

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

July 16, 2018

MISSION STATEMENT

The mission of the White Bear Lake Area School District, the community at the forefront of educational excellence, honoring our legacy and courageously building the future, is to ensure each student realizes their unique talents and abilities, and makes meaningful contributions with local and global impact through a vital system distinguished by:

- **Students who design and create their own future**
- **Diversity of people and ideas**
- **Safe, nurturing and inspiring environments**
- **Exceptional staff and families committed to student success**
- **Abundant and engaged community partners**

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

To: Members of the School Board

From: Dr. Wayne Kazmierczak
Superintendent of Schools

Date: July 5, 2018

A meeting of the White Bear Lake Area School Board will be held on **Monday, July 16, 2018** 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
 - a) Approval of Minutes
 - b) Payment of Invoices
 - c) Correspondence
 - d) Acceptance of Gifts
 - e) Approve Field Trips
 - f) Human Resources Items

B. PUBLIC FORUM

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open up to 30 minutes (3minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those wishing to address the Board should fill out the Public Forum Speaker Card and submit the card to the School Board clerk or other district official at the meeting
4. Questions may be asked on any topic, including those on the agenda.
5. School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Under School Board Policy 206, complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.
6. An attempt will be made to answer questions addressed to the Board. In those cases where an answer is not provided, a phone call from an appropriate school district official will be made as a follow-up.
7. A handout on the purpose of School Board meetings and the meeting process is available at each School Board meeting.
8. Citizens may be asked to address the school board on a particular subject during the discussion of that item.

9. The School Board chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

C. INFORMATION ITEMS

1. Superintendent's Report

D. DISCUSSION ITEMS

1. Review of Minnesota State High School League "Why We Play" Training Video
2. First Reading of School Board Policies:
 - a. Policy 902, Addendum A
 - b. Policy 730, Use of Electronic Signatures to Conduct Official Business

E. OPERATIONAL ITEMS

1. Action on 10-Year Long-Term Facility Maintenance Plan
2. Action on Transportation Contract
3. Action on Designate of Identified Official with Authority for the MDE External User Access Recertification System
4. Action on 2018-19 Resolution for Membership in the Minnesota State High School League
5. Action on Updating Official Depositories for the School District Funds and Authorized Bank Accounts and Signatures
6. Action on Approving Non-Affiliated Contracts for 2018-19
7. Action on School Board Liaison Assignments for 2018-19 and 2019-20
8. Action on School Board Committee Assignments for 2018-19 and 2019-20
9. Action on Annual Resolution Authorizing Administration to Contract for Budgeted Items
10. Action on School Board Policies:
 - a. 404, Employee background Checks
404.1, Form - Volunteers Criminal Background Checks
 - b. 420, Students and Employees with Communication or Infectious Diseases
420, Procedures for policy 420
 - c. 507, Corporal Punishment
 - d. 513, Student Promotions, Retention
 - e. 703, Annual Audit
 - f. 706, Accepting of Gift
 - g. 905, Advertising

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **July 16, 2018**
SUGGESTED DISPOSITION: **Action Items**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

The Consent Agenda is designed to expedite the handling of routine and miscellaneous official business of the School Board. The entire agenda may be adopted by the Board in one motion. The motion for adoption is not debatable and must receive unanimous approval. By request of an individual Board member, an item can be removed from the Consent Agenda and placed upon the regular agenda for consideration and action.

Consent Agenda

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

RECOMMENDATION:

BE IT RESOLVED by the School Board of Independent School District No. 624 that Consent Agenda items, A-5a through A-5f, be approved as written, and a copy of the agenda items is attached to the minutes.

AGENDA ITEM: **School Board Minutes**
MEETING DATE: **July 16, 2018**
SUGGESTED DISPOSITION: **Action Item**
CONTACT PERSON(S): **Ellen Fahey, School Board Clerk**

BACKGROUND:

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

RECOMMENDATION: Approve minutes.

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

A meeting of the White Bear Lake Area School Board was held on **Monday, June 11, 2018** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN 55110.

A. PROCEDURAL ITEMS

1. Chair Mullin called the meeting to order at 7:00 p.m.
2. Roll Call – Present: Newmaster, Wilson, Beloyed, Chapman, Ellison, Fahey, Mullin.
Ex-Officio: Kazmierczak
Cabinet: Cooper, Daniels, Garrison, Maurer, Paul, Vette, Wald
3. Pledge of Allegiance
4. Beloyed moved and Newmaster seconded to approve the agenda as presented. ***Voice vote, all ayes. Motion carried.***
5. Ellison moved and Wilson seconded to approve the consent agenda consisting of:
 - Approval of minutes of regular meeting of May 14 and work-study message of May 21;
 - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - Approve field trips; and
 - Passage of resolution to approve personnel issues to include:
 - **Resignation/Termination – Classified Staff**
 - Dean Gorden – Program Assistant Leader, Oneka Elementary
Employed by District 624 since 10/25/2011
Effective Date: 06/07/2018
 - Christopher Hanson – Pupil Support Assistant, Sunrise Park Middle School.
Employed by District 624 since 09/19/2017
Effective Date: 06/07/2018
 - Jacob Hunt – Health Assistant, Birch Lake Elementary
Employed by District 624 since 08/30/2016
Effective Date: 06/07/2018
 - Sondra Keeney – Pupil Support Assistant, Transition Education Center
Employed by District 624 since 09/05/2017
Effective Date: 06/07/2018
 - Robert Maccornack – Bus Driver, Bus Garage
Employed by District 624 since 12/17/2007
Effective Date: 06/07/2018
 - Cheryl Ness – Program Assistant Leader, Otter Lake Elementary
Employed by District 624 since 08/29/2016
Effective Date: 06/07/2018
 - Laruen Palm – Pupil Support Assistant, Transition Education Center
Employed by District 624 since 09/07/2015
Effective Date: 06/06/2018
 - Linda Triplett – Program Assistant Leader, Otter Lake Elementary
Employed by District 624 since 08/28/2017
Effective Date: 06/08/2018
 - Kiley Van Horn – BEAR Fundamentals Lead Instructor, Otter Lake Elementary
Employed by District 624 since 09/02/2017
Effective Date: 06/09/2018

Kellie Yunker – Nurse Para, Transition Education Center

Employed by District 624 since 09/04/2017

Effective Date: 06/06/2018

➤ **Resignation/Termination – Certified Staff**

Karen Beirise – Grade 3 Teacher, Birch Lake Elementary

Employed by District 624 since 08/21/2013

Effective Date: 06/08/2018

Stacy Muths – Special Education Teacher, Central Middle School

Employed by District 624 since 08/24/1998

Effective Date: 06/08/2018

Kirstie Schneck – Speech & Language Pathologist, Lincoln, Otter and Central

Employed by District 624 since 08/21/2017

Effective Date: 06/08/2018

➤ **Resignation/Termination – Non-Affiliated Staff**

James Barnett – Achievement and Integration Coordinator, District Center

Employed by District 624 since 08/15/2016

Effective Date: 06/08/2018

Pamela Creger – Title I Teacher Non-Public, District Wide

Employed by District 624 since 11/03/2017

Effective Date: 06/08/2018

➤ **Retirement – Classified**

Carol Drieling – Program Assistant Leader, Lakeaires Elementary

Employed by District 624 since 10/19/1992

Effective Date: 06/07/2018

➤ **Retirement – Certified**

Patricia Rossbach – Science Teacher, Central Middle School

Employed by District 624 since 01/02/1992

Effective Date: 06/08/2018

Alan Schultz – Science Teacher, Central Middle School

Employed by District 624 since 08/27/1990

Effective Date: 06/08/2018

➤ **Change of Assignment – Classified Staff**

Cheryl Eterno – Admin. Assist. – Building Assistant, Willow Lane Elementary

From 5.0 hrs. per day to 6.5 hrs. per day

Effective Date: 2018-2019 School Year

Molly Franta – From Admin. Assist. – Assoc. Principal, Central Middle School to Admin. Assist – Principal, Otter Lake Elementary

From Level III, Step 3, \$19.94 per hour to Level IV, Step 3, \$20.88 per hour

Effective Date: 2018-2019 School Year

Megan Frost – From Admin. Assist. – Principal, Willow Lane

Elementary to Admin. Assist – Principal, Central Middle School

From 206 days per year to 260 days per year

Effective Date: 06/18/2018

Joleen Nickels – From Admin. Assist. – Principal, Central Middle School

To Admin. Assist – Cabinet Member, District Center

From Level IV, Step 2, \$19.41 per hour to Level V, Step 2, \$20.88 per hour

Effective Date: 05/21/2018

➤ **Change of Classification – Classified Staff**

Katheryn Robinson – From Admin. Asst. – Cabinet Member, Secretarial and Clerical Unit to Admin. Assistant to Asst. Superintendent, Confidential Unit

Step 3, \$28.19 per hour, 8 hours per day, 130 days

Effective Date: 01/01/2018

- **Change of Employment Status – Certified Staff**
Lori Mariani – Special Education Teacher, Central Middle School
 Rescind Retirement date 06/08/2018
 Recommendation, based on employee's request, to rescind initial request for retirement with no break in service.
- **Part Time Leave Request – Certified Staff**
Lori Felton – Intervention Teacher, Matoska Elementary
 Position .5 (Leave .5)
 Effective Date: 2018-2019 School Year
Laura Krueger – Physical Therapist, Normandy Park
 Position .75 (Leave .15)
 Effective Date: 2018-2019 School Year
Dag Riseng – Special Education Teacher, District Wide
 Position .6 (Leave .4)
 Effective Date: 2018-2019 School Year
- **Full Time Leave Request – Classified Staff**
Nicole Mckinney – Pupil Support Assistant, Oneka Elementary
 Employed by District 624 since 10/25/2010
 Effective Date: 2018-2019 School Year
- **Part – Time Teacher Program – Certified Staff**
Laura Krueger – Physical Therapist, Normandy Park
 Employed by District since 08/27/1990
 Effective: 2018-2019 School Year
- **Extra Assignment – Certified Staff**
Karlie Myette – .2 FTE Mathematics Teacher, Central Middle School
 MA+15, Step 13, \$15,603.00
 Effective Date: 08/27/2018
- **New Personnel – Classified Staff**
Kirsten Jenkins – Health Assistant/Child Study Secretary, Willow Lane Elementary
 \$18.72/hr., 7.5 hrs. per day/ 185 days, \$25,975.00
 Effective Date: 08/24/2018
Jennifer Kealy – Admin. Assist. – Building Assistant, Willow Lane Elementary
 \$17.63/hr., 5.0 hrs. per day/ 180 days, \$15,867.00
 Effective Date: 2018-2019 School Year
Megan Kelly – Pupil Support Assistant, Otter Lake Elementary
 \$18.77/hr., 6.5 hrs. per day/ 180 days, \$21,960.90
 Effective Date: 2018-2019 School Year
Coya Night Pipe – Human Resources Assistant, District Center
 \$24.04/hr., 8.0 hrs. per day/ 260 day
 Effective Date: 06/11/2018
Rose Roberts – Part-Time Cook, Central Middle School
 \$14.79/hr., 3.75 hrs. per day/ 16 days, \$1,005.72
 Effective Date: 05/17/2018
Breena Slivik – Pupil Support Assistant, TEC
 \$18.77/hr., 6.0 hrs. per day/ 180 days, \$20,271.60
 Effective Date: 2018-2019 School Year
- **New Personnel – Non-Affiliated**
Nicole Loch – Supervisor -Student Support Services Department, District Center
 \$106,305.00
 Effective Date: July 1, 2018

➤ **New Personnel – Certified Staff**

Jacqueline Baker – .9 FTE PLTW & Science Teacher, Central Middle School

BA+45, Step 2, \$39,309.60

Effective Date: 2018-2019 School Year

Regan Cerza – Special Education Teacher, Matoska Elementary

BA+60, Step 2, \$48,078.00

Effective Date: 2018-2019 School Year

Alison Davies – Grade 2 Teacher, Matoska Elementary

MA, Step 2, \$49,524.00

Effective Date: 2018-2019 School Year

Janet Elliot – Orchestra Teacher, Matoska Elementary

BA, Step 1, \$43,310.00

Effective Date: 2018-2019 School Year

Joseph Held – Social Studies Teacher, WBLAHS - North

MA+15, Step 6, \$57,199.00

Effective Date: 2018-2019 School Year

Cory Hoffmann – Social Studies Teacher, Central Middle School

BA, Step 5, \$48,051.00

Effective Date: 2018-2019 School Year

Victoria Mckenzie – Language Arts Teacher, Sunrise Park Middle School

BA, Step 2, \$44,191.00

Effective Date: 2018-2019 School Year

Molly Oklobzija – Language Arts Teacher, Central Middle School

MA, Step 11, \$69,192.00

Effective Date: 2018-2019 School Year

Emily Scanlon – Grade 3 Teacher, Otter Lake Elementary

BA+45, Step 1, \$46,029.00

Effective Date: 2018-2019 School Year

Elizabeth Schwalbach – Mathematics Teacher, Central Middle School

BA, Step 2, \$44,191.00

Effective Date: 2018-2019 School Year

Maureen Sullivan – Special Education Teacher, Building to be Determined

MA, Step 13, \$76,306.00

Effective Date: 2018-2019 School Year

➤ **Long Term Substitute – Certified Staff**

Katherine Lunde – Grade 3 Teacher, Vadnais Heights Elementary

MA, Step 2, \$4,993.19

Effective Date: 05/14/2018 through 06/08/2018

Roll call vote: ayes: Newmaster, Wilson, Beloyed, Chapman, Ellison, Fahey, Mullin. Nays: none. Motion carried.

B. PUBLIC FORUM – no one spoke.

C. INFORMATION ITEMS

1. Excellence in Financial Reporting Awards - Assistant Superintendent for Finance and Operations Tim Wald that we received an Excellence in Financial Reporting award from the Association of School Business Officials and the GPOA's Certificate of achievement for Excellence in Financial Reporting. The district has received these awards for eighteen consecutive years.

2. Superintendent's Report - Before the meeting students were honored for representing the district in the MEGA Moody Math contest, Girls Golf, Boys Golf, Trap and Skeet Shooting, Girls Track, Boys track, and Archery. Congratulations to all our graduates and their families. Photos can be found on the district's Facebook page. The "What it means to be a White Bear grad" video was recorded at Senior Walk during which seniors walked the halls of their former elementary school. Thank you to the 40 district retirees who served the district for a total of more than 858 years of service. Watch for our Writing Contest winners as they walk in the Manitou Days Parade. Their articles will be in the White Bear Press. Stop by the district's Marketfest booth on Thursdays June 14 - July 26. Leadership meetings focused on the Strategic Plan are taking place this week and work will continue this summer and into the fall implementing change through a phased approach. Thank you to all students, families, community members, and staff for a terrific school year. Additional information can be found on the district website.

D. DISCUSSION ITEMS

1. First Reading of School Board Policies:
 - a. 404, Employee background Checks
404.1, Form - Volunteers Criminal Background Checks
 - b. 420, Students and Employees with Communication or Infectious Diseases
420, Procedures for policy 420
 - c. 507, Corporal Punishment
 - d. 513, Student Promotions, Retention
 - e. 703, Annual Audit
 - f. 706, Accepting of Gift
 - g. 905, Advertising

Policies were reviewed and will be on the July 16 board agenda for a second reading.

E. OPERATIONAL ITEMS

1. Wilson moved and Chapman seconded to approve the fiscal year 2019 Preliminary Budget. **Roll call vote: ayes: Newmaster, Wilson, Beloyed, Chapman, Ellison, Fahey, Mullin. Nays: none. Motion carried.**
2. Chapman moved and Newmaster seconded to approve the Joint Powers Agreement between the Ramsey County Children's Mental Health Collaborative and the White Bear Lake Area Schools. **Roll call vote: ayes: Newmaster, Wilson, Beloyed, Chapman, Ellison, Fahey, Mullin. Nays: none. Motion carried.**
3. Wilson moved and Ellison seconded to approve the OPEB Investment Agreement to transfer funds from Wells Fargo to PFM Asset Management. **Roll call vote: ayes: Newmaster, Wilson, Beloyed, Chapman, Ellison, Fahey, Mullin. Nays: none. Motion carried.**
4. Ellison moved and Newmaster seconded to approve the dairy bid with Agropur, Inc. totaling an estimated \$158,139.40 for the 2018-19 school year with the option to renew two additional years. **Roll call vote: ayes: Newmaster, Wilson, Beloyed, Chapman, Ellison, Fahey, Mullin. Nays: none. Motion carried.**
5. Beloyed moved and Fahey seconded to approve acceptance of the Fuel Up to Play 60 and United Healthcare Nutrition Equipment grant in the amount of \$10,000. **Roll call vote:**

ayes: Newmaster, Wilson, Beloyed, Chapman, Ellison, Fahey, Mullin. Nays: none. Motion carried.

6. Chapman moved and Newmaster seconded to approve the property and casualty insurance package with the Minnesota Insurance Scholastic Trust (MIST) in the amount of \$289,138 effective July 1, 2018 through June 30, 2019. **Roll call vote: ayes: Newmaster, Wilson, Beloyed, Chapman, Ellison, Fahey, Mullin. Nays: none. Motion carried.**
7. Wilson moved and Ellison seconded to accept the quote of \$573,885 from Dakota Truck Underwriters for workers' compensation insurance effective July 1, 2018 through June 30, 2019. **Roll call vote: ayes: Newmaster, Wilson, Beloyed, Chapman, Ellison, Fahey, Mullin. Nays: none. Motion carried.**
8. Wilson moved and Fahey seconded to approve the proposed lead in drinking water testing plan. **Roll call vote: ayes: Newmaster, Wilson, Beloyed, Chapman, Ellison, Fahey, Mullin. Nays: none. Motion carried.**
9. Newmaster moved and Chapman seconded to approve the resolution approving Northeast Metropolitan Intermediate School District No. 916's Long Term Facility Maintenance Budget and Authorizing the inclusion of a proportionate share of those projects in the District's application for Long Term Facility Maintenance Revenue as presented. **Roll call vote: ayes: Newmaster, Wilson, Beloyed, Chapman, Ellison, Fahey, Mullin. Nays: none. Motion carried.**
10. Newmaster moved and Fahey seconded to approve Marco's bid totaling approximately \$384,786.62 for a new phone system. **Roll call vote: ayes: Newmaster, Wilson, Beloyed, Chapman, Ellison, Fahey, Mullin. Nays: none. Motion carried.**

F. BOARD FORUM - Mullin thanked all those involved in the organization of graduation. Kathleen Daniels was thanked for her years of service. Wilson thanked all retirees. Newmaster commented on the diverse graduation celebrations each with their own unique style. Fahey reported on the AVID celebration held on May 24th. Approximately 400 students are involved in this program at Central, Sunrise, North Campus, and South Campus. Two alumni of the program, Zac Villarreal and Farris Al-Humayani, spoke at the celebration.

G. ADJOURNMENT - Wilson moved and Mullin seconded to adjourn at 8:36 p.m.

Submitted by: Ellen Fahey, Clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **July 16, 2018**

SUGGESTED DISPOSITION: **Action Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent of Finance and Operations**
Tom Wieczorek, Director of Finance

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 - June

		<u>6/15/2018</u>	<u>6/29/2018</u>
Direct Deposit	522085-524025	7,523,542.36	
Direct Deposit	524026-524619		496,183.38
	990586-990588		9,254.11

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                        REPORT SPECIFICATIONS
DISTRICT:      WHITE BEAR LAKE MN   ISD #624
REPORT TITLE:   June 2018 (Dates: 06/01/18 - 06/30/18)
REQUESTED BY:   Melony.Follme DATE:      07/02/18
PROGRAM NAME:   fin/3frdtl01. TIME:      9:39:01 AM
COPIES:         1                   LPI:      6
RUN ON SERVER:  yes                 CREATE ASCII FILE: NO
*****

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Report Parameters

Description: June 2018
 Report Title: June 2018
 Print Detail Lines: Yes

<u>Report Ranges</u>	<u>Low</u>	<u>High</u>
Check Number:	0	999999999
Check Amount:	-9999999999.99	9999999999.99
PO Number:	0	9999999999
Invoice Date:		12/31/9999
Vendor to Display:	Invoice	
Vendor Type:		ZZZZZ
Vendor Sub Type:		ZZZZZ
Check type to print:	All	
Include Continuation Void	No	
Exclude Voided Checks:	No	
Print Only 1099 Vendors:	No	
Post Month Print Format:	Alphabetic	
Banks Selected:	BNK0	

Account Filters

No account ranges selected

<u>Report Fields</u>	<u>Length</u>	<u>Sign</u>	<u>Edited</u>	<u>Whole</u>	<u>Field Format</u>	<u>Year</u>	<u>Suppress Repeating</u>
Check Number	9						No
Vendor	20						No
Amount	12		Yes	No	->, >>>, >>>, >>9.99	Current	No
Check Date	10						No
Check Type	3						No

<u>Sort Fields</u>	<u>Totals</u>	<u>Break Spacing</u>
1-Account Number	No	Single

CHECK NUMBER	VENDOR	CHECK AMOUNT	CHE DATE	TYP
93851	AARP DRIVER SAFETY P	880.00	06/07/2018	R
93852	ALLSTREAM	3,641.59	06/07/2018	R
93854	AMAZON	1,398.85	06/07/2018	S
93853	AMAZON	2,464.07	06/07/2018	S
93855	AMERICAN MAILING MAC	262.08	06/07/2018	R
93856	AMER RED CROSS	840.00	06/07/2018	R
93857	ANDERSON, ANTHONY	77.00	06/07/2018	R
93858	ANDERSON, CHRISTINE	322.98	06/07/2018	R
93859	AP EXAMS	73,202.00	06/07/2018	R
93860	ARCH LANGUAGE NETWOR	2,175.00	06/07/2018	R
93861	BARNES & NOBLE	271.80	06/07/2018	R
93862	BATTLE CREEK WATER W	894.06	06/07/2018	R
93863	BEHLOW, DAVID	269.27	06/07/2018	R
93864	BIO CORPORATION	178.20	06/07/2018	R
93865	BLAESING, THEODORE	1,882.40	06/07/2018	R
93866	BLICK ART MATERIALS	629.44	06/07/2018	R
93867	BLUEBIRD SCREEN PRIN	7,223.67	06/07/2018	R
93868	BREAKMARK	2,021.90	06/07/2018	R
93869	BRUNNER, JAY	110.00	06/07/2018	R
93870	BSN SPORTS	377.46	06/07/2018	R
93871	THE BUG COMPANY	17.00	06/07/2018	R
93872	CAPTIVATE MEDIA & CO	1,500.00	06/07/2018	R
93873	CARLSON, JULIE	184.00	06/07/2018	R
93874	CARLSON, SALLY	1,250.00	06/07/2018	R
93875	CERMAK, CHRISTINE	1,466.20	06/07/2018	R
93876	CERTIFIED LABORATORI	503.83	06/07/2018	R
93877	CLARK, CYNTHIA JEAN	28.05	06/07/2018	R
93878	CMRS-FP	6,000.00	06/07/2018	R
93879	COBORNS DELIVERS	39.30	06/07/2018	R
93880	CONERY, STEVEN	131.00	06/07/2018	R
93881	CONTINENTAL RESEARCH	1,725.25	06/07/2018	R
93882	CRADDOCK, ANDREW	77.00	06/07/2018	R
93883	CROWN TROPHY	26.00	06/07/2018	R
93884	D ERVASTI SALES CO L	448.80	06/07/2018	R
93885	DAVID BYE SERVICES	85.00	06/07/2018	R
93886	DAY, JON	131.00	06/07/2018	R
93887	DELLWOOD COUNTRY CLU	2,498.00	06/07/2018	R
93888	DEMCO INC	120.11	06/07/2018	R
93889	DOMINOS PIZZA	5,490.00	06/07/2018	R
93890	DONATELLI'S	227.00	06/07/2018	R
93891	DEFINITIVE TECHNOLOG	34.66	06/07/2018	R
93892	DW WRESTLING PRODUCT	473.00	06/07/2018	R
93893	EAGAN SHIRT WORKS	44.95	06/07/2018	R
93894	ECKROTH MUSIC	189.05	06/07/2018	R
93895	EPS LITERACY & INTER	86.02	06/07/2018	R
93896	ERICKSON, RYAN	131.00	06/07/2018	R
93897	EYE MED	1,360.76	06/07/2018	R
93898	FAIRCLOUGH, KARI	400.00	06/07/2018	R
93899	FASTENAL COMPANY	8.12	06/07/2018	R
93900	FEED MY STARVING CHI	80.00	06/07/2018	R
93901	FINNEGAN, AUSTIN	53.00	06/07/2018	R
93902	FINNEGAN, SHANE	53.00	06/07/2018	R
93903	FLINN SCIENTIFIC INC	52.22	06/07/2018	R
93904	FLYNN, BARBARA	32.30	06/07/2018	R
93905	FUN EXPRESS LLC	34.36	06/07/2018	R
93906	GELMO, IBSAA	184.00	06/07/2018	R

