If coverage is carried on a claims-made basis, then: 1) the retroactive date shall be noted on the Certificate and shall be prior to or the day of the inception of this Agreement with ISD 624; and 2) evidence coverage shall be provided for three years beyond expiration of this Agreement.

ISD 624, its officials, employees shall be added to the policy as additional insureds with respect to the Contractor's operations on behalf of SSCRC.

e. **X** Crime and Fidelity Bond: **Equal to the amount of County funds in the contract.**

f. License, as required. The Contractor shall provide copy of such license at the

request of ISD 624. .

- g. All Certificates of Insurance shall provide that the insurance company gives ISD 624 thirty (30) days' prior written notice of cancellation, non-renewal and/or any material changes in the policy.
- h. The above sub-paragraphs establish minimum insurance requirements, and it is the sole responsibility of the Contractor to purchase and maintain additional insurance that may be necessary in connection with this contract.

Indemnity: The Contractor agrees to hold harmless and defend ISD 624, its officials, officers, employees, agents, representatives, consumers or invitees against any and all claims, lawsuits, damages arising from or allegedly arising from or related to this Agreement, including but not limited to the Contractor's acts, failure to act or failure to perform its obligations hereunder, and to pay the costs of and/or reimburse ISD 624, its officials, officers, employees, agents, representatives, consumers or invitees for any and all liability, costs, and expenses (including without limitation reasonable attorney's fees) incurred in connection therewith.

15. Default

Neither party shall be held responsible for delay or failure to perform hereunder when such delay or failure is due to fire, flood, epidemic, strikes, acts of God or the public enemy, unusually severe weather, legal acts of the public authorities.

Unless the Contractor's default is excused under the provisions of this Agreement, the Contractor, after receipt of notice by ISD 624 of any of the following conditions or circumstances warranting cancellation of this Agreement, shall have ten (ten) days (or longer period that is authorized in writing) to cure the specified failure if:

- a. The Contractor fails to provide services called for in this Agreement within the time specified.
- b. The Contractor is in such financial condition so as to endanger the performance of this Agreement.
- c. The Contractor fails to perform any of the provisions of this agreement.
- d. It is discovered that material misrepresentations were made by the Contractor.

If the Contractor fails to cure the specified condition after notice within the prescribed period of time, then ISD 624 may, upon written notice, immediately cancel the whole or any part of the contract.

16. Cancellation

Either party may cancel this agreement at any time, with or without cause, upon ninety (90) days written notice. After receipt of a notice of cancellation, and except as otherwise directed, the Contractor shall:

- a. Discontinue provision of purchased services.
- b. Cancel all orders and subcontracts that relate to the performance of purchased services.
- c. Settle all outstanding claims arising out of the cancellation of orders and subcontracts.
- d. Submit a revenue and expense statement for the performance of purchased services prior to the effective date of cancellation within (30) days of said date.

- e. Maintain all records relating to performance of the canceled portion of the Agreement.
- f. Notify all eligible recipients of the cancellation of the Agreement.

17. Independent Contractor Status

The Contractor is an independent contractor and it, its employees, agents, or representatives shall not be considered employees, agents, or representatives of ISD 624.

18. Data Privacy

All data collected, created, received, maintained, or disseminated for any purposes in the course of the Contractor's performance of this agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 and/or any other applicable state statutes, and state rules adopted to implement the Act, as well as federal regulations on data privacy. The Contractor agrees to abide strictly by these statutes, rules, and regulations. Contractor agrees to implement and comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA, public law #104-191) and its amendments.

White Bear Lake Area School District

By: _____

Title: Executive Director

Date: _____

City of White Bear Lake

By: _____

Title: _____ Date: _____