

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

May 10, 2010

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: Dr. Michael J. Lovett
Superintendent of Schools

Date: May 5, 2010

A Student Recognition will be held on Monday, May 10, 2010 at 6:30 p.m. in the Community Room 112 at the District Center.

A meeting of the White Bear Lake Area School Board will be held on **Monday, May 10, 2010** at 7:00 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

AGENDA

A. PROCEDURAL ITEMS

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve Agenda
5. Consent Agenda – page 1
 - a) Approval of Minutes – pages 2 - 7
 - b) Payment of Invoices – pages 8 - 44
 - c) Correspondence
 - d) Acceptance of Gifts – pages 45 - 46
 - e) Approve Field Trip – page 47
 - f) Terminations – Retirements - Resignations – pages 48 - 49
 - g) Leaves of Absence – pages 50 - 54
 - h) New Personnel – pages 54-56

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 (4 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. 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.

6. A handout on the purpose of School Board meetings and the meeting process is available.
7. Citizens may be asked to address the school board on a particular subject during the discussion of that item.
8. 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. Recognize Student Liaison to the School Board – page 57
2. Superintendent's Report – page 58

D. DISCUSSION ITEMS

1. First Reading of Policy 416, Drug and Alcohol Testing – pages 59 - 93
2. Budget Management and Efficiency Measures for 2010-11 – pages 94 - 95

E. OPERATIONAL ITEMS

1. Accept 3M Ingenuity Grants – page 96
2. Accept Society of Manufacturing Engineers Education Foundation Grant – page 97
3. Accept Otto Bremer Foundation Grant – pages 98 - 111
4. Action on Vadnais Heights Sports Complex Agreement – page 112
5. Approval of Ten Year Plan for the Alternative Facilities Program – pages 113 - 118
6. Action on Proposal to Add Boys Swim Team – pages 119 - 121
7. Action on Community Services Matching Grant Program – pages 122 - 123
8. Action on Student Teacher Agreement with Minnesota State University-Moorhead – pages 124- 126
9. Action on Collective Bargaining Agreements and Compensation Policies – pages 127 - 129
 - a) Principals Association
 - b) Technology and Other Positions Not Affiliated With A Bargaining Group
 - c) Cabinet

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **May 10, 2010**
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) Terminations – Retirements – Resignations
- g) Leaves of Absence
- h) New Personnel

RECOMMENDATION:

Approve the items listed on the Consent Agenda.

AGENDA ITEM: School Board Minutes
MEETING DATE: May 10, 2010
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.

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

A meeting of the White Bear Lake Area School Board was held on Monday, April 12, 2010 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 7:02 p.m.
- 2 Roll Call- Present: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg
Ex-Officio: Lovett
Cabinet: Present – Daniels, Guenther, Moore, Picha, Thelen, Willcoxon
- 3 Pledge of Allegiance
- 4 Newberg moved, Hiniker seconded to approve the agenda as presented. *Voice vote: all ayes. Motion carried.*
- 5 Storey moved, Chapman seconded to approve the consent agenda consisting of:
 - approval of minutes of regular meeting on March 8, 2010 and work-study minutes of March 22, 2010;
 - payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - passage of resolution to approve personnel issues to include:
 - Resignations/Termination – Classified Staff
Jena Olheiser, Bus Driver, effective date: 3/23/10
 - Retirements – Classified Staff
Georgene Elliott, Elementary Assistant, effective date: 6/15/10
 - Termination – Extra Curricular Only
Joel Kaden, Athletic Trainer, effective date: 3/5/10
 - Resignations – Certified Staff
Tyler McCormick, Sign Language Teacher, effective date: 6/15/10
Erin Moore, Communications Teacher, on leave, effective date: 6/15/10
Sara Ousdigian, School Psychologist, on leave, effective date: 6/15/10
 - Retirements – Certified Staff
Cynthia Silkworth, School Nurse, effective date: 6/15/10
 - Retirements – Administration
Cynthia Moore, Director of Curriculum and Assessment, effective date: 6/30/10
 - Change in Retirement Date – Certified Staff
Patricia Marcroft, Birth – 2 teacher, effective date: 6/24/10
 - Unpaid Medical Leave – Classified Staff
Beverly Sorenson, Clerical, effective dates 2/8/10 through 3/26/10
 - Part-Time Leave Request – Certified Staff
Amy Otteson, Art Teacher, .05 leave (.95 position)
 - Unpaid Child Care Leave – Certified Staff
Shannon Anderson, Music Teacher, unpaid from 3/15/10 through 4/14/10
 - Change in Continuing Contract – Certified Staff - 2010-11 School Year
Leigh Anderson, Learning Skills, from .71 f.t.e. to .60 f.t.e.
Odelis Garcia Anderson, Music Teacher, from 1.00 f.t.e. to .90 f.t.e.
Shannon Fulton, Grade 1 Teacher, from 1.00 f.t.e. to .90 f.t.e.
Janel Van Arragon, Intervention – Lit./Math Teacher, from 1.00 f.t.e. to .90 f.t.e.

- Full-Time Leave Request – Certified Staff – 2010-11 School Year
 - Erik Bunce, Secondary Science Teacher, fifth year general leave request
 - Susan Bunda, Elementary Teacher, third year general leave request
 - Deborah Butters, Secondary Physical Education Teacher, first year general leave request
 - Gary Cook, Secondary Health Teacher, fourth year of general leave request
 - Theodore Eibs, Secondary Social Studies Teacher, second year medical leave request
 - Alan Green, Elementary Teacher, second year general leave request
 - Joan Hunstiger, Secondary German Teacher, fifth year general leave request
 - Nathan Long, Secondary Music Teacher, third year general leave request
 - Fawnda Norman, Secondary Mathematics Teacher, third year general leave request
 - Laurie Perron, Special Education Teacher, fifth year general leave request
 - Kent Peterson, Elementary teacher, fifth year general leave request
 - Jessica Pluim, Elementary Teacher, third year general leave request
 - Eli Pupovac, Secondary Social Studies Teacher, fifth year general leave request
 - Mary Rhude, Special Education Teacher, fourth year general leave request
 - Mary Rogers, Elementary Teacher, fifth year general leave request
 - Sara Sahlberg, Elementary Teacher, fourth year medical leave request
 - Susan Sedro, Elementary Teacher, fifth year general leave request
 - Jessica Weninger, Secondary Mathematics Teacher, second year general leave request
- New Personnel – Classified Staff
 - Kristen Lillie, Part-time cook, effective date 4/5/10
- New Personnel - Extra Curricular Only
 - Brandon Jackson – Head Boys’ Tennis Coach
- New Personnel – Certified Staff
 - Natalie Larson, .10 Long-Term Substitute Art Teacher, effective date: 4/12/10 through 6/15/10
- New Personnel – Foreign Exchange Teacher
 - Cao Li – Chinese Exchange Teacher, effective date: 3/20/10 through 7/31/10
- New Personnel – Administration
 - John Leininger, Elementary Principal, effective July 1, 2010

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

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

C. INFORMATION ITEMS

1. 2010 School Finance Award – Pete Willcoxon, Executive Director of Business Services, announced that for the second year, the White Bear Lake Area School District has been awarded the School Finance Award from the Minnesota Department of Education. He recognized Mary Vaske, our district accountant, for her efforts in attaining this award. This award joins both the Association of School Business Officials and Government Finance Officers Association awards, both of which have been awarded to our District for the past nine years.
2. Local Government Innovation Award – Dr. Lovett spoke to the recent Local Government Innovation Award recently received by the White Bear Lake Area School District. This award was presented by the Humphrey Institute’s Public and Nonprofit Leadership Center. The District was recognized for its partnership with the White Bear Lake Center for the Arts. It was an honor and a privilege to receive this award and to have our partnership with the White Bear Lake Center for the Arts.
3. French Partnership and School Visit - Dr. Lovett introduced Janel Toussaint, South Campus French teacher, who provided an overview of the exchange partnership with students and teachers from Meaux, France. It was another successful visit both by the French students who came to our District as well as our students who traveled to Meaux earlier this spring. Approximately 250 students have

participated in the program during its 19 year history. This program was modeled after our successful German exchange program.

4. Report on Hangzhou Partnership Delegation - Dr. Lovett provided highlights of the recent visit by a delegation representing Hangzhou Foreign Languages School in China and the partnership that has now been officially approved under the sponsorship of the Minnesota Department of Education. Our first exchange teacher, Cao Li, has begun her work along side our teachers at the elementary, middle and high school levels. Cao Li spoke of her warm welcome to White Bear Lake and how much she is enjoying her visit.
5. Superintendent's Report – Dr. Lovett reported on the following:
 - White Bear Lake Girl's basketball team and their managers and coaches were recognized prior to tonight's meeting for their successful season where they placed 2nd in the state tournament. Congratulations to all!
 - A postcard with scholarship information was mailed to District students in grades 9-12 as a result of feedback from the Superintendent's Student Advisory Council.
 - "Music Man Junior" will be presented April 15-17 at the District Auditorium by District Middle School students. All are invited to attend.
 - Parent Leader Forum members will be meeting with local legislators at the Capitol on April 22. Transportation is provided. More information is available on the District Web site. All parents and community members are invited to join them for this visit.
 - Colleen Wood, Student Board Representative, discussed student forum opportunities and also congratulated Mary Dahle, South Campus Spanish teacher, on her recent selection as White Bear Lake Area School District's 2010 Teacher of the Year. She also congratulated all of the candidates.

D. DISCUSSION ITEMS

1. Superintendent Evaluation - Board members provided comments with regard to Dr. Lovett's 2008-2009 superintendent evaluation.

E. OPERATIONAL ITEMS

1. Hiniker motioned and Newberg seconded to approve Policy 420, Students and Employees with Communicable or Infectious Diseases with recommended changes. ***Roll call vote: ayes: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none. Motion carried.***
2. Chapman motioned and Shevik seconded to approve Policy 531, The Pledge of Allegiance with recommended changes. ***Roll call vote: ayes: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none. Motion carried.***
3. Kimball motioned and Storey seconded to approve Policy 533, Wellness with recommended changes. ***Roll call vote: ayes: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none. Motion carried.***
4. Newberg motioned and Hiniker seconded to approve Policy 615, Minnesota Academic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation and LEP Students. ***Roll call vote: ayes: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none. Motion carried.***
5. Chapman motioned and Storey seconded to approve the Middle School Math Framework Proposal and Recommendation. ***Roll call vote: ayes: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none. Motion carried.***

6. Shevik motioned and Kimball seconded to approve the Lead the Way Framework Proposal. ***Roll call vote: ayes: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none. Motion carried.***
7. Chapman motioned and Newberg seconded to approve the Personnel Actions Related to 2010-11 Staffing Needs. ***Roll call vote: ayes: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none. Motion carried.***
8. Hiniker motioned and Chapman seconded to approve the Strategic Communications Plan. ***Roll call vote: ayes: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none. Motion carried.***
9. Storey motioned and Kimball seconded to approve the Collective Bargaining Agreement with the Administrator Association. ***Roll call vote: ayes: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none. Motion carried.***
10. Newberg motioned and Hiniker seconded to approve the Collective Bargaining Agreement with the Confidential Employee Members. ***Roll call vote: ayes: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none. Motion carried.***
11. Chapman motioned and Shevik seconded to approve the Community Services Fund Transfer. ***Roll call vote: ayes: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none. Motion carried.***
12. Storey motion and Chapman seconded to approve the bid for restroom renovation at White Bear High School North Campus. ***Roll call vote: ayes: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none. Motion carried.***

F. BOARD FORUM – Newberg invited all to attend the Ambassadors Service Fair on May 10 in the District Auditorium atrium.

G. ADJOURNMENT - Newberg moved, Chapman seconded to adjourn the meeting at 8:45 p.m.

Submitted by: Cathy Storey

Unapproved
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 26 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 – Vice-Chair Hiniker called the meeting to order at 5:41 p.m.

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

Ex-Officio - Lovett

Cabinet – Guenther, Moore, Thelen, Willcoxon, Vette

B. DISCUSSION ITEM

1. Update on School Board/Superintendent Goal 6 – Dr. Lovett led discussion on the following items:
 - A. Technology Audit –Dr. Lovett and cabinet members presented an overview of the Technology Audit based on input from the BLE group which includes a summary of the audit findings and the District’s response to addressing each.
 - B. Student Activities Audit – Dr. Jill Thelen, Director of Schools, and Dave Guenther, Director of Community Services and Recreation, presented an update on the Student Activities Audit specifically with regard to leadership, facilities and budget. Guenther reviewed the 2008 facilities study and where we are today.
2. Budget Management and Efficiency Measures for 2010-11 – Pete Willcoxon, Executive Director of Business Services, and Dr. Lovett provided an overview of the District goals for budget management and a timeline for decisions during the 2010-11 school year.
3. Legislative Update – Dr. Lovett provided an update on the status of important issues at the Legislature and the financial ramifications of current Legislative deliberations. Marisa Vette, Communications Coordinator, and Board members Chapman and Storey provided an update on the Parent Leader Forum’s recent visit with Legislators.
4. Negotiations Study Session – Pete Willcoxon and Dr. Lovett provided an update on tentative agreements.

- C. ADJOURNMENT** - Newberg moved; Chapman seconded to adjourn the meeting at 8:28 p.m. Voice vote: *All ayes. Motion carried.*

Submitted by: Cathy Storey, Clerk

Consent Agenda Item A-5(b)
May 10, 2010
School Board Meeting

AGENDA ITEM: Monthly Check Registers
MEETING DATE: May 10, 2010
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

	<u>4/13/2010</u>	<u>4/15/2010</u>	<u>4/30/2010</u>
State of MN - Unemployment Insurance	11,138.68		
Direct Deposit 265663-267033		1,472,677.60	
U.S. Treasury (FICA, Medicare, withholding)		509,276.69	
MN State Income Tax		83,467.84	
PERA		87,857.59	
TRA		176,075.26	
ING		2,016.92	
White Bear Lake Teacher's Association		26,623.04	
Direct Deposit 267034-268358			1,455,099.85
U.S. Treasury (FICA, Medicare, withholding)			505,106.91
MN State Income Tax			83,424.68
PERA			86,314.70
TRA			176,296.60
ING			2,016.92
White Bear Lake Teacher's Association			26,623.04
Extended Day Association			588.60
Investment - MNTrust			5,001,050.68

Check Nbr	Vendor Name	Check Date	Check Amount
360801	AARP DRIVER SAFETY PROGRAM	04/29/2010	402.00
360802	AARP DRIVER SAFETY PROGRAM	04/29/2010	162.00
360803	AARP DRIVER SAFETY PROGRAM	04/29/2010	432.00
360804	ABBA TROPHY	04/29/2010	220.35
360805	ACT INSTITUTIONAL SERVICES	04/29/2010	185.00
360806	Vendor Continued Check	04/29/2010	0.00
360807	Vendor Continued Check	04/29/2010	0.00
360808	ACTIVE.COM	04/29/2010	1,381.00
360809	ADVANCED GRAPHIC SYSTEMS INC	04/29/2010	124.00
360810	AFFORDABLE THERAPY SOLUTIONS	04/29/2010	177.55
360811	AHLNESS, ERIC	04/29/2010	49.00
360812	AMAZON	04/29/2010	1,000.85
360813	AMAZON	04/29/2010	303.94
360814	AMAZON	04/29/2010	109.51
360815	AMAZON	04/29/2010	111.24
360816	AMAZON	04/29/2010	221.46
360817	AMERICAN LIBRARY ASSOC	04/29/2010	488.00
360818	AMERICAN RED CROSS	04/29/2010	28.00
360819	AMERICAN RED CROSS	04/29/2010	90.00
360820	ANDERSON, ERIK	04/29/2010	72.00
360821	ANDERSON, TONY	04/29/2010	72.00
360822	APPLAUSE LEARNING RESOURCES	04/29/2010	160.38
360823	APPLE COMPUTER INC	04/29/2010	299.95
360824	Vendor Continued Check	04/29/2010	0.00
360825	APPLIED ENVIRONMENTAL SCI INC	04/29/2010	11,990.48
360826	ARCHAMBEAU, NICOLE	04/29/2010	251.59
360827	ARRIGONI, ASHLEE	04/29/2010	75.46
360828	ASTLEFORD INTERNATIONAL TRUCKS	04/29/2010	407.65
360829	ATCHISON, DENNIS	04/29/2010	72.00
360830	AUTISM RESOURCE NETWORK INC	04/29/2010	176.77
360831	AUTO TECH SPECIALISTS	04/29/2010	132.16
360832	AVI SYSTEMS	04/29/2010	6,939.02
360833	BADE, BARBARA	04/29/2010	58.71
360834	BALLIS, THOMAS	04/29/2010	5.00
360835	BARTLEY, JAMES	04/29/2010	141.00
360836	BATTERIES PLUS	04/29/2010	41.99
360837	BAUDVILLE	04/29/2010	231.55
360838	BAUMGARDNER, JOANN	04/29/2010	69.00
360839	BLANK SHIRTS	04/29/2010	373.28
360840	BLOCK, VALERIE	04/29/2010	125.14
360841	BONINE, ROBERT	04/29/2010	60.00
360842	BOOKS ARE FUN	04/29/2010	35.00
360843	BOUDREAU, HOLLY	04/29/2010	5.00
360844	BROWN, JIM	04/29/2010	70.00
360845	BUESING, EMILIE C	04/29/2010	28.98
360846	CABLES TO GO	04/29/2010	69.61
360847	CAPSTONE PRESS INC	04/29/2010	189.90
360848	CARLSON, JULIE A	04/29/2010	111.00
360849	CARTRIDGE CARE	04/29/2010	193.75
360850	CDW GOVERNMENT INC	04/29/2010	1,082.92

Check Nbr	Vendor Name	Check Date	Check Amount
360851	THE CENTER FOR EFFICIENT SCHOO	04/29/2010	13,230.00
360852	CHANG, MAI	04/29/2010	4.99
360853	THE CHILDREN'S THEATRE COMPANY	04/29/2010	930.00
360854	CITI-CARGO & STORAGE CO INC	04/29/2010	125.00
360855	CJ DUFFY PAPER CO	04/29/2010	1,150.00
360856	CLARINDA YOUTH CORP	04/29/2010	1,021.68
360857	CLASSROOM PRODUCTS WAREHOUSE	04/29/2010	192.28
360858	CLIA LABORATORY PROGRAM	04/29/2010	150.00
360859	COMCAST	04/29/2010	16.78
360860	COMCAST	04/29/2010	33.95
360861	COMPAS INC	04/29/2010	463.64
360862	CONERY, STEVEN	04/29/2010	111.00
360863	CONTINENTAL CLAY CO	04/29/2010	774.26
360864	COOL AIR MECHANICAL	04/29/2010	591.10
360865	COOPS SPORTSWEAR	04/29/2010	138.00
360866	Vendor Continued Check	04/29/2010	0.00
360867	COPY IMAGES INC	04/29/2010	18,293.14
360868	Vendor Continued Check	04/29/2010	0.00
360869	COPY IMAGES INC	04/29/2010	2,576.50
360870	COUSINS VIDEO INC	04/29/2010	277.70
360871	CP PRODUCTS INC	04/29/2010	1,016.68
360872	CRADDOCK, ANDREW M	04/29/2010	72.00
360873	CROWE, ROBERT	04/29/2010	64.00
360874	CUB FOODS OF WHITE BEAR TWSHP	04/29/2010	2,274.14
360875	CUB FOODS OF WHITE BEAR TWSHP	04/29/2010	408.58
360876	CUB FOODS OF WOODBURY	04/29/2010	713.75
360877	CULLEN, CRAIG	04/29/2010	72.00
360878	CURRICULUM ASSOCIATES LLC	04/29/2010	42.79
360879	DAHL, CHRISTINE	04/29/2010	107.97
360880	DAHLEM, TERESA	04/29/2010	30.00
360881	Vendor Continued Check	04/29/2010	0.00
360882	DALCO CORPORATION	04/29/2010	8,235.46
360883	DAWN SIGN PRESS	04/29/2010	2,219.20
360884	DAY-TIMERS INC	04/29/2010	32.99
360885	DCX LLC (TORNADO SLUSH)	04/29/2010	345.00
360886	DECKER, JOAN	04/29/2010	54.66
360887	DECKER INC	04/29/2010	159.43
360888	DEHN, SCOTT	04/29/2010	54.00
360889	DELL MARKETING LP	04/29/2010	3,429.01
360890	DELTA EDUCATION	04/29/2010	90.15
360891	DELTA DENTAL PLAN OF MN	04/29/2010	63,411.40
360892	DEMCO INC	04/29/2010	361.33
360893	DENUCCI, KRISTINA E	04/29/2010	363.17
360894	DERAAD, MAX D	04/29/2010	266.00
360895	DESSERT, CATHY	04/29/2010	58.95
360896	DIVERSIFIED SNACK DISTRIBUTION	04/29/2010	5,654.58
360897	DOFFING, SHARON	04/29/2010	35.00
360898	DOOR SERVICE COMPANY	04/29/2010	70.00
360899	E.L. REINHARDT COMPANY INC	04/29/2010	147.44
360900	ECKROTH MUSIC	04/29/2010	361.34