CHECK NUMBER	VENDOR	CHECK AMOUNT	CHE DATE	CHE TYP
93907	GRANDMA'S BAKERY INC	119.56	06/07/2018	R
93908	GROTH MUSIC CO	863.63	06/07/2018	R
93909	H2O FOR LIFE	5,150.00	06/07/2018	R
93910	HAUPT, MARY	177.71	06/07/2018	R
93911	HETZER, ELIZABETH	10.00	06/07/2018	R
93912	HISDAHL INC	182.72	06/07/2018	R
93913	HOBY	225.00	06/07/2018	R
93914	HOGLUND BUS AND TRUC	9,326.98	06/07/2018	R
93915	HOLMES, JEFF	1,060.00	06/07/2018	R
93916	HUMANEX VENTURES	6,500.00	06/07/2018	R
93917	HUMANWARE USA	495.00	06/07/2018	R
93918	JIMMY'S CONFERENCE &	1,872.14	06/07/2018	R
93919	JW PEPPER & SON INC	120.94	06/07/2018	R
93920	KELLER GOLF COURSE	1,180.00	06/07/2018	R
93921	KINNI SPORT & POWER	1,053.64	06/07/2018	R
93922	KOREEN, GLORIA	17.21	06/07/2018	R
93923	LAKESHORE LEARNING S	2,849.41	06/07/2018	R
93924	LAKESHORE LEARNING M	457.65	06/07/2018	R
93925	LALIBERTE, ELAINE	20.92	06/07/2018	R
93926	LAVALLE, CHRISTINE	395.00	06/07/2018	R
93927	LEHNER, MICHELE	400.00	06/07/2018	R
93928	LEVASSEUR, MARY	38.25	06/07/2018	R
93929	LIBRARY STORE INC	82.62	06/07/2018	R
93930	LUNDGREN, MOLLY	32.00	06/07/2018	R
93931	MADISON NATIONAL LIF	38,976.55	06/07/2018	R
93932	MARTENS, PAMELA	15.90	06/07/2018	R
93933	MARTELL, RACHEL	131.00	06/07/2018	R
93934	MASA	1,285.00	06/07/2018	R
93935	MN ASSOC OF SECRETAR	40.00	06/07/2018	R
93936	MCNERTNEY, HOWARD	110.00	06/07/2018	R
93937	MN ELEMENTARY SCH PR	150.00	06/07/2018	R
93938	MICHAELSON, RUTH	12.07	06/07/2018	R
93939	MILLIGAN, THERESA	50.00	06/07/2018	R
93940	MN ZOO	796.00	06/07/2018	R
93941	MNAEYC-MNSACA	1,950.00	06/07/2018	R
93942	MOTT, CHARLES	14.95	06/07/2018	R
93943	MUSIC EXPRESS MAGAZI	195.00	06/07/2018	R
93944	MUSIC IN MOTION	538.53	06/07/2018	R
93945	NASCO	1,388.68	06/07/2018	R
93946	NATL ASSOC OF SECOND	385.00	06/07/2018	R
93947	NCPERS MINNESOTA	160.00	06/07/2018	R
93948	NELSON'S PRO SHOP	1,191.36	06/07/2018	R
93949	NELSON, RICK	106.00	06/07/2018	R
93950	NEWBRIDGE EDUCATIONA	465.47	06/07/2018	R
93951	NORTHBOUND CREATIVE	576.00	06/07/2018	R
93952	O'NEIL, LOIS	15.30	06/07/2018	R
93953	OFFICE DEPOT	51.84	06/07/2018	R
93954	ORDWAY CENTER FOR PE	260.00	06/07/2018	R
93955	ORIGINS	1,884.90	06/07/2018	R
93956	PETERSON, WILLIAM	69.00	06/07/2018	R
93957	PICTURE THAT!	180.00	06/07/2018	R
93958	PIONEER VALLEY BOOKS	1,018.05	06/07/2018	R
93959	PIONEER MANUFACTURIN	2,820.00	06/07/2018	R
93960	PODS COMPLETE CAR CA	55.98	06/07/2018	R
93961	RAMSEY COUNTY	980.00	06/07/2018	R
93962	REALLY GOOD STUFF IN	69.84	06/07/2018	R

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93963	RING, SARA	64.81	06/07/2018	R
93964	ROBERT BOSCH TOOL CO	1,600.00	06/07/2018	R
93965	ROSE, DIANA	129.34	06/07/2018	R
93967	SAMS CLUB	608.00	06/07/2018	S
93966	SAMS CLUB	1,601.43	06/07/2018	S
93968	SANTILLANA USA	103.95	06/07/2018	R
93969	SCHMITT MUSIC COMPAN	228.00	06/07/2018	R
93970	SCHOLASTIC MAGAZINES	107.92	06/07/2018	R
93971	SCHOLASTIC READING C	435.00	06/07/2018	R
93972	SCHOOL DATEBOOKS INC	146.99	06/07/2018	R
93973	SCHOOL SPECIALTY	1,055.02	06/07/2018	R
93974	SEACREST, GREENLEE	458.00	06/07/2018	R
93975	SECOND CHANCE ANIMAL	35.00	06/07/2018	R
93976	SEW EASY DESIGNS	1,081.43	06/07/2018	R
94014	SEW EASY DESIGNS	1,081.43	06/07/2018	R
93977	SHAMELESS INC	2,676.00	06/07/2018	R
94015	SHAMELESS INC	2,676.00	06/07/2018	R
93978	SIGHT READING FACTOR	34.99	06/07/2018	R
94016	SIGHT READING FACTOR	34.99	06/07/2018	R
93979	SITEONE LANDSCAPE SU	776.00	06/07/2018	R
94017	SITEONE LANDSCAPE SU	776.00	06/07/2018	R
93980	SKETCHFORSCHOOLS PUB	566.60	06/07/2018	R
94018	SKETCHFORSCHOOLS PUB	566.60	06/07/2018	R
93981	SMITLEY, SHARON	125.00	06/07/2018	R
94019	SMITLEY, SHARON	125.00	06/07/2018	R
93982	SOLOMON, ANNA	75.00	06/07/2018	R
94020	SOLOMON, ANNA	75.00	06/07/2018	R
93983	SOUTHWEST BINDING &	125.91	06/07/2018	R
94021	SOUTHWEST BINDING &	125.91	06/07/2018	R
93984	ST PAUL COLLEGE	362.50	06/07/2018	R
94022	ST PAUL COLLEGE	362.50	06/07/2018	R
93985	STODDARD, SARAH	17.00	06/07/2018	R
94023	STODDARD, SARAH	17.00	06/07/2018	R
93986	STREAMLINE DESIGN IN	4,604.45	06/07/2018	R
94024	STREAMLINE DESIGN IN	4,604.45	06/07/2018	R
93987	SWANSON, STEPHEN	560.00	06/07/2018	R
94025	SWANSON, STEPHEN	560.00	06/07/2018	R
93988	TEACHERS CURRICULUM	447.00	06/07/2018	R
94026	TEACHERS CURRICULUM	447.00	06/07/2018	R
93989	TEACHERS DISCOVERY	683.76	06/07/2018	R
94027	TEACHERS DISCOVERY	683.76	06/07/2018	R
93990	TERSCH PRODUCTS	177.96	06/07/2018	R
94028	TERSCH PRODUCTS	177.96	06/07/2018	R
93991	TRADE PRESS INC	883.00	06/07/2018	R
94029	TRADE PRESS INC	883.00	06/07/2018	R
93992	TRANS-MISSISSIPPI BI	338.14	06/07/2018	R
94030	TRANS-MISSISSIPPI BI	338.14	06/07/2018	R
93993	TREAGUE, TODD	19.99	06/07/2018	R
94031	TREAGUE, TODD	19.99	06/07/2018	R
93994	TREASURED TRANSPORTA	54,029.12	06/07/2018	R
94032	TREASURED TRANSPORTA	54,029.12	06/07/2018	R
93995	TRIO SUPPLY COMPANY	5,757.52	06/07/2018	R
94033	TRIO SUPPLY COMPANY	5,757.52	06/07/2018	R
93996	TROLLHAUGEN	1,508.00	06/07/2018	R
94034	TROLLHAUGEN	1,508.00	06/07/2018	R
93997	TURFWERKS INC	638.92	06/07/2018	R

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94035	TURFWERKS INC	638.92	06/07/2018	R
93998	TWIN CITIES TRANSPOR	125.00	06/07/2018	R
94036	TWIN CITIES TRANSPOR	125.00	06/07/2018	R
93999	TWIN CITY TRANSPORTA	146,682.99	06/07/2018	R
94037	TWIN CITY TRANSPORTA	146,682.99	06/07/2018	R
94000	UHL CO INC	689.00	06/07/2018	R
94038	UHL CO INC	689.00	06/07/2018	R
94001	UNION GOSPEL MISSION	25.00	06/07/2018	R
94039	UNION GOSPEL MISSION	25.00	06/07/2018	R
94002	US FOODS CULINARY EQ	100.65	06/07/2018	R
94040	US FOODS CULINARY EQ	100.65	06/07/2018	R
94003	USBORNE BOOKS	72.06	06/07/2018	R
94041	USBORNE BOOKS	72.06	06/07/2018	R
94004	VALLEY TROPHY INC	118.55	06/07/2018	R
94042	VALLEY TROPHY INC	118.55	06/07/2018	R
94005	VANDERBOSCH, DANA	37.75	06/07/2018	R
94043	VANDERBOSCH, DANA	37.75	06/07/2018	R
94006	WARD'S SCIENCE	63.64	06/07/2018	R
94044	WARD'S SCIENCE	63.64	06/07/2018	R
94007	WAYFAIR LLC	255.99	06/07/2018	R
94045	WAYFAIR LLC	255.99	06/07/2018	R
94008	WBL PIZZA MAN	336.52	06/07/2018	R
94046	WBL PIZZA MAN	336.52	06/07/2018	R
94009	WHITE BEAR LAKE UMPI	1,475.00	06/07/2018	R
94047	WHITE BEAR LAKE UMPI	1,475.00	06/07/2018	R
94010	WEILL, RONALD	131.00	06/07/2018	R
94048	WEILL, RONALD	131.00	06/07/2018	R
94011	WEISS, GREGORY	69.00	06/07/2018	R
94049	WEISS, GREGORY	69.00	06/07/2018	R
94012	WEST MUSIC COMPANY	781.25	06/07/2018	R
94050	WEST MUSIC COMPANY	781.25	06/07/2018	R
94013	WILLETT, RON	77.00	06/07/2018	R
94051	WILLETT, RON	77.00	06/07/2018	R
171801204	ANDERSON, CHRISTINA	195.00	06/08/2018	A
171801205	ANDERSON, JON	1,070.00	06/08/2018	A
171801206	BENSON, LOUANN	191.10	06/08/2018	A
171801207	BERGLIN, ALLISON	20.83	06/08/2018	A
171801208	BERNIER, CARYN	188.85	06/08/2018	A
171801209	BREWER, ROBERT	780.00	06/08/2018	A
171801210	CANNIFF, AMY	114.95	06/08/2018	A
171801211	COOPER, MITCHELL	195.00	06/08/2018	A
171801212	CORNER, AMY	602.20	06/08/2018	A
171801213	DIMEGLIO, JOSEPH	1,459.82	06/08/2018	A
171801214	DOTTE, BRENDA	122.47	06/08/2018	A
171801215	DRAKE, STACY	180.00	06/08/2018	A
171801216	EDBERG, REBECCA	348.44	06/08/2018	A
171801217	EGEMO, PATRICIA	99.73	06/08/2018	A
171801218	ENGSTRAN, PAUL	65.00	06/08/2018	A
171801219	FARLEY, LYNN	44.10	06/08/2018	A
171801220	GARCIA ANDERSON, ODE	128.31	06/08/2018	A
171801221	GARGARO, LAURA	113.62	06/08/2018	A
171801222	GORHAM, KATHERINE	69.76	06/08/2018	A
171801223	GUTHRIE, ASHLEY	95.92	06/08/2018	A
171801224	HANNIGAN, TAMMIE	73.17	06/08/2018	A
171801225	HELTNER, ERIKA	20.00	06/08/2018	A
171801226	HENRY, STEVEN	250.07	06/08/2018	A

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171801227	HOLLY, TRACY	58.86	06/08/2018	A
171801228	KELLY-KENNEDY, ERIKA	49.05	06/08/2018	A
171801229	KENTFIELD, KELLY	58.86	06/08/2018	A
171801230	KOSTER, PATRICIA	81.75	06/08/2018	A
171801231	LAMBERT, CARA	55.00	06/08/2018	A
171801232	LARSON, BRITA	68.13	06/08/2018	A
171801233	LARSON, TIMOTHY	119.96	06/08/2018	A
171801234	LEMIEUX, TAMARA	159.14	06/08/2018	A
171801235	LEONARD, RITA	96.58	06/08/2018	A
171801236	LITTLEFIELD, TRAVIS	196.25	06/08/2018	A
171801237	LUKNIC, JONATHAN	650.00	06/08/2018	A
171801238	MALWITZ, REBECCA	81.59	06/08/2018	A
171801239	MEUWISSEN, DAVID	35.98	06/08/2018	A
171801240	MOSSER, LORI	26.67	06/08/2018	A
171801241	MULLEN, NANCY	88.41	06/08/2018	A
171801242	NORTON, EMILY	55.63	06/08/2018	A
171801243	OSWALD, NICOLE	42.61	06/08/2018	A
171801244	OUREN, LISA	641.48	06/08/2018	A
171801245	PERRON, MARGARET	107.70	06/08/2018	A
171801246	PERRY, MEGAN	38.97	06/08/2018	A
171801247	PETERSON, BETSY	25.96	06/08/2018	A
171801248	PETERSON, ROBERT JR	30.00	06/08/2018	A
171801249	PHILLIPS, LISA	117.86	06/08/2018	A
171801250	PLAZEK, TESSA	60.00	06/08/2018	A
171801251	RANDALL, MANDIRA	318.02	06/08/2018	A
171801252	RATLIFF, GERALD	33.25	06/08/2018	A
171801253	ROGNEY, CHERI	74.60	06/08/2018	A
171801254	RUANE, ANDREA	703.57	06/08/2018	A
171801255	RYAN, SUSAN	692.96	06/08/2018	A
171801256	SANTOSCOY, BRIANA	92.39	06/08/2018	A
171801257	SCHOCHENMAIER, TIMOT	83.94	06/08/2018	A
171801258	SELB, MICHAEL	1,902.57	06/08/2018	A
94016	SEW EASY DESIGNS	1,081.43	06/08/2018	R
171801259	SIMMONS, CARRIE	87.32	06/08/2018	A
171801260	SKUPA, NANCY	65.00	06/08/2018	A
171801261	SLACK, LISA	97.18	06/08/2018	A
171801262	SMITH, JAMES	10.83	06/08/2018	A
171801263	SOMORA, LORI	203.00	06/08/2018	A
171801264	TROSKE, CARRIE	410.33	06/08/2018	A
171801265	VANDERBILT, ASHLEY	35.10	06/08/2018	A
171801266	WAHLSTRAND, HEATHER	52.50	06/08/2018	A
171801267	WHITBY, SANDRA	57.77	06/08/2018	A
94017	SHAMELESS INC	2,676.00	06/11/2018	R
94053	SIGHT READING FACTOR	34.99	06/11/2018	R
94018	SITEONE LANDSCAPE SU	776.00	06/11/2018	R
94019	SKETCHFORSCHOOLS PUB	566.60	06/11/2018	R
94020	SMITLEY, SHARON	125.00	06/11/2018	R
94021	SOLOMON, ANNA	75.00	06/11/2018	R
94022	SOUTHWEST BINDING &	125.91	06/11/2018	R
94023	ST PAUL COLLEGE	362.50	06/11/2018	R
94024	STODDARD, SARAH	17.00	06/11/2018	R
94025	STREAMLINE DESIGN IN	4,604.45	06/11/2018	R
94026	SWANSON, STEPHEN	560.00	06/11/2018	R
94027	TEACHERS CURRICULUM	447.00	06/11/2018	R
94028	TEACHERS DISCOVERY	683.76	06/11/2018	R
94029	TERSCH PRODUCTS	177.96	06/11/2018	R

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94030	TRADE PRESS INC	883.00	06/11/2018	R
94031	TRANS-MISSISSIPPI BI	338.14	06/11/2018	R
94032	TREAGUE, TODD	19.99	06/11/2018	R
94033	TREASURED TRANSPORTA	54,029.12	06/11/2018	R
94034	TRIO SUPPLY COMPANY	5,757.52	06/11/2018	R
94035	TROLLHAUGEN	1,508.00	06/11/2018	R
94036	TURFWERKS INC	638.92	06/11/2018	R
94037	TWIN CITIES TRANSPOR	125.00	06/11/2018	R
94038	TWIN CITY TRANSPORTA	146,682.99	06/11/2018	R
94039	UHL CO INC	689.00	06/11/2018	R
94040	UNION GOSPEL MISSION	25.00	06/11/2018	R
94041	US FOODS CULINARY EQ	100.65	06/11/2018	R
94042	USBORNE BOOKS	72.06	06/11/2018	R
94043	VALLEY TROPHY INC	118.55	06/11/2018	R
94044	VANDERBOSCH, DANA	37.75	06/11/2018	R
94045	WARD'S SCIENCE	63.64	06/11/2018	R
94046	WAYFAIR LLC	255.99	06/11/2018	R
94047	WBL PIZZA MAN	336.52	06/11/2018	R
94048	WHITE BEAR LAKE UMPI	1,475.00	06/11/2018	R
94049	WEILL, RONALD	131.00	06/11/2018	R
94050	WEISS, GREGORY	69.00	06/11/2018	R
94051	WEST MUSIC COMPANY	781.25	06/11/2018	R
94052	WILLETT, RON	77.00	06/11/2018	R
94054	CROWN GLOBAL CONSULT	4,550.00	06/14/2018	R
94055	CHAKOLIS, RICHARD	1,100.00	06/20/2018	R
94056	PETERSON, WILLIAM	69.00	06/20/2018	R
171801268	ALLEN, HANNAH	325.00	06/21/2018	A
171801269	ANDERSON, MARGARET	559.60	06/21/2018	A
171801270	BABCOCK, ARIANA	154.66	06/21/2018	A
94057	BARCLAY WOOD TOYS AN	465.44	06/21/2018	R
171801271	BARTH, CARRIE	390.00	06/21/2018	A
94058	BARTHOLD	2,279.86	06/21/2018	R
171801272	BARTLETT, RYAN	600.00	06/21/2018	A
171801273	BATTERMAN, ANGELA	79.57	06/21/2018	A
94059	BEAR PATCH QUILTING	45.99	06/21/2018	R
171801274	BENSEN, KATHERINE	252.89	06/21/2018	A
94060	BEST WESTERN WB COUN	1,190.20	06/21/2018	R
94061	BOMI INTERNATIONAL	180.00	06/21/2018	R
171801275	BOOTH, KARLA	153.69	06/21/2018	A
171801276	BOSCH, DONALD	644.10	06/21/2018	A
171801277	BREWER, ROBERT	138.86	06/21/2018	A
171801278	BRISTOW, JILL	19.84	06/21/2018	A
171801279	BRUSKI, JERRILYN	216.89	06/21/2018	A
94062	BSN SPORTS	4,200.00	06/21/2018	R
94063	THE CAMBRIAN GROUP	8,000.00	06/21/2018	R
171801280	CANNIFF, AMY	24.00	06/21/2018	A
171801281	CARLSON-CASA DE CALV	44.42	06/21/2018	A
94064	CENTURY COLLEGE	66,825.00	06/21/2018	R
94065	CERMAK, CHRISTINE	500.00	06/21/2018	R
171801282	CHURCH, MEGAN	116.62	06/21/2018	A
171801283	CLARK, RYAN	379.60	06/21/2018	A
94066	COMMITTEE FOR CHILDR	873.00	06/21/2018	R
171801284	DAHLEM, TERESA	639.00	06/21/2018	A
94067	DAVIS PUBLICATIONS I	416.90	06/21/2018	R
94068	DELLWOOD COUNTRY CLU	6,581.44	06/21/2018	R
171801285	DERBY, SARA	117.81	06/21/2018	A

