

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

February 9, 2009

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: February 4, 2009

A meeting of the White Bear Lake Area School Board will be held on **Monday, February 9, 2009** 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 8-40
 - c) Correspondence
 - d) Acceptance of Gifts – pages 41-46
 - e) Approve Field Trips – page 47
 - f) Terminations – Retirements – Resignations – pages 48-49
 - g) Leaves of Absence – page 50
 - h) New Personnel – page 50

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. Superintendent's Report – page 51

D. DISCUSSION ITEMS

1. Installation of Synthetic Turf and Resurfacing of Existing Track at South Campus – pages 52-59
2. First Reading of School Board Policy 203.5, School Board Meeting Agenda – pages 60-61
3. First Reading of School Board Policy 204, School Board Meeting Minutes – pages 62-66
4. First Reading of School Board Policy 210, Conflict of Interest – School Board Members – pages 67-71
5. First Reading of School Board Policy 506, School Discipline Code – pages 72-101
6. First Reading of School Board Policy 720, Vending Machines – pages 102-105
7. First Reading of School Board Policy 802, Disposition of Obsolete Equipment and Material – pages 106-110

E. OPERATIONAL ITEMS

1. Action on Proposed 2009-2010 School Calendar – pages 111-117
2. Action on Project Lead the Way Grant – page 118
3. Accept STEM Mini-Grants from H.B. Fuller – page 119
4. Second Reading of School Board Policy 417, Chemical Use and Abuse – pages 120-127
5. Second Reading of School Board Policy 530, Immunization Policy – pages 128-135
6. Award of Bids – Lakeaires Elementary School HVAC Improvements – pages 136-148
7. Award of Bids – Lincoln Elementary School HVAC Improvements – pages 149-158
8. Award of Bids – South Campus Pavement Replacement Project – pages 159-162
9. Resolution approving submittal to the Commissioner of Education for Review and Comment – page 163

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **February 9, 2009**
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.

**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, January 12, 2009 at 7:00 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEM

- 1 Lovett called the meeting to order at 7:00 p.m.
2. Roll Call- Present: Swanson, Hiniker, Larson, Newberg, Parsons, Storey
Note: Kimball arrived at 7:35 p.m.
Ex-Officio: Lovett
Cabinet: Present – Daniels, Pope, Willcoxon
3. Pledge of Allegiance
4. Reorganization of the School Board
 - A. The Superintendent called for nominations for Board Chair. Parsons nominated Larson. There were no further nominations and a unanimous ballot was cast for Larson. ***Voice vote: all ayes. Motion carried. Larson assumed the Chair.***
 - B. Nominations were opened for the position of Vice-Chair. Storey nominated Swanson. There were no further nominations and a unanimous ballot was cast for Swanson. ***Voice vote: all ayes. Motion carried.***
 - C. Nominations were opened for Treasurer. Newberg nominated Hiniker. There were no further nominations and a unanimous ballot was cast for Hiniker. ***Voice vote: all ayes. Motion carried.***
 - D. Nominations were opened for the position of Board Clerk. Hiniker nominated Storey. There were no further nominations and a unanimous ballot was cast for Storey. ***Voice vote: all ayes. Motion carried.***
5. Swanson moved, Hiniker seconded to approve the agenda as presented. ***Voice vote: all ayes. Motion carried.***
6. Newberg moved, Parsons seconded to approve the consent agenda consisting of:
 - approval of minutes of regular meeting on December 8, 2008;
 - 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;
 - field trip approved;
 - passage of resolution to approve personnel issues to include:
 - Resignations – Community Services – Amy C. Anderson effective: 12/26/08
 - Unpaid Child-Care Leave– Professional Staff – Amy Anderson from 12/08 through 12/19/08.

- Unpaid Child-Care Leave – Certified Staff – Kathleen Jensen, elementary teacher, from 12/08/08 through 12/19/08; Fawnda Norman, mathematics teacher, from 01/07/09 through 6/17/09; Jessica Pluim, elementary teacher, from 02/03/09 through 6/17/09; Cha Vang, elementary teacher, from 12/15/08 through 12/19/08.
 - New Personnel – Professional Staff – Amy Anderson, Schools/Healthy Student Grant Facilitator, effective 1/5/09.
 - New Personnel – Certified staff – Jill Farrell, Language Arts Teacher, effective 12/15/08;
 - Donna Staruck, Speech Clinician, effective 01/13/09.
 - Approval of Individual Employment Agreements for At-Will Employees
- Roll call vote: ayes: Swanson, Hiniker, Larson, Newberg, Parsons, Storey; nays – none. Motion carried.***

B. PUBLIC FORUM – Matthew Smith, a resident of Maplewood, spoke to the need for more information on websites that can help parents with their student’s math curriculum. He would like to be able to help his student and challenge him with additional math help at home. Dr. Lovett suggested that he meet with Mr. Smith to discuss this further.

C. INFORMATION ITEMS

1. Superintendent’s Report – Dr. Lovett provided an update on recent materials that have been made available to parents and our community. They include: District Annual Report, Kindergarten Registration brochure, and registration guides for both Middle School and High School. All have been well received. Dr. Lovett congratulated Ellen Duthoy who recently received a perfect ACT score of 36. Ellen will graduate this year from White Bear Lake South Campus. She has recently been profiled throughout the media. Prior to tonight’s meeting the Board and Administration recognized our AP Scholars from both the graduating classes of 2008 and 2009 during a ceremony and reception. ALC graduation will be held on January 29 at 6:30 p.m. at the ALC. Open Houses for prospective students and current families have been held during the past week and continue. Please check the district website or call for more information.

D. DISCUSSION ITEMS

1. 2009 – 2010 School Calendar – Elsa Pope, Human Resources Manager, in Dr. Jill Thelen’s absence, presented an overview of the proposed 2009-2010 school calendar. She advised that this will be an Operational Item on the February Board agenda. Ms. Pope explained the process used which included considerations for state statutes, School Board directives, bargaining agreements, MCA testing dates and transportation needs. Administration, staff and a parent group were included in the discussion.
2. First Reading of School Board Policy #417 – Chemical Use and Abuse – The updates provided are recommended by MSBA (Minnesota School Board Association) and place us in line with Districts across the state. This is the first update of this policy in four year.
3. First Reading of School Board Policy #530 – Immunization Policy and Procedures – Again, the updates are recommended by MSBA. The Administrative procedures included in the update are for Board information only and not a part of the approval process.

E. OPERATIONAL ITEMS

1. Hiniker moved, Storey seconded to approve the School Board meeting dates for 2009 to include the resolution to hold a School Board meeting on October 12, 2009. ***Voice vote: all ayes; nays – none. Motion carried.***
2. Parsons moved, Newberg seconded to approve the 2009 School Board Operating Procedures. ***Voice vote: all ayes; nays – none. Motion carried.***
3. Storey moved, Newberg seconded to approve the School Board members Compensation for 2009. ***Roll call vote: ayes: Swanson, Hiniker, Larson, Newberg, Parsons, Storey; nays – none. Motion carried.***
4. Newberg moved, Hiniker seconded to approve the School Board Committee assignments for 2009. The suggestion by Storey to merge the Early Childhood Parent Advisory Liaison with the ECFE Building Liaison was accepted. ***Voice vote: all ayes; nays – none. Motion carried. Note: George Kimball arrived during this discussion and was included in this vote.***
5. Swanson moved, Kimball seconded to nominate Parsons as representative to the Northeast Intermediate School District 916 District's Board. ***Roll call vote: ayes: Swanson, Hiniker, Kimball, Larson, Newberg, Parsons, Storey; nays – none. Motion carried.***
6. Parsons moved, Hiniker seconded to nominate Swanson as representative to the East Metro Integration District 6067 Joint Powers Board. ***Roll call vote: ayes: Swanson, Hiniker, Kimball, Larson, Newberg, Parsons, Storey; nays – none. Motion carried.***
7. Hiniker moved, Storey seconded to approve the Official Depositories for School District Funds and Authorized Bank Accounts and Signatures. ***Roll call vote: ayes: Swanson, Hiniker, Kimball, Larson, Newberg, Parsons, Storey; nays – none. Motion carried.***
8. Kimball moved, Swanson seconded to appoint the *White Bear Press* as the official publication for the school district. ***Roll call vote: ayes: Swanson, Hiniker, Kimball, Larson, Newberg, Parsons, Storey; nays – none. Motion carried.***
9. Newberg moved, Hiniker seconded to approve the membership in the Minnesota State High School League for 2009-2010. ***Roll call vote: ayes: Swanson, Hiniker, Kimball, Larson, Newberg, Parsons, Storey; nays – none. Motion carried.***
10. Storey moved, Larson seconded to approve Dave Guenther as the Election Clerk for 2009. ***Roll call vote: ayes: Swanson, Hiniker, Kimball, Larson, Newberg, Parsons, Storey; nays – none. Motion carried.***
11. Newberg moved, Hiniker seconded to approve the 2009-2010 school times. ***Voice vote: all ayes; nays – none. Motion carried.***

F. BOARD FORUM

Student Representative to the Board Bill Haugen thanked the Board and Administration for listening to and communicating with students in a positive way. He referred specifically to concerns students had with the 6-period day. Dr. Lovett commented that Haugen was instrumental in helping to connect students and Administration to discuss these concerns. Parsons advised that the MSBA Leadership Conference was being held this Thursday, January 15-16. Kimball congratulated David Nadeau whose University of Minnesota Duluth football team recently won the Division II National Championship. David is a 2008 White Bear graduate and a starting kicker on the team. His success is a credit to our District and our athletic program.

G. ADJOURNMENT

Parsons moved, Larson seconded to adjourn the meeting at 7:55 p.m.

Submitted by: Cathy Storey

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

A Work Study meeting of the White Bear Lake School Board was held on Monday, January 26, 2009 at 5:30 p.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN 55110.

A. PROCEDURAL ITEM

Larson called the meeting to order at 5:32 p.m.

Roll Call – Present – Swanson, Hiniker, Kimball, Larson, Newberg, Parsons, Storey
Ex-Officio - Lovett
Cabinet: Daniels, Moore, Pope, Thelen, Willcoxon
Communications: Vette

B. DISCUSSION ITEMS

1. Measures of Student Success– Dr. Lovett introduced Ms. Cindy Moore, Director of Curriculum and Assessment and Ms. Madelyne Benson, Assessment and Evaluation. Together they provided an in-depth overview of a variety of measures used in determining student success. This overview included the Assessment plan for 2008-2009 which is composed of District, State and Federal Assessments along with elective student tests (such as ACT, SAT) and the corresponding assessment calendar. 2008 AYP results were discussed in detail along with NCLB Math and Reading targets through 2014 at which time NCLB requires all students to be proficient. In Need of Improvement stages were reviewed for those schools not meeting AYP and details on how AYP is calculated by Cell or Subgroup. Lastly, a listing of north metro district's AP and CIS courses was provided. White Bear Lake Area Schools is now second in the state in its number of CIS offerings and ranks second highest among all nine north metro schools in total AP and CIS course offerings.
2. Review Level II Recommendations for Program Enhancements for 2009-10 School Year – In preparing for the 2009-10 school year, the District has been carefully reviewing current programs and practices in place which have ramifications for staffing and programs. While we await State and Federal funding decisions, we continue to look at ways to improve and innovate either through partnerships or through internal reallocations. Dr. Lovett and Cabinet members present reviewed proposed programmatic adjustments and improvements to include updates on progress being made in each area. Ms. Moore advised the group that a Project Lead the Way Grant has been received which will allow our District to begin implementation of this excellent STEM program over the next three years at both the middle and high school levels. More information will be forthcoming.

3. Update on Facility Partnerships

- a. Athletic Turf Proposal – Mr. Phil Fisher, Building Operations Manager, Mr. Tim Wald, Principal at South Campus and Mr. Bob Jackson, Athletic Director presented a proposal for installing athletic turf at South Stadium beginning this spring. The proposal will be presented for discussion at the February 9, 2009 School Board meeting.
- b. WBBA Basketball Facility Update – Mr. Pete Willcoxon, Executive Director of Business Services, reviewed the most recent proposal from the White Bear Basketball Association concerning the proposed basketball facility to be built at South Campus. Mr. Willcoxon will continue his discussions with the WBBA.
- c. Other Partnerships – Dr. Lovett updated the Board on his most recent conversations with the Y on the Northeast Community Partnership.

C. ADJOURNMENT

Newberg moved; Parsons seconded to adjourn the meeting at 7:50 p.m. Voice vote: *All ayes. Motion carried.*

Submitted by: Cathy Storey, Clerk

Consent Agenda Item A-5(b)
February 9, 2009
School Board Meeting

AGENDA ITEM: Monthly Check Registers

MEETING DATE: February 9, 2009

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 - January

	1/14/2009	1/15/2009	1/28/2009	1/30/2009
Direct Deposit 229609-230888		1,374,286.48		
U.S. Treasury (FICA, Medicare, withholding)		511,052.55		
MN State Income Tax		77,514.66		
WI State Income Tax		3,264.43		
PERA		80,389.66		
TRA		163,830.98		
White Bear Lake Teacher's Association		24,699.79		
State of MN - Unemployment Insurance	6,464.07			
US Bank - Bond Payments			4,227,621.26	
Bremer - Bond Payments			1,726,225.00	
Direct Deposit 230889-232211				1,410,882.23
U.S. Treasury (FICA, Medicare, withholding)				520,412.33
MN State Income Tax				78,807.50
WI State Income Tax				3,265.44
PERA				82,159.01
TRA				165,029.00
White Bear Lake Teacher's Association				24,602.99

Check Nbr	Vendor Name	Check Date	Check Amount
347302	AMPCO SYSTEM PARKING	01/30/2009	51.00
347303	ORPHEUM THEATRE	01/30/2009	763.10
347304	TARGET CENTER	01/30/2009	408.00
347305	XCEL ENERGY	01/30/2009	69,571.53
4	Computer	Check(s) For a Total of	70,793.63

	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	70,793.63
Total For	4	Manual, Wire Tran, ACH & Computer	Checks	70,793.63
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		70,793.63

Check Nbr	Vendor Name	Check Date	Check Amount
347279	AIG	01/26/2009	8,793.41
347280	AMERICAN FUNDS	01/26/2009	64,997.85
347281	AMERICAN UNITED LIFE	01/26/2009	39,718.21
347282	AMERIPRISE	01/26/2009	9,167.54
347283	ANDRAJACK, JAKE	01/26/2009	73.80
347284	AXA EQUITABLE	01/26/2009	6,610.84
347285	ECMC	01/26/2009	182.05
347286	EDUCATION MN ESI BILLING TRUST	01/26/2009	21,584.17
347287	GREATER TWIN CITIES UNITED WAY	01/26/2009	318.00
347288	IUOE #70	01/26/2009	1,936.98
347289	METROPOLITAN LIFE	01/26/2009	3,136.87
347290	MN CHILD SUPPORT	01/26/2009	2,089.75
347291	MN ENVIRONMENTAL FUND	01/26/2009	162.50
347292	NATIONWIDE LEARNING INC	01/26/2009	160.20
347293	ORCHARD TRUST COMPANY	01/26/2009	4,319.21
347294	PITNEY BOWES	01/26/2009	651.00
347295	RAUSCH,STURM, ISRAEL & HORNIK	01/26/2009	19.59
347296	THE ROSE LAW FIRM, PLLC	01/26/2009	37.93
347297	SCHOOL SERVICE EMPLOYEES	01/26/2009	5,567.57
347298	UNITED STATES TREASURY	01/26/2009	78.79
347299	US DEPT OF EDUCATION	01/26/2009	260.28
347300	VANGUARD SMALL BUSINESS SERVIC	01/26/2009	17,663.99
347301	WBLA EDUCATIONAL FOUNDATION	01/26/2009	550.50
23	Computer	Check(s) For a Total of	188,081.03

Check Nbr	Vendor Name	Check Date	Check Amount
341328	ANDRAJACK, JAKE	01/26/2009	73.80
1	Void	Check(s) For a Total of	73.80

	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
	23	Computer	Checks For a Total of	188,081.03
Total For	23	Manual, Wire Tran, ACH & Computer	Checks	188,081.03
Less	1	Voided	Checks For a Total of	73.80
		Net Amount		188,007.23

Check Nbr	Vendor Name	Check Date	Check Amount
346853	1ST LINE/LEEWES VENTURES LLC	01/22/2009	679.00
346854	AARP DRIVER SAFETY PROGRAM	01/22/2009	170.00
346855	AARP DRIVER SAFETY PROGRAM	01/22/2009	290.00
346856	ABILITATIONS	01/22/2009	180.76
346857	ACKERMAN, RON	01/22/2009	70.00
346858	ADAPTIVATION INC	01/22/2009	141.00
346859	ADDY, DAVE	01/22/2009	67.00
346860	ADVANCED WIRELESS COMMUNICATIO	01/22/2009	85.63
346861	ADVANCED GRAPHIC SYSTEMS INC	01/22/2009	69.00
346862	ALBERS MECHANICAL SERVICE INC	01/22/2009	1,458.00
346863	AMAZON	01/22/2009	156.29
346864	AMAZON	01/22/2009	136.61
346865	AMERICAN COLOR GRAPHICS INC	01/22/2009	5,705.20
346866	Vendor Continued Check	01/22/2009	0.00
346867	AMERIPRIDE SERVICES	01/22/2009	528.48
346868	ANDERSON JON C	01/22/2009	551.66
346869	ANDERSON KEVVAN	01/22/2009	67.00
346870	ANDERSON MARGARET M	01/22/2009	1,387.11
346871	APPLIED ENVIRONMENTAL SCI INC	01/22/2009	1,342.82
346872	ARBOR SCIENTIFIC	01/22/2009	116.82
346873	Vendor Continued Check	01/22/2009	0.00
346874	ARCADE ASPHALT CO	01/22/2009	19,025.00
346875	AREVALOS, LORELINE	01/22/2009	3.99
346876	ASCHEMAN, CHARLOTTE M	01/22/2009	28.00
346877	ASPEN PUBLISHERS INC	01/22/2009	300.30
346878	ASTLEFORD INTERNATIONAL TRUCKS	01/22/2009	17.26
346879	AUDIO ENHANCEMENT	01/22/2009	430.00
346880	BABIASH, JENNIFER MAE	01/22/2009	10.00
346881	BARG, MELISSA	01/22/2009	26.40
346882	Vendor Continued Check	01/22/2009	0.00
346883	BARNES & NOBLE	01/22/2009	1,354.06
346884	BARTZ SHARON	01/22/2009	70.00
346885	BATTERIES PLUS	01/22/2009	195.66
346886	BENTLEY JEAN	01/22/2009	44.55
346887	BERNARD FOOD INDUSTRIES INC	01/22/2009	717.06
346888	BERTELSEN CHERYL	01/22/2009	60.80
346889	BERWALD ROOFING CO INC	01/22/2009	30,400.90
346890	BESTPREP	01/22/2009	40.00
346891	BLADE, DAVID	01/22/2009	30.00
346892	BLICK ART MATERIALS	01/22/2009	207.00
346893	BOOTH, KARLA J	01/22/2009	424.00
346894	BOYD, JUANITA	01/22/2009	154.00
346895	BOYER TRUCKS	01/22/2009	1.48
346896	BRADLEY, ROLAND	01/22/2009	154.00
346897	BRENK BARBARA ANN	01/22/2009	41.85
346898	BRICHACEK LISA	01/22/2009	31.95
346899	BRIDGEMEN, MIKE	01/22/2009	47.00
346900	BROTT SUSAN K	01/22/2009	59.95
346901	BRUESKE, KARL A	01/22/2009	74.00
346902	BUESING, EMILIE C	01/22/2009	75.89

Check Nbr	Vendor Name	Check Date	Check Amount
346903	BUREAU OF EDUCATION & RESEARCH	01/22/2009	1,154.00
346904	BURRIS, LEANN K	01/22/2009	70.20
346905	BUTLER PEGGY A	01/22/2009	88.00
346906	CABLES TO GO	01/22/2009	128.99
346907	CALCULATORS INC	01/22/2009	4,240.00
346908	CAMBIUM LEARNING INC	01/22/2009	2,906.36
346909	CARLSON KARL	01/22/2009	70.00
346910	CARTRIDGE CARE	01/22/2009	656.00
346911	CDW GOVERNMENT INC	01/22/2009	239.41
346912	THE CHILDREN'S THEATRE COMPANY	01/22/2009	1,390.00
346913	CHURACK, SUSAN S	01/22/2009	900.00
346914	CINTAS FIRST AID & SAFETY	01/22/2009	153.70
346915	CITI-CARGO & STORAGE CO INC	01/22/2009	285.00
346916	CLASSROOMDIRECT	01/22/2009	726.50
346917	CLOVER SUPER FOODS	01/22/2009	1,784.55
346918	COCA-COLA BOTTLING MIDWEST CO	01/22/2009	4,841.96
346919	COMCAST	01/22/2009	5.27
346920	COMMISSIONER OF EDUCATION	01/22/2009	280.00
346921	CONTINENTAL RESEARCH CORP	01/22/2009	139.80
346922	COOL AIR MECHANICAL	01/22/2009	510.61
346923	COONCE, JEANNIE	01/22/2009	16.95
346924	COPY IMAGES INC	01/22/2009	13,829.21
346925	Vendor Continued Check	01/22/2009	0.00
346926	Vendor Continued Check	01/22/2009	0.00
346927	COPY IMAGES INC	01/22/2009	1,624.75
346928	CORNELIUS, TRINA	01/22/2009	31.50
346929	Vendor Continued Check	01/22/2009	0.00
346930	CORPORATE EXPRESS	01/22/2009	4,402.59
346931	COUNCIL OF ADMINISTRATORS OF S	01/22/2009	200.00
346932	CRISIS PREVENTION INSTITUTE IN	01/22/2009	100.00
346933	CUB FOODS OF WHITE BEAR TWSHP	01/22/2009	1,500.00
346934	CUB FOODS OF WHITE BEAR TWSHP	01/22/2009	109.21
346935	CUMMINS NPOWER LLC	01/22/2009	631.57
346936	DAHL CHRISTINE	01/22/2009	225.00
346937	DAILEY, CAREY	01/22/2009	8.34
346938	Vendor Continued Check	01/22/2009	0.00
346939	Vendor Continued Check	01/22/2009	0.00
346940	Vendor Continued Check	01/22/2009	0.00
346941	DALCO CORPORATION	01/22/2009	10,396.18
346942	DARTS VMS INC	01/22/2009	64.05
346943	DELTA EDUCATION	01/22/2009	19.40
346944	DELTA DENTAL PLAN OF MN	01/22/2009	60,408.60
346945	DEMCO INC	01/22/2009	68.86
346946	Vendor Continued Check	01/22/2009	0.00
346947	Vendor Continued Check	01/22/2009	0.00
346948	Vendor Continued Check	01/22/2009	0.00
346949	Vendor Continued Check	01/22/2009	0.00
346950	DENNESON AUTO PARTS	01/22/2009	2,799.41
346951	DENUCCI, KRISTINA E	01/22/2009	138.53
346952	DERAAD MAX D	01/22/2009	655.58