Check Nbr	Vendor Name	Check Date	Check Amount
360901	ECM PUBLISHERS INC	04/29/2010	799.00
360902	ECOLAB	04/29/2010	1,821.35
360903	EDEN PRAIRIE HIGH SCHOOL	04/29/2010	250.00
360904	EDUCATION TO GO	04/29/2010	62.25
360905	EMERSON, KENT	04/29/2010	64.00
360906	ENCHANTED LEARNING LLC	04/29/2010	250.00
360907	EPA AUDIO VISUAL INC	04/29/2010	81.00
360908	EPS/SCHOOL SPEC INTERVENTION	04/29/2010	86.85
360909	ERICSON, AMANDA L	04/29/2010	139.50
360910	ESKOW, LYNN	04/29/2010	211.50
360911	EVERGREEN PRESS	04/29/2010	4,124.00
360912	FACILITY OFFICE FURNITURE INC	04/29/2010	3,412.91
360913	FEDEX	04/29/2010	26.54
360914	FERRAND, JENNIFER A	04/29/2010	11.02
360915	FESTIVAL FOODS-KNOWLAN'S	04/29/2010	33.45
360916	FIEBICH, CHRISTINA	04/29/2010	64.00
360917	FINK, AVIS	04/29/2010	105.68
360918	FISCHER, THOMAS	04/29/2010	60.00
360919	FISHER SCIENTIFIC	04/29/2010	229.04
360920	FISHERS RESORT	04/29/2010	500.00
360921	FITZSIMMONS, WENDY SUE	04/29/2010	54.99
360922	FLAGS UNLIMITED INC	04/29/2010	126.19
360923	Vendor Continued Check	04/29/2010	0.00
360924	FOLLETT LIBRARY RESOURCES	04/29/2010	3,604.49
360925	FOSTER, NORMA J	04/29/2010	84.00
360926	FRANK, PAUL	04/29/2010	72.00
360927	FURLONG, KRISTIN	04/29/2010	48.35
360928	G B HANSON GRAPHICS	04/29/2010	82.38
360929	GALLAGHERS NORTHWESTERN TIRE C	04/29/2010	828.95
360930	GAMBRELL, CURTIS	04/29/2010	72.00
360931	GARNER, DEBORAH L	04/29/2010	18.99
360932	GEFRE, DEB	04/29/2010	64.98
360933	GERBER, STEVEN R	04/29/2010	35.00
360934	GERMAN BOOK CENTER NA INC	04/29/2010	4,174.95
360935	GION, MARTI L	04/29/2010	158.00
360936	GOLDCOM INC	04/29/2010	329.04
360937	GOPHER	04/29/2010	290.98
360938	Vendor Continued Check	04/29/2010	0.00
360939	GRAINGER	04/29/2010	1,546.26
360940	GRANDMA'S BAKERY INC	04/29/2010	45.08
360941	GRASTO, JEFF	04/29/2010	72.00
360942	GRATZ, MICHELLE C	04/29/2010	113.21
360943	GRIEFENHAGEN, JAMIE	04/29/2010	75.00
360944	GRIPENTROG, TRACY	04/29/2010	144.90
360945	GRITZMACHER, SHAWN	04/29/2010	647.27
360946	GROCHOWSKI, RICHARD A	04/29/2010	330.00
360947	GROTH MUSIC CO	04/29/2010	217.78
360948	GROUP TRAVEL PLANNERS	04/29/2010	2,141.00
360949	THE GUIDANCE GROUP INC	04/29/2010	130.30
360950	GUMDROP BOOKS	04/29/2010	471.00

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360951	HANSON, SARA	04/29/2010	1,125,756.31
360952	HEALTHPARTNERS	04/29/2010	154.09
360953	HEALY, JASON	04/29/2010	23.03
360954	HEATON, BRENDA	04/29/2010	190.00
360955	HERITAGE FESTIVALS	04/29/2010	23.97
360956	HICKMAN, JESSICA M	04/29/2010	338.69
360957	HILLYARD INC MINNEAPOLIS	04/29/2010	78.00
360958	HISDAHL INC	04/29/2010	20.00
360959	HMONG AMERICAN PARTNERSHIP	04/29/2010	498.00
360960	HOAG, BRIAN	04/29/2010	158.90
360961	HODD, ROY	04/29/2010	46.13
360962	HOFF ERIN	04/29/2010	0.00
360963	Vendor Continued Check	04/29/2010	2,845.85
360964	HOGLUND BUS AND TRUCK CO	04/29/2010	72.00
360965	HOLEMAN, GREGORY	04/29/2010	250.00
360966	HOLIDAY INN CHICAGO MART PLAZA	04/29/2010	367.18
360967	HOME DEPOT CREDIT SERVICES	04/29/2010	72.00
360968	HORDYK, MATT	04/29/2010	0.00
360969	Vendor Continued Check	04/29/2010	48,686.22
360970	HOUGHTON MIFFLIN HARCOURT	04/29/2010	53.90
360971	HSBC BUSINESS SOLUTIONS	04/29/2010	222.32
360972	HUBER, GARY A	04/29/2010	1,868.08
360973	HUGO CITY OF	04/29/2010	22,516.69
360974	HUMAN SERVICES INC	04/29/2010	187.00
360975	H W WILSON COMPANY	04/29/2010	1,273.00
360976	IDEAS UNLIMITED SEMINARS INC	04/29/2010	3,058.00
360977	INCREDIBLE YEARS	04/29/2010	319.00
360978	INNOVATIVE LEARNING CONCEPTS	04/29/2010	398.00
360979	INSTITUTE FOR EDUCATIONAL DEV	04/29/2010	304.50
360980	INTA JUICE	04/29/2010	675.00
360981	INTL BACCALAUREATE AMERICA	04/29/2010	73.17
360982	IRGENS, LINDA S	04/29/2010	218.84
360983	IRONDALE HIGH SCHOOL	04/29/2010	84.00
360984	ISLAKSHMI	04/29/2010	72.00
360985	IZZO, NICK	04/29/2010	54.00
360986	JENNRICH, GEORGE	04/29/2010	49.95
360987	JESKE, LYNN	04/29/2010	134.00
360988	JOHANNECK	04/29/2010	1,828.40
360989	JOHN DEERE LANDSCAPES	04/29/2010	69.00
360990	JOHNSON, HENRY	04/29/2010	36.40
360991	JOHNSON, JEFFERY	04/29/2010	414.53
360992	JOHNSON, JUDITH E	04/29/2010	64.00
360993	JOHNSON, KEITH	04/29/2010	2,569.00
360994	JOHNSON CONTROLS INC	04/29/2010	31.60
360995	JOHNSON, SADIE R	04/29/2010	130.00
360996	JONES, SALLIE	04/29/2010	77.25
360997	JONES SCHOOL SUPPLY CO INC	04/29/2010	80.00
360998	JOY, DONNA	04/29/2010	7.99
360999	JW PEPPER & SON INC	04/29/2010	25.40
361000	KALLAS, MELISSA LEE	04/29/2010	

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361001	KANCANS, ANDREW V	04/29/2010	34.99
361002	KATH COMPANIES	04/29/2010	21,466.82
361003	KAY, CAROLYN	04/29/2010	2,861.92
361004	KEARN, BARBARA	04/29/2010	191.96
361005	KEESE, MATTHEW D	04/29/2010	20.00
361006	KEYSTONE RESORT	04/29/2010	998.08
361007	KIMBALL MIDWEST	04/29/2010	101.59
361008	KINDLIEN, CYNTHIA J	04/29/2010	38.00
361009	KITTS, HARRY	04/29/2010	260.10
361010	KLEIN, TIMOTHY	04/29/2010	64.00
361011	KLEIST, AMY JO	04/29/2010	38.25
361012	KOLEGAS, KATHRYN J	04/29/2010	224.14
361013	KOREAN QUARTERLY	04/29/2010	20.00
361014	KOVACS, JAMIE L	04/29/2010	357.00
361015	KOWALSKI'S MARKET	04/29/2010	238.50
361016	KROGMAN, WILLIAM	04/29/2010	72.00
361017	KRUSCHWITZ, RON	04/29/2010	35.00
361018	KRUSEMARK, CARY L	04/29/2010	729.98
361019	L'ALLIER CONCRETE INC	04/29/2010	30,375.00
361020	LAB SAFETY SUPPLY CO INC	04/29/2010	91.33
361021	LAKESHORE LEARNING MATERIALS	04/29/2010	197.46
361022	LARKIN, PETER J	04/29/2010	64.00
361023	LARSON, KAY	04/29/2010	35.00
361024	LARSON, MOLLY	04/29/2010	69.00
361025	LAWSON PRODUCTS INC	04/29/2010	244.65
361026	LEARNING OPPORTUNITIES INC	04/29/2010	842.55
361027	LEONARD, BRIAN	04/29/2010	1,893.56
361028	LESSARD, JAMES	04/29/2010	46.00
361029	LINCOLN ELEMENTARY SCHOOL	04/29/2010	628.00
361030	LINN, JOHN C	04/29/2010	64.00
361031	M LEE SMITH PUBLISHERS LLC	04/29/2010	397.00
361032	MAAP STARS	04/29/2010	360.00
361033	MADISON NATIONAL LIFE INS CO I	04/29/2010	55,150.35
361034	MAGAZINELINE	04/29/2010	32.95
361035	MARTINSON, KARA	04/29/2010	120.75
361036	MASTERGRAPHICS, INC	04/29/2010	205.00
361037	MAUER, BRIAN	04/29/2010	72.00
361038	MAYER-JOHNSON LLC	04/29/2010	729.00
361039	MAYFLOWER DISTRIBUTING CO	04/29/2010	75.28
361040	MCCALL, MAUREEN E	04/29/2010	577.13
361041	MCDONOUGH'S WATERJETTING AND	04/29/2010	1,080.00
361042	MCGRAW, TIM	04/29/2010	208.14
361043	MCMAHON, MARGARET	04/29/2010	367.64
361044	METRO MEALS ON WHEELS	04/29/2010	100.00
361045	MICHAEL LYNNE'S TENNIS SHOP	04/29/2010	496.00
361046	MIDWEST BUS PARTS INC	04/29/2010	682.35
361047	MILES, MARY T	04/29/2010	80.00
361048	MINDWARE	04/29/2010	30.40
361049	MINVALCO INC	04/29/2010	852.23
361050	MN ASSOC IB WORLD SCHOOLS	04/29/2010	1,625.00

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361051	MN COMMUNITY EDUC ASSOC (MCEA)	04/29/2010	39.00
361052	MN CONSERVATION FEDERATION	04/29/2010	20.00
361053	MN CONTINUING LEGAL EDUC (CLE)	04/29/2010	795.00
361054	MN ELEMENTARY SCH PRIN ASSOC	04/29/2010	838.00
361055	MN HISTORICAL SOCIETY	04/29/2010	20.00
361056	MN NCPERS LIFE INSURANCE	04/29/2010	576.00
361057	MN PSYCHOLOGICAL ASSOC	04/29/2010	50.00
361058	MN REVENUE	04/29/2010	66.30
361059	MN SAFETY COUNCIL INC	04/29/2010	385.00
361060	MN ZOO	04/29/2010	80.00
361061	MR Z'S	04/29/2010	2,007.20
361062	MUMBLEAU, RICHARD THOMAS	04/29/2010	115.00
361063	MUSICH, HEATHER	04/29/2010	35.00
361064	MUSTAR, BETH	04/29/2010	46.32
361065	NADEAU, PEGGY	04/29/2010	264.00
361066	NASCO	04/29/2010	351.90
361067	NASVIK, JULIE	04/29/2010	40.00
361068	NATL ASSOC OF SECONDARY SCHOOL	04/29/2010	575.00
361069	NATL COUNCIL OF TEACHERS OF MA	04/29/2010	188.00
361070	NATL STAFF DEVELOPMENT COUNCIL	04/29/2010	858.00
361071	NAVIANCE, A HOBSONS CO	04/29/2010	750.00
361072	NEOPOST LEASING	04/29/2010	319.98
361073	NESVIG, PAUL	04/29/2010	64.00
361074	NEWMASER, MARGARET	04/29/2010	67.74
361075	NEXTEL COMMUNICATIONS	04/29/2010	829.75
361076	NOHR, KATIE J	04/29/2010	258.06
361077	NORTH CENTRAL TRUCK EQUIPMENT	04/29/2010	1,508.77
361078	NOVINSKA, TOD	04/29/2010	250.00
361079	NUTTING, NANCY A	04/29/2010	4,500.00
361080	Vendor Continued Check	04/29/2010	0.00
361081	OFFICE DEPOT	04/29/2010	787.42
361082	OFFICEMAX INCORPORATED	04/29/2010	181.44
361083	OKLOBZIJA, LUANNE P	04/29/2010	70.00
361084	OKUKU, STELLA	04/29/2010	8.00
361085	OLSON, SUE	04/29/2010	10.00
361086	OMNIGRAPHICS INC	04/29/2010	63.56
361087	ORIGINS	04/29/2010	4,170.00
361088	OSTERHUES, BRITT	04/29/2010	130.00
361089	OXYGEN SERVICE CO INC	04/29/2010	19.53
361090	PACKER, ROGER	04/29/2010	64.00
361091	PASQUALINI, LISA M	04/29/2010	176.95
361092	Vendor Continued Check	04/29/2010	0.00
361093	PCI EDUCATIONAL PUBLISHING	04/29/2010	921.19
361094	PETERSON, BETSY J	04/29/2010	193.99
361095	PETERSON BROS ROOFING & CONST	04/29/2010	544.80
361096	PETERSON, WILLIAM C	04/29/2010	64.00
361097	PETTY CASH	04/29/2010	100.00
361098	PETTY CASH	04/29/2010	100.00
361099	PETTY CASH	04/29/2010	100.00
361100	PETTY CASH	04/29/2010	50.00

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361101	PETTY CASH	04/29/2010	72.13
361102	PETTY CASH	04/29/2010	300.00
361103	PHILIP, PATRICIA	04/29/2010	126.00
361104	PHOTO WAREHOUSE	04/29/2010	85.95
361105	PICHA, CHRISTINA K	04/29/2010	218.03
361106	PIERRE, CHRISTINA	04/29/2010	295.23
361107	PITNEY BOWES PURCHASE POWER	04/29/2010	139.08
361108	PITNEY BOWES	04/29/2010	618.00
361109	PITNEY BOWES	04/29/2010	651.00
361110	PLANA, CHRISTINE M	04/29/2010	104.69
361111	PLETSCH, BARBARA A	04/29/2010	69.00
361112	POESCHEL, RONALD	04/29/2010	72.00
361113	POLAR CHEVROLET MAZDA	04/29/2010	61.80
361114	POSTMASTER	04/29/2010	132.00
361115	POSTMASTER	04/29/2010	880.00
361116	PRANGHOFER, PAUL	04/29/2010	108.00
361117	PRESS PUBLICATIONS	04/29/2010	84.90
361118	PRO-ED INC	04/29/2010	224.40
361119	PROJECTUS	04/29/2010	1,704.40
361120	QUELLO, LORI E	04/29/2010	98.00
361121	R & R SAFES	04/29/2010	579.98
361122	R & R SPECIALTIES INC	04/29/2010	374.50
361123	RA PEARSON & ASSOCIATES	04/29/2010	5,600.00
361124	RAMSEY COUNTY COMM HUMAN SVCS	04/29/2010	40,204.00
361125	RAMSEY COUNTY PARKS/REC DEPT	04/29/2010	2,100.00
361126	RATWIK ROSZAK & MALONEY PA	04/29/2010	1,253.57
361127	REASON	04/29/2010	112.50
361128	RED BALLOON BOOKSHOP	04/29/2010	187.17
361129	REGNIER, MARY LYNN	04/29/2010	49.00
361130	REMEDIA PUBLICATIONS	04/29/2010	386.36
361131	RENAISSANCE LEARNING INC	04/29/2010	260.13
361132	RITTENHOUSE, PAULA	04/29/2010	73.50
361133	ROSSBACH, PATRICIA	04/29/2010	582.76
361134	RUDDYS RENTAL EQUIPMENT	04/29/2010	65.56
361135	RUTTIGERS BAY LAKE LODGE	04/29/2010	95.44
361136	S & T OFFICE PRODUCTS INC	04/29/2010	312.38
361137	SAELAND, TERRY	04/29/2010	5.99
361138	SAFEWAY DRIVING SCHOOL	04/29/2010	8,370.00
361139	SAM'S CLUB #6309	04/29/2010	245.00
361140	SCAN AIR FILTER INC	04/29/2010	582.05
361141	SCANTRON CORPORATION	04/29/2010	100.57
361142	SCHERTZ, CLETUS	04/29/2010	66.50
361143	SCHMIDT, DANIEL Q	04/29/2010	875.82
361144	SCHMITZ, KAREN M	04/29/2010	744.86
361145	SCHMITT MUSIC COMPANY	04/29/2010	42.90
361146	SCHNEIDER, MICHELLE	04/29/2010	54.00
361147	SCHOLASTIC BOOK CLUBS	04/29/2010	18.00
361148	SCHOLASTIC BOOK CLUBS INC	04/29/2010	203.00
361149	SCHOOL KIDS HEALTHCARE	04/29/2010	370.95
361150	SCHOOL PROJECT	04/29/2010	6,252.45

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361151	SCHOOL SPECIALTY	04/29/2010	980.20
361152	SCOPE SHOPPE INC	04/29/2010	586.00
361153	SECURITAS SEC SVCS USA INC	04/29/2010	2,388.96
361154	SEEVER, GRAY	04/29/2010	50.00
361155	SELECTACCOUNT	04/29/2010	1,365.00
361156	SENTRY SYSTEMS INC	04/29/2010	1,162.00
361157	SETNICKER, NORMAN	04/29/2010	64.00
361158	SEW EASY DESIGNS	04/29/2010	532.00
361159	SHRED-IT	04/29/2010	554.50
361160	SIEMENS BUILDING TECHNOLOGIES	04/29/2010	323.00
361161	SIKORSKI, MARY	04/29/2010	45.00
361162	SINGAPOREMATH.COM INC	04/29/2010	202.07
361163	SKYWARD INC	04/29/2010	1,280.00
361164	SNAP ON TOOLS	04/29/2010	300.35
361165	SOLHEIM, KARI L	04/29/2010	190.62
361166	SORENSEN, MATT	04/29/2010	72.00
361167	SOUTH CAMPUS STUDENT ACTIVITY	04/29/2010	1,332.13
361168	ST PIUS X HOLY FAMILY SCHOOL	04/29/2010	400.00
361169	STATE SUPPLY CO	04/29/2010	475.76
361170	STEADLAND, KEITH	04/29/2010	64.08
361171	STEICHENS SPORTING GOODS	04/29/2010	6,658.04
361172	STOTTLEMYER, JEFF	04/29/2010	38.03
361173	STOW, RON	04/29/2010	35.00
361174	STRINGER BUSINESS SYSTEMS INC	04/29/2010	226.79
361175	SUNQUIST, JIM	04/29/2010	54.00
361176	SUOJA, WENDY	04/29/2010	38.00
361177	SUPER DUPER PUBLICATIONS	04/29/2010	44.95
361178	THE T-SHIRT PEOPLE	04/29/2010	602.19
361179	TAHER INC	04/29/2010	4,568.06
361180	TAHO SPORTSWEAR INC	04/29/2010	5,506.92
361181	TARGET BANK	04/29/2010	18.41
361182	TAUTGES, LYNSEY K	04/29/2010	300.00
361183	TEICHROEW, WILLIAM	04/29/2010	72.00
361184	TELIN TRANSPORTATION GROUP LLC	04/29/2010	212.74
361185	THAO, JUHA L	04/29/2010	80.00
361186	THINK SOCIAL PUBLISHING INC	04/29/2010	126.00
361187	THREE RIVERS MAIL ORDER CORP	04/29/2010	119.80
361188	TIERNEY BROTHERS INC	04/29/2010	2,621.00
361189	TOSHIBA FINANCIAL SERVICES	04/29/2010	111.00
361190	TOUSSAINT, JANEL PHYLLIS	04/29/2010	43.00
361191	TRADE PRESS INC	04/29/2010	1,166.00
361192	TRAVEL LEADERS	04/29/2010	1,304.72
361193	TREETOP PUBLISHING	04/29/2010	455.00
361194	TWO LITTLE HANDS PRODUCTIONS	04/29/2010	99.99
361195	U.S. ENERGY SERVICES INC	04/29/2010	60,304.01
361196	UPSTART	04/29/2010	196.82
361197	VACATION SPORTS	04/29/2010	185.00
361198	VADNAIS, MOLLY A	04/29/2010	82.85
361199	VAIL, ANNE B	04/29/2010	113.13
361200	VALLEY FAIR GROUP SALES	04/29/2010	6,150.00

