

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

August 14, 2017

MISSION STATEMENT

The mission of the White Bear Lake Area School District, a leader in innovative education and community partnerships, is to ensure our students:

- **develop a love for learning,**
- **excel academically,**
- **are inspired to realize their dreams, and**
- **become engaged citizens with a global understanding**

by challenging each student with a dynamic, respectful and inclusive environment that nurtures the unique talents and abilities of every student.

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

To: Members of the School Board

From: Dr. Wayne A. Kazmierczak
Superintendent of Schools

Date: August 1, 2017

A meeting of the White Bear Lake Area School Board will be held on **Monday, August 14, 2017** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

AGENDA

A. PROCEDURAL ITEMS

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve Agenda
5. Consent Agenda
 - 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. Communication Audit
2. Superintendent's Report

D. DISCUSSION ITEMS

E. OPERATIONAL ITEMS

1. Action on Northeast Metropolitan Intermediate School District 916's Long Term Facility Maintenance Budget and Proportionate Share
2. Action on Resolution Relating to the Election of School Board Members and Calling the School District General Election on November 7, 2017
3. Action on Resolution Relating to Renewing the Expiring Referendum Revenue Authorization of the School District and Calling an Election Thereon.
4. Action on Partnership with MacPhail Center for Music for 2017-18
5. Action on Nutrition Services Grants

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **August 14, 2017**
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: **August 14, 2017**
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 work-study session of the White Bear Lake Area School Board was held on **Monday, July 10, 2017**, at 4:00 p.m. in Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Call to order - Chair Newberg called the meeting to order at 4:01 p.m.
Roll Call - Present: Wilson, Fahey, Kimball (4:03pm), Newberg.
Absent: Chapman, Mullin, Newmaster
Ex-officio: Kazmierczak
Cabinet: Cooper, Daniels, Garrison, Goers, Maurer, Paul, Wald

B. DISCUSSION ITEMS

1. **Site Assessment Report by DLR Group** - Mr. Chris Gibbs with the DLR Group presented an update on the recently completed assessment of all district facilities. This report will serve as baseline date for the development of the long-term facilities maintenance plan and the comprehensive facilities planning process that will begin in early 2018. The complete presentation is on the district website.
2. **School Board/Superintendent Priorities for 2017-18** - Superintendent Wayne Kazmierczak and Assistant Superintendent for Teaching and Learning Sara Paul presented the following six priorities for the 2017-18 school year: Improving Instructional Practices; Expanding College and Career Opportunities; Equity: Closing Achievement and Opportunity Gaps; Operating Levy Renewal; Strategic Planning Process; Comprehensive Facilities Planning.
3. **Overview of Strategic Plan Development** - Superintendent Wayne Kazmierczak presented a proposed Strategic Planning Timeline for 2017-18.
4. **Operating Levy Renewal Parameters** - Superintendent Wayne Kazmierczak presented the following parameters for the operating level renewal question: renewal of the existing levy with no increase; annual inflation adjustment as determined by the MDE; levy approval length of 10 years; no tax increase is projected as the current tax rate is maintained.

RECESS - Chair Newberg called the meeting into recess at 5:34 p.m.

- 5. Negotiations Study Session** - Chair Newberg reconvened the meeting at 5:42 p.m. This portion of the meeting was closed to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota Statutes 179.A.01 to 179.A.25. Board members present: Wilson, Fahey, Kimball, Newberg
Board members absent: Chapman, Mullin, Newmaster
Administrators present: Cooper, Goers, Kazmierczak, Wald

ADJOURNMENT - Wilson moved and Newberg seconded to adjourn the meeting at 6:08 p.m.

Submitted by: Ellen Fahey, Clerk

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

A meeting of the White Bear Lake Area School Board was held on **Monday, July 10, 2017** 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 Newberg called the meeting to order at 7:00 p.m.
2. Roll Call – Present: Wilson, Fahey, Kimball, Mullin, Newberg
Absent: Chapman, Newmaster
Ex-Officio: Dr. Wayne Kazmierczak, Superintendent of Schools
Cabinet: Daniels, Garrison, Goers, Cooper, Wald, Paul,
3. Pledge of Allegiance
4. Mullin moved and Wilson seconded to approve the agenda as presented. ***Voice vote: all ayes. Motion carried.***
5. Wilson moved and Fahey seconded to approve the consent agenda consisting of:
 - Approval of minutes of special work-study session on June 12 at 5:30 p.m. and regular meeting of June 12;
 - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - Passage of resolution to approve personnel issues to include:
 - **RESIGNATIONS/TERMINATION – CERTIFIED STAFF**
Sara Gramer – Grade 3 Teacher, Birch Lake Elementary
Employed by District 624 since 08/20/2014
Effective Date: 06/09/2017
Abby Stensrud – Spanish Teacher, Sunrise Park Middle School
Employed by District 624 since 08/22/2016
Effective Date: 06/09/2017
 - **CHANGE IN ASSIGNMENT – ADMINISTRATION**
Donald Bosch – From Principal, WBLAHS – North Campus
To Principal, WBLAHS – South Campus
Effective Date: 07/01/2017
 - **CHANGE IN ASSIGNMENT – NON-AFFILIATED**
Benjamin Lafrinier – From Field Technician Tier I, Lincoln and Central
To Field Technician Tier II, District Wide, \$58,000.00
Effective Date: 07/01/2017
 - **CHANGE IN ASSIGNMENT – CERTIFIED STAFF**
Lori Felton – Return from Leave of Absence
.6 FTE Intervention Teacher, Matoska Elementary
(.4 FTE Leave to Continue)
Effective Date: 08/28/2017
 - **NEW PERSONNEL – CLASSIFIED STAFF**
Linda Daoust – Part Time Cook, WBLAHS – South Campus
\$14.79/hr., 3.0 hrs./ 181 days \$8,080.97
Effective Date: 09/04/2017
Roberta Hummel – Admin. Assistant – Out of School Time Program,
District Center
\$17.99/hr., 8.0 hrs./ 5 days \$719.60 (Prorated from 260 days)
Effective Date: 06/26/2017

Melanie Konkel – Admin. Assistant to Supervisor/Child Study Assistant, TEC

\$17.99/hr., 7.0 hrs./ 195 days \$24,556.35

Effective Date: 08/15/2017

Susan Rakoczy – Media Clerk & Playground Supervision, Oneka

\$16.95/hr., 7.0 hrs./ 185 days \$21,950.25

Effective Date: 08/25/2017

Taschell Pickens – Pupil Support Assistant, Central Middle School

\$18.00/hr., 6.5 hrs./ 180 days \$21,060.00

Effective Date: 09/05/2017

➤ **NEW PERSONNEL – NON-AFFILIATED**

Rachel Leafblad – Preschool Teacher, Normandy Park

\$9,119.88

Effective Date: 09/11/2017

Jillian Meyer – Preschool Teacher, Normandy Park

\$20,580.00

Effective Date: 09/11/2017

Taylor Ogne – Preschool Teacher, Normandy Park

\$17,770.20

Effective Date: 09/11/2017

➤ **NEW PERSONNEL – CERTIFIED STAFF**

Libby Cheolis – .8 FTE Speech Language Pathologist, Normandy Park

MA, Step 13, \$58,388.00

Effective Date: 2017/2018 School Year

Susan Furtney – .3 FTE Computer Science Teacher, WBLAHS – North and South Campus

MA, Step 6, \$16,065.00

Effective Date: 2017/2018 School Year

Natalie Huffman – Spanish Teacher, Oneka Elementary

BA, Step 2, \$42,268.00

Effective Date: 2017/2018 School Year

Paul Meuwissen – .5 FTE Industrial Technology Teacher, Sunrise Park Middle School

MA, Step 13, plus longevity, \$45,020.00

Effective Date: 2017/2018 School Year=

David Nestrud – Grade 4 Teacher, Birch Lake Elementary

BA, Step 5, \$45,960.00

Effective Date: 2017/2018 School Year

Katherine Ruzsa – School Social Worker, Birch Lake, Lincoln and Otter Lake Elementary

MA, Step 5, \$51,901.00

Effective Date: 2017/2018 School Year

Maria Schultz – Special Education Teacher, Birch Lake Elementary

MA+15, Step 10, \$64,242.00

Effective Date: 2017/2018 School Year

Michelle Storlie – Grade 2 Teacher, Birch Lake Elementary

MA, Step 7, \$55,565.00

Effective Date: 2017/2018 School Year

Roll call vote: ayes: Wilson, Fahey, Kimball, Mullin, Newberg.

Nays: none. Motion carried.

B. PUBLIC FORUM - There were no speakers during Public Forum.

C. INFORMATION ITEMS

1. Superintendent's Report: Dr. Kazmierczak is excited to assume the role of superintendent. Please visit the district booth at Marketfest on Thursday evenings. WBLAHS students and graduates will perform Bonnie & Clyde (PG13) July 21-22, 27-29 in the Community Auditorium. Tickets can be purchased online on the district website. Students and staff are engaged in many summer activities including the ALC credit recovery program and Career Pathways Explorations.

D. DISCUSSION ITEMS - none

E. OPERATIONAL ITEMS

1. Wilson moved and Kimball seconded to authorize District administration to finalize preparation for calling the election for an operating levy renewal with the following parameters: \$1,545.31 per pupil for 10 years with an annual inflationary adjustment. **Roll call vote: ayes: Wilson, Fahey, Kimball, Mullin, Newberg. Nays: none. Motion carried.**
2. Kimball moved and Fahey seconded to approve the 10-year Long-Term Facility Maintenance Plan as presented. **Roll call vote: ayes: Wilson, Fahey, Kimball, Mullin, Newberg. Nays: none. Motion carried.**
3. Mullin moved and Wilson seconded 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. **Voice vote: all ayes: nays: none. Motion carried.**
4. Wilson moved and Mullin seconded to approve the membership in the Minnesota State High School League for 2017-18. **Voice vote: all ayes: nays: none. Motion carried.**
5. Mullin moved and Kimball seconded to approve the official depositories for School District funds and authorized bank accounts and signatures from July 1, 2017 to January 8, 2018. **Roll call vote: ayes: Wilson, Fahey, Kimball, Mullin, Newberg. Nays: none. Motion carried.**
6. Mullin moved and Kimball seconded to approve the appointment of Mitch Cooper, Director of Human Resources, as the District Human Rights Officer, replacing Linda Goers. **Voice vote: all ayes: nays: none. Motion carried.**
7. Wilson moved and Kimball seconded to approve the proposed salaries and/or salary rates for the District's non-affiliated employees for 2017-18. **Roll call vote: ayes: Wilson, Fahey, Kimball, Mullin, Newberg.. Nays: none. Motion carried.**
8. Mullin moved and Fahey seconded that the School Board approve the one year 2017-18 individual contracts for Cabinet positions to include: Assistant Superintendent for Teaching and Learning; Director of Student Support Services, Director of Community Services and Recreation, Director of Communications and Community Relations, and Director of Technology and Innovation. **Roll call vote: ayes: Wilson, Fahey, Kimball, Mullin, Newberg. Nays: none. Motion carried.**