Check Nbr	Vendor Name	Check Date	Check Amount
346953	DIMEGLIO JOE	01/22/2009	99.92
346954	DISCOUNT SCHOOL SUPPLY	01/22/2009	139.55
346955	DOMINOS PIZZA	01/22/2009	12.98
346956	DOOR SERVICE COMPANY	01/22/2009	1,088.00
346957	DR STEVE KAHN PHD LP & ASSOC	01/22/2009	6,395.61
346958	DVS RENEWAL	01/22/2009	56.25
346959	E.L. REINHARDT COMPANY INC	01/22/2009	243.75
346960	ECKROTH MUSIC	01/22/2009	238.71
346961	ECOLAB	01/22/2009	466.92
346962	ELECTRIC MOTOR REPAIR	01/22/2009	805.03
346963	EMANUEL, LOU	01/22/2009	67.00
346964	ERICKSON, CHERYL	01/22/2009	25.00
346965	ESKOW LYNN	01/22/2009	281.98
346966	ESPESETH JERI	01/22/2009	34.00
346967	ESSENTIAL SKILLS SOFTWARE	01/22/2009	220.95
346968	ESTHERVILLE LINCOLN CENTRAL	01/22/2009	2,392.52
346969	EYE ON EDUCATION	01/22/2009	45.95
346970	FASTENAL COMPANY	01/22/2009	79.63
346971	FEDEX	01/22/2009	41.80
346972	FEHR, ABIGAIL L	01/22/2009	70.33
346973	FERRELLGAS	01/22/2009	236.72
346974	FESTIVAL FOODS-KNOWLAN'S	01/22/2009	2,005.28
346975	FINK AVIS	01/22/2009	40.00
346976	FIRSTGROUP AMERICA	01/22/2009	115,519.84
346977	FLAGHOUSE INC	01/22/2009	4,754.60
346978	FLINN SCIENTIFIC CO	01/22/2009	592.79
346979	FREBURG, BETH R	01/22/2009	110.59
346980	FREE SPIRIT PUBLISHING CO	01/22/2009	37.85
346981	FREMONT INDUSTRIES INC	01/22/2009	301.00
346982	FRENCH, ROGER F	01/22/2009	247.00
346983	FROGUTS INC	01/22/2009	1,315.00
346984	G&K SERVICES	01/22/2009	126.70
346985	G&K SERVICES	01/22/2009	74.89
346986	G&K SERVICES	01/22/2009	902.09
346987	GALLAGHERS NORTHWESTERN TIRE C	01/22/2009	1,334.65
346988	GAMBONI, RICHARD A	01/22/2009	179.14
346989	GEARMAN, MIKE	01/22/2009	67.00
346990	GENE'S SERVICE	01/22/2009	121.54
346991	GENERAL SECURITY SERVICES CORP	01/22/2009	4,042.54
346992	GENUINE PARTS COMPANY-MPLS (NA	01/22/2009	51.34
346993	GEPHART TRUCKING	01/22/2009	3,543.75
346994	GERMAN BOOK CENTER NA INC	01/22/2009	18,279.54
346995	GERTEN, JIM	01/22/2009	77.50
346996	GESE SANDRA	01/22/2009	100.32
346997	GOETZ, THOMAS	01/22/2009	67.00
346998	GOLDCOM INC	01/22/2009	46.19
346999	GONSIOR, GREGG	01/22/2009	352.00
347000	GOPHER	01/22/2009	265.13
347001	GPN	01/22/2009	44.95
347002	Vendor Continued Check	01/22/2009	0.00

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347003	GRAINGER	01/22/2009	3,193.19
347004	GRAMS, SCOTT	01/22/2009	67.00
347005	GRANDMA'S BAKERY INC	01/22/2009	74.38
347006	GRAY ERIC V	01/22/2009	67.00
347007	GREEN ACRES RECREATION	01/22/2009	410.00
347008	GREEN, BARBARA J	01/22/2009	414.74
347009	GREEN, JILL	01/22/2009	15.00
347010	GREENWALD, NORA K	01/22/2009	54.00
347011	GREGORY, COURT	01/22/2009	196.00
347012	GREGORY, GARY	01/22/2009	432.00
347013	GRIPENTROG TRACY	01/22/2009	260.00
347014	GRITZMACHER SHAWN	01/22/2009	151.88
347015	GROTH MUSIC CO	01/22/2009	238.14
347016	GUENTHER DAVID A	01/22/2009	90.00
347017	GUGGISBERG, ANGELA	01/22/2009	132.00
347018	GULLICK, DANIEL E	01/22/2009	30.81
347019	HAFEMEYER, BRUCE	01/22/2009	103.00
347020	HALLBERG ENGINEERING	01/22/2009	86,762.50
347021	HAMMEKEN, GRACIELA E	01/22/2009	387.56
347022	HANSON MARILYN	01/22/2009	80.00
347023	HASSEL, TIM	01/22/2009	47.00
347024	HAWKINSON, STEVEN A	01/22/2009	59.98
347025	HEALTHPARTNERS	01/22/2009	1,118,144.68
347026	HEANEY CYNTHIA	01/22/2009	28.70
347027	HEINEMANN-RAINTREE	01/22/2009	24.84
347028	HOBY-HUGH O'BRIEN YOUTH LEADER	01/22/2009	150.00
347029	HODD ROY	01/22/2009	159.80
347030	Vendor Continued Check	01/22/2009	0.00
347031	HOGLUND BUS COMPANY	01/22/2009	969.60
347032	HOUGHTON MIFFLIN COMPANY LLC	01/22/2009	132,498.23
347033	HSBC BUSINESS SOLUTIONS	01/22/2009	68.32
347034	HSBC BUSINESS SOLUTIONS	01/22/2009	84.99
347035	HUBERT COMPANY	01/22/2009	112.45
347036	HUGO CITY OF	01/22/2009	1,355.29
347037	IMMEL COLLEEN	01/22/2009	295.00
347038	INNOVATIVE OFFICE SOLUTIONS	01/22/2009	2,364.24
347039	INSTITUTE FOR EDUCATIONAL DEV	01/22/2009	398.00
347040	INTEGRA TELECOM	01/22/2009	299.43
347041	ISD #742 ST CLOUD AREA SCHOOLS	01/22/2009	6,743.64
347042	ISD #834 STILLWATER AREA SCHOO	01/22/2009	593.34
347043	ISD #917	01/22/2009	920.20
347044	JACKSON ROBERT	01/22/2009	1,849.02
347045	JACOBSEN, DANA	01/22/2009	47.00
347046	JOHN HENRY FOSTER MINNESOTA	01/22/2009	274.69
347047	JOHNSON, GERALD	01/22/2009	74.00
347048	JOHNSON, SADIE R	01/22/2009	60.09
347049	JUSTICE, JOSEPH O	01/22/2009	308.00
347050	JW PEPPER & SON INC	01/22/2009	235.99
347051	KATH COMPANIES	01/22/2009	22,348.40
347052	KEARN BARBARA	01/22/2009	112.21

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347053	KEARNEY, TINA	01/22/2009	10.00
347054	KELLER KARLA	01/22/2009	178.86
347055	KENDALL, TODD	01/22/2009	165.00
347056	KIMBALL MIDWEST	01/22/2009	266.18
347057	KINDLIEN, CYNTHIA J	01/22/2009	112.93
347058	KITTELSON LOU ANN	01/22/2009	37.44
347059	KITTS HARRY	01/22/2009	249.40
347060	KLEIST, AMY JO	01/22/2009	68.80
347061	KMPARTS.COM INC	01/22/2009	305.20
347062	KOECKERITZ JEANNE	01/22/2009	89.38
347063	KOLEGAS, KATHRYN J	01/22/2009	134.84
347064	KOWALSKI'S MARKET	01/22/2009	131.19
347065	KROCAK NANCY J	01/22/2009	147.97
347066	KRONSCHNABEL WILLIAM M	01/22/2009	71.00
347067	KULLY SUPPLY COMPANY	01/22/2009	781.25
347068	LACASSE KIM S	01/22/2009	161.89
347069	LAKE COUNTRY BOOKSELLERS	01/22/2009	138.29
347070	LAMWERS, LINDSAY M	01/22/2009	41.90
347071	LANGUAGE LINE SERVICES	01/22/2009	122.07
347072	LARSON ENGINEERING INC	01/22/2009	4,802.00
347073	LAW, DAVID W	01/22/2009	53.71
347074	LEIGH ANNETTA K	01/22/2009	1,189.04
347075	LERNER PUBLISHING GROUP	01/22/2009	532.40
347076	LIGHTING PLASTICS OF MN INC	01/22/2009	552.65
347077	LINDEMER BARBARA	01/22/2009	57.79
347078	LOCH STACEY	01/22/2009	130.90
347079	LONG LAKE CONSERVATION CENTER	01/22/2009	13,779.00
347080	LORENCE, JOHN	01/22/2009	217.50
347081	LOVETT, MICHAEL J	01/22/2009	320.11
347082	L T G POWER EQUIPMENT	01/22/2009	624.82
347083	MADISON NATIONAL LIFE INS CO I	01/22/2009	54,969.86
347084	MADISON, PAUL	01/22/2009	308.00
347085	MALLOY/MONTAGUE/KARNOWSKI & CO	01/22/2009	14,202.00
347086	MARCROFT PATRICIA L	01/22/2009	118.75
347087	MARK CUSTOM RECORDING	01/22/2009	365.00
347088	MARSHALL CAVENDISH CORP	01/22/2009	260.95
347089	MATH SOLUTIONS	01/22/2009	302.02
347090	MAYER, ANTHONY G	01/22/2009	220.17
347091	MCCORMICK JUDY	01/22/2009	93.60
347092	MC DONOUGH'S WATERJETTING AND	01/22/2009	438.75
347093	MCKUSICK, JON	01/22/2009	67.00
347094	MCTMAHON MARGARET	01/22/2009	352.51
347095	MEDALLION ELECTRIC	01/22/2009	4,493.32
347096	MERCURY OFFICE SUPPLY	01/22/2009	73.62
347097	METRO ECSU	01/22/2009	750.00
347098	METRO ECSU	01/22/2009	15.00
347099	METRO ECSU	01/22/2009	35.00
347100	METRO ECSU	01/22/2009	405.00
347101	MIC SERVICES LLC	01/22/2009	1,979.25
347102	MIDWEST BUS PARTS INC	01/22/2009	398.55

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347103	Vendor Continued Check	01/22/2009	0.00
347104	Vendor Continued Check	01/22/2009	0.00
347105	MINVALCO INC	01/22/2009	4,923.45
347106	MN ASSOC OF SECONDARY SCHOOL P	01/22/2009	350.00
347107	MN ASSOC FOR CHILDREN'S MENTAL	01/22/2009	118.00
347108	MN ELEVATOR INC	01/22/2009	258.31
347109	MN MOBILE TELEPHONE CO INC	01/22/2009	99.00
347110	MN PSYCHOLOGICAL ASSOC	01/22/2009	50.00
347111	MN SCHOOL HEALTH EDUCATION CON	01/22/2009	115.00
347112	MOBILE RADIO ENGINEERING INC	01/22/2009	820.00
347113	MONSON, SHARON	01/22/2009	45.00
347114	Vendor Continued Check	01/22/2009	0.00
347115	MOORHEAD MACHINERY & BOILER CO	01/22/2009	7,587.92
347116	MOULTON DAVID, PIANO TECHNICIA	01/22/2009	160.00
347117	MROZ, GORDY	01/22/2009	67.00
347118	MULTI-SOURCE CONSULTANT LLC	01/22/2009	488.00
347119	NARDINI FIRE EQUIPMENT CO INC	01/22/2009	58.80
347120	NATL ASSOC OF SECONDARY SCHOOL	01/22/2009	55.00
347121	NATL MAH JONGG LEAGUE INC	01/22/2009	21.00
347122	NCS PEARSON INC	01/22/2009	792.00
347123	NELSON, KYLE WD	01/22/2009	264.00
347124	NELSON SUSAN	01/22/2009	70.57
347125	NELSON, TIMOTHY	01/22/2009	74.00
347126	NEWHOUSE, ANDREA	01/22/2009	6.99
347127	NORBY ERICK D	01/22/2009	67.00
347128	NORTH CAMPUS STUDENT ACTIVITY	01/22/2009	798.00
347129	NORTH CENTRAL TRUCK EQUIPMENT	01/22/2009	68.16
347130	NORTH RAMSEY CHAPTER #8	01/22/2009	12.00
347131	NORTHEAST YMCA	01/22/2009	6,953.82
347132	NORTHEAST METRO INTERMEDIATE D	01/22/2009	16,702.68
347133	NORTHERN VOICES	01/22/2009	9,568.80
347134	NORTHLAND MECHANICAL CONTRACTO	01/22/2009	8,889.80
347135	NORTHWEST CAMERA & VIDEO	01/22/2009	150.00
347136	NOW MICRO INC	01/22/2009	171.26
347137	OFFICE DEPOT	01/22/2009	416.63
347138	OLSON, J B	01/22/2009	124.00
347139	OMNIGRAPHICS INC	01/22/2009	63.56
347140	ON SITE SANITATION INC	01/22/2009	222.97
347141	ORANGE TREE EMPLOYMENT SCREENI	01/22/2009	167.30
347142	ORIGINS	01/22/2009	143.13
347143	ORKIN INC	01/22/2009	121.46
347144	OXYGEN SERVICE CO INC	01/22/2009	17.67
347145	PADELFOORD PACKET BOAT CO	01/22/2009	425.00
347146	PAI, ANANTH P	01/22/2009	340.00
347147	PAN-O-GOLD	01/22/2009	2,654.42
347148	PAPA MURPHY'S	01/22/2009	111.85
347149	PAR INC	01/22/2009	331.17
347150	PARK SQUARE THEATRE	01/22/2009	1,692.00
347151	Vendor Continued Check	01/22/2009	0.00
347152	Vendor Continued Check	01/22/2009	0.00

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347153	PEARSON MECHANICAL SERVICES IN	01/22/2009	40,517.55
347154	PETERSON TERRY P	01/22/2009	74.00
347155	PETTY CASH	01/22/2009	99.00
347156	PETTY CASH	01/22/2009	300.00
347157	PETTY CASH	01/22/2009	45.00
347158	PIONEER PRESS	01/22/2009	109.72
347159	PITLICK GREG	01/22/2009	1,028.43
347160	PITNEY BOWES PURCHASE POWER	01/22/2009	86.63
347161	PLASTER MARK A	01/22/2009	105.63
347162	POKORNY MARY	01/22/2009	173.23
347163	POSTMASTER	01/22/2009	42.00
347164	PRAXAIR DISTRIBUTION INC	01/22/2009	157.84
347165	PREMIER LIGHTING INC	01/22/2009	1,847.95
347166	PRESS PUBLICATIONS	01/22/2009	56.00
347167	PRESS PUBLICATIONS	01/22/2009	84.90
347168	PRESSELLER TRACY	01/22/2009	40.00
347169	R & R SPECIALTIES INC	01/22/2009	373.88
347170	R-B FOODS INC	01/22/2009	450.91
347171	RAMSEY COUNTY	01/22/2009	403.68
347172	RAMSEY COUNTY LEAGUE OF LOCAL	01/22/2009	100.00
347173	RAMSEY COUNTY PARKS/REC DEPT	01/22/2009	10,080.00
347174	RAMSEY COUNTY PARKS/REC DEPT	01/22/2009	16,190.72
347175	RATLIFF GERALD	01/22/2009	80.73
347176	RATWIK ROSZAK & MALONEY PA	01/22/2009	280.00
347177	REASON	01/22/2009	50.00
347178	REIN, JOSEPH	01/22/2009	132.00
347179	REIOUX, PATRICIA	01/22/2009	38.00
347180	RENAISSANCE LEARNING INC	01/22/2009	20.00
347181	RESTOCKIT.COM	01/22/2009	245.66
347182	RHODY BILL	01/22/2009	124.00
347183	RING, SARA	01/22/2009	21.93
347184	RM COTTON COMPANY	01/22/2009	3,455.00
347185	ROACH DENNIS	01/22/2009	71.00
347186	ROCKFORD, KRISTY	01/22/2009	170.00
347187	ROGER VADNAIS PLUMBING	01/22/2009	165.00
347188	ROSS RESOURCES	01/22/2009	120.00
347189	ROURKE PUBLISHING LLC	01/22/2009	654.70
347190	RUDDYS RENTAL EQUIPMENT	01/22/2009	39.52
347191	S & T OFFICE PRODUCTS INC	01/22/2009	129.82
347192	SAFETY-KLEEN CORP	01/22/2009	198.35
347193	SALLIOTTE SEWING CO	01/22/2009	83.90
347194	SAM'S CLUB	01/22/2009	237.04
347195	SARGENT-WELCH	01/22/2009	2,318.06
347196	SCAN AIR FILTER INC	01/22/2009	903.31
347197	SCANTRON CORPORATION	01/22/2009	332.88
347198	SCHARBER & SONS	01/22/2009	59.57
347199	SCHERMAN, CATHERINE M	01/22/2009	188.59
347200	SCHMEICHEL, RUSS	01/22/2009	67.00
347201	SCHMID, BRIAN	01/22/2009	67.00
347202	SCHOELLER, JOSEPH SCOTT	01/22/2009	175.70

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347203	SCHOLASTIC INC	01/22/2009	3,181.60
347204	SCHOOL PROJECT	01/22/2009	1,809.60
347205	SCHOOL SPECIALTY PUBLISHING	01/22/2009	71.20
347206	SCHROEDER MILK CO INC	01/22/2009	20,913.42
347207	SCHUMER PAT	01/22/2009	67.00
347208	SCHWAB-VOLLHABER-LUBRATT	01/22/2009	510.60
347209	SCIENCE MUSEUM OF MINNESOTA	01/22/2009	636.00
347210	SEELING ROGER	01/22/2009	20.80
347211	SEEVER GRAY	01/22/2009	130.00
347212	SENTRY SYSTEMS INC	01/22/2009	2,124.20
347213	SEXTON PRINTING	01/22/2009	13,785.21
347214	SHIE JEFFREY R	01/22/2009	124.00
347215	SIEBENALER, KEVIN R	01/22/2009	40.95
347216	SIMPSON, JOHN	01/22/2009	74.00
347217	SKYWARD INC	01/22/2009	230.00
347218	SMITH, CHERYL A	01/22/2009	43.92
347219	SNEDEN, JENNIFER	01/22/2009	70.00
347220	SNELL MICHAEL M	01/22/2009	85.00
347221	SOUNDBYTES	01/22/2009	26.00
347222	SOUTH CAMPUS STUDENT ACTIVITY	01/22/2009	352.50
347223	SPECIAL PAY TRUST	01/22/2009	68,625.99
347224	ST CROIX RIVER EDUCATION DISTR	01/22/2009	550.00
347225	ST JOHNS UNIVERSITY	01/22/2009	75.00
347226	STATE SUPPLY CO	01/22/2009	3,332.52
347227	STILLWATER AREA PUBLIC SCHOOLS	01/22/2009	147.00
347228	STRANDELL, KRISTEN	01/22/2009	70.00
347229	STREAMLINE DESIGN INC	01/22/2009	394.00
347230	STRINGER BUSINESS SYSTEMS INC	01/22/2009	163.86
347231	Vendor Continued Check	01/22/2009	0.00
347232	STUDY ISLAND	01/22/2009	14,782.22
347233	SUMMIT LEARNING	01/22/2009	4,404.00
347234	SVAC, NICK	01/22/2009	206.00
347235	TAMARACK NATURE CENTER	01/22/2009	100.00
347236	TAUTGES, LYNSEY K	01/22/2009	310.64
347237	TDS METROCOM - MN	01/22/2009	6,826.92
347238	TEACHERS COLLEGE PRESS	01/22/2009	60.78
347239	TEGG SHELLY	01/22/2009	47.00
347240	TESSMER, SHANE	01/22/2009	132.00
347241	THELEN JILL ANNE	01/22/2009	180.00
347242	THREE RIVERS PARK DISTRICT	01/22/2009	189.20
347243	THUNDER COMMUNICATIONS DESIGN	01/22/2009	300.00
347244	TIERNEY BROTHERS INC	01/22/2009	932.50
347245	TOLONEN CLAY	01/22/2009	103.13
347246	TOUSSAINT JANEL PHYLLIS	01/22/2009	71.01
347247	TRADE PRESS LITHOGRAPHERS INC	01/22/2009	374.00
347248	TRANE US INC	01/22/2009	403.50
347249	TRI STATE BOBCAT	01/22/2009	119.28
347250	UNIVERSITY OF MINNESOTA	01/22/2009	715.00
347251	UNIVERSITY OF MINNESOTA-MORRIS	01/22/2009	600.00
347252	UNIVERSITY OF MN PRINTING SERV	01/22/2009	2,755.00

Check Nbr	Vendor Name	Check Date	Check Amount
347253	VADNAIS HEIGHTS (CITY OF)	01/22/2009	1,451.15
347254	VANDERWOOD, KATHERINE	01/22/2009	3.95
347255	VERIZON WIRELESS	01/22/2009	34.24
347256	VETTE, MARISA AA	01/22/2009	141.42
347257	VIKING ELECTRIC SUPPLY	01/22/2009	2,411.01
347258	VIKING INDUSTRIAL CENTER	01/22/2009	129.80
347259	WALZ, RICK	01/22/2009	74.00
347260	WHITE BEAR DODGE	01/22/2009	147.20
347261	WHITE BEAR LOCKSMITH INC	01/22/2009	61.60
347262	WHITE BEAR LAKE CITY	01/22/2009	174.75
347263	WHITE BEAR LAKE EMERGRNCY FOOD	01/22/2009	300.00
347264	WHITE BEAR LAKE ROTARY CLUB	01/22/2009	200.00
347265	WEDELL THERESA	01/22/2009	216.45
347266	WEST PAYMENT CENTER	01/22/2009	168.00
347267	WHISLER, ERIC	01/22/2009	71.00
347268	WHITCOMB, JACLYN ANN	01/22/2009	92.62
347269	WILDER, KATHLEEN A	01/22/2009	93.25
347270	WILLIAMS, LAURA L	01/22/2009	693.30
347271	XCEL ENERGY	01/22/2009	455.83
347272	XEROX CORPORATION	01/22/2009	280.46
347273	XEROX CORPORATION	01/22/2009	943.30
347274	XIONG, XUE	01/22/2009	50.10
347275	YOUNG REMBRANDTS	01/22/2009	3,000.00
347276	YOUTH SERVICES INTERNATIONAL	01/22/2009	1,722.00
347277	ZAHRADKA BOB	01/22/2009	67.00
347278	ZAPPA'S SPORTING GOODS	01/22/2009	892.00
426	Computer	Check(s) For a Total of	2,156,352.10

Check Nbr	Vendor Name	Check Date	Check Amount
346570	EVAN-MOOR	01/22/2009	59.98
346723	RAMSEY COUNTY PARKS/REC DEPT	01/22/2009	28,625.00
2	Void	Check(s) For a Total of	28,684.98

	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
	426	Computer	Checks For a Total of	2,156,352.10
Total For	426	Manual, Wire Tran, ACH & Computer	Checks	2,156,352.10
Less	2	Voided	Checks For a Total of	28,684.98
			Net Amount	2,127,667.12

Check Nbr	Vendor Name	Check Date	Check Amount
346848	THE BOOMERANG PROJECT	01/16/2009	4,000.00
346849	ENERGIZER OLSON PRESENTATIONS	01/16/2009	570.00
346850	GE MONEY BANK	01/16/2009	995.98
346851	LORENZ BUS SERVICE	01/16/2009	2,922.00
346852	SAM'S CLUB	01/16/2009	174.60
5	Computer	Check(s) For a Total of	8,662.58

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	5	Computer	Checks For a Total of	8,662.58
Total For	5	Manual, Wire Tran, ACH & Computer	Checks	8,662.58
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	8,662.58

Check Nbr	Vendor Name	Check Date	Check Amount
346847	AMERICAN ASSOC OF SCHOOL ADMIN	01/12/2009	715.00
1	Computer	Check(s) For a Total of	715.00

	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	715.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	715.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	715.00



Check Nbr	Vendor Name	Check Date	Check Amount
346820	ACCUCUT	01/09/2009	88.00
346821	AIG	01/09/2009	8,793.41
346822	AMERICAN FUNDS	01/09/2009	65,002.26
346823	AMERICAN UNITED LIFE	01/09/2009	39,891.90
346824	AMERIPRISE	01/09/2009	9,167.54
346825	ATHLETIC VALUES LLC	01/09/2009	710.00
346826	AXA EQUITABLE	01/09/2009	7,360.84
346827	ECMC	01/09/2009	182.05
346828	EDUCATION MN ESI BILLING TRUST	01/09/2009	21,584.17
346829	GE MONEY BANK	01/09/2009	119.70
346830	GREATER TWIN CITIES UNITED WAY	01/09/2009	1,413.00
346831	IUOE #70	01/09/2009	1,951.11
346832	METROPOLITAN LIFE	01/09/2009	3,161.87
346833	MN CHILD SUPPORT	01/09/2009	2,089.75
346834	MN ENVIRONMENTAL FUND	01/09/2009	457.50
346835	ORCHARD TRUST COMPANY	01/09/2009	4,319.21
346836	PITNEY BOWES INC	01/09/2009	281.65
346837	RAUSCH,STURM, ISRAEL & HORNIK	01/09/2009	377.42
346838	THE ROSE LAW FIRM, PLLC	01/09/2009	37.93
346839	SAM'S CLUB	01/09/2009	293.64
346840	SCHOOL SERVICE EMPLOYEES	01/09/2009	5,568.71
346841	UNITED STATES TREASURY	01/09/2009	78.79
346842	US DEPT OF EDUCATION	01/09/2009	260.28
346843	VANGUARD SECURITIES FUND	01/09/2009	17,663.99
346844	WHITE BEAR SHOPPING CTR INC	01/09/2009	3,439.00
346845	WHITE BEAR LAKE FOOD SERV	01/09/2009	1,479.00
346846	WBLA EDUCATIONAL FOUNDATION	01/09/2009	666.50