Check Nbr	Vendor Name	Check Date	Check Amount
361201	VIKING ELECTRIC SUPPLY	04/29/2010	4,926.84
361202	VIKING INDUSTRIAL CENTER	04/29/2010	290.70
361203	WALD, TIM	04/29/2010	81.90
361204	WALKER, DEBBIE	04/29/2010	68.55
361205	WARD, JOEL	04/29/2010	50.00
361206	WHITE BEAR CENTER FOR THE ARTS	04/29/2010	9,900.00
361207	WHITE BEAR GLASS INC	04/29/2010	187.00
361208	WHITE BEAR SHOPPING CTR INC	04/29/2010	438.23
361209	WHITE BEAR SOCCER CLUB	04/29/2010	3,500.00
361210	WHITE BEAR LAKE ROTARY CLUB	04/29/2010	160.00
361211	WEST, DEBORAH M	04/29/2010	700.00
361212	WESTERN PSYCHOLOGICAL SERVICES	04/29/2010	815.49
361213	WET PAINT	04/29/2010	310.49
361214	WHITE, DOUG	04/29/2010	35.00
361215	WHYTRY INC	04/29/2010	575.00
361216	WILLIAMS, LAURA L	04/29/2010	698.00
361217	WOLFE, LINDSEY	04/29/2010	26.87
361218	WORTHINGTON, CLARK L	04/29/2010	64.00
361219	XCEL ENERGY	04/29/2010	54,882.39
361220	XEROX CORPORATION	04/29/2010	322.57
361221	YOCH, RYAN	04/29/2010	74.00
361222	ZAPPETILLO, DAVID	04/29/2010	64.00

422	Computer	Check(s) For a Total of	1,811,680.50
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Check Nbr	Vendor Name	Check Date	Check Amount
360368	CLARION SUITES	04/29/2010	291.09
360384	CUB FOODS OF WHITE BEAR TWSHP	04/29/2010	713.75
2	Void	Check(s) For a Total of	1,004.84

	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
	422	Computer	Checks For a Total of	1,811,680.50
Total For	422	Manual, Wire Tran, ACH & Computer	Checks	1,811,680.50
Less	2	Voided	Checks For a Total of	1,004.84
			Net Amount	1,810,675.66

PAYROLL

Check Nbr	Vendor Name	Check Date	Check Amount
360781	AIG	04/26/2010	6,206.03
360782	AMERICAN FUNDS	04/26/2010	68,006.70
360783	AMERICAN UNITED LIFE	04/26/2010	42,585.15
360784	AMERICAN UNITED LIFE	04/26/2010	246,750.00
360785	AMERIPRISE	04/26/2010	11,339.59
360786	AXA EQUITABLE	04/26/2010	13,266.94
360787	ECMC	04/26/2010	183.88
360788	EDUCATION MN ESI BILLING TRUST	04/26/2010	19,848.30
360789	GREATER TWIN CITIES UNITED WAY	04/26/2010	424.50
360790	IUOE #70	04/26/2010	2,079.77
360791	METROPOLITAN LIFE	04/26/2010	4,160.53
360792	MN CHILD SUPPORT	04/26/2010	1,890.00
360793	MN DEPT OF REVENUE	04/26/2010	1,344.00
360794	MN ENVIRONMENTAL FUND	04/26/2010	96.50
360795	THE ROSE LAW FIRM, PLLC	04/26/2010	122.59
360796	SCHOOL SERVICE EMPLOYEES	04/26/2010	5,756.95
360797	US DEPT OF EDUCATION	04/26/2010	314.68
360798	VANGUARD SMALL BUSINESS SERVIC	04/26/2010	17,623.02
360799	WBLA EDUCATIONAL FOUNDATION	04/26/2010	414.29
19	Computer	Check(s) For a Total of	442,413.42

	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
	19	Computer	Checks For a Total of	442,413.42
Total For	19	Manual, Wire Tran, ACH & Computer	Checks	442,413.42
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	442,413.42

PAYROLL

Check Nbr	Vendor Name	Check Date	Check Amount
360800	AMERICAN UNITED LIFE	04/26/2010	11,750.00
1	Computer	Check(s) For a Total of	11,750.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	11,750.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	11,750.00
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		11,750.00

Check Nbr	Vendor Name	Check Date	Check Amount
360780	L'ALLIER CONCRETE INC	04/22/2010	19,055.00
1	Computer	Check(s) For a Total of	19,055.00

Check Nbr	Vendor Name	Check Date	Check Amount
360535	L'ALLIER CONCRETE INC	04/22/2010	19,055.00
1	Void	Check(s) For a Total of	19,055.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	19,055.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	19,055.00
Less	1	Voided	Checks For a Total of	19,055.00
		Net Amount		0.00

Check Nbr	Vendor Name	Check Date	Check Amount
360776	LOFFLER COMPANIES INC	04/20/2010	1,275.69
360777	MARCUS THEATRES	04/20/2010	952.00
360778	ORDWAY CENTER FOR PERFORMING	04/20/2010	330.00
360779	POSTMASTER	04/20/2010	516.00
4	Computer	Check(s) For a Total of	3,073.69

	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
	4	Computer	Checks For a Total of	3,073.69
Total For	4	Manual, Wire Tran, ACH & Computer	Checks	3,073.69
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		3,073.69

Check Nbr	Vendor Name	Check Date	Check Amount
360310	AARP DRIVER SAFETY PROGRAM	04/15/2010	228.00
360311	AARP DRIVER SAFETY PROGRAM	04/15/2010	406.00
360312	AARP DRIVER SAFETY PROGRAM	04/15/2010	268.00
360313	ABBOTT PAINT & CARPET INC	04/15/2010	26.75
360314	ABLENET INC	04/15/2010	382.00
360315	ACCESS COMMUNICATIONS INC	04/15/2010	1,225.82
360316	ACTIVE.COM	04/15/2010	164.00
360317	ADAMS, LINDA	04/15/2010	147.30
360318	ADVANCED WIRELESS COMMUNICATIO	04/15/2010	122.02
360319	ALLEN, KIRSTEN	04/15/2010	130.00
360320	AMERICAN MESSAGING	04/15/2010	156.35
360321	AMERIPRIDE SERVICES	04/15/2010	648.84
360322	AMSTERDAM PRINTING & LITHO	04/15/2010	233.54
360323	ANACONDA SPORTS INC	04/15/2010	344.66
360324	ANDERSON, JEANNE MARIE	04/15/2010	208.37
360325	ANFANG, SALLY G	04/15/2010	133.25
360326	ANYTIME FITNESS	04/15/2010	100.00
360327	APEX AUTO SALVAGE	04/15/2010	125.00
360328	APPLE COMPUTER INC	04/15/2010	224.95
360329	APPLIED ENVIRONMENTAL SCI INC	04/15/2010	7,204.75
360330	ARENA SERVICES AND PRODUCTS LL	04/15/2010	560.00
360331	ASTLEFORD INTERNATIONAL TRUCKS	04/15/2010	3,638.37
360332	AT & T MOBILITY	04/15/2010	1,392.00
360333	AUTISM SOCIETY OF MINNESOTA	04/15/2010	375.00
360334	AV AVENUE LLC	04/15/2010	2,280.00
360335	AVID CENTER	04/15/2010	5,360.00
360336	AVON BUSINESS FORMS & PROMOTIO	04/15/2010	217.34
360337	BARNES & NOBLE	04/15/2010	167.94
360338	BARTHOLD	04/15/2010	1,012.50
360339	BATTERIES PLUS	04/15/2010	254.75
360340	BEACON ATHLETICS	04/15/2010	1,290.00
360341	BENGTSON, DUANE	04/15/2010	60.17
360342	BERNARD FOOD INDUSTRIES INC	04/15/2010	1,265.00
360343	BERNIER, CARYN S	04/15/2010	229.49
360344	BIOCLEAN MOBILE WASH INC	04/15/2010	389.65
360345	BIX PRODUCE COMPANY INC	04/15/2010	4,812.06
360346	BLICK ART & CRAFT	04/15/2010	224.35
360347	BLUEBIRD SCREEN PRINT	04/15/2010	547.00
360348	BOSCH, DONALD	04/15/2010	216.00
360349	BRADLEY, LYDIA	04/15/2010	54.00
360350	BREEZY POINT RESORT	04/15/2010	729.94
360351	BRIDGEMAN, KATHRYN S	04/15/2010	130.00
360352	BROOKES PUBLISHING CO	04/15/2010	56.39
360353	BRYAN-DAY, MARY E	04/15/2010	75.50
360354	BURKE, ERIN	04/15/2010	55.75
360355	BUTTE PUBLICATIONS INC	04/15/2010	38.95
360356	BUTTERS, BEN	04/15/2010	28.96
360357	CADY, CHARLENE	04/15/2010	54.11
360358	CALCULATORS INC	04/15/2010	475.00
360359	CAVA, DAVID F	04/15/2010	1,097.00

Check Nbr	Vendor Name	Check Date	Check Amount
360360	CCP INDUSTRIES INC	04/15/2010	160.05
360361	CDW GOVERNMENT INC	04/15/2010	2,515.05
360362	THE CENTER FOR EFFICIENT SCHOO	04/15/2010	4,375.00
360363	CHAMPION YOUTH	04/15/2010	504.00
360364	CHAVEZ, ASHLEY R	04/15/2010	18.54
360365	THE CHILDREN'S THEATRE COMPANY	04/15/2010	883.50
360366	CHILDREN'S HEALTH MARKET INC	04/15/2010	10,445.93
360367	CITI-CARGO & STORAGE CO INC	04/15/2010	85.00
360368	CLARION SUITES	04/15/2010	291.09
360369	CLARKIN, COLLEEN	04/15/2010	25.00
360370	COACH NAKUMBES	04/15/2010	45.84
360371	COCA-COLA BOTTLING MIDWEST CO	04/15/2010	2,467.30
360372	COMCAST	04/15/2010	33.95
360373	COMCAST	04/15/2010	63.95
360374	COMCAST	04/15/2010	63.95
360375	CONSTRUCTION MANAGEMENT BUILDI	04/15/2010	3,250.00
360376	CONTINENTAL CLAY CO	04/15/2010	172.72
360377	COPY IMAGES INC	04/15/2010	3,129.65
360378	Vendor Continued Check	04/15/2010	0.00
360379	Vendor Continued Check	04/15/2010	0.00
360380	COPY IMAGES INC	04/15/2010	3,621.12
360381	COURAGE CENTER ST CROIX	04/15/2010	50.00
360382	CRISIS PREVENTION INSTITUTE IN	04/15/2010	100.00
360383	CTB INC	04/15/2010	220.00
360384	CUB FOODS OF WHITE BEAR TWSHP	04/15/2010	713.75
360385	CULLEN, CRAIG	04/15/2010	94.90
360386	Vendor Continued Check	04/15/2010	0.00
360387	Vendor Continued Check	04/15/2010	0.00
360388	Vendor Continued Check	04/15/2010	0.00
360389	DALCO CORPORATION	04/15/2010	7,223.33
360390	DANIELS, KATHLEEN	04/15/2010	517.38
360391	DARGAY, ANGELA D	04/15/2010	40.50
360392	DARTS VMS INC	04/15/2010	52.92
360393	DATA MANAGEMENT INC	04/15/2010	108.00
360394	DECKER INC	04/15/2010	1,247.89
360395	DELL MARKETING LP	04/15/2010	34,663.64
360396	DELTA EDUCATION	04/15/2010	189.89
360397	DEMCO INC	04/15/2010	236.92
360398	DESMET, KELLY	04/15/2010	85.00
360399	DESTACHE, DAN	04/15/2010	86.64
360400	DIFFERENT ROADS TO LEARNING	04/15/2010	19.90
360401	DINN BROTHERS INC	04/15/2010	359.40
360402	DISNEY EDUCATIONAL PRODUCTIONS	04/15/2010	59.94
360403	DIVERSIFIED SNACK DISTRIBUTION	04/15/2010	3,199.85
360404	DONLIN, AMY	04/15/2010	81.49
360405	DOOR SERVICE COMPANY	04/15/2010	9,508.00
360406	DOROFF, JEANNE	04/15/2010	69.00
360407	DRIELING, CAROL	04/15/2010	78.75
360408	DUEA, KIM	04/15/2010	119.00
360409	DYNAMIC LEARNER CONSULTING INC	04/15/2010	1,500.00

Check Nbr	Vendor Name	Check Date	Check Amount
360410	E.L. REINHARDT COMPANY INC	04/15/2010	519.43
360411	CITY OF EAGAN PARKS & REC	04/15/2010	225.00
360412	EARL F ANDERSEN INC	04/15/2010	229.00
360413	ECKROTH MUSIC	04/15/2010	133.00
360414	Vendor Continued Check	04/15/2010	0.00
360415	ECOLAB	04/15/2010	4,049.76
360416	EDGELL, JANE	04/15/2010	150.44
360417	EDUCATION TO GO	04/15/2010	244.50
360418	EHLERS & ASSOCIATES INC	04/15/2010	2,775.00
360419	EHRlich, JANET	04/15/2010	64.55
360420	ELECTRIC MOTOR REPAIR	04/15/2010	207.36
360421	ELECTRONIC LEARNING PRODUCTS	04/15/2010	299.70
360422	ELLISON	04/15/2010	65.95
360423	ENGSTRAN, PAUL	04/15/2010	40.00
360424	ERBERT & GERBERTS SUBS & CLUBS	04/15/2010	44.00
360425	ERICKSON, CAMILLE	04/15/2010	72.64
360426	ESKOW, LYNN	04/15/2010	430.62
360427	ESSON, ANN	04/15/2010	138.00
360428	ETA/CUISENAIRE	04/15/2010	2.75
360429	Vendor Continued Check	04/15/2010	0.00
360430	FASTENAL COMPANY	04/15/2010	847.68
360431	FEDEX	04/15/2010	11.13
360432	FEED MY STARVING CHILDREN	04/15/2010	220.00
360433	FEIRN, KERRY	04/15/2010	59.32
360434	FERRELLGAS	04/15/2010	372.44
360435	FERRON, ELAINE	04/15/2010	20.21
360436	FESTIVAL FOODS-KNOWLAN'S	04/15/2010	707.48
360437	FIRST STUDENT INC	04/15/2010	127,010.99
360438	FIRST STUDENT	04/15/2010	666.56
360439	FISHER, PHILLIP E	04/15/2010	409.50
360440	FLORIN, JOLYN	04/15/2010	559.45
360441	FOSTER, CATHERINE A	04/15/2010	35.00
360442	FRATTALONES HARDWARE STORES	04/15/2010	862.59
360443	FROGNER, JANINE	04/15/2010	40.00
360444	FRONTLINE PLACEMENT TECHNOLOGI	04/15/2010	5,000.00
360445	FUHRMAN, SARAH	04/15/2010	75.32
360446	FULL LIFE AHEAD FOUNDATION	04/15/2010	27.95
360447	G&K SERVICES INC	04/15/2010	1,458.49
360448	G&K SERVICES INC	04/15/2010	727.96
360449	GA CONSTRUCTION INC	04/15/2010	3,116.00
360450	GALLAGHERS NORTHWESTERN TIRE C	04/15/2010	354.55
360451	GAMBONI, RICHARD A	04/15/2010	45.00
360452	GARCIA ANDERSON, ODELIS M	04/15/2010	74.25
360453	GARDEN & ASSOCIATES INC	04/15/2010	120.00
360454	GARRISON, CAROLE	04/15/2010	49.00
360455	GC PETERSON MACHINERY CO INC	04/15/2010	112.88
360456	GCS SERVICE INC	04/15/2010	239.86
360457	GE MONEY BANK	04/15/2010	564.79
360458	GEPHART ELECTRIC	04/15/2010	43,985.00
360459	GOLDCOM INC	04/15/2010	3,509.34

Check Nbr	Vendor Name	Check Date	Check Amount
360460	GOODIN COMPANY	04/15/2010	951.69
360461	GOPHER BEARING CO	04/15/2010	120.97
360462	Vendor Continued Check	04/15/2010	0.00
360463	GOPHER	04/15/2010	9,770.06
360464	GRAFFIC TRAFFIC LLC	04/15/2010	101.50
360465	Vendor Continued Check	04/15/2010	0.00
360466	Vendor Continued Check	04/15/2010	0.00
360467	GRAINGER	04/15/2010	2,223.14
360468	GRANAT, MICHELLE M	04/15/2010	32.45
360469	GRANDMA'S BAKERY INC	04/15/2010	94.72
360470	GRAY, DONALD E	04/15/2010	183.00
360471	GREAT RIVER OFFICE PRODUCTS	04/15/2010	218.79
360472	GREATAMERICA LEASING CORP	04/15/2010	1,137.36
360473	GRITZMACHER, SHAWN	04/15/2010	90.95
360474	GROCHOWSKI RICHARD A	04/15/2010	162.00
360475	GROTH MUSIC CO	04/15/2010	468.20
360476	GROUP HEALTH INC - WORKSITE	04/15/2010	963.00
360477	GRUN, SUSAN L	04/15/2010	34.86
360478	GULLICK, DANIEL E	04/15/2010	90.00
360479	GUSTAVE A LARSON CO	04/15/2010	39.81
360480	HAAS MUSICAL INSTRUMENT REPAIR	04/15/2010	63.00
360481	HALLBERG ENGINEERING	04/15/2010	7,337.09
360482	HAMILTON, CONNIE	04/15/2010	108.25
360483	HANSON, MARILYN	04/15/2010	161.00
360484	HARRIMAN, DION D	04/15/2010	1,168.00
360485	HAUPT MARY	04/15/2010	247.71
360486	HEALTH BY DESIGN	04/15/2010	119.63
360487	HEALTHYMN	04/15/2010	1,102.50
360488	HEINEMANN-RAINTREE	04/15/2010	445.25
360489	HERITAGE FESTIVALS	04/15/2010	130.00
360490	HERZOG, DEBRA	04/15/2010	20.00
360491	HIGGS, NANCY	04/15/2010	95.02
360492	HILLYARD INC MINNEAPOLIS	04/15/2010	1,781.61
360493	HIX, SANDY	04/15/2010	74.75
360494	Vendor Continued Check	04/15/2010	0.00
360495	Vendor Continued Check	04/15/2010	0.00
360496	HOGLUND BUS AND TRUCK CO	04/15/2010	4,052.26
360497	HOME DEPOT CREDIT SERVICES	04/15/2010	841.70
360498	HOUGHTON MIFFLIN HARCOURT	04/15/2010	281.82
360499	HOUSE OF PRINT	04/15/2010	8,929.04
360500	HUGO FEED MILL & HARDWARE	04/15/2010	4.89
360501	I-STATE TRUCK CENTER	04/15/2010	983.40
360502	IKI INC	04/15/2010	139.20
360503	INDUSTRIAL ARTS SUPPLY	04/15/2010	59.52
360504	INFOBASE PUBLISHING	04/15/2010	64.17
360505	INNOVATIVE OFFICE SOLUTIONS	04/15/2010	5,112.36
360506	THE INSTRUMENTALIST PRODUCTS C	04/15/2010	98.00
360507	INTA JUICE	04/15/2010	493.00
360508	INTEGRA TELECOM	04/15/2010	613.20
360509	THE INTERCULTURAL COMM INST	04/15/2010	990.00