9. Kimball moved and Mullin seconded to approve School Board Policy 202, School Board Officers; Policy 210, Conflict of Interest – School Board Members; and Policy 402, Disability Nondiscrimination Policy. **Voice vote: all ayes; nays: none. Motion carried.**
10. Wilson moved and Mullin seconded to approve tentative agreement – 2017-19 contract Confidential Employee Group. Resolution: Whereas, the parties have reached a tentative agreement on the 2017-19 contract, Whereas, the group has ratified the contract; Then be it hereby resolved that the School Board of Independent School District 624 approve the 2017-19 agreement and authorizes the Chair and Clerk to execute the agreement on behalf of the School Board. **Roll call vote: ayes: Wilson, Fahey, Kimball, Mullin, Newberg. Nays: none. Motion carried.**
- F. **BOARD FORUM** – Kimball welcomed new district employees including Director of Human of Human Resources Mitch Cooper and thanked Linda Goers for her service. He welcomed Superintendent Wayne Kazmierczak and Assistant Superintendent for Finance and Operations Tim Wald to their new roles. Newberg reported that on August 1 from 6pm to 8pm Intermediate District 916 will hold an open house of its new K-8 facility Pankalo at 8568 Eagle Point Blvd, Lake Elmo. Boy Scout Wyatt Fish from Troop 151 in Hugo attended the meeting and introduced himself.
- G. **ADJOURNMENT** - Wilson moved and Newberg seconded to adjourn the meeting at 7:33 p.m. **Voice vote: all ayes. Motion carried.**

Submitted by clerk, Ellen Fahey

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **August 14, 2017**

SUGGESTED DISPOSITION: **Action Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent of Finance and Operations**
Mary Vaske, Controller

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 - July

		<u>7/14/2017</u>	<u>7/31/2017</u>
Direct Deposit	491509 - 491993	391,172.13	
Direct Deposit	491994 - 492517		446,456.61

Check Nbr	Vendor Name	Check Date	Check Amount
9990066	SPECIAL PAY TRUST AUL	07/05/2017	99,154.18
1	Computer	Check(s) For a Total of	99,154.18

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	99,154.18
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	99,154.18
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		99,154.18

Check Nbr	Vendor Name	Check Date	Check Amount
86764	A M LEONARD INC	07/13/2017	567.29
86765	ABBOTT PAINT & CARPET INC	07/13/2017	1,107.41
86766	AED SUPERSTORE ALLIED 100 LCC	07/13/2017	591.30
86767	Vendor Continued Check	07/13/2017	0.00
86768	AGROPUR INC	07/13/2017	7,337.86
86769	ALLSTREAM	07/13/2017	6,454.75
86770	AMAZON	07/13/2017	107.08
86771	AMAZON	07/13/2017	116.96
86772	AMERICAN MESSAGING	07/13/2017	35.98
86773	AMERIPRIDE SERVICES	07/13/2017	450.50
86774	AMON, LYNN M	07/13/2017	184.12
86775	ANDERSON, CHRISTINA T	07/13/2017	293.72
86776	ANDERSON, JON C	07/13/2017	306.02
86777	ANDERSON, KATHRYN ANN	07/13/2017	167.20
86778	ANDERSON, MARGARET ANN	07/13/2017	155.15
86779	ANFANG, SALLY G	07/13/2017	33.71
86780	ANOKA COUNTY PARKS & RECREATIO	07/13/2017	720.00
86781	ATC GROUP SERVICES LLC	07/13/2017	2,579.97
86782	BAHE, CONNETTE J	07/13/2017	94.16
86783	BARCO PRODUCTS CO	07/13/2017	2,226.65
86784	BARTH, CARRIE M	07/13/2017	1,083.29
86785	BEAR PATCH QUILTING CO	07/13/2017	114.95
86786	BENCHMARK EDUCATION COMPANY	07/13/2017	108.90
86787	BENCHMARK BEHAVIORAL HEALTH SY	07/13/2017	3,300.00
86788	BENILDE ST MARGARET SCHOOL	07/13/2017	175.00
86789	BIRCHBARK BOOKS & NATIVE ARTS	07/13/2017	636.74
86790	BLICK ART MATERIALS	07/13/2017	977.24
86791	BLUE TARP FINANCIAL INC	07/13/2017	149.94
86792	BONCHER, CHERYL R	07/13/2017	167.55
86793	BOND TRUST SERVICES CORP	07/13/2017	900.00
86794	THE BOOKSOURCE	07/13/2017	3,538.32
86795	BRECK SCHOOL	07/13/2017	175.00
86796	BRIGHTBYTES	07/13/2017	9,074.25
86797	BRYAN ROCK PRODUCTS	07/13/2017	3,461.07
86798	CAPONI ART PARK	07/13/2017	420.00
86799	CARDINAL, KATHLEEN T	07/13/2017	19.55
86800	CARLINSCHAUER, KYLE LEE	07/13/2017	42.85
86801	CARLSON-CASA DE CALVO, JANET L	07/13/2017	150.87
86802	CC STITCHERI	07/13/2017	100.00
86803	CDW GOVERNMENT INC	07/13/2017	2,871.62
86804	CHISAGO LAKES BAPTIST SCHOOL	07/13/2017	70.00
86805	CINTAS CORP #470	07/13/2017	233.25
86806	COLD-SELL SYSTEMS	07/13/2017	900.75
86807	COMSTOCK & SONS INC	07/13/2017	65.00
86808	CONCORDIA ACADEMY	07/13/2017	2,800.00
86809	CONNEY SAFETY	07/13/2017	81.60
86810	CONTINENTAL RESEARCH CORP	07/13/2017	1,659.79
86811	COOPS SPORTSWEAR	07/13/2017	1,666.00
86812	CORNERSTONE OCCUPATIONAL	07/13/2017	60.00
86813	CRETIN-DERHAM HALL	07/13/2017	2,450.00

Check Nbr	Vendor Name	Check Date	Check Amount
86814	CULHANE, MARIEL	07/13/2017	55.91
86815	CUMMINS NPOWER LLC	07/13/2017	1,150.00
86816	D ERVASTI SALES CO LLC	07/13/2017	1,011.00
86817	DAHLE, MARY A	07/13/2017	11,700.35
86818	DAHLEM, TERESA	07/13/2017	1,082.39
86819	DAKOTA TRUCK UNDERWRITERS	07/13/2017	144,926.00
86820	DEEN, DENISE T	07/13/2017	386.80
86821	DELASALLE HIGH SCHOOL	07/13/2017	350.00
86822	DELL MARKETING LP	07/13/2017	51,234.88
86823	DERBY, SARA A	07/13/2017	149.95
86824	DISCOUNT SCHOOL SUPPLY	07/13/2017	2,721.12
86825	DREAMBOX LEARNING	07/13/2017	375.00
86826	E & M CONSULTING	07/13/2017	1,899.00
86827	CITY OF EAGAN PARKS & REC	07/13/2017	362.80
86828	CITY OF EAGAN PARKS & REC	07/13/2017	194.80
86829	EBSCO INFORMATION SERV	07/13/2017	1,255.91
86830	EDSTROM, FRED	07/13/2017	78.00
86831	ELLETSON, KATHLEEN E	07/13/2017	60.78
86832	ENGELKING JR, JAMES	07/13/2017	78.00
86833	ENGSTRAN, PAUL A	07/13/2017	373.32
86834	FASTENAL COMPANY	07/13/2017	608.24
86835	FERNANDEZ, KEVIN M	07/13/2017	390.00
86836	FIRST STUDENT INC	07/13/2017	189,084.30
86837	FLEETPRIDE	07/13/2017	143.36
86838	FOLLETT SCHOOL SOLUTIONS INC	07/13/2017	10,402.50
86839	FOREST LAKE TRAILER	07/13/2017	3,035.00
86840	FREY SCIENTIFIC	07/13/2017	429.87
86841	GALLAGHERS NORTHWESTERN TIRE C	07/13/2017	3,351.33
86842	GENERAL PARTS LLC	07/13/2017	1,745.42
86843	GMS INDUSTRIAL SUPPLIES INC	07/13/2017	127.00
86844	GOPHERMODS EDUC LLC	07/13/2017	239.00
86845	Vendor Continued Check	07/13/2017	0.00
86846	GRAINGER	07/13/2017	2,364.14
86847	GREAT RIVER OFFICE PRODUCTS	07/13/2017	25,897.49
86848	GREEN VALUE NURSERY INC	07/13/2017	1,088.90
86849	GROVES ACADEMY	07/13/2017	175.00
86850	H & B SPECIALIZED PRODUCTS	07/13/2017	1,266.00
86851	H2O FOR LIFE	07/13/2017	500.00
86852	HAMLIN UNIVERSITY ATHLETICS	07/13/2017	370.00
86853	HEALTHPARTNERS	07/13/2017	223,460.38
86854	HERC-U-LIFT	07/13/2017	210.60
86855	HITZKE, STACI	07/13/2017	6.25
86856	HOGLUND BODY & EQUIPMENT INC	07/13/2017	10,014.52
86857	HOME DEPOT CREDIT SERVICES	07/13/2017	751.50
86858	HUDL	07/13/2017	1,599.00
86859	HUERTH, MICHAEL	07/13/2017	120.40
86860	Vendor Continued Check	07/13/2017	0.00
86861	HUGO EQUIPMENT CO	07/13/2017	3,843.57
86862	HUGO FEED MILL & HARDWARE	07/13/2017	6.98
86863	Vendor Continued Check	07/13/2017	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
86864	Vendor Continued Check	07/13/2017	0.00
86865	Vendor Continued Check	07/13/2017	0.00
86866	Vendor Continued Check	07/13/2017	0.00
86867	IFD	07/13/2017	56,977.05
86868	IMMEL, COLLEEN MARIE	07/13/2017	90.68
86869	INSTRUMENTALIST AWARDS	07/13/2017	135.00
86870	INTEGRA TELECOM	07/13/2017	319.02
86871	INTL BACCALAUREATE ORGANIZATIO	07/13/2017	8,520.00
86872	ISD #621 ECFE	07/13/2017	3,651.02
86873	ISD #832 MAHTOMEDI SCHOOL DIST	07/13/2017	5,000.00
86874	IUOE LOCAL 70	07/13/2017	1,883.00
86875	J.R.'S ADVANCED RECYCLERS	07/13/2017	360.00
86876	JEBENS-SINGH, TARA L	07/13/2017	1,644.61
86877	JOHNSON CONTROLS INC	07/13/2017	967.00
86878	KANCANS, ANDREW V	07/13/2017	42.80
86879	KANE-BURBACK, STEPHANIE LYNN	07/13/2017	481.22
86880	KATH FUEL OIL SERVICE CO	07/13/2017	87.50
86881	KAZMIERCZAK, WAYNE A	07/13/2017	656.48
86882	Vendor Continued Check	07/13/2017	0.00
86883	KRAFT CONTRACTING & MECHANICAL	07/13/2017	48,073.42
86884	LAKE AREA FLOORING	07/13/2017	4,400.00
86885	LAKESHORE LEARNING MATERIALS	07/13/2017	4,816.90
86886	LAKEVIEW ELECTRICAL SERVICES	07/13/2017	945.00
86887	LANGERS	07/13/2017	3,467.02
86888	LANIGAN, CHERYL D	07/13/2017	315.11
86889	LEONARD, BRIAN J	07/13/2017	1,599.98
86890	LETNES, CYNTHIA JO	07/13/2017	154.69
86891	LOVETT, MICHAEL J	07/13/2017	252.73
86892	L T G POWER EQUIPMENT	07/13/2017	251.83
86893	Vendor Continued Check	07/13/2017	0.00
86894	Vendor Continued Check	07/13/2017	0.00
86895	MADISON NATIONAL LIFE	07/13/2017	44,210.10
86896	MAGNUSON CHRISTIAN SCHOOL	07/13/2017	3,150.00
86897	MARANATHA CHRISTIAN ACADEMY	07/13/2017	350.00
86898	MN ASSOC OF SECONDARY SCHOOL P	07/13/2017	8,480.00
86899	MATZ, LORA	07/13/2017	300.00
86900	MCDONOUGH'S WATERJETTING AND	07/13/2017	385.20
86901	MEDCO SUPPLY CO	07/13/2017	39.68
86902	MEDTOX LABORATORIES	07/13/2017	38.02
86903	Vendor Continued Check	07/13/2017	0.00
86904	MN ELEMENTARY SCH PRIN ASSOC	07/13/2017	7,280.00
86905	METRO MEALS ON WHEELS INC	07/13/2017	163.25
86906	METRO TRANSIT (MCTO)	07/13/2017	262.50
86907	MID CITY SERVICES - INDUSTRIAL	07/13/2017	1,005.49
86908	MIDAMERICA ADMIN & RETIREMENT	07/13/2017	5,806.00
86909	MIDWEST BUS PARTS INC	07/13/2017	811.91
86910	MN INSURANCE SCHOLASTIC TRUST	07/13/2017	282,176.06
86911	MN DEPT OF HEALTH	07/13/2017	180.00
86912	MN ELEVATOR INC	07/13/2017	307.73
86913	MN HISTORICAL SOCIETY	07/13/2017	350.00