27 Computer Check(s) For a Total of 196,439.22

	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	196,439.22
Total For	27	Manual, Wire Tran, ACH & Computer	Checks	196,439.22
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	196,439.22

Check Nbr	Vendor Name	Check Date	Check Amount
346490	A STEP AHEAD CUSTOM EMBROIDERY	01/08/2009	783.00
346491	A-1 HYDRAULIC SALES & SERVICE	01/08/2009	294.23
346492	AARP DRIVER SAFETY PROGRAM	01/08/2009	370.00
346493	ABBOTT PAINT & CARPET CO	01/08/2009	210.54
346494	ABILITATIONS	01/08/2009	54.39
346495	ACKERKNECHT LINDA	01/08/2009	60.00
346496	ADVANCED WIRELESS COMMUNICATIO	01/08/2009	191.92
346497	AHLNESS, LORI	01/08/2009	250.00
346498	ALBINDIA, TOM	01/08/2009	103.00
346499	AMERICAN ASSOC OF SCHOOL ADMIN	01/08/2009	715.00
346500	AMERICAN MESSAGING	01/08/2009	198.15
346501	AMERIPRIDE LINEN & APPAREL SER	01/08/2009	186.28
346502	ANFANG SALLY G	01/08/2009	109.02
346503	APPLE COMPUTER INC	01/08/2009	61.95
346504	APPLIED ENVIRONMENTAL SCI INC	01/08/2009	1,656.88
346505	ASCHEMAN, CHARLOTTE M	01/08/2009	107.86
346506	AT & T MOBILITY	01/08/2009	1,413.24
346507	BALTHZOR, CHERIE	01/08/2009	127.50
346508	BANERDT BARBARA A	01/08/2009	58.20
346509	BARNES & NOBLE	01/08/2009	258.88
346510	BARTHOLD	01/08/2009	526.50
346511	BATTERIES PLUS	01/08/2009	133.93
346512	BECK, DARYL	01/08/2009	25.00
346513	BELDEN, LOWANN	01/08/2009	50.00
346514	HSBC BUSINESS SOLUTIONS	01/08/2009	64.41
346515	BILL WEIGEL SIGNS	01/08/2009	15.00
346516	BIOCLEAN MOBILE WASH INC	01/08/2009	415.20
346517	BIX PRODUCE COMPANY INC	01/08/2009	7,968.34
346518	BOCOCK, GARY R	01/08/2009	678.75
346519	NADIA LILY SANCHEZ BONITA	01/08/2009	400.00
346520	BOOK SYSTEMS INC	01/08/2009	100.00
346521	BOWERMASTER TRACI	01/08/2009	44.24
346522	BRENK BARBARA ANN	01/08/2009	42.75
346523	BRILOWSKI, WENDY	01/08/2009	7.95
346524	BRINGGOLD, RON	01/08/2009	25.00
346525	BRYAN-DAY, MARY E	01/08/2009	45.34
346526	BUDNICK, PAT	01/08/2009	74.00
346527	THE BUG COMPANY	01/08/2009	16.00
346528	BUREAU OF CRIMINAL APPREHENSIO	01/08/2009	30.00
346529	BUREAU OF EDUCATION & RESEARCH	01/08/2009	398.00
346530	BURKE ERIN	01/08/2009	35.69
346531	BURNS, THERESA	01/08/2009	129.50
346532	CAMP FIRE USA MN COUNCIL	01/08/2009	330.00
346533	CAPSTONE PRESS INC	01/08/2009	87.72
346534	CARLSON KARL	01/08/2009	100.00
346535	CDW GOVERNMENT INC	01/08/2009	3,357.21
346536	CHILDCRAFT	01/08/2009	579.98
346537	CHLEBECEK, ROGER J	01/08/2009	98.29
346538	CINTAS FIRST AID & SAFETY	01/08/2009	33.87
346539	CITI-CARGO & STORAGE CO INC	01/08/2009	75.00

Check Nbr	Vendor Name	Check Date	Check Amount
346540	COACTION CONNECTION	01/08/2009	125.00
346541	COLEMAN MARGARET	01/08/2009	49.73
346542	CONSTRUCTION SUPPLY INC	01/08/2009	120.00
346543	CONSTRUCTION MANAGEMENT BUILDI	01/08/2009	4,039.00
346544	COOPS SPORTSWEAR	01/08/2009	474.00
346545	COPY IMAGES INC	01/08/2009	7,535.54
346546	Vendor Continued Check	01/08/2009	0.00
346547	COPY IMAGES INC	01/08/2009	1,066.04
346548	COUNCIL OF ADMINISTRATORS OF S	01/08/2009	200.00
346549	CRAGUNS LODGE AND CONF CTR	01/08/2009	783.00
346550	CUB FOODS OF WOODBURY	01/08/2009	497.07
346551	Vendor Continued Check	01/08/2009	0.00
346552	Vendor Continued Check	01/08/2009	0.00
346553	DALCO CORPORATION	01/08/2009	10,758.61
346554	DANIELSON, BILL	01/08/2009	71.00
346555	DAYDOTS	01/08/2009	22.65
346556	DEEPNINES TECHNOLOGIES	01/08/2009	4,710.00
346557	DELL MARKETING LP	01/08/2009	2,894.26
346558	DELTA EDUCATION	01/08/2009	308.41
346559	DICKSON CONNIE	01/08/2009	254.80
346560	DIVERSIFIED SNACK DISTRIBUTION	01/08/2009	7,485.23
346561	DOMINOS PIZZA	01/08/2009	90.00
346562	DOOR SERVICE COMPANY	01/08/2009	1,435.00
346563	DRAEGER DEB	01/08/2009	66.69
346564	E.L. REINHARDT COMPANY INC	01/08/2009	798.75
346565	EAST METRO INTEGRATION DIST 60	01/08/2009	155,187.24
346566	ECOLAB	01/08/2009	1,190.13
346567	ENGSTRAN PAUL	01/08/2009	40.00
346568	EPA AUDIO VISUAL INC	01/08/2009	2,066.00
346569	ESSON, ANN	01/08/2009	198.00
346570	EVAN-MOOR	01/08/2009	59.98
346571	FASTENAL COMPANY	01/08/2009	414.45
346572	FERRELLGAS	01/08/2009	121.36
346573	FERRON ELAINE	01/08/2009	36.99
346574	FINK AVIS	01/08/2009	336.10
346575	FIRST STUDENT INC	01/08/2009	416.63
346576	FISHER PHILLIP E	01/08/2009	2,056.51
346577	FLINN SCIENTIFIC CO	01/08/2009	748.47
346578	FOLKESTAD, CODY	01/08/2009	68.00
346579	FONTAINE, TONY	01/08/2009	104.00
346580	FOREIGN CANDY COMPANY INC	01/08/2009	334.08
346581	FORYS, MIKE	01/08/2009	103.00
346582	FOSTER, DALE	01/08/2009	50.00
346583	FRANTIC STAMPER INC	01/08/2009	203.95
346584	FRATTALONES HARDWARE STORES	01/08/2009	859.03
346585	FRENCH, ROGER F	01/08/2009	247.00
346586	FRISCHMON, MIKE	01/08/2009	74.00
346587	FROG PUBLICATIONS	01/08/2009	384.94
346588	FUHRMAN SARAH	01/08/2009	43.96
346589	G&K SERVICES	01/08/2009	507.83

Check Nbr	Vendor Name	Check Date	Check Amount
346590	GALE	01/08/2009	1,795.00
346591	GARETH STEVENS PUBLISHING	01/08/2009	345.75
346592	GE MONEY BANK	01/08/2009	153.74
346593	GECKO MICRO SOLUTIONS	01/08/2009	495.00
346594	GEPHART TRUCKING	01/08/2009	3,740.00
346595	GILLUND THOMAS E	01/08/2009	67.00
346596	GOLDCOM INC	01/08/2009	1,311.77
346597	GOPHER BEARING CO	01/08/2009	114.35
346598	GOPHER SPORT	01/08/2009	187.56
346599	Vendor Continued Check	01/08/2009	0.00
346600	GRAINGER	01/08/2009	3,113.23
346601	GRAND RIOS INDOOR WATER PARK	01/08/2009	100.00
346602	GRAY, DONALD E	01/08/2009	414.38
346603	GREATAMERICA LEASING CORP	01/08/2009	503.42
346604	GREEN, BARBARA J	01/08/2009	154.90
346605	GRITZMACHER SHAWN	01/08/2009	495.28
346606	GROUP HEALTH INC - WORKSITE	01/08/2009	75.00
346607	GRUN SUSAN L	01/08/2009	30.12
346608	GUIDARELLI JOSEPH B	01/08/2009	67.00
346609	HALLEY DIANE	01/08/2009	26.15
346610	HANSON MARILYN	01/08/2009	85.70
346611	HARDWARE DISTRIBUTORS LTD	01/08/2009	226.90
346612	HARRIMAN, DION D	01/08/2009	126.65
346613	HARRIMAN GRETCHEN	01/08/2009	161.46
346614	HASELMANN, MIKE	01/08/2009	25.00
346615	HAWKINSON, STEVEN A	01/08/2009	220.97
346616	Vendor Continued Check	01/08/2009	0.00
346617	HOGLUND BUS COMPANY	01/08/2009	2,143.90
346618	HOLTZ, STEVEN	01/08/2009	700.00
346619	HOME DEPOT CREDIT SERVICES	01/08/2009	53.91
346620	HOPKINS, JULIE C	01/08/2009	118.84
346621	HOUGHTON MIFFLIN COMPANY LLC	01/08/2009	6,550.70
346622	HUGO MILL OUTDOOR POWER	01/08/2009	1,327.46
346623	IMAGINE DESIGN & CREATIVE	01/08/2009	3,500.00
346624	INGRAM, BRIAN	01/08/2009	103.00
346625	INTEGRA TELECOM	01/08/2009	187.50
346626	IRGENS, LINDA S	01/08/2009	256.74
346627	ISON, WILLIAM R	01/08/2009	225.30
346628	JOHNSON AMY	01/08/2009	150.64
346629	JOHNSON, VIRGINIA C	01/08/2009	751.80
346630	JUNIOR LIBRARY GUILD	01/08/2009	318.00
346631	JW PEPPER & SON INC	01/08/2009	64.19
346632	KARLSBURGER FOODS INC	01/08/2009	52.20
346633	KATH COMPANIES	01/08/2009	14,731.58
346634	KAUN, KATHY	01/08/2009	6.95
346635	KEARN BARBARA	01/08/2009	601.96
346636	KIMBALL MIDWEST	01/08/2009	563.09
346637	KITTELSON LOU ANN	01/08/2009	84.24
346638	KNUTSEN AUTO SERVICE	01/08/2009	95.00
346639	KOLEGAS, KATHRYN J	01/08/2009	175.09

Check Nbr	Vendor Name	Check Date	Check Amount
346640	KOVARIK DAN	01/08/2009	124.00
346641	KUBITZ EDUCATIONAL SERVICES	01/08/2009	660.75
346642	KUEMMEL JANEEN	01/08/2009	57.61
346643	KULLY SUPPLY COMPANY	01/08/2009	308.09
346644	LAKE COUNTRY BOOKSELLERS	01/08/2009	140.42
346645	LAMWERS, LINDSAY M	01/08/2009	70.01
346646	LARSEN BRAD	01/08/2009	71.00
346647	LARSEN GARY	01/08/2009	124.00
346648	LA VANIER JERRY	01/08/2009	250.00
346649	LHB INC	01/08/2009	536.94
346650	LICK, DAN	01/08/2009	71.00
346651	LOFFLER COMPANIES INC	01/08/2009	361.82
346652	Vendor Continued Check	01/08/2009	0.00
346653	L T G POWER EQUIPMENT	01/08/2009	831.35
346654	LUTZ, KATHY	01/08/2009	25.00
346655	LUVE, ALLEN	01/08/2009	50.00
346656	MAAS, ERIN K	01/08/2009	102.44
346657	MACDONALD RUBY M	01/08/2009	60.26
346658	MACKIN LIBRARY MEDIA	01/08/2009	100.99
346659	MARCOTTE, DAVID	01/08/2009	71.00
346660	MARES, NORMAN HARRY	01/08/2009	420.10
346661	MARTINSON KARA	01/08/2009	30.71
346662	MATTAI SUSAN	01/08/2009	48.92
346663	MCCALL MAUREEN E	01/08/2009	33.91
346664	MCCMAHON MARGARET	01/08/2009	81.84
346665	MEDTOX LABORATORIES	01/08/2009	219.87
346666	MERZER SHEILA M.A.	01/08/2009	200.00
346667	MIDWEST BUS PARTS INC	01/08/2009	1,760.55
346668	MILES, MARY T	01/08/2009	393.93
346669	MINNEAPOLIS SCHOOL DISTRICT	01/08/2009	7,058.00
346670	MN ASSOC FOR CAREER & TECH ED	01/08/2009	210.00
346671	MN DEPT OF HEALTH	01/08/2009	28.00
346672	MN NCPERS LIFE INSURANCE	01/08/2009	608.00
346673	MOORE CYNTHIA	01/08/2009	407.75
346674	NARDINI FIRE EQUIPMENT CO INC	01/08/2009	100.00
346675	NATL ASSOC OF FEDERAL EDUCATIO	01/08/2009	395.00
346676	NATL GEOGRAPHIC SCHOOL PUBLISH	01/08/2009	373.50
346677	NATL GEOGRAPHIC DVD & VIDEO	01/08/2009	21.90
346678	NATL INSURANCE SERVICES INC	01/08/2009	11,250.00
346679	NATL SOCIAL STUDIES LEAGUE	01/08/2009	95.00
346680	NEOPOST LEASING	01/08/2009	159.99
346681	NEOPOST INC	01/08/2009	208.16
346682	NESS ELECTRONICS INC	01/08/2009	369.24
346683	NEXTEL COMMUNICATIONS	01/08/2009	979.88
346684	NGUYEN HUY	01/08/2009	85.00
346685	NORDBY SHARRON M	01/08/2009	134.00
346686	NORTH CENTRAL TRUCK EQUIPMENT	01/08/2009	626.42
346687	Vendor Continued Check	01/08/2009	0.00
346688	NORTHEAST METRO INTERMEDIATE D	01/08/2009	212,301.79
346689	NORTHERN LANDSCAPE & IRRIGATIO	01/08/2009	1,510.00

Check Nbr	Vendor Name	Check Date	Check Amount
346690	NORTHSTAR ACCESS	01/08/2009	1,384.83
346691	NORTHWEST GRAPHIC SUPPLY CO	01/08/2009	298.05
346692	NORTHWESTERN TIRE CO	01/08/2009	370.00
346693	NOW MICRO INC	01/08/2009	93.00
346694	NUSSER, STEPHANIE J	01/08/2009	30.42
346695	NXKEM PRODUCTS	01/08/2009	219.48
346696	OFFICE DEPOT	01/08/2009	116.55
346697	OLD DUTCH FOODS INC	01/08/2009	803.94
346698	OLSON NICOLETTE	01/08/2009	37.15
346699	ORANGE TREE EMPLOYMENT SCREENI	01/08/2009	836.60
346700	ORKIN INC	01/08/2009	75.00
346701	OSOWSKI, DIANE RENEE	01/08/2009	1,149.44
346702	OXYGEN SERVICE CO INC	01/08/2009	146.39
346703	PAMS LUNCHROOM LLC	01/08/2009	2,801.69
346704	PERRAULT CHRIS	01/08/2009	71.00
346705	PETERSON BROS ROOFING & CONST	01/08/2009	313.25
346706	PETERSEN JILL	01/08/2009	63.05
346707	PETERSON WAYNE	01/08/2009	45.63
346708	PETTY CASH	01/08/2009	250.00
346709	PETTY CASH	01/08/2009	173.87
346710	PETTY CASH	01/08/2009	100.00
346711	PHOTO WAREHOUSE	01/08/2009	1,480.91
346712	PITNEY BOWES PURCHASE POWER	01/08/2009	64.48
346713	POKORNY MARY	01/08/2009	275.00
346714	POLAR CHEVROLET MAZDA	01/08/2009	402.71
346715	POOR JOYCE L	01/08/2009	2,220.00
346716	PORTER'S CAMERA STORE	01/08/2009	1,625.97
346717	PRESS PUBLICATIONS	01/08/2009	924.40
346718	PUSH PEDAL PULL	01/08/2009	181.00
346719	QSP INC	01/08/2009	17,083.96
346720	QUALITY BUSINESS FORMS	01/08/2009	1,285.91
346721	QUELLO LORI E	01/08/2009	31.26
346722	R & R SPECIALTIES INC	01/08/2009	32.50
346723	RAMSEY COUNTY PARKS/REC DEPT	01/08/2009	28,625.00
346724	RATWIK ROSZAK & MALONEY PA	01/08/2009	220.00
346725	REBER JODY ANN	01/08/2009	65.74
346726	REFRIGERATION HARDWARE SUPPLY	01/08/2009	755.10
346727	REHBEIN TRANSIT INC	01/08/2009	3,200.00
346728	RENTAL REHAB & REPAIR	01/08/2009	3,220.00
346729	ROGERS HIGH SCHOOL	01/08/2009	250.00
346730	RUDDYS RENTAL EQUIPMENT	01/08/2009	94.98
346731	Vendor Continued Check	01/08/2009	0.00
346732	S & T OFFICE PRODUCTS INC	01/08/2009	354.93
346733	SAINTS NORTH MAPLEWOOD	01/08/2009	420.00
346734	SALEM PRESS INC	01/08/2009	1,388.00
346735	SARGENT-WELCH	01/08/2009	79.74
346736	SCHERTZ CLETUS	01/08/2009	126.00
346737	SCHINDLER ELEVATOR CORP	01/08/2009	783.55
346738	SCHINTZ KATHLEEN M	01/08/2009	40.94
346739	SCHOELLER, JOSEPH SCOTT	01/08/2009	1,505.00

Check Nbr	Vendor Name	Check Date	Check Amount
346740	SCHOLASTIC INC	01/08/2009	580.58
346741	SCHOMMER, ELIZABETH THERESA	01/08/2009	45.05
346742	SCHOOL CHECK IN	01/08/2009	95.00
346743	SCHOOL SPECIALTY SUPPLY	01/08/2009	337.85
346744	SCHOOLKIDZ INC	01/08/2009	1,440.00
346745	SCHREDER, NANCY	01/08/2009	150.00
346746	SCHUMACHER WHOLESALE MEATS	01/08/2009	6,543.98
346747	SCHWANTES, JUSTIN	01/08/2009	124.00
346748	SEARS PETER R	01/08/2009	67.00
346749	SECOND HARVEST FARM CENTRAL	01/08/2009	382.50
346750	SECURITAS SEC SVCS USA INC	01/08/2009	2,914.56
346751	SELB-SACK, MICHELLE	01/08/2009	25.00
346752	SELECT ACCOUNT	01/08/2009	885.00
346753	SENGER CONNIE	01/08/2009	167.02
346754	Vendor Continued Check	01/08/2009	0.00
346755	SENTRY SYSTEMS INC	01/08/2009	2,821.48
346756	SHAWBOLD DEAN	01/08/2009	206.14
346757	SIGHTLINE DISPLAYS LLC	01/08/2009	350.00
346758	SIMSHAUSER, KIMBERLY P	01/08/2009	408.99
346759	SKURDALSVOLD, ABIGAIL E	01/08/2009	36.64
346760	SMITH JIM	01/08/2009	124.00
346761	SMITH, TAMMY L	01/08/2009	943.50
346762	SNAP ON TOOLS	01/08/2009	65.05
346763	SOLTYS, WILLIAM T	01/08/2009	82.45
346764	SOUTH CAMPUS STUDENT ACTIVITY	01/08/2009	500.00
346765	SOUTH CAMPUS CHOIR	01/08/2009	349.20
346766	SPANISH SPECIALISTS AND CONSUL	01/08/2009	380.00
346767	SPECTRUM TRAINING SYSTEMS	01/08/2009	140.00
346768	ST CROIX RECREATION CO INC	01/08/2009	430.00
346769	STANKEY JAN	01/08/2009	1,110.00
346770	STAPLES CREDIT PLAN	01/08/2009	939.31
346771	STATE SUPPLY CO	01/08/2009	714.40
346772	STEELE, JACK	01/08/2009	42.00
346773	STEPPINGSTONE THEATRE	01/08/2009	42.00
346774	SUBURBAN FLOOR COVERING	01/08/2009	273.00
346775	SUKO MARY M	01/08/2009	600.00
346776	SURPLUS SERVICES	01/08/2009	40.00
346777	SWANSON CARMEN	01/08/2009	920.40
346778	SWENSON EVELYN	01/08/2009	206.30
346779	SYNOVIA	01/08/2009	7,281.67
346780	TAHER INC	01/08/2009	4,410.80
346781	TARGET BANK	01/08/2009	2,001.95
346782	TARTAN HIGH SCHOOL	01/08/2009	345.00
346783	TAYLOR, RON	01/08/2009	15.00
346784	THELEN JILL ANNE	01/08/2009	541.70
346785	THYSSENKRUPP ELEVATOR CORP	01/08/2009	539.32
346786	TIERNEY BROTHERS INC	01/08/2009	292.50
346787	TIES	01/08/2009	160.00
346788	TOP TEMPORARY	01/08/2009	1,599.01
346789	TOSHIBA FINANCIAL SERVICES	01/08/2009	111.00

Check Nbr	Vendor Name	Check Date	Check Amount
346790	TOUSSAINT JANEL PHYLLIS	01/08/2009	71.95
346791	TRIO SUPPLY COMPANY	01/08/2009	5,097.80
346792	TRUCK UTILITIES MFG CO	01/08/2009	600.52
346793	U.S. ENERGY SERVICES INC	01/08/2009	127,774.36
346794	UCARE MINNESOTA	01/08/2009	244.00
346795	UECKER-FLINK, DIANE T	01/08/2009	7,091.82
346796	UPPER LAKES FOODS INC	01/08/2009	80,326.27
346797	URBANSKI WILLIAM	01/08/2009	481.44
346798	VAIL, ANNE B	01/08/2009	32.97
346799	VENBURG TIRE CO	01/08/2009	430.11
346800	VERIZON WIRELESS	01/08/2009	795.95
346801	VIKING INDUSTRIAL CENTER	01/08/2009	355.52
346802	WALD TIM	01/08/2009	453.96
346803	WALKER DEBBIE	01/08/2009	83.00
346804	Vendor Continued Check	01/08/2009	0.00
346805	WASTE MANAGEMENT BLAINE	01/08/2009	11,193.21
346806	WATSON, MIYUKI	01/08/2009	25.00
346807	WHITE BEAR CENTER FOR THE ARTS	01/08/2009	501.75
346808	WHITE BEAR LOCKSMITH INC	01/08/2009	30.70
346809	WHITE BEAR LAKE (CITY OF)	01/08/2009	3,824.64
346810	WHITE BEAR LAKE (CITY OF)	01/08/2009	2,687.47
346811	WHITE BEAR LAKE (CITY OF)	01/08/2009	1,128.00
346812	WHITE BEAR LAKE SPORTS CENTER	01/08/2009	4,320.00
346813	WHITE BEAR LAKE AREA HIGH SCHO	01/08/2009	5,000.00
346814	WET PAINT	01/08/2009	352.50
346815	WINNICK SUPPLY INC	01/08/2009	62.73
346816	XCEL ENERGY	01/08/2009	74,881.73
346817	XIONG, TOU GER	01/08/2009	300.00
346818	YANEZ, BEN	01/08/2009	103.00
346819	YOUNGBLOOD LUMBER COMPANY	01/08/2009	1,310.75
330 Computer Check(s) For a Total of			972,118.62

Check Nbr	Vendor Name	Check Date	Check Amount
345224	QSP INC	01/08/2009	15,679.20
1	Void	Check(s) For a Total of	15,679.20

	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
	330	Computer	Checks For a Total of	972,118.62
Total For	330	Manual, Wire Tran, ACH & Computer	Checks	972,118.62
Less	1	Voided	Checks For a Total of	15,679.20
			Net Amount	956,439.42

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: February 9, 2009

SUGGESTED DISPOSITION: Operational Item

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

Donation	Donor	Recipient
\$800 for field trips	Target Field Trip Scholarship America	Willow Lane Elementary School
Webster's Thesaurus for all 5 th Grade Students	White Bear Lake Lions Club	Vadnais Heights Elementary School
Webster's Thesaurus for all 5 th Grade Students	White Bear Lions Club	Lakeaires Elementary School
\$175	Kowalski's Market	Lakeaires Elementary School
Drum Set (value \$500)	Brian Merhar	White Bear High School North Campus Band Program
\$50	Jeff and Cathy Solomon	White Bear High School North Campus Band Program
\$22,530	See Attached List	Community Services Senior Program

RECOMMENDATION: Accept donations.