Check Nbr	Vendor Name	Check Date	Check Amount
360510	INTERMEDIATE DISTRICT 287	04/15/2010	4,092.94
360511	INTL INSTITUTE OF MN	04/15/2010	150.00
360512	IRGENS, LINDA S	04/15/2010	89.03
360513	IRVINE, TERRI	04/15/2010	500.00
360514	J.P. COOKE COMPANY	04/15/2010	14.65
360515	JOHNSON CONTROLS INC	04/15/2010	2,586.50
360516	JOHNSON, SADIE R	04/15/2010	30.95
360517	JTM PROVISIONS CO	04/15/2010	1,962.45
360518	JW PEPPER & SON INC	04/15/2010	80.99
360519	KALLAS, MELISSA LEE	04/15/2010	96.25
360520	KAPLAN	04/15/2010	169.61
360521	KAY, CAROLYN	04/15/2010	110.08
360522	KELLEY, DEBRA	04/15/2010	1,066.00
360523	KELLER, KARLA	04/15/2010	47.98
360524	KIDS DISCOVER	04/15/2010	121.77
360525	KINDLIEN, CYNTHIA J	04/15/2010	28.50
360526	KITTELSON, LOU ANN	04/15/2010	25.50
360527	KLAMMER, SUSAN J	04/15/2010	36.99
360528	KLOOZ, GAYLE	04/15/2010	600.00
360529	KOECKERITZ, JEANNE	04/15/2010	204.45
360530	KRAUS ANDERSON CONSTRUCTION CO	04/15/2010	45,808.87
360531	KREBS, KAREN	04/15/2010	165.09
360532	KRUSEMARK, CARY L	04/15/2010	30.00
360533	KUBITZ EDUCATIONAL SERVICES	04/15/2010	72.00
360534	KULLY SUPPLY COMPANY	04/15/2010	306.41
360535	L'ALLIER CONCRETE INC	04/15/2010	19,055.00
360536	LAERDAL MEDICAL CORP	04/15/2010	752.88
360537	LAKE COUNTRY BOOKSELLERS	04/15/2010	83.04
360538	LAKESHORE LEARNING MATERIALS	04/15/2010	809.13
360539	LAMWERS, LINDSAY M	04/15/2010	233.57
360540	LANGUAGE LINE SERVICES	04/15/2010	53.00
360541	LARSON, KAREN L	04/15/2010	64.50
360542	LARSON, SCOTT	04/15/2010	139.99
360543	LEARNING FUNDAMENTALS	04/15/2010	108.90
360544	LEININGER JOHN	04/15/2010	1,272.00
360545	DIANA FLORES LEON	04/15/2010	400.00
360546	LEW ELECTRIC INC	04/15/2010	20,375.00
360547	LI, CAO	04/15/2010	700.00
360548	LIBRARY STORE INC	04/15/2010	412.30
360549	LIBRARY VIDEO COMPANY	04/15/2010	29.95
360550	LIFESPAN	04/15/2010	2,500.00
360551	LINGUISYSTEMS INC	04/15/2010	143.70
360552	LITTLEFIELD, MANDAIN L	04/15/2010	143.21
360553	LOFFLER COMPANIES INC	04/15/2010	972.72
360554	LRP PUBLICATIONS	04/15/2010	439.83
360555	LS&S	04/15/2010	37.85
360556	LUBRANT, NANCY JEAN	04/15/2010	22.58
360557	M LEE SMITH PUBLISHERS LLC	04/15/2010	177.00
360558	M.A. APPAREL & PROMOTIONS	04/15/2010	352.50
360559	MACKIN EDUCATIONAL RESOURCES	04/15/2010	1,357.81

Check Nbr	Vendor Name	Check Date	Check Amount
360560	MADDENS ON GULL LAKE	04/15/2010	460.58
360561	MADDENS ON GULL LAKE	04/15/2010	214.82
360562	MAGAZINELINE	04/15/2010	32.95
360563	MANKE KATHLEEN	04/15/2010	61.00
360564	MARCROFT, PATRICIA L	04/15/2010	67.50
360565	MAREDY FUNDRAISING	04/15/2010	240.00
360566	MARTIN-MCALLISTER	04/15/2010	250.00
360567	MASA	04/15/2010	289.00
360568	MASE	04/15/2010	398.00
360569	MASTERGRAPHICS, INC	04/15/2010	205.00
360570	MAVO SYSTEMS	04/15/2010	5,786.11
360571	MCCORMICK, JUDY	04/15/2010	69.57
360572	MCDONOUGH'S WATERJETTING AND	04/15/2010	982.50
360573	MCGARTHWAITE, NICOLE M	04/15/2010	62.00
360574	MCGINNIS, BRYAN	04/15/2010	138.00
360575	MCGRADER, LORRI	04/15/2010	130.00
360576	MCKEE FOODS CORPORATION	04/15/2010	557.28
360577	MCPMAHON, MARGARET	04/15/2010	160.00
360578	MEDICC SALUD	04/15/2010	45.00
360579	METRO ECSU	04/15/2010	360.00
360580	METRO ECSU	04/15/2010	1,400.00
360581	MEYER, LAURA E	04/15/2010	136.20
360582	MIDWEST BUS PARTS INC	04/15/2010	750.50
360583	MIDWEST TECHNOLOGY PRODUCTS	04/15/2010	273.63
360584	MIDWEST PARATRANSIT SERVICES	04/15/2010	90.00
360585	MINNEAPOLIS PARK & RECREATION	04/15/2010	50.00
360586	MINVALCO INC	04/15/2010	1,441.37
360587	MISGEN, MARK	04/15/2010	124.98
360588	MLA	04/15/2010	28,614.00
360589	MN CHILDRENS MUSEUM	04/15/2010	95.00
360590	MN ELEMENTARY SCH PRIN ASSOC	04/15/2010	838.00
360591	MN ELEVATOR INC	04/15/2010	437.96
360592	MN NCPERS LIFE INSURANCE	04/15/2010	576.00
360593	MN OCCUPATIONAL HEALTH	04/15/2010	64.00
360594	MN SCHOOL AGE CARE ALLIANCE	04/15/2010	2,315.00
360595	MN STATE UNIV MANKATO	04/15/2010	500.00
360596	MN SWORD PLAY	04/15/2010	960.00
360597	MONSON, CURT	04/15/2010	25.00
360598	MOORE, CYNTHIA	04/15/2010	160.00
360599	MOORHOUSE, AMY L	04/15/2010	70.00
360600	MS TEDDY BEAR INC	04/15/2010	383.75
360601	MSNA	04/15/2010	175.00
360602	MSPACE/FOX RIVER GRAPHICS	04/15/2010	414.50
360603	MUNDELL, GERALD	04/15/2010	80.50
360604	NATL ALLIANCE FOR YOUTH SPORTS	04/15/2010	60.00
360605	NATL ARCHERY IN THE SCHOOLS PR	04/15/2010	280.00
360606	NATL ASSOC OF STUDENT COUNCILS	04/15/2010	95.00
360607	NATL HONOR SOCIETY	04/15/2010	81.00
360608	NATL STAFF DEVELOPMENT COUNCIL	04/15/2010	447.00
360609	NAVIANCE, A HOBSONS CO	04/15/2010	4,360.00

Check Nbr	Vendor Name	Check Date	Check Amount
360610	NELSON, DON	04/15/2010	125.00
360611	NESS ELECTRONICS INC	04/15/2010	99.71
360612	NEW TEACHER CENTER	04/15/2010	747.95
360613	NEWS-2-YOU INC	04/15/2010	1,264.00
360614	NIXON, CATHERINE AYANO	04/15/2010	255.00
360615	NORTH CAMPUS STUDENT ACTIVITY	04/15/2010	591.00
360616	NORTH CENTRAL TRUCK EQUIPMENT	04/15/2010	345.14
360617	NORTHEAST METRO INTERMEDIATE D	04/15/2010	43,029.86
360618	NORTHEAST METRO DISTRICT	04/15/2010	100.00
360619	NORTHSTAR ACCESS LLC	04/15/2010	1,728.62
360620	NORTHWEST GRAPHIC SUPPLY CO	04/15/2010	523.85
360621	NOWAK, JEFFREY W	04/15/2010	685.40
360622	O'REILLY AUTOMOTIVE INC	04/15/2010	1,702.22
360623	OFFICE DEPOT	04/15/2010	161.46
360624	OLD DUTCH FOODS INC	04/15/2010	1,534.92
360625	OLSON, DAVID J	04/15/2010	253.72
360626	OLSON, LOIS J	04/15/2010	242.43
360627	ONE UMMAH CONSULTING	04/15/2010	1,650.00
360628	ORIENTAL TRADING CO INC	04/15/2010	473.83
360629	ORIGINS	04/15/2010	2,085.00
360630	OXYGEN SERVICE CO INC	04/15/2010	179.43
360631	PAI, ANANTH P	04/15/2010	25.00
360632	PAMS LUNCHROOM LLC	04/15/2010	4,557.21
360633	PAN-O-GOLD	04/15/2010	2,772.26
360634	PARTS NOW ! LLC	04/15/2010	951.90
360635	PAYPAL INC-VPS	04/15/2010	54.10
360636	PCI EDUCATIONAL PUBLISHING	04/15/2010	103.39
360637	Vendor Continued Check	04/15/2010	0.00
360638	PEARSON MECHANICAL SERVICES IN	04/15/2010	21,953.96
360639	PETERSON BROS ROOFING & CONST	04/15/2010	1,113.84
360640	PETERSON, WAYNE	04/15/2010	54.00
360641	PETTY CASH	04/15/2010	174.72
360642	PICHA, CHRISTINA K	04/15/2010	477.90
360643	PIERRE, CHRISTINA	04/15/2010	321.20
360644	PITLICK, GREG	04/15/2010	344.50
360645	PITNEY BOWES PURCHASE POWER	04/15/2010	206.99
360646	POLAR CHEVROLET MAZDA	04/15/2010	219.47
360647	POSTMASTER	04/15/2010	88.00
360648	PRAXAIR DISTRIBUTION INC	04/15/2010	80.98
360649	PRESS PUBLICATIONS	04/15/2010	437.40
360650	PRO-ED INC	04/15/2010	77.70
360651	PROFESSIONAL TURF & RENOVATION	04/15/2010	4,708.00
360652	PROJECTUS	04/15/2010	2,456.80
360653	PROQUEST LLC	04/15/2010	795.00
360654	PSAT/NMSQT	04/15/2010	50.00
360655	QUILL CORPORATION	04/15/2010	177.70
360656	QWEST	04/15/2010	261.34
360657	R-R ENTERPRISES	04/15/2010	70.00
360658	RA PEARSON & ASSOCIATES	04/15/2010	5,600.00
360659	RAINBOW CORRAL CRITTERS	04/15/2010	500.00

Check Nbr	Vendor Name	Check Date	Check Amount
360660	RATLIFF, GERALD	04/15/2010	137.00
360661	RBG FOODS LLC	04/15/2010	1,134.00
360662	REASON	04/15/2010	678.00
360663	REMEDIA PUBLICATIONS	04/15/2010	79.32
360664	RESEARCH IN MOTION CORP	04/15/2010	1,250.00
360665	RESERVE ACCOUNT	04/15/2010	5,000.00
360666	RIBBON WAREHOUSE	04/15/2010	255.00
360667	THE RICHEL GROUP LLC	04/15/2010	45.99
360668	RICHIE, CORISSA K	04/15/2010	29.98
360669	RICOH AMERICAS CORP	04/15/2010	406.23
360670	RIGHTWAY GLASS INC	04/15/2010	502.85
360671	ROCKFORD, JEREMY	04/15/2010	85.50
360672	ROCKFORD, KRISTY	04/15/2010	1,100.00
360673	ROGER VADNAIS PLUMBING	04/15/2010	150.00
360674	ROSEVILLE AREA SCHOOLS	04/15/2010	1,237.50
360675	ROUSH, ROBIN	04/15/2010	97.86
360676	RUDDY, JACQUELINE M	04/15/2010	58.24
360677	RYONET CORP	04/15/2010	989.97
360678	S & T OFFICE PRODUCTS INC	04/15/2010	509.96
360679	SAM'S CLUB	04/15/2010	859.00
360680	SAM'S CLUB	04/15/2010	197.33
360681	SAMMON BRENDA	04/15/2010	116.25
360682	SAY IT RIGHT	04/15/2010	97.91
360683	SCANTRON CORPORATION	04/15/2010	1,122.37
360684	SCHAEFER, EMILY L	04/15/2010	125.80
360685	SCHINDLER ELEVATOR CORP	04/15/2010	563.61
360686	SCHMITT MUSIC COMPANY	04/15/2010	52.80
360687	SCHOLASTIC INC	04/15/2010	1,882.43
360688	SCHOLASTIC BOOK CLUBS INC	04/15/2010	250.00
360689	SCHOOL SPECIALTY	04/15/2010	699.90
360690	SCHOOL SERVICE INC	04/15/2010	93.13
360691	SCHOOLFINANCES.COM	04/15/2010	125.00
360692	SCHOOLKIDZ INC	04/15/2010	476.50
360693	SCHROEDER MILK CO INC	04/15/2010	18,764.19
360694	SCHUMACHER WHOLESALE MEATS	04/15/2010	11,811.00
360695	SCHWALBE, ANNE L	04/15/2010	157.00
360696	SECOND HARVEST FARM CENTRAL	04/15/2010	522.00
360697	SECURITAS SEC SVCS USA INC	04/15/2010	3,969.04
360698	SEEVER, GRAY	04/15/2010	130.00
360699	SENTRY SYSTEMS INC	04/15/2010	195.00
360700	SHAKUNTALA DESIGN INC	04/15/2010	230.00
360701	SHAWBOLD, DEAN	04/15/2010	299.50
360702	SHIFFLER EQUIPMENT SALES INC	04/15/2010	375.18
360703	SICARD, HEIDI M	04/15/2010	59.51
360704	SIEBENALER, KEVIN R	04/15/2010	60.00
360705	SIEMENS BUILDING TECHNOLOGIES	04/15/2010	510.36
360706	SINGLETON, EVAN	04/15/2010	75.00
360707	SKRYPEK, SHERRY	04/15/2010	5.00
360708	SKYWARD INC	04/15/2010	240.00
360709	SNAP ON TOOLS	04/15/2010	110.89

Check Nbr	Vendor Name	Check Date	Check Amount
360710	SOUTH ST PAUL STEEL SUPPLY CO	04/15/2010	1,045.55
360711	SOUTHWEST STRINGS	04/15/2010	140.75
360712	SPARK	04/15/2010	3,699.00
360713	SPECIALTY PROMOTIONS	04/15/2010	557.50
360714	CITY OF ST PAUL	04/15/2010	80.00
360715	STAGES THEATRE COMPANY	04/15/2010	902.40
360716	STAPLES ADVANTAGE	04/15/2010	4,026.09
360717	STATE SUPPLY CO	04/15/2010	624.35
360718	STEFFEN, SHAUN L	04/15/2010	200.00
360719	STEICHENS SPORTING GOODS	04/15/2010	1,080.15
360720	STELTZNER, PHYLIS S	04/15/2010	200.00
360721	STEWART, SCOTT	04/15/2010	48.00
360722	STRINGER BUSINESS SYSTEMS INC	04/15/2010	674.80
360723	STUDENT SUPPLY	04/15/2010	320.76
360724	SUNDANCE PUBLISHING	04/15/2010	2,199.87
360725	SURPLUS SERVICES	04/15/2010	17.00
360726	TAHER INC	04/15/2010	3,581.99
360727	TAMARACK NATURE CENTER	04/15/2010	475.00
360728	TANNERS BROOK GOLF CLUB	04/15/2010	120.00
360729	TDS METROCOM - MN	04/15/2010	3,663.51
360730	THERAPRO INC	04/15/2010	37.44
360731	THUNDER COMMUNICATIONS DESIGN	04/15/2010	1,031.25
360732	THYSSENKRUPP ELEVATOR CORP	04/15/2010	569.52
360733	TNT SCHOOL SUPPLIES INC	04/15/2010	136.80
360734	TOSHIBA FINANCIAL SERVICES	04/15/2010	111.00
360735	TOURETTE SYNDROME ASSOC	04/15/2010	19.49
360736	TOVAR, MARIA	04/15/2010	1,137.50
360737	TRADE PRESS INC	04/15/2010	122.00
360738	TRANE US INC	04/15/2010	251.50
360739	TRAVEL LEADERS	04/15/2010	4,174.16
360740	TREICHEL, SHANNON	04/15/2010	36.23
360741	TRIO SUPPLY COMPANY	04/15/2010	9,553.45
360742	TRUCK UTILITIES MFG CO	04/15/2010	3,356.82
360743	TRUSTED EMPLOYEES	04/15/2010	690.00
360744	TURFWERKS INC	04/15/2010	231.00
360745	TWIN CITIES TRANSPORT & RECOVE	04/15/2010	200.00
360746	U.S. ENERGY SERVICES INC	04/15/2010	95,817.28
360747	UHL CO INC	04/15/2010	6,773.15
360748	ULLMANN, DAWN	04/15/2010	163.05
360749	UNIVERSITY OF MINNESOTA	04/15/2010	14,065.00
360750	UPPER LAKES FOODS INC	04/15/2010	104,060.13
360751	US POSTAL SERVICE	04/15/2010	2,000.00
360752	CITY OF VADNAIS HEIGHTS	04/15/2010	1,394.84
360753	VALENTIA, JAMIE	04/15/2010	100.00
360754	VERIZON WIRELESS	04/15/2010	457.14
360755	VIKING AUTOMATIC SPRINKLER	04/15/2010	659.00
360756	VIKING ELECTRIC SUPPLY	04/15/2010	3,361.92
360757	VIKING INDUSTRIAL CENTER	04/15/2010	88.00
360758	Vendor Continued Check	04/15/2010	0.00
360759	WASTE MANAGEMENT BLAINE	04/15/2010	12,376.75

Check Nbr	Vendor Name	Check Date	Check Amount
360760	WHITE BEAR EVENTS	04/15/2010	70.00
360761	WHITE BEAR FLORAL SHOP	04/15/2010	31.06
360762	WHITE BEAR GLASS INC	04/15/2010	707.00
360763	WHITE BEAR RENTAL EQUIPMENT	04/15/2010	47.52
360764	WHITE BEAR LAKE (CITY OF)	04/15/2010	3,710.70
360765	WCSCA	04/15/2010	100.00
360766	WELCH ALLYN INC	04/15/2010	312.25
360767	WENTWORTH, BEVERLY	04/15/2010	91.24
360768	WESTERN PSYCHOLOGICAL SERVICES	04/15/2010	133.60
360769	WHELAN, KATE	04/15/2010	131.70
360770	WHITE, THOMAS R	04/15/2010	844.50
360771	WISCONSIN INSTITUTE OF CERT	04/15/2010	245.00
360772	WILLCOXON SR, PETER	04/15/2010	380.00
360773	WILLIAM V MACGILL & CO	04/15/2010	171.98
360774	WINNICK SUPPLY	04/15/2010	350.48
360775	XEROX CORPORATION	04/15/2010	1,210.69

466	Computer	Check(s) For a Total of	1,009,862.89
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Check Nbr	Vendor Name	Check Date	Check Amount
349237	LUBY, CONNOR	04/15/2010	15.00
1	Void	Check(s) For a Total of	15.00

	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
	466	Computer	Checks For a Total of	1,009,862.89
Total For	466	Manual, Wire Tran, ACH & Computer Checks		1,009,862.89
Less	1	Voided	Checks For a Total of	15.00
		Net Amount		1,009,847.89

PAYROLL

Check Nbr	Vendor Name	Check Date	Check Amount
360283	AIG	04/12/2010	6,206.03
360284	AMERICAN FUNDS	04/12/2010	67,340.03
360285	AMERICAN UNITED LIFE	04/12/2010	42,585.15
360286	AMERICAN UNITED LIFE	04/12/2010	1,125.00
360287	AMERIPRISE	04/12/2010	11,189.59
360288	AXA EQUITABLE	04/12/2010	13,341.94
360289	BROADWAY PIZZA	04/12/2010	667.00
360290	ECMC	04/12/2010	183.88
360291	EDUCATION MN ESI BILLING TRUST	04/12/2010	19,698.30
360292	ENERGIZER OLSON PRESENTATIONS	04/12/2010	800.00
360293	GREATER TWIN CITIES UNITED WAY	04/12/2010	444.50
360294	HOVLAND, BRENDA	04/12/2010	59.34
360295	HUMANE SOCIETY	04/12/2010	50.00
360296	IUOE #70	04/12/2010	2,079.77
360297	METROPOLITAN LIFE	04/12/2010	4,160.53
360298	MN CHILD SUPPORT	04/12/2010	1,952.92
360299	MN DEPT OF REVENUE	04/12/2010	845.00
360300	MN ENVIRONMENTAL FUND	04/12/2010	96.50
360301	REINHART FOODSERVICE	04/12/2010	3,841.23
360302	THE ROSE LAW FIRM, PLLC	04/12/2010	122.59
360303	SAM'S CLUB	04/12/2010	39.51
360304	SAM'S CLUB	04/12/2010	209.87
360305	SCHOOL SERVICE EMPLOYEES	04/12/2010	5,814.59
360306	TDS METROCOM - MN	04/12/2010	3,549.59
360307	US DEPT OF EDUCATION	04/12/2010	314.68
360308	VANGUARD SMALL BUSINESS SERVIC	04/12/2010	17,623.02
360309	WBLA EDUCATIONAL FOUNDATION	04/12/2010	414.29
27	Computer	Check(s) For a Total of	204,754.85

Check Nbr	Vendor Name	Check Date	Check Amount
360263	TDS METROCOM - MN	04/09/2010	7,119.46
1	Void	Check(s) For a Total of	7,119.46

	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
	27	Computer	Checks For a Total of	204,754.85
Total For	27	Manual, Wire Tran, ACH & Computer Checks		204,754.85
Less	1	Voided	Checks For a Total of	7,119.46
		Net Amount		197,635.39

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 10, 2010**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
Smartboard	WJ Gibbs Revocable Trust	Oneka Elementary School
Canon 20D SLR Camera (value \$450)	Shawn Gritzmacher	White Bear High School South Campus
\$1,145.50	Wells Fargo Education Education Matching Gift Program	Willow Lane Elementary

RECOMMENDATION: Accept donations.