Check Nbr	Vendor Name	Check Date	Check Amount
86914	MN WALDORF SCHOOL	07/13/2017	955.00
86915	MOBILITYWORKS	07/13/2017	34,250.14
86916	MOORE, CYNTHIA A	07/13/2017	678.00
86917	MOUNDS PARK ACADEMY	07/13/2017	3,325.00
86918	MN SCHOOL BOARDS ASSN	07/13/2017	13,439.00
86919	MUNDELL, GERALD K	07/13/2017	91.36
86920	Vendor Continued Check	07/13/2017	0.00
86921	NARDINI FIRE EQUIPMENT CO INC	07/13/2017	1,682.30
86922	NASVIK, CRAIG S	07/13/2017	108.80
86923	NATL CAMERA EXCHANGE & VIDEO	07/13/2017	239.94
86924	NCPERS MINNESOTA	07/13/2017	176.00
86925	NESS, CHERYL LYNN	07/13/2017	31.93
86926	NEW LIFE ACADEMY	07/13/2017	700.00
86927	NIXON LMT, AYANO	07/13/2017	75.00
86928	NODGAARD, TRUDY A	07/13/2017	351.70
86929	NORTH CENTRAL BUS SALES	07/13/2017	107,319.97
86930	NORTH CENTRAL BUS SALES	07/13/2017	107,319.97
86931	NORTH CENTRAL TRUCK EQUIPMENT	07/13/2017	10,686.06
86932	NORTH HEIGHTS CHRISTIAN ACADEM	07/13/2017	3,150.00
86933	NORTH STAR BANK	07/13/2017	7,650.00
86934	NORTH SUBURBAN TOWING	07/13/2017	275.00
86935	NORTHBOUND CREATIVE	07/13/2017	1,028.50
86936	NORTHEAST METRO INTERMEDIATE D	07/13/2017	1,080.00
86937	O'REILLY AUTOMOTIVE INC	07/13/2017	783.09
86938	OAK HILL MONTESSORI SCHOOL	07/13/2017	1,750.00
86939	OLSEN FIRE PROTECTION	07/13/2017	2,865.00
86940	ON SITE SANITATION INC	07/13/2017	0.63
86941	ORDWAY CENTER FOR PERFORMING	07/13/2017	225.00
86942	OSSEO SENIOR HIGH SCHOOL	07/13/2017	100.00
86943	OSTENDORF, JESSICA R	07/13/2017	95.07
86944	OTTAVIANI, AMY M	07/13/2017	146.74
86945	OTTMAR, LISA ANN	07/13/2017	21.55
86946	OXYGEN SERVICE CO INC	07/13/2017	10.20
86947	PALONY, AMBER R	07/13/2017	433.40
86948	PCS REVENUE CONTROL SYSTEMS IN	07/13/2017	13,907.05
86949	PELCO CONSTRUCTION LLC	07/13/2017	480.00
86950	PETERSON BROS ROOFING & CONST	07/13/2017	1,005.81
86951	PHILLIPS, LISA A	07/13/2017	134.77
86952	PHOENIX ALTERNATIVES INC	07/13/2017	142.50
86953	PLADSON ENVIRONMENTAL INC	07/13/2017	16,500.00
86954	PODS COMPLETE CAR CARE	07/13/2017	330.50
86955	POLAR CHEVROLET MAZDA	07/13/2017	1,632.44
86956	PRAXAIR DISTRIBUTION INC	07/13/2017	150.43
86957	PRESS PUBLICATIONS	07/13/2017	291.74
86958	PROFESSIONAL TURF & RENOVATION	07/13/2017	10,060.00
86959	PRUFROCK PRESS INC	07/13/2017	307.62
86960	RAMSEY COUNTY PARKS/REC DEPT	07/13/2017	112.00
86961	REBYL SPORTS INC	07/13/2017	842.50
86962	RIDDELL INC	07/13/2017	4,572.58
86963	RIEBOW, MATTHEW R	07/13/2017	237.53

Check Nbr	Vendor Name	Check Date	Check Amount
86964	ROUSH, ROBIN L	07/13/2017	39.85
86965	SAM'S CLUB/SYNCHRONY BANK	07/13/2017	996.00
86966	SAM'S CLUB/SYNCHRONY BANK	07/13/2017	884.22
86967	SAM'S CLUB/SYNCHRONY BANK	07/13/2017	279.42
86968	SAM'S CLUB/SYNCHRONY BANK	07/13/2017	285.20
86969	SAMACO SUPPLY	07/13/2017	2,784.00
86970	SCHMID, NICOLE R	07/13/2017	425.85
86971	SCHOOL SERVICE EMPLOYEES	07/13/2017	708.40
86972	SCHOOL SPECIALTY	07/13/2017	102.41
86973	SCIENCE MUSEUM OF MINNESOTA	07/13/2017	582.00
86974	SEEVER, GRAY	07/13/2017	480.00
86975	SENTRY SYSTEMS INC	07/13/2017	12,562.32
86976	SHELSTAD, JACQUALINE A	07/13/2017	346.94
86977	SICARD, HEIDI M	07/13/2017	20.00
86978	SITEONE LANDSCAPE SUPPLY	07/13/2017	4,141.44
86979	SKY ZONE INDOOR TRAMPOLINE PAR	07/13/2017	840.00
86980	SKY ZONE INDOOR TRAMPOLINE PAR	07/13/2017	800.00
86981	SKYWARD INC	07/13/2017	125,506.85
86982	SMITH, PAUL	07/13/2017	50.00
86983	SOCIAL STUDIES SCHOOL SERVICE	07/13/2017	199.92
86984	SOLARWINDS	07/13/2017	846.00
86985	SOUTHWEST BINDING & LAMINATING	07/13/2017	157.30
86986	SPENCER, DOROTHY	07/13/2017	7.65
86987	ST AGNES	07/13/2017	1,400.00
86988	ST CROIX LUTHERAN SCHOOL	07/13/2017	525.00
86989	ST PAUL ACADEMY	07/13/2017	1,050.00
86990	ST THOMAS ACADEMY	07/13/2017	95.00
86991	STAPLES ADVANTAGE	07/13/2017	3,817.49
86992	STAPLES ADVANTAGE	07/13/2017	47.88
86993	STATE SUPPLY CO	07/13/2017	2,417.54
86994	STEFFENS, CORINNE T	07/13/2017	36.48
86995	STILLMAN, MARK	07/13/2017	150.00
86996	STOFFEL, JAMES E	07/13/2017	100.00
86997	SUBSCRIPTION SERV OF AMER INC	07/13/2017	1,137.95
86998	Vendor Continued Check	07/13/2017	0.00
86999	Vendor Continued Check	07/13/2017	0.00
87000	Vendor Continued Check	07/13/2017	0.00
87001	Vendor Continued Check	07/13/2017	0.00
87002	SUMMIT COMPANIES	07/13/2017	15,658.24
87003	SVIR, SARA A	07/13/2017	819.48
87004	TEACHERS CURRICULUM INSTITUTE	07/13/2017	800.10
87005	TEACHER INNOVATIONS INC	07/13/2017	183.60
87006	TEAM SIDELINE	07/13/2017	599.00
87007	TECHTRON ENGINEERING	07/13/2017	264.64
87008	THREE RIVERS PARK DISTRICT	07/13/2017	147.00
87009	THYSSENKRUPP ELEVATOR CORP	07/13/2017	744.89
87010	TIES	07/13/2017	36,288.00
87011	TIGER OAK PUBLICATIONS	07/13/2017	9,250.00
87012	TRADE PRESS INC	07/13/2017	1,113.63
87013	TRANSPORTATION MGMT CORP	07/13/2017	150.50

Check Nbr	Vendor Name	Check Date	Check Amount
87014	TRIO SUPPLY COMPANY	07/13/2017	3,187.26
87015	TROSKE, CARRIE L	07/13/2017	59.96
87016	TRUCK UTILITIES MFG CO	07/13/2017	22.96
87017	TUCKNER, ABBY E	07/13/2017	235.00
87018	TURFWERKS INC	07/13/2017	6,625.42
87019	TURNITIN LLC	07/13/2017	9,665.00
87020	TWIN CITY JANITOR SUPPLY CO	07/13/2017	378.00
87021	US DEPT OF EDUCATION	07/13/2017	54.47
87022	US FOODS CULINARY EQUIP & SUPP	07/13/2017	1,148.52
87023	VAIL, ANNE B	07/13/2017	60.99
87024	VANDERBILT UNIVERSITY	07/13/2017	160.00
87025	VARSITY SPIRIT FASHIONS	07/13/2017	14,289.35
87026	VENBURG TIRE CO	07/13/2017	34.00
87027	WALD, TIMOTHY A	07/13/2017	1,370.13
87028	WHITE BEAR LAKE AREA HISTORICA	07/13/2017	215.00
87029	WHITE BEAR LAKE (CITY OF)	07/13/2017	4,303.11
87030	WHITE BEAR LAKE CITY	07/13/2017	4,250.00
87031	WBL PIZZA MAN	07/13/2017	208.82
87032	WILD MOUNTAIN	07/13/2017	601.57
87033	WOODCREST BAPTIST ACADEMY	07/13/2017	175.00
87034	YOGA DEVOTION LLC	07/13/2017	448.00
87035	YOUTH FRONTIERS	07/13/2017	750.00
272	Computer	Check(s) For a Total of	1,891,884.69