Mr. and Mrs.	Leo and Anna Mae	Albertson	\$	15.00	Transportation
Ms.	Joyce	Arnes	\$	5.00	Senior Center
Ms.	Jerris	Baier	\$	10.00	All Senior Programs
Mr.	Jerris	Baier	\$	10.00	All Senior Programs
Ms.	John and Yvonne	Barr	\$	25.00	Senior Center
Ms.	Barbara	Barry	\$	200.00	All Senior Programs
Mr. and Mrs.	John and Rita	Barton	\$	50.00	All Senior Programs
Mr. and Mrs.	Terry	Beckjorden	\$	25.00	All Senior Programs
Mr.	Thomas	Berry	\$	25.00	All Senior Programs
Ms.	W. J. and Beverly	Bibeau	\$	50.00	Meals on Wheels and Transportation
Mr. and Mrs.	Helen	Bollman	\$	100.00	All Senior Programs
Mr. and Mrs.	Janet	Bowser	\$	25.00	All Senior Programs
Mr. and Mrs.	Bob and Cam	Brass	\$	25.00	All Senior Programs
Mr.	Fred and Mary Sue	Brass	\$	50.00	All Senior Programs
Ms.	Anne	Briggs	\$	10.00	Senior Center
Ms.	Dan and Mary	Brott	\$	25.00	Meals on Wheels
Mr.	Larry and Martha	Brun	\$	25.00	All Senior Programs
Mr.	James and Terese	Byrne	\$	25.00	Meals on Wheels
Mr. and Mrs.	William and Joan	Cannon	\$	25.00	All Senior Programs
Mr.	Larry	Carlson	\$	25.00	All Senior Programs
Mr.	Donald and Doris	Carlstrom	\$	20.00	Transportation
Ms.	Josephine	Chervenak	\$	20.00	All Senior Programs
Mr. and Mrs.	Gene and Nancy	Christensen	\$	5.00	All Senior Programs
Mr.	John	Cicha	\$	50.00	Meals on Wheels
Mr. and Mrs.	Kenneth and Delpha	Close	\$	25.00	Meals on Wheels
Mr. and Mrs.	Galen and Theresa	Close	\$	200.00	Meals on Wheels
Ms.	Bernice	De Ponti	\$	50.00	All Senior Programs
Ms.	Dianna	Dehen	\$	50.00	All Senior Programs
Mr. and Mrs.	Doris Ann	Dickinson	\$	15.00	Transportation
Mr.	Robert and Virginia	Dippel	\$	25.00	All Senior Programs
Ms.	Joseph	Donnelly	\$	25.00	All Senior Programs
Mr.	Elizabeth	Doyle	\$	100.00	All Senior Programs
Mr. and Mrs.	George and Lucy	Durfee	\$	50.00	Transportation
	Episcopal	Church Women	\$	500.00	Senior Center
Mr. and Mrs.	Lowell and Bev	Erickson	\$	25.00	All Senior Programs
Ms.	Christine	Erickson	\$	50.00	Meals on Wheels, Transportation, and Senior Center
Mr.	Donald	Evertz	\$	25.00	All Senior Programs
Ms.	Ruth	Fagen	\$	10.00	All Senior Programs
Ms.	Connie	Feil-Hukriede	\$	25.00	Transportation
Ms.	Shirley	Fleischhacker	\$	150.00	Meals on Wheels
Ms.	Jogn	Fortier	\$	25.00	All Senior Programs
Mr. and Mrs.	Ed and Burnette	Foss	\$	25.00	All Senior Programs
Mr. and Mrs.	Lloyd and Doris	Frank	\$	25.00	All Senior Programs
Ms.	Delores	Frohriep	\$	25.00	Meals on Wheels
Ms.	Barbara	Green	\$	30.00	All Senior Programs
Ms.	Barbara	Green	\$	200.00	All Senior Programs
Mr.	Dorothy	Gruber	\$	25.00	Meals on Wheels
Ms.	Diana	Grun	\$	30.00	Meals on Wheels
Mr. and Mrs.	George and Patricia	Guenther	\$	100.00	All Senior Programs
Ms.	Gloria	Hacker	\$	25.00	All Senior Programs
Mr. and Mrs.	Evelyn	Hamner	\$	30.00	Transportation

Ms.	Nancy	Hansen	\$	50.00	Meals on Wheels
Mr. and Mrs.	Richard and Barbara	Hanson	\$	100.00	All Senior Programs
Mr. and Mrs.	Dean and Marion	Hardy	\$	100.00	All Senior Programs
Ms.	Laura	Harris	\$	20.00	All Senior Programs
Mr.	B. C.	Hart	\$	30.00	Senior Center/Foot Care Clinic
Mr. and Mrs.	Marion	Hastings	\$	25.00	All Senior Programs
Mr. and Mrs.	Robert and Georgia	Haug	\$	50.00	Meals on Wheels
Ms.	Margaret	Hiner	\$	50.00	All Senior Programs
Mr. and Mrs.	Thomas and Paula	Hoover	\$	25.00	Senior Center
Ms.	Mari-Ann	Hoyer	\$	25.00	Meals on Wheels
Mr. and Mrs.	Roger and Kathy	Hunter	\$	75.00	All Senior Programs
Ms.	David and JoAnne	Hutchinson	\$	50.00	All Senior Programs
Mr. and Mrs.	Richard and Gloria	Ingberg	\$	100.00	All Senior Programs
Ms.	Arnie and Carole	Jensen	\$	25.00	Meals on Wheels
Ms.	Florence	Jensen	\$	15.00	Senior Center
Dr.	William	Johnson	\$	25.00	All Senior Programs
Mr. and Mrs.	Richard	Johnson	\$	20.00	All Senior Programs
Ms.	Gloria	Johnson	\$	25.00	Meals on Wheels
Ms.	Arlene	Johnson	\$	25.00	All Senior Programs
Ms.	Janice	Johnstone	\$	50.00	Meals on Wheels
Mr. and Mrs.	Keith and Judy	Johnstone	\$	50.00	All Senior Programs
Mr.	Jane	Jones	\$	30.00	All Senior Programs
Ms.	Joseph and Constance	Kalin	\$	25.00	All Senior Programs
Mr. and Mrs.	Jean	Kass	\$	25.00	Senior Center
Mr. and Mrs.	Thomas and Colette	Kelly	\$	50.00	All Senior Programs
Mr.	Pat	Kester	\$	25.00	Meals on Wheels
Mr. and Mrs.	Scott and Maureen	Kleckner	\$	50.00	All Senior Programs
Ms.	Linda	Knappenberger	\$	800.00	All Senior Programs
Mr. and Mrs.	Dan and Sandra	Korthuis	\$	50.00	Meals on Wheels and Transportation
Mr. and Mrs.	Philip	Krueger	\$	50.00	All Senior Programs
Mr.	Wayne and June	Kulas	\$	25.00	All Senior Programs
Ms.	Norma	Langness Johnson	\$	10.00	All Senior Programs
Ms.	Clarence and Arta	Larson	\$	25.00	All Senior Programs
Mr.	Carol	Lau	\$	25.00	All Senior Programs
Ms.	Chuck	Lavallee	\$	25.00	All Senior Programs
Ms.	Margaret	Lear	\$	100.00	Transportation
Ms.	Maria	Lessman	\$	10.00	Meals on Wheels
Mr. and Mrs.	Alma	Limbach	\$	25.00	All Senior Programs
Mr. and Mrs.	Jim and Mary	Linn	\$	25.00	Transportation
Ms.	Glorie	Luecken	\$	20.00	Meals on Wheels
Mr. and Mrs.	Don and Joyce	Manney	\$	20.00	All Senior Programs
Ms.	John and Gladys	Maxson	\$	5.00	Meals on Wheels
Ms.	Marie	McDonald	\$	25.00	All Senior Programs
Mr.	Stephen	McGarthwaite	\$	50.00	Meals on Wheels
Ms.	Mary	Mengel	\$	25.00	All Senior Programs
Ms.	Lee	Menssen	\$	25.00	All Senior Programs
Mr. and Mrs.	Peter and Kelly	Merriman	\$	50.00	Meals on Wheels
Ms.	Irene	Michaud	\$	25.00	Meals on Wheels
	Leroy	Mike	\$	25.00	Meals on Wheels
	John J.	Mitchell	\$	100.00	Senior Center
Ms.	Nancy	Monahan	\$	100.00	All Senior Programs
Mr.	Priscilla	Moody	\$	25.00	Meals on Wheels and Transportation

Mr.	Robert	Moore	\$	100.00	Meals on Wheels
Mr. and Mrs.	Eldon and Elyn	Morton	\$	20.00	Transportation
Ms.	Carolyn	Nadon	\$	50.00	Senior Center and All Senior Programs
Mr.	Kathryn	Nakanishi	\$	25.00	Senior Center
Ms.	Lisa	Neely	\$	250.00	All Senior Programs
Mr. and Mrs.	Lila	Nelson	\$	5.00	Transportation
Ms.	Judithe	Nicholson	\$	40.00	All Senior Programs
Ms.	Gary and Elaine	Nordness	\$	200.00	Senior Center
Mr.	Bernice	Olson	\$	25.00	All Senior Programs
Mr. and Mrs.	Ronald and Ronda	Olson	\$	25.00	Meals on Wheels
Mr.	Gerald	Olson	\$	40.00	All Senior Programs
Ms.	Debra	O'Neil	\$	200.00	Meals on Wheels
Ms.	Patricia	Payson	\$	50.00	All Senior Programs
Mr. and Mrs.	Angie	Pence	\$	25.00	All Senior Programs
Ms.	Jan	Peterson	\$	50.00	All Senior Programs
Ms.	Wesley and Sharlene	Powell	\$	50.00	All Senior Programs
Ms.	Roger	Price	\$	25.00	Meals on Wheels
Ms.	Robert and Carole	Przybylski	\$	25.00	All Senior Programs
Ms.	Kenneth	Puffer	\$	50.00	Meals on Wheels
Dr.	Roger	Rasmussen	\$	3,000.00	Meals on Wheels, Fare For All, Outreach, The Gathering, Lionmobile and Senior Services Mental Health, and Transportation Committee
Mr.	Jean	Remington	\$	25.00	Meals on Wheels
Ms.	DeAnna	Renko	\$	25.00	All Senior Programs
Mr. and Mrs.	Laudy	Ribar	\$	100.00	All Senior Programs
Mr.	Bill	Riley	\$	20.00	Meals on Wheels
Mr.	Jim	Rilley	\$	50.00	All Senior Programs
Mr.	Glennis	Rivard	\$	100.00	Meals on Wheels
Ms.	Bernice	Roberts	\$	10.00	All Senior Programs
Mr.	Myron and Jorgine	Rogers	\$	50.00	Meals on Wheels
Mr.	Irene	Rose	\$	10.00	All Senior Programs
Ms.	Mary	Ross	\$	50.00	Meals on Wheels
Ms.	Janet	Rude	\$	100.00	Meals on Wheels
Mr. and Mrs.	Joseph and Arlene	Rukavina	\$	35.00	Meals on Wheels
Mr. and Mrs.	Gaylon and Jean	Runeberg	\$	100.00	All Senior Programs
Mr. and Mrs.	Mike and Angela	Schatz	\$	25.00	All Senior Programs
Ms.	Lois	Schoenthaler	\$	25.00	Meals on Wheels
Mr. and Mrs.	Robert and Margaret	Schultz	\$	25.00	All Senior Programs
1st Sgt.	Kenneth	Scilley	\$	50.00	All Senior Programs
Ms.	Lois	Setterholm	\$	20.00	Meals on Wheels and Transportation
Mr.	Rick and Connie	Shand	\$	200.00	Transportation
Ms	Genevieve	Shubitz	\$	25.00	All Senior Programs
Ms.	Jerry and Joan	Shull	\$	30.00	All Senior Programs
	Warren and Stell	Skidmore	\$	25.00	All Senior Programs
Ms.	Ray	Smith, Ret.	\$	100.00	Meals on Wheels
Ms.	Lolle	Stephenson			Senior Center
Mr.	Cecil	Suchy	\$	20.00	Senior Center
Ms.	Douglas	Swanson	\$	25.00	All Senior Programs
Ms.	Mary	Swanson	\$	25.00	Senior Center
Ms.	Marilyn	Thomas	\$	25.00	All Senior Programs

Rev.	Carl and Ann	Thorsen	\$	100.00	All Senior Programs
Mr. and Mrs.	Jack and Beverly	Titus	\$	25.00	All Senior Programs
Dr.	Helen	Tubridy	\$	25.00	All Senior Programs
Ms.	Elizabeth	Uppgren	\$	10.00	All Senior Programs
Ms.	Carol	Urban	\$	10.00	Meals on Wheels
Mr. and Mrs.	Gerry and Debra	Urban	\$	25.00	Transportation
Ms.	Debbie	Walker	\$	50.00	Meals on Wheels
Mr. and Mrs.	William and Beverly	Walton	\$	100.00	Meals on Wheels
	Robert and Caroline	Ward	\$	50.00	Senior Connections and Meals on Wheels
Ms.	Marlys	Weber	\$	10.00	All Senior Programs
Ms.	Richard and Ruth	West	\$	25.00	All Senior Programs
Mr.	Eileen	Whitaker	\$	50.00	Meals on Wheels
Ms.	Ken and Mary	Whitney	\$	50.00	All Senior Programs
Ms.	Louise	Young	\$	25.00	Senior Center and Transportation
Mr. and Mrs.	Arnold and Jeanette	Zack	\$	25.00	All Senior Programs
Ms.	Ruth	Zieper	\$	25.00	All Senior Programs
Ms.	Theresa	Zwieg	\$	10.00	Senior Center
			\$	50.00	Transportation
			\$	50.00	All Senior Programs
			\$	200.00	Meals on Wheels, Transportation and Senior Center
			\$	100.00	All Senior Programs
Trustees and Staff			\$	10,000.00	All Senior Programs
			\$	100.00	All Senior Programs
			\$	250.00	All Senior Programs
			\$	100.00	Meals on Wheels
			\$	22,530.00	
		TOTAL			

AGENDA ITEM: Field Trip Requests

MEETING DATE: February 9, 2009

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 trips are being presented by the administration to the School Board for approval.

Date of Trip and Destination	Requesting Staff Member	Grade/Team	Number of School Days Missed	Number of Students Attending	Means of Transportation	Purpose of Field Trip
2/11-13/09 Standing Cedars – East Farmington, WI	Mike Hamernick and Laura Watters	ALC	2	12 students	District Van	To learn and practice survival skills in a primitive setting.
4/3-4/09 University of Minnesota – Morris	Jeremy Rockford	Jazz Band	1	60 students	Charter Bus	Participation in the UMM Jazz Festival.
5/8-9/09 Cloquet, MN	Joel Kaden	Girls' Softball	0	14 students	Parents Driving	Softball Tournament

Recommendation:

Administration recommends the School Board approve the field trips.

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-6(f) to A-6(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-6(f) to A-6(h).

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATIONS - CLASSIFIED STAFF

TRACEY C. MONTGOMERY - Bus Driver, Bus Garage
Employed by District 624 since 09/17/2007
Effective 02/11/2009

RECOMMEND APPROVAL

RESIGNATIONS - CERTIFIED STAFF

RENE J. CARLBERG - School Psychologist, On Leave
Employed by District 624 since 08/21/1997
Effective 06/17/2009

RECOMMEND APPROVAL

CYNTHIA J. CAROW-SCHIEBE - Health Teacher, On Leave
Employed by District 624 since 08/21/1997
Effective 06/17/2009

RECOMMEND APPROVAL

CAREY B. EIGEN - Elementary Classroom Teacher, On Leave
Employed by District 624 since 08/23/1999
Effective 06/17/2009

RECOMMEND APPROVAL

KELLY J. HERBSTER - Grade 6 Middle School Teacher, On Leave
Employed by District 624 since 08/26/1991
Effective 06/17/2009

RECOMMEND APPROVAL

GENNI L. STEELE - Secondary Mathematics Teacher, On Leave
Employed by District 624 since 08/27/1992
Effective 06/17/2009

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

UNPAID CHILD-CARE LEAVE - PROFESSIONAL STAFF

ANDREA WILDMAN-HILAL - Adult Enrichment Coordinator, District Office
Unpaid from 01/15/09 through 01/20/09

RECOMMEND APPROVAL

UNPAID CHILD-CARE LEAVES - CERTIFIED STAFF

CHRISTINA M. HAYDEN - Elementary Teacher, Parkview Elementary
Unpaid from 01/30/09 through 02/13/09

RECOMMEND APPROVAL

MEREDITH A. SEABERG - Elementary Teacher, Parkview Elementary
Unpaid from 11/25/08 through 06/17/09

RECOMMEND APPROVAL

PART - TIME LEAVE REQUEST (2008-2009) - CERTIFIED STAFF

SAMANTHA J. MEYER - Psychologist, Lakeaires Elementary
.9 Leave (.10 position)
Effective: 02/20/09 through 03/13/2009

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

NEW PERSONNEL - CLASSIFIED STAFF

DANIELLE J. BRADSHAW - Program Assistant Leader, Extended Day Program
Replacing hours of Jaymi Massa
\$11.65/hr., 3.00 hrs./day, 112 days \$3,914.40
Effective Date: 01-26-2009

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: Superintendent's Report

MEETING DATE: February 9, 2009

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: Installation of Synthetic Turf and Resurfacing of Existing Track at South Campus

MEETING DATE: February 9, 2009

SUGGESTED DISPOSITION: Discussion Item

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

.....

1. What would be contained within the project and what are the benefits?

The project would consist of removing the existing grass turf at South Campus and installing a third generation synthetic turf. Since the existing track is reaching the end of its projected life, the project would also include resurfacing the track.

2. Why is this the time to consider this project?

The construction industry has been hit very hard by the current economic conditions. As a result, the School District has seen recent bids for projects that will be done this summer come in substantially under budgeted projections. The timing of this project could also benefit from the current construction market.

3. How could the project be funded?

A portion of the project would be funded through our alternative facilities revenue program. The remainder could be funded through a combination of lease levy, rental fees for use of the field, and/or capital fund dollars. Should the remainder be funded through the exclusive use of lease levy, the impact on a median value home would be approximately \$4 annually.

4. When could this project be undertaken?

Preliminary analysis shows that this project could be undertaken this construction season and be available, with some minor scheduling adjustments, for the fall sports seasons.

.....

Recommendation:

It is recommended that the Board consider the above issue and place it on the next School Board meeting agenda for consideration of approval.

Discussion of synthetic turf installation at South Campus Stadium

1. What would be contained within the project and what are the benefits?

The project would consist of removing the existing grass turf at South Campus and installing a third generation synthetic turf. Since the existing track is reaching the end of its projected life, the project would also include resurfacing the track.

Principal Tim Wald, Athletic Director Bob Jackson, and some of our high school student athletes will talk about what they see as the benefits of this project.

Representatives from the community, including the Lions Club and the football, lacrosse, and soccer associations have expressed written support for the project and representatives will speak about the benefits that would accrue to their participants and how they could help to support the project.

2. Why is this the time to consider this project?

The construction industry has been hit very hard by the current economic conditions. As a result, the School District has seen recent bids for projects that are scheduled to be done this summer come in 10% to 18% under budgeted projections. The timing of this project could also benefit from the current construction market.

The supplier of Mondo turf, a third generation synthetic turf, is very anxious to get established in Minnesota and has indicated that cost saving incentives are available.

Phil Fisher will lead this discussion along with Brian Hook, from Kraus-Anderson, and Alton Nieman, representing the Mondo supplier.

3. How could the project be funded?

This project is made up of two initiatives and would require a combination of funding sources.

The portions of the project relating to track replacement, athletic field grading improvements, and engineering and fees could be paid from our existing alternative facility revenue program. The cost estimate for this portion is \$425,000 to \$500,000.

The remainder of the project, the synthetic turf and base construction which is estimated to run between \$1 million and \$1.5 million, could be funded through a combination of lease levy, rental fees for use of the field, and/or capital fund dollars. Should the remainder be funded through the exclusive use of lease levy, the impact on a median value home would be approximately \$4 annually.

4. When could this project be undertaken?

Preliminary analysis shows that this project could be undertaken this construction season and, with some minor scheduling adjustments, be available for the fall sports seasons.

Phil Fisher has prepared this projected time line:

Design (plans, specifications, and agency reviews)	by March 6 th
School Board gives final approval to project	March 9 th
Bidding (advertising, pre-bid meeting, bid opening)	by March 27 th
School Board awards contracts	April 13 th
Construction	begins May 19 th



White Bear Soccer Club
1464 Hickory Trail
White Bear Township, MN 55110

January 21, 2009

Mr. Dave Guenther
Director
White Bear Lake Community Services
5040 Bald Eagle Avenue
White Bear Lake, MN 55110

Dear Mr. Guenther:

Thank you for taking the time to meet with members of the WB athletic community to discuss the proposal for installing artificial turf at the White Bear Lake Area School South Campus stadium field.

Due to wear concerns we understand that the stadium facility, in its current format, is only used for High School Varsity Football and Soccer due to concerns about turf wear.

The installation of artificial turf at the facility is a very positive step toward allowing better use of this community asset. A facility with artificial turf would present numerous expanded use opportunities that the WBSC would pursue including:

- Hosting a Minnesota Thunder professional soccer exhibition game;
- hosting a preseason youth soccer tournament (before regular fields dry out in Spring);
- hosting preseason soccer coach training;
- preseason outdoor soccer training and scrimmages for youth teams;
- preseason referee training and mentor program.

The White Bear Soccer Club represents over 1700 youth from the White Bear Lake Area. At its board meeting held on January 13th 2009 the White Bear Soccer Club discussed your proposal and voted to unanimously support the artificial turf project.

We look forward to working with you in various capacities to and see this project through to completion in the near future.

Sincerely,

David Scheer
President



White Bear Youth Football Association
Post Office Box 10937
White Bear Lake, MN 55110

January 21, 2009

Dr. Michael Lovett, Superintendent
White Bear Lake Area School District
4855 Bloom Avenue
White Bear Lake, Minnesota 55110

Dear Dr. Lovett:

On November 15, 2008, representatives of the school district asked us to attend a meeting to discuss the possibility of the School District installing synthetic turf at the South Campus stadium.

Discussion with district staff was very interesting. You may be aware that in the past the White Bear Youth Football Association used the Stadium for our Opening Day and Super Sunday events. Due to increased demand for the use of the field and concerns over the condition of the turf, the field was designated a "Varsity Field" and we were no longer allowed use of the facility. This has been very disappointing to our Board and participants. These are our "showcase" events which draw significant parent/grandparent attendance and gave us the opportunity to expose everyone involved to the High School facility. We believe this connection strengthened the relationship between our program and the High School Program.

We would love to "bring back" these two events to the South Campus Stadium Field. We understand that the installation of artificial turf would allow that to happen.

In addition, there may be an interest on the part of the Board to create some fundraising opportunities that could be targeted toward supporting this project.

In conclusion, the White Bear Youth Football Association recognizes the expanded use the artificial turf would allow. We are in full support of the project and see it as a benefit to many different programs.

Sincerely,

Lyle D. Hoff

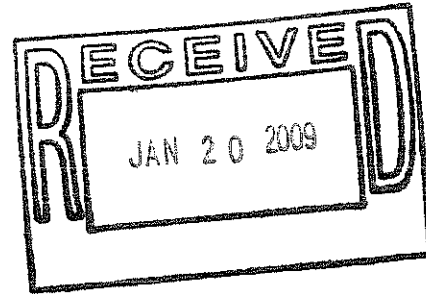
Lyle D. Hoff, President
White Bear Youth Football Association

WHITE BEAR LAKE LIONS CLUB
2228 4th St.
White Bear Lake, MN 55110
651-426-5199

WE SERVE



web site: www.whitebearlions.org



Dr. Michael Lovett, Superintendent
White Bear Lake Area School District
4855 Bloom Avenue
White Bear Lake, Minnesota 55110

Dear Dr. Lovett:

On December 4, 2008 representatives of the school district attended our board meeting to discuss the possibility of the School District installing synthetic turf at the South Campus stadium.