AGENDA ITEM: Field Trip Request

MEETING DATE: May 10, 2010

SUGGESTED DISPOSITION: Consent Agenda

CONTACT PERSON(S): Cindy Moore, Director of Curriculum and Assessment
Jill Thelen, Director of Schools

Background:

School Board Policy #610 – Field Trips requires School Board approval of any overnight field trip. The following field trip is 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
May 21 – 22, 2010 Big Lake Shores, Cloquet, MN	Jen Babiash	North Campus Ambassadors	45 minutes	15	Student Ambassador Fee from joining the program.	Bus	To reinforce the concepts of leadership and teamwork that Ambassadors study through the journey curriculum.

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

RESOLUTION FOR PERSONNEL ITEMS

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

WHEREAS, that personnel items, A-5(f) to A-5(h), 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 personnel item listed in Consent Agenda Items A-5(f) to A-5(h).

INDEPENDENT SCHOOL DISTRICT NO. 624
Department of Human Resources

RESIGNATIONS/TERMINATIONS - CLASSIFIED STAFF

PAULETTE L. BARTH - Pupil Support Assistant, Sunrise Middle School
Employed by District 624 since 08/21/2003
Effective Date: 06/11/2010

RECOMMEND APPROVAL

PAMELA K. BEACH - Health Assistant/General Clerical, Hugo Elementary
Employed by District 624 since 09/01/2009
Effective Date: 04/27/2010

RECOMMEND APPROVAL

CHARLES J. CUNNIEN - Bus Driver, Bus Garage
Employed by District 624 since 04/09/2010
Effective Date: 04/23/2010

RECOMMEND APPROVAL

RETIREMENT - CLASSIFIED STAFF

BRIAN HAGEN - Custodian, Otter Lake Elementary
Employed by District 624 since 05/20/1980
Effective Date: 06/30/2010

RECOMMEND APPROVAL

RESIGNATION - CERTIFIED STAFF

ROGER J. CHLEBECEK - Work Experience Teacher, North Campus
Employed by District 624 since 08/21/2003
Effective Date: 06/15/2010

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO. 624
Department of Human Resources

UNPAID MEDICAL LEAVES - CLASSIFIED STAFF

SHERRI L. LEVERTY - Pupil Support Assistant, Sunrise Middle School
Employed by District 624 since 09/01/2003
Effective Dates: 02/12/2010 through 06/11/2010

RECOMMEND APPROVAL

LINDA R. SCHMIDT - Behavior Management Assistant, Otter Lake Elementary
Employed by District 624 since 09/05/2000
Effective Dates: 03/01/2010 through 06/11/2010

RECOMMEND APPROVAL

UNPAID MEDICAL LEAVE - CERTIFIED STAFF

PAMELA JOHNSTONE - Elementary Teacher, Lincoln Elementary
Employed by District 624 since 08/27/2009
Effective Dates: 04/23/2010 through 06/14/2010

RECOMMEND APPROVAL

UNPAID CHILD CARE LEAVE - CERTIFIED STAFF

ABIGAIL L. FEHR - Elementary Teacher, Otter Lake Elementary
Employed by District 624 since 08/21/2008
Effective Dates: 05/28/2010 through 06/14/2010

RECOMMEND APPROVAL

KATHLEEN A. JENSEN - Elementary Teacher, Vadnais Elementary
Employed by District 624 since 08/27/2009
Effective Dates: 04/27/2010 through 06/11/2010

RECOMMEND APPROVAL

SARA L. ORTHAUS - Special Education Teacher, North Campus
Employed by District 624 since 08/21/2008
Effective Dates: 05/24/2010 through 06/14/2010

RECOMMEND APPROVAL

HEATHER R. SCHMIDT - Media/Title Teacher, Oneka Elementary
Employed by District 624 since 08/23/2001
Effective Dates: 05/12/2010 through 06/14/2010

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

PART-TIME LEAVE REQUESTS, 2010-2011 - CERTIFIED STAFF

JENNIFER M. BABIASH - Secondary Health Teacher, Secondary
.20 Leave (.80 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

LESA M. BRANDT - Speech Clinician, ECSE
.60 Leave (.40 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

CRYSTAL L. BUTTERS - Title Teacher, Elementary
.30 Leave (.70 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

REBECCA J. BUTTERS-LEVAHN - Special Education Teacher, Secondary
.20 Leave (.80 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

CHRISTOPHER J. CAMPBELL - Communications Teacher, Secondary
.20 Leave (.80 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

MARY CAMPBELL - Grade 6 Teacher, Secondary
.20 Leave (.80 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

KRISTIN S. CHOUINARD - Speech Clinician, Elementary
.20 Leave (.80 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

KARLA L. CUMMINS - Social Studies , Secondary
.30 Leave (.70 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

DEBORAH M. DRAEGER - Special Education Teacher, Elementary
.10 Leave (.80 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

ELIZABETH M. EVERT - Spanish Teacher, Secondary
.20 Leave (.80 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

PART-TIME LEAVE REQUESTS, 2010-2011 - CERTIFIED STAFF (continued, pg.2)

KERRY FEIRN - Spanish Teacher, Secondary
.40 Leave (.60 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

GREGORY J. FRY - Mathematics Teacher, Secondary
.30 Leave (.70 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

KRISTIN S. FRY - Language Arts Teacher, Secondary
.40 Leave (.60 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

SARAH J. FUHRMAN - Social Worker, Secondary
.20 Leave (.80 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

EMILY GALLATIN - Title Teacher, Elementary
.20 Leave (.80 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

MICHELLE C. GRATZ - Title Teacher, Elementary
.30 Leave (.70 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

KADI L. GROPPOLI - Occupational Therapist, Elementary
.30 Leave (.70 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

WENDY HOERNEMAN - Science Teacher, Secondary
.20 Leave (.80 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

ERIN J. HOFF - ELL Teacher, Secondary
.30 Leave (.70 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

JULIENNE R. KIRSCHLING - Mathematics Teacher, Secondary
.30 Leave (.70 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

LAURA J. KRUEGER - Physical Therapist ECSE, Normandy Park
.20 Leave (.80 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO. 624
Department of Human Resources

PART-TIME LEAVE REQUESTS, 2010-2011 - CERTIFIED STAFF (continued, pg.3)

CAROLYN LOUNSBERRY - Communications Teacher, Secondary
.30 Leave (.70 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

CYNTHIA J. MATTSON - Special Education Teacher, ALC
.30 Leave (.70 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

JANIS M. MCDANIELS - Speech Clinician, Normandy Park
.40 Leave (.60 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

SAMANTHA J. MEYER - School Psychologist, Elementary
.40 Leave (.60 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

SUSAN J. MOSES-ZIRKES - School Psychologist, Elementary
.10 Leave (.70 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

DANIELLE L. PERRIER-MILLER - School Psychologist, Elementary
.20 Leave (.80 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

REBECCA M. PETERSON - Learning Skills Teacher, Elementary
.30 Leave (.70 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

ROSALIA T. PREMENTINE - Speech Clinician, Elementary
.20 Leave (.80 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

TRACY A. PRESSELLER - Special Education Teacher, Elementary
.20 Leave (.80 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

JOSEPHINE M. ROBINSON - Guidance Counselor, Secondary
.50 Leave (.50 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

ERICA J. SUCHY - Mathematics Teacher, Secondary
.20 Leave (.80 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

PART-TIME LEAVE REQUESTS, 2010-2011 - CERTIFIED STAFF (continued, pg.4)

KARI A. THALHUBER - Health Teacher, Secondary
.40 Leave (.60 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

STEPHANIE TOLLISON - School Psychologist, Secondary
.20 Leave (.80 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

SHANNON B. TREICHEL - Spanish Teacher, Secondary
.20 Leave (.80 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

NEW PERSONNEL - CLASSIFIED STAFF

CHARLES J. CUNNIEN - Bus Driver, Bus Garage
Replacing H. Simpkins who transferred
\$15.90 + .25 CP/hr., 5.00 hrs. /day, 11 days
Effective Date: 04-09-2010

\$885.50

RECOMMEND APPROVAL

NEW PERSONNEL - EXTRA CURRICULAR ONLY

RANDALL M. BIRCHER - Girls' Co-Head Softball Coach, Step 3

\$4,175.00

RECOMMEND APPROVAL

BRANDON J. HUSAK - Boys' Lacrosse Head Coach, Step 2

\$4,999.00

RECOMMEND APPROVAL

CLARA D. JUST - Girls' Co-Head Softball Coach, Step 3

\$4,175.00

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO. 624
Department of Human Resources

NEW PERSONNEL - CERTIFIED STAFF

MARINA N. BOROWY - Spanish Teacher, Central/North Campus

Effective Date: 2010-2011 School Year

BA/Step 7

\$42,375.00

Attended: University of Wisconsin, Green Bay, WI
Spanish Education

BA

Experience: Spanish Teacher
Rosemount High School, Rosemount, MN
Cyber Village Academy, St. Paul, MN

RECOMMEND APPROVAL

ANNE M. ELLSWORTH - .9 FACS Teacher, Sunrise/North Campus

Effective Date: 2010-2011 School Year

BA/Step 3 (\$37,198 x .9)

\$33,478.20

Attended: Iowa State University, Ames, IA
Family and Consumer Science

BA

Experience: FACS/Long Term Substitute Teacher
Columbia Heights High School, Columbia Heights, MN
Maplewood Middle School, Maplewood, MN
Ballard Community School District, Huxley, IA

RECOMMEND APPROVAL

JON B. HURT - DAPE/PE Teacher, Central/North Campus

Effective Date: 2010-2011 School Year

BA+15/Step 5

\$41,126.00

Attended: University of Minnesota, St. Paul, MN
Adapted Physical Education
Minnesota State University, Mankato, MN
Physical Education

BA

BA

Experience: DAPE/Physical Education Teacher
Cooper High School, Robbinsdale, MN
Robbinsdale Middle School, Robbinsdale, MN

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO. 624
Department of Human Resources

NEW PERSONNEL - CERTIFIED STAFF

BRIAN D. PERRY - Art Teacher, Central/Sunrise Middle Schools
Effective Date: 2010-2011 School Year
BA/Step 3 \$37,198.00
Attended: Luther College, Decorah, IA
Art Education BA
Experience: Art/Substitute Teacher
Cooper High School, Robbinsdale, MN
Albert Lea School District #241, Albert Lea, MN
RECOMMEND APPROVAL

AMBER J. RUSTAND - Language Arts/Bridges Teacher, Central Middle School
Effective Date: 2010-2011 School Year
BA/Step 2 \$36,462.00
Attended: St. Cloud State University, St. Cloud, MN
Elementary Education BA
Experience: Substitute Teacher
Central Middle School, White Bear Lake, MN
Lake Jr. High School, Woodbury, MN
North Branch ISD #833, North Branch, MN
RECOMMEND APPROVAL

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 (4 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. 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.
6. A handout on the purpose of School Board meetings and the meeting process is available.
7. Citizens may be asked to address the school board on a particular subject during the discussion of that item.
8. The Chair will attempt to reasonably honor requests to speak, but shall also exercise discretion to recognize time restraints and may limit the number of such presentations accordingly.

C. INFORMATION ITEMS

AGENDA ITEM: **Recognition of School Board Student Representative**
MEETING DATE: **May 10, 2010**
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 Colleen Wood, 12th grade student at South Campus, for her outstanding role as the 2009-2010 Student Representative on the School Board.

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **May 10, 2010**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent of Schools**

BACKGROUND:

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

D. DISCUSSION ITEMS

AGENDA ITEM: **School Board Policy #416, Drug and Alcohol Testing**
MEETING DATE: **May 10, 2010**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Chris Picha, Director of Human Resources**

BACKGROUND:

School Board Policy #416, Drug and Alcohol Testing, 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 reflect some modifications that will improve the clarity of the policy.

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

416 DRUG AND ALCOHOL TESTING

I. PURPOSE

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. It is the belief of the school board that a work environment free of drug and alcohol use will not only be safer, healthier, and more productive, but will also be more conducive to effective learning. Therefore, to provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minn. Stat. §§ 181.950 - 181.957.

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose position requires a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that commercial drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950 - 181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950 - 181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs which are not medically prescribed are prohibited from entering or remaining on school district property.
- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored

program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.

- E. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana, cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the Evidential Breath Testing Device (EBT).
4. "Commercial Motor Vehicle" (CMV) includes a vehicle which is designed to transport 16 or more passengers, including the driver.
5. "Designated Employer Representative" (DER) means a designated school district representative authorized to take immediate action to remove employees from safety-sensitive duties, to make required decisions in the testing and evaluation process, and to receive test results and other communications for the school district.

6. "DOT" means United States Department of Transportation.
7. "Driver" is any person who operates a Commercial Motor Vehicle, including full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers, and independent owner-operator contractors.
8. "Evidential Breath Testing Device" (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
9. "Medical Review Officer" (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district's drug testing program and for evaluating medical explanations for certain drug tests.
10. "Refusal to Submit" (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver's provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and it has been determined that there was no adequate medical explanation for the failure; (f) fails or declines to take an additional test as directed; (g) fails to undergo a medical examination or evaluation, as directed by the Medical Review Officer or the Designated Employer Representative; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to sign the certification on the forms); or (i) is reported by the Medical Review Officer as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.
11. "Safety-sensitive functions" are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.

12. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an Alcohol Screening Device.
13. "Stand Down" means to temporarily remove an employee from performing safety-sensitive functions after a laboratory reports a confirmed positive, an adulterated, or a substituted test result but before a Medical Review Officer completes the verification process.
14. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a Department of Transportation drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a Commercial Motor Vehicle.
2. The school district shall provide to each driver information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee an organization that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that he or she has received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

D. Alcohol and Controlled Substances Testing Program Manager

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the Medical Review Officer, the Breath Alcohol Technician, the Substance Abuse Professional, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.

2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers.

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a Commercial Motor Vehicle while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until he or she undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a Commercial Motor Vehicle.
8. Positive, Adulterated or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district which prohibit the possession, transfer, sale, or exchange of drugs or alcohol; reporting to work under the influence of drugs or alcohol; consumption of drugs or alcohol while at

work or while on school district premises; or operating any school district vehicle, machinery, or equipment while under the influence of drugs or alcohol.

F. Other Alcohol-Related Conduct

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least 24 hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and policy of the school district.

G. Prescription Drugs

A driver shall inform his or her supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a Commercial Motor Vehicle.

H. Testing Requirements.

1. Pre-Employment Testing.

- a. A driver applicant shall undergo testing for controlled substances before the first time the driver performs safety-sensitive functions for the school district.
- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. In order to be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or greater, or verified positive results for controlled substances, or refusals to be tested (including follow-up test), within the preceding two (2) years.
- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.

2. Post-Accident Testing

- a. As soon as practicable following an accident involving a Commercial Motor Vehicle, the school district shall test the driver for alcohol and controlled substances if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.

3. Random Testing

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.
- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made.

- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. Reasonable Suspicion Testing

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances on duty or within four (4) hours before coming on duty. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

5. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until a Substance Abuse Professional has determined

the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances.

6. Follow-Up Testing. When a Substance Abuse Professional (SAP) has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.
7. Refusal to Submit and Attendant Consequences
 - a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
 - b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 U.S.C. § 521 (b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
 - c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
 - d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by a Substance Abuse Professional and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.
 - e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

I. Testing Procedures

1. Drug Testing

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the

sample into two sample bottles; labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.

- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The Designated Employer Representative shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the Medical Review Officer (MRO) by the testing laboratory. The MRO reports the results to the Designated Employer Representative. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the Medical Review Officer (MRO) shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services--SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that there is a legitimate explanation for the donor's failure to contact him/her within seventy-two (72) hours, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether there is an acceptable medical reason for the positive result. The MRO shall confirm and report a positive test result to the Designated Employer Representative and

the employee when there is no legitimate medical reason for a positive test result as received from the testing laboratory.

- e. If, after making reasonable efforts and documenting those efforts, the Medical Review Officer (MRO) is unable to reach the donor directly, the MRO must contact the Designated Employer Representative who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The Medical Review Officer may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - (1) The donor expressly declines the opportunity to discuss the test results;
 - (2) The donor has not contacted the Medical Review Officer within seventy-two (72) hours of being instructed to do so by the Designated Employer Representative;
 - (3) The Medical Review Officer and the Designated Employer Representative, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

- a. The federal alcohol testing regulations require testing to be administered by a Breath Alcohol Technician using an Evidential Breath Testing Device (EBT) or a Screening Test Technician using an Alcohol Screening Device (ASD). EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any result less than 0.02 alcohol concentration is considered a "negative" test.
- c. If the donor is unable to provide sufficient saliva for an Alcohol Screening Device, the Designated Employer Representative will immediately arrange to use an Evidential Breath Testing Device. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test.

- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an Evidential Breath Testing Device will be required to be performed between 30 minutes after the completion of the screening test.
- e. Alcohol tests are reported directly to the Designated Employer Representative.

J. Driver/Driver Applicant Rights

All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.

K. Testing Laboratory

The testing laboratory for controlled substances will be a laboratory certified by the Department of Health and Human Services--SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minn. Stat. Ch. 13. Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Record-keeping Requirements and Retention of Records

- 1. The school district shall keep and maintain records, in accordance with the federal regulations, in a secure location with controlled access.
- 2. The required records shall be retained for the following minimum periods:

- Basic records 5 years

"Basic records" includes records of a: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

- Information obtained from previous employers 3 years
- Collection and training records 2 years
- Negative and cancelled controlled substances tests 1 year
- Alcohol tests with less than 0.02 concentration 1 year
- Education and training records Indefinite

“Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least 60 minutes of training on alcohol misuse and at least 60 minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.

2. Referral, Evaluation, and Treatment

a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of Substance Abuse Professionals readily available to the driver or applicant and acceptable to the school district.

If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by a Substance Abuse Professional (SAP) and the driver is required to successfully comply with the SAP’s evaluation recommendations (education, treatment, follow-up evaluations(s), and/or ongoing services). The school district is not required to provide a SAP evaluation or any subsequent recommended education or treatment.

~~b. The school district will offer a driver an opportunity to return to a DOT safety-sensitive duty following an employee's first positive test result on a confirmatory test if there are no reasons independent of the first test result for discharge. Otherwise, the school district may choose, but is not required, to provide a Substance Abuse Professional evaluation or any subsequent recommendation education or treatment.~~

e. b. Drivers are responsible for payment for Substance Abuse Professional evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.

~~d.~~ c. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include but is not limited to immediate suspension without pay and/or immediate discharge.

b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include but is not limited to immediate suspension without pay and/or immediate discharge.

c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy.

IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing for other school district personnel, i.e., employees who are not school bus drivers or job applicants for school positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of Commercial Motor Vehicles who are subject to federally mandated testing. (See Section III of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV of this policy will be applicable to such testing.

A. Circumstances Under Which Drug Or Alcohol Testing May Be Requested or Required:

1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory which participates in one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing on an arbitrary and capricious basis.

2. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer which is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

3. Random Testing

The school district may request or require only employees in safety-sensitive positions to undergo drug and alcohol testing on a random selection basis.

4. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minn. Stat. § 176.011, Subd. 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

5. Treatment Program Testing

The school district may request or require any employee to undergo drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

6. Routine Physical Examination Testing

The school district may request or require any employee, referred to in this Section IV, other than bus drivers, to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

B. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

C. Definitions

1. "Drug" means a controlled substance as defined in Minnesota Statutes.
2. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, Subd. 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
3. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV of this policy and the drivers shall fall within this definition of "other employees."
4. "Job applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III).
5. "Positive test result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
6. "Random selection basis" means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.

7. "Reasonable suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
8. "Safety-sensitive position" means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2 and 3 of this Section D.

2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform, in writing, an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform, in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.
- b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.
- c. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.
- b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the

original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform him or her of other rights provided under Sections F or G below, whichever is applicable.

Attachments E and F to this policy provides the Notices described in paragraphs 2 through 6 of this section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and

- b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding paragraph 1 of this Section F., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon or after hire.
6. An employee must be given access to information in his or her personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;

2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minn. Stat. Ch. 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding paragraphs 1 and 2 above, of this Section I., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minn. Stat. Ch. 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to all previously non-affected employees upon transfer to an affected position under the policy, and to all job applicants upon hire and before any testing of applicants if the job offer is made contingent on passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

V. **POSTING**

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

Legal References: Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)

Minn. Stat. § 221.031 (Motor Carrier Rules)

49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)

49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)

49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)

Cross Reference: WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 417 (Chemical Use and Abuse)
WBLASB Policy 418 (Drug-Free Workplace/Drug-Free School)

ATTACHMENTS TO DRUG AND ALCOHOL TESTING POLICY

Attachments A through C are to be used in conjunction with the drug and alcohol testing of bus drivers and driver applicants.