Check Nbr	Vendor Name	Check Date	Check Amount
86180	AMAZON	07/13/2017	0.00
1	Manual	Check(s) For a Total of	0.00

	1	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	272	Computer	Checks For a Total of	1,891,884.69
Total For	273	Manual, Wire Tran, ACH & Computer Checks		1,891,884.69
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,891,884.69

Check Nbr	Vendor Name	Check Date	Check Amount
9990067	AIG	07/13/2017	1,449.65
9990068	AMERICAN FUNDS	07/13/2017	12,573.60
9990069	AMERICAN UNITED LIFE	07/13/2017	6,000.00
9990070	AMERIPRISE FINANCIAL SERVICES	07/13/2017	1,684.79
9990071	AXA EQUITABLE	07/13/2017	3,010.20
9990072	EDUCATION MN ESI BILLING TRUST	07/13/2017	2,628.68
9990073	Vendor Continued Check	07/13/2017	0.00
9990074	Vendor Continued Check	07/13/2017	0.00
9990075	Vendor Continued Check	07/13/2017	0.00
9990076	Vendor Continued Check	07/13/2017	0.00
9990077	INTERNAL REVENUE SERVICE	07/13/2017	146,166.82
9990078	METROPOLITAN LIFE	07/13/2017	280.43
9990079	MN DEPT OF HUMAN SERVICES	07/13/2017	1,204.50
9990080	Vendor Continued Check	07/13/2017	0.00
9990081	MN DEPT OF REVENUE	07/13/2017	21,962.79
9990082	MN REVENUE	07/13/2017	56.72
9990083	MN STATE RETIREMENT	07/13/2017	1,580.54
9990084	Vendor Continued Check	07/13/2017	0.00
9990085	PUBLIC EMP RETIREMENT ASSOC	07/13/2017	39,104.08
9990086	TEACHERS RETIREMENT ASSOC	07/13/2017	42,917.72
9990087	VANGUARD SMALL BUSINESS SERVIC	07/13/2017	5,248.47
21	Computer	Check(s) For a Total of	285,868.99

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	21	Computer	Checks For a Total of	285,868.99
Total For	21	Manual, Wire Tran, ACH & Computer	Checks	285,868.99
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		285,868.99

Check Nbr	Vendor Name	Check Date	Check Amount
9990088	BMO	07/19/2017	13,460.70
1	Computer	Check(s) For a Total of	13,460.70

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	13,460.70
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	13,460.70
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		13,460.70

Check Nbr	Vendor Name	Check Date	Check Amount
87036	ABAMATH	07/19/2017	480.00
87037	ABLENET INC	07/19/2017	203.50
87038	ADVANTAGE EDUC PROGRAMS	07/19/2017	2,807.00
87039	AMAZON	07/19/2017	976.44
87040	ASSOC OF METROPOLITAN SCHOOL D	07/19/2017	10,570.00
87041	ASL INTERPRETING SERVICES	07/19/2017	240.00
87042	ATC GROUP SERVICES LLC	07/19/2017	3,136.51
87043	BARTHOLD	07/19/2017	605.44
87044	BSN SPORTS	07/19/2017	490.43
87045	CAPITAL ONE COMMERCIAL	07/19/2017	1,390.16
87046	CEREBELLUM CORP	07/19/2017	112.88
87047	CITI-CARGO & STORAGE CO INC	07/19/2017	85.00
87048	CONTINENTAL RESEARCH CORP	07/19/2017	343.22
87049	COOK, TRACY A	07/19/2017	438.01
87050	COOPS SPORTSWEAR	07/19/2017	860.00
87051	CROWN GLOBAL CONSULTING LLC	07/19/2017	650.00
87052	DALCO CORPORATION	07/19/2017	54,001.77
87053	DECKER INC	07/19/2017	241.96
87054	DEROSIER, JANET	07/19/2017	169.84
87055	DOMINOS PIZZA	07/19/2017	74.99
87056	EXTENDED DAY	07/19/2017	45.40
87057	EXTENDED DAY	07/19/2017	28.37
87058	FASTENAL COMPANY	07/19/2017	37.12
87059	FESTIVAL FOODS-KNOWLAN'S	07/19/2017	289.58
87060	FLOCABULARY	07/19/2017	2,000.00
87061	FRATTALONES HARDWARE STORES	07/19/2017	1,067.79
87062	GENERATIVE LEARNING	07/19/2017	10,800.00
87063	GRAINGER	07/19/2017	769.24
87064	GRANDMA'S BAKERY INC	07/19/2017	34.48
87065	HEALTHPARTNERS MEDICAL GROUP	07/19/2017	1,000.00
87066	HUGO CITY OF	07/19/2017	495,090.00
87067	HUGO EQUIPMENT CO	07/19/2017	228.96
87068	INGINA LLC	07/19/2017	315.00
87069	INTELLIGERE INC	07/19/2017	40.00
87070	JAYTECH INC	07/19/2017	103.00
87071	KEENEY, SONDRAL	07/19/2017	50.00
87072	KRAFT CONTRACTING & MECHANICAL	07/19/2017	5,395.00
87073	LAFRINIER, BENJAMIN N	07/19/2017	360.00
87074	LAKE AREA FLOORING	07/19/2017	39,130.00
87075	LEFEVRE, SHIRLEY A	07/19/2017	72.00
87076	L T G POWER EQUIPMENT	07/19/2017	422.41
87077	MAD SCIENCE OF MINNESOTA	07/19/2017	1,408.00
87078	MASA	07/19/2017	1,275.00
87079	MN ASSOC OF SECRETARIES TO THE	07/19/2017	40.00
87080	MAURER, TIMOTHY J	07/19/2017	195.00
87081	MCDONOUGH'S WATERJETTING AND	07/19/2017	1,511.40
87082	MEA EXHIBIT HALL	07/19/2017	250.00
87083	MEDICARE PREMIUM COLLECTION CT	07/19/2017	200.80
87084	MINVALCO INC	07/19/2017	842.66
87085	MOBILITYWORKS	07/19/2017	36,360.00

Check Nbr	Vendor Name	Check Date	Check Amount
87086	Vendor Continued Check	07/19/2017	0.00
87087	NORTHEAST METRO INTERMEDIATE D	07/19/2017	145,126.97
87088	NORTHERN LANDSCAPE & IRRIGATIO	07/19/2017	7,284.00
87089	PIERRE, CHRISTINA K	07/19/2017	390.00
87090	PRESSELLER, TRACY A	07/19/2017	64.13
87091	PROP IT UP	07/19/2017	150.00
87092	RAMSEY COUNTY COMM HUMAN SVCS	07/19/2017	15,554.00
87093	RAMSEY COUNTY LEAGUE OF LOCAL	07/19/2017	250.00
87094	REPUBLIC SERVICES #899	07/19/2017	5,968.18
87095	ROCKLER WOODWORKING & HARDWARE	07/19/2017	99.99
87096	ROUSE, SHERRY	07/19/2017	36.00
87097	SAFETY-KLEEN CORP	07/19/2017	383.84
87098	SAFETYFIRST PLAYGROUND SURFACI	07/19/2017	54,258.55
87099	SAM'S CLUB/SYNCHRONY BANK	07/19/2017	148.78
87100	SCAN AIR FILTER INC	07/19/2017	146.03
87101	SCHMITT MUSIC COMPANY	07/19/2017	1,696.00
87102	SEEVER, GRAY	07/19/2017	160.00
87103	STATE SUPPLY CO	07/19/2017	1,240.05
87104	STILLWATER AREA PUBLIC SCHOOLS	07/19/2017	438.55
87105	SUBSCRIPTION SERV OF AMER INC	07/19/2017	1,937.71
87106	SUMMIT COMPANIES	07/19/2017	1,455.00
87107	TALLY'S DOCKSIDE	07/19/2017	759.00
87108	TEACHER SYNERGY LLC	07/19/2017	107.48
87109	TIME FOR KIDS	07/19/2017	643.28
87110	TRADE PRESS INC	07/19/2017	68.00
87111	TRI FITNESS LLC	07/19/2017	98.00
87112	TRI-STATE BOBCAT	07/19/2017	976.92
87113	TWIN CITY TRANSPORTATION INC	07/19/2017	24,110.64
87114	UNITED PARCEL SERVICE UPS	07/19/2017	41.94
87115	CITY OF VADNAIS HEIGHTS	07/19/2017	2,311.77
87116	VANDERBOSCH, BEN JOSEPH	07/19/2017	100.00
87117	VETTE, MARISA AA	07/19/2017	796.19
87118	VIKING ELECTRIC SUPPLY	07/19/2017	7,200.65
87119	WENGER CORP	07/19/2017	696.00
87120	WILCOX PAPER	07/19/2017	56.35
87121	XCEL ENERGY	07/19/2017	94,066.92
86	Computer	Check(s) For a Total of	1,046,059.28

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	86	Computer	Checks For a Total of	1,046,059.28
Total For	86	Manual, Wire Tran, ACH & Computer	Checks	1,046,059.28
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,046,059.28