The partnership that the Lions have had with the School District, running the concession stand, has been very beneficial to both of us. Most of the profits that are generated by the club are returned to the school district and the community.

Discussion with district staff was very fruitful. As they talked about the opportunity to partner with other school districts and how the turf company is very anxious have their product installed in Minnesota, it became clear to us that this was great timing on behalf of the District. The Lions believe that this is a great opportunity for the District to provide a quality facility for all of the student participants at a very reasonable cost.

The additional activities that can be held with artificial turf create an attractive opportunity for the Lions to generate additional income through the sales of concessions and further opportunity to share the profits with the District and the community.

The board voted unanimously to extend this letter of support to the District and to work with you to help this opportunity for our community to become a reality.

White Bear Lake Lion Club
Secretary Doug Shepard

White Bear Lacrosse Club
4441 Lake Avenue South
White Bear Lake, MN 55110

Dave Guenther
Director of Community Services and Recreation
White Bear Lake Area Schools, District 624
4855 Bloom Avenue
White Bear Lake, MN 55110

December 16, 2008

Dear Dave,

This is exciting news about the proposed turf and possible dome to be added to the South Campus Stadium. I would like to extend a commitment from the White Bear Lacrosse Club to partner with the White Bear Lake Area Schools. At this time we see that the inclusion of a dome for the winter season would greatly improve the amount of use that we as a club would commit to, however a non domed facility would also be of benefit at a lesser use commitment. From a Lacrosse use perspective, the Varsity and Junior Varsity program would greatly benefit from both proposed additions; however I am extending this commitment from the White Bear Lacrosse Club that encompasses the youth girls and boys from 3rd grade through 10th grade.

The White Bear Lacrosse Club is entering its 5th year of official existence, with an unofficial start 2 years prior. Our membership has continued to grow each year, fielding teams at each level, some levels fielding multiple teams and competing at both the A and the B levels. Each year we have been extremely competitive with the caliber of play that we bring, in 2008 we had two teams represent White Bear Lake at the State Tournament (Varsity High School not included). The White Bear Lacrosse Club athletes play in three different leagues and times. Spring boys is the Minnesota Boys Scholastic Lacrosse Association (MBSLA) April thru May, Spring/Summer Girls is the Middle School Schoolgirls Lacrosse Association (MSSLA) April to July and the Summer Boys in the Youth Lacrosse of Minnesota (YLM) June to August.

I see our proposed users would be all levels from our association and functions organized by the association to attract other users outside of our association (senior league play, tournaments, training, regular games, practices, open lacrosse times, plus many more). The biggest benefit would be safe and quality use of a field in the times when the weather does not cooperate. The undomed turf would be great in spring and fall for additional use, while a domed facility would extend this use to year round. The turf field would reduce the amount of wear and tear on the grass fields in spring and fall. The amount of time that we would commit to using would almost double with a dome facility instead of just a turf field.

It is very hard to put a dollar figure on a commitment – however I do feel that we would have demand for use in excess of 200 hours for a non domed turf field and exceed 400 hours for a domed turf field. I believe that it would be realistic to expect a commitment of \$10,000 at a minimum from the White Bear Lacrosse Club and the different lacrosse users.

Please let us know what we can do to help facilitate this to happen.

Sincerely,

Keith Dehnert
President, White Bear Lacrosse Club

From: DAVE GUENTHER
To: MICHAEL LOVETT; PETE WILLCOXON SR.; PHIL FISHER
Date: 12/11/08 2:57 PM
Subject: Fwd: Benefits of Turf

FYI

>>> ROBERT JACKSON 12/11/2008 2:09 PM >>>

David,

In response to the meeting we had on the benefits of having a turfed game field - athletically we would benefit from the athletic side of things:

Football

Varsity - Consistent field conditions regardless of the weather
JV - We would play our games at South instead of Price saving about \$600 in transportation costs
Sophs - We would play at South when we didn't have soccer - \$750 savings in transportation
9th Grade - We would play several games at South
8th Grade - We would play the Central-Sunrise game at night at South
Association - Play Opening Day and Super Sunday at South
Practice - The "team" part of practice could be done on the turf

Soccer

Varsity - Consistent field conditions regardless of the weather
Some JV, Soph and Freshmen games could be played on the turf

Lacrosse

Games would be played at South rather than Price Field and Golfview

Track & Cross-Country

Running other than on the hard track surface would not be a problem

Baseball & Softball

Could take infield/outfield practice on the turf prior to the ground being ready instead of the parking lot.

Physical Education Classes

All outdoor activities could be done on the turf

Strength & Speed Program

All running training could be done on the turf rather than in the hallways at South

About 2,000 different athletes would benefit from having a turf field.

AGENDA ITEM: School Board Policy #203.5, School Board Meeting Agenda

MEETING DATE: February 9, 2009

SUGGESTED DISPOSITION: Discussion Item

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

BACKGROUND:

School Board Policy #203.5, School Board Meeting Agenda, 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. The change in Section III C is consistent with current practice.

RECOMMENDATION: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 9, 2009 School Board meeting agenda or subsequent meeting as an operational item for action.

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the school board members 3 days prior to the scheduled school board meeting.
- ~~C.D.~~ Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- ~~D.E.~~ At least one copy of any printed materials relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. 123B.09, Subd. 7 (School Board Powers)
Minn. Stat. 13D.01, Subd. 6 (Open Meeting Law)

Cross Reference: WBLASB Policy 203 (Operation of the School Board - Governing Rules)
WBLASB Policy 203.2 (Order of the Regular School Board Meeting)
WBLASB Policy 203.6 (Consent Agenda)
WBLASB Policy 204 (School Board Meeting Minutes)
WBLASB Policy 207 (Public Hearings)

AGENDA ITEM: School Board Policy #204, School Board Meeting Minutes

MEETING DATE: February 9, 2009

SUGGESTED DISPOSITION: Discussion Item

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

BACKGROUND:

School Board Policy #204, School Board Meeting Minutes, has been reviewed by the School Board Policy Committee and is recommended for a first reading. These extensive changes reflect recommendations of MSBA, which were prompted by important revisions of Minnesota's Open Meeting Law.

RECOMMENDATION: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 9, 2009 School Board meeting agenda or subsequent meeting as an operational item for action.

204 SCHOOL BOARD MEETING MINUTES

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
 - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.

- b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
 - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
- 3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
 - a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
- 4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
- 5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
 - a. The date of the closed meeting;

- b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - c. The classification of the data.
- 6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail..

Legal references: Minn. Stat. § 13D.01, Subd. 4-6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)
Minn. Stat. § 123B.14, Subd.7 (Record of Meetings)

~~Minn. Stat. § 123.34, Subd. 8 (Record of Meetings)~~
Minn. Stat. § 331A.01 (Definition)
Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)
Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)
Op. Atty. Gen. 161-a-20, December 17, 1970;
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W. 2d 428 (1956).

Cross References: WBLASB Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

AGENDA ITEM: School Board Policy #210, Conflict of Interest -
School Board Members

MEETING DATE: February 9, 2009

SUGGESTED DISPOSITION: Discussion Item

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

BACKGROUND:

School Board Policy #210, Conflict of Interest – School Board Members, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

RECOMMENDATION: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 9, 2009 School Board meeting agenda or subsequent meeting as an operational item for action.

210 CONFLICT OF INTEREST - SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflict of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the school board. Disclosure must be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;
 - 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
 - 3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;

AGENDA ITEM: School Board Policy #506, White Bear Lake Area School District Student Discipline Policy

MEETING DATE: February 9, 2009

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): Dr. Jill Thelen, Director of Schools

BACKGROUND:

School Board Policy #506, White Bear Lake Area School District Student Discipline Policy (last updated January, 2005), was reviewed with the current MSBA Model policy. Modifications and changes were made to clarify language and legal references. Policy #506 has been reviewed by the School Board Policy Committee and is recommended for a first reading.

In addition, based on the recommendation of MSBA, items labeled G through K are specific procedures and processes for White Bear Lake Area Schools, identified by a team of elementary and secondary administration and the Director of Special Education.

RECOMMENDATION: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 9, 2009 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: August 26, 1996
Revised: August 18, 1997
Revised: September 9, 2002
Revised: January 10, 2005

*White Bear Lake Area
School Board Policy 506*

**506 WHITE BEAR LAKE AREA SCHOOL DISTRICT STUDENT
DISCIPLINE POLICY**

I. POLICY

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The School Board of Independent School District No. 624 recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

- A. All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall climate affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

- B. Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with the subject to The Pupil Fair Dismissal Act, Minn. Stat §§ 121A.40-121A.56.

- C. In view of the foregoing and in accordance with Minn. Stat §§ 121A.55, the school board with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

- A. The School Board: The school board, holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of the district's discipline policy.
- B. Superintendent: The superintendent shall establish guidelines and directives to carry out this policy, holds all school personnel, students and parents responsible for conforming to this policy, and supports all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal: The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers: All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel: All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus

driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

- F. Parents or Legal Guardians: Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students: All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members: Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENTS RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students enrolled;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;

- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles, school contracted vehicles or any other vehicles approved for school district purposes, the area of entrance or departure from school premises or events, and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism.
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district's Hazing Prohibition Policy;

5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing or distributing tobacco or tobacco paraphernalia;
9. Using, possessing, distributing or being under the influence of alcohol or other intoxicating substances or look-alike substances.
10. Using, possessing or distributing, or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student.
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy.
14. Violation of the schools district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function by explosion;
17. Possession, use or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Video imaging equipment is prohibited in bathrooms and locker rooms. This includes cell phones and other technology devices.
19. Use or possession of an ignition device, including a butane or disposable lighter or matches, except where the device is used in a manner authorized by the school.

20. Violation of any local, state or federal law as appropriate;
21. Acts disruptive of the educational process, including, but not limited to, disobedience; disruptive or disrespectful behavior; defiance of authority; cheating; insolence; insubordination; failure to identify oneself; improper activation of fire alarms or defibrillators; or bomb threats;
22. Violation of the school district's Internet Acceptable Use and Safety Policy;
23. Use of nuisance devices or objects which cause distractions or disruptions and may facilitate cheating, including, but not limited to: pagers, phones, including picture phones, and other electronic devices;
24. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
25. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
26. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
27. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
28. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
29. Possession or distribution of slanderous, libelous or pornographic materials;
30. Violation of the school district's Bullying Prohibition Policy;
31. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
32. Criminal activity;
33. Falsification of any records, documents, notes or signatures;

34. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
35. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism or collusion; including the use of picture phones or other technology to accomplish this end;
36. Impertinent or disrespectful language toward teachers or other school district personnel;
37. Violation of the school district's Harassment and Violence Policy;
38. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
39. Committing an act which inflicts bodily harm upon another person, even though accidental or a result of poor judgment;
40. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
41. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
42. Physical or verbal threats, including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
43. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
44. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or

which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstructs the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with the teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. In-school suspension;
- F. Suspension from extracurricular activities;
- G. Detention or restriction of privileges;
- H. Loss of school privileges;
- I. In-school monitoring or revised class schedule;
- J. Referral to in-school support services;
- K. Referral to community resources or outside agency services;
- L. Restitution;
- M. Referral to police, or other law enforcement agencies, or other appropriate authorities;

- N. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- O. Out-of-school suspension under The Pupil Fair Dismissal Act;
- P. Preparation of an admission or re-admission plan;
- Q. Extended detention after school or Saturday School;
- R. Expulsion under The Pupil Fair Dismissal Act;
- S. Exclusion under The Pupil Fair Dismissal Act;
- T. Alternative educational setting; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, and contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

- 1. Willful conduct that disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
- 2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
- 3. Willful violation of any school rules, regulations, policies, or procedures, including the Code of Student Conduct in this policy; or
- 4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal will be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

- C. Procedures for Removal of a Student From a Class

In either the elementary or secondary schools, if a student is sent for removal, the teacher, principal or other school district employee will complete an anecdotal report describing the student's behavior. The student will be sent to the school office and remain in the custody of the building administrator or his/her designee for the duration of the time prescribed.

- D. Responsibility for and Custody of a Student Removed From Class

Teachers removing students from class are required to direct the student to the school office and verify his or her arrival as soon as practicable. The administrator may, at his/her option, assign the student to supervision in another area especially designated for this purpose. Students removed for more than one class period will receive assignments from the teachers to enable the student keep up with his/her class work.

- E. Procedures for Return of a Student to a Class From Which the Student Was Removed

The student may return to class after a conference with the appropriate administrator, teacher, and/or the parent or guardian. At the time of this conference a definite plan of action will be established, including a review of any existing special education services. Students removed from class will be required to examine and take measures to correct inappropriate conduct.

- F. Procedures for Notification

Parents and/or guardians of students removed from class will be notified as soon as practical of the rule violation that led to the removal, resulting disciplinary action, and conditions for re-admission.

- G. Disabled Students; Special Provisions

- 1. In cases involving students identified as disabled and in need of special education services, appropriate special education staff will be notified of the removal to determine compliance with the student's IEP and to

determine whether further assessment or change in the student's IEP is necessary.

2. In cases involving students with a suspected disability, the student assistance team or school counselor will be notified and the school's pre-referral intervention process will be followed.

H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises

1. Use, Possession, Distribution of, or Intent to Distribute Tobacco or Tobacco Paraphernalia

The use, possession, distribution of, or intent to distribute tobacco or tobacco paraphernalia by students in school buildings and on school property is a violation of School Board policy. For students under 18, it is also a violation of Minnesota Public School Law (MSA 609.685).

- a. Individual building discipline committees are authorized to institute those corrective measures that they consider most effective in view of the age and background of the violator.
- b. Suspension is authorized in accordance with The Pupil Fair Dismissal Act. Parents are to be notified no later than the following school day of a violation except when a principal shall determine an exception is justified.

2. Use, Possession, Distribution of, or Intent to Distribute Alcohol, Drugs and Paraphernalia

The use, possession, distribution of, or intent to distribute alcohol, narcotics, non-prescribed drugs, non-controlled substances packaged to look like controlled drugs, and other illegal substances on school premises or at a school function is prohibited. No student may appear at any school or school-sponsored function in possession or under the influence of alcohol, non-prescribed drugs, chemicals, or illegal substances. It is unlawful for any person knowingly or intentionally to use, possess, or distribute drug paraphernalia. This policy includes students who have reached the legal age of majority.

- a. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:
 - (a) The employee shall notify the building administrator or a member of the pre-assessment team and shall describe the basis for the concern.
 - (b) The building administrator and/or pre-assessment team will determine what course of action should be taken.
 - (c) Action steps may include: conducting an investigation; gathering objective data from additional staff (i.e. a behavior checklist); scheduling a conference with the student and/or parents; or conducting a meeting between a single member of the team and the student to discuss the behaviors of concern.

- (d) Information gathered will be reviewed by the pre-assessment team and/or administrator and a determination of whether or not a chemical use problem exists will be ascertained.
 - (e) If the team determines there is chemical abuse, the team will select an appropriate course of action which may include: parent conference; referral to a school counselor; sharing of resources for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
- b. When a student is in violation of the above rules at school, the following intervention procedure shall be followed:
- (a) The staff member informs the student of the observed violation and/or obtains the student's name and accompanies the student to the office.
 - (b) Should the student refuse to go to the office, an administrator shall be called. If possible, the staff member will confiscate the chemicals and/or evidence substantiating the violation/concern.
 - (c) The staff member reports the details of the incident immediately to an administrator.
- c. If the administrator is in agreement with the reporting staff member(s), the following actions will occur:
- (a) The administrator will follow due process.
 - (b) The administrator will report the violation to the appropriate law enforcement agency by calling "911" or by calling the School Resource Officer.
 - (c) The administrator will notify parents, review school board policy with parents, and inform parents that the police have been contacted.
 - (d) The student will be interviewed by the police and an administrator. When appropriate, the student may be taken to the police station.
- d. School-Based Consequences:
- (a) First Violation:
 - 1. The student will be suspended for three (3) to five (5) school days.
 - 2. A parent conference is required prior to readmission.
 - 3. Upon re-entry, the student will be invited to meet with an appropriate school support resource.
 - 4. If warranted, chemical health assessment resources will also be shared.

5. In addition, the administration may make a recommendation to the superintendent or designee that the student be considered for exclusion/expulsion from school for an appropriate time period under The Pupil Fair Dismissal Act. Should the process proceed, the student will be provided with home based or alternative educational services.

(b) Second Violation:

1. The student will be suspended from school for five (5) school days.
2. A parent conference is required prior to readmission.
3. At the re-entry conference, chemical health assessment resources will be shared with the student and his/her parent(s)/guardian(s). A strong recommendation for such services will be voiced, and a signed release of information will be requested in order to insure school involvement in the assessment process.
4. In-school support resources will also be discussed.
5. In addition, the administration may make a recommendation to the superintendent or designee that the student be considered for exclusion/expulsion from school for an appropriate time period under The Pupil Fair Dismissal Act. Should the process proceed, the student will be provided with home based or alternative educational services.

(c) Third Violation:

1. The student will be suspended for up to ten (10) school days.
2. A parent conference is required prior to readmission.
3. Strong advocacy for a chemical health assessment will be voiced.
4. In-school support resources will also be shared.
5. In addition, the administration may make a recommendation to the superintendent or designee that the student be considered for exclusion/expulsion from school for an appropriate time period under The Pupil Fair Dismissal Act. Should the process proceed, the student will be provided with home based or alternative educational services.

e. Additional Actions:

(a) School based:

1. Refer the student to the pre-assessment team.
2. Refer the student to a school-based support group.

3. Develop a behavior change contract with the student.
4. Advocate for professional counseling services or chemical abuse assessment. If an assessment is recommended, a release of information to the student's counselor will be requested.
5. If parents are unwilling to cooperate with the school and refuse to seek professional help, the concern may be reported to Child Protection Services if deemed appropriate.

(b) Community based:

1. Advocacy for community-based professional counseling services or chemical abuse assessment services. If an assessment is recommended, a release of information to the student's counselor will be requested.
2. Sharing of information with parent(s)/guardian(s) pertaining to education resources in the community that are focused on parenting a young person who is experiencing chemical-use issues.
3. Sharing of information about community resources that are designed to support youth who have grown up in chemically abusive family systems.

3. Use of Mood-Altering Chemicals by Participants in Minnesota State High School League Sponsored Athletic Activities

The White Bear Lake Area Schools are members of the Minnesota State High School League. The White Bear Lake Area Schools meet and, upon the third violation, exceeds the minimal disciplinary consequences as related to the use of mood-altering chemicals.

Twelve (12) months of the year, a student shall not at any time, regardless of the quantity: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, have in possession tobacco; or (3) use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.

The bylaw applies continuously from the first signing of the student Eligibility Brochure. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.

a. First Violation

- (a) After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic events or two (2) weeks of a season in which the student is a participant, whichever is greater.

- (b) No exception is permitted for a student who becomes a participant in a treatment program.
- b. Second Violation
 - (a) After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic events in which the student is a participant.
 - (b) No exception is permitted for a student who becomes a participant in a treatment program.
- c. Third and Subsequent Violations
 - (a) After confirmation of the third violation or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic events in which the student is a participant or four weeks, whichever is greater.
 - (b) If after the third violation or subsequent violations the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.
- d. Consecutive Penalties: Penalties shall be accumulative beginning with and throughout the student's first participation on a varsity, junior varsity, B-squad, sophomore, or 9th grade activity.
- e. Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.
- f. Coaches may establish and enforce team discipline codes which exceed this policy.

I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct

A. Possession and/or Use of Tobacco

The use or possession of tobacco in any form by students in school buildings and on school property is a violation of School Board policy. For students under 18, it is also a violation of Minnesota Public School Law (MSA 609.685).

1. Individual building discipline committees are authorized to institute those corrective measures that they consider are most effective in view of the age and background of the violator.
 2. Suspension is authorized in accordance with The Pupil Fair Dismissal Act. Parents are to be notified no later than the following school day of a violation except when a principal shall determine an exception is justified.
- B. Use of Mood-Altering Chemicals by Participants in Minnesota State High School League Sponsored Athletic Activities

During the school year, regardless of the quantity, a student shall not use a beverage containing alcohol; use tobacco; or use or consume, have in possession, buy, sell or give away any other controlled substance. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by the student's doctor. This rule applies to the entire school year and any portion of an activity season which occurs prior to the start of the school year or after the close of the school year. The consequences set forth in this section are in addition to consequences which may be applicable under other sections of this code.

1. First Violation

After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic events or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

2. Second Violation

After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic events or six (6) weeks (whichever is longer), in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

3. Third and Subsequent Violations

(a) After confirmation of the third violation or subsequent violations, the student shall lose eligibility for a calendar year from the date of the infraction.

(b) If after the third violation or subsequent violations, the student, on the student's own volition, becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

4. Penalties shall be accumulative beginning with and throughout the student's participation on a varsity, junior varsity, B squad, sophomore team, or 9th grade activities.

5. A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

~~C. Use, Possession, or Sale of Alcohol, Drugs and Paraphernalia~~

- ~~1. The use, possession, or transfer of alcohol, tobacco, non-prescribed drugs, non-controlled substances packaged to look like controlled drugs, and other illegal substances on school premises or at a school function is prohibited. No student may appear at any school or school-sponsored function in possession or under the influence of alcohol, tobacco, non-prescribed drugs, chemicals or illegal substances. It is unlawful for any person knowingly or intentionally to use, possess, or deliver drug paraphernalia. This policy includes students who have reached the legal age of majority.~~
- ~~2. When a student is in violation of the above rules at school, the following intervention procedure shall be followed:~~
 - ~~a. Staff member informs the student of the observed violation and/or obtains the student's name and accompanies the student to the office. Should the student refuse to go to the office, an administrator shall be called. If possible, the staff member will confiscate the chemicals and/or evidence substantiating the violation.~~
 - ~~b. A staff member reports the details of the incident immediately to an administrator.~~
- ~~3. If the administrator is in agreement with the reporting staff members, the following actions will occur:~~
 - ~~a. The administrator will follow due process.~~
 - ~~b. The administrator will report the violation to the White Bear Lake Police.~~
 - ~~c. The administrator will notify parents, review school board policy with parents, and inform parents that the police have been contacted.~~
 - ~~d. The student will be interviewed by the police and an administrator. In some cases, the student will be taken to the police station.~~
- ~~4. First Violation: The student will be suspended for three to five school days. Prior to readmission, a parent conference is required. A referral may be made to the Chemical Health worker. If warranted, an assessment with a release of information and/or an intervention group will be required.~~
- ~~5. Second Violation: The student will be suspended from school for five (5) school days. Prior to readmission, a parent conference is required. An evaluation with a release of information to the Chemical Health worker will be required.~~

~~6. Third Violation: The student will be suspended for up to fifteen (15) school days. Prior conditions for readmission and evaluation are applicable. The administration may make a recommendation to the superintendent that the student be expelled from school for the remainder of the school year. Should the expulsion process proceed, the student will be provided with homebased or alternative instruction.~~

~~D. The administrator will notify the building Chemical Health worker to facilitate appropriate school follow-up.~~

~~E. Additional Actions:~~

~~1. School-based (school officials may implement the following):~~

- ~~a. Refer the student to the Student Assessment Team.~~
- ~~b. Refer the student to a school-based support group.~~
- ~~c. Develop a behavior change contract with the student.~~
- ~~d. Referral to Child Protection Services.~~

~~2. Community based:~~

- ~~a. Petition Juvenile Court~~
- ~~b. Advocate professional counseling services or chemical evaluation if documentation suggests behavior may be related to chemical use. If an evaluation occurs, release of information to the Chemical Health worker will be requested.~~
- ~~c. Offer education resources about chemical issues and enhancing parenting skills.~~
- ~~d. Make resources available to students who have family members with chemical problems.~~

J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior

1. School staff will contact parent/guardian to make them aware of on-going concern(s) with their students. Staff will relay the school or classroom expectation and possible outcomes if behavior continues. Parents will be encouraged to discuss situation with their child and work with school personnel to address behavior proactively. A meeting with parent/guardian and school personnel to review the area of concern may occur.
2. On-going, inappropriate behavior will be documented on the building referral form. Behavior and consequence will be described and parent will be contacted by school personnel.