- Attachment A is a “Driver Acknowledgment–Drug and Alcohol Testing Policy Materials” form which should be used to document receipt of the policy and other materials by drivers and driver applicants. It is referred to in Article III., Section C., Paragraph 4. of the policy.
- Attachment B is a “Bus Driver or Driver Applicant–Authorization to Release Information” form. It is referred to in Article III., Section H., Paragraph 1. of the policy.
- Attachment C is a “Bus Driver or Driver Applicant–Refusal to Submit to Testing” form. It is referred to in Article III., Section H., Paragraph 7 of the policy.

Attachments D through G are to be used in conjunction with drug and alcohol testing of non-bus drivers and applicants.

- Attachment D is a “Pretest Notice” that must be provided to non-school bus driver employees or job applicants before requesting that the employee or job applicant undergo drug or alcohol testing. It is referred to in Article IV., Section E., Paragraph 1. of the policy.
- Attachment E is a “Notice of Test Results and Various Rights” which should be used by the District when notifying non-school bus driver employees or job applicants of test results and other rights. It is referred to in Article IV., Section E., Paragraph 6. of the policy.
- Attachment F is an “Explanation of Positive Test Result” form which should be used by the school district to request that the employee or job applicant submit information to the school district relevant to the reliability of, or explanation for, a positive test result. It is referred to in Article IV., Section E., Paragraph 4. of the policy.
- Finally, the District may wish to use Attachment G, entitled “Acknowledgment–Drug and Alcohol Testing Policy,” to document that written notice of the policy was given to all affected employees. It is referred to in Article IV., Section J. of the policy.



White Bear Lake Area Public Schools

— DRIVER ACKNOWLEDGMENT —

DRUG AND ALCOHOL TESTING POLICY AND MATERIALS

I have received a copy of the Drug and Alcohol Testing Policy of Independent School District No. 624, White Bear Lake Area Public Schools, Minnesota and have read it in its entirety. I understand that I am subject to the provisions of Article III of the policy, titled Drug and Alcohol Testing for Bus Drivers, because the position involves operating a commercial motor vehicle and requires a commercial driver's license.

The District's policy was provided to me:

- ☐ Upon adoption of the policy. (employee)
- ☐ Upon my hire. (job applicant/new employee)
- ☐ After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug and alcohol testing. (job applicant)

I also received materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug problem is suspected.

I have been advised that the Alcohol and Controlled Substances Testing Program Manager is _____ and that any questions I may have concerning the Policy should be directed to the Program Manager.

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name



White Bear Lake Area Public Schools

— BUS DRIVER OR DRIVER APPLICANT — AUTHORIZATION TO RELEASE INFORMATION

Section I. To be completed by the school district, signed by the bus driver or driver applicant, and transmitted to the previous employer:

Employee Printed or Typed Name: _____

Employee SS or ID Number: _____

I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer, listed in *Section I-B*, to the employer listed in *Section I-A*. This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released in *Section II-A* by my previous employer, is limited to the following DOT-regulated testing items:

1. Alcohol tests with a result of 0.04 or higher;
2. Verified positive drug tests;
3. Refusals to be tested;
4. Other violations of DOT agency drug and alcohol testing regulations;
5. Information obtained from previous employers of a drug and alcohol rule violation;
6. Documentation, if any, of completion of the return-to-duty process following a rule violation.

Employee Signature: _____ Date: _____

I-A.

School District Name: _____

Address: _____

Phone #: _____ Fax #: _____

Designated Employer Representative: _____

I-B.

Previous Employer Name: _____

Address: _____

Phone #: _____

Designated Employer Representative (if known): _____

Section II. To be completed by the previous employer and transmitted by mail or fax to the new employer:

II-A. In the two years prior to the date of the employee's signature (in Section I), for DOT-regulated testing:

- | | | | | |
|---|-----|-----|-----|------------|
| 1. Did the employee have alcohol tests with a result of 0.04 or higher? | YES | ___ | NO | ___ |
| 2. Did the employee have verified positive drug tests? | YES | ___ | NO | ___ |
| 3. Did the employee refuse to be tested? | YES | ___ | NO | ___ |
| 4. Did the employee have other violations of DOT agency drug and alcohol testing regulations? | YES | ___ | NO | ___ |
| 5. Did a previous employer report a drug and alcohol rule violation to you? | YES | ___ | NO | ___ |
| 6. If you answered "yes" to any of the above items, did the employee complete the return-to-duty process? | N/A | ___ | YES | ___ NO ___ |

NOTE: If you answered "yes" to item 5, you must provide the previous employer's report. If you answered "yes" to item 6, you must also transmit the appropriate return-to-duty documentation (e.g., SAP report(s), follow-up testing record).

II-B.

Name of person providing information in *Section II-A*: _____

Title: _____

Phone #: _____

Date: _____



White Bear Lake Area Public Schools

— BUS DRIVER OR DRIVER APPLICANT — REFUSAL TO SUBMIT TO TESTING

I hereby refuse to submit to drug/alcohol testing as demonstrated by the following (check all that apply):

- ☐ Failing to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so;
- ☐ Failing to remain at the testing site until the testing process was completed;
- ☐ Failing to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test;
- ☐ Failing to permit the observation or monitoring of any provision of a specimen in the case of a directly observed or monitored collection in a drug test;
- ☐ Failing to provide a sufficient breath specimen or sufficient amount of urine when directed and it has been determined that there was no adequate medical explanation for the failure;
- ☐ Failing or declining to take a second test as directed;
- ☐ Failing to undergo a medical examination or evaluation, as directed by the Medical Review Officer (MRO) or the Designated Employer Representative (DER);
- ☐ Failing to cooperate with any part of the testing process (e.g., refusing to empty pockets when so directed by the collector, behaving in a confrontational way that disrupted the collection process, failing to sign the certification on the form; or
- ☐ Having a verified adulterated or substituted test as reported by the MRO.

[An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she left before it commences, is not deemed to have refused to submit to testing.]

I recognize that my refusal subjects me to the consequences specified in federal law and regulations. It also constitutes a presumption of a positive result. I further recognize that if I am an applicant, I will be disqualified from consideration for the conditionally-offered position. If I am an employee, I will not be permitted to perform safety-sensitive functions, and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If the school district offers me an opportunity to return to a DOT safety-sensitive function, I understand I will be evaluated by a substance abuse professional, and will be required to submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.

Date: _____

Time: _____

Signature of Employee/Applicant

Supervisor: _____

Supervisor's Signature

Comments: _____

☐ Employee refused to sign

Supervisor's Initials: _____



White Bear Lake Area Public Schools

— PRETEST NOTICE —

I, the undersigned employee/job applicant of Independent School District No. 624, White Bear Lake Area Public Schools, Minnesota (“School District”) do hereby acknowledge that I have been provided a copy of the School District’s Drug and Alcohol Testing Policy.

Date: _____

Signature of Employee/Job Applicant

Typed or Printed Name



White Bear Lake Area Public Schools

[Employee Name]
[Employee Address]

RE: Drug and/or Alcohol Test
[Date of Testing]

NOTICE OF TEST RESULTS AND VARIOUS RIGHTS

Test Results:

Independent School District No. 624, White Bear Lake Area Public Schools, Minnesota has received the test result report from the testing laboratory:

- ☐ Your initial screening test result was negative.
- ☐ Your confirmatory test result was negative.
- ☐ Your confirmatory test result was positive.

Test Result Report:

You have the right to request and receive from the school district a copy of the test result on any drug or alcohol test.

Right to Explain Positive Test Result:

In the case of a positive test result on a confirmatory test, you have the right to explain the results. You may, within three (3) working days after notice of a positive test result on a confirmatory test, submit information to the school district, in addition to any information already submitted, to explain that result. Attached to this Notice is a document entitled "Explanation of Positive Test Result" for this purpose.

Right to Request Confirmatory Retests:

In the case of a positive test result on a confirmatory test, you have the right to request a confirmatory retest of the original sample at your own expense.

Within five (5) working days after notice of the confirmatory test result, you must notify the school district in writing of your intention to obtain a confirmatory retest.

Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that you have requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against you.

Other Rights:

In the case of a positive test result on a confirmatory test, you may have other rights provided under the sections detailed below.

A. Employee Discharge and Discipline

1. The school district may not discharge, discipline, discriminate against, request or require rehabilitation of an employee whose position does not require a commercial driver's license on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.

In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay or immediate discharge, pursuant to the provisions of this policy.

2. ~~The school district may not discharge an employee whose position does not require a commercial driver's license for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:~~
 - a. ~~The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency; and~~

~~b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.~~

3. 2. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
4. 3. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire.
- 5 4. An employee must be given access to information in the employee's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

B. Withdrawal of Applicant's Job Offer

If a job applicant for a position that does not require a commercial driver's license has received a job offer made contingent on the applicant passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.



White Bear Lake Area Public Schools

EXPLANATION OF POSITIVE TEST RESULT

I, the undersigned employee/job applicant of Independent School District No. 624, White Bear Lake Area Public Schools, Minnesota acknowledge receipt of a Notice of Test Results and Various Rights. This includes my right to explain the positive test result on a confirmatory test.

I am currently taking or have recently taken:

- ☐ no over-the-counter or prescription medications; or
- ☐ the following over-the-counter or prescription medications:

I also offer the following information relevant to the reliability of, or explanation for, a positive test result:

Date: _____

Signature of Employee/Job Applicant

Typed or Printed Name

White Bear Lake Area Public Schools

— ACKNOWLEDGMENT —

DRUG AND ALCOHOL TESTING POLICY

I have received a copy of the Drug and Alcohol Testing Policy of Independent School District No. _____, Minnesota and have read it in its entirety.

The District's policy was provided to me (check one of the following):

- ☐ Upon adoption of the policy. (employee)
- ☐ Upon my hire. (job applicant/new employee)
- ☐ After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug and alcohol testing. (job applicant)

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name

AGENDA ITEM: **Budget Management and Efficiency Measures for 2010-11**

MEETING DATE: **May 10, 2010**

SUGGESTED DISPOSITION: **Discussion Item**

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

OVERVIEW

At the School Board study session of April 26, 2010, the administration reviewed plans for budget management and efficiency measures. This evening Mr. Willcoxon will provide a presentation on the rationale for these actions and a description of the process we are using.

BACKGROUND:

Currently the White Bear Lake Area Public School District is in solid short-term financial condition, especially compared to other Minnesota school districts. However, a realistic appraisal of future state and federal prospects for funding gives us caution about the stability of future funding.

Overall, approximately 80% of our funding is determined by state and federal funding and approximately 20% of our funding is reliant on the locally approved referendum.

During the 2008-09 and 2009-10 school years the district has made significant improvements in educational programs, creatively using partnerships within our community and focused reallocation of existing resources. These improvements have included additional resources invested in improving class size, especially at the elementary level.

Student achievement and progress during 2008-09 and 2009-10 have been significant and we believe it is critical to manage our resources in a way that will allow us to sustain these improvements and continue to build on programmatic improvements.

Therefore, the District is examining strategies that will allow us to:

- a. Sustain and continue instructional improvements;
- b. Continue to be sensitive to our local tax levy and stewardship of resources;
- c. Assure short and long term financial stability; and
- d. Continue to strengthen our position as an employer and district of choice.

GOALS FOR BUDGET MANAGEMENT – 2010-11 and 2011-12

As the administration has reviewed our current costs compared with other school districts and examined areas of improvement, we have identified the following three goals.

1. Analyze our overall administrative and support costs to:
 - a. Recognize the reality of difficult economic times should major budget reductions be necessary; and
 - b. Allow reallocation of funds to allow us to sustain instructional improvements.

2. Identify strategies to continue to improve the quality and productivity of our administrative and support functions.
 - a. Make use of appropriate technologies for completing necessary administrative functions more efficiently.
 - b. Clarify job responsibilities and provide training to maximize work effectiveness for all employees.
 - c. Benchmark the level and organization of staffing for our administrative and support functions with other districts and examine best practices.
 - d. Develop an employee recognition program.

3. In conjunction with Phase 2 of our long-range facility plan, develop a plan to reduce district and building operational costs per pupil, including:
 - a. Improving efficiency in the use of energy;
 - b. "Right sizing" our number of facilities and allocation of square feet per student to assure adequate space for programming and efficient use of space.
 - c. Continuing to seek partnerships that will allow the district to operate efficiently, generate revenue from space not needed in the short term, and create extended opportunities for students.

The following timeline indicates that steps we have completed thus far, and indicates that our first public review of the efficiency measures under consideration will be on May 24 at the School Board work-study session.

BUDGET MANAGEMENT TIMELINE FOR 2010-11 AND 2011-12

Step	Group	Date
1. Analyze 2009-10 staffing budget.	Cabinet	February and March, 2010
2. Review preliminary goals for budget management with the School Board.	School Board	April 26, 2010
3. Review preliminary goals for budget management with principals	Principals	April 28, 2010
4. Identify strategies to address budget management goals for 2010-11.	Cabinet Principals	May, 2010
5. Review list of potential recommendations for 2010-11 with School Board.	School Board	May 24, 2010
6. Recommendations for 2010-11 to the School Board.	School Board	June 14, 2010

E. OPERATIONAL ITEMS

AGENDA ITEM: 3M Ingenuity Grants

MEETING DATE: May 10, 2010

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Cindy Moore, Director of Curriculum and Assessment

BACKGROUND:

The White Bear Lake Area Schools received four 3M Ingenuity Grants, totaling \$11,842. The grant recognizes teachers and helps them bring new methods and hands-on learning activities into the classroom. The name “ingenuity” addresses the outcome: to bring new, ingenious learning opportunities into the classroom that further student learning, achievement and application of science, math or economics principles.

Listed below are the project titles and teachers who received the grants.

School Name	Teacher	Subject	Project Title	Grant Amount
Central Middle School	David Lamwers	Science, Math & Economics	Understanding Energy’s Future	\$1,645
Parkview/Centerpoint Elementary	Sandra Harthan, David Bataglia, & Christine Quinn	Science	Developing Group Science Skills with Lego Mindstorms	\$3,500
Sunrise Park Middle School	Lindsay Lamwers	Science	Vernier Science	\$3,493
Sunrise Park Middle School	Lisa Switzer	Science	Probing Standards	\$3,204
TOTAL				\$11,842

RECOMMENDATION: Accept the 3M Ingenuity Grants.

AGENDA ITEM: Society of Manufacturing Engineers Education Foundation Grant

MEETING DATE: May 10, 2010

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Cindy Moore, Director of Curriculum and Assessment
Gretchen Harriman, Curriculum

BACKGROUND:

Thanks to the generosity of the Society of Manufacturing Engineers Education Foundation, White Bear Lake Area Schools has been awarded a \$2,000 grant to support the Project Lead the Way Gateway Academy. Gateway Academy will be offered as a week-long Academic Camp through Community Services, and is open to students entering grades 6,7, and 8 in the fall. Sessions will take place July 12-16 and July 19-23.

RECOMMENDATION:

Approve the Society of Manufacturing Engineers Education Foundation Grant

AGENDA ITEM: Otto Bremer Foundation Grant

MEETING DATE: May 10, 2010

SUGGESTED DISPOSITION: Operational Item

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

BACKGROUND:

This is the second consecutive year the White Bear Area School District Senior Program has been awarded an Otto Bremer Foundation grant in the amount of \$10,000.

The grant will be used to support the Senior Program's efforts to serve seniors who need services and/or want to participate in activities. These services and activities include Meals on Wheels, Transportation, Senior Connections and the Senior Center.

Thanks to the Otto Bremer Foundation for providing this grant.

RECOMMENDATION:

Accept the Otto Bremer Foundation Grant to support general operations of the White Bear Lake Area School District Senior Program.

OTTO BREMER FOUNDATION

445 Minnesota Street, Suite 2250, St. Paul, MN 55101-2107 (651) 227 8036 (888) 291-1123 Fax (651) 312-3665 email: obf@ottobremer.org

PLEASE SIGN AND
RETURN THIS ENTIRE COPY.

March 26, 2010

Ms. Barbara Green
White Bear Lake School District, #624
Community Services Department
2484 E. County Road F
White Bear Lake, MN 55110

Dear Ms. Green:

RE: Grant # 19252

Purpose: For the operations of the White Bear Area Senior Program.

It is my pleasure to inform you that the Otto Bremer Foundation has approved a grant to White Bear Lake School District, #624, Community Services Department in the amount of \$10,000.00. These terms apply to your organization's use of the Foundation's grant:

1. Purpose

The grant, and any income you earn from investment of the grant funds, must be used as described in this letter and in your proposal to the Foundation dated November 18, 2009, including any budget provided with the proposal. If this box is checked -- ☐ -- additional terms of this letter are set forth in an attachment, which must be signed on behalf of the Foundation and your organization in order to be effective. To the extent that the terms of this letter differ from your proposal, this letter governs. The grant is to be expended over the one-year period beginning on the date of the check we will send to you. Any substantial variance from the proposal or this letter must be approved in advance and in writing by the Foundation.

2. Payment Schedule; Termination

Your payment will be sent shortly after the foundation receives this signed agreement.

The Foundation reserves the right, in its sole discretion, to discontinue funding if: (a) it is not satisfied with the progress of the activity to be supported by the grant or the content of any written report required by this letter; (b) you have failed in any other material way to comply with the terms of this letter; or, (c) we determine that any statement in your proposal that we relied on in approving the grant is false. You agree to repay to the Foundation any grant funds that have not been used by end of the one-year grant period in compliance with the terms of this letter.

3. Reporting

Within one year after each payment of the grant, you must provide the Foundation with a written report describing the activities carried out under the grant and whether the goals of the grant have been met. The report should provide both narrative and financial information, including a detailed expenditure report. You may submit the Minnesota Common Report Form (available at <http://www.mcf.org/MCF/grant/commonreport.htm>) in satisfaction of this requirement. You must maintain financial and other business records in accordance with sound accounting and business practices, and you agree to permit a representative of the Foundation to have access to those records on reasonable notice for the purpose of auditing or verifying your use of the grant funds.

4. Access

You agree to take reasonable measures to assure access of any interested party to activities supported by the grant, and not to discriminate on the basis of race, color, creed, gender, religion, age, disability, sexual orientation, marital status, or national origin.

5. Oversight

The Foundation may monitor and conduct an evaluation of operations funded by this grant, which may include a visit from Foundation personnel to observe your organization's program, discuss the program with your personnel, and review financial and other records and materials connected with the activities financed by this grant.

6. Public Reports

The Foundation may include information about this grant in public reports and may also refer to the grant in press releases. If there are special considerations concerning the public announcement of this grant by your organization, or if you would like to coordinate a public announcement of the grant with the Foundation's announcement, we encourage you to contact the Foundation to discuss this.

7. Anti-Terrorism

You acknowledge that you are familiar with the U.S. Executive Orders and laws that prohibit the provision of resources and support to individuals and organizations associated with terrorism. You will ensure that you do not support or promote violence, terrorist activity or related training, or money laundering.

8. Notice of Change

Your organization must promptly notify the Foundation in writing, at the address listed in this letter, of any lawsuit brought against the organization; any proceeding or investigation directed at the organization by a federal, state, tribal, or local administrative agency or authority; or any proposed change in the organization's status under Section 501(c)(3) or 509(a) of the Internal Revenue Code.

9. Miscellaneous

- a. This agreement constitutes the entire agreement between the Foundation and your organization with respect to the grant, and supersedes all prior agreements and understandings between the parties, whether written or oral.
- b. Any provision or requirement of this letter may be waived at any time by the party entitled to the benefits thereof. Such waiver or failure to insist on strict compliance will not operate as a waiver of any other failure to comply.
- c. Your organization must not assign its rights or delegate its obligations under this letter without the prior written consent of the Foundation.

* * *

If this letter correctly sets forth your understanding of the terms of this grant, please indicate your organization's agreement by having the enclosed copy of this letter countersigned by an officer of your organization and returned to the Foundation to the attention of Danielle Cheslog.

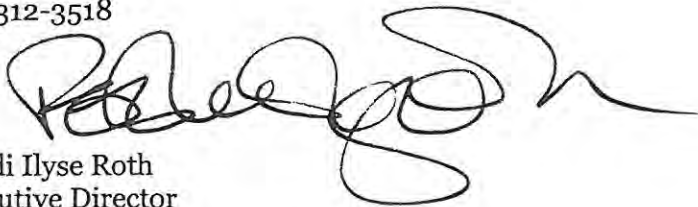
On behalf of the Foundation, may I extend every good wish for your organization's success. Please do not hesitate to contact your assigned program officer if you have questions about this grant agreement or the grant.

Sincerely,

OTTO BREMER FOUNDATION



Aretha Green-Rupert
Program Officer
651-312-3518



Randi Ilyse Roth
Executive Director

The undersigned, on behalf of White Bear Lake School District, #624, Community Services Department, hereby accepts and agrees to the foregoing terms.