Check Nbr	Vendor Name	Check Date	Check Amount
87122	AMAZON	07/21/2017	3,203.41
87123	AMAZON	07/21/2017	235.74
87124	AMAZON	07/21/2017	51.31
87125	ARCH LANGUAGE NETWORK	07/21/2017	400.00
87126	BARNETT, JAMES W	07/21/2017	780.00
87127	BEHLOW, DAVID	07/21/2017	435.46
87128	BEST BUY BUSINESS ADVANTAGE AC	07/21/2017	8,265.60
87129	BLUEBIRD SCREEN PRINT	07/21/2017	4,169.29
87130	CDW GOVERNMENT INC	07/21/2017	1,894.32
87131	CENTURY COLLEGE	07/21/2017	2,025.00
87132	CUMMINS NPOWER LLC	07/21/2017	5,660.19
87133	DORAN, THOMAS G	07/21/2017	170.00
87134	DEFINITIVE TECHNOLOGY SOLUTION	07/21/2017	11,097.13
87135	EDUCATIONAL RESEARCH AND DEV	07/21/2017	16,029.63
87136	FESTIVAL FOODS-KNOWLAN'S	07/21/2017	136.28
87137	FIRST STUDENT INC	07/21/2017	2,994.28
87138	FOLLETT SCHOOL SOLUTIONS INC	07/21/2017	10,402.50
87139	GARRISON, MARK S	07/21/2017	845.00
87140	GOPHER	07/21/2017	1,065.04
87141	GREATAMERICA FINANCIAL SERVICE	07/21/2017	1,598.86
87142	HALLBERG ENGINEERING INC	07/21/2017	933.84
87143	HARRIMAN, GRETCHEN E	07/21/2017	54.48
87144	JENDERNY, JILL MP	07/21/2017	162.64
87145	JW PEPPER & SON INC	07/21/2017	640.99
87146	KEYSTONE INTERPRETING SOLUTION	07/21/2017	770.50
87147	KONICA MINOLTA PREMIER FINANCE	07/21/2017	5,774.66
87148	KRAFT CONTRACTING & MECHANICAL	07/21/2017	2,985.00
87149	LAKE AREA FLOORING	07/21/2017	36,500.00
87150	LAKESHORE LEARNING MATERIALS	07/21/2017	864.80
87151	LANGUAGE LINE SERVICES	07/21/2017	204.27
87152	LEININGER, JOHN M	07/21/2017	2,287.82
87153	LUCID DATA CORPORATION	07/21/2017	3,288.00
87154	MAURER, TIMOTHY J	07/21/2017	297.46
87155	MN ELEMENTARY SCH PRIN ASSOC	07/21/2017	770.00
87156	MIDWEST BUS PARTS INC	07/21/2017	1,531.99
87157	MINVALCO INC	07/21/2017	145.42
87158	NEW PIG CORP	07/21/2017	431.30
87159	O'NEILL ELECTRIC	07/21/2017	15,200.00
87160	ONENECK IT SOLUTIONS LLC	07/21/2017	525.00
87161	PAR CODE SYMBOLOGY INC	07/21/2017	349.00
87162	PAR INC	07/21/2017	2,164.86
87163	Vendor Continued Check	07/21/2017	0.00
87164	POLAR CHEVROLET MAZDA	07/21/2017	1,435.34
87165	PUZZLEWORKS	07/21/2017	490.00
87166	SCHOCHENMAIER, TIMOTHY R	07/21/2017	434.99
87167	Vendor Continued Check	07/21/2017	0.00
87168	SHRED-IT USA - MINNEAPOLIS	07/21/2017	919.55
87169	STREAMLINE DESIGN INC	07/21/2017	262.50
87170	SYNOVIA SOLUTIONS	07/21/2017	1,551.40
87171	TREASURED TRANSPORTATION	07/21/2017	100,441.39

Check Nbr	Vendor Name	Check Date	Check Amount
87172	T.R.F. SUPPLY CO	07/21/2017	684.38
87173	WHITE BEAR CENTER FOR THE ARTS	07/21/2017	1,875.00
52	Computer	Check(s) For a Total of	255,435.62

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	52	Computer	Checks For a Total of	255,435.62
Total For	52	Manual, Wire Tran, ACH & Computer Checks		255,435.62
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		255,435.62

Check Nbr	Vendor Name	Check Date	Check Amount
87174	215 WABASHA PROPERTIES	07/27/2017	275.00
87175	AARP DRIVER SAFETY PROGRAM	07/27/2017	555.00
87176	ABJ EDUC CONSULTING	07/27/2017	1,950.00
87177	AMAZON	07/27/2017	19.83
87178	AMAZON	07/27/2017	244.50
87179	AMAZON	07/27/2017	503.95
87180	ARNSDORFF, DANIEL J	07/27/2017	1,385.88
87181	ARROWWOOD RESORT & CONF CTR	07/27/2017	1,262.00
87182	AWARDSONE.COM	07/27/2017	3,498.51
87183	BALFOUR YEARBOOKS	07/27/2017	83,245.63
87184	BATTERIES PLUS BULBS	07/27/2017	135.69
87185	BUSINESS IMPACT GROUP	07/27/2017	3,609.35
87186	BOOTH, KARLA J	07/27/2017	136.98
87187	BREAKOUT INC	07/27/2017	750.00
87188	CMRS-FP	07/27/2017	5,000.00
87189	COMCAST	07/27/2017	290.92
87190	CONCORDIA ACADEMY	07/27/2017	700.00
87191	CONTINENTAL CLAY CO	07/27/2017	692.53
87192	CONTINENTAL RESEARCH CORP	07/27/2017	382.57
87193	CRETIN-DERHAM HALL	07/27/2017	1,050.00
87194	CUB FOODS OF WHITE BEAR TWSHP	07/27/2017	787.13
87195	CUP AND CONE	07/27/2017	83.00
87196	DEBZ SHIRTZ	07/27/2017	143.00
87197	DELASALLE HIGH SCHOOL	07/27/2017	175.00
87198	DIMEGLIO, JOSEPH V	07/27/2017	152.83
87199	E & M CONSULTING	07/27/2017	1,399.00
87200	ECH01612	07/27/2017	400.00
87201	ECKROTH MUSIC	07/27/2017	15,976.00
87202	EVERLAST CLIMBING INDUSTRIES	07/27/2017	8,115.00
87203	FAWN-DOE-ROSA	07/27/2017	345.00
87204	FESTIVAL FOODS-KNOWLAN'S	07/27/2017	41.73
87205	FREE SPIRIT PUBLISHING CO	07/27/2017	9.99
87206	FAIRVIEW SPORTS & ORTHOPEDIC C	07/27/2017	715.00
87207	GALLAGHERS NORTHWESTERN TIRE C	07/27/2017	1,106.00
87208	GENERATIVE LEARNING	07/27/2017	3,600.00
87209	GLOW IN ONE MINI GOLF	07/27/2017	43.00
87210	GRAINGER	07/27/2017	38.29
87211	GRITZMACHER, SHAWN W	07/27/2017	42.50
87212	H2O FOR LIFE	07/27/2017	1,225.00
87213	HIAWATHA HOMECARE	07/27/2017	364.50
87214	HISDAHL INC	07/27/2017	73.50
87215	HOUGHTON MIFFLIN HARCOURT	07/27/2017	489.68
87216	HUGO CITY OF	07/27/2017	2,094.58
87217	IDENTITYSTORES	07/27/2017	38.10
87218	INDIAN HILLS GOLF CLUB	07/27/2017	10,532.58
87219	IUOE LOCAL 70	07/27/2017	1,795.74
87220	IXL LEARNING	07/27/2017	4,800.00
87221	JIMMY'S FOOD & DRINK	07/27/2017	430.00
87222	JW PEPPER & SON INC	07/27/2017	16.00
87223	KELLER GOLF COURSE	07/27/2017	1,100.00

Check Nbr	Vendor Name	Check Date	Check Amount
87224	KIDCREATE STUDIO	07/27/2017	597.00
87225	LEADERSHIP ACADEMY	07/27/2017	4,000.00
87226	LOCKWOOD, ANDREW JAMES	07/27/2017	136.15
87227	LORENZ BUS SERVICE INC	07/27/2017	1,723.50
87228	LUND, BARBARA A	07/27/2017	23.27
87229	MAAHS, JENNIFER LYNN	07/27/2017	100.00
87230	MN COMMUNITY EDUC ASSOC (MCEA)	07/27/2017	50.00
87231	MCMANAMON, CONOR MARTIN	07/27/2017	100.00
87232	MEDCO SUPPLY CO	07/27/2017	19.84
87233	METRO ECSU	07/27/2017	8,334.70
87234	METRO MEALS ON WHEELS INC	07/27/2017	559.75
87235	MILACA HIGH SCHOOL	07/27/2017	120.00
87236	MN CHILDRENS MUSEUM	07/27/2017	130.00
87237	MN WALDORF SCHOOL	07/27/2017	175.00
87238	MOUNDS PARK ACADEMY	07/27/2017	875.00
87239	MPLS PUBLIC SCHOOLS	07/27/2017	184.00
87240	NORCENTRONIX DISTRIBUTING	07/27/2017	472.00
87241	NORTH HEIGHTS CHRISTIAN ACADEM	07/27/2017	1,575.00
87242	NORTHEAST METRO INTERMEDIATE D	07/27/2017	51,825.12
87243	OAK HILL MONTESSORI SCHOOL	07/27/2017	175.00
87244	OXYGEN SERVICE CO INC	07/27/2017	51.00
87245	PERCIVAL, PATRICIA A	07/27/2017	50.00
87246	PERRON, MARGARET M	07/27/2017	40.00
87247	PITNEY BOWES INC	07/27/2017	81.25
87248	POLAR CHEVROLET MAZDA	07/27/2017	15.94
87249	RAU, ANN-MARY	07/27/2017	13.70
87250	RAUSCH, STURM, ISRAEL,	07/27/2017	122.00
87251	REDWOOD TOXICOLOGY LABORATORY	07/27/2017	179.05
87252	RIDDELL INC	07/27/2017	2,836.01
87253	SCHOLASTIC INC	07/27/2017	7.20
87254	SCHOLASTIC INC	07/27/2017	1,708.50
87255	SCHOOL SERVICE EMPLOYEES	07/27/2017	1,024.82
87256	THE SIGN PRODUCERS	07/27/2017	2,075.00
87257	SCHOOL NUTRITION ASSOC (SNA)	07/27/2017	2,134.00
87258	SPARTAN PROMOTIONAL GRP INC	07/27/2017	568.00
87259	SPECIALTY PROMOTIONS	07/27/2017	661.50
87260	ST AGNES	07/27/2017	350.00
87261	ST PAUL ACADEMY	07/27/2017	700.00
87262	TEAMWORKS INTERNATIONAL INC	07/27/2017	193.56
87263	THREE RIVERS PARK DISTRICT	07/27/2017	325.00
87264	TOWN LIFE	07/27/2017	1,215.00
87265	TRADE PRESS INC	07/27/2017	747.09
87266	TRIO SUPPLY COMPANY	07/27/2017	32.37
87267	TRUSTED EMPLOYEES	07/27/2017	935.00
87268	TWINS BALLPARK LLC	07/27/2017	520.00
87269	THE UPS STORE #3299	07/27/2017	26.66
87270	US DEPT OF EDUCATION	07/27/2017	125.09
87271	VFW POST 1639	07/27/2017	310.00
87272	WHITE BEAR GLASS INC	07/27/2017	1,550.00
87273	WHITE BEAR LAKE CITY	07/27/2017	35.00

Check Nbr	Vendor Name	Check Date	Check Amount
87274	WHITE BEAR LAKE SPORTS CENTER	07/27/2017	1,800.00
87275	WELLS FARGO - COMML OPERATIONS	07/27/2017	535,346.41
87276	WENGER CORP	07/27/2017	4,000.00
87277	XCEL ENERGY	07/27/2017	3,293.80
87278	Vendor Continued Check	07/27/2017	0.00
87279	Vendor Continued Check	07/27/2017	0.00
87280	Vendor Continued Check	07/27/2017	0.00
87281	ZIROMEDIA	07/27/2017	20,572.50
108	Computer	Check(s) For a Total of	816,641.27