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171801286	DESMET, KELLY	141.22	06/21/2018	A
94069	DONATELLI'S	1,136.84	06/21/2018	R
171801287	DORNER, JULIE	77.04	06/21/2018	A
94070	DEFINITIVE TECHNOLOG	24,201.93	06/21/2018	R
171801288	DYMIT, MARIE	122.62	06/21/2018	A
94071	ECKROTH MUSIC	464.57	06/21/2018	R
171801289	FALL, OUMY	209.36	06/21/2018	A
94072	FLIGHT DECK ATHLETIC	510.70	06/21/2018	R
171801290	FORESTELL, SARAH	365.03	06/21/2018	A
171801291	FORSTER, STEPHANIE	117.72	06/21/2018	A
171801292	FOX, FRANCINE	33.79	06/21/2018	A
171801293	GARCIA, RACHEL	68.90	06/21/2018	A
171801294	GESKE, KATRINA	38.37	06/21/2018	A
94073	GOERS, LINDA	1,606.00	06/21/2018	R
171801295	GORHAM, KATHERINE	11.72	06/21/2018	A
171801296	GRANT, SHANNON	39.90	06/21/2018	A
171801297	GRIEBENOW, BRIAN	148.79	06/21/2018	A
171801298	GROPPOLI, KADI	415.30	06/21/2018	A
171801299	HADDON, SHELLY	78.24	06/21/2018	A
94074	HAMMER SPORTS	60.00	06/21/2018	R
94075	HIAWATHA HOMECARE	2,674.00	06/21/2018	R
94076	HISDAHL INC	153.00	06/21/2018	R
171801300	HORAZDOVSKY, LEILA	30.58	06/21/2018	A
171801301	HOROWICKI, LISA	137.07	06/21/2018	A
171801302	HUMPHREY, KELLY	92.52	06/21/2018	A
171801303	HURT, JON-MYCHAL	325.63	06/21/2018	A
171801304	HYLEN, JENNIFER	122.91	06/21/2018	A
94081	IFD	121,885.24	06/21/2018	R
94082	INTELLIGERE INC	40.00	06/21/2018	R
171801305	IVEY, JEFFREY	160.22	06/21/2018	A
171801306	JACOBS, HEATHER	726.01	06/21/2018	A
94083	JOHNSON, DIANNA	900.00	06/21/2018	R
171801307	KALLAS, MELISSA	19.08	06/21/2018	A
171801308	KANE-BURBACK, STEPHA	349.09	06/21/2018	A
171801309	KASS, DONA	84.47	06/21/2018	A
171801310	KENTFIELD, KELLY	35.38	06/21/2018	A
94084	KEYSTONE INTERPRETIN	1,078.71	06/21/2018	R
171801311	KIRSCHLING, KURT	275.24	06/21/2018	A
171801312	KNOPS, ROXANNE	150.93	06/21/2018	A
171801313	KOBILKA, STEVEN	173.32	06/21/2018	A
171801314	KRUEGER, LAURA	296.49	06/21/2018	A
171801315	LAFRINIER, BENJAMIN	1,493.58	06/21/2018	A
171801316	LAFRINIER, JENNIFER	158.93	06/21/2018	A
171801317	LAMWERS, DAVID	1,207.37	06/21/2018	A
94085	LANGUAGE LINE SERVIC	51.80	06/21/2018	R
171801318	LARSON, BOBBIE	344.51	06/21/2018	A
171801319	LARSON, BRITA	26.71	06/21/2018	A
94086	LASSILA, JOHN	75.00	06/21/2018	R
171801320	LAVALLEY, NICOLE	261.96	06/21/2018	A
171801321	LEHN, BRIDGET	229.24	06/21/2018	A
171801322	LEISTICO, VICTORIA	162.83	06/21/2018	A
171801323	LIEKIS, KENNETH	9.36	06/21/2018	A
171801324	LOCKWOOD, ANDREW	23.98	06/21/2018	A
171801325	LODERMEIER, EILEEN	513.91	06/21/2018	A
94087	LORENZ RECOGNITION C	309.75	06/21/2018	R
171801326	LUNDBLAD, ANGELA	154.78	06/21/2018	A

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94088	MACKIN EDUCATIONAL R	393.67	06/21/2018	R
171801327	MALONE, FRANK	220.73	06/21/2018	A
171801328	MALWITZ, REBECCA	169.00	06/21/2018	A
171801329	MARTIN, JESSICA	99.60	06/21/2018	A
94089	MATHEATRE LLC	300.00	06/21/2018	R
171801330	MCCANN, ALLISON	48.15	06/21/2018	A
94090	METRO ECSU	40.00	06/21/2018	R
171801331	MICHEL, ROCHELLE	978.90	06/21/2018	A
171801332	MILLER, MOLLY	61.59	06/21/2018	A
171801333	MONTGOMERY, JACOB	358.19	06/21/2018	A
171801334	MOORE, JENNIFER	312.47	06/21/2018	A
171801335	MORITZ, CLAIRE	360.00	06/21/2018	A
171801336	MUELLER, CYNTHIA	100.93	06/21/2018	A
171801337	MUNSON, KARI LYNN	45.86	06/21/2018	A
94091	MUSIC THEATER INTL	6,429.31	06/21/2018	R
171801338	NICKELS, JOLEEN	88.51	06/21/2018	A
171801339	NIKKEL, DIANE	37.06	06/21/2018	A
171801340	NYREN, DELROY	568.42	06/21/2018	A
171801341	OSWALD, NICOLE	327.95	06/21/2018	A
171801342	OTTAVIANI, AMY	53.02	06/21/2018	A
171801343	PAUL, SARA	962.67	06/21/2018	A
171801344	PINNOW, PAIGE	161.60	06/21/2018	A
171801345	POLLARD, AIMIE	22.89	06/21/2018	A
171801346	PRESSELLER, TRACY	328.49	06/21/2018	A
171801347	RASCH, KIMBERLY	119.59	06/21/2018	A
171801348	REED, TAMMY	49.48	06/21/2018	A
94092	REGION 4AA	1,240.00	06/21/2018	R
171801349	RIEBOW, MATTHEW	150.00	06/21/2018	A
171801350	RISENG, DAG	715.04	06/21/2018	A
171801351	RITTENHOUSE, PAULA	152.95	06/21/2018	A
171801352	RUSTAND, AMBER	34.86	06/21/2018	A
171801353	RYAN, CANDACE	111.18	06/21/2018	A
171801354	RYAN, DENISE	423.46	06/21/2018	A
171801355	SAGDALEN, NATALIE	16.05	06/21/2018	A
171801356	SCHMIDT, DANIEL	267.92	06/21/2018	A
171801357	SCHMIDT, HEATHER	593.13	06/21/2018	A
171801358	SCHMID, NICOLE	1,078.31	06/21/2018	A
94093	SCHMIDT, RACHEL	600.00	06/21/2018	R
94094	SCHOOL CHECK IN	105.00	06/21/2018	R
171801359	SCHULTE, ALETA	103.56	06/21/2018	A
171801360	SCHULTE, VANESSA	88.40	06/21/2018	A
171801361	SCHWALBE, ANNE	495.00	06/21/2018	A
171801362	SEIFERT, MICHELE	30.41	06/21/2018	A
171801363	SHELSTAD, JACQUALINE	334.52	06/21/2018	A
171801364	SHOOK, KASSIE	86.65	06/21/2018	A
171801365	SKILDUM, JULIE	19.54	06/21/2018	A
171801366	SOKOLOWSKI, KELLY	26.73	06/21/2018	A
171801367	STEADLAND, KEITH	23.63	06/21/2018	A
171801368	STEINBACH, KARI	160.03	06/21/2018	A
171801369	STREIFF, CHRISTINA	838.67	06/21/2018	A
171801370	SWENSON, GREGORY	495.00	06/21/2018	A
171801371	TATE, JO	42.51	06/21/2018	A
171801372	THALHUBER, SHEILA	84.60	06/21/2018	A
94095	THE SIOUX CHEF	6,876.89	06/21/2018	R
94096	TRADE PRESS INC	135.00	06/21/2018	R
94097	TREASURE BAY INC	54.89	06/21/2018	R

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171801373	TREICHEL, SHANNON	54.37	06/21/2018	A
171801374	TRIGGS, CARLA	254.52	06/21/2018	A
94098	TSCHETTER, DANA	366.40	06/21/2018	R
171801375	TULBERG, AMY	102.46	06/21/2018	A
94099	VAIL RESORTS MANAGEM	237.00	06/21/2018	R
171801376	VAN ARRAGON, JANEL	143.33	06/21/2018	A
171801377	VAVRICKA, ROCHELLE	217.72	06/21/2018	A
171801378	WALD, TIMOTHY	390.00	06/21/2018	A
171801379	WALLRICH, KAREN	109.72	06/21/2018	A
94100	WHITE BEAR LAKE SPOR	50.00	06/21/2018	R
171801380	WEDELL, THERESA	72.21	06/21/2018	A
171801381	WEINKAUF, AMANDA	60.22	06/21/2018	A
171801382	WIECZOREK, THOMAS	260.00	06/21/2018	A
171801383	WIGHTMAN, KAITLYN	178.52	06/21/2018	A
94101	WINDSTREAM	2,063.18	06/21/2018	R
94103	XCEL ENERGY	197,326.46	06/21/2018	R
171801384	XU, HUI	341.55	06/21/2018	A
171801385	YOUNGBAUER, CAROLYN	130.40	06/21/2018	A
94104	YOURASSIGNMENT.NET	30.00	06/21/2018	R
94105	A-1 HYDRAULIC SALES	59.18	06/22/2018	R
94106	AARP DRIVER SAFETY P	475.00	06/22/2018	R
94107	ACCLAIM SERVICES INC	694.00	06/22/2018	R
94109	AGROPUR INC	20,362.45	06/22/2018	R
94110	ALLIED 100, LLC	298.50	06/22/2018	R
94111	AMAZON	6,173.54	06/22/2018	R
94112	AMERICAN MESSAGING	25.03	06/22/2018	R
94115	AMERIPRIDE SERVICES	1,045.57	06/22/2018	R
94116	ANDERSON, KIRSTEN	35.00	06/22/2018	R
94117	ANDERSON-JOHNSON ASS	27.00	06/22/2018	R
94118	ANDRES, KARA	9.55	06/22/2018	R
94119	ANOKA COUNTY PARKS &	77.00	06/22/2018	R
94120	ARAMARK REFRESHMENT	120.00	06/22/2018	R
94121	ASTLEFORD INTERNATIO	135.30	06/22/2018	R
94122	ATC GROUP SERVICES L	3,433.71	06/22/2018	R
94123	BARTZ, SANDY	54.00	06/22/2018	R
94124	BATTERIES PLUS BULBS	210.05	06/22/2018	R
94125	BLOOM, ANNA MARIE	35.00	06/22/2018	R
94126	BLUE TARP FINANCIAL	31.98	06/22/2018	R
94127	BOLDT, BRADLEY	105.00	06/22/2018	R
94128	BROS, AMBER	52.75	06/22/2018	R
94129	BROWN INDUSTRIES INC	200.24	06/22/2018	R
94130	THE BUG COMPANY	17.75	06/22/2018	R
94131	CALCULATORS INC	1,249.32	06/22/2018	R
94132	CDW GOVERNMENT INC	431.26	06/22/2018	R
94133	CEREBELLUM CORP	310.38	06/22/2018	R
94134	CERMAK, CHRISTINE	1,037.70	06/22/2018	R
94135	CERTIFIED LABORATORI	839.28	06/22/2018	R
94136	CINTAS CORP #470	433.90	06/22/2018	R
94137	CLEAN IMAGE	336.50	06/22/2018	R
94138	COBORNS DELIVERS	20.46	06/22/2018	R
94139	COMCAST	290.92	06/22/2018	R
94140	CONNEY SAFETY	532.61	06/22/2018	R
94141	CONTINENTAL RESEARCH	427.45	06/22/2018	R
94143	CORNERSTONE OCCUPATI	370.00	06/22/2018	R
94144	CRISIS PREVENTION IN	150.00	06/22/2018	R
94145	CRYSTAL CAVE INC	2,805.77	06/22/2018	R

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94146	CUMMINS NPOWER LLC	571.38	06/22/2018	R
94152	DALCO CORPORATION	43,308.87	06/22/2018	R
94153	DEBOER, SHAD	70.00	06/22/2018	R
94154	DELTA EDUCATION	30.00	06/22/2018	R
94155	DETERS, LAURIE	59.92	06/22/2018	R
94156	DIVERSIFIED SNACK DI	240.26	06/22/2018	R
94157	DONATELLI'S	1,498.09	06/22/2018	R
94158	DOOR SERVICE COMPANY	127.00	06/22/2018	R
94159	DEFINITIVE TECHNOLOG	82.66	06/22/2018	R
94160	EAGAN COMMUNITY CENT	225.00	06/22/2018	R
94161	ECKROTH MUSIC	265.46	06/22/2018	R
94162	EDUCATIONAL DEVELOPM	122.39	06/22/2018	R
94163	ENDTHOFF, RUTH	120.30	06/22/2018	R
94164	ENVIROBATE	732.00	06/22/2018	R
94165	THE FABULOUS PHOTO B	250.00	06/22/2018	R
94166	FASTENAL COMPANY	960.54	06/22/2018	R
94167	FESTIVAL FOODS-KNOWL	324.60	06/22/2018	R
94168	FIRST STUDENT	250,397.39	06/22/2018	R
94169	FLANAGAN, HOPE	800.00	06/22/2018	R
94170	FRATTALONES HARDWARE	800.28	06/22/2018	R
94171	FUN EXPRESS LLC	10.39	06/22/2018	R
94172	GADDINI, MELISSA	13.55	06/22/2018	R
94173	GALLAGHERS NORTHWEST	178.99	06/22/2018	R
94174	GANNON, RICHARD	6.20	06/22/2018	R
94175	GEM LAKE HILLS LLC	978.11	06/22/2018	R
94176	GOLD FLAKE MEDIA	65.00	06/22/2018	R
94177	GOUDREAU, JEFFREY	140.00	06/22/2018	R
94181	GRAINGER	1,614.75	06/22/2018	R
94182	GREAT RIVER OFFICE P	509.99	06/22/2018	R
94183	GROTH MUSIC CO	256.99	06/22/2018	R
94187	HAAS MUSICAL INSTRUM	1,366.50	06/22/2018	R
94188	HALO TRANSPORTATION	11,594.00	06/22/2018	R
94189	HAMMER SPORTS	60.00	06/22/2018	R
94190	HANK, TIM	44.30	06/22/2018	R
94191	HANSEN, KRISTIN	54.30	06/22/2018	R
94192	HANSON, DENIEN	37.55	06/22/2018	R
94193	HEINEMANN	398.75	06/22/2018	R
94194	HIAWATHA HOMECARE	2,296.00	06/22/2018	R
94195	HISDAHL INC	15.00	06/22/2018	R
94198	HOGLUND BUS AND TRUC	4,499.26	06/22/2018	R
94199	HOGLUND BODY & EQUIP	7,549.00	06/22/2018	R
94200	HOUSE OF NOTE	499.20	06/22/2018	R
94201	INNOVATIVE OFFICE SO	650.50	06/22/2018	R
94202	INTL BACCALAUREATE O	3,700.00	06/22/2018	R
94203	JAYTECH INC	265.00	06/22/2018	R
94204	JIMMY JOHNS #869	45.22	06/22/2018	R
94205	JOHNSON CONTROLS INC	4,172.00	06/22/2018	R
94206	JOSTENS INC	1,251.93	06/22/2018	R
94207	JUNIOR ACHIEVEMENT O	900.00	06/22/2018	R
94208	JW PEPPER & SON INC	220.96	06/22/2018	R
94209	KASS, DONA	30.20	06/22/2018	R
94210	KATH FUEL OIL SERVIC	530.85	06/22/2018	R
94211	KELLER, PAUL	105.00	06/22/2018	R
94212	KINNI SPORT & POWER	278.51	06/22/2018	R
94214	KRAFT CONTRACTING &	6,717.44	06/22/2018	R
94215	KRISTENSEN, RENEE	96.85	06/22/2018	R

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94216	KULLY SUPPLY COMPANY	788.74	06/22/2018	R
94217	KUYAVA, GREGORY	70.00	06/22/2018	R
94218	LA POBLANITA	270.00	06/22/2018	R
94219	LAKESHORE LEARNING M	2,154.62	06/22/2018	R
94220	LANGER, MICHAEL	35.00	06/22/2018	R
94221	LANGUAGE LINE SERVIC	51.80	06/22/2018	R
94222	LARSON, KRISTINE	5.15	06/22/2018	R
94223	LEARNING A-Z	199.95	06/22/2018	R
94224	LEMIRE, DANIEL	35.00	06/22/2018	R
94225	LENDWAY, THERESA	26.91	06/22/2018	R
94226	THE LEUKEMIA & LYMPH	349.87	06/22/2018	R
94227	LORENZ, JODI	100.00	06/22/2018	R
94228	L T G POWER EQUIPMEN	422.13	06/22/2018	R
94229	LUNDBERG, HEATHER	17.00	06/22/2018	R
94230	MACDONALD, CHRISTINE	25.55	06/22/2018	R
94231	MACKIN EDUCATIONAL R	859.34	06/22/2018	R
94232	THE MASTER TEACHER	160.29	06/22/2018	R
94233	MCREL	499.00	06/22/2018	R
94234	METRO ECSU	475.00	06/22/2018	R
94235	METRO MEALS ON WHEEL	128.25	06/22/2018	R
94236	MID CITY SERVICES -	2,192.64	06/22/2018	R
94237	MIDWEST BUS PARTS IN	109.20	06/22/2018	R
94238	MINVALCO INC	29.29	06/22/2018	R
94240	MN COACHES INC	5,473.59	06/22/2018	R
94241	MN HISTORICAL SOCIET	496.00	06/22/2018	R
94242	MN ZOO	1,930.00	06/22/2018	R
94243	MN ASSOC FOR FAMILY	235.00	06/22/2018	R
94244	MOERKE, DOUGLAS	70.00	06/22/2018	R
94245	MOTT, CHARLES	9.25	06/22/2018	R
94246	MUSIC CONNECTION INC	30.00	06/22/2018	R
94247	MY MEDICAL CLINIC	1,025.00	06/22/2018	R
94248	NAPGEZEK, JOEL	70.00	06/22/2018	R
94249	NASSEFF MECH CONTRAC	1,605.64	06/22/2018	R
94250	NEWELL, FRANKLIN	70.97	06/22/2018	R
94251	NORCENTRONIX DISTRIB	2,040.00	06/22/2018	R
94254	NORTH CENTRAL BUS SA	3,642.94	06/22/2018	R
94255	NORTH STAR BANK	7,650.00	06/22/2018	R
94256	NORTHBOUND CREATIVE	856.00	06/22/2018	R
94257	O'REILLY AUTOMOTIVE	965.67	06/22/2018	R
94258	ONENECK IT SOLUTIONS	525.00	06/22/2018	R
94259	ORIGINS	1,527.25	06/22/2018	R
94260	PETERSON BROS ROOFIN	479.65	06/22/2018	R
94261	POLAR CHEVROLET MAZD	3,933.27	06/22/2018	R
94262	PREMIUM WATERS INC	113.70	06/22/2018	R
94263	PRESLASKI, BARRY	35.00	06/22/2018	R
94264	RAMSEY COUNTY PARKS/	270.00	06/22/2018	R
94265	REGION 4AA	2,450.00	06/22/2018	R
94266	REVE ACADEMY	15,000.00	06/22/2018	R
94267	REVOLUTION SPORTING	1,625.00	06/22/2018	R
94268	RODRIGUEZ, THOMAS JR	35.00	06/22/2018	R
94269	ROMERO-NAVA, MIRIAM	20.00	06/22/2018	R
94270	RUPP ANDERSON SQUIRE	5,066.71	06/22/2018	R
94271	SAMS CLUB	831.83	06/22/2018	S
94273	SAMS CLUB	399.14	06/22/2018	S
94272	SAMS CLUB	960.33	06/22/2018	S
94274	SCHAUER, DANA	82.70	06/22/2018	R

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94275	SCHMITT MUSIC COMPAN	1,694.50	06/22/2018	R
94276	SEEVER, GRAY	160.00	06/22/2018	R
94277	SENIOR SERVICES CONS	2,500.00	06/22/2018	R
94278	SENR WOOLY	56.00	06/22/2018	R
94279	SHIELD, CAROL	13.85	06/22/2018	R
94280	SHRED-IT USA - MINNE	256.65	06/22/2018	R
94281	SCHOOL NUTRITION ASS	56.00	06/22/2018	R
94282	SOCIAL STUDIES SCHOO	78.34	06/22/2018	R
94283	SOUTH WASHINGTON COM	398.00	06/22/2018	R
94287	STAPLES ADVANTAGE	1,158.47	06/22/2018	R
94288	STATE SUPPLY CO	5,166.58	06/22/2018	R
94289	STAY TUNED PIANO SER	98.00	06/22/2018	R
94290	STEIN JOAN LILA	15.85	06/22/2018	R
94291	SUMMIT COMPANIES	2,312.44	06/22/2018	R
94292	SURPLUS SERVICES	186.00	06/22/2018	R
94293	SWANBERG, JOANN	25.15	06/22/2018	R
94294	TALLY'S DOCKSIDE	211.20	06/22/2018	R
94295	TEACHERS DISCOVERY	33.95	06/22/2018	R
94296	TEACHSTONE TRAINING	189.68	06/22/2018	R
94297	TEAM SIDELINE	599.00	06/22/2018	R
94298	TEAMWORKS INTERNATIO	8,500.00	06/22/2018	R
94299	TECHTRON ENGINEERING	334.56	06/22/2018	R
94300	TRADE PRESS INC	3,675.13	06/22/2018	R
94301	TRAN, CATHY	126.55	06/22/2018	R
94302	TRANS-MISSISSIPPI BI	160.60	06/22/2018	R
94303	TUMBLEWEED PRESS INC	3,833.60	06/22/2018	R
94304	TWINS BALLPARK LLC	168.00	06/22/2018	R
94305	UHL CO INC	866.75	06/22/2018	R
94306	VERIZON WIRELESS	1,424.08	06/22/2018	R
94308	VIKING ELECTRIC SUPP	2,814.09	06/22/2018	R
94309	VUKELICH, JAMES	500.00	06/22/2018	R
94310	WACHHOLZ, JUDITH	575.00	06/22/2018	R
94311	WARGO NATURE CENTER	595.00	06/22/2018	R
94312	WARNERS' STELLIAN	1,118.97	06/22/2018	R
94313	WAYNE MANTHEY DRUMMA	675.00	06/22/2018	R
94314	WHITE BEAR CENTER FO	14,600.00	06/22/2018	R
94315	WHITE BEAR GLASS INC	920.05	06/22/2018	R
94316	WHITE BEAR TOWNSHIP	4,231.64	06/22/2018	R
94317	CITY OF WHITE BEAR L	8,483.87	06/22/2018	R
94318	WBL MEALS ON WHEELS	51.00	06/22/2018	R
94319	WEBB, AMY	37.95	06/22/2018	R
94320	WEST MUSIC COMPANY	51.90	06/22/2018	R
94321	WETSKOPF-LARSON, SUE	35.00	06/22/2018	R
94322	WOODCOCK, MARK	195.00	06/22/2018	R
94323	XIONGBLAXANG, FAITH	38.40	06/22/2018	R
94324	YOUNG, KENG	17.00	06/22/2018	R
94325	YOUNG, SHELLY	13.20	06/22/2018	R
94326	ZSPACE, INC	1,069.00	06/22/2018	R
94327	ABSTINENCE RESOURCE	50.00	06/28/2018	R
94328	ACTIVE NETWORK LLC	308.00	06/28/2018	R
94329	ADAPTIVE TECH SOLUTI	231.61	06/28/2018	R
94330	ADVANTAGE EDUC PROGR	4,438.00	06/28/2018	R
94331	ALL CITIES CLEANING	1,893.90	06/28/2018	R
94334	AMAZON	336.10	06/28/2018	S
94335	AMAZON	3,241.12	06/28/2018	S
94332	AMAZON	19.94	06/28/2018	S