White Bear Lake School District, #624, Community Services
Department

By: _____
Signature

Printed Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Date: _____

Grant #19252

PROPOSAL NARRATIVE

I. ORGANIZATION INFORMATION

A. Summary of Organization History

The White Bear Area Senior Program, a program of the Community Services and Recreation Department of the White Bear Lake Area School District #624, was established in 1975 when Ramsey County started funding Meals on Wheels. A year later, the Senior Program added senior transportation which provides rides to medical appointments and grocery shopping. Today, the Senior Program offers a multitude of services and activities that encourage independent living and socialization.

B. Mission and Goals

The mission of the Senior Program is: "To provide information, activities, and services to enhance the lives of older adults. We strive to provide and create opportunities in a manner which affirms the dignity and self-worth of each individual."

C. Current Programs and Activities

The White Bear Area Senior Program offers the following programs and activities to people who are 60 years of age and older who are residents of School District #624:

- Lionmobile Transportation Program – provides rides annually to individuals who are no longer able to drive, drive only close to their home or cannot drive following certain medical procedures. Rides to medical appointments are our top priority. We also provide rides for grocery shopping every Thursday morning. The Transportation Program operates with one vehicle which travels 23,000 miles a year. The Lionmobile, which is equipped with a lift, provides rides within the School District, surrounding suburbs and to St. Paul. Twenty-five percent of the people we serve require the use of our vehicle lift. The program operates Monday through Friday from 8:15 a.m. to 4:15 p.m.
- Meals on Wheels Program – Meals are provided Monday through Friday, to elderly and disabled people who are homebound and unable to prepare their own meals. Over 200 volunteers deliver the hot, nutritious meals at noon-time throughout the School District. 23,852 meals were provided in FY 2008/09 (July to June 30) which is a 6% increase over the previous fiscal year.
- Senior Center – is open Monday through Friday from 8:00 a.m. – 4:30 p.m. and offers seniors from the School District and surrounding areas with activities such as Cribbage, Bridge, 500, Dominos, Mah Jong, Bingo, billiards, Line Dancing, woodcarving, sewing and needlework, Craft Corner and a lending library. In addition, the Center offers various types of classes and services including foot care clinic, driver safety classes, health insurance counseling, flu shot clinic, blood pressure screening and support groups. The Center just recently began partnering with Lakeshore Players to offer acting classes. In FY 2008/09 the Center provided 2,600 activities, classes and services to an average of 85 people per day.
- Senior Connections Program – is made up of several components:
 - 1) Outreach Services – assistance for seniors and their families who need to access our services as well as connect to the various resources available through both private and public service providers. Our Outreach Services staff often fills in the gaps for clients who don't know where to turn for help, have been unable to navigate the confusing network of services for seniors, or who are falling through the cracks. Many of those served by Outreach Services

just need a helping hand to make the connections necessary for them to live the quality of life they deserve in their later years. Outreach Services include our efforts to reach out to those most in need through community presentations, our newsletter sent to every head of household over 60 in our service area, articles in local White Bear Press, as well as working closely with community organizations to serve those who otherwise would not know where to turn. Outreach Services workers are available to assist clients who walk in to the Senior Center, make appointments for Outreach Counseling in the office, or those who need a home visit. The ability to visit seniors in their own homes means we are able to connect to those who are homebound, or otherwise isolated, provide an in-depth thorough assessment of their needs and resources, and help make connections for them, a service not immediately available to the majority of the senior population. We also provide information, referral and assistance to caregivers of seniors living in our community or long distance caregivers of seniors living in our community.

2) Volunteer Services – The program is responsible for the recruitment, placement and recognition of Senior Program volunteers who serve as Meals on Wheels drivers, office receptionists, Foot Clinic receptionists, interns, visiting volunteers, special project volunteers, transportation escorts and Fare For All Express distribution volunteers.

3) Fall Cleanup – volunteers are recruited and matched with seniors who need their yards raked and cleaned up in the Fall.

4) Lions HELP – volunteers from the White Bear Lake Lions Club assist qualifying seniors and people with disabilities with making their homes more accessible by building ramps, adding grab bars to bathroom facilities and various other means.

In FY 2008/09, over 5,000 contacts were made through Senior Connections.

D. Relationship and Role with other Organizations

The White Bear Area Senior Program is a member of the Senior Services Consortium of Ramsey County, a membership group of programs serving seniors throughout Ramsey County. We receive funding through the Consortium as well as technical support and materials designed to assist programs in promoting their services and providing quality services. The Senior Program is also a member of Metro Meals on Wheel, a membership organization of over 37 Meals on Wheels programs within the Twin Cities area. We receive funding from Metro Meals on Wheels, materials that assist us in providing meals to our homebound residents, technical assistance and assistance with volunteer recruitment.

In November 2006, the Senior Program brought together a group of individuals to discuss how to best serve the growing senior population that resides in the communities served by the Senior Program. Representatives from White Bear Lake, Vadnais Heights, Hugo and White Bear Township joined with representatives from local congregations, senior housing facilities, service providers, elected officials and the general public in an effort to prepare for the ever increasing needs of the current and future senior population. During the past 16 months, Senior Program has taken the leadership role in convening meetings, bringing on new members, arranging for guest speakers, seeking funding support for a consultant, developing a Resource Guide and researching various services. The group is focused on creating a “communities for a lifetime” model, whereby a commitment is made to develop services and amenities that allow seniors to remain in their communities as long as they desire.

E. Board Members, Staff and Volunteers

The Senior Program has an Advisory Committee which is made up of 19 members who represent the various programs and activities offered through the program. As part of the School District, the

seven member School Board oversees the Senior Program. The Senior Program has 2 full-time paid staff – the coordinator and secretary, 13 part-time staff – Meals on Wheels coordinator and cooks, Senior Connections staff and Lionmobile drivers. The program also has 350 volunteers who provided 13,985 hours of service in FY2008/09 at a value of \$283,196.

II. PURPOSE OF GRANT

The White Bear Area Senior Program is seeking general operating support to meet the increasing cost of providing its current services.

Opportunity, Challenges, Issues or Need

The population that White Bear Area Senior Program serves, 60 years of age and older, has steadily increased each year and will grow substantially as the boomers turn 60. We are close to full capacity in our Meals on Wheels Program and in many of our Senior Center activities. Currently, we do not have a waiting list for these programs but anticipate that we will need to make changes in each program to ensure that people will not go unserved. We are exploring new ways of providing Meals on Wheels that would include once a week delivery to those individuals who are not as isolated and delivering meals cold to individuals who prefer to have their meal later in the day.

We are looking at adding activities at our Senior Center that go beyond our current 4:30 p.m. closing time, to accommodate younger seniors who may still be working but want to participate in Center activities and partnering with other facilities to utilize their space.

Our Outreach Services is exploring new and better ways of serving the senior population in the White Bear Lake Area School District, offering additional services as needed, partnering with other organizations to provide services, expanding Outreach Services to seniors who are caregivers for their disabled children and also exploring offering a more intensive case management service for those who need a greater level of assistance.

In addition to these programs, our Transportation Program, which consists of one vehicle, is part of planning process which is exploring improved coordination of transportation of services within the School District and collaborating with another transportation provider to provide rides to eastern Washington County.

Goal(s), Objectives, Activities and Timelines for the Funding Period

SENIOR PROGRAM

- Complete Program Evaluation Process through the following activities: a) communicate recommendations to community and solicit feedback through 3 forums; b) revise recommendations as needed; c) meet with funders and other key supporter to determine how to fund current and new programs in the future; and d) implement recommendations. TIMELINE: December 31, 2009

LIONMOBILE

- Explore the possibility of transferring scheduling and dispatching to another service provider through the following activities: a) determine what the plusses and minuses would be in making this move; b) get input from drivers, Advisory Committee members and passengers; c) contact other transportation providers to determine if they would be able to do the scheduling and dispatching for the Lionmobile; d) determine the cost; and e) implement, if decision is made to do this. TIMELINE: July 1, 2009 through March 1, 2010

- Develop a system that better meets the needs of passengers who need rides to Washington County through the following activities: a) contact HSI to determine how we can work together to meet the needs of the Lionmobile passengers who need rides into Washington County; b) work on a plan that may include having the Senior Center be a transfer point for Lionmobile passengers who need rides into Washington County and for HSI passengers who need rides in Ramsey County; and c) implement plans. TIMELINE: July 1, 2009 through March 1, 2010

MEALS ON WHEELS

- Create a Meals on Wheels Volunteer Information Packet through the following activities: a) determine what materials need to be included in the packet; b) gather materials from other Meals on Wheels programs; c) modify the materials to meet our needs; d) meet with Meals on Wheels volunteers to distribute and review the packets; and e) evaluate the materials at least once a year and update the materials as needed. TIMELINE: March of 2010
- Develop five (5) activities to recognize the Meals on Wheels volunteers for their dedicated service: a) March – Meals on Wheels Month; b) May – Older American Month; c) November – Holiday get together (pizza); d) Linders Gift Certificate and thank you letter; and e) Ongoing – Monthly \$25.00 Gift Card give a way. TIMELINE: July 1, 2009 to June 30, 2010

SENIOR CENTER

- Redecorate Senior Center through the following activities: a) establish and follow timeline for the completion of this project; b) recruit volunteers who are skilled in the various areas of expertise; c) create a memory/historical quilt which will be hung in the Center; outline committee recommendations; d) present committee recommendations to staff; implement recommendations; and e) complete the redecoration project. TIMELINE: Summer 2010 to coincide with installation of new flooring and painting of interior walls.

SENIOR CONNECTIONS

Outreach

- Continue development of Volunteer Visitor and Friendship and Flowers Programs through the following activities: a) identify and contact appropriate clients who would benefit from a Volunteer Visitor match or Friendship and Flowers; b) finalize process, forms and packets for matching volunteers with clients; c) develop training opportunities and/or other support materials for current and new volunteers; and d) monitor and support ongoing matches and periodically review process to promote success of program. TIMELINE: December 31, 2009
- Explore caregiver coaching and other caregiving services through the following activities: a) research caregiver coaching, support and respite services; b) get input from Advisory Committee and seniors; c) develop proposal for caregiver services if feasible; and d) explore funding opportunities. TIMELINE: June 30, 2010
- Explore fee-based case management services and other fee-based Outreach Services through the following activities: a) gather information from other agencies that provide this service to determine what they offer, their fees and how they determine their fees; b) get input from Advisory Committee and seniors; c) determine whether we should implement a fee for service and what that would be; and d) develop proposal for case management services if feasible. TIMELINE: June 30, 2010
- Raise community awareness of White Bear Area Senior Program through the following activities: a) market Senior Program to health care providers in White Bear Area; and b) conduct a presentation a month to area community groups, senior housing, churches, etc. TIMELINE: Ongoing
- Plan educational workshops and information fair as well as expand counseling and other services at Senior Center Based on 2009 Surveys through the following activities: a) review survey results for top issues identified by seniors surveyed; b) facilitate staff discussion on counseling and services to be explored; c) get input from Advisory Committee and seniors; d) contact organizations regarding providing counseling in areas that are of interest to seniors; e) contact organizations/companies

regarding providing services that are of interest to seniors; f) design and organize quarterly educational workshops at Senior Center; and g) plan and implement Spring 2010 Health and Wellness Fair. **TIMELINE:** Ongoing

- Explore new group programming at Senior Center to meet emerging needs through the following activities: a) research and gather evidence of unmet needs in our area that a new group could help mediate; b) research possible group designs; c) develop new group programming based upon research conducted; d) market group; e) implement new group; and f) evaluate results.

TIMELINE: September 2009 - May 2010

FUND DEVELOPMENT

- Generate additional funds for Senior Program through the following fundraising efforts: a) develop a legacies and bequest program and promote it through the program newsletter and other program materials; b) develop a major gifts program that includes a recognition component; c) provide power point presentations to local businesses and service groups that includes an ask for money; d) meet with church leaders to determine how we can involve their congregations in supporting our Senior Program either financially, with volunteers or both; e) continue annual giving program through two letters asking for donations – one during the holidays and one at the end of our fiscal year; f) approach local municipalities for funding for our programs; and g) submit at least 5 proposals to foundations and corporations. **TIMELINE:** July 1, 2009 through June 30, 2010

Long-term Funding Strategies

Our long-term funding strategies are as follows:

- Semi-annual appeals to individuals
- Legacy and Bequest program
- Annual appeal to churches and businesses
- Annual percent increase in fees for service
- Annual fundraising event
- Grant proposals to corporations and foundations
- Explore funding from the Cities and Township that our program serves
- Provide the opportunity to donate to outreach service at each new client visit
- Explore charging fees for outreach services

III. EVALUATION

Our criteria for success will be as follows:

- No waiting lists for services
- High level of satisfaction for services based on information from annual surveys
- Increase in individual donations
- Provide 6 -12 community presentations and 6 newsletters during the year
- Maintain the number of clients served from previous year, no reduction in services
- Older adults in the area look to the Senior Program as the primary place for services and information and referral
- Broader community looks to Senior Program for the expertise in aging issues

We will measure successes through annual surveys of people who use our services and participate in our activities. The surveys will be conducted by staff and volunteers and results will be presented to our

Advisory Committee for their input. The results of the surveys will be used to help us improve current services and activities.

We will also seek input from the community as to how they perceive the Senior Program and its services/activities. This will be done through various types of meetings and forums made up of seniors, representatives from the local cities and townships, congregation, senior housing facilities, other senior services providers, elected officials and the general public. This information will help us with future planning.

PROPOSAL CHECKLIST

- | | |
|--|--|
| <ul style="list-style-type: none">☐ Cover letter.☐ Cover sheet.☐ Proposal narrative.☐ Organization budget.☐ Project budget (if not general operating grant).☐ Financial statements, preferably audited, showing actual expenses including:<ul style="list-style-type: none">☐ Balance sheet.☐ Statement of activities (income and expenses). | <ul style="list-style-type: none">☐ Statement of functional expenses.☐ List of additional funders.☐ List of board members and their affiliations.☐ Brief description of key staff.☐ IRS determination letter.☐ Confirmation letter of fiscal agent (if required).☐ Additional information required by each individual funder. |
|--|--|

Minnesota Common Grant Application Form

ORGANIZATION BUDGET

This format is optional and can serve as a guide to budgeting. If you already prepare an organization budget that contains this information, please feel free to submit it in its original form. Feel free to attach a budget narrative explaining your numbers if necessary.

INCOME

<u>Source</u>	<u>Amount</u>
<i>Support</i>	
Government grants	\$78,384
Foundations	\$2,500
Corporations	\$0
United Way or other federated campaigns	\$0
Individual contributions	\$123,796
Fundraising events and products	\$3,000
Membership income	\$4,000
In-kind support (Volunteers)	\$283,196
Investment income	\$0
<i>Revenue</i>	
Government contracts	\$50,807
Earned income	\$0
Other (specify)	\$0
Lions Clubs (White Bear Lake, Vadnais Heights and Hugo)	\$13,500
Municipalities	\$10,650
ISD #624 Community Services	\$66,550
Total Income	\$636,383

EXPENSES

<u>Item</u>	<u>Amount</u>
Salaries and wages	\$216,079
Insurance, benefits and other related taxes	\$48,817
Consultants and professional fees	\$2,050
Travel	\$4,200
Equipment	\$600
Supplies	\$13,410
Printing and copying	\$0
Telephone and fax	\$1,500
Postage and delivery	\$5,180
Rent and utilities	\$6,500
In-kind expenses	\$283,196
Depreciation	\$0
Other (specify) Repair and Maintenance	\$500
Transportation Program (gas, oil, repairs)	\$9,220
Meals on Wheels caterer	\$89,975
Total Expense	\$681,227
Difference (Income less Expense)	\$44,844

AGENDA ITEM: Action on an agreement with the Vadnais Heights Sports Complex

MEETING DATE: May 10, 2010

SUGGESTED DISPOSITION: Operational Item

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

.....
Background:

Action taken at the March 8, 2010 school board meeting gave authority to administration to negotiate an agreement with the Vadnais Heights Sports Complex and return the agreement to the School Board for approval at a future meeting.

At tonight's meeting the school board has the agreement that was negotiated and falls within the parameters outlined within the discussion at that meeting.

The agreement will provide, for a period of five years, ice time for the girls and boys hockey programs and their practice schedules. The agreement will also provide the venue for the girls hockey program's home games.

Also, upon the completion of the project, the District will determine if the facility meets concerns surrounding the student management for the boy's home games. If administration believes that current concerns have been met, this will also become the venue for their home games.

Administration is asking the School Board to authorize the execution of said agreement.

(Note: If the agreement is not in final form and available for a sufficient time before the School Board Meeting, we recommend that this item be tabled until the June meeting.)

Recommendation:

It is recommended by administration that the Board approve the lease agreement for the Vadnais Heights Sports Complex.

AGENDA ITEM: Approval of Ten Year Plan for the Alternative Facilities Program

MEETING DATE: May 10, 2010

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON: Pete Willcoxon

.....
Background:

I.S.D. #624 became eligible for participation in the Alternative Facilities bonding and levy authority program beginning with the 2003-2004 school year. The intent of the program is to prevent erosion of district owned facilities because of a lack of funding.

Pursuant to state statute, the district must periodically submit an updated ten year facilities plan to the Minnesota Department of Education. Phil Fisher meets annually with building principals to review needs that may exist within their buildings. The attached information explains the program and qualifying criteria.

Phil and I review the data as compiled and prioritize projects with available resources. Also attached are the scheduled projects through the summer of 2020. Please remember that this listing is fluid and changes can occur as emergency or unforeseen issues arise.

Bonds that were sold in 2008 were set to fund approved projects that were scheduled for the summers of 2008, 2009, and 2010. We are in the process of determining funding possibilities for future years and will bring that forward for discussion at a later date.

.....
Recommendation:

Approve the ten year facilities plan for submission to MDE as presented.

**ISD # 624
Alternative Facilities Bonding and Levy Program
Fiscal Year 2010-2011
Reference Manual**

A.) FORWARD

The purpose of this document is to provide our schools with information that will help in our planning and project submission for the Alternative Facilities funding program under M.S. 123B.59.

B.) DEFINITIONS

(1) **Project** - A Project is district defined. It may be a single category or classification of work such as roof removal and replacement, tuck-pointing, flooring removal and replacement, asbestos abatement and replacement, mechanical ventilation replacement, plumbing removal and replacement and the like. Projects may include multiple buildings, fiscal years or categories of work (e.g. roof replacement, tuck-pointing, etc.) but expenditures must be identified separately by fiscal year and breakdowns by category of work and building provided at the time of initial project approval and for significant changes.

Projects may be included with (be "bundled together" with) non -qualifying construction work in order to facilitate the usual contracting practices of the district. However, the district must maintain suitable accounting procedures in order to ensure the costs of qualifying work are tracked separately, such that the cost of the work can be reconciled at a future time to the approved amount authorized.

(2) **Facility** - A facility is interpreted to mean physical building structures and land owned by the district. It also includes fixtures and major components that are attached to the building or land, such as heating boilers, water fountains, built-in cabinetry and external electrical poles. Owned refers to real property both owned in fee simple and under long term contract where there is stated intent to purchase at the contract's end.

(3) **Categories of Qualifying Work** - There are three categories of qualifying work: deferred maintenance, health and safety, and disabled access.

(4) **Deferred Work** - is considered deferred when the work has been postponed beyond the time that a manager using reasonable and prudent work scheduling practices would accomplish the work. The MDE may request an explanation of documentation as to why a district considers a project(s) deferred upon the occasion of initial review.

(5) **Erosion** - To meet this condition, physical erosion or deterioration must exist and the reason for the project is to eliminate the erosion or deterioration. Examples of these include conditions of oxidation or rust, physical abuse, water intrusion, excessive wear and tear, fractured or broken components, and deformation. This work may also include repair or replacement of other building components damaged by the original erosion to the extent that they qualify.

(6) **Excluded Goals** - Work primarily intended to address non-erosion deficiencies in the areas of energy savings (including State Energy Code), State Building Code, State Mechanical Code, (except where allowed under H&S), or for the purposes of improving educational adequacy in not fundable under this program. The goal is to neither increase nor diminish from the approved projects functionality of capacity, but to restore the area to its original condition. Thus, this is not an "upgrade" or improvement program, though mandatory code issues may be considered for approval on an "as-needed" basis.



(7) **Maintenance Projects** - Merriam Webster's dictionary defines "maintain" as a verb: to keep in an existing state (as of repair, efficiency, or validity) : preserve from failure or decline <maintain machinery>. Thus, maintenance projects do not involve upgrade or replacement but only the restoration of the original state (insofar as is possible).

C.) DISABLED ACCESS QUALIFYING CRITERIA

The project shall conform to both, the district's ADA/Sec. 504 disabled access transition plan and the current ADAAG (ADA Accessibility Guidelines for Buildings and Facilities) version, as well as applicable state and local building and fire codes.

D.) HEALTH AND SAFETY QUALIFYING CRITERIA

The project shall conform to the criteria set forth in the current version of the Health and Safety (H&S) statute (M.S. 123B.57) and the current Commissioner's H&S Application Memorandum.