K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems

1. During the enrollment process, schools will gather as much information from parents as possible to determine any pre-existing academic, behavioral, or attendance concerns.
2. School administrators will ensure the building is adequately supervised and that a system is in place for reporting behavior concerns, regardless of the time and day.
- ~~3. School officials will encourage teachers to keep accurate attendance records.~~
3. School administration will have a plan for reviewing attendance records on a regular basis and then act on attendance concerns in accordance with the appropriate county truancy program.
4. Schools should have a formal structure for teachers to discuss student behavior concerns that is clearly communicated and followed up by administration.
5. Schools must have a team including administration, counselors, the school nurse, and other staff as available to review student academic, attendance, behavior, and social/emotional concerns.
6. Schools may have staff assigned to intervene and support students early on as behavior concerns are surfacing.
7. Schools will work with district office chemical health support staff to assess student behavior and determine whether or not chemical issues are present.
8. Schools will work with district office personnel to engage and support students from all cultural backgrounds.
9. In conjunction with the Special Education process, schools will have regularly scheduled meetings to consider whether students with academic, behavioral, or social-emotional concerns might need to be assessed for special education services.
10. A formal structure should be created to share information as students transition between schools and grades to assist in continuous support and intervention.

11. Schools will communicate with parents about academic progress ~~eight times a year~~ and encourage parents to assist in identifying concerns.

IX. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion, and suspension. Dismissal does not include removal from class.
1. The school district shall not deny due process of equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.
 2. The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.
- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion and/or exclusion. A student may be dismissed on the following grounds:
1. Willful violation of any reasonable school board regulation, including those found in this policy;
 2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
 3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.
- C. Suspension Procedures
1. "Suspension" means an action taken by the school administration prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent or designee with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, except as may be provided in federal law for a student with disability.
 2. If a student's total days of removal from school exceeds ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the

student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

3. Each suspension action shall include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. In the case of a student with a disability, the student's individual education plan team shall meet immediately but not more than ten (10) school days after the date on which the decision to remove the student from the student's current education placement is made. The individual education plan team shall, at the meeting, conduct a review of the relationship between the child's disability and the behavior subject to disciplinary action, and determine the appropriateness of the child's education plan.

The requirements of the individual education plan team meeting apply when: (1) the parent requests a meeting; (2) the student is removed from the student's current placement for five (5) or more consecutive days; or (3) the student's total days of removal from the student's placement during the school year exceed ten (10) cumulative days in a school year. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. A separate administrative conference shall be conducted for each period of suspension.

School officials may unilaterally place a student with disabilities in an appropriate interim alternative educational setting for up to 45 days if the student brings a weapon to school or a school function; or knowingly possesses, uses, or sells illegal drugs or controlled substances at school or a school function; or inflicts substantial bodily harm.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After a suspension has been assigned and upon further consideration, school administrators may choose to reduce the length of the suspension or assign alternative consequences.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of The Pupil Fair Dismissal Act, Minn. Stat. §§121A.40 through 121A.56, shall be personally served upon the student at or before the time of suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See ~~attached sample Notice of Suspension.~~)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.

10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that an alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of The Pupil Fair Dismissal Act, Minn. Stat. §§121A.40 through 121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain: a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of the hearing; be accompanied by a copy of The Pupil Fair Dismissal Act, Minn. Stat. §§121A.40 through 121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and informing the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceedings.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

15. The student cannot be compelled to testify in the dismissal proceedings.
 16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which will be made to the school district and served upon the parties within two (2) days after closing of the hearing.
 17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
 18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
 19. The school district shall report any suspension, expulsion, or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
 20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
 21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.
- E. Disabled Students; Special Considerations for Expulsion and/or Alternative Placement

1. Students who are currently identified as disabled under IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.
2. Where a student is dismissed for five (5) or more consecutive days, or has accumulated more than ten (10) days of dismissal over the course of the school year, the White Bear Lake School District will convene a meeting to determine whether the student's educational program is appropriate and whether the behavior subject to discipline is a manifestation of the student's disability.
3. Such a meeting must be held within ten (10) days of the White Bear Lake School's decision to remove the student from his or her current educational placement and must be held before commencing an expulsion or exclusion of the student.
4. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the White Bear Lake School District will proceed with discipline - up to and including expulsion - as if the student did not have a disability, unless the student's educational program provides otherwise.
5. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team will confer on the appropriate discipline (excluding exclusion or expulsion) and take steps to alter the student's educational program, as necessary. The student may be placed in a 45-day interim alternative educational setting pending the manifestation determination. The student will be returned to the placement from which the student was removed unless the team agrees to a change of placement as part of the modification of the behavioral intervention plan or determines a need for increased services.
6. Regardless of whether the behavior is a manifestation of the student's disability, if the team determines that the student's educational program is either not appropriate or not being properly implemented, the team will take steps to alter the program and will take any program alterations into account in determining appropriate discipline.
7. When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the White Bear Lake School District shall continue to provide special education and related services after any period of suspension, if suspension is imposed.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may

include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by The Pupil Fair Dismissal Act, or other applicable law. The teacher, principal, or other school district officials may provide additional notification as deemed appropriate.

XII STUDENT DISCIPLINE RECORDS

It is the policy of the school district that complete and accurate student discipline records be maintained. The collection, dissemination and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

~~**XIII. DISABLED STUDENTS**~~

~~Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.~~

~~Where a student is dismissed for five (5) or more consecutive days, or has accumulated more than ten (10) days of dismissal over the course of the school year, the school district will convene a meeting to determine whether the student's educational program is appropriate and to review all relevant information in order to determine whether the behavior subject to discipline is a manifestation of the student's disability. Such a meeting must be held within ten (10) school days of the school district's decision to remove the student from his or her current educational placement and must be held before commencing an expulsion or exclusion of the student. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline -- up to and including expulsion -- as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will~~

~~review the behavioral intervention plan and modify it as necessary to address the behavior.~~

~~When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.~~

XIV. OPEN ENROLLED STUDENTS

Under the Enrollment Options Program (Minn. Stat. 124D.03 Subd. 12), a district may terminate the enrollment of a nonresident student enrolled under this section or School Boards' Approval to Enroll in Nonresident District (Minn. Stat. 124D.08) at the end of a school year if the student meets the definition of a habitual truant under section 260C.007, Subd. 19, the student has been provided appropriate services under chapter 260A, and the student's case has been referred to juvenile court. A district may also terminate the enrollment of a nonresident student over the age of 16 enrolled under this section if the student is absent without lawful excuse for one or more periods for 15 school days and has not lawfully withdrawn from school under section 120A.22, Subd. 8.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy will also be available upon request in each principal's office.

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes will be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal Reference: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.27 (School and Community Advisory Team)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)

Minn. Stat. §§121A.40 to 121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. §§ 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. §§ 121A.60 to 121A.61 (Removal From Class)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. §§ 124D.03 (Enrollment Options Program)
Minn. Stat. §§ 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch. 125A (Student With Disabilities)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Child Protection)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973 § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross Reference: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

AGENDA ITEM: School Board Policy #720, Vending Machines

MEETING DATE: February 9, 2009

SUGGESTED DISPOSITION: Discussion Item

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

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Background:

School Board Policy #720, Vending Machines, has been reviewed by the School Board Policy Committee and is recommended for a first reading.

Modifications and changes to the existing policy were made to clarify language, process and practice, and legal references in accordance with MSBA recommendations.

.....
Recommendation:

It is recommended that the Board review the policy and provide suggestions to the administration, with the policy placed on the next School Board agenda as an operational item for action.

Adopted: August 27, 2001

Revised: _____

*White Bear Lake Area
School Board Policy 720*

720 VENDING MACHINES

1. PURPOSE

The purpose of this policy is to establish procedures to govern vending machines installed in school facilities in the school district.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to contract for, supervise, maintain and account for the proceeds from vending machines located in school facilities in a manner that is fair, that maximizes the revenues from those machines, that allows those revenues to be included in the budget of the facility in which they are generated, and that establishes controls to avoid fraud, theft or the appearance of impropriety.

III. AUTHORIZATION

Automatic vending machines for the dispensing of food, beverages or other approved items are authorized in any school facility in the school district provided that all contracts for such vending machines must be approved by the school board as provided in this policy.

IV. SUPERVISION; APPROVAL; LOCATION

- A. All vending machines shall be under the supervision of the school principal or other person in charge of the facility in which the machine is located. That administrator shall be responsible to supervise the machine in compliance with this policy and any applicable laws.
- B. The items to be dispensed from a vending machine located in a school facility shall be approved by the principal or other person in charge of that facility. All food, beverages or other items approved shall be appropriate to the school setting. Machines dispensing cigarettes or tobacco products are not authorized under any circumstances. In the event a written complaint is filed with the superintendent regarding the approval or disapproval of any item, the school board, after proper review, shall make the final determination.
- C. Vending machines may be approved that will dispense items only during certain hours, through the use of timers or otherwise. Vending machines should not be operated in competition with the school cafeteria or food service. The principal or other person in charge of the school facility may regulate the hours of operation of any machine.

- D. Vending machines shall be located to meet any applicable building, fire or life/safety codes and to provide convenience of operation, accessibility and ease of maintenance. The principal or other person in charge of the facility shall review the location of each machine with appropriate maintenance and food service staff.

V. CONTRACT APPROVAL

- A. All contracts for the purchase or rental of vending machines shall be considered by the school board on a district-wide basis.
- B. If it is estimated that the aggregate receipts from all vending machines located in a school facility will be \$10,000 or more in a fiscal year, the contract for any vending machine in that facility must be awarded after the receipt of sealed bids and compliance with the Minn. Stat. § 123B.52.
- ~~B.C.~~ ~~Since the estimated aggregate receipts from all vending machines located in the District will be \$50,000 or more in a fiscal year, the contract must be awarded after the receipt of sealed bids and compliance with Minn. Stat. § 123B.52. A copy of this policy shall be included in any specifications or request for proposals or quotations. A record shall be kept of all bids or quotations received with the names, amounts and successful bidder indicated. All bids and quotations shall be kept on file as a public record for a period of at least one year after their receipt.~~ If it is estimated that the aggregate receipts from all vending machines located in a school facility will be less than \$10,000 in a fiscal year, the contract for any vending machine in that facility may be awarded after the receipt of two or more quotations after taking into consideration conformity with the specifications, terms of delivery, other conditions imposed in the call for quotations, and compliance with Minn. Stat. § 123B.52.
- ~~D.~~ The contracting process shall be conducted in compliance with the Minn. Stat. § 123B.52. A copy of this policy shall be included in any specifications or request for proposals or quotations. A record shall be kept of all bids or quotations received with the names, amounts, and successful bidder indicated. All bids and quotations shall be kept on file as a public record for a period of at least one year after their receipt.
- ~~C.E.~~ Any bids or quotation must specify all commissions to be paid from the machine and any other non-commission amounts to be paid as a result of the award of the contract. The non-commission amounts include, but are not limited to, cash payments, in-kind payments, equipment donations, scholarship contributions, bonus payments, or other payments or contributions of any kind or nature. The non-commission amounts shall be reduced to a cash equivalency and shall be specified on the bid or quotation as an additional amount to be paid for the award of the contract.

- ~~D.~~ **F.** If a contract contains a provision allowing exclusivity, such as all machines in the building carrying only a certain manufacturer's brand of pop, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure that it does not conflict with other contracts of the school district.
- ~~E.~~ **G.** All contracts for vending machines must be approved by the school board. Any contract not made in compliance with this policy shall be void. Any district employee signing an unauthorized contract may be subject to personal liability thereon and may be disciplined for said action.
- ~~F.~~ **H.** All vending machines are to be installed at the expense of the facility in which located. All financial responsibility for the maintenance and repair of machines shall remain with the individual facility in which located to the extent not addressed in the contract.
- ~~G.~~ **I.** No teacher, administrator, school district employee or school board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially therefrom.

VI. ACCOUNTING

- A.** Proceeds from vending machine sales and contracts shall be under the control of the school board, shall be accounted for in one of the regular school district funds, and must be accounted for and reported in compliance with UFARS.
- B.** An amount equal to the amount of the proceeds from the machines in each facility shall be included in the budget of the facility in which the proceeds are generated. That amount may be expended in accordance with established expenditure procedures.
- C.** Pursuant to the vending machine contract or otherwise, proper auditing and inventory control procedures shall be established to ensure that commissions are being correctly calculated and paid. District-wide periodic reviews shall be conducted with the vending company.

Legal References: Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.20 (Dealing in Supplies)
Minn. Stat. § 471.345 (Contracts)
Minn. Stat. § 471.87 (Conflict of Interest)

Cross References: WBLASB Policy 210 (Conflict of Interest--School Board Members)
WBLASB Policy 702 (Accounting)

AGENDA ITEM: School Board Policy #802, Disposition of Obsolete Equipment and Materials

MEETING DATE: February 9, 2009

SUGGESTED DISPOSITION: Discussion Item

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

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School Board Policy #802, Disposition of Obsolete Equipment and Materials was reviewed with the current MSBA Model policy and reviewed by the School Board Policy Committee and is recommended for a first reading.

Modifications and changes to the existing policy were made to clarify language, process and practice and legal references.

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Recommendation:

It is recommended that the Board review the policy and provide suggestions to the administration, with the policy placed on the next School Board agenda as an operational item for action.

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials or equipment.
- B. "Official newspaper" is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

- A. Authorization.

The superintendent, or his/her designee, shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials and equipment deemed to have little or no value.

Contracts over \$50,000

1. If the value of the equipment or materials is estimated to exceed \$50,000, sealed bids shall be solicited by two weeks published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and with the successful bid indicated thereon. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the lowest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not go below the original bid. If no satisfactory bid is received, the board may re-advertise.
5. All bids obtained shall be kept on file for a period of at least one year after receipt thereof. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until re-solicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$10,000 to \$50,000

If the amount of the sale is estimated to exceed \$10,000 but not to exceed \$50,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts From less than \$500 to \$10,000.

If the amount of the sale is estimated to be less than ~~between \$500 and \$10,000~~, the contract may be made either upon quotation or in the open market in the ~~determination~~ discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

E.F. Notice of Quotation.

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

~~F. Contracts less than \$500.~~

~~If the amount of sale is estimated to be less than \$500, the contract may be advertised through an all district employee notice. Sealed quotations will be accepted and the individual submitting the highest quote and not directly involved in the process will be awarded the product.~~

G. Sales to Employees.

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction, or by the quotation procedures specified above. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district in any 12-month period. This section shall not apply to the sale of property or materials acquired or produced by the school district in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment by conveying the property and title to:

1. another school district;
2. the State Department of Corrections;
3. the Board of Trustees of Minnesota State Colleges and Universities; or
4. the family of a student residing in the district whose total family income meets the federal definition of poverty.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. §15.054 (Public Employees Not to Purchase Merchandise From Governmental Agencies; Exceptions; Penalties)
Minn. Stat. ~~§123.681~~ 123B.29 (Sale of School Building at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. §471.345 (Uniform Municipal Contracting Law)
Minn. Stat. §645.11 (Published Notice)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “F” (School District Contract and Bidding Procedures)

E. OPERATIONAL ITEMS

AGENDA ITEM: Proposed 2009-2010 School Calendar

DATE: February 9, 2009

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Dr. Jill Thelen, Director of Schools

BACKGROUND:

The proposed calendar was designed using the following parameters:

1. Statute 120A40, "...a district must not commence an elementary or secondary school year before Labor Day..."

Statute 120A41, "...calendar must include at least the number of days of student instruction the Board formally adopted as its school calendar in 1996-1997."

2. School Board directives, April 2005:

- Align calendar PreK-12
- Minimize split weeks

3. Bargaining agreements

In addition to the parameters identified, input was received from the administration and a parent focus group.

Two calendars are included:

- Attachment A - The full calendar, identifying all dates for staff; and
- Attachment B - Parent calendar with information pertinent to parents.

After the proposed calendar was reviewed by the School Board in January, the administration posted the calendar on the District web site, and developed the attached "Overview of Proposed Calendar" and provided copies of this to staff via the Bear Essentials newsletter, provided copies to the Parent Leaders at their meeting in January, and sent copies to non-public schools in our district.

RECOMMENDATION: Approve 2009-2010 calendar

Overview of Proposed 2009-10 Calendar

January 23, 2009

Background

The 2009-10 calendar follows the basic structure of past calendars used in recent years in White Bear Lake, reflecting requirements of the collective bargaining agreements and requirements set by the State of Minnesota. In addition, it follows priorities set by the School Board first in April 2005, including a requirement to align the calendar preK-12 so that on school days school is held for all students in the system, and minimize the number of split weeks.

Attached are two calendars. Attachment A is a staff calendar identifying details that correspond with requirements of collective bargaining agreements. Attachment B is designed as a community and parent calendar with information pertinent for parental planning.

This calendar was proposed at the January 12, 2009 School Board meeting as a discussion item and is scheduled for action at the February 9, 2009 School Board meeting.

Overall Summary

This recommended calendar provides for 170 student days for kindergarten students and 172 student days for students in grades 1-12.

Overview of the Recommended Calendar

Provisions	Rationale
New Teacher Workshops, August 27-28, 2009	These dates are scheduled prior to the time all staff are back; similar to recent calendars.
Teacher Prep, and Convocation/Staff Development, September 2-3, 2009	Two days before students begin; similar to recent calendars. For teachers, up to 14 hours of non-scheduled prep time worked on August 31, September 1, and/or September 4 can serve in lieu of 8 hours on March 29; and up to six hours on November 9 or January 29 (or hours of prep prior to November and March conferences with building principal approval).
Start day of September 8, 2009	First day that state law permits school to begin.
Kindergarten and kindergarten plus orientation, September 8-9, 2009	Similar to past calendars; kindergarten and kindergarten plus students begin on September 10.
October Staff Development, October 14, 2009, no school preK-12.	Staff Development for teachers preK-12.
MN Education Teacher Meetings, October 15-16, 2008, No school preK-12.	Consistent with recent White Bear Lake Area Schools calendars and teacher collective bargaining agreement.
Elementary and Secondary Staff Development after school schedule: Prek-5 from 4:00-6:00 p.m. on October 27 6-12 from 3:15-5:15 p.m. on October 28	Consistent with recent calendars and teacher meet and confer agreement.
Teacher Preparation Day, November 9, 2009, No School preK-12.	The teacher bargaining agreement provides for one teacher preparation day per term. Up to 14 hours of non-scheduled prep time worked on

Provisions	Rationale
	August 31, September 1, and/or September 4 can serve in lieu of 8 hours on March 29; and up to six hours on November 9 or January 29 (or hours of prep prior to November and March conferences with building principal approval).
No School preK-12 scheduled for November 23-25, 2009. ·Monday, November 23 is scheduled for parent teacher conferences and teacher preparation. ·Tuesday, November 24 is scheduled for parent teacher conferences and teacher preparation. ·Wednesday, November 25 is not a school day and is a teacher non-duty day (comp day).	The details of the fall conferences including teacher preparation time and a non-duty (comp day) are worked out through a meet and confer agreement between the teachers association and the school district.
Holidays, November 26-27, 2009, No school.	Consistent with bargaining agreements.
Winter Break, December 24, 2009 – January 1, 2010, No School preK-12.	This calendar proposes a shorter winter break to allow the last day of school to occur on June 11, 2010, the Friday of the first full week in June.
Martin Luther King Jr. Day, January 18, 2010. No School preK-12.	Staff development day for teachers preK-12.
Teacher Preparation Day, January 29, 2010, No School preK-12	The teacher bargaining agreement provides for one teacher preparation day per term. Up to 14 hours of non-scheduled prep time worked on August 31, September 1, and/or September 4 can serve in lieu of 8 hours on March 29; and up to six hours on November 9 or January 29 (or hours of prep prior to November and March conferences with building principal approval).
Elementary Staff Development, February 9, 2010 from 4 – 6:00 p.m.	Consistent with teacher meet and confer agreement.
President's Day, February 15, 2010, No School preK-12.	Consistent with collective bargaining agreements.
Parent Conferences PreK-12, March 4-5, 2010, No School preK-12; and Parent Conference PreK-12, March 8, evening conferences only – school in session.	The details of the spring conferences including teacher preparation time and a non-duty (comp day) are worked out through a meet and confer agreement between the teachers association and the school district.
Secondary Staff Development, March 16, 2010, 3:15 – 5:15 p.m.	Consistent with teacher meet and confer agreement.
Teacher Preparation Day, March 29, 2010, No School preK-12	Up to 14 hours of non-scheduled prep time worked on August 31, September 1, and/or September 4 can serve in lieu of 8 hours on March 29; and up to six hours on November 9 or January 29 (or hours of prep prior to November and March conferences with building principal approval). For teachers who have met these criteria, March 29 is a non-duty day.
Spring Break, March 30 – April 2, 2010	No school is held from Monday, March 29 through Friday, April 2, 2009.

Provisions	Rationale
Elementary Staff Development, April 21, 2010, 4-6:00 p.m.	Consistent with teacher meet and confer agreement.
Secondary Staff Development, April 22, 2010, 3:15–5:15 p.m.	Consistent with teacher meet and confer agreement.
Memorial Day, May 31, 2010, Holiday, No School preK-12	Consistent with collective bargaining agreements.
Last day of school, June 11, 2010 preK-12. Graduation at Aldrich Arena	Meets goal of completing required number of student days by end of first full week in June.
Teacher Preparation Day, June 14, 2010	Consistent with teacher collective bargaining agreement.
Teacher Non-duty day (comp day), June 15, 2010	Consistent with teacher collective bargaining agreement.

WHITE BEAR LAKE AREA SCHOOL DISTRICT 2009-2010 Staff Calendar

PROPOSED CALENDAR 1/12/09

JULY, 2009

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST, 2009

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27 New Teachers	28 New Teachers
31				

SEPTEMBER, 2009

M	T	W	TH	F
	1	2 Teacher Prep	3 Convocation/ Staff Dev. (Prek-12)	4
7 Holiday (Labor Day)	8 1 st Day of School (gr. 1-12) K / K+ Orien.	9 K / K+ Orientation	10 1 st Day of School K / K+	11
	14	15	16	17
				18
	21	22	23	24
				25
	28	29	30	

OCTOBER, 2009

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	No School Staff Dev (Prek-12)	No School State Tch Prof. Migs.	No School State Tch Prof. Migs.
				16
19	20	21	22	23
26	27 Elem. Staff Dev. Prek-5 4-6 pm	28 Sec. Staff Dev. 6-12 3:15-5:15 pm	29	30

19 Student Contact 1 Staff Develop. (14th)
1 After-School Staff Dev (27th & 28th)

NOVEMBER, 2009

M	T	W	TH	F
2	3	4	5	6 End of Oct
9 No School Tchr Prep (Prek-12)	10	11	12	13
16	17	18	19	20 End of Tr 1
23 No School Parent Conf. (Prek-12) / Teacher Prep	24 No School Parent Conf. (Prek-12) / Teacher Prep	25 No School Comp Day	26 No School Holiday (Thanksgiving)	27 No School Holiday (Thanksgiving)
30				

15 Student Contact 2 Tchr Prep 1 Comp Day 2 Holidays

DECEMBER, 2009

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24 No School Winter Break (Prek-12)	25 No School (Prek-12) Christmas
28 No School Winter Break (Prek-12)	29	30	31	

17 Student Contact

*If the legislature acts to allow student days prior to Labor Day, we will reconvene and consider modifications to the calendar.