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94333	AMAZON	3,949.08	06/28/2018	S
171801386	AMUNDSON-MUSICH, HEA	89.00	06/28/2018	A
171801387	ANDERSEN, KATHRYN	875.32	06/28/2018	A
94336	ASTLEFORD INTERNATIO	215.90	06/28/2018	R
94337	BEACON ATHLETICS	2,624.00	06/28/2018	R
94338	BEAR PATCH QUILTING	688.95	06/28/2018	R
94339	BEST BUY BUSINESS AD	3,104.98	06/28/2018	R
94340	BIG BELL ICE CREAM C	492.00	06/28/2018	R
171801388	BLODGETT, TRACY	1,357.74	06/28/2018	A
94341	BLUE TARP FINANCIAL	781.90	06/28/2018	R
94342	BOEING, KEVIN	100.00	06/28/2018	R
94343	BRAINPOP LLC	1,795.00	06/28/2018	R
171801389	BREWER, ROBERT	1,284.38	06/28/2018	A
94344	THE BUG COMPANY	16.00	06/28/2018	R
171801390	BURTON, SANDRA	202.74	06/28/2018	A
94345	CADY BUSINESS TECH	109.11	06/28/2018	R
94346	THE CAMBRIAN GROUP	1,960.42	06/28/2018	R
171801391	CANNIFF, AMY	59.95	06/28/2018	A
94347	CANTELL, ANA	134.00	06/28/2018	R
94348	CARGILL INC	6,043.12	06/28/2018	R
94349	CARLEX INC	196.85	06/28/2018	R
94350	CCP INDUSTRIES INC	539.15	06/28/2018	R
94351	CDW GOVERNMENT INC	656.68	06/28/2018	R
94352	CERMAK, CHRISTINE	461.20	06/28/2018	R
94353	CHANNING BETE CO INC	877.40	06/28/2018	R
94354	CHRISTENSON, GERRIT	100.00	06/28/2018	R
94355	CINTAS CORP #470	107.84	06/28/2018	R
94356	COMMUNITY SERVICES &	20.00	06/28/2018	R
94357	COMPLIANCE SIGNS INC	152.90	06/28/2018	R
94358	CONNEY SAFETY	90.80	06/28/2018	R
94359	CONQUER ATHLETICS	650.00	06/28/2018	R
94360	CONTINENTAL RESEARCH	1,567.76	06/28/2018	R
171801392	COOK, TRACY	211.30	06/28/2018	A
94361	CRAFT SPORTS NA	410.00	06/28/2018	R
94362	CRETIN-DERHAM HALL	275.00	06/28/2018	R
94363	CROWN GLOBAL CONSULT	650.00	06/28/2018	R
94364	CULLIGAN BOTTLED WAT	36.95	06/28/2018	R
94365	CUMMINS NPOWER LLC	383.72	06/28/2018	R
171801393	DAHLEM, TERESA	1,048.24	06/28/2018	A
171801394	DANIELS, KATHLEEN	336.36	06/28/2018	A
94366	DEBOER, SHAD	45.00	06/28/2018	R
94367	DELLWOOD COUNTRY CLU	924.78	06/28/2018	R
94368	DEMCO INC	467.81	06/28/2018	R
171801395	DEUEL, LYN	21.80	06/28/2018	A
94369	DISCOUNT SCHOOL SUPP	2,625.27	06/28/2018	R
94370	DOMINOS PIZZA	217.73	06/28/2018	R
171801396	DONAHOE, TRACI	85.70	06/28/2018	A
94371	DEFINITIVE TECHNOLOG	165.32	06/28/2018	R
171801397	DUSTIN, JOSEPH	288.71	06/28/2018	A
94372	ECKROTH MUSIC	33.00	06/28/2018	R
94373	ED'S TROPHIES INC	89.00	06/28/2018	R
94374	EDINA ULTIMATE	2,600.00	06/28/2018	R
94375	EHLERS, CARTER	100.00	06/28/2018	R
94376	ENERGY AND CONTROLS	1,500.00	06/28/2018	R
94377	ERICKSON, KRISTIN	56.46	06/28/2018	R
94378	ESSENTIAL SKILLS	218.00	06/28/2018	R

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94379	ESTATE OF ROBERT JAC	2,507.85	06/28/2018	R
94380	EVERSON, MARK	1,135.00	06/28/2018	R
94381	FAIRCLOUGH, KARI	1,680.00	06/28/2018	R
94382	FAIRVIEW	14,200.00	06/28/2018	R
94384	FASTENAL COMPANY	957.22	06/28/2018	R
171801398	FERNANDEZ, KEVIN	788.70	06/28/2018	A
94385	FESTIVAL FOODS-KNOWL	362.02	06/28/2018	R
94386	FINN SISU	442.80	06/28/2018	R
94387	FIRST STUDENT	117,389.41	06/28/2018	R
94388	FLAHERTY'S ARDEN BOW	417.00	06/28/2018	R
94389	FLINN SCIENTIFIC INC	1,880.48	06/28/2018	R
94390	FRA-DOR INC	340.00	06/28/2018	R
94391	FREDRICKSON, PATRICI	36.40	06/28/2018	R
94392	FRONTRUNNER SCREEN P	548.60	06/28/2018	R
94393	FUN EXPRESS LLC	329.56	06/28/2018	R
94394	GALLUP INC	999.00	06/28/2018	R
94395	GENERAL OFFICE PRODU	32,223.30	06/28/2018	R
94396	PEARSON EDUCATION	562.45	06/28/2018	R
94397	GOPHER	1,809.28	06/28/2018	R
94398	GRANDMA'S BAKERY INC	50.34	06/28/2018	R
94399	GRATZ SEWING	800.00	06/28/2018	R
94400	GREAT RIVER OFFICE P	2,189.95	06/28/2018	R
94401	GREEN VALUE NURSERY	371.10	06/28/2018	R
94402	HAGSTROM, BJORN	275.00	06/28/2018	R
94403	HALO TRANSPORTATION	1,104.00	06/28/2018	R
171801399	HARRIMAN, GRETCHEN	2,052.41	06/28/2018	A
171801400	HEALY, JASON	1,101.82	06/28/2018	A
94404	HISDAHL INC	234.26	06/28/2018	R
171801401	HOEG, SCOTT	62.76	06/28/2018	A
94408	HOGLUND BUS AND TRUC	4,975.24	06/28/2018	R
94409	HOME DEPOT CREDIT SE	334.74	06/28/2018	R
171801402	HOUSE, VANESSA	99.99	06/28/2018	A
94410	HUNEKE, JASON	250.00	06/28/2018	R
94411	IFD	33,344.94	06/28/2018	R
94413	INNOVATIVE OFFICE SO	902.97	06/28/2018	R
94414	INNOVATIVE GRAPHICS	1,285.00	06/28/2018	R
94415	INTL BACCALAUREATE O	8,520.00	06/28/2018	R
171801403	JENDERNY, JILL	6,975.13	06/28/2018	A
171801404	JOHNSON, BRANDON	54.50	06/28/2018	A
94416	JOHNSON, DIANNA	1,050.00	06/28/2018	R
94417	JONES, AMY	750.00	06/28/2018	R
94418	K-LOG INC	3,413.52	06/28/2018	R
171801405	KANE-BURBACK, STEPHA	390.00	06/28/2018	A
171801406	KAZMIERCZAK, WAYNE	261.55	06/28/2018	A
171801407	KELLEY, DEBRA	319.32	06/28/2018	A
94419	KELLER GOLF COURSE	688.03	06/28/2018	R
94420	KIMBALL MIDWEST	777.65	06/28/2018	R
94421	KINGSTON, SHEILA	130.00	06/28/2018	R
94422	KIRSCHLING, KURT	130.00	06/28/2018	R
94423	KONICA MINOLTA PREMI	5,611.55	06/28/2018	R
171801408	KONOP, KRISTEN	893.73	06/28/2018	A
94424	KRISTENSEN, RENEE	130.00	06/28/2018	R
171801409	KRUSEMARK, CARY	548.05	06/28/2018	A
171801410	KUEMMEL, JANEEN	29.96	06/28/2018	A
171801411	LAFRINIER, BENJAMIN	360.00	06/28/2018	A
94425	LAKES COUNTRY SERVIC	115.00	06/28/2018	R

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94426	LAKESHORE LEARNING S	507.60	06/28/2018	R
94428	LAKESHORE LEARNING M	999.18	06/28/2018	R
94429	LANGERS	1,308.22	06/28/2018	R
171801412	LANIGAN, CHERYL	89.64	06/28/2018	A
94430	LANSIQUOT, YAJAIRA	100.00	06/28/2018	R
94431	LARSON ENGINEERING I	1,550.00	06/28/2018	R
94432	LEBENS FLORAL	1,063.85	06/28/2018	R
94442	LEE, MARCI	130.00	06/28/2018	R
94433	LHB INC	6,315.85	06/28/2018	R
94434	LIBERTY CLASSICAL AC	11,732.67	06/28/2018	R
94435	LILYGREN, WAYNE	130.00	06/28/2018	R
94436	LINSEN, STEPHANIE	130.00	06/28/2018	R
94437	L T G POWER EQUIPMEN	636.40	06/28/2018	R
171801413	LUND, MOLLY	43.97	06/28/2018	A
171801414	MAAS, ERIN	65.00	06/28/2018	A
94438	MACKIN EDUCATIONAL R	914.84	06/28/2018	R
94439	MN ASSOC FOR CHILDRE	750.00	06/28/2018	R
94440	MAGNUSON CHRISTIAN S	4,335.06	06/28/2018	R
171801415	MALWITZ, REBECCA	1,928.99	06/28/2018	A
94441	MANITOU RIDGE GOLF C	170.00	06/28/2018	R
171801416	MAPLE, DAWN	145.00	06/28/2018	A
94443	MARCO, INC	329.76	06/28/2018	R
94444	MARKET DISTRIBUTING	146.90	06/28/2018	R
171801417	MARKUSON, RACHAEL	142.03	06/28/2018	A
171801418	MARTIN, JULIE	331.91	06/28/2018	A
94445	MN ASSOC OF SECRETAR	180.00	06/28/2018	R
94446	MCCRAY EXPRESS SPORT	234.00	06/28/2018	R
94447	MCDONOUGH'S WATERJET	1,729.20	06/28/2018	R
94448	MN COMMUNITY EDUC AS	45.00	06/28/2018	R
171801419	MCGARTHWAITE, MICHAEL	72.49	06/28/2018	A
94449	MCMANAMON, CONOR	100.00	06/28/2018	R
94450	MEDICARE PREMIUM COL	503.40	06/28/2018	R
94451	METRO MEALS ON WHEEL	5,832.00	06/28/2018	R
94452	MIDAMERICA ADMIN & R	2,811.66	06/28/2018	R
171801420	MILES, MARY	556.61	06/28/2018	A
171801421	MILES, STACY	137.34	06/28/2018	A
171801422	MITCHELL, PHILIP	170.00	06/28/2018	A
94453	MN CHILD CARE HEALTH	265.00	06/28/2018	R
94454	MN DEPT OF EDUCATION	20.00	06/28/2018	R
94455	MN HISTORICAL SOCIET	750.00	06/28/2018	R
94456	MN STATE UNIV MANKAT	375.00	06/28/2018	R
94457	MN SWORD PLAY	540.00	06/28/2018	R
94458	MN ZOO	708.00	06/28/2018	R
94459	MOBILE RADIO ENGINEE	2,433.60	06/28/2018	R
171801423	MONTGOMERY, JACOB	128.69	06/28/2018	A
171801424	MORRIS, BRIAN	491.64	06/28/2018	A
94460	MOTION ARRAY	19.00	06/28/2018	R
171801425	MULLALY, REBECCA	726.15	06/28/2018	A
94461	MUTSCHLER, DUANE	69.00	06/28/2018	R
94462	NAC MECHANICAL & ELE	765.50	06/28/2018	R
94463	NAPA AUTO PARTS	8.49	06/28/2018	R
94464	NAPGEZEK, JOEL	45.00	06/28/2018	R
94465	NARDINI FIRE EQUIPME	336.40	06/28/2018	R
94466	NASCO	621.23	06/28/2018	R
171801426	NASVIK, CRAIG	75.00	06/28/2018	A
94467	NEOFUNDS BY NEOPOST	513.81	06/28/2018	R

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171801427	NGUYEN, HUONG	57.77	06/28/2018	A
171801428	NGUYEN, HUY	300.48	06/28/2018	A
94468	NIXON, AYANO LMT	125.00	06/28/2018	R
94469	NOMADICS TIPI MAKERS	3,010.00	06/28/2018	R
94470	NORCENTRONIX DISTRIB	840.00	06/28/2018	R
94471	NORTHBOUND CREATIVE	325.88	06/28/2018	R
94472	O'REILLY AUTOMOTIVE	54.26	06/28/2018	R
94473	OFFICE DEPOT	807.90	06/28/2018	R
94474	OLSEN FIRE PROTECTIO	825.65	06/28/2018	R
171801429	OLSON, ANNA	65.77	06/28/2018	A
171801430	OTTAVIANI, AMY	390.00	06/28/2018	A
94475	OXYGEN SERVICE CO IN	11.78	06/28/2018	R
94476	PAI	1,008.43	06/28/2018	R
94477	PATRICK TROPHIES	214.55	06/28/2018	R
94478	PCS REVENUE CONTROL	2,688.00	06/28/2018	R
94479	PEARSON CLINICAL	283.08	06/28/2018	R
171801431	PERCIVAL, PATRICIA	200.00	06/28/2018	A
171801432	PIERRE, CHRISTINA	695.28	06/28/2018	A
94480	PLAISTED COMPANIES I	1,015.95	06/28/2018	R
94481	PODS COMPLETE CAR CA	935.04	06/28/2018	R
94482	POEPARD, BROOKE	12.10	06/28/2018	R
94483	POLAR CHEVROLET MAZD	25.51	06/28/2018	R
94484	PONCE TRAINED WRESTL	1,200.00	06/28/2018	R
171801433	PONTIOUS, JODY	100.00	06/28/2018	A
94485	PRAXAIR DISTRIBUTION	29.17	06/28/2018	R
94486	PRESS PUBLICATIONS	55.00	06/28/2018	R
94487	PROMO LACROSSE	2,480.00	06/28/2018	R
94488	REDWOOD TOXICOLOGY L	81.40	06/28/2018	R
171801434	REED, TAMMY	495.00	06/28/2018	A
94489	REHBEIN TRANSIT CO I	20,520.00	06/28/2018	R
94490	REIBEL, SUSANNE	15.60	06/28/2018	R
171801435	RIEBOW, MATTHEW	225.37	06/28/2018	A
94491	ROY C, INC	160.00	06/28/2018	R
171801436	RUOHOMAKI, TERESA	138.98	06/28/2018	A
94492	SAFE N SOUND MOBILE	85.95	06/28/2018	R
94493	SAFETY-KLEEN CORP	383.83	06/28/2018	R
94494	SAFEWAY DRIVING SCHO	17,955.00	06/28/2018	R
171801437	SALKOWICZ, JASON	101.65	06/28/2018	A
94495	SAM'S CLUB/SYNCHRONY	136.31	06/28/2018	S
171801438	SANTOSCOY, BRIANA	9.50	06/28/2018	A
94496	SCHINDLER ELEVATOR C	479.94	06/28/2018	R
171801439	SCHMIDT, DANIEL	1,224.04	06/28/2018	A
94497	SCHMITT MUSIC COMPAN	49.00	06/28/2018	R
171801440	SCHOCHENMAIER, TIMOT	757.49	06/28/2018	A
94498	SCHOLASTIC BOOK FAIR	4,687.40	06/28/2018	R
94499	SCHOLASTIC INC	1,619.00	06/28/2018	R
94500	SCHOLASTIC READING C	392.36	06/28/2018	R
94501	SCHOOL FIX CATALOG	411.49	06/28/2018	R
94502	SCHOOL OUTLET	265.48	06/28/2018	R
94503	SCHOOL SPECIALTY	1,519.61	06/28/2018	R
171801441	SCHOUVIELLER, LORI	75.72	06/28/2018	A
94504	SCHUELLER, JAY	200.00	06/28/2018	R
94505	SCHUG, KATHLEEN	38.70	06/28/2018	R
94506	SCIENCE EXPLORERS, I	350.00	06/28/2018	R
94507	SEBCO BOOKS	997.84	06/28/2018	R
94508	SEVERSON, LAUREL	230.00	06/28/2018	R

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171801442	SICARD, HEIDI	133.00	06/28/2018	A
94509	SOLARWINDS	876.00	06/28/2018	R
94510	SOLID GROUND	1,000.00	06/28/2018	R
94511	SQUISHY CIRCUITS STO	325.00	06/28/2018	R
94512	ST PAUL SAINTS	495.00	06/28/2018	R
94515	STAPLES ADVANTAGE	1,654.78	06/28/2018	R
94516	THE STATION EVENT CE	3,028.57	06/28/2018	R
94517	STEVE WEISS MUSIC	135.95	06/28/2018	R
171801443	STIRLING, CONNIE	47.08	06/28/2018	A
94518	STREAMLINE DESIGN IN	1,120.75	06/28/2018	R
94519	SUBURBAN SPORTSWEAR	1,176.00	06/28/2018	R
94523	SUMMIT COMPANIES	11,831.00	06/28/2018	R
171801444	SWANSON, SHANNON	525.23	06/28/2018	A
94524	SYNCHRONY BANK	106.60	06/28/2018	R
94525	SYNOVIA SOLUTIONS	1,551.40	06/28/2018	R
94526	TAMARACK NATURE CENT	23,677.05	06/28/2018	R
171801445	TARNOWSKI, ERIN	34.00	06/28/2018	A
171801446	TATRO, KRISTEN	25.61	06/28/2018	A
94527	TAYLOR PUBLISHING CO	93,382.70	06/28/2018	R
94528	TEACHERS CURRICULUM	36,875.00	06/28/2018	R
94529	TEACHSTONE TRAINING	5,650.00	06/28/2018	R
94530	TERRY, MARY	44.20	06/28/2018	R
94531	THOMMES, KIMBERLY	9.60	06/28/2018	R
171801447	TOUSSAINT, JANEL	139.80	06/28/2018	A
94532	TRADE PRESS INC	470.00	06/28/2018	R
94533	TRAN, CATHY	130.00	06/28/2018	R
94534	TRANSPORTATION MGMT	26.00	06/28/2018	R
94535	TREASURED TRANSPORTA	56,212.46	06/28/2018	R
94536	TRETTER, PATRICK	11.80	06/28/2018	R
94537	TRI-STATE BOBCAT	1,235.45	06/28/2018	R
94538	TRIMARK	2,654.40	06/28/2018	R
94539	TROPHY DEPOT INC	52.80	06/28/2018	R
171801448	TROSKE, CARRIE	195.00	06/28/2018	A
94540	TRUSTED EMPLOYEES	4,019.00	06/28/2018	R
94541	TUSA, COLLEEN	175.00	06/28/2018	R
94542	TWIN CITY JANITOR SU	1,251.60	06/28/2018	R
94543	TWINS BALLPARK LLC	560.00	06/28/2018	R
94544	TYLER, MARYLOU	130.00	06/28/2018	R
94545	UHL CO INC	15,977.75	06/28/2018	R
94546	UNITED PARCEL SERVIC	19.87	06/28/2018	R
94547	VALLEY TROPHY INC	192.30	06/28/2018	R
94548	VER-TECH INC	144.10	06/28/2018	R
171801449	VETTE, MARISA	195.00	06/28/2018	A
171801450	VILLWOCK, ROBIN	137.34	06/28/2018	A
171801451	VORHIES, JENNA	250.97	06/28/2018	A
94549	WAHOO! ADVENTURES	300.00	06/28/2018	R
171801452	WANLESS, TAMELA	148.80	06/28/2018	A
171801453	WATTERS, LAURA	235.21	06/28/2018	A
94550	WHITE BEAR CENTER FO	450.00	06/28/2018	R
94551	WHITE BEAR GLASS INC	2,010.00	06/28/2018	R
94552	WHITE BEAR LOCKSMITH	253.25	06/28/2018	R
94553	WBL PIZZA MAN	36.30	06/28/2018	R
94554	WHITE BEAR LAKE TEAC	2,544.90	06/28/2018	R
94555	WBLA EDUCATIONAL FOU	1,000.00	06/28/2018	R
94556	WE CHARITY	1,483.09	06/28/2018	R
94557	WESTERN PSYCHOLOGICA	338.80	06/28/2018	R

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94558	WILLCOXON, PETER SR	792.00	06/28/2018	R
94559	WILSON LANGUAGE TRAI	158.76	06/28/2018	R
94560	WINTER, AMBER	5.65	06/28/2018	R
94561	WISTIA	20.25	06/28/2018	R
171801454	WOLTERS, MERRILY	157.56	06/28/2018	A
94562	YMCA CAMP ICAGHOWAN	5,309.75	06/28/2018	R
171801455	ZHANG, JIAMEI	293.14	06/28/2018	A
171801456	ZICKERMANN, JORDAN	390.00	06/28/2018	A
93976	SEW EASY DESIGNS	-1,081.43	06/07/2018	V
93977	SHAMELESS INC	-2,676.00	06/07/2018	V
93978	SIGHT READING FACTOR	-34.99	06/07/2018	V
93979	SITEONE LANDSCAPE SU	-776.00	06/07/2018	V
93980	SKETCHFORSCHOOLS PUB	-566.60	06/07/2018	V
93981	SMITLEY, SHARON	-125.00	06/07/2018	V
93982	SOLOMON, ANNA	-75.00	06/07/2018	V
93983	SOUTHWEST BINDING &	-125.91	06/07/2018	V
93984	ST PAUL COLLEGE	-362.50	06/07/2018	V
93985	STODDARD, SARAH	-17.00	06/07/2018	V
93986	STREAMLINE DESIGN IN	-4,604.45	06/07/2018	V
93987	SWANSON, STEPHEN	-560.00	06/07/2018	V
93988	TEACHERS CURRICULUM	-447.00	06/07/2018	V
93989	TEACHERS DISCOVERY	-683.76	06/07/2018	V
93990	TERSCH PRODUCTS	-177.96	06/07/2018	V
93991	TRADE PRESS INC	-883.00	06/07/2018	V
93992	TRANS-MISSISSIPPI BI	-338.14	06/07/2018	V
93993	TREAGUE, TODD	-19.99	06/07/2018	V
93994	TREASURED TRANSPORTA	-54,029.12	06/07/2018	V
93995	TRIO SUPPLY COMPANY	-5,757.52	06/07/2018	V
93996	TROLLHAUGEN	-1,508.00	06/07/2018	V
93997	TURFWERKS INC	-638.92	06/07/2018	V
93998	TWIN CITIES TRANSPOR	-125.00	06/07/2018	V
93999	TWIN CITY TRANSPORTA	-146,682.99	06/07/2018	V
94000	UHL CO INC	-689.00	06/07/2018	V
94001	UNION GOSPEL MISSION	-25.00	06/07/2018	V
94002	US FOODS CULINARY EQ	-100.65	06/07/2018	V
94003	USBORNE BOOKS	-72.06	06/07/2018	V
94004	VALLEY TROPHY INC	-118.55	06/07/2018	V
94005	VANDERBOSCH, DANA	-37.75	06/07/2018	V
94006	WARD'S SCIENCE	-63.64	06/07/2018	V
94007	WAYFAIR LLC	-255.99	06/07/2018	V
94008	WBL PIZZA MAN	-336.52	06/07/2018	V
94009	WHITE BEAR LAKE UMPI	-1,475.00	06/07/2018	V
94010	WEILL, RONALD	-131.00	06/07/2018	V
94011	WEISS, GREGORY	-69.00	06/07/2018	V
94012	WEST MUSIC COMPANY	-781.25	06/07/2018	V
94013	WILLETT, RON	-77.00	06/07/2018	V
94014	SEW EASY DESIGNS	-1,081.43	06/08/2018	V
94015	SHAMELESS INC	-2,676.00	06/11/2018	V
94016	SIGHT READING FACTOR	-34.99	06/11/2018	V
94017	SITEONE LANDSCAPE SU	-776.00	06/11/2018	V
94018	SKETCHFORSCHOOLS PUB	-566.60	06/11/2018	V
94019	SMITLEY, SHARON	-125.00	06/11/2018	V
94020	SOLOMON, ANNA	-75.00	06/11/2018	V
94021	SOUTHWEST BINDING &	-125.91	06/11/2018	V
94022	ST PAUL COLLEGE	-362.50	06/11/2018	V
94023	STODDARD, SARAH	-17.00	06/11/2018	V