E.) DEFERRED MAINTENANCE QUALIFYING CRITERIA

(1) **Qualifying Capital Expenditures and Maintenance projects** Eligible projects are "...deferred capital expenditures and maintenance projects necessary to prevent further erosion of facilities..." The meaning of this phrase is that there are two categories of qualifying projects: those that are "deferred capital expenditures" and those that are "maintenance projects necessary to prevent further erosion."

(a) **Deferred capital expenditures** are defined as capital expenditures that are deferred. A capital expenditure is one that exceeds \$10,000 for the purpose of this definition, is necessary to prevent further erosion or deterioration, is intended to replace a facility's component, and is deferred according to the definition in B(4) above. Approval for this work shall take place before the work commences unless an emergency situation arises.

(b) **Maintenance projects necessary to prevent further erosion** are identified maintenance projects of any cost, as defined in B (9) above, that either prevent erosion or repair erosion. Projects that cost \$1,000 or more shall be identified individually while those costing less than \$1,000 can be grouped with like-work classification. Contingency funding will not be granted for these projects but approval for this work may be granted after the fiscal year.

(2) **The purpose remains the same.** The use for the area and activities conducted in the area are essentially the same before and after the work. Thus, a science lab before would remain a science lab.

(3) **There is no expansion or re-alignment of function.** Any change in the number of students served or changes in the facility to accommodate the number of students served must not be funded with alternative facilities funds. Thus, a classroom designed for 20 students would not expand to 30, or vice versa. Also, there is no increase of space and there is no new construction. The project cannot modify the facility's functionality or capacity, but shall restore or replace "like with like."

(4) **The project must counteract any physical erosion** in effect restoring the component to as near to "like new" as is feasible. Portions of projects relating to additional or competing objectives (worthy as they might be) shall not be funded. These include portions of projects that have an energy or financial anticipated benefit. The exception will be for portions of projects that provide these as secondary benefits. For example, if pneumatic mechanical ventilation control logic has eroded to the point where it must be replaced but only DDC logic is available, then the closest functionality to the original only will be funded. In a situation where a replacement component may have an additional capacity that can be financially determined

and separated, this consideration may be required. For example, replacement of an HVAC unit as a unitary component that has air conditioning or heating capacity built in and which cannot be physically removed will likely require pro-rationing from another funding source.

- (5) **Planned or scheduled maintenance projects** are ineligible. For example, routine replacement of fittings, traps, filters, belts, moving components or repairs of a planned or preventative nature are excluded.
- (6) **Technology is excluded from eligibility**, as it is considered to be equipment and not part of a facility. Repair or replacement of telecommunications and computer installations and connectivity are excluded, except for repair/replacement of facility automation computer installations or telecommunications wiring as a result of erosion, deterioration or mechanical breakdown as the primary purpose for the work. Electrical service and lighting, clocks and alarms/PA are allowable. Software in support of facility functions does not erode for purposes of this section.
- (7) **Violence prevention and physical security issues** are excluded from eligibility, because the Safe Schools Levy under M.S. 126C.44 provides a dedicated source of funding for this purpose.
- (8) **Erosion is not the same as obsolescence.** Facilities which function well but which do not meet service requirements is not eligible for funding.
- (9) **Renovation in support of educational adequacy**, changing functionality or student loading (worthy goals in and of themselves) are not eligible for funding, since the necessary component of "...to prevent further erosion of facilities..." is missing as a primary purpose. Thus, if walls are demolished due to legitimate erosion correction but are re-installed in a different configuration for renovation purposes, the portion of costs related to any reconstruction will be excluded from allowable costs.
- (10) **Contingency Funding Excluded** MDE cannot approve a contingency fund for projects that have yet to be determined. However, if some portion of these projects can be identified specifically, approval can be made for that portion of these projects. Otherwise, projects of this nature completed during the fiscal year can be submitted for approval as part of the district's updated plan the following year.
- (11) **Reasonable in-house engineering and technical administrative costs** may be charged to the program if the work hours indicated is directed to program support activities and adequate documentation of these hours is maintained. Alternatively, funding of out-source capacity in direct support of approved projects is allowable. Projects for this should be identified separately and not embedded into project costs. Costs for accounting, bookkeeping or financial tracking activities relative to Alternative Facilities projects are allowed if costs are substantial and well documented.
- (12) **The work shall be accomplished within the fiscal year or years** identified within the approved project. Adjustments may be necessary as is presently accomplished in the H&S program.
- F.) **FURTHER CLARRIFICATION** Please contact Phil Fisher should you need further clarification on specific project requests.

Ten Year Alternative Facility Plan

FY 2011	
Door Replacement	\$50,000
Flooring Replacement	\$50,000
Asbestos abatement	\$50,000
Painting	\$75,000
Engineering	\$200,000
Concrete Replacement	\$50,000
Lakeaires Asphalt Replacement	\$30,000
North cafeteria floor Replacement	\$100,000
South & North Auditorium Renovations	\$500,000
Roofing Maintenance	\$50,000
Vadnais Café Tables Replacement	\$25,000
Roofing Replacement	\$75,000
Birch Lake HVAC Replacement	\$900,000
North Restrooms Renovations	\$250,000
Sunrise Landscaping Replacement	\$25,000
Sunrise Tennis Courts Renovations	\$60,000
Normandy Sign Replacement	\$15,000
ADA Improvements	\$25,000
Seal Coating Renovations	\$50,000
Playground Renovations	\$15,000
	\$2,595,000

FY 2012	
Door Replacement	\$50,000
Flooring Replacement	\$50,000
Asbestos abatement	\$50,000
Painting	\$75,000
Engineering	\$300,000
Concrete Replacement	\$50,000
Lincoln HVAC Replacement	\$1,000,000
Lakeaires Playground Renovations	\$35,000
South & North Auditorium Renovations	\$500,000
Roofing Maintenance	\$50,000
Roofing Replacement	\$175,000
Sunrise Restrooms Renovations	\$150,000
ADA Improvements	\$25,000
Seal Coating Renovations	\$50,000
Playground Renovations	\$15,000
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$2,575,000

FY 2013	
Door Replacement	\$75,000
Flooring Replacement	\$100,000
Asbestos abatement	\$100,000
Painting	\$150,000
Engineering	\$300,000
Concrete Replacement	\$50,000
Lincoln HVAC Renovations	\$1,000,000
Roofing Maintenance	\$50,000
Roofing Replacement	\$250,000
Vadnais HVAC Renovations	\$1,000,000
South Baseball Fence Replacement	\$35,000
Tuck Pointing	\$150,000
Central Boilers Replacement	\$350,000
North Windows Replacement	\$250,000
North Restrooms Renovations	\$100,000
South BB Pavement Replacement	\$50,000
ADA Improvements	\$25,000
Seal Coating	\$100,000
Playground Renovations	\$15,000
	\$0
	\$0
	\$4,150,000

FY 2014	
Door Replacement	\$75,000
Flooring Replacement	\$100,000
Asbestos abatement	\$100,000
Painting	\$150,000
Engineering	\$300,000
Concrete Replacement	\$50,000
Otter HVAC Renovations	\$500,000
Roofing Maintenance	\$50,000
Roofing Replacement	\$500,000
Vadnais HVAC Renovations	\$750,000
Tuck Pointing	\$200,000
Lincoln Windows Replacement	\$200,000
Vadnais Pavement Replacement	\$350,000
Seal Coating	\$100,000
Ceiling Replacement	\$100,000
Sunrise HVAC Replacement	\$500,000
ADA Improvements	\$25,000
Playground Renovations	\$15,000
	\$0
	\$0
	\$0
	\$4,065,000

FY 2015	
Door Replacement	\$75,000
Flooring Replacement	\$100,000
Asbestos abatement	\$50,000
Painting	\$150,000
Engineering	\$300,000
Concrete Replacement	\$50,000
Sunrise HVAC Renovations	\$1,100,000
Roofing Maintenance	\$50,000
Roofing Replacement	\$500,000
Vadnais HVAC Renovations	\$750,000
Tuck Pointing	\$200,000
South HVAC Renovations'	\$500,000
Seal Coating	\$100,000
Ceiling Replacement	\$100,000
ADA Improvements	\$25,000
Playground Renovations	\$15,000
	\$0
	\$0
	\$0
	\$0
	\$0
	\$4,065,000

FY 2016	
Door Replacement	\$75,000
Flooring Replacement	\$100,000
Asbestos abatement	\$50,000
Painting	\$100,000
Engineering	\$300,000
Concrete Replacement	\$50,000
Sunrise HVAC Renovations	\$750,000
Roofing Maintenance	\$50,000
Roofing Replacement	\$500,000
Emergency Lighting Replacements	\$750,000
Tuck Pointing	\$200,000
South HVAC Renovations'	\$1,000,000
Seal Coating	\$100,000
Ceiling Replacement	\$100,000
ADA Improvements	\$25,000
Playground Renovations	\$15,000
	\$0
	\$0
	\$0
	\$0
	\$0
	\$4,165,000

[illegible][illegible]

AGENDA ITEM: Action on Addition of Boy's Swim Team
MEETING DATE: May 10, 2010
SUGGESTED DISPOSITION: Operational Item
CONTACT PERSON(S): Dr. Michael J. Lovett, Superintendent

BACKGROUND:

In the spring of 2009, a group of parents of YMCA Mariners club middle and high school swimmers met with the superintendent to inquire whether it was possible to add a boys' swim team to our current high school swim team program.

At the time, the expansion to the YMCA site was under consideration by the School Board, and while impressed by the parents proposal and a number of boys who would be interested in being part of a swim team, the superintendent explained our first priority would be to develop a partnership to provide access to a pool at a reasonable cost to the School District.

Subsequent to the approval of the 20 year lease between the School District and the YMCA for the use of the new White Bear Lake Area Schools YMCA Aquatics Center, we had further conversations with parents interested in a program. The Mariners Swim Team, hosted at the YMCA site, has provided swimming opportunities for a large number of elementary and secondary White Bear Lake Area students.

As shown on the attached document, the swim program is designed to be self-supporting, and follows the same strategies for assuring self-sufficiency as the action on the boys' and girls' Lacrosse.

I would like to express appreciation to Bob Jackson, Athletic Director and Tim Wald, South Campus Principal, for their work with the parent group. I also want to acknowledge that the parents of the girls and boys swimmers have worked closely together as they have considered strategies for fundraising and supporting the new White Bear Lake Area Schools YMCA Aquatic Center.

We recommend the approval of a White Bear Lake High School boys swim team consistent with the recommendation below.

RECOMMENDATION:

That the School Board give approval to the initiation of a White Bear Lake Area High School boys' swim team effective for the 2010-11 school year, on the basis consistent with the attached memorandum, and instruct the administration to take steps necessary and appropriate to implement the boys' swim program.

To: Dr. Michael Lovett

From: Bob Jackson, Athletic Director
Tim Wald, Principal

Date: April 20, 2010

RE: Recommendation for Implementation of Boys' Swim Team

On April 14, 2010 parent representatives and school administrators met to discuss a framework for the implementation of a boys' swim team for the 2010-2011 school year. The agenda focused on discussion of a funding partnership between a Boys' Swim Team Booster Club and the White Bear Lake Area Schools (District).

The proposed funding structure of the program is in alignment with other sports brought in to the high school program during the past three years. We discussed the following:

Competition:

- The Boys' Swim Team will be a high school team beginning with first team activities in November of 2010 and with a competitive schedule as available.
- The team will compete in the Suburban East Conference schedule in the 2011/12 school year.

Fees:

- Team fees will be \$250.

Revenue/Expenditures

- Money from team fees will be deposited in to the general fund and will be considered program revenue.
- All team expenses will be paid out of the general fund and will be considered program expenses.
- An accounting of the season ending program revenue and expenses will be provided by the Activities Director within 45 days of the end of the season. Any invoice received after this time will be the responsibility of the Booster Club.
- The Booster Club will reimburse the school district for the total amount of the difference between revenue and expenditures.
- The District will carry a positive balance for the program to the next year when revenue exceeds expenses for the year.

Additional agenda items consisted of specifics related to full participation as a school sport including: specifics related to participation in a Minnesota State High School League activity, the scheduling of contests, estimated expenses, and potential revenue.

An estimate of Revenue includes:

Fees: \$4000 (\$250 x 16)

Home Gate Fees: \$1600

Fundraising: \$1004

Total: \$6604

An estimate of expenses includes:

Head Coach - \$4,946 - \$5,496

Assistant Coach - \$3462 - \$3847 (will not be hired until participation increases to an estimated number of 20+ participants).

Officials: \$630 (\$126/event – 5 home events)

Transportation: \$688 (to 8 events)

Incidentals: \$250

Total: \$6604

Specifics related to pool use and lease is identified in a contract between the YMCA and the District and is not the responsibility of the Booster Club.

AGENDA ITEM: Community Services Matching Grant Program

MEETING DATE: May 10, 2010

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Dave Guenther, Director of Community Services
and Recreation

BACKGROUND:

The Community Services Matching Grant program was established in 1997 to work with local service clubs, municipalities and other community groups to enhance recreational facilities and opportunities within the White Bear Lake Area School District. To date the program has partnered with 26 different local organizations supporting projects valued at over 5.5 million dollars.

A sub committee of the Community Services and Recreation Department Advisory Council reviews the grants and makes a recommendation to the Advisory Council. The Community Services Advisory Council is recommending that the Board award the grants as presented.

RECOMMENDATION:

Approve the Community Services Advisory Council recommendation to support the grants as presented.

2010-2011 Community Services Matching Grant Proposals – \$15,000 Budget

Applicant	Project Description	# People Served	Age Group	Total Project Cost	Amount Requested	Advisory Council Recommendation
W.B. Lacrosse Association	Portable nets, high school goals, portable backstops (50x10)	400+	5-18	\$5,054	\$2,527.	\$1,500
City of Vadnais Heights	Community Park Outdoor Hockey Rink and Lighting	5000+	5-75	\$70,000.	\$3,000.	\$1,500
City of W.B.L.	Stellmacher Park ballfield upgrade	100-150	all	\$8,000.	\$4,000.	\$3,000
Vadnais Hts. Elem. PTO	Purchase of risers and platforms - for use in music classrooms, assemblies & concerts	400	K-5	\$2,636.	\$1,318.	0
W.B.L. Swim and Dive Booster Club	Pace clocks, power towers, VASA trainers, team benches for YMCA/White Bear Lake Schools Aquatic Center	Up to 1000	K-12 th Grade	\$11,518.	\$5,759.	\$5,000
City of Hugo	Soccer Goals and nets for the new Hanifl Fields Athletic Park	2000	5-19	\$7,050	\$3,525	\$2,000
White Bear Township	Polar Lakes Park Baseball Scoreboard - joint project with WB Baseball Assoc.	100's	14-Adult	\$17,000	\$5,000	\$2,000
Totals				\$144,040	\$29,370	\$15,000

AGENDA ITEM: **STUDENT TEACHER AGREEMENT**

DATE: **May 10, 2010**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The attached contract allows White Bear Lake Area School District to enter into an agreement with Minnesota State University-Moorhead for the placement of PreK-12 student teachers, which is consistent with School Board Policy 499.

White Bear Lake Area School District and this university are committed to providing quality experiences for the student teachers placed in our District.

RECOMMENDATION: **Acceptance of agreement.**

STATE OF MINNESOTA
MnSCU BOARD OF TRUSTEES
STUDENT TEACHING AGREEMENT

Independent School District No. _____ of _____ County, located
at _____ agrees with the State of Minnesota, acting through the MnSCU Board of
Trustees as follows:

Beginning Sept 1, 2009 and continuing for three years, the Minnesota State
University Moorhead agrees to pay at a rate, not to exceed \$12.80 per semester credit, for each
student teacher placed in the above named school district. (Rate subject to change
should financial exigency warrant such action.)

The school district agrees to supply to the student teacher opportunity to work in a
teaching-learning situation cooperatively with a teacher certified at standards equal or
superior to the regulations of the State of Minnesota during the student teaching
assignment.

Independent School District No. _____
of _____ County, Mn _____

by _____
(Chairman)

(Clerk)

DATE _____

Recommended for approval

Minnesota State University Moorhead

By _____
(President)

RESOLUTION OF SCHOOL DISTRICT

Be it resolved, that this school district enter into an agreement with the State of Minnesota, MnSCU Board of Trustees, for the purpose of providing student teaching experiences for students from Minnesota State University Moorhead. Be it further resolved, that the chairman and clerk be and they hereby are authorized to execute such agreement.

CERTIFICATION

State of Minnesota

County of _____

I hereby certify that the foregoing resolution is a true and correct copy of resolution adopted by the board of Independent School District No. _____, located at _____, _____, at a duly authorized meeting thereof held on the _____ day of _____, as shown by the minutes of said meeting.

(Clerk)

(SEAL)

RESOLUTION OF SCHOOL DISTRICT

Be it resolved, that this school district enter into an agreement with the State of Minnesota, MnSCU Board of Trustees, for the purpose of providing student teaching experiences for students from Minnesota State University Moorhead. Be it further resolved, that the chairman and clerk be and they hereby are authorized to execute such agreement.

CERTIFICATION

State of Minnesota

County of _____

I hereby certify that the foregoing resolution is a true and correct copy of resolution adopted by the board of Independent School District No. ____, located at _____, _____, at a duly authorized meeting thereof held on the _____ day of _____, as shown by the minutes of said meeting.

(Clerk)

(SEAL)

STATE OF MINNESOTA
MnSCU BOARD OF TRUSTEES
STUDENT TEACHING AGREEMENT

Independent School District No. _____ of _____ County, located
at _____ agrees with the State of Minnesota, acting through the MnSCU Board of
Trustees as follows:

Beginning Sept 1, 2009 and continuing for three years, the Minnesota State
University Moorhead agrees to pay at a rate, not to exceed \$12.80 per semester credit, for each
student teacher placed in the above named school district. (Rate subject to change
should financial exigency warrant such action.)

The school district agrees to supply to the student teacher opportunity to work in a
teaching-learning situation cooperatively with a teacher certified at standards equal or
superior to the regulations of the State of Minnesota during the student teaching
assignment.

Independent School District No. _____
of _____ County, Mn _____

by _____
(Chairman)

(Clerk)

DATE _____

Recommended for approval

Minnesota State University Moorhead

By _____
(President)

AGENDA ITEM: Tentative Agreements – 2009-11 Contract
White Bear Lake Principals' Association

MEETING DATE: May 10, 2010

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON: Christina Picha, Director of Human Resources
Peter Willcoxon, Sr., Executive Director of Business Services

BACKGROUND:

The District has reached a tentative agreement with the White Bear Lake Principals' Association for the 2009-11 fiscal contract years.

The Board has received in its previous Correspondence details of the tentative agreement.

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

RECOMMENDATION:

Approve the proposed 2009-11 Master Agreement with the White Bear Lake Principals' Association by passing the following resolution.

RESOLUTION:

WHEREAS, the parties have reached tentative agreement on the 2009-2011 contract;

WHEREAS, the association has ratified the contract;

THEN BE IT HEREBY RESOLVED that the School Board of Independent School District 624 approves the 2009-2011 agreement and authorizes the Chair and Clerk to execute the agreement on behalf of the School Board.

AGENDA ITEM: Proposed 2009-11 Salary Rates
For Positions Not Affiliated With a Bargaining Unit

MEETING DATE: May 10, 2010

SUGGESTED DISPOSITION: Action

CONTACT PERSON(S): Christina Picha, Director of Human Resources
Pete Willcoxon Sr., Executive Director of Business Services

BACKGROUND:

The District has a few employees that are not associated with any bargaining groups recognized by the Bureau of Mediation.

Traditionally, salary rates for these employees are taken to the Board for action when all of the rest of the bargaining units have settled. (This will complete negotiations with all District employees for the school years 2009-10 and 2010-11.)

The Board has received in its previous correspondence the salaries or salary rates for these professional employees.

Chris Picha and Pete Willcoxon will be available to answer questions.

RECOMMENDATION:

Approve the proposed salaries and/or salary rates for positions not affiliated with a bargaining group.

AGENDA ITEM: Proposed 2009-11 Salary Rates
For Cabinet

MEETING DATE: May 10, 2010

SUGGESTED DISPOSITION: Action

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

BACKGROUND:

In additional to the collective bargaining groups which have already been approved by the School Board or are listed in this evening agenda, the district has eight Cabinet members. The positions are as follows:

- Executive Director of Business Services
- Director of Community Services and Recreation
- Director of Curriculum and Assessment
- Director of Human Resources
- Director of Schools
- Director of Special Services
- Director of Teaching and Learning
- Communications Coordinator

Recommendations for health insurance restructuring and compensation for this group are consistent with the pattern set with the other employee groups. The Board has received in its previous correspondence the salaries or salary rates for Cabinet members. Superintendent Michael Lovett will be available to answer questions.

RECOMMENDATION:

Approve the proposed 2009-11 compensation packet for the cabinet positions listed above.