WHITE BEAR LAKE AREA SCHOOL DISTRICT

2009-2010 Staff Calendar

JANUARY, 2010

M	T	W	TH	F
				1 No School Winter Break (Prek-12) Holiday (New Years)
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
No School (MLK, Jr. Day) Staff Dev. (Prek-12)	25	26	27	28 End of Ctr 2/ Semester 1
				29 No School Teacher Prep

18 Student Contact 1 Holiday 1 Staff Dev 1 Tch'r Prep

APRIL, 2010

M	T	W	TH	F
			1 No School (Prek-12)	2 No School (Prek-12)
5	6	7	8 Good Friday	9 End of Ctr. 3
12 MCA Testing Begins	13	14	15	16
19	20	21 Elem. Staff Dev. Prek-5 4-6 pm	22 Sec. Staff Dev. 6-12 3:15-5:15 pm	23
26	27	28	29	30

20 Student Contact 2 Holidays 1 After-School Staff Dev (21st & 22nd)

FEBRUARY, 2010

M	T	W	TH	F
1	2	3	4	5
8	9 Elem. Staff Dev. Prek-5 4-6 pm	10	11	12
15 No School Holiday (Presidents Day)	16	17	18	19
22	23	24	25	26

19 Student Contact 1 Holiday 1 Elem. After-School Staff Dev (9^{am})

MAY, 2010

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
No School 31 Holiday (Memorial Day)				

20 Student Contact 1 Holiday

PROPOSED CALENDAR

1/12/09

MARCH, 2010

M	T	W	TH	F
1	2	3 End of Tr 2	4 No School Prek-12 Parent Conf.	5 No School Prek-12 Parent Conf.
8 Prek-12 Parent Conf. (eve)	9	10	11	12
15	16 Sec. Staff Dev. 6-12 3:15-5:15 pm	17	18	19
22	23	24	25	26
29 No School Teacher Prep	30 No School Spring Break (Prek-12)	31 No School Spring Break (Prek-12)		

18 Student Contact 2 Tch'r Prep 1 Sec. After-School Staff Dev (16th)

JUNE, 2010

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11 Last day of School (Prek-12) Graduation
14 Teacher Prep (Prek-12)	15 Comp Day (Prek-12)	16	17	18
21	22	23	24	25
28	29	30		

9 Student Contact 1 Tch'r Prep 1 Comp Day

*If the legislature acts to allow student days prior to Labor Day, we will reconvene and consider modifications to the calendar.

White Bear Lake Area Schools 2009-10 School Calendar (Proposed)

July 2009

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August 2009

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2009

M	T	W	Th	F
		Teacher Work Day	Convocation /Prof. Dev.	
No School Labor Day	School Begins Grades 1-12 K/K+ Onen.	K/K+ Orientation	School Begins K/K+	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2009

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	No School Prof. Dev.	No School State Tch. Prof. Mings.	No School State Tch. Prof. Mings.
19	20	21	22	23
26	27	28	29	30

November 2009

M	T	W	Th	F
				End of Qtr. 1 (Secondary)
2	3	4	5	6
No School Teacher Work Day				
9	10	11	12	13
16	17	18	19	20
No School Conferences	No School Conferences	No School Thanksgiving break	No School Thanksgiving break	No School Thanksgiving break
23	24	25	26	27
30				

December 2009

M	T	W	Th	F
	1	2	3	4
5	6	7	8	9
14	15	16	17	18
			No School Winter break	No School Winter break
21	22	23	24	25
No School Winter break	No School Winter break	No School Winter break	No School Winter break	
28	29	30	31	

January 2010

M	T	W	Th	F
				No School Winter break
				1
4	5	6	7	8
11	12	13	14	15
No School Prof. Dev. MLK Jr. Day				
18	19	20	21	22
25	26	27	End of Qtr. 2/ Semester 1 (Secondary)	No School Teacher Work Day
			28	29

February 2010

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
No School Presidents' Day				
15	16	17	18	19
22	23	24	25	26

March 2010

M	T	W	Th	F
		End of Tr 2 (Elementary)	No School Conferences	No School Conferences
1	2	3	4	5
Conf. (eve.) (School in session)				
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
No School Teacher Work Day	No School Spring Break	No School Spring Break		
29	30	31		

April 2010

M	T	W	Th	F
			No School Spring Break	No School Spring Break
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2010

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
No School Memorial Day				
31				

June 2010

M	T	W	Th	F
	1	2	3	4
				Last Day of School Graduation
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

* If the legislature acts to allow student days prior to Labor Day, we will reconvene and consider modifications to the calendar.

1/12/09

Agenda Item: **Project Lead the Way/Kern Family Foundation Grant**
Meeting Date: **February 9, 2009**
Suggested Disposition: **Operational Item**
Contact Persons: **Cynthia A. Moore, Director of Curriculum and Assessment**
Gretchen Harriman, Curriculum Specialist

BACKGROUND:

White Bear Lake Area School District has been awarded a major grant from the Kern Family Foundation. This grant will support the implementation of PROJECT LEAD THE WAY as a STEM initiative.

STEM initiatives integrate the fields of Science, Technology, Engineering, and Mathematics and are an educational priority at both the National and State level. The draft of the revised Minnesota Academic Standards in Science includes an engineering strand, which reinforces the need for schools to incorporate engineering content into programs.

The Kern Family Foundation Grant of \$60,000 will support Project Lead the Way's "Gateway to Technology" and "Pathways to Engineering." The funding will be distributed over a three year period and will provide advanced opportunities for students at both middle schools, as well as the high schools.

The Kern Family Foundation Grant will be utilized to support the following courses beginning fall of 2009, with additional courses to follow as the grant is fully implemented:

High school PLTW course for White Bear Lake Area High School:

Introduction to Engineering Design - new course proposed for 2009-10 school year.

(Replaces Drafting and Design; Drafting 2/CAD)

Using computer modeling software, students learn the process of product design. They solve design problems as they develop, create, and analyze product models.

Middle School units to integrate into Technology Education Courses:

Design and Modeling - To be integrated into Grade 7 and 8 Technology Education courses during the 2009-10 school year.

Students use geometry, problem-solving, teamwork, and project management skills to design and develop product prototypes.

Automation and Robotics - To be integrated into the Grade 8 Technology Education required course during the 2010-11 school year.

Students work with gears, joints, and automated design concepts to learn the basics of mechanics and machinery.

RECOMMENDATION:

Approve the Kern Family Foundation Grant to support Project Lead the Way's "Gateway to Technology" and "Pathways to Engineering" in the amount of \$60,000.

Agenda Item: **H.B. Fuller STEM Mini-Grants**

Meeting Date: **February 9, 2009**

Suggested Disposition: **Operational Item**

Contact Persons: **Cynthia A. Moore, Director of Curriculum and Assessment**
Gretchen Harriman, Curriculum Specialist

BACKGROUND:

White Bear Lake Area School District has been awarded a major grant from the H.B. Fuller Company Foundation. The grant will support the STEM initiatives in the White Bear Lake School District.

The H.B. Fuller STEM Mini-Grants provide materials to support classroom instruction and student work. Grants were awarded to five middle school teachers, from both Central and Sunrise Park Middle Schools, totaling \$17,972. Grants were awarded to the following teachers:

Mike Andres
Nancy Brown
Dave Lamwers
Lindsay Lamwers
Doreen Peterson

STEM Initiatives integrate the fields of Science, Technology, Engineering, and Mathematics and are an educational priority at both the National and State level. The draft of the revised Minnesota Academic Standards in Science includes an engineering strand, which reinforces the need for schools to incorporate engineering content into programs.

RECOMMENDATION: To approve the H.B. Fuller STEM Mini-Grants in the amount of \$17,972.

AGENDA ITEM: School Board Policy #417, Chemical Use and Abuse
MEETING DATE: February 9, 2009
SUGGESTED DISPOSITION: Operational Item
CONTACT PERSON(S): Dr. Jill Thelen, Director of Schools

BACKGROUND:

School Board Policy #417, Chemical Use and Abuse (last updated 2005), was reviewed by the School Board Policy Committee, and 1st reading at the January 12 School Board meeting.

Modifications and changes were made to clarify language, process and practice and legal references.

RECOMMENDATION: Approve School Board Policy \$417, Chemical Use and Abuse

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

White Bear Lake Area
School District #624 Policy 417

417 CHEMICAL USE AND ABUSE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School. ~~Paraphernalia associated with controlled substances is prohibited.~~
- B. It is the policy of this school district to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. The school district shall establish and maintain in every school a chemical abuse pre-assessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. It will be the responsibility of the superintendent, with the advice of the school board, to establish a school and community advisory team to address chemical abuse problems in the district.
- E. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

III. DEFINITIONS

- A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially

disordering behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.

- B. "Chemicals" includes but is not limited to alcohol, toxic substances, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.
- C. "School location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. STUDENTS

A. Instruction at Elementary and Secondary Schools

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

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

4. Each school shall disseminate drug and violence prevention information within the school and to the community.
5. Each school shall ~~offer~~ **have** professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, ~~consultation and referral to professional resources~~ **mentoring, or rehabilitation referral**, as related to drug and violence prevention.
6. Each school shall have drug and violence prevention activities that may include the following:
 - a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
 - b. The hiring and mandatory **research-based** training, ~~based on best practice research~~, of school security personnel who interact with students in support of ~~youth drug and violence prevention activities under this policy that are implemented in the school.~~ **the school-based and youth-focused drug and violence prevention activities included in this policy.**
 - c. **Staff-guided conflict resolution and peer mediation training and implementation programs that provide opportunities for youth involvement in health promotion and violence prevention activities.** ~~resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, youth involvement in health promotion activities.~~
 - d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services ~~providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.~~
 - e. **Training of teachers by school-based mental health service providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.**

- e.f. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

B. Reports of Chemical Use and Abuse

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

3. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56, and proposed for expulsion.
4. Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Preassessment Team

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

D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat.13.32 and applicable federal law and regulations.

2. Destruction of Records

- a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
- b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.

- c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat.138.163.

E. Consent

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

F. School and Community Advisory Team

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

V. EMPLOYEES

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students and others about:
 1. The dangers and health risks of chemical abuse in the workplace/school.
 2. The school district's drug-free workplace/drug-free school policy.
 3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry and/or assistance programs available to employees and/or students.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after

receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

[Note: Notification to the federal granting agency within ten (10) days is required by the Drug Free Workplace Act 41 U.S.C. §§ 701 and 702.1]

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. §121A.25-121A.29 (Chemical Abuse)
Minn. Stat. §121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 138.163 (Records Management Act)
Minn. Stat. §144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
20 U.S.C. § 132g (Family Educational Rights and Privacy Act)
20 U.S.C. §§7101-7144 **7165** (Safe and Drug-Free Schools and Communities Act)
41 U.S.C. §§701-707 (Drug-Free Workplace Act)
34 C.F.R. Part ~~85~~ **84** (Government-wide Requirements for Drug-Free Workplace)

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

AGENDA ITEM: **School Board Policy #530, Immunization Policy**
MEETING DATE: **February 9, 2009**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Kathleen Daniels, Director of Special Services**

BACKGROUND:

School Board Policy #530, Immunization Policy and Procedures, has been reviewed by the School Board Policy Committee and had a first reading at the January 12 School Board meeting.

After a routine review of the policy, section VII has been updated to reflect the name change for the Minnesota Department of Education and to comply with the September 8, 2008 letter from the Department of Health requesting an Annual Immunization Status Report.

In addition, the administration has drafted new procedures to comply with Section V of Policy #530. Administrative Procedures are not subject to Board approval, but are provided to you for information.

Any changes in policy following official action by the School Board are reflected on our website. Administrative procedures will be available from the superintendent's office and from those administrators whose job responsibilities require them to interpret and carry out the policy.

RECOMMENDATION: Approve School Board Policy #530, Immunization Policy.

Adopted: August 27, 2001

Revised: May 9, 2005

Revised:

*White Bear Lake Area
School Board Policy 530*

530 IMMUNIZATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

II. GENERAL STATEMENT OF POLICY

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
 - 1. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the immunizations required by law, consistent with medically acceptable standards; or
 - 2. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month, day and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the statement of a physician or public clinic that administers immunizations. If such a statement is substituted, this statement must indicate the month, day and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the superintendent of the school district by October 1 of each school year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III.B., above, or Section IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a physician's signed statement stating that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

- A. The school district will develop and implement a procedure to:
 - 1. notify parents and students of the immunization requirements and the consequences for failure to provide the required documentation;
 - 2. review student health records to determine whether the required information has been provided; and

3. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.
- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

VII. OTHER

~~Within 60 days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Department of Children, Families and Learning stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district also will forward a copy of all exemption statements received by the school district to the Commissioner of the Department of Health.~~

By November 1st of each year the school district will forward a report to the Minnesota Department of Health summarizing the immunization status (including students that are receiving instruction in the home) of all students in grades kindergarten through 12. A copy of the report will also be sent to the Commissioner of the Minnesota Department of Education.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)

Minn. Stat. § 121A.17 (School Board Responsibilities)
Minn. Stat. § 144.29 (Health Records; Children of School Age)
Minn. Stat. § 144.3351 (Immunization Data)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 144.442 (Testing in Schools)
McCarthy v. Ozark Sch. Dist., 359 F.3d 1029 (8th Cir. 2004)
Op. Att'y Gen. 169-W (Jan.17, 1968)
Op. Att'y Gen. 169-W (July 23, 1980)

Cross References: WBLASB Policy 515 (Protection and Privacy of Pupil Records)

Date: 2-9-09

Immunization Requirements: Procedures (developed to correspond with section V of Policy #530)

I. Purpose

This is a procedure for the notification of parents/guardians regarding immunization requirements and consequences for failure to provide the required documentation.

II. Kindergarten

- A. A *Kindergarten Registration Parent Information Packet* is mailed home to parents, which includes immunizations needed for entering kindergarten and information describing the exemptions from immunization as permitted by law.
- B. During information and registration nights a *Health Information Packet* is distributed to parents/guardians which includes immunizations needed for entering kindergarten and also includes information describing the exemptions from immunization as permitted by law. All information is also available in Spanish and Hmong .
- C. In August, prior to school starting each year, a *Parent Newsletter* is mailed to families which describe immunizations needed to enter kindergarten and again, notification describing exemptions from immunizations as permitted by law.

III. Middle School -

- A. A *Parent Newsletter* is mailed home four times per year which includes immunizations needed for entering 7th grade and information describing the exemptions from immunization as permitted by law.
- B. An *Individual Letter* is mailed out to all parents/guardians of 6th grade students, with the end of the year report card, who do not have the required immunizations for entering 7th grade in the fall. The letter includes the child's *specific immunizations needed*. The notification includes information describing the exemptions from immunization as permitted by law. The same information is mailed home in Hmong or Spanish for students who speak Hmong or Spanish at home.
- C. In August, prior to the school starting, a *Parent Newsletter* is mailed home which includes immunizations needed for entering 7th grade and information describing exemptions from immunizations as permitted by law.

IV. For students arriving on the first day of school that do not have their immunizations complete the following procedure is followed:

- A. A parent/guardian is notified by phone.
- B. A MIIC (Minnesota Immunization Information Connection) check is made by school health personnel regarding student status.
- C. A call is made to the family physicians office to secure dates regarding student's current immunization status.
- D. When needed, a cultural liaison is contacted to assist with student and family communication
- E. A referral is made to the health care provider or the local public health immunization clinics for those that do not have insurance; this information is also included in all notices sent home to parents/guardians

V. Review of student health records to determine whether the required information has been provided.

- A. Immunization information on all students shall be reviewed every year, as part of the AISR (Annual Immunization Status Report) required by the Minnesota Department of Health, by November 1st of each school year. The school nurse assigned to the school is responsible for completing and submitting the AISR.
- B. Immunization information on enrolling students transferring into the school district is reviewed at the time of enrollment by the school nurse or health assistant. If the enrolling student does not have the information, the school contacts the previous school to get immunization information using phone, fax or written request for immunization records.

VI. Maintenance of student immunization records.

- A. All information is entered into Skyward and updated as information is received from parents. District Center personnel maintains data on Skyward.
- B. All immunization information is entered on the front of the Student Health Record and updated as information is received from parents. The Student Health Record follows the student from school to school in the district. Upon graduation, the District Center stores the Student Health Record.

- C. Health Office staff at the current school assists a student and/or the student's parents/guardians to transfer the student's immunization record to a new school within 30 days of the student's transfer.
- D. Upon request from a public or private post-secondary educational institution, designated district center staff assist in the transfer of the student's immunization records to the post-secondary educational institution.

V. Students transferring into the district:

- A. A Student transferring into the district is given a maximum of 30 days to provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization(s). Students who do not provide the appropriate proof of immunizations or exemption documentation within 30 days will be excluded from school until such time as appropriate proof of immunizations or exemption documentation has been provided.

AGENDA ITEM: **Award of Bids – Lakeaires Elementary School HVAC Improvements**

MEETING DATE: **February 9, 2009**

SUGGESTED DISPOSITION: **Operational Item**

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

.....

Bids were opened for the Lakeaires Elementary School HVAC system improvements project on January 15, 2009.

There are four bid divisions contained within this project and the number of bids received ranged from four for fire protection to sixteen for mechanical. Nine bids were received and the range was from \$407,000 to \$532,000.

Administration recommends that bid be awarded for this project as follows:

General Construction --- GA Construction --- \$213,600;

Fire Protection --- Viking Sprinkler --- \$15,500;

Mechanical --- Schadegg Mechanical --- \$761,100; and

Electrical --- Low Electric --- \$143,710.

The total bid award is 12% under the projected budget.

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

.....

Recommendation:

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



**WHITE BEAR LAKE
AREA PUBLIC SCHOOLS**

Independent School District No. 624

PHIL FISHER

Manager of Building Operations

4855 Bloom Avenue

White Bear Lake, MN 55110-2731

(651) 407-7534 • Fax (651) 407-7539

pefish@wbl.whitebear.k12.mn.us

To: Peter Willcoxon
From: Phil Fisher 
Subject: Lakeaires Elementary School HVAC system improvements
Date: January 20, 2009

Bids were opened for the Lakeaires HVAC system replacement project on January 15, 2009. This is a board approved "Alternative Facilities" deferred maintenance project. A favorable Review and Comment has been provided by the Minnesota Department of Education Commissioners office.

The base bid work for this project includes the removal and replacement of classroom univents, lighting, and interior painting. Alternates were included to add a chiller to provide conditioned air in all classroom spaces. Hallberg Engineering and DeVetter Design group provided specifications for this project and Kraus Anderson will provide construction management.

Bidding this early has allowed us to be well under our projected budget and to have a longer lead time to order the new univents. All work will be done during the summer of 2009 with substantial completion August 15, 2009

Recommendation: That the White Bear Lake Area Public School Board accepts the attached bid packages for the Lakeaires deferred maintenance project to include the base bid and the chiller alternate. Total bid award will be One Million One Hundred Thirty Three Thousand Nine Hundred Ten Dollars, \$1,133,910.00

Attachments



KRAUS-ANDERSON®
CONSTRUCTION COMPANY

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F 763.786.2650
www.krausanderson.com

January 22, 2009

Mr. Phillip Fisher
Independent School District 624
4855 Bloom Avenue
White Bear Lake, MN 55110

Re: Lakeaires Elementary School
Replacement HVAC Systems
White Bear Lake, Minnesota

Dear Mr. Fisher:

Kraus-Anderson has reviewed the bids that were received on January 15, 2009 for the Lakeaires Elementary School Replacement HVAC Systems project.

We recommend award of contracts based upon the base bids and alternates as indicated on the enclosed Bid Analysis and Alternate Summary Sheets dated January 15, 2009.

We have also enclosed the Bid Tabulation Sheet for each Bid Division for your review.

Please contact us if you should have any questions regarding these recommendations.

Very truly yours,

KRAUS-ANDERSON® CONSTRUCTION COMPANY

Brian L. Hook
Senior Project Manager

BLH:rh

cc: Tim Rabbitts, Hallberg Engineering

KRAUS-ANDERSON CONSTRUCTION COMPANY

Bid Package Analysis - Lakeaires Elementary School
 White Bear Lake Area Schools
 1/15/2009

DIV #	DESCRIPTION	BUDGET	LOW BIDDER	LOW BID W/ ALTERNATE #1	VAR FRM BDGT	# OF BIDS	REMARKS
1	General Construction	247,000	GA Construction	213,600	(33,400)	13	Recommend Award w/ Alternate #1
2	Fire Protection	17,000	Viking Sprinkler	15,500	(1,500)	4	Recommend Award w/ Alternate #1
3	Mechanical	827,000	Schadegg Mechanical	761,100	(65,900)	16	Recommend Award w/ Alternate #1
4	Electrical	198,000	Lew Electric	143,710	(54,290)	12	Recommend Award w/ Alternate #1
					-		
	TOTALS	1,289,000		1,133,910	(155,090)	45	

LAKEAIRES ELEMENTARY SCHOOL REPLACEMENT HVAC SYSTEMS

OWNER: WHITE BEAR LAKE AREA SCHOOLS, ISD NO. 624
CONSTRUCTION MGR.: KRAUS-ANDERSON® CONSTRUCTION COMPANY
ARCHITECT: HALLBERG ENGINEERING; DEVETTER DESIGN GROUP

BID TABULATIONS
Thursday, January 15, 2009, 2:00 PM

DIVISION 1: DEMOLITION AND

GENERAL CONSTRUCTION

	BIDDER A & L Construction, Inc.	BIDDER J.S. Cates Construction Co.	BIDDER Crossroad Construction, Inc.	BIDDER Cobra Construction, Inc.	BIDDER Construction Results Corporation	BIDDER PMI Construction Co.
BID SECURITY	YES	YES	YES	YES	YES	YES
ADDENDA REC'D	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3
BASE BID	\$297,800.00	\$331,000.00	\$236,400.00	\$213,990.00	\$189,200.00	\$216,000.00
COMBINED BASE BID 1, 2, 3, 4	N/A	N/A	N/A	N/A	N/A	N/A
Unit Price No. 1 Add New Floor Hatches	ADD: \$1,800.00	N/A	N/A	N/A	ADD: \$10,000.00	ADD: \$1,350.00/EA
Alternate No. 1 Chiller Alternate No. 2 Unit Ventilators Subst.	N/A	ADD: \$54,000.00	ADD: \$84,600.00	ADD: \$96,000.00	ADD: \$47,900.00	ADD: \$83,700.00
	N/A	N/C	N/A	N/A	N/A	N/A

BID TABULATIONS
Thursday, January 15, 2009, 2:00 PM

Thursday, January 15, 2009, 2:00 PM

DIVISION 1: DEMOLITION AND

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	GA Construction, Inc.	Frerichs Construction Co.	George F. Cook Construction Co.	Meisinger Construction Co.	Prestige Builders of Minnesota, LLC	Hallbar Construction Inc.
BID SECURITY	YES	YES	YES	YES	YES	YES
ADDENDA REC'D	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3
BASE BID	\$168,400.00	\$162,240.00	\$181,000.00	\$199,000.00	\$192,000.00	\$218,400.00
COMBINED BASE BID 1, 2, 3, 4	N/A	N/A	N/A	N/A	N/A	N/A
Unit Price No. 1 Add New Floor Hatches	N/A	N/A	ADD: \$3,500.00	N/A	N/A	ADD: \$3,200.00
Alternate No. 1 Chiller Alternate No. 2 Unit Ventilators Subst.	ADD: \$45,200.00 N/A	ADD: \$80,440.00 N/A	ADD: \$78,000.00 N/A	ADD: \$73,500.00 N/A	ADD: \$106,000.00 N/A	ADD: \$79,000.00 N/A

**LAKEAIRES ELEMENTARY SCHOOL
REPLACEMENT HVAC SYSTEMS**

OWNER: WHITE BEAR LAKE AREA SCHOOLS, ISD NO. 624
CONSTRUCTION MGR.: KRAUS-ANDERSON® CONSTRUCTION COMPANY
ARCHITECT: HALLBERG ENGINEERING; DEVETTER DESIGN GROUP

BID TABULATIONS
Thursday, January 15, 2009, 2:00 PM

**DIVISION 1: DEMOLITION AND
GENERAL CONSTRUCTION**

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Rochon Corporation					
BID SECURITY	YES					
ADDENDA REC'D	1,2,3					
BASE BID	N/A					
COMBINED BASE BID 1, 2, 3, 4	\$1,040,000.00					
Unit Price No. 1 Add New Floor Hatches	N/A					
Alternate No. 1 Chiller	ADD: \$240,000.00**					
Alternate No. 2 Unit Ventilators Subst.	DED: \$(13,700.00)**					
**Combined Bid Division Nos. 1,2,3,4						

**LAKEAIRES ELEMENTARY SCHOOL
REPLACEMENT HVAC SYSTEMS**

OWNER: WHITE BEAR LAKE AREA SCHOOLS, ISD NO. 624
CONSTRUCTION MGR.: KRAUS-ANDERSON® CONSTRUCTION COMPANY
ARCHITECT: HALLBERG ENGINEERING; DEVETTER DESIGN GROUP