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94024	STREAMLINE DESIGN IN	-4,604.45	06/11/2018	V
94025	SWANSON, STEPHEN	-560.00	06/11/2018	V
94026	TEACHERS CURRICULUM	-447.00	06/11/2018	V
94027	TEACHERS DISCOVERY	-683.76	06/11/2018	V
94028	TERSCH PRODUCTS	-177.96	06/11/2018	V
94029	TRADE PRESS INC	-883.00	06/11/2018	V
94030	TRANS-MISSISSIPPI BI	-338.14	06/11/2018	V
94031	TREAGUE, TODD	-19.99	06/11/2018	V
94032	TREASURED TRANSPORTA	-54,029.12	06/11/2018	V
94033	TRIO SUPPLY COMPANY	-5,757.52	06/11/2018	V
94034	TROLLHAUGEN	-1,508.00	06/11/2018	V
94035	TURFWERKS INC	-638.92	06/11/2018	V
94036	TWIN CITIES TRANSPOR	-125.00	06/11/2018	V
94037	TWIN CITY TRANSPORTA	-146,682.99	06/11/2018	V
94038	UHL CO INC	-689.00	06/11/2018	V
94039	UNION GOSPEL MISSION	-25.00	06/11/2018	V
94040	US FOODS CULINARY EQ	-100.65	06/11/2018	V
94041	USBORNE BOOKS	-72.06	06/11/2018	V
94042	VALLEY TROPHY INC	-118.55	06/11/2018	V
94043	VANDERBOSCH, DANA	-37.75	06/11/2018	V
94044	WARD'S SCIENCE	-63.64	06/11/2018	V
94045	WAYFAIR LLC	-255.99	06/11/2018	V
94046	WBL PIZZA MAN	-336.52	06/11/2018	V
94047	WHITE BEAR LAKE UMPI	-1,475.00	06/11/2018	V
94048	WEILL, RONALD	-131.00	06/11/2018	V
94049	WEISS, GREGORY	-69.00	06/11/2018	V
94050	WEST MUSIC COMPANY	-781.25	06/11/2018	V
94051	WILLETT, RON	-77.00	06/11/2018	V
93117	CROWN GLOBAL CONSULT	-4,550.00	06/14/2018	V
93956	PETERSON, WILLIAM	-69.00	06/20/2018	V
2,210,904.38 Totals for checks				

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL	39,198.18	2,512.58	767,199.28	808,910.04
02	FOOD SERVICE	1,090.61	0.00	199,839.29	200,929.90
03	TRANSPORTATION	0.00	0.00	707,539.81	707,539.81
04	COMMUNITY SERVICES	0.00	209.00	116,583.52	116,792.52
05	CAPITAL EXPENDITURE	0.00	0.00	146,681.04	146,681.04
06	BUILDING CONSTRUCTION	0.00	0.00	22,221.25	22,221.25
08	TRUST FUND	0.00	0.00	10,507.49	10,507.49
12	STUDENT ACTIVITY ACCOUNTS	0.00	54.00	194,760.48	194,814.48
21	SELF INSURED INSURANCE	0.00	2,507.85	0.00	2,507.85
***	Fund Summary Totals ***	40,288.79	5,283.43	2,165,332.16	2,210,904.38

***** End of report *****

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: **July 16, 2018**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for Finance and Operations and Tom Wiczorek, Director of Finance**

Donation	Donor	Recipient
\$1,000	Vadnais Heights Lions Club	Willow Lane Elementary School
\$150	Patricia Dahl	Senior Program
\$20	Judy McCarty	Senior Program
\$50	Nels Femrite	Senior Program
\$50	Robert and Karin Magill-Cuerd	Senior Program
\$25	Gail Stucky	Senior Program
\$25	Donna and Alvin Hagemier	Senior Program
\$100	Linda Manders	Senior Program
\$50	Mike and Stacy O'Fallon	Senior Program
\$300	Charles Coughlin	Senior Program
\$250	Gordon Felland	Senior Program

RECOMMENDATION: Accept donation.

AGENDA ITEM: **Field Trip Requests**

MEETING DATE: **July 16, 2018**

SUGGESTED DISPOSITION: **Consent Agenda**

CONTACT PERSON(S): **Sara Paul, Assistant Superintendent for Teaching and Learning and Tim Wald, Assistant Superintendent for Finance and Operations**

Background:

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

Date of Trip and Destination	Requesting Staff Member	Grade/Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
August 20 – 23, 2018 Whitewater State Park	Dan Kovacich	MS/HS WBL Boys Cross Country	0	20-25	Total Cost per Student: \$65-\$75 Total Cost: \$3,000 Source of Revenue: Personal Funds and/or Fundraisers	Parent Drivers	Every year we go to Whitewater State Park to train with Moundsview HS & Roseville HS for the purpose of team bonding and collaboration.
Aug. 31 – Sept. 1, 2018 Sioux Falls, SD	Patricia Percival	MS/HS WBL Girls Cross Country	0	50	Total Cost per Student: \$50-\$75 Total Cost: \$4,000 Source of Revenue: Personal Funds and/or Fundraisers	Charter Bus	We are traveling to Sioux Falls for the Augie Twilight Cross Country Invite. It's a great opportunity for our team to compete against some of the top teams of the Midwest

September 19 – 21, 2018 Deep Portage Environmental Camry	Mike Selb, Kristin Erickson, Megan Hibbard, Kim Rasch	Elementary Students	3	113	Total Cost per Student: \$185 Total Cost: \$21,000 Source of Revenue: Personal Funds and/or Fundraisers	Private Bus Company	To expand our Science Curriculum to include hands-on activities.
October 5 – 6, 2018 Alexandria Meet of Champions	Dan Kovacich	MS/HS WBL Boys Cross Country	½ day	28	Total Cost per Student: \$85 Total Cost: \$3,000-\$4,000 Source of Revenue: Personal Funds and/or Fundraisers	Coach Bus	This is one of the biggest cross country meets in the state of MN. This meet tells us where we stack up against the rest of the state in terms of our ability.
October 5 – 6, 2018 Alexandria, MN	Patricia Percival	MS/HS WBL Girls Cross Country	½	25	Total Cost per Student: \$50-\$75 Total Cost: \$4,000 Source of Revenue: Personal Funds and/or Fundraisers	Charger Bus	We are traveling to Alexandria to compete in the Alexandria Cross Country Invite. We will be competing against some of the best cross country teams in the state.

Recommendation: The administration recommends the School Board approve these field trips.

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

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

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

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATION/TERMINATION – CLASSIFIED STAFF

MELINDA BOE – Instructional Assistant, Lakeaires Elementary
Employed by District 624 since 11/07/2017
Effective Date: 06/07/2018

ROBERTA HUMMEL – Billing Clerk – Extended Day, District Center
Employed by District 624 since 06/26/2017
Effective Date: 07/16/2018

ABBY MAAS – Instructional Assistant, Lakeaires Elementary
Employed by District 624 since 11/07/2017
Effective Date: 06/07/2018

LEIGH MILLS – Instructional Assistant, Hugo Elementary
Employed by District 624 since 01/03/2018
Effective Date: 06/07/2018

RESIGNATION/TERMINATION – CERTIFIED STAFF
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KRISTI MAHN – Social Studies Teacher, WBLAHS – North Campus
Employed by District 624 since 08/21/2008
Effective Date: 06/26/2018

MELANIE TLUSTY – Choir Teacher, Central Middle School
Employed by District 624 since 08/20/2014
Effective Date: 06/08/2018

JENNA VORHIES – Phy/Ed/DAPE Teacher, Several Elementary Schools
Employed by District 624 since 08/21/2017
Effective Date: 06/29/2018

RETIRMENT – CLASSIFIED

LUANN BAILEY – Admin. Assistant to Principal, Hugo Elementary
Employed by District 624 since 10/25/1993
Effective Date: 06/15/2018

JACQUELINE EDBERG – Behavior Management Assistant, Oneka Elementary
Employed by District 624 since 08/28/1991
Effective Date: 08/02/2018

CHANGE OF ASSIGNMENT – CERTIFIED STAFF

SUSAN FURTNEY – Mathematics/Computer Science Teacher, WBLAHS – North & South Campus
From .3 FTE To .8 FTE
Effective Date: 2018-2019 School Year

CHANGE OF CLASSIFICATION – CLASSIFIED STAFF
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MICHELLE HUBBARD – From Admin. Asst. – Cabinet Member, Secretarial and Clerical Unit
To Adult Programs Programmer, Non-Affiliated
Step 1, \$46,098, 240 days (Prorated on \$49,939.20)
Effective Date: 07/30/2018

NEW PERSONNEL – CLASSIFIED STAFF

JANELLE ANDERSON – Instructional Assistant, Vadnais Heights Elementary
\$18.33/hr., 18.75 hrs. per week, \$12,372.75
Effective Date: 09/04/2018

KARI BRISTOL – Pupil Support Assistant, Vadnais Heights Elementary
\$18.77/hr., 6.5 hrs. per day/ 180 days, \$21,960.90
Effective Date: 09/04/2018

WENDY COLE – Pupil Support Assistant, Otter Lake Elementary
\$18.77/hr., 6.5 hrs. per day/ 180 days, \$21,960.90
Effective Date: 09/04/2018

OLIVIA COEN – Pupil Support Assistant, Transition Education Center
\$18.77/hr., 6.0 hrs. per day/ 180 days, \$20,158.98
Effective Date: 09/04/2018

RISA KNOCHE – Program Assistant, Otter Lake Elementary
\$13.71/hr., 2.5 hrs. per day/ 60 days, \$2,125.05
Effective Date: 04/05/2018

SARAH MAGNUSON – Pupil Support Assistant, Transition Education Center
\$18.77/hr., 6.0 hrs. per day/ 180 days, \$20,271.60
Effective Date: 09/04/2018

EMILY PARADISE – Pupil Support Assistant, Lincoln Elementary
\$18.77/hr., 6.5 hrs. per day/ 180 days, \$21,960.90
Effective Date: 09/04/2018

CAMELA RAE BURN – Admin. Asst. to Principal, Willow Lane Elementary
\$19.26/hr., 8.0 hrs. per day/ 206 days, \$31,740.48
Effective Date: 08/13/2018

RACHAEL STARFKI – Early Childhood Billing Clerk, Normandy Park
\$18.18/hr., 5.48 hrs. per day/ 195 days, \$17,725.50
Effective Date: 07/16/2018

STEPHANIE THORSTAD – Student Information System Registrar, District Center
\$19.26/hr., 8.0 hrs. per day/ 255 days, \$39,290.40
Effective Date: 07/09/2018

NEW PERSONNEL – CERTIFIED STAFF
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JOSHUA BILSKEMPER – Science Teacher, Central Middle School
BA, Step 5, \$48,051.00
Effective Date: 2018-2019 School Year

COLLEEN DUNNIGAN – .5 FTE Business Ed. Teacher, WBLAHS – North Campus
BA, Step 1, \$21,655.00
Effective Date: 2018-2019 School Year

SUSAN KERSEY – Grade 3 Teacher, Birch Lake Elementary
MA, Step 1, \$48,023.00
Effective Date: 2018-2019 School Year

EMILY LANGER – .6 FTE French Teacher, WBLAHS – North Campus
BA, Step 4, \$27,912.00
Effective Date: 2018-2019 School Year

MARIA LEESON – .8 FTE Mathematics Teacher, WBLAHS – North Campus
BA, Step 1, \$34,648.00
Effective Date: 2018-2019 School Year

KATIE LETOURNEAU – Grade 2 Teacher, Lakeaires Elementary
BA, Step 2, \$44,984.00
Effective Date: 2018-2019 School Year

ALYSSA MALMER – Phy ED/DAPE Teacher, WBLAHS – North Campus
MA, Step 4, \$52,434.00
Effective Date: 2018-2019 School Year

ALISSA NELSON – Speech Language Pathologist, Otter Lake and Willow Lane Elementary
MA, Step 13, \$76,306.00
Effective Date: 2018-2019 School Year

BOBBIE OSTERGREN – Preschool Teacher, Normandy Park
\$27.32 per hour, 521 hrs. per year
Effective Date: 2018-2019 School Year

ANDREA SCHULTE – Grade 4 Teacher, Oneka Elementary
MA, Step 8, \$61,025.00
Effective Date: 2018-2019 School Year

LONG TERM SUBSTITUTE – CERTIFIED STAFF

LEIGH MILLS – Grade 1 Teacher, Hugo Elementary

BA, Step 13, \$19,461.92

Effective Date: 08/27/2018 through 11/23/2018

B. PUBLIC FORUM

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open up to 30 minutes (3 minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those wishing to address the Board should fill out the Public Forum Speaker Card and submit the card to the School Board clerk or other district officials at the meeting.
4. Questions may be asked on any topic, including those on the agenda.
5. School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Under School Board Policy 206, complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.
6. An attempt will be made to answer questions addressed to the Board. In those cases where an answer is not provided, a phone call from an appropriate school district official will be made as a follow-up.
7. A handout on the purpose of School Board meetings and the meeting process is available at each School Board meeting.
8. Citizens may be asked to address the School Board on a particular subject during the discussion of that item.
9. The School Board chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

C. INFORMATION ITEMS

Agenda Item C-1
July 16, 2018
School Board Meeting

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **July 16, 2018**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

Dr. Kazmierczak will provide information on current issues and events pertaining to the White Bear Lake Area Schools.

D. DISCUSSION ITEMS

AGENDA ITEM: **Review of Minnesota State High School League
“Why We Play” Training Video**

MEETING DATE: **July 16, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Don Mullin, School Board Chair
Dr. Wayne A. Kazmierczak, Superintendent
Brian Peloquin, Activities Director**

BACKGROUND:

The Minnesota State High School League requires our School Board to review the “Why We Play” training video, which defines the purpose of education-based athletic and activity programs and will assist school communities in communicating a shared common language as it relates to the value of these said programs, prior to approving the 2018-19 Resolution for Membership.

Activities Director Brian Peloquin will be present to answer any questions.

The Minnesota State High School League resolution for membership will be approved in Operational Item E-4.

AGENDA ITEM: **Policy 902, Addendum A**

MEETING DATE: **July 16, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Tim Maurer, Director of Community Services
and Recreation**

BACKGROUND:

School Board Policy 902, Addendum A, is the procedures and prices that will be used when scheduling school district facilities and equipment.

Procedures are not approved by the School Board, but we want the School Board to be informed of changes in the procedure and prices.

RECOMMENDATION:

After this review Policy 902, Addendum A will be placed on our website.

Adopted: November 11, 1996

Revised: June 11, 2001

Revised: May, 2005

Revised: May 13, 2013

Revised: October 13, 2014

Priority for Scheduling School District Facilities and Equipment

1. Political caucuses, and federal, state, municipal and school district elections, as required by law.
2. District activities, including curricular, extracurricular and Community Education, ~~shall~~ have priority use of school facilities and equipment.
3. School PTA/PTO events.
4. Activities sponsored by other groups or organizations shall be scheduled as time and space permit on a first come, first served basis subject to the terms of these guidelines.

Applications for District 624 building usage are placed into one of the following fee categories:

District Events

No room rental fee will be charged for:

- meetings or facility use for any school activity;
- school events;
- student meetings qualifying under District Policy 801; and
- political caucuses, federal, state, municipal and school district elections, as required by law.

Community Group Events

No permit fee or room rental fee for classrooms, conference rooms, gymnasiums, and/or the theaters shall be required for in-district nonprofit community groups, including: youth groups, youth service organizations, adult groups made up of at least 90% residents of the District, and groups in established partnerships with the District as defined in Policy ~~900~~ 999. As used herein, nonprofit means an entity exempt from state/federal income taxes.

However, all groups must pay the rental fee outlined in the cost scale below (see Section E) for the use of the following: Indoor ice rinks, ~~stadiums, AV equipment~~ theater production equipment, and kitchen areas.

All Other Events

Any organization or activity not covered by the definitions above is subject to a rental and permit fee, according to the cost scale. (See section E).

A. Procedures for Scheduling Activities

Use of facilities shall be granted for programs or activities which are of an educational, cultural, civic or recreational nature and are suited to the requested facility.

1. School District Sponsored Activities

School district sponsored after-school, evening and weekend activities are scheduled with the Community Services office prior to June 1st for the following school year. School calendars shall be submitted to Community Services by June 1st. School activities scheduled after June 1st are subject to space availability. School activities must be scheduled before space allocations can be made for community use. Community group applications received prior to August 1st may be kept pending until the school activities have been scheduled.

2. Applications for Use

All applicants must make arrangements to use facilities through the Community Services office. Requests must be made at least seven (7) days prior to date of use. An application form will be provided to indicate the facilities, equipment and personnel required. All applications received in the Community Services Office are dated and processed according to priority and handled as promptly as possible. When an application is approved by the Director of Community Services or designee, a facility reservation permit is issued to the applicant and distributed to the appropriate school personnel.

Outdoor facilities will be scheduled through the same process as indoor facilities. Community Services will work with the High School Activities Director and the Building Operations Department to determine areas that are suitable for community use. Community use of designated outdoor facilities may be restricted based on criteria determined by Community Services, the Activities Director, and Building Operations. All White Bear Lake Area School District fields will be evaluated yearly to determine seasonal availability.

Principals shall schedule all daytime school activities for which permits are not necessary. Permits are required for after-school and weekend use of all school space.

3. Facility Use Permits

- a. Permits will be issued to organizations/groups upon compliance with the rules for application.

- (1) Permits are not transferable and are restricted to the stated dates and hours.
 - (2) Changes, additions or cancellations must be scheduled through the Community Services Office. Amended permits will be sent to the applicant and district personnel involved.
- b. Permits are issued for a specific area and include access to the nearest drinking fountain and lavatories.
 - c. Only equipment specified on the permit will be made available to the user.
 - d. Organizations/groups using their own equipment must get prior approval and remove the equipment immediately after the use. The district will not assume liability in connection with the use or, loss of or damage to the organization's equipment.
 - e. The email distribution of each permit notification will be as follows:
 - Group supervisor
 - Community Services Office
 - Building principal, administrative assistant and head custodian
 - Notification may be sent to others as needed.

4. Cancellation

- a. When White Bear Lake Area Schools are closed due to inclement weather or building emergencies, all facility reservation permits are canceled.
- b. Facility Reservation permits for scheduled community events may be canceled to accommodate unforeseen events or emergency changes of school functions. If such a conflict occurs, every effort will be made to relocate activities and keep cancellations to a minimum.

B. Supervision

1. All activities must be under competent and responsible adult supervision, with the organization/group using the facilities assuming full responsibility for any damage.
2. School personnel on duty (custodian or building supervisor) will monitor the operation of facilities, but are not required to supervise the group or its activities.

3. Organizations using kitchen facilities must ~~have~~ **hire** a district nutrition service employee ~~on duty~~ to supervise food preparation in conformance with recognized health department standards.
4. Outdoor activities may require district grounds staff to be in attendance.

C. Liability

1. ~~Users of school facilities shall agree to indemnify the school district for any damage to the school or other property by any person or persons attending the activity.~~
Permit holder is responsible for any and all damages to the school district property caused by acts and omissions of permit holders personnel and invitees. Each party agrees to accept full responsibility for its own negligence and actions.
2. ~~Applicants agree to assume full responsibility for injury or death of activity participants and damages to property that may occur in the facility they are using.~~
Permit holders agree to release, indemnify and hold harmless ISD 624 from any and all claims, demands, suits, actions or liabilities resulting from injuries or death to any persons, or damage or loss of any property, arising from or alleged to arise from users' performance of this permit/contract.
3. ~~An insurance policy may be required by the district, as it deems necessary and at its sole discretion.~~
Permit users may be required to provide a certificate of insurance for its commercial general liability insurance policy, which certificate shall name ISD 624 as an additional insured. Policy shall provide that it has a minimum limit of \$1,500,000 per occurrence and a minimum annual aggregate limit of \$3,000,000.
4. If a **permitted** group brings in its own equipment, the district assumes no liability in connection with the use, loss or damage of that equipment.

D. Rules for Use of School Facilities

The following rules must be observed by all organizations/groups. Failure to do so may be grounds for cancellation of the Facility Reservation permit and denial of future facility use.

1. School district facilities may not be used for illegal purposes. All school buildings and grounds are tobacco **and electronic cigarette** free. Any use or possession of tobacco on school property is prohibited by law.

2. Alcohol and illegal chemicals cannot be available or consumed on school district property as prohibited by law.
3. Weapons and firearms in any form are not allowed on school district property except for authorized instructional programs and by authorized law enforcement personnel.
4. Meetings/activities must be confined to areas reserved in advance.
5. Disorderly conduct of any kind is prohibited and may result in ejection from school facilities.
6. If deemed necessary by district administration, law enforcement supervision may be required and charged to the user.
7. Damage to facilities or equipment must be reported immediately to authorized school personnel and the Community Services Office.
8. No one shall operate ~~mini-bikes, motorized go-carts, snowmobiles, or~~
~~any other~~ motorized recreational vehicles on school property except as part of a class authorized by the school district.
9. Flammable substances may not be used within school buildings unless they meet State Fire Marshal regulations.
10. Areas used must be left in an orderly condition. If additional cleaning is required following the use of facilities, ~~extra effort is required for clean-up following the use of facilities~~, an additional charge for personnel costs shall be added to the facility use fee. If no rental fee was charged, groups are still responsible for personnel charges.

E. Costs Schedule for School District Facilities

Rental fees are based on a two-hour minimum with charges assessed proportionately thereafter. Groups will be charged an additional amount for building supervision, custodial services, and technology services when needed exclusively for that event. Any facility not listed is subject to a rental fee as approved by school district administration. Rental fees for school district facilities are based on the following schedule:

Facility	Nonprofit outside of district	For profit
Classrooms	\$15 per hour	\$27 per hour
Conference Rooms	\$20 per hour	\$36 per hour
Gymnasiums		
• Secondary & Oneka	\$40 per hour	\$90 per hour
• Secondary & Oneka ½ large gym	\$30 per hour	\$45 per hour
• Secondary Small gym	\$20 per hour	\$25 per hour
• Elementary Large gym	\$30 per hour	\$54 per hour
• Elementary Small gym	\$20 per hour	\$36 per hour
Hippodrome Ice Arena		
• WBLAHA & District nonprofits	N/A	\$75 per hour
• For profit and out of district nonprofits	N/A	\$100 per hour
• Dry Floor Rental	N/A	\$45 per hour
Stadium		
• South Campus	\$90 per hour	\$180 per hour
• Stadium Lights	\$15 per hour	
District Auditoriums	\$65 per hour	\$90 per hour

White Bear Lake Area
School Board Policy 902
Addendum A

• Theatre packages: Review Section G	N/A	\$150 - \$1500 package rate
• District Technician	N/A	\$30 per hour
Cafeteria (no kitchen)		
• South, North, Central, Sunrise, Oneka	\$30 per hour	\$54 per hour
• All others	\$20 per hour	\$36 per hour

KITCHEN *See Section F: Nutrition Services Information

F. Nutrition Services Information

Any use of an ISD 624 kitchen facility must be arranged through the School Nutrition Services Office, 651-407-7524. Any rental of an ISD 624 kitchen facility must include a Nutrition Services Employee on site for the duration of the event or a minimum of two hours whichever is greater. The Nutrition Services Employee will supervise the operation of equipment and use of kitchen facilities.

G. District Theatre Information

Any use of District Theatre is subject to charges based on the needs of the groups. Groups will work through Community Services and District Technician to determine which package is appropriate.

Package 1-\$150.00 Basic audio and lights. Includes sound system with choice of 2 lapel or handheld wireless mics. Podium available upon request. Additional mics will be \$25/ mic up to 4 mics total. This package also includes use of projector system which includes projector and screen with a laptop for use during presentations. This package requires user training to operate equipment. Training time over 1 hour will be billed at an additional \$30/hour. Video and audio files for the event must be obtained no later than 24 hours before event takes place. Technicians available upon request. A cost of \$30/hour per technician will be billed if needed during the event.

Package 2- \$500.00 Includes all from small package. Includes 2 audio monitors onstage upon request. Includes a max of 6 wireless mics. Also includes cyclorama curtain with color washes for background ambience. Video and audio files for the event must be obtained no later than 24 hours before event takes place. Technician time is billed in addition at a rate of \$30/hour. Available only at District Theatre and North Campus Theatre.

Package 3-\$1500.00 Lighting and audio package including color stage washes, cyc curtain, haze machine, 2 technicians (12 hours each included), 8 wireless mics. Additional mics \$25 per mic up

to 12 maximum. Also includes option to rear project onto cyc curtain for presentations or background scenery projection. Video and audio files for the event must be obtained no later than 24 hours before event takes place. Available only at District Theatre and North Campus Theatre. After 12 hours, hourly rate of \$60 for two technicians. Prices subject to change.

Package options are based on equipment availability.

All technology requests must be approved and finalized 2 weeks prior to event date.

AGENDA ITEM: **Policy 730, Use of Electronic Signatures to Conduct Official Business**

MEETING DATE: **July 16, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Mark Garrison, Director of Technology and Innovation**

BACKGROUND:

School Board Policy 703, Use of Electronic Signature to Conduct Official Business. This is a new policy, which has been reviewed by the Policy Committee and Cabinet.

The purpose of this policy is to document the school board's desire to allow school district representatives to send and accept electronic signatures for the purpose of conducting official business to the extent permitted by law and to outline the extent to which the school district will send, accept, and rely on electronic signatures.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the August 13 School Board meeting agenda or a subsequent meeting for action.

Adopted: _____

White Bear Lake Area School Board Policy 730

NEW POLICY

730 Use of Electronic Signatures to Conduct Official Business

I. PURPOSE

The purpose of this policy is to document the School Board's desire to allow school district representatives to send and accept electronic signatures for the purpose of conducting official business to the extent permitted by law and to outline the extent to which the school district will send, accept, and rely on electronic signatures.

II. GENERAL STATEMENT OF POLICY

The School Board delegates to the Superintendent the authority to determine the extent to which the school district will send, accept, and otherwise create, generate, communicate, store, process, use, and rely upon electronic signatures to and from other persons. For an electronic transaction to be valid, each party must agree to conduct the transaction electronically. If a law prohibits a transaction from occurring electronically, the transaction must occur in the manner specified by law.

III. DEFINITIONS

- A. **Authentication.** Authentication means the process used to ascertain the identity of a person or the integrity of specific information. Authentication ensures that the user applying an electronic signature is in fact who they say they are and is authorized to sign.
- B. **Electronic signature.** Electronic signature means a digital or digitized signature made by electronic sound, symbol or process that is attached to or logically associated with a record and that is executed or adopted with the intent to sign the record.
- C. **Transaction.** Transaction means an action or set of actions occurring between two or more persons relating to the conduct of business, commercial, or governmental affairs.

IV. GENERAL STANDARDS

- A. This policy shall only apply to transactions between the District and parties that have consented to conduct transactions by electronic means. Consent to conduct transactions by electronic means is determined from the context of the transaction and surrounding circumstances, including the parties' conduct.
- B. An electronic signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a

showing of the efficacy of any authentication or other security procedure the District applies to determine the person to whom the electronic signature was attributable. The effect of an electronic signature shall be determined from the context and surrounding circumstances at the time of its creation, execution, or adoption, including the parties' agreement to engage in an electronic transaction, if any.

- C. Electronic signatures shall be retained with their associated records according to the school district's regular records retention schedule.

V. AUTHORITY AND RESPONSIBILITIES

- A. The Superintendent is delegated authority to determine the extent to which the school district will accept and use electronic signatures to facilitate transactions involving official school district business.
- B. The Superintendent shall adopt and implement all system procedures necessary to accept and use electronic signatures to the extent determined by the Superintendent. The district's system procedures shall be developed in consultation with other appropriate district personnel and shall ensure that all legal requirements are met. Any potential operational risk associated with the use of an electronic signature must be offset by the anticipated benefit of receiving electronic signatures. Consistent with Minnesota law, these system procedures shall specify:
 - 1. The manner and format in which the electronic records attached to the electronic signatures will be created, generated, sent, communicated, received, and stored and the systems established for those purposes;
 - 2. The type of electronic signature required, the manner and format in which the electronic signature must be affixed to the electronic record, and the identity of, or criteria that must be met by, any third party used by a person filing a document to facilitate a transaction;
 - 3. Control processes and procedures that will ensure adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records; and
 - 4. Any other required attributes for electronic records which are specified for corresponding nonelectric records or reasonably necessary under the circumstances.
- C. Nothing in this policy is intended to authorize any individual to provide an electronic signature on behalf of the School Board or school district, unless he or she has been granted such authority pursuant to a delegation of authority by the School Board, a specific School Board policy, or a law.

- D. The district may maintain official records in an electronic format provided that the relevant record retention schedule is updated to reflect electronic record management and the electronic records are trustworthy, complete, accessible, and durable.

Legal References: Minn. Stat. § 325L.01 *et seq.* (Uniform Electronic Transactions Act)
Minn. Stat. § 123B.09, Subd. 1 (School Boards Powers)
Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 15.17 (Official Records)
SN4, LLC v. Anchor Bank, fsb, 848 N.W.2d 559, 562 (Minn. App. 2014).

Cross References: White Bear Lake Area Schools Policy 208 (Development, Adoption, and Implementation of Policies)
White Bear Lake Area Schools Policy 305 (Policy Implementation)

E. OPERATIONAL ITEMS

AGENDA ITEM: **Action on 10-Year Long-Term Facility Maintenance Plan**
MEETING DATE: **July 16, 2018**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for Finance and Operations**

BACKGROUND:

In 2015 the state legislature established the Long-Term Facilities Maintenance (LTFM) Revenue Program (123B.595) for school districts, intermediate, cooperatives and charter schools. This program replaced Health and Safety, Deferred Maintenance, and Alternative Facilities Bonding and Levy programs.

The District must annually update the plan, submit the plan to the commissioner for approval by July 31, and indicate whether the District will issue bonds to finance the plan. In February, 2018 the District received approval of the mid-year LTFM correction from the Commissioner. In March the District issued \$16.13 million in LTFM bonds for investment in facilities for 2018-2020.

Attached is the District's 10-Year Long-Term Facility Maintenance (LTFM) expenditure and revenue plans as well as a more detailed planning document that breaks down the next several fiscal years.

RECOMMENDED ACTION:

Approve the 10-year Long-Term Facility Maintenance Plan as presented.

Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/13/2018	Acronyms:	Prekindergarten (Pre-K)	Voluntary Pre-K (VPK)	Health and Safety (H&S)	Adjusted Net Tax Capacity (ANTC)	Levy Limitation Certification (LLC)	Adjusted Public Unit (APU)	Alternative (Alt)	
624	<= Type in School District Number												
	White Bear Lake School District												
Calculations for Ten Year Projection				Pay 18	Change only if requiring levy adjustments	Payable 2018 LLC Certification	Current Estimate						
	LLC #	FY 2018	FY 2019	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
1	Type your district number in cell A2 (Minneapolis = 1.2)												
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 17 to 18, 20, 21, 26, 27 and 50												
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33												
4	Look-up data from following tabs												
5	Initial Formula Revenue												
6	Current year APU	57	9,159.40	9,265.12	9,325.20	9,325.20	9,325.20	9,325.20	9,325.20	9,325.20	9,325.20	9,325.20	9,325.20
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)												
6b	Total Adjusted Pupil Units = (6) + (6a)			9,265.12	9,325.20	9,325.20	9,325.20	9,325.20	9,325.20	9,325.20	9,325.20	9,325.20	9,325.20
7	District average building age (uncapped)	402	49.50	49.50	50.50	51.50	52.50	53.50	54.50	55.50	56.50	57.50	58.50
8	Formula allowance		\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	403		1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	404	3,480,572	3,520,745	3,543,578	3,543,578	3,543,578	3,543,578	3,543,578	3,543,578	3,543,578	3,543,578	3,543,578
11	Added revenue for Eligible H&S Projects > \$100,000 / site												
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702		-	-	-	-	-	-	-	-	-	-
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756		-	-	-	-	-	-	-	-	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701		-	-	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	755		-	-	-	-	-	-	-	-	-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue	703		-	-	-	-	-	-	-	-	-	-
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	406	0	-	-	-	-	-	-	-	-	-	-
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) -(15) + (17) + (18)	407	-	-	-	-	-	-	-	-	-	-	-
	Added revenue for Pre-K remodeling (for VPK approvals only)												
20a	Net debt service for bonds approved for Pre-K remodeling	704		-	-	-	-	-	-	-	-	-	-
20b	Pay as you go for projects approved for Pre-K remodeling	408											
20c	Total Pre-K revenue			-	-	-	-	-	-	-	-	-	-
20d	Total New Law Revenue (10) + (19) + (20c)	409		3,520,745	3,543,578	3,543,578	3,543,578	3,543,578	3,543,578	3,543,578	3,543,578	3,543,578	3,543,578
	Old Formula revenue												
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2020)	410	-	-	-	-	-	-	-	-	-	-	-
22	Old formula alt facilities debt revenue (1A) - gross before debt excess			1,371,475	4,006,988	4,572,150	4,823,625	6,917,325	6,614,138	6,622,065	6,632,253	-	-
23	Debt Excess allocated to line 22			-	-	-	-	-	-	-	-	-	-
24	Old formula alt facilities debt revenue (1A) - debt excess	762		1,371,475	4,006,988	4,572,150	4,823,625	6,917,325	6,614,138	6,622,065	6,632,253	-	-
25	Old formula alt facilities debt revenue (1B) = (12) - (13)	763		-	-	-	-	-	-	-	-	-	-
26	Old formula alt facilities pay as you go revenue (1A) (these should match the pay as you go amounts calculated on the Alt Facilities Page 8 worksheet through FY 2020)	411	0	-	-	-	-	-	-	-	-	-	-
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2020)	414		-	-	-	-	-	-	-	-	-	-
27a	LTFM "H&S >100K per site" bonds	703		-	-	-	-	-	-	-	-	-	-
27b	LTFM "other" bonds for 1A hold harmless	705		-	503,055	503,055	503,055	503,055	503,055	839,055	1,217,475	2,844,240	2,909,550

Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/13/2018		Acronyms:	Prekindergarten (Pre-K)	Voluntary Pre-K (VPK)	Health and Safety (H&S)	Adjusted Net Tax Capacity (ANTC)	Levy Limitation Certification (LLC)	Adjusted Public Unit (APU)	Alternative (Alt)
624	<= Type in School District Number												
	White Bear Lake School District												
Calculations for Ten Year Projection				Pay 18	Change only if requiring levy adjustments	Payable 2018 LLC Certification	Current Estimate						
	LLC #	FY 2018	FY 2019	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))	417		-	-	-	-	-	-	-	-	-	-
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	418	1,315,209	1,371,475	4,510,043	5,075,205	5,326,680	7,420,380	7,117,193	7,461,120	7,849,728	2,844,240	2,909,550
30	Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]	419	3,480,572	3,520,745	4,510,043	5,075,205	5,326,680	7,420,380	7,117,193	7,461,120	7,849,728	3,543,578	3,543,578
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	420	-	-	-	-	-	-	-	-	-	-	-
32	District LTFM Revenue (30) - (31)	421	3,480,572	3,520,745	4,510,043	5,075,205	5,326,680	7,420,380	7,117,193	7,461,120	7,849,728	3,543,578	3,543,578
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	422	26,296	-	-	-	-	-	-	-	-	-	-
34	Grand Total LTFM Revenue (32) + (33)	423	3,506,868	3,520,745	4,510,043	5,075,205	5,326,680	7,420,380	7,117,193	7,461,120	7,849,728	3,543,578	3,543,578
Aid and Levy Shares of Total Revenue													
35	For ANTC & APU, three year prior date		2016	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
36	Three year prior Ag Modified ANTC	33	81,236,476	81,236,476	88,072,158	91,595,044	95,258,846	99,069,200	103,031,968	107,153,247	111,439,377	115,896,952	120,532,830
37	Three year prior Adjusted PU (New Weights)	54	8,948.64	8,948.65	9,135.85	9,129.62	9,265.12	9,325.20	9,325.20	9,325.20	9,325.20	9,325.20	9,325.20
38	ANTC / APU = (36) / (37)	425	9,078.08	9,078.07	9,640.28	10,032.74	10,281.45	10,623.81	11,048.76	11,490.71	11,950.34	12,428.36	12,925.49
39	State average ANTC / APU with ag value adjustment	426	7,718.42	7,718.42	8,186.09	8,535.56	8,895.20	9,251.00	9,621.00	10,006.00	10,406.00	10,822.00	11,255.00
40	Equalizing Factor = 123% of (39)	427	9,493.66	9,493.66	10,068.89	10,498.74	10,941.10	11,378.73	11,833.83	12,307.38	12,799.38	13,311.06	13,843.65
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	428	95.62%	95.62%	95.74%	95.56%	93.97%	93.37%	93.37%	93.36%	93.37%	93.37%	93.37%
42	State (aid) share of Equalized Revenue (1 - (41))	429	4.38%	4.38%	4.26%	4.44%	6.03%	6.63%	6.63%	6.64%	6.63%	6.63%	6.63%
43	Equalized Revenue (lesser of (34) or (6) * (8))	424	3,480,572	3,520,745	3,543,578	3,543,578	3,543,578	3,543,578	3,543,578	3,543,578	3,543,578	3,543,578	3,543,578
44	Initial LTFM State Aid (42) * (43)	430	152,360	154,122	150,842	157,286	213,646	235,098	235,085	235,138	235,061	234,986	235,023
45	Old formula Grandfathered Alternative Facilities Aid	432	-	-	-	-	-	-	-	-	-	-	-
46	Total LTFM State Aid (Greater of (44) or (45))	433	152,360	154,122	150,842	157,286	213,646	235,098	235,085	235,138	235,061	234,986	235,023
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	436	3,354,508	3,366,622	4,359,201	4,917,919	5,113,034	7,185,282	6,882,108	7,225,982	7,614,667	3,308,591	3,308,555
48 Debt Service Portion of Revenue (non-grandfather districts)													
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (24)	762+763		1,371,475	4,006,988	4,572,150	4,823,625	6,917,325	6,614,138	6,622,065	6,632,253	-	-
50	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05	705		-	503,055	503,055	503,055	503,055	503,055	839,055	1,217,475	2,844,240	2,909,550
51	Total Debt Service Revenue = (49) + (50)	764		1,371,475	4,510,043	5,075,205	5,326,680	7,420,380	7,117,193	7,461,120	7,849,728	2,844,240	2,909,550
52	Equalized debt Service Revenue (lesser of (43) or (51))	437		1,371,475	3,543,578	3,543,578	3,543,578	3,543,578	3,543,578	3,543,578	3,543,578	2,844,240	2,909,550
53	Debt Service Aid = (52) * (42)	438		60,037	150,842	157,286	213,646	235,098	235,085	235,138	235,061	188,611	192,972
54	Equalized Debt Service Levy = (52) - (53)	440		1,311,438	3,392,735	3,386,291	3,329,932	3,308,479	3,308,492	3,308,439	3,308,516	2,655,629	2,716,578
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	441		-	966,465	1,531,628	1,783,103	3,876,803	3,573,615	3,917,543	4,306,150	-	-
56 General Fund Portion of Revenue (non-grandfather districts)													
57	Total General Fund Revenue = (34) - (51)	442		2,149,270	-	-	-	-	-	-	-	699,338	634,028
58	General Fund Equalized Revenue = (43) - (52)	443		2,149,270	-	-	-	-	-	-	-	699,338	634,028
59	Total General Fund Aid = (46) - (53)	444		94,085	-	-	-	-	-	-	-	46,375	42,051
60	General Fund Equalized Levy = (58) * (41)	445		2,055,185	-	-	-	-	-	-	-	652,962	591,977
61	General Fund Unequalized Levy = (57) - (58)	446		-	-	-	-	-	-	-	-	-	-
62	Total General Fund Levy = (60) + (61)	447		2,055,185	-	-	-	-	-	-	-	652,962	591,977
	Notes: 1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid. 2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan. 3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.												

White Bear Lake Area Schools-Ten Year LTFM Plan
Revised 7/3/2018

FY 2019			FY 2020		
Door Replacement exterior	\$90,000	368	Door Replacement exterior	\$90,000	368
Door Replacement Interior	\$90,000	369	Door Replacement Interior	\$90,000	369
Fence replacement (South, Otter,va	\$90,000	384	Fence Replacement	\$80,000	384
Flooring Replacement	\$100,000	379	Flooring replacement	\$150,000	379
Painting	\$100,000	379	Painting	\$100,000	379
Profesional services and salaries	\$550,000	382	Profesional services and salaries	\$650,000	382
Parking lot repairs/crackfillig and se	\$150,000	384	Parking lot repairs/crackfilling/sealcoatir	\$159,000	384
Concrete Replacement (north,alc,va	\$100,000	384	Concrete Replacement	\$100,000	384
Boiler refactory work (various)	\$14,000	380	Roofing Maintenance	\$90,000	383
Roofing Maintenance	\$90,000	383	South- Blind Replacement	\$75,000	379
Central Tennis Court completion	\$475,000	384	ALC- Roof Replacement	\$440,000	383
Birch-carpet 137, small library room	\$14,000	379	Sunrise roof (N) 7802 sq ft	\$120,000	383
DC-recarpet upper auditorium area/	\$8,000	379	North Campus roof- 86864 sq ft (88,86	\$1,294,770	383
Lin,Bir,South,willow-overlay paths	\$60,000	384	South Campus roof (A-2,4, 17,500sq f	\$253,000	383
Lincoln-stage and gym curtain repl	\$10,000	379	Normandy Roof replacement entire	\$465,000	383
Hugo-window replace-old section/p	\$25,000	368	Birch Lake-gym floor replacement	\$80,000	379
ALC/Lakeaires-Walk in cooler door	\$10,000	369	ALC LA-Kitchen-compressor/evap repl	\$13,230	380
Replace handwash sinks-all kitchen	\$5,000	381	Willow-Tuck Pointing	\$150,000	368
Normandy- Automation replacemer	\$19,000	380	Otter- Tuck Pointing	\$190,000	379
Otter- Partial window replacement	\$75,000	368	Matoska-Tuck Pointing	\$180,000	368
Otter Lake-Loading dock repair	\$29,000	384	Lakeaires- Tuck Pointing	\$150,000	368
Otter- Hallway carpet replacement-f	\$87,039	379	ALC-Tuck Pointing	\$180,000	368
Normandy and Bellaire lot complet	\$220,000	384	North-Tuck Pointing	\$180,000	368
North- Exterior doors "E" and glass	\$50,000	368	Sunrise HVAC improvements	\$1,950,000	380
North- Window Replacement	\$400,000	368	Lincoln- Tile replacement	\$60,000	379
North-Stairway railing replacement	\$45,000	369	South Campus - Loading dock repairs	\$40,000	384
North-ceiling and lighting Office hall	\$347,000	379	South Campus-flooring	\$100,000	379
South-replace 8 gym doors with ste	\$30,000	369	Birch Lake-Replace boilers	\$400,000	380
South- exterior door "c" replacemer	\$20,000	368	South-plumbing pipe replacement	\$100,000	381
South-Generator replacement	\$45,000	370	Bus lot- overlay parking lot	\$80,000	384
Vadnais- dishwasher replacement	\$16,000	369	Central/DC lot overlay	\$100,000	384
South- replace kitchen dishwasher	\$55,000	369	Various AHU replacement	\$150,000	380
South-Flooring-halls and classroom	\$125,000	379	Central boiler replacement	\$700,000	380
North- Music room carpets	\$35,000	379	Normandy- replace rooftop AHU's	\$200,000	380
North- LVT 4 old computer rooms	\$15,000	379	ALC Parking lot overlay	\$60,000	384
Central Blinds	\$40,000	379	Matoska- South lot overlay	\$80,000	384
Lakeaires- New gas and storage rr	\$15,000	368			
North-New doors and gates in mezz	\$30,000	369			
Sun/Cent- phy ed lockers 4 lockerr	\$295,873	369			
Willow-loading dock repair	\$15,000	384			
Willow-carpet and abate media ctr	\$25,000	379			
Oneka-automation replacement	\$20,000	380			
Lakeaires-2nd floor carpet + abate	\$80,000	379			
6 schools- boiler cleanout plug repla	\$60,000	380			
automation software upgrade hug,n	\$18,000	380			
Lincoln - Plumbing	\$10,000	381			
Matoska and Birch-divider curtain	\$20,000	369			
Sunrise roof 1/3 cost- june 2020 pr	\$60,000	383			
South Roof 1/3 cost June	\$126,000	383			
Normandy Roof- June 2020 1/3	\$185,000	383			
ALC Roof Replacement 1/3 startup	\$220,000	383			
North roof 1/3startup	\$549,588	383			
North- Parking lot and building light	\$20,000	384			
Central-replace bridge	\$5,000	384			
Otter- ADA improvements-handicap	\$5,000	367			
Birch-replace coat hooks	\$25,000	369			
North-circulating pump main loop	\$6,500	380			
HEALTH SAFETY	\$700,000				
	\$6,125,000		*bond \$ must be spent by 12/31/20	\$10,000,000	
FY 2021			FY 2022		
TBD			TBD		
Door Replacement	\$50,000	368	Door Replacement	\$75,000	368
Flooring Replacement	\$75,000	379	Flooring Replacement	\$95,000	379
Painting	\$90,000	379	Painting	\$100,000	379
Profesional services and salaries	\$200,000	382	Profesional services and salaries	\$200,000	382
Parking lot repairs/sealcoating	\$100,000	384	Parking lot repairs/sealcoating	\$100,000	384
Concrete Replacement	\$60,000	384	Concrete Replacement	\$60,000	384
Roofing Maintenance	\$70,000	383	Roofing Maintenance	\$70,000	383
Roofing Replacement Central	\$455,000	383	Boiler Replacement TBD	\$400,000	380
			Window Replacement	\$200,000	368
Health Safety	\$700,000		Health Safety	\$700,000	
	\$1,800,000	1,800,000		\$2,000,000	2,000,000