Check Nbr	Vendor Name	Check Date	Check Amount
86960	RAMSEY COUNTY PARKS/REC DEPT	07/27/2017	112.00
1	Void	Check(s) For a Total of	112.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	108	Computer	Checks For a Total of	816,641.27
Total For	108	Manual, Wire Tran, ACH & Computer	Checks	816,641.27
Less	1	Voided	Checks For a Total of	112.00
		Net Amount		816,529.27

Check Nbr	Vendor Name	Check Date	Check Amount
9990089	AIG	07/27/2017	1,449.65
9990090	AMERICAN FUNDS	07/27/2017	13,939.77
9990091	AMERICAN UNITED LIFE	07/27/2017	3,000.00
9990092	AMERIPRISE FINANCIAL SERVICES	07/27/2017	1,684.79
9990093	AXA EQUITABLE	07/27/2017	3,049.74
9990094	EDUCATION MN ESI BILLING TRUST	07/27/2017	2,628.68
9990095	Vendor Continued Check	07/27/2017	0.00
9990096	INTERNAL REVENUE SERVICE	07/27/2017	162,360.89
9990097	METROPOLITAN LIFE	07/27/2017	280.43
9990098	MN DEPT OF HUMAN SERVICES	07/27/2017	1,169.00
9990099	MN DEPT OF REVENUE	07/27/2017	24,865.73
9990100	MN REVENUE	07/27/2017	181.01
9990101	MN STATE RETIREMENT	07/27/2017	1,457.69
9990102	PUBLIC EMP RETIREMENT ASSOC	07/27/2017	53,975.89
9990103	TEACHERS RETIREMENT ASSOC	07/27/2017	39,362.16
9990104	VANGUARD SMALL BUSINESS SERVIC	07/27/2017	5,298.47
16	Computer	Check(s) For a Total of	314,703.90

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	16	Computer	Checks For a Total of	314,703.90
Total For	16	Manual, Wire Tran, ACH & Computer	Checks	314,703.90
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		314,703.90

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: **August 14, 2017**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for Finance and Operations**

Donation	Donor	Recipient
\$3,200	Gem Lake City Hall	Willow Lane Elementary School

RECOMMENDATION: Accept donation.

AGENDA ITEM: Field Trip Requests

MEETING DATE: August 14, 2017

SUGGESTED DISPOSITION: Consent Agenda

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

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
October 6-7, 2017 Alexandria, MN	Patti Percival	WBL Girls Cross Country	½ day	Entire team, @ 55	Total Cost to Student: \$75 Source of Revenue: Girls Cross Country student activity account and student payment	Charter Bus	Competing at cross country meet at the Arrowwood Resort in Alexandria, MN.
October 4-6, 2017 Deep Portage Hackensack, MN	Mrs. Johnstone Mr. Marty	5 th Grade Classes	3	100	Total Cost to Student: \$160.00 Source of Revenue: Fundraising, Parents, Lincoln PTA	Charter Bus	Environmental issues dealing with recycling/reusing/reducing. Instructional guidance on how to respect the environment by methods of conservation. Familiarize students on the natural habitat of wild life and the effect on nature.

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

RESIGNATIONS/TERMINATION – CLASSIFIED STAFF
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JULIANNA GAMBONI – Program Assistant Leader, Oneka Elementary
Employed by District 624 since 01/03/2017
Effective Date: 08/25/2017

JASON LEVIN – Regular Part Time Cook, WBLAHS – North Campus
Employed by District 624 since 10/23/2014
Effective Date: 07/30/2017

CARRIE PAPILLON – Administrative Assistant, Sunrise Park Middle School
Employed by District 624 since 01/03/2017
Effective Date: 07/11/2017

LISA PASQUALINI – Regular Part Time Cook, Lakeaires Elementary
Employed by District 624 since 01/14/2008
Effective Date: 07/28/2017

MITCHELL RIEBOW – Pupil Support Assistant, Sunrise Park Middle School
Employed by District 624 since 09/06/2016
Effective Date: 08/08/2017

RESIGNATIONS/TERMINATION – CERTIFIED STAFF

AMANDA BANICK – Mathematics Teacher, Area Learning Center
Employed by District 624 since 08/22/2012
Effective Date: 08/01/2017

SUNNY BRYSCH – .6 FTE American Sign Language Teacher, WBLAHS – North Campus
Employed by District 624 since 08/24/2015
Effective Date: 07/31/2017

SALLY HEINZEN – Intervention Teacher, Birch Lake Elementary
Employed by District 624 since 08/22/2016
Effective Date: 07/24/2017

KIMBERLEE SCHENZ – Licensed School Nurse, Otter Lake and Sunrise Middle School
Employed by District 624 since 08/22/2016
Effective Date: 06/09/2017

MICHELLE STORLIE – Grade 2 Teacher, Birch Lake Elementary
Employed by District 624 since 8/21/2017
Effective Date: 08/21/17

RETIREMENT – CLASSIFIED STAFF

JULIE BENTLY – Part Time Cook, Sunrise Park Middle School

Employed by District 624 since 03/13/1995

Effective Date: 08/04/2017

KIM MORTENSEN – Part Time Cook, Sunrise Park Middle School

Employed by District 624 since 12/01/1994

Effective Date: 08/01/2017

DEBRA VAUGHN – Satellite Manager, Oneka Elementary

Employed by District 624 since 01/25/2000

Effective Date: 07/21/2017

RETIREMENT – NON-AFFILIATED

MARY VASKE – Controller, District Center

Employed by District 624 since 08/24/1998

Effective Date: 07/31/2017

FULL TIME LEAVE – CERTIFIED

WENDY HOERNEMANN – Science Teacher, WBLAHS – North Campus

Employed by District 624 since 08/23/1999

Effective Date: 2017/2018 School Year

MARYJO RHUDE – Special Education Teacher, Oneka Elementary

Employed by District 624 since 08/24/1988

Effective Date: 2017/2018 School Year

CHANGE IN ASSIGNMENT – CLASSIFIED

TRACY KRAMLINGER – From Assistant Head Cook, Central Middle School

To Satellite Manager, Oneka Elementary

Effective Date: 09/04/2017

LEE LOR – From Accountant, Non-Affiliated, \$53,060.00

To Finance Specialist, Confidential Employee, Step 2, \$59,529.60

Effective Date: 07/01/2017

XUE XIONG – Administrative Assist.-Building Assistant, District Center-Community Services

From 144 days, 5 hrs. per day to 188 days, 8 hrs. per day

Effective Date: 08/01/2017

CHANGE IN ASSIGNMENT – CERTIFIED STAFF

DENISE CALLEN – Spanish Teacher, Sunrise Park Middle School
From . 4 FTE to 1.0 FTE
Effective Date: 2017/2018 School Year

KRISTI OLNESS – From Bear Fundamentals Program Lead Instructor, Otter Lake Elementary
To Kindergarten Teacher, Otter Lake Elementary
BA +15, Step 10, \$53,659.00
Effective Date: 2017/2018 School Year

CHANGE IN ASSIGNMENT – PROFESSIONAL

ANGELA NELSON – Associate Principal, WBLAHS – North Campus
From 215 Days per Year to 260 Days per Year
Effective Date: 2017/2018 School Year

PART – TIME LEAVE REQUEST – CERTIFIED STAFF

BRITA LARSON – Spanish Teacher, Hugo/Otter Lake Elementary
Leave .2 FTE (Position .8 FTE)
Effective Date: 2017/2018 School Year

CORTNEY JOHNSON – Intervention Teacher, Otter Lake Elementary
Leave .7 FTE (Position .3 FTE)
Effective Date: 2017/2018 School Year

PAMELA JOHNSTONE – Grade 5 Teacher, Lincoln Elementary
Leave .5 FTE (Position .5 FTE)
Effective Date: 2017/2018 School Year

PART – TIME TEACHER PROGRAM – CERTIFIED STAFF

MARY COLEMAN – Occupational Therapist, Normandy Park
Employed by District since 08/25/1985
Effective: 2017/2018 School Year

JANIS MCDANIELS – Speech & Language Clinician, Normandy Park
Employed by District since 02/24/1986
Effective: 2017/2018 School Year

EXTRA ASSIGNMENT – CERTIFIED STAFF

JULIE NASVIK – .1 FTE DAPE Teacher, Sunrise Park Middle School
MA+45, Step 13, \$8,571.30
Effective Date: 2017/2018 School Year

DAVID THOMAS – .1 FTE Student Plans Coordinator, District Center
MA+60, Step 12, \$7,668.10
Effective Date: 2017/2018 School Year

NEW PERSONNEL – CLASSIFIED STAFF

MELISSA ANDERSON – Part Time ECSE Pupil Support Assistant, Normandy Park
\$18.00/hr., 5.0 hrs./ 142 days \$12,780.00
Effective Date: 09/05/2017

ALEXANDER BISHOP – Pupil Support Assistant, WBLAHS – North Campus
\$18.00/hr., 6.5 hrs./ 178 days \$20,826.00
Effective Date: 09/05/2017

TEAGAN BROWN – Pupil Support Assistant, Transition Education Center
\$18.00/hr., 6.0 hrs./ 178 days \$19,224.00
Effective Date: 09/05/2017

ALLISON DAWE – Pupil Support Assistant, Sunrise Park Middle School
\$18.00/hr., 6.5 hrs./ 178 days \$20,826.00
Effective Date: 09/05/2017

KIRK FLEISCHMAN – Custodian, WBLAHS – North Campus
\$17.46/hr. + \$.25 SD, 8.0 hrs./ 245 days \$34,711.59.00
Effective Date: 07/24/2017

SONDRA KEENEY – Pupil Support Assistant, Transition Education Center
\$18.00/hr., 6.0 hrs./ 178 days \$19,224.00
Effective Date: 09/05/2017

JAN LARSEN – Part Time ECSE Pupil Support Assistant, Normandy Park
\$18.00/hr., 17.5 hrs. per week/ 141 days \$11,116.00
Effective Date: 09/05/2017

STACY MOUA – Part Time Early Childhood Education Assistant, Vadnais Heights Elementary
\$17.58/hr., 21 hrs. per week/ 126 days \$15,505.00
Effective Date: 09/11/2017

SHERI RECORDS – Pupil Support Assistant, Central Middle School
\$18.00/hr., 6.5 hrs./ 178 days \$20,826.00
Effective Date: 09/05/2017

SAMANTHA SHADE – Pupil Support Assistant, WBLAHS – South Campus
\$18.00/hr., 6.5 hrs./ 178 days \$20,826.00
Effective Date: 09/05/2017

PENNY WALKER – Part Time ECSE Pupil Support Assistant, Birch Lake Elementary
\$18.00/hr., 17.5 hrs. per week/ 141 days \$11,116.00
Effective Date: 09/05/2017

STEPHANIE WICKLAND – Behavior Management Assistant, Lincoln Elementary
\$18.00/hr., 6.5 hrs./ 178 days \$20,826.00
Effective Date: 09/05/2017

NEW PERSONNEL – NON-AFFILIATED

JENNIFER MOORE – Career Navigator, WBLAHS – South Campus
206 Day, \$70,000.00
Effective Date: 08/21/17

THOMAS WIECZOREK – Director of Finance, District Center
Non-Affiliated, \$109,615.38 (Prorated on \$125,000.00)
Effective Date: 08/16/2017

NEW PERSONNEL – PROFESSIONAL

ALISON GILLESPIE – High School Principal, WBLAHS – North Campus
Principals' Association, Step 3, \$122,562.87 (Prorated on \$133,332.00)
Effective Date: 08/01/2017

NEW PERSONNEL – CERTIFIED STAFF

ERICA BRATLAND – Grade 5 Teacher, Birch Lake Elementary
MA, Step 2, \$47,368.00
Effective Date: 2017/2018 School Year

KATIE JUERGENS – .5 FTE Licensed School Nurse, Otter Lake Elementary
BA, Step 6, \$23,662.50
Effective Date: 2017/2018 School Year

ANGELA LUNDBLAD – .54 ECFE Teacher, Normandy Park
BA, Step 3, \$23,442.00
Effective Date: 2017/2018 School Year

JESSICA MARTIN – Music Teacher, Lakeaires and Matoska Elementary
BA, Step 4, \$44,495.00
Effective Date: 2017/2018 School Year

JENNIFER STORHAUG – Grade 3 Teacher, Birch Lake Elementary
BA+15, Step 9, \$52,084.00
Effective Date: 2017/2018 School Year

TODD WEINHOLD – .8 FTE Orchestra Teacher, Sunrise Park Middle School
BA, Step 13, \$46,597.00
Effective Date: 2017/2018 School Year

LONG TERM SUBSTITUTE - CERTIFIED STAFF

LINDSAY HOLZ – Grade 3, Oneka Elementary

BA, Step 4, \$44,495.00

Effective Date: 2017/2018 School Year

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: **Communications Audit Report**

MEETING DATE: **August 14, 2017**

SUGGESTED DISPOSITION: **Information Item**

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

BACKGROUND:

Last spring, the district worked with Barbara Nicol Public Relations to conduct an external Communications Audit. The process included discussion groups, staff and parent surveys, a review of district communications materials and methods, and discussions with district leaders.

Communications Director Marisa Vette and Communications Specialist Ariana Babcock will present to the Board a report of the Communications Audit and give an overview of communications priorities for the 2017-18 school year.



White Bear Lake Area Schools

Communications Audit: Analysis and Recommendations

Prepared by Barb Nicol, APR, Barbara Nicol Public Relations

June 15, 2017

Background

In spring 2017, Barb Nicol, APR, of Barbara Nicol Public Relations was asked by Superintendent Michael Lovett and Director of Communications and Community Relations Marisa Vette to conduct a communications audit for the White Bear Lake Area Schools (WBLAS). The goals:

- Develop a baseline assessment of current communications efforts with both internal and external audiences to provide a platform for future communications planning.
- Provide information about existing communications tools as well as opportunities for new and improved communications methods.

The audit consisted of the following activities:

- A series of eleven discussion groups with 52 people on March 27-28, 2017. Groups represented administrators, principals, teachers, non-teachers, parents (early childhood, elementary, secondary), school board and community/business members. Discussion groups probed participants' sources of district information (existing and desired), effectiveness of district information (timing, content, format) and suggestions for communications improvements.
- Development and analysis of two online communications surveys conducted April 21-May 1, 2017: one of staff (481 out of approximately 1,250 responded) and one of parents (860 out of an estimated 10,000 responded). Survey analysis reports were provided separately.
- A review of: existing district communications materials; school newsletters; recent staff community surveys; social media analytics.
- Discussions with the current superintendent, incoming superintendent and director of communications and community relations.

Audit Context

- The school district enrolls close to 9,000 students preK-12 and employs approximately 1,250 staff. It serves ten municipalities and operates nine elementary schools, two middle schools, one high school with a split campus, an Area Learning Center, Transition Education Center, Senior Center and early childhood programs at multiple sites.
- Student demographics (2014-15): 79% white, 8% Asian, 6% Black, 6% Hispanic. 4% English Language Learners; 29% eligible for free and reduced lunch.
- After a nearly ten-year tenure, Superintendent Michael Lovett is retiring. Wayne Kazmierczak, who has been the WBLAS Assistant Superintendent for Finance and Operations for three years, will take over the superintendency on July 1, 2017.
- Marisa Vette has been director of communications and community relations for nearly ten years.
- The district's current Strategic Plan was developed in 2010-11. A new Strategic Planning process is scheduled to begin summer 2017.
- The district will likely pursue a levy renewal in fall 2017, with a potential bond request in the near future due to facilities needs, demographic changes and increasing enrollment.

Highlights from the online communications surveys and in-person discussion groups:

- Overall, both parents and staff feel well informed about both general district news and important news/emergencies.
- Both staff and parents prefer district communication via email – although both groups can feel overwhelmed by the volume of email at times.

- Parents prefer school and district voice mails as a second source of information. Staff's second preferred source is talking with other staff. Other district sources (website, printed calendar, eNewsletters) are valued by a majority of both groups.
- The majority of staff and parents find the website easy to use - but there are many suggested improvements including an improved search function, easier navigation, less clutter and updated content.
- Both parents and staff want general district news and information via email. Parents prefer to learn about important news and emergencies by voice mail, text or email (in that order). Staff prefer to learn about important news and emergencies by email, text or a voice mail at home (in that order).
- Most parents and staff are not aware of or don't follow the district's Facebook and Twitter posts.
- Parents are overwhelmed by the various school/classroom-level communications tools used (Skyward, Schoology, Google Classroom, etc), see wide disparities in how the tools are (or not) used by different teachers and different schools, and would prefer one primary method with one login.
- Parents see big differences in how schools and teachers communicate with parents through newsletters and other means.
- While both the Bear Essentials eNewsletter and the Community eNewsletter are considered valuable information sources, there are some concerns about them being too long.
- Parent trust levels in various information sources about the district are high, with district-controlled sources scoring higher than outside sources. The same is true of staff, with the highest trust level in an employee's supervisor and a large majority finding all levels of district leadership and teachers as trustworthy sources of district information.
- While staff have relatively high trust levels in district leadership, there are some disconnects and concerns about openness, honesty and accessibility.
- Both parents and staff value regular email communication, with a desire to learn of school and district events weekly or bi-weekly, most other district news monthly and big picture issues (priorities, goals, budget) quarterly.
- Superintendent Lovett is widely known for being quite visible in the schools and the community and for knowing students' names.
- District materials demonstrate a professional, consistent, quality look that helps build pride – but does flag some concerns about printing and distribution costs.
- In general, there is a shared desire to simplify, streamline and shorten district and school communication methods.
- Cabinet visits to schools are appreciated, especially when concerns are acted upon.

Recommendations

WBLAS has a strong and solid communications program with a recognizable brand. There are a variety of communication methods used to reach parents, staff and community members. The communications director has earned the public relations industry credential (Accredited in Public Relations = APR), is active in the school PR professional community and has a history of hiring talented and energetic communications specialists who provide value to the team.

The following recommendations build on existing strengths and fill in some communication gaps. They are organized under the following seven strategies, based on the review of all audit materials and research. Taken as a whole, they should take an already strong program and make it more strategic and supportive.

1. Develop a strategic communications plan
2. Refine existing communications tools to simplify, prioritize and enhance
3. Support streamlined and predictable school and classroom-level communication with parents
4. Maximize the superintendent transition
5. Strengthen and expand existing district brand
6. Nurture and expand non-parent outreach
7. Identify additional ways to listen and engage in authentic two-way communication

1. Develop a strategic communications plan

While the department implements a number of communications activities on a regular basis very effectively, it could benefit from an overall strategic vision and communications plan to bring additional focus and clarity to its work.

Several things can help guide development of the overarching district communications plan. One is to define communications goals for the district's primary audiences. For example:

Parents:

- Help parents in their role as their child's first teacher.
- Build parents' capacity to be accurate and enthusiastic school/district ambassadors.

Staff:

- Treat staff – and support them - as the critical, front-line connection to parents and community members that they are.
- Attract and retain productive, respected and satisfied staff members at all levels.

Community members:

- Help non-parents and business people see the value of their financial and other support for the school district in both qualitative and quantitative ways to generate continued support and involvement.

In addition, these **standards for effective communication** can serve as a framework for building an effective plan:

- ✓ Schools that provide genuine two-way, credible, ongoing communication are held in higher esteem and serve as the "go-to resource" for information. Parents want to hear directly from the school or district rather than from secondary sources.

- ✓ Communications efforts strive to be: proactive, open, accessible, responsive, truthful, positive, personal.
- ✓ Communication activities align with the District mission, goals and strategic priorities.
- ✓ Communication planning is focused on its intended audience and uses the most effective communication channels to ensure understanding.
- ✓ Communication is guided by the pursuit of truth, accuracy and fairness.
- ✓ Behavior, attitudes and actions are in concert with high ethical standards (in public and in private).
- ✓ Positive language, face-to-face dialogue and personalized communication are most effective for bringing about desired attitudes and behavior.
- ✓ Major change initiatives or new programs have a written communications plan, which anticipates constituency's issues, needs and expectations in addition to organizational needs.
- ✓ Effective integration of communication tools—including district-owned communication channels, earned media and paid media—yields the greatest results when targeted to specific audiences, goals and objectives.

The development of a new Strategic Plan in 2017-18 will provide an opportunity to align communications efforts with staff and community-supported district priorities and goals; it may also provide a framework of key messages or themes to reinforce.

Developing an overarching communications plan can also help position the director of communications and community relations as a strategic counselor, in addition to being an effective communications implementer.

2. Refine existing communications tools to simplify, prioritize and enhance

The audit identified areas that could benefit from some updating.

- Website: The district and school websites are used and valued, but are also seen as cluttered, hard to navigate, not up-to-date and difficult to search. Redesigning the site for a more user-friendly experience – and one that also works on mobile devices which favors shorter copy – would go a long way in providing staff and parents with easier access to the massive resources housed on the site. There is excellent content on the website, but access to it should be streamlined and simplified.
- Social Media: Having a social media presence is important as one tool in the communications toolbox – but currently the vast majority of staff and parents don't engage with the district on Facebook and Twitter. Assess how much time is spent on those tools vs. other tools that are more widely used and valued. Is some re-prioritization warranted? On the other hand, parents indicate they value the district's Facebook more than they use it, which means there is a place for it in the communications mix. Continue to focus on easy-to-share posts that feed the "social" in social media by posing questions, sharing parent tips, asking for input and using visuals that engage the viewer. Twitter is more appropriate for media, important news alerts and/or the voice of one individual if used consistently and authentically in a way that brings the feed to life.
- Bear Essentials eNewsletter: It is critical that staff feel they are special, as they are the primary ambassadors to the public. Staff look for the Bear Essentials and know they are expected to read it – so make it truly a message just for them. Focus on eNewsletter content targeted to staff and add information they want, such as personnel related news (new hires, benefits, etc) and employee personal news (births, deaths, marriages, etc). Strive for short articles with links to more for those who want it, and ensure the eNewsletter format is mobile-friendly. Rather than repeat much of the Community eNewsletter content, either send that to all staff separately or include a link in the staff eNewsletter for those who want that information. For those who had a preference, continued distribution on Sunday is fine if that is the timely option for delivering the content included.

- Community eNewsletter: Parents and subscribed community members appreciate the eNewsletter, but would also appreciate it being shortened and mobile-friendly. Keep stories brief, don't repeat unless necessary, utilize links for additional information and keep it to a reasonable length.
- Digital backpack: There are inconsistent experiences with Digital Backpack by parents. Work with Community Services to ensure Digital Backpack is sent to all parents so they don't have to go to the website to find the flyers. Include information about Digital Backpack in start of school messages from schools to parents so they are aware of the information it contains and rely on it as a resource for community and sports opportunities.
- Calendar: Don't change it, people love it!
- Parent Leaders Forum: Continue to convene this leadership group and try to incorporate secondary parents as well. Provide time to hear their questions in addition to sharing district information, and always provide them with some timely key messages/information to take back to their school community.

3. Support streamlined and predictable school and classroom-level communication with parents

Parents want information about their school(s) and their student(s) but are currently overwhelmed with too many places to check for information. Depending on the school, the grade and the teacher, a parent may have to check Skyward, Google Classroom, Schoology and possibly other places for student information – usually with multiple logins and from multiple website locations. Recommendations:

- Simplify the access and login systems, and provide consistent platforms across schools or grade spans (elementary, middle, high school) to help parents keep connected without feeling overwhelmed.
- Limit the number of places parents need to go to access information to build goodwill while increasing parents' ability to stay updated. When determining which systems to use, note that Schoology and Google classroom currently have mixed satisfaction levels – so if they are to continue, changes should be made to improve the user experience.
- Have schools provide periodic training for parents on how and where to access various types of information.

Parents are also frustrated by inconsistent communication methods used by different teachers and different schools. Some schools send out monthly PDF newsletters, others do bi-weekly announcements. Distribution methods vary: School Messenger, email, voice mail, print. Newsletters rarely show a connection to the district, are often quite long and usually not very high quality. Some classroom teachers communicate regularly with parents, while others do not. While schools should be encouraged to communicate as frequently as appropriate and in their own style, some minimum standards and training for schools and teachers should be provided.

- Work with each principal to identify annual communication goals. Review the various district communication methods available and provide training on tools as needed. Develop strategies and tactics that can be implemented by the school with support from the communications office.
- Work with schools to review and streamline their school newsletters and assess how they are distributed. The content and format varies greatly by school – but most contain a tremendous amount of information that can be overwhelming for busy parents. Provide shorter pieces of information with links to aid readability.
- Create mobile-responsive templates for schools to increase consistency, readability and connection to the district brand.
- Meet with a sample of teachers to brainstorm best practices for classroom communication – and then share those ideas with all teachers after reviewing/refining them with principals.

Communication is a shared responsibility with some information coming most effectively from the district and some better sent from the school or teacher. Help all staff see their role in providing timely, effective and helpful district and school information to others – and in sharing what they hear back with the district. When properly trained and supported, staff can become effective and supportive brand ambassadors for the WBLAS.

4. Maximize the superintendent transition

Dr. Michael Lovett has been a very visible superintendent, working hard to become well liked in the community. When he was hired, key goals were to maintain newly stabilized finances and stop enrollment losses. Dr. Wayne Kazmierczak is entering a different environment, with a solid financial platform, housing growth and changing demographics.

Even though Dr. Kazmierczak was hired from within, he is not particularly well known. This gives him the chance to use his new position as a way to meet staff, families and community members, while sharing levy (and other) messages and listening to learn. Suggestions for Dr. Kazmierczak:

- Decide what he would like to be called and what tone he wants to set. Convey that tone and personality in all print, in-person and electronic communications to differentiate him as the new leader.
- As a WBLAS parent and former staff member, he can present himself to parents and staff as “one of you,” while also positioning himself as the new leader who wants to learn from everyone he meets. Because he has children in the district, he has an opportunity to authentically engage in a way that fits his personality and lifestyle.
- Develop a clear “entry plan” with communication and engagement goals that support his vision for the district.
- Use the likely November 2017 levy campaign and development of a new strategic plan as entry points for Dr. Kazmierczak to introduce himself, his leadership team and his goals.

5. Strengthen and expand existing district brand

The communications department has done an outstanding job developing a consistent district brand. Materials are professional, fit a consistent and high-quality brand standard and support a “Go Bears!” theme when appropriate.

A disconnect occurs at the school level. Outside of district materials, it is not always easy to tell that individual schools are part of WBLAS. Recommendations:

- Develop easy to follow and use brand standards at the school level to help schools support the district brand while still maintaining their unique personalities.
- Position the district communications office as a service center to help schools effectively communicate and help unify the brand – visually and by reinforcing district key messages.
- Offer communications training and provide templates and materials for schools that fit the district brand.

6. Nurture and expand non-parent outreach

The district has worked hard to develop relationships in the community. Nurturing and expanding systematic community outreach will be critical for future funding requests and to maintain overall community support and pride. Recommendations:

- Create a Key Communicator Network (KCN) of area opinion leaders. Every school district has a set of champions (examples: business, political, parent and civic leaders) who you want to be informed of any major district news or messages so they can share them with others. Help these key communicators become school district ambassadors by inviting them to a kick-off meeting where you share district goals and ask them to serve as your eyes and ears in the community. Send them periodic special emails with information to keep them informed and to share with their networks.
- Connect with non-parents in easy-to-read regular communication. Rather than mailing the entire annual report to all residents, include a few highlights in a once or twice yearly newsletter sent to all residents. Send periodic oversized postcards to all residents with good news tidbits and ways they can connect with the district through Community Services offerings, student plays or volunteering.
- Partner with local organizations, Community Services and others to host community gatherings at schools and regularly invite the community to plays, athletic events and other school functions.
- Maintain contact with key groups when their district tenure ends to help them remain district ambassadors and develop ways to show these groups they are important. Send a regular letter from the superintendent to district retirees with recent news. Add past board members to the key communicator network. Keep volunteers connected with special invitations to district and school events. Partner with the Foundation and Alumni Association to develop additional outreach and communications strategies to keep alumni connected to the district in ways that go beyond fundraising and reunions.

7. Identify additional ways to listen and engage in authentic two-way communication

People feel valued when their input is requested, taken seriously and acted upon. It is important to ask for input when it is truly desired, but also to remember, “Don’t ask a question if you’re not going to do anything with the answer.” Some opportunities for improving two-way communication for both internal and external audiences:

- When appropriate, build time into decision-making timelines for active listening and staff/community engagement. Report back on what you hear so people know you listened. Don't ask for input just to rubber-stamp a previously made decision.
- Engage district leaders in driving their meeting agendas to ensure their needs and concerns are being met and meeting time is most productive.
- When leaders visit schools, incorporate time to listen as well as share – and respond promptly and accordingly.
- Work with cultural liaisons and a sample of ELL parents to develop a school-based training program for best practices and ways to communicate effectively with ELL families and to encourage meaningful two-way contact.

Evaluation

- ✓ Repeat relevant questions from parent and staff online surveys every 1-2 years; compare results and take appropriate action.
- ✓ Assess alignment of communications efforts in supporting the district’s strategic plan.
- ✓ Monitor implementation of communications audit recommendations and assess effectiveness of each as able (anecdotally, surveys, discussion groups).

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **August 14, 2017**
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

E. OPERATIONAL ITEMS

AGENDA ITEM: **Northeast Metropolitan Intermediate School District 916's
Long Term Facility Maintenance Budget and
Proportionate Share**

MEETING DATE: **August 14, 2017**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Intermediate school districts became eligible for Long Term Facility Maintenance (LTFM) revenue beginning with the 2016-2017 school year. This revenue program replaced the Intermediate Health and Safety levy that had been in place prior to this change. The School Board of Northeast Metropolitan Intermediate School District 916 approved its LTFM budget this spring and each member district must also pass a resolution approving the budget in order for member districts to levy for these costs. The approved budget includes the 2017-2018 and 2018-2019 school years.

Attached please find information related to Northeast Metro 916's LTFM budget. White Bear Lake Area Schools' proportionate share of project costs for fiscal years 2018 and 2019 is \$26,296.43. Also attached, please find a document titled *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*.

RECOMMENDATION:

Suggested Action: Move 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.

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT #624
(White Bear Lake)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a _____ meeting of School Board of Independent School District No. 624, State of Minnesota, was held on _____, 2017, at _____ o'clock __m., for the purpose, in part, of approving the Northeast Metropolitan Intermediate School District No. 916's long term facility maintenance budget and authorizing the inclusion of a proportionate share of Intermediate School District's long term facility maintenance projects in the district's application for long term facility maintenance revenue.

Member _____ introduced the following resolution and moved its adoption:

**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**

BE IT RESOLVED by the School Board of Independent School District No. 624, State of Minnesota, as follows:

1. The school board of Northeast Metropolitan Intermediate School District No. 916 has approved a long term facility maintenance budget for its facilities for the 2017-2018 and 2018-2019 school year in the amount of \$326,860. The various components of this program budget are attached as EXHIBIT A hereto and are incorporated herein by reference. Said budget is hereby approved.
2. Minnesota Statutes, Section 6243B.53, Subdivision 1, as amended, provides that if an intermediate school district's o budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long term facility maintenance revenue application.
3. The proportionate share of the costs of the intermediate school district's long term facility maintenance program for each member school district to be included in its application shall be determined by utilizing a blended rate where half of the rate is determined by multiplying the total cost of the intermediate school district long term facility maintenance times the ratio of the member school district's net tax capacity to the total net tax capacity of the intermediate school district and half of the rate is determined by multiplying the total cost of the intermediate school district long term facility maintenance times the ratio of ADM utilization by district to the total ADM utilization.

The inclusion of this proportionate share in the district's long term facility maintenance revenue application for fiscal year 2018 is hereby approved, subject to approval by the Commissioner of the Minnesota Department of Education.

4. Upon receipt of the proportionate share of long term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and, upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF _____

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 624, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Independent School District No. 624 held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Northeast Metropolitan Intermediate School District No. 916's long term facility maintenance budget and authorizing the inclusion of a proportionate share of the Intermediate School District's long term facility maintenance projects in the district's application for long term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk this ____ day of _____, 2017.

Clerk

Independent School District No. 624

Minnesota Department of Education	Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266	Long-Term Facility Maintenance Revenue Application – Ten-Year Expenditure									ED - 02478-03
INSTRUCTIONS: Enter estimated expenditures that are allowable uses of Long-term Facilities Maintenance Revenue under MS 123B.595, Subd. 10, by UFARS Finance Code by fiscal year in the space provided.											
					District Name: Northeast Metropolitan Intermediate District 916					District #	\$916
									Date: May 31, 2017		
					District Contact for Questions on this Spreadsheet:				E-mail: kcarr@916schools.org		
					Name: Kristine Carr				Phone #: (651) 415 - 5650		
	Fiscal Year, Ending June