BID TABULATIONS
Thursday, January 15, 2009, 2:00 PM

DIVISION 2: FIRE PROTECTION

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Viking Automatic Sprinkler	Brothers Fire Protection	General Sprinkler Corporation	Rochon Corporation		
BID SECURITY	YES	YES	YES	YES		
ADDENDA REC'D	1,2,3	1,2,3	1,2,3	1,2,3		
BASE BID	\$15,500.00	\$15,600.00	\$59,000.00	N/A		
COMBINED BASE BID 1, 2, 3, 4	N/A	N/A	N/A	\$1,040,000.00		
Unit Price No. 1 Add New Floor Hatches	N/A	N/A	N/A	N/A		
Alternate No. 1 Chiller	N/A	N/A	N/A	ADD: \$240,000.00**		
Alternate No. 2 Unit Ventilators Subst.	N/A	N/A	N/A	DED: \$(13,700.00)**		
**Combined Bid Division Nos. 1,2,3,4						

BID TABULATIONS
Thursday, January 15, 2009, 2:00 PM

DIVISION 3: MECHANICAL

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Cool Air Mechanical	Chappell Central, Inc.	Klamm Mechanical Contractors, Inc.	Thelen Heating & Roofing, Inc.	Sun Mechanical, Inc.	United States Mechanical Inc.
BID SECURITY	YES	YES	YES	YES	YES	YES
ADDENDA REC'D	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3
BASE BID	\$644,800.00	\$665,000.00	\$634,000.00	\$688,000.00	\$660,000.00	\$678,197.00
COMBINED BASE BID 1, 2, 3, 4	N/A	N/A	N/A	N/A	N/A	N/A
Unit Price No. 1 Add New Floor Hatches	N/A	N/A	N/A	N/A	N/A	N/A
Alternate No. 1 Chiller	ADD: \$189,000.00	ADD: \$179,000.00	ADD: \$175,000.00	ADD: \$176,000.00	ADD: \$190,000.00	ADD: \$345,791.00
Alternate No. 2 Unit Ventilators Subst.	ADD: \$94,000.00	DED: \$(40,000.00)	DED: \$(14,000.00)	DED: \$(35,000.00)	DED: \$(33,000.00)	N/A

BID TABULATIONS
Thursday, January 15, 2009, 2:00 PM

DIVISION 3: MECHANICAL

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Pearson Mechanical Services Inc.	Kumar Mechanical Inc.	Environ-Con, Inc.	Master Mechanical, Inc.	Doody Mechanical, Inc.	Northern Air Corporation
BID SECURITY	YES	YES	YES	YES	YES	YES
ADDENDA REC'D	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3
BASE BID	\$627,000.00	\$680,000.00	\$655,000.00	\$640,000.00	\$613,470.00	\$667,400.00
COMBINED BASE BID 1, 2, 3, 4	N/A	N/A	N/A	N/A	N/A	N/A
Unit Price No. 1 Add New Floor Hatches	N/A	N/A	N/A	N/A	N/A	N/A
Alternate No. 1 Chiller	ADD: \$180,000.00	ADD: \$230,000.00	ADD: \$175,000.00	ADD: \$168,000.00	ADD: \$179,460.00	ADD: \$199,100.00
Alternate No. 2 Unit Ventilators Subst.	DED: \$(14,000.00)	N/C	DED: \$(36,000.00)	DED: \$(15,000.00)	DED: \$(16,180.00)	DED: \$(12,000.00)

**LAKEAIRES ELEMENTARY SCHOOL
REPLACEMENT HVAC SYSTEMS**

OWNER: WHITE BEAR LAKE AREA SCHOOLS, ISD NO. 624
CONSTRUCTION MGR.: KRAUS-ANDERSON® CONSTRUCTION COMPANY
ARCHITECT: HALLBERG ENGINEERING; DEVETTER DESIGN GROUP

BID TABULATIONS
Thursday, January 15, 2009, 2:00 PM

DIVISION 3: MECHANICAL

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	MD Mechanical, Inc.	Schadegg Mechanical, Inc.	Northwest Sheetmetal Co.	Rochon Corporation		
BID SECURITY	YES	YES	YES	YES		
ADDENDA REC'D	1,2,3	1,2,3	1,2,3	1,2,3		
BASE BID	\$656,750.00	\$576,800.00	\$745,000.00	N/A		
COMBINED BASE BID 1, 2, 3, 4	N/A	N/A	N/A	\$1,040,000.00		
Unit Price No. 1 Add New Floor Hatches	N/A	N/A	N/A	N/A		
Alternate No. 1 Chiller	ADD: \$288,750.00	ADD: \$184,300.00	ADD: \$182,300.00	ADD: \$240,000.00**		
Alternate No. 2 Unit Ventilators Subst.	DED: \$(14,000.00)	DED: \$(13,600.00)	DED: \$(11,200.00)	DED: \$(13,700.00)**		
**Combined Bid Division Nos. 1,2,3,4						

BID TABULATIONS
Thursday, January 15, 2009, 2:00 PM

DIVISION 4: ELECTRICAL

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Gephart Electric Company, Inc.	Claude M. Anderson Electric	Manor Electric	Peoples Electric Company	Mtec Electric Inc.	Vinco, Inc.
BID SECURITY	YES	YES	YES	YES	YES	YES
ADDENDA REC'D	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3
BASE BID	\$145,950.00	\$171,200.00	\$144,250.00	\$145,550.00	\$149,119.00	\$209,000.00
COMBINED BASE BID	N/A	N/A	N/A	N/A	N/A	N/A
Unit Price No. 1 Add New Floor Hatches	N/A	N/A	N/A	N/A	N/A	N/A
Alternate No. 1 Chiller	ADD: \$11,140.00	N/A	N/C	ADD: \$6,400.00	ADD: \$17,102.00	N/A
Alternate No. 2 Unit Ventilators Subst.	N/C	N/A	N/C	N/A	N/A	N/A

LAKEAIRES ELEMENTARY SCHOOL REPLACEMENT HVAC SYSTEMS

OWNER: WHITE BEAR LAKE AREA SCHOOLS, ISD NO. 624
CONSTRUCTION MGR.: KRAUS-ANDERSON® CONSTRUCTION COMPANY
ARCHITECT: HALLBERG ENGINEERING; DEVETTER DESIGN GROUP

BID TABULATIONS
Thursday, January 15, 2009, 2:00 PM

DIVISION 4: ELECTRICAL

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Weber Electric, Inc.	Electric Resource Contractors, Inc.	Sterling Electric Corporation	Lew Electric, Inc.	Mendota Electric Inc.	Rochon Corporation
BID SECURITY	YES	YES	YES	YES	YES	YES
ADDENDA REC'D	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3
BASE BID	\$148,000.00	\$144,500.00	\$153,050.00	\$149,500.00	\$183,312.00	N/A
COMBINED BASE BID 1, 2, 3, 4	N/A	N/A	N/A	N/A	N/A	\$1,040,000.00
Unit Price No. 1 Add New Floor Hatches	N/A	N/A	N/A	N/A	N/A	N/A
Alternate No. 1 Chiller	N/A	ADD: \$16,980.00	ADD: \$14,100.00	DED: \$(5,790.00)	N/A	ADD: \$240,000.00**
Alternate No. 2 Unit Ventilators Subst.	N/A	N/A	N/A	N/A	N/A	DED: \$(13,700.00)**
**Combined Bid Division Nos. 1,2,3,4						

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

MEETING DATE: February 9, 2009

SUGGESTED DISPOSITION: Operational Item

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

.....
Bids were opened for the Lincoln Elementary School HVAC system improvements project on January 29, 2009.

There are four bid divisions contained within this project and the number of bids received ranged from five to eleven, with the exception of fire protection, for which quotes will be sought.

Administration recommends that bid be awarded for this project as follows:

**General Construction --- GA Construction --- \$79,600;
Mechanical --- Pearson Mechanical --- \$517,000; and
Electrical --- Manor Electric --- \$75,599.**

The total bid award is 10.3% under the projected budget.

Alternate bids #1 and #2 are to be rejected.

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

.....
Recommendation:

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

PHIL FISHER

Manager of Building Operations

4855 Bloom Avenue

White Bear Lake, MN 55110-2731

(651) 407-7534 • Fax (651) 407-7539

pefish@wbl.whitebear.k12.mn.us

To: Peter Willcoxon
From: Phil Fisher
Subject: Lincoln Elementary School HVAC Replacement Project
Date: February 3, 2009

Bids were opened for the Lincoln Elementary HVAC Replacement project on January 29, 2009. This is a board approved "Alternative Facilities" deferred maintenance project. Projected budget was \$750,000 for the base bid work.

The base bid work for this project includes the replacement of two existing boilers, classroom univents in the primary wing, classroom lighting and classroom carpeting. Hallberg Engineering and MLA Architects provided specifications for this project. Kraus-Anderson will provide project management.

There were four bid divisions for this project. The apparent low bidder for Division 1 was GA Construction with a bid of \$79,600.00. The apparent low bidder for Bid Division 3 was Pearson Mechanical with a bid of \$517,000.00. The apparent low bidder for Bid Division 4 was Manor Electric with a bid of \$75,599.00. There was no bidders for Bid Division 2 which was for sprinkler modifications. We will solicit quotations for that work from local vendors.

There were two Alternates associated with this bid which staff is recommending not accepting. They will be re-bid during phase two of this project.

All work will be done during the summer of 2009 with substantial completion before August 15, 2008.

Recommendation: *That the White Bear Lake Area Public School Board award the Lincoln Elementary HVAC Replacement Project Bid Division 1 to GA Construction for the base bid in the amount of Seventy Nine Thousand Six Hundred Dollars, \$79,600.00.*

Award Bid Division 3 to Pearson Mechanical, for the base bid in the amount of Five Hundred Seventeen Thousand Dollars, of \$517,000.00.

Award Bid Division 4 to Manor Electric for the base bid in the amount of Seventy Five Thousand Five Hundred Ninety Nine, \$75,599.00.

Reject Alternates 1 and 2.

Attachments



KRAUS-ANDERSON®
CONSTRUCTION COMPANY

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F 763.786.2650
www.krausanderson.com

February 3, 2009

Mr. Phillip Fisher
Independent School District 624
4855 Bloom Avenue
White Bear Lake, MN 55110

Re: Lincoln Elementary School
Replacement HVAC Systems
White Bear Lake, Minnesota

Dear Mr. Fisher:

Kraus-Anderson has reviewed the bids that were received on January 29, 2009 for the Lincoln Elementary School Replacement HVAC Systems project.

We recommend award of contracts based upon the base bids as indicated on the enclosed Bid Analysis dated January 29, 2009.

We have also enclosed the Bid Tabulation Sheet for each Bid Division for your review.

Please contact us if you should have any questions regarding these recommendations.

Very truly yours,

KRAUS-ANDERSON® CONSTRUCTION COMPANY

Jon M. Kuenstling
Project Manager

JMK:rh

cc: Tim Rabbitts, Hallberg Engineering

KRAUS-ANDERSON CONSTRUCTION COMPANY

Bid Package Analysis - Lincoln Elementary School

White Bear Lake Area Schools

1/29/09

DIV #	DESCRIPTION	LOW BIDDER	LOW BID	# OF BIDS	REMARKS
1	General Construction	GA Construction	79,600	7	Recommend Award
2	Fire Protection	NO BIDS RECEIVED		0	REBID
3	Mechanical	Pearson Mechanical Services	517,000	11	Recommend Award
4	Electrical	Manor Electric	75,599	4	Recommend Award
	TOTALS		672,199	22	

**LINCOLN ELEMENTARY SCHOOL
REPLACEMENT HVAC SYSTEMS**

OWNER: WHITE BEAR LAKE AREA SCHOOLS, ISD NO. 624
CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY
ARCHITECT: HALLBERG ENGINEERING; MLA ARCHITECTS

BID TABULATIONS
Thursday, January 29, 2009, 2:00 PM

**DIVISION 1: DEMOLITION AND GENERAL
CONSTRUCTION**

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Prestige Builders of MN	GA Construction, Inc.	A&L Construction, Inc.	Cobra Construction, Inc.	George F. Cook Construction Co.	TEKTON Construction
BID SECURITY	YES	YES	YES	YES	YES	YES
ADDENDA REC'D	1	1	1	1	1	1
BASE BID	\$86,000.00	\$79,600.00	\$103,300.00	\$110,000.00	\$85,500.00	\$92,000.00
Unit Price No. 1 Add New Floor Hatches	N/A	N/A	N/A	N/A	N/A	N/A
ALTERNATE NO. 1 (CHILLER)	ADD: \$46,000.00	ADD: \$43,800.00	ADD: \$48,900.00	ADD: \$47,580.00	ADD: \$76,900.00	ADD: \$67,000.00
ALTERNATE NO. 2 (CLASSROOM REMODEL)	ADD: \$24,000.00	ADD: \$27,050.00	ADD: \$33,000.00	ADD: \$18,554.00	ADD: \$23,300.00	ADD: \$35,000.00
ALTERNATE NO. 3 UNIT VENT. SUBST.	N/A	N/A	N/A	N/A	No Change	N/A

**LINCOLN ELEMENTARY SCHOOL
REPLACEMENT HVAC SYSTEMS**

OWNER: WHITE BEAR LAKE AREA SCHOOLS, ISD NO. 624
CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY
ARCHITECT: HALLBERG ENGINEERING; MLA ARCHITECTS

BID TABULATIONS
Thursday, January 29, 2009, 2:00 PM

**DIVISION 1: DEMOLITION AND GENERAL
CONSTRUCTION**

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	PMI Construction Co.					
BID SECURITY	YES					
ADDENDA REC'D	1					
BASE BID	\$96,300.00					
Unit Price No. 1 Add New Floor Hatches	\$1,350.00					
ALTERNATE NO. 1 (CHILLER)	ADD: \$63,450.00					
ALTERNATE NO. 2 (CLASSROOM REMODEL)	ADD: \$16,300.00					
ALTERNATE NO. 3 UNIT VENT. SUBST.	N/C					

**LINCOLN ELEMENTARY SCHOOL
REPLACEMENT HVAC SYSTEMS**

BID TABULATIONS
Thursday, January 29, 2009, 2:00 PM

NO BIDS RECEIVED

OWNER: WHITE BEAR LAKE AREA SCHOOLS, ISD NO. 624
CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY
ARCHITECT: HALLBERG ENGINEERING; MLA ARCHITECTS

DIVISION 2: FIRE PROTECTION

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	N/A					
BID SECURITY	N/A					
ADDENDA REC'D	N/A					
BASE BID	N/A					
Unit Price No. 1 Add New Floor Hatches	N/A					
ALTERNATE NO. 1 (CHILLER)	N/A					
ALTERNATE NO. 2 (CLASSROOM REMODEL)	N/A					
ALTERNATE NO. 3 UNIT VENT. SUBST.	N/A					

**LINCOLN ELEMENTARY SCHOOL
REPLACEMENT HVAC SYSTEMS**

OWNER: WHITE BEAR LAKE AREA SCHOOLS, ISD NO. 624
CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY
ARCHITECT: HALLBERG ENGINEERING; MLA ARCHITECTS

BID TABULATIONS
Thursday, January 29, 2009, 2:00 PM

DIVISION 3: MECHANICAL

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	United States Mechanical	Schadegg Mechanical	Kumar Mechanical Inc.	McQuillan Bros. Plbg & Htg Co.	Doody Mechanical	Klamm Mechanical Contractors, Inc.
BID SECURITY	YES	YES	YES	YES	YES	YES
ADDENDA REC'D	1	1	1	1	1	1
BASE BID	\$628,113.00	\$534,300.00	\$688,000.00	\$562,600.00	\$533,700.00	\$545,000.00
Unit Price No. 1 Add New Floor Hatches	N/A	N/A	N/A	N/A	N/A	N/A
ALTERNATE NO. 1 (CHILLER)	ADD \$219,731.00	ADD: \$216,300.00	ADD: \$260,000.00	ADD: \$212,000.00	ADD: \$222,700.00	ADD: \$208,000.00
ALTERNATE NO. 2 (CLASSROOM REMODEL)	ADD: \$29,113.00	ADD: \$5,300.00	ADD: \$6,500.00	ADD: \$8,300.00	ADD: \$6,000.00	ADD: \$2,500.00
ALTERNATE NO. 3 UNIT VENT. SUBST.	DED: (\$24,000.00)	DED: (\$24,000.00)	DED: (\$15,000.00)	DED: (\$19,500.00)	DED: (\$23,000.00)	DED: (\$23,000.00)

**LINCOLN ELEMENTARY SCHOOL
REPLACEMENT HVAC SYSTEMS**

OWNER: WHITE BEAR LAKE AREA SCHOOLS, ISD NO. 624
CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY
ARCHITECT: HALLBERG ENGINEERING; MLA ARCHITECTS

BID TABULATIONS
Thursday, January 29, 2009, 2:00 PM

DIVISION 3: MECHANICAL

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Wenzel Plymouth Plumbing LLC.	Northern Air d/b/a NAC Mech. & Elec. Svc.	Pearson Mechanical Services, Inc.	Cool Air Mechanical, Inc.	Go Fetsch Mechanical, LLC	BIDDER
BID SECURITY	YES	YES	YES	YES	YES	
ADDENDA REC'D	1	1	1	1	1	
BASE BID	\$569,700.00	\$598,900.00	\$517,000.00	\$564,000.00	\$636,170.00	
Unit Price No. 1 Add New Floor Hatches	N/A	N/A	N/A	N/A	N/A	
ALTERNATE NO. 1 (CHILLER)	ADD: \$246,000.00	ADD: \$248,000.00	ADD: \$240,000.00	ADD: \$206,000.00	ADD: \$262,000.00	
ALTERNATE NO. 2 (CLASSROOM REMODEL)	ADD: \$10,550.00	ADD: \$10,000.00	ADD: \$6,900.00	ADD: \$2,000.00	DED: (\$5,000.00)	
ALTERNATE NO. 3 UNIT VENT. SUBST.	DED: (\$19,000.00)	DED: (\$25,000.00)	DED: (\$21,500.00)	DED: (\$24,000.00)	DED: (\$26,000.00)	

**LINCOLN ELEMENTARY SCHOOL
REPLACEMENT HVAC SYSTEMS**

OWNER: WHITE BEAR LAKE AREA SCHOOLS, ISD NO. 624
CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY
ARCHITECT: HALLBERG ENGINEERING; MLA ARCHITECTS

BID TABULATIONS
Thursday, January 29, 2009, 2:00 PM

DIVISION 4: ELECTRICAL

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Manor Electric, Inc.	Northwest Electrical System, Inc.	Claude M. Anderson Co., Inc.	Weber Electric, Inc.		
BID SECURITY	YES	YES	YES	YES		
ADDENDA REC'D	1	1	1	1		
BASE BID	\$75,599.00	\$84,000.00	\$86,400.00	\$84,700.00		
Unit Price No. 1 Add New Floor Hatches	N/A	N/A	N/A	N/A		
ALTERNATE NO. 1 (CHILLER)	N/A	N/A	N/A	N/A		
ALTERNATE NO. 2 (CLASSROOM REMODEL)	ADD: \$2,120.00	ADD: \$3,300.00	ADD: \$3,200.00	ADD: \$3,300.00		
ALTERNATE NO. 3 UNIT VENT. SUBST.	N/A	N/A	N/A	N/A		

AGENDA ITEM: Award of Bids – South Campus Pavement Replacement Project

MEETING DATE: February 9, 2009

SUGGESTED DISPOSITION: Operational Item

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

.....
Bids were opened for the South Campus pavement replacement project on January 22, 2009. Nine bids were received and the range was from \$407,000 to \$532,000.

Administration recommends that bid be awarded for this project to Tower Asphalt, in the amount of \$407,000.00.

The total bid award is 18% under the projected budget.

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

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Recommendation:

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

PHIL FISHER
Manager of Building Operations

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

To: Peter Willcoxon
From: Phil Fisher 
Subject: South Campus Pavement Replacement Project
Date: January 29, 2009

Bids were opened for the South Campus Pavement Replacement project on January 22, 2009. This is a board approved "Alternative Facilities" deferred maintenance project.

The base bid work for this project includes the replacement of the existing of sidewalks, curb, gutter, and bituminous pavement on the North and East sides of the campus. Anderson-Johnson Associates, Inc. provided specifications for this project.

The apparent low bidder for this work was Tower Asphalt with a base bid of \$407,000.00.

All work will be done during the summer of 2009 with substantial completion before August 15, 2008.

Recommendation: *That the White Bear Lake Area Public School Board award the South Campus Pavement Replacement Project to Tower Asphalt Company, for the base bid in the amount of Four Hundred Seven Thousand Dollars, \$407,000.00.*

Attachments

January 26, 2009

Mr. Phil Fisher
White Bear Lake Area Schools
4855 Bloom Ave
White Bear Lake, MN 55110-2731

Re: **2009 South Campus Pavement Improvements**
White Bear Lake Area Schools
AJA Project No. 07105

Dear Phil,

On Thursday, January 22nd, nine (9) bids for the "2009 South Campus Pavement Improvements" project were received at the District Office. The low bidder for the project is Tower Asphalt, Inc. with a base bid amount of \$407,000.00.

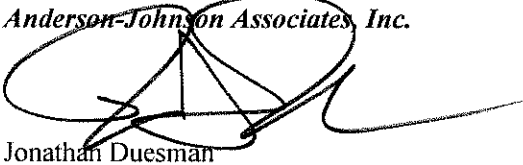
Following the bid opening, we discussed the general scope of work with Dick Anderberg of Tower Asphalt, Inc. Dick confirmed his understanding of the project and stated that he was comfortable with his bid. We have worked with Tower Asphalt over the past years and trust they can provide the quality we expect. We feel comfortable with their work and their capacity to perform on this project. Therefore, based on our experience with this contractor, we recommend accepting Tower Asphalt, Inc. for the 2009 South Campus Pavement Improvements project.

Please find enclosed the project bid tabulation and respective bid forms.

If you have any questions regarding the above please do not hesitate to contact our office.

Sincerely,

Anderson-Johnson Associates, Inc.



Jonathan Duesman

Enclosures: bid tabulation form
bid forms

Bid opened:
Thursday, January 22, 2009
2:00 pm local time

White Bear Lake Pavement Improvements

ANDERSON-JOHNSON
ASSOCIATES,
INC.



Landscape Architecture Site Planning Civil Engineering
7575 Golden Valley Road Minneapolis, MN 55427
PH (763) 544-7129 FAX (763) 544-0531

CONTRACTOR	Forest Lake Contracting	Norwest Asphalt	Tower Asphalt	Amt Construction	Fratallone Co.	TA Schifsky	Midwest Asphalt	Buck Blacktop	New Look Contracting
BASE BID	\$532,000.00	\$496,675.00	\$407,000.00	\$442,000.00	\$501,900.00	\$459,000.00	\$511,700.00	\$498,304.00	\$459,390.00
Start-Up Date	spec	spec	spec	spec	spec	spec	spec	spec	spec
Completion Date	spec	spec	spec	spec	spec	spec	spec	spec	spec
Bid Bond	yes	yes	yes	yes	yes	yes	yes	yes	yes

AGENDA ITEM: Resolution Approving Submittal to the Commissioner of Education for Review and Comment

MEETING DATE: February 9, 2009

SUGGESTED DISPOSITION: Operational Item

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

.....
Background:

If a construction project valued at \$500,000 or more is undertaken by the School District there is a requirement to submit the project for review and comment by the Commissioner of Education.

Since the cost of the track resurfacing portion of the South Campus facility improvements is expected to approach this amount, administration is requesting that the School Board direct it to place the full project into the review and comment process.

This will allow the administration and the Commissioner to complete the review process in a timely manner and keep whatever portion of the project is later approved on track.

Resolution:

WHEREAS, the White Bear Lake Area School District is a participant in the Alternative Facility Revenue program; and

WHEREAS, the White Bear Lake Area School District wishes to resurface its existing track at South Campus; and

WHEREAS, the White Bear Lake Area School District wishes to avail itself of the opportunity to combine a capital project to resurface its existing stadium with synthetic turf with the resurfacing to gain economies of scale on the project;

THEN BE IT HEREBY RESOLVED that the School Board of Independent School District #624 does hereby direct administration to submit the documentation on behalf of the School Board for the review and comment, under M.S. 123B.71 subd.9 for the South Campus stadium improvements.

Independent School District #624

Name: _____
School Board Chair 2/09/2009

Name: _____
School Board Clerk 2/09/2009