FY 2023			FY2024		
TBD			TBD		
Door Replacement	\$50,000	368	Door Replacement	\$75,000	368
Flooring Replacement	\$95,000	379	Flooring Replacement	\$75,000	379
Painting	\$90,000	379	Painting	\$90,000	379
Profesional services and salaries	\$200,000	382	Profesional services and salaries	\$200,000	382
Parking lot repairs/sealcoating	\$75,000	384	Parking lot repairs/sealcoating	\$75,000	384
Concrete Replacement	\$60,000	384	Concrete Replacement	\$60,000	384
Roofing Maintenance	\$60,000	383	Roofing Maintenance	\$75,000	383
Roofing Replacement tbd	\$500,000	383	Boiler Replacement	\$400,000	380
South track rubber replace and repa	\$170,000	384	Tuck Pointing	\$150,000	368
Health Safety	\$700,000		Window Replacement	100,000	368
	\$2,000,000	2,000,000	Health Safety	700,000	
				\$2,000,000	2,000,000
FY 2025			FY 2026		
TBD			TBD		
Door Replacement	\$75,000	368	Door Replacement	\$ 75,000.00	368
Flooring replacement	125,000	379	Flooring replacement	\$ 75,000.00	379
Districtwide painting	\$90,000	379	Districtwide painting	\$ 90,000.00	379
Profesional services and salaries	\$200,000	382	Profesional services and salaries	\$ 200,000.00	382
Parking lot repairs/sealcoating	190,000	384	Parking lot repairs/sealcoating	\$ 90,000.00	384
Concrete repairs/replacement	\$60,000	384	Concrete repairs/replacement	\$ 60,000.00	384
Roofing Mtce	60,000	383	Roofing Mtce	\$ 60,000.00	383
Roofing Replacement TBD	\$500,000	383	Turf replace 2026 (new in 8/2015)	\$ 500,000.00	384
Health Safety	700,000		Tuck Pointing	\$ 150,000.00	368
	\$2,000,000	2,000,000	Health Safety	\$ 700,000.00	
				\$ 2,000,000.00	2,000,000
FY 2027			FY 2028		
TBD			TBD		
Door Replacement	\$75,000	368	Door Replacement	\$75,000	368
Flooring Replacement	125,000	379	Flooring Replacement	\$125,000	379
Districtwide painting	\$90,000	379	Districtwide Painting	\$90,000	379
Professional Services and Salaries	\$200,000	382	Professional Services and Salaries	\$200,000	382
Parking lot repairs/sealcoating	\$190,000	384	Parking lot repairs/sealcoating	\$190,000	384
Concrete repairs/replacement	\$60,000	384	Concrete repairs/replacement	\$60,000	384
Roofing Mtce	\$60,000	383	Roofing Mtce	\$60,000	383
Roofing Replacement	\$500,000	383	Roofing Replacement	\$500,000	383
Health Safety	\$700,000		Health and Safety	\$700,000	
	\$2,000,000	\$2,000,000		\$2,000,000	\$2,000,000

AGENDA ITEM: **Action on Transportation Contract**

MEETING DATE: **July 16, 2018**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for Finance and Operations,**
Mike Turitto, Transportation Coordinator

BACKGROUND:

The District owns 39 type C and D buses, and 13 type III vehicles (type samples included). While we provide significant transportation services in-house, we have multiple agreements in place to provide additional transportation services. Mr. Tom Watson from Watson Consulting and Mr. Mike Turitto, the District's Transportation Coordinator, will be in attendance at the July 16, 2018 School Board meeting to assist in presenting transportation contract recommendations and address School Board member questions.

On June 13, 2016, the District approved contracts with First Student, Twin City Transportation, and Treasured Transportation to provide student transportation services. The agreements were for two years and included an option for two one year extensions. Find the 2018 addendums to the agreements included.

Additionally, the District utilizes other providers as needed. Should our plans with these providers reach the level of requiring Board approval, we will bring agreements for Board approval.

RECOMMENDED ACTION: *Move to approve the extended contracts with First Student, Twin City Transportation, and Treasured Transportation to provide student transportation services commencing August 1, 2018 and ending July 31, 2019, with an option to extend the contracts for an additional year, consistent with Minnesota Statutes 2017, Section 123B.52.*

**2017-2018 White Bear Lake Area Schools Transportation
Vendor Bus Type Summary**

Provider	Type C/D	Type III Routes
WBL Schools	39	15
First Student	32	9
Twin City Transportation	0	12
Treasured Transportation	0	15
Rehbein	2	0
HALO Transportation	0	3
Type Totals	48	54

Definitions of School Bus Vehicles

(MS 169.011 sub. 71)

	TYPE A: A Type “A” school bus is a van conversion or bus constructed utilizing a cutaway front section vehicle with a left-side driver’s door. This definition includes two classifications: Type A-I, with a Gross Vehicle Weight Rating (GVWR) less than or equal to 14,500 pounds; and Type A II, with a GVWR greater than 14,500 pounds and less than or equal to 21,500 pounds.
	TYPE B: A “type B school bus” is a conversion or body constructed and installed upon a van or front-section vehicle chassis, or stripped chassis, with a gross vehicle weight rating of more than 10,000 pounds, designed for carrying more than ten persons. Part of the engine is beneath or behind the windshield and beside the driver’s seat. The entrance door is behind the front wheels.
	TYPE C: A Type “C” school bus is constructed utilizing a chassis with a hood and front fender assembly. The entrance door is behind the front wheels. A “type C school bus” also includes a cutaway truck chassis or truck chassis with cab, with or without a left side door, and with a GVWR greater than 21,500 pounds.
	TYPE D: A “type D school bus” is a body installed upon a chassis, with the engine mounted in the front, midship or rear, with a gross vehicle weight rating of more than 10,000, designed for carrying more than ten persons. The engine may be behind the windshield and beside the driver’s seat; it may be at the rear of the bus, behind the rear wheels, or midship between the front and rear axles. The entrance door is ahead of the front wheels. A type D school bus has a maximum length of 45 feet.
	TYPE III: Type III school buses and type III Head Start buses are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer’s rated seating capacity of ten or fewer people, including the driver, and a gross vehicle weight rating of 10,000 pounds or less. A “type III school bus” and “type III Head Start bus” must not be outwardly equipped and identified as a type A, B, C, or D school bus or type A, B, C, or D Head Start bus. A van or bus converted to a seating capacity of ten or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
	Multifunction School Activity Bus: A multifunction school activity bus is a school bus that meets the definition of a multifunction school activity in Code of Federal Regulations, title 49, section 571.3. A vehicle that meets the definition of a Type III vehicle is not a multifunction school activity bus.

Independent School District 624, White Bear Lake Area Public Schools

ADDENDUM 1: Modifications to Independent School District 624, White Bear Lake Area Schools (District) STUDENT TRANSPORTATION AGREEMENT (AGREEMENT) with Twin City Transportation, Inc., (Contractor) dated June 13, 2016

CONTRACTOR: Twin City Transportation, Inc.

Date of ADDENDUM 1: July 16, 2018

This ADDENDUM 1 shall be considered part of the District's STUDENT TRANSPORTATION AGREEMENT (AGREEMENT) dated June 13, 2016, as revised herein. This ADDENDUM 1 represents the changes or modifications to the AGREEMENT between the District and Contractor, also known as the "Parties". All terms and conditions of the AGREEMENT will remain the same except for applicable adjustments described and agreed to herein in this ADDENDUM 1. Where the AGREEMENT, General Specification for Student Transportation Services (SPECIFICATION) issued February 2016 and this ADDENDUM 1 are in conflict, this ADDENDUM 1 shall govern. The remaining items in the AGREEMENT, along with ADDENDUM 1, remain valid.

1. TERM; SECTION 1 of the AGREEMENT

a. Extension of Term

This AGREEMENT may be extended at the mutual written agreement of the Parties for an additional two one (1) year periods upon such terms as identified and described in the SPECIFICATION, this AGREEMENT and the PRICE AND RATE SCHEDULE, EXHIBIT A hereto. The District will notify the Contractor by January 31, 2018 of their desire to extend the existing AGREEMENT. All terms and conditions will remain the same except for applicable compensation adjustments described in this AGREEMENT and EXHIBIT A.

- i. The TERM of this AGREEMENT shall be extended for Contract Year 2018-19 commencing August 1, 2018 and shall continue through July 31, 2019 consistent with SECTION 1 of the AGREEMENT. For purposes of this AGREEMENT, the term "Contract Year" shall mean each one-year period commencing August 1 during the term of this AGREEMENT.
- ii. The TERM of this AGREEMENT may be extended by mutually agreement for Contract Year 2019-20 commencing August 1, 2019 and shall continue through July 31, 2020 consistent with SECTION 1 of the AGREEMENT.

2. OTHER PROVISIONS; SECTION 10 of the AGREEMENT; Notices to Parties (Item I)

All notices to be given by the Parties to this AGREEMENT shall be in writing and served by depositing same in the United States Postal Service, postage prepaid, registered or certified mail.

Notices to District shall be addressed to: Tim Wald
Assistant Superintendent for Finance and Operations
White Bear Lake Area Schools
4855 Bloom Avenue
White Bear Lake, MN 55110

Notices to Contractor shall be addressed to: Thomas Reis
President
Twin City Transportation, Inc.
1408 Northland Drive, Suite 101
Mendota Heights, MN 55120

Either District or Contractor may change its address of record for receipt of official notice by giving the other written notice of such change and any necessary mailing instructions.

Independent School District 624, White Bear Lake Area Public Schools

3. ENTIRE AGREEMENT

This AGREEMENT, along with ADDENDUM 1, set forth the entire agreement between District and Contractor concerning the subject matter hereof. There are no representations, either oral or written, between District and Contractor other than those contained in this AGREEMENT and ADDENDUM 1.

IN WITNESS WHEREOF, the Parties hereto have executed this ADDENDUM 1 to the AGREEMENT this 16th of July 2018.

White Bear Lake Area Public Schools

Twin City Transportation, Inc.

By: _____
Don Mullin
Chair, School Board

By: _____
Thomas Reis, President

By: _____
Ellen Fahey
Clerk, School Board

Independent School District 624, White Bear Lake Area Public Schools

ADDENDUM 1: Modifications to Independent School District 624, White Bear Lake Area Schools (District) STUDENT TRANSPORTATION AGREEMENT (AGREEMENT) with Treasured Transportation, Inc., (Contractor) dated June 13, 2016

CONTRACTOR: Treasured Transportation, LLC.

Date of ADDENDUM 1: July 16, 2018

This ADDENDUM 1 shall be considered part of the District's STUDENT TRANSPORTATION AGREEMENT (AGREEMENT) dated June 13, 2016, as revised herein. This ADDENDUM 1 represents the changes or modifications to the AGREEMENT between the District and Contractor, also known as the "Parties". All terms and conditions of the AGREEMENT will remain the same except for applicable adjustments described and agreed to herein in this ADDENDUM 1. Where the AGREEMENT, General Specification for Student Transportation Services (SPECIFICATION) issued February 2016 and this ADDENDUM 1 are in conflict, this ADDENDUM 1 shall govern. The remaining items in the AGREEMENT, along with ADDENDUM 1, remain valid.

1. TERM; SECTION 1 of the AGREEMENT

a. Extension of Term

This AGREEMENT may be extended at the mutual written agreement of the Parties for an additional two one (1) year periods upon such terms as identified and described in the SPECIFICATION, this AGREEMENT and the PRICE AND RATE SCHEDULE, EXHIBIT A hereto. The District will notify the Contractor by January 31, 2018 of their desire to extend the existing AGREEMENT. All terms and conditions will remain the same except for applicable compensation adjustments described in this AGREEMENT and EXHIBIT A.

- i. The TERM of this AGREEMENT shall be extended for Contract Year 2018-19 commencing August 1, 2018 and shall continue through July 31, 2019 consistent with SECTION 1 of the AGREEMENT. For purposes of this AGREEMENT, the term "Contract Year" shall mean each one-year period commencing August 1 during the term of this AGREEMENT.
- ii. The TERM of this AGREEMENT may be extended by mutually agreement for Contract Year 2019-20 commencing August 1, 2019 and shall continue through July 31, 2020 consistent with SECTION 1 of the AGREEMENT.

2. OTHER PROVISIONS; SECTION 10 of the AGREEMENT; Notices to Parties (Item I)

All notices to be given by the Parties to this AGREEMENT shall be in writing and served by depositing same in the United States Postal Service, postage prepaid, registered or certified mail.

Notices to District shall be addressed to: Tim Wald
Assistant Superintendent for Finance and Operations
White Bear Lake Area Schools
4855 Bloom Avenue
White Bear Lake, MN 55110

Notices to Contractor shall be addressed to: Anthony Robinette
Treasured Transportation, LLC
7500 Hudson Blvd, Suite 307
Oakdale, Minnesota 55128

Either District or Contractor may change its address of record for receipt of official notice by giving the other written notice of such change and any necessary mailing instructions.

Independent School District 624, White Bear Lake Area Public Schools

3. ENTIRE AGREEMENT

This AGREEMENT, along with ADDENDUM 1, set forth the entire agreement between District and Contractor concerning the subject matter hereof. There are no representations, either oral or written, between District and Contractor other than those contained in this AGREEMENT and ADDENDUM 1.

IN WITNESS WHEREOF, the Parties hereto have executed this ADDENDUM 1 to the AGREEMENT this 16th of July 2018.

White Bear Lake Area Public Schools

Treasured Transportation, Inc.

By: _____
Don Mullin
Chair, School Board

By: _____
Ben Roby, Owner

By: _____
Ellen Fahey
Clerk, School Board

Independent School District 624, White Bear Lake Area Public Schools

ADDENDUM 1: Modifications to Independent School District 624, White Bear Lake Area Schools (District) STUDENT TRANSPORTATION AGREEMENT (AGREEMENT) with First Student, Inc., (Contractor) dated June 13, 2016

CONTRACTOR: First Student, Inc.

Date of ADDENDUM 1: July 16, 2018

This ADDENDUM 1 shall be considered part of the District's STUDENT TRANSPORTATION AGREEMENT (AGREEMENT) dated June 13, 2016, as revised herein. This ADDENDUM 1 represents the changes or modifications to the AGREEMENT between the District and Contractor, also known as the "Parties". All terms and conditions of the AGREEMENT will remain the same except for applicable adjustments described and agreed to herein in this ADDENDUM 1. Where the AGREEMENT, General Specification for Student Transportation Services (SPECIFICATION) issued February 2016 and this ADDENDUM 1 are in conflict, this ADDENDUM 1 shall govern. The remaining items in the AGREEMENT, along with ADDENDUM 1, remain valid.

1. TERM; SECTION 1 of the AGREEMENT

a. Extension of Term

This AGREEMENT may be extended at the mutual written agreement of the Parties for an additional two one (1) year periods upon such terms as identified and described in the SPECIFICATION, this AGREEMENT and the PRICE AND RATE SCHEDULE, EXHIBIT A hereto. The District will notify the Contractor by January 31, 2018 of their desire to extend the existing AGREEMENT. All terms and conditions will remain the same except for applicable compensation adjustments described in this AGREEMENT and EXHIBIT A.

- i. The TERM of this AGREEMENT shall be extended for Contract Year 2018-19 commencing August 1, 2018 and shall continue through July 31, 2019 consistent with SECTION 1 of the AGREEMENT. For purposes of this AGREEMENT, the term "Contract Year" shall mean each one-year period commencing August 1 during the term of this AGREEMENT.
- ii. The TERM of this AGREEMENT may be extended by mutually agreement for Contract Year 2019-20 commencing August 1, 2019 and shall continue through July 31, 2020 consistent with SECTION 1 of the AGREEMENT.

2. COMPENSATION AND BILLING; SECTION 3 of the AGREEMENT

- a. EXHIBIT A-6 represents the compensation rates applicable to services provided for Contract Year 2018-19 and the optional Contract Year 2019-20, which will be an annual 2.5% increase over the rates of the previous Contract Year.
 - i. Contract Year 2018-19 (ending July 31, 2019) – 2.5% increase over rates in Contract Year 2017-18
 - ii. Contract Year 2019-20(ending July 31, 2020) – 2.5% increase over rates in Contract Year 2018-19.

3. OTHER PROVISIONS; SECTION 10 of the AGREEMENT; Notices to Parties (Item I)

All notices to be given by the Parties to this AGREEMENT shall be in writing and served by depositing same in the United States Postal Service, postage prepaid, registered or certified mail.

Notices to District shall be addressed to: Tim Wald
Assistant Superintendent for Finance and Operations
White Bear Lake Area Schools
4855 Bloom Avenue
White Bear Lake, MN 55110

Independent School District 624, White Bear Lake Area Public Schools

Notices to Contractor shall be addressed to: Area General Manager
First Student, Inc.
11911 Champlin Drive
Champlin, Minnesota 55316

with a copy to: General Counsel
First Group America, Inc.
600 Vine Street, Suite 1400
Cincinnati, Ohio 45202

Either District or Contractor may change its address of record for receipt of official notice by giving the other written notice of such change and any necessary mailing instructions.

4. ENTIRE AGREEMENT

This AGREEMENT, along with ADDENDUM 1, set forth the entire agreement between District and Contractor concerning the subject matter hereof. There are no representations, either oral or written, between District and Contractor other than those contained in this AGREEMENT and ADDENDUM 1.

IN WITNESS WHEREOF, the Parties hereto have executed this ADDENDUM 1 to the AGREEMENT this 16th of July 2018.

White Bear Lake Area Public Schools

First Student, Inc.

By: _____
Don Mullin
Chair, School Board

By: _____

By: _____
Ellen Fahey
Clerk, School Board

AGENDA ITEM: **Action on Designation of Identified Official with Authority for the MDE External User Access Recertification System**

MEETING DATE: **July 16, 2017**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent**

BACKGROUND:

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority assigns job duties and authorizes external user's access to MDE secure systems for their local education agency (LEA).

RECOMMENDED ACTION:

Move to approve Wayne Kazmierczak, Superintendent, and Jody Reber, Executive Assistant to the Superintendent (to add and remove names only), as White Bear Lake Area Schools' Identified Official with Authority as required by the Minnesota Department of Education.

AGENDA ITEM: **Action on Renewal Membership in the Minnesota State High School League for 2018-2019**

MEETING DATE: **July 16, 2018**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Brian Peloquin, Director of Student Activities**
Don Bosch, Principal WBHS-South Campus
Alison Gillespie, Principal WBHS – North Campus
Dr. Wayne Kazmierczak, Superintendent

BACKGROUND:

Each year the White Bear Lake Area School Board is required to approve the resolution to renew the White Bear Lake Area High School's membership in the Minnesota State High School League. See attached.

RECOMMENDATION:

Approve membership in the Minnesota State High School League for 2018-19.

Minnesota State High School League
2100 Freeway Boulevard
Brooklyn Center, MN 55430-1735
763-560-2262 Fax: 763.569.0499 www.mshsl.org

**2018-2019 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of School District Number 624, County of Ramsey, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

White Bear Lake
Area High School

is/are authorized by this, the Governing Board of said school district or school to:

1. _____ Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): _____

OR;

☒ Renew its membership in the Minnesota State High School League; and,

2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

~~**FURTHER RESOLVED**, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.~~

Signing the Resolution for Membership affirms that this Governing Board has reviewed the WHY WE PLAY training video which defines the purpose of education-based athletic and activity programs and will assist school communities in communicating a shared common language as it relates to the value of these said programs.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____
Clerk/Secretary - Local Governing Board

Signed: _____
Superintendent or Head of School

Date: _____

Date: _____

District Office Address, City, Zip: _____

School Superintendent's Phone: _____

School Superintendent's Email: _____

RETURN ONE COPY TO THE MSHSL NOT LATER THAN AUGUST 31, 2018

Retain one copy for the school files.

(over)

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

MEETING DATE: **July 16, 2018**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for Finance & Operations**
Tom Wiczorek, Director of Finance

Be it resolved by the School Board of Independent School District #624, White Bear Lake, MN, that the following bank accounts are designated as official depositories July 16, 2018 to January 14, 2019 and that the authorized signers and those designated to electronically transfer funds shown be approved.

<u>Account Name</u>	<u>Bank Name</u>	<u>Authorized Signers</u>
Demand Deposit Account	PMA/MNTRUST	Wayne A. Kazmierczak Timothy Wald Thomas Wiczorek
Demand Deposit Account	MSDLAF US Bank	Wayne A. Kazmierczak Timothy Wald Thomas Wiczorek
General/Payroll Account	US Bank	*Board Chair *Board Clerk *Board Treasurer
Cafeteria Account	US Bank	*Board Chair *Board Clerk *Board Treasurer
Dist. Petty Cash Acct	Bremer Bank	Wayne A. Kazmierczak Timothy Wald Thomas Wiczorek
Business Account	Bremer Bank	Timothy Wald Thomas Wiczorek Wayne Kazmierczak
Cafeteria Account	Bremer Bank	Timothy Wald Thomas Wiczorek

Central Petty Cash	Bremer Bank	Wayne Kazmierczak Timothy Schochenmaier
Sunrise Petty Cash	Bremer Bank	Christina Pierre
North Petty Cash	Bremer Bank	Allison Gillespie Dion Harriman Wayne Kazmierczak
South Petty Cash	Bremer Bank	Donald Bosch Carrie Barth Wayne Kazmierczak

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

Electronic Transfers

Demand Deposit Account	PMA/MNTRUST	Wayne A. Kazmierczak Timothy Wald Thomas Wieczorek
Demand Deposit Account	MSDLAF US Bank	Wayne A. Kazmierczak Timothy Wald Thomas Wieczorek
General/Payroll Account	US Bank	Wayne A. Kazmierczak Timothy Wald Thomas Wieczorek
Business Account	Bremer Bank	Timothy Wald Thomas Wieczorek

RECOMMENDATION: Approve official depositories for School District funds and authorized bank accounts and signatures.

AGENDA ITEM: **Proposed 2018-19 Salary Rates
For Non-Affiliated Employees**

MEETING DATE: **July 16, 2018**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Rebecca Edberg, Acting Director of Human Resources
Wayne A. Kazmierczak, Superintendent**

BACKGROUND:

The District has approximately 50 employees that are not associated with any bargaining groups recognized by the Bureau of Mediation. These individuals are, for the most part, professional employees.

RECOMMENDATION:

Approve the proposed salaries and/or salary rates, and benefits for the District's non-affiliated employees.

AGENDA ITEM: Action on School Board Liaison Assignment and Description of School Liaison Role

MEETING DATE: July 16, 2018

SUGGESTED DISPOSITION: Action Item

CONTACT PERSON: Don Mullin, School Board Chair
Dr. Wayne Kazmierczak, Superintendent

BACKGROUND:

At the July 16, 2018 School Board meeting new liaison assignments will be assigned for a two-year period.

We also would like to review the description of School Liaison role.

Philosophy and Rationale for School Board Liaison Role

In order to give the School board greater visibility and first-hand knowledge of the schools, board members will be assigned liaison relationships with individual schools in the district. Board members and building staff and parent leaders will be informed of the relationship. Board members will establish and maintain, to the degree possible, a periodic physical presence at the school and will work to be aware of significant school and building issues, events, and accomplishments.

Responsibilities for School Board Members in the Liaison Role

The following is a list of representative activities that can be attended by the School board member. While the number of events will depend on the Board member's schedule, the member should try to attend at least some events in each category during the course of the year.

- Attend Meet the Teacher events (elementary).
- Attend Open House events.
- Attend monthly PTO/PTA meetings (elementary).
- Attend parent involvement group events (secondary).

- Attend music, theater and/or carnival events.
- Establish phone and email communication with building principal for the purpose of serving in the liaison role.
- Report significant news/upcoming events at the school during the “board forum” portion of school board meetings.

RECOMMENDED ACTION:

The board chair and superintendent are recommending the attached liaison assignments for July 2018 to June 2020 be approved.

INDEPENDENT SCHOOL DISTRICT #624
SCHOOL BOARD LIAISON ASSIGNMENTS
July, 2018 – June, 2020

School	Beloyed	Chapman	Ellison	Fahey	Mullin	Newmaster	Wilson
Birch Lake							X
Hugo/Oneka				X			
Lakeaires			X				
Lincoln	X						
Matoska International				X			
Otter Lake						X	
Vadnais Heights	X						
Willow Lane		X					
Central			X				
Sunrise						X	
North Campus							X
South Campus							X
ECFE						X	
ALC					X		
Transition Education Center					X		

Approved at the _____ School Board Meeting.

AGENDA ITEM: Action on School Board Committee Assignment

MEETING DATE: July 16, 2018

SUGGESTED DISPOSITION: Action Item

CONTACT PERSON: Don Mullin, School Board Chair
Dr. Wayne Kazmierczak, Superintendent

BACKGROUND:

With the retirement of two School Board members, reelection of two board members, and election of two new board members, in January 2018 we made committee assignments through June 0f 2018. At the July 16, 2018 School Board meeting new committee assignments will be put in place for a two-year period.

RECOMMENDED ACTION:

The board chair and superintendent are recommending the attached committee assignments for July 2018 to June 2020 be approved.

Independent School District #624
White Bear Lake Area Schools

July 2018 – June 2020
SCHOOL BOARD COMMITTEE ASSIGNMENTS

Committees	Beloyed	Chapman	Ellison	Fahey	Mullin	Newmaster	Wilson
Association of Metropolitan School Districts (AMSD)						X	
World's Best Workforce Committee	X						
Community Services Advisory Liaison						X	
Finance Advisory Committee					X		X
Metro ECSU		X					
Policy Committee		X	X				
Special Education Parent Advisory Liaison				X			
White Bear Educational Foundation	X						X
American Indian Parent Committee			X				
Other District Boards							
Equity Alliance (was named East Metro Integration District #6067) Board				X			
N.E. Metro District 916 Board		X					
Minnesota State High School League							X

Approved at the _____ School Board Meeting.

AGENDA ITEM: **Action on Annual Resolution Authorizing Administration to Contract for Budgeted Items**

MEETING DATE: **July 16, 2018**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent and Tim Wald, Assistant Superintendent for Finance and Operations**

BACKGROUND:

Minnesota Statutes section 123B.52 addresses the Superintendent's and Business Manager's authority to lease, purchase, and contract for goods and services. In our Administration, the title of the business manager is Assistant Superintendent for Finance and Operations. Specifically, subdivision 2 states, "The board may authorize its superintendent or business manager to lease, purchase, and contract for goods and services within the budget as approved by the board." The Board's delegation of authority under this provision applies so long as the estimated amount of a transaction does not exceed \$100,000. In those instances, the Board must explicitly authorize the transaction. Moving forward, the Board will renew this authority to enter into contracts on an annual basis. This will be done at the Board's annual organizational meeting in January.

RECOMMENDED ACTION: Motion to confirm the School Board's understanding that the Superintendent and Assistant Superintendent for Finance and Operations have been duly authorized to lease, purchase, and contract for goods and services within the budget as approved by the Board in amounts up to \$100,000 and restatement of authorization for the same pursuant to Minnesota Statutes section 123B.52, subdivision 2.

AGENDA ITEM: **Policy 404, Employee Background Checks**
MEETING DATE: **July 16, 2018**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Mitch Cooper, Director of Human Resources**

BACKGROUND:

School Board Policy 404, Employee Background Checks, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in June, and is being recommended for action.

This policy had minor changes to section III Procedures: A, deleted C, changed D to C and all of the others through J.

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of volunteers, independent contractors, and student employees in the school district.

RECOMMENDED ACTION:

Approve School Board Policy 404, Employee Background Checks, as recommended by the Policy Committee and Cabinet.

Adopted: April 29, 1996
Revised: January 11, 2010
Revised: October 11, 2010

White Bear Lake Area School District #624 Policy 404
Revised: October 8, 2012

404 EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or providing services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. An individual will not commence employment until the school district receives the results of the criminal history background check. ~~However, the school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check, but shall notify the individual that the individual's employment or opportunity to provide services may be terminated~~

~~based on the result of the background check.~~ Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minn. Stat. § 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and/or the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer or granted permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.
- ~~C. The school district, at its discretion, may elect not to request a criminal history background check on an individual who holds an initial teaching license issued by the state board of teaching or the commissioner of education within the 12 months preceding an offer of employment or permission to provide services.~~
- D. C. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 3. the individual executes a written consent form giving the school district access to the results of the check; and
 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. D. For all non-state residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the individual's

resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or providing services to, the school district. Such individuals must provide an executed criminal history consent form.

- ~~F.~~E. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- ~~G.~~F. Copies of this policy shall be available in the school district's employment office and will be distributed, upon request, to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services. The requirement to submit to a criminal history background check may be included with the basic criteria for employment or providing services in the position posting and position advertisements.
- H.~~G.~~ The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I.~~H.~~ If the criminal history background check precludes the individual from employment with, or providing services to, the school district, the individual will be so advised.
- J.~~I.~~ The school district ~~may~~ **shall** apply these procedures ~~to other volunteers, independent contractors, or student employees.~~
- ~~K.~~J. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal History Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References:

CRIMINAL BACKGROUND CHECK –MS 123B.03
COMBINED DISCLOSURE AND INFORMED CONSENT FORM FOR VOLUNTEERS
(Important: Please read entire document before signing)

White Bear Lake School District 624
District Center
4855 Bloom Ave
White Bear Lake, MN. 55110

The Fair Credit Reporting Act requires that we inform you that a background check will be conducted as part of our employee screening process. This may include an inquiry to obtain information regarding your employment history, police record, education, qualifications, motor vehicle record, and/or credit and indebtedness. The primary objective of any investigation will be to verify information you provided on your application or consent form for employment with the district (includes paid and unpaid positions). A consumer report and/or an investigative consumer report may be obtained at any time during the background check process or during your time of employment with the district. Upon timely written request to our human resources department, and within five (5) days of this request, the name, address, and phone number of the reporting agency and the nature and scope of the report (if one is made) will be provided to you. You have the right to request details of the report from the consumer reporting agency. **Volunteer background checks are done every three (3) years.**

Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and phone number of the reporting agency, a summary of your rights under the Fair Credit Reporting Act, as well as additional information on your rights under the law.

The items of information requested below are required to process your background investigation. They are intended solely for that purpose and will not be used in a discriminatory manner for making of business decisions.

Are you willing to consent to a criminal background check? YES ____ NO ____

Full Legal Name of Volunteer (Please print): _____
First Middle Last

Maiden, Previous or Alias: _____ Email Address: _____

Address: _____ City/State/Zip _____

Date of Birth: _____ Social Security Number: _____ - _____ - _____

I hereby authorize White Bear Lake Area Schools, ISD 624 and/or Trusted Employees Employment Screening and their agents, without and reservation, to investigate my background as it pertains to criminal history pursuant to Minnesota Statute 123B.03 for the purpose of employment with the School District. I hereby release all persons, companies, or other entities furnishing such information from liability and responsibility in connection herewith.

DO NOT sign this section if you are **LESS THAN 18** years of age. See exemption below. **All others please sign below.**

This authorization shall be in effect for a period of no longer than one (1) year from the date of my signature.

Signature of Volunteer

Date

Notice: ONLY complete this section if you are requesting an exemption due to being **LESS THAN 18** years of age.

REQUEST FOR EXEMPTION FROM CRIMINAL BACKGROUND CHECK

I hereby request exemption from the criminal background check at this time based on the following:

____ I am less than 18 years of age. Date of Birth: _____ Print Full Name: _____

Signature of Minor/Guardian

Date

AGENDA ITEM: **Policy 420, Students and Employees with Communicable or Infectious Diseases**

MEETING DATE: **July 16, 2018**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Lisa Ouren, Director of Student Support Services**

BACKGROUND:

School Board Policy 404, Employee Background Checks, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

This policy had minor changes to section II General Statement of Policy in A, B, D, H, J, and in Legal References.

The school board will adopt measures effectively responding to health concerns regarding communicable or infectious diseases while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

RECOMMENDED ACTION:

Approve School Board Policy 404, Employee Background Checks, as recommended by the Policy Committee and Cabinet.

Adopted: April 29, 1996

Revised: May 9, 2005

Revised: May 12, 2008

Revised: April 12, 2010

*White Bear Lake Area
School District #624 Policy 420*

420 STUDENTS AND EMPLOYEES WITH COMMUNICABLE OR INFECTIOUS DISEASES

I. PURPOSE

The school board will adopt measures effectively responding to health concerns regarding communicable or infectious diseases while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

~~It is~~ **T**he policy of the school board **is** that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established in consultation with community health and private health care providers by the school district in its IEP and Section 504 team process. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees.

~~It is~~ **T**he policy of the school board **is** that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions

1. Determinations of whether an infected individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how

it is transmitted), the duration of the risk (how long the person is infectious), the severity of the risk (what is the potential harm to other people) and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student identified as having a disability, such a determination will be made in consultation with the Individual Educational Planning (IEP) team.

2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious diseases than other persons infected with the same disease. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee. These considerations may be in consultation with the physician of the student or employee, the parent/guardian of the student, and/or with the Minnesota Department of Health.

D. Student with Special Circumstances and Conditions

The Director ~~of Special Services~~ **Student Support Services**, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by a Minnesota Department of Health epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals, taking into consideration guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right-to-know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational (including health and safety) need to know and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a student or staff member has a reportable communicable disease or their medical condition threatens public health, a report will be made to the county and state health departments, and it must be reported to the Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with the Minn. Stat. 121A.23.

J. Vaccination and Screening

~~The school district will follow the law and guidelines for immunization of students (Minnesota Statute Sec. 121A.15 and Minnesota Rules Chapter 4604).~~

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Legal References: ~~Minn. Stat. 121A.15 (School Immunization Law)~~
Minn. Stat. §121A.23 (Health-Related Programs)
Minn. Stat. §144.441-442 (Tuberculosis)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1400 *et seq.* (~~IDEA~~) (Individuals with Disabilities Employment Improvement Act of 2004)
29 U.S.C. 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. §12101 *et seq.* (Americans with Disabilities Act)

29 C.F.R. 1910.1030 (Occupational Exposure to Bloodborne Pathogens)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.) *cert. denied*, 493 U.S. 892, 110 S. Ct. 239 (1989)

School Board of Nassau County, Fla. V. Arline, 480 U.S. 273, 107 S.Ct. 1123 (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: WBLASB Policy 402 (Disability Nondiscrimination)
WBLASB Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
WBLASB Policy 521 (Student Disability Nondiscrimination)
WBLASB Policy 530 (Immunization Requirements)

**PROCEDURES FOR POLICY 420: STUDENTS AND EMPLOYEES WITH
COMMUNICABLE OR INFECTIOUS DISEASES**

INCIDENT: INFECTIOUS DISEASE - EPIDEMIC / PANDEMIC

I. General Information

- A. Definitions:
 - 1. Epidemic - An outbreak or unusually high occurrence of a disease or illness in a population or area. (may include pertussis, mumps, meningitis, encephalitis, etc.)
 - 2. Pandemic - an epidemic that is geographically widespread; occurring throughout a region or even throughout the world. (May include: pandemic influenza, avian flu, SARS, etc.)
- B. The information in this incident plan is a general overview of preparedness planning and early detection. The response to an epidemic incident or a pandemic incident will have a varying response depending on the type of disease/illness and how widespread it is. County, state and federal public health agencies will become involved as cases are identified and geographical areas determined. The district is working with these officials to develop a complete preparedness and response plan.

II. Preparedness Hints:

- A. Protect yourself – wash hands, often, using soap and warm water.
- B. Cover your mouth when coughing or sneezing.
- C. Maintain a healthy life style, including eating healthy, getting exercise and getting enough rest.
- D. Maintain a good fluid intake.
- E. Use disinfectants or cleaning wipes on phones, desks, etc.
- F. Check with your doctor to ensure that your immunizations, including annual influenza immunization, are up to date. If not, get the appropriate immunizations.

III. During School Hours

- A. Students or staff showing signs of illness will report to the Health Office. Health Office employees will use designated procedures, including the use of personal protective equipment, to evaluate ~~person~~ their condition.

**PROCEDURES FOR POLICY 420: STUDENTS AND EMPLOYEES WITH
COMMUNICABLE OR INFECTIOUS DISEASES**

- B. Students or staff may be sent home or advised to seek medical care for further diagnosis or treatment.
- C. The Health Office, through a reporting process with the St. Paul - Ramsey County Department of Public Health or Washington County Department of Public Health, or Anoka county Public Health Department, (dependent on where the suspected or known cases reside), will track cases. The school district will refer to Hennepin County's "Infectious Diseases in Childcare Settings and Schools Manual". (<https://www.hennepin.us/Childcare Manual>)
- D. The Health Office will notify the building administrator when the presence of the infectious disease or the number of cases reaches the reporting level for that disease. (Diseases Reportable to the Minnesota Department of Health)
- E. The school nurse or building administrator will notify the Director of Student Support Services (651-407-7552) and the Superintendent (651-407-7563) or Assistant Superintendent for Teaching and Learning (651-407-7567).
- F. The district will work with the appropriate local, county and state agencies.
- G. A determination will be made whether or not to cancel school and/or to send students home.
- H. Plans for long-term school or district closing will be determined as needed.
- I. Designated District Administrator/Communications Coordinator will disseminate appropriate information to staff and students.
- J. The police department, in coordination with designated District Administrator/Communications, Coordinator will release information to media.
- K. Implement post-crisis procedures. (See: "Procedures – Post Crisis Review" section)

IV. Incident Occurs After Hours:

If an outbreak happens inside our school facilities after school hours the following steps should be followed.

- A. **Call (9) 911.**
- B. Locate Assistant Head Engineer/Custodian (see: Appendix: Emergency Phone Numbers)
- C. Assistant Head Engineer/Custodian will contact building administrator. If an outbreak happens in our community, not within our facilities, the building calling system will be used to contact staff regarding procedures to follow. Students and families should watch media reports for school closings, these procedures will be similar to the current school closings – snow procedures that the district we uses.

AGENDA ITEM: **Policy 507, Corporal Punishment**
MEETING DATE: **July 16, 2018**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Sara Paul, Assistant Superintendent for Teaching and Learning**

BACKGROUND:

School Board Policy 507, Corporal Punishment, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in June, and is being recommended for action.

This policy had changes to section III Exceptions and IV Violation.

The purpose of this policy is to describe limitations on corporal punishment of students.

RECOMMENDED ACTION:

Approve School Board Policy 507, Corporal Punishment, as recommended by the Policy Committee and Cabinet.

Adopted: July 22, 1996
Revised: June 11, 2001
Revised: September 9, 2002

*White Bear Lake Area
School District Policy 507*

507 CORPORAL PUNISHMENT

I. PURPOSE

The purpose of this policy is to describe limitations on corporal punishment of students.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

III. EXCEPTIONS

~~A teacher or school principal~~ **An employee or agent of the school district** may use reasonable force when ~~it is necessary under the circumstances to correct or restrain a student or prevent~~ **from inflicting** bodily harm **to self** or death to another **person**. ~~Other school district employees, school bus drivers, or other agents of a school district may use reasonable force when necessary under the circumstances to restrain a student or prevent bodily harm or death to another.~~

IV. VIOLATION

Employees **and agents of the school district** who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to, and in accordance, with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the **those school district** employees **and agents**.

Legal References: Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 609.06 Subd. 1 (6)(7) (Authorized Use of Force)

Cross References: WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 506 (Student Discipline)

AGENDA ITEM: **Policy 513, Student Promotion, Retention and Program Design**

MEETING DATE: **July 16, 2018**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Sara Paul, Assistant Superintendent for Teaching and Learning**

BACKGROUND:

School Board Policy 513, Student Promoti0n, Retention and Program Design, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in June, and is being recommended for action.

This policy had changes to section II General Statement of Policy in C, Program Design.

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention and program design.

RECOMMENDED ACTION:

Approve School Board Policy 513, Student Promoti0n, Retention and Program Design, as recommended by the Policy Committee and Cabinet.

Adopted: September 8, 1997
Revised: June 11, 2001
Revised: November 8, 2010

White Bear Lake Area
School Board Policy 513

513 STUDENT PROMOTION, RETENTION AND PROGRAM DESIGN

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention and program design.

II. GENERAL STATEMENT OF POLICY

The School Board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

~~III. PROMOTION~~

A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next level at the completion of each school year.

~~IV. B. Retention~~

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. The superintendent's decision shall be final.

~~V. C. Program Design~~

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. ~~A procedure for screening and identifying~~ process to assess and evaluate students for program assignment can be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with creating the world's best workforce.
2. The school district will adopt guidelines for assessing and identifying students for participation in gifted and talented programs. The guidelines should include the use of:
 - a. Multiple objective criteria; and

- b. Assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to gender participation and to under-represented groups, including, but not limited to low-income, minority, twice, exceptional, and English learners.
- 23. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
 - a. Assess a student's readiness and motivation for acceleration; and
 - b. Match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.
- 4. The school district will adopt procedures which describe the comprehensive evaluation in cognitive, social, and emotional development domains to help determine a child's ability to meet kindergarten grade expectations and progress to first grade. The procedures must be sensitive to under-represented groups.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Program)
Minn. Stat. § 123B.143 Subd.1(Superintendents)

Cross References: WBLASB Policy 613 (Graduation Requirements)
WBLASB Policy 614 (School District Testing Policy and Procedure)
WBLASB Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEP, Section 504 Plans, and LEP Students)
WBLASB Policy 618 (Assessment of Student Achievement)
WBLASB Policy 620 (Credit for Learning)

AGENDA ITEM: **Policy 703, Annual Audit**
MEETING DATE: **July 16, 2018**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for
Finance and Operations**

BACKGROUND:

School Board Policy 703, Annual Audit, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in June, and is being recommended for action.

This policy has very minor changes in section III. Requirement.

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

RECOMMENDED ACTION:

Approve School Board Policy 703, Annual Audit, as recommended by the Policy Committee and Cabinet.

Adopted: April 28, 1997
Revised: August 27, 2001
Revised: December 10, 2012
Revised: February 9, 2015

White Bear Lake Area School Board Policy 703

703 ANNUAL AUDIT

I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

- A. The ~~s~~School ~~b~~B~~o~~ard shall appoint independent certified public accountants to audit, examine and report upon the books and records of the school district. The ~~s~~School ~~b~~B~~o~~ard may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and staff shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit its unaudited financial data for the preceding year to the Commissioner ~~for~~ of Education on forms prescribed by the Commissioner. The report shall also include those items required by Minn. Stat. § 123B.14 Subd. 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.
- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance Guide issued by the Office of the State Auditor.

- F. The sSchool bBoard must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the sSchool bBoard regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. Ch. 6.

Legal References: Minn. Stat. Ch. 6 (State Auditor)
Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14 Subd. 7 (Duties of School Board Clerk)
Minn. Stat. § 123B.77, Subds. 2 and 3 (Audited Financial Statements;
Statement for Comparison and Correction)

Cross References: WBLASB Policy 702 (Accounting)
WBLASB Policy 714 (Fund Balances)
MSBA Service Manual, Chapter 7, Education Funding

AGENDA ITEM: **Policy 706, Accepting of Gifts**

MEETING DATE: **July 16, 2018**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for
Finance and Operations**

BACKGROUND:

School Board Policy 706, Acceptance of Gifts, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in June, and is being recommended for action.

This policy has very minor changes in sections II, III, IV, and V.

The purpose of this policy is to provide guidelines for the acceptance of gifts by the School Board.

RECOMMENDED ACTION:

Approve School Board Policy 706, Acceptance of Gifts, as recommended by the Policy Committee and Cabinet.

706 ACCEPTANCE OF GIFTS

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the School Board.

II. GENERAL STATEMENT OF POLICY

~~It is the~~ The policy of this school district is to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The School Board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The ~~s~~School ~~b~~BBoard shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The ~~s~~School ~~b~~BBoard may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the ~~s~~School ~~b~~BBoard agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the ~~s~~School ~~b~~BBoard shall attempt to administer it in accordance with the intent of the terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References: Minn. Stat. § 123B.402, Subd. 6 (Bequests, Donations, Gifts)
Minn. Stat. § 465.03 (Gifts to Municipalities)

Cross References:

AGENDA ITEM: **Policy 905, Advertising**

MEETING DATE: **July 16, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 905, Advertising, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in June, and is being recommended for action.

This policy has very minor changes in sections II, III, and Legal References.

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

RECOMMENDED ACTION:

Approve School Board Policy 905, Advertising, as recommended by the Police Committee and Cabinet.

905 ADVERTISING

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

II. GENERAL STATEMENT OF POLICY

~~It is~~ The school district's policy is that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

III. ADVERTISING GUIDELINES

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising for alcohol, tobacco, electronic cigarettes, drugs, drug paraphernalia, weapons, or pornographic or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectiveness of the school district or inappropriate for inclusion in the publication. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, gender, disability, ethnic, racial, and religious harassment.
- B. The district may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A above will apply. Advertising will not be allowed outside the specific area approved by the School Board. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.
- C. Donations that include or carry advertisements must be approved by the superintendent or designee.
- D. The school district or a school may acknowledge a donation it has received from an organization by displaying a "donated by", "sponsored in part by", or a similar by-line with the organization's name and/or symbol on the item. Examples include activity programs or yearbooks.

- E. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the superintendent or designee. Advertising will be limited to the specific event or purpose approved by the superintendent or designee.
- F. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, organization, or activity.

IV. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS.

- Legal References:** Minn. Stat. § 123B.93 (Advertising on School Buses)
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)
- Cross References:** WBLASB Policy 421 (Gifts to Employees and School Board Members)
WBLASB Policy 702 (Accounting)
WBLASB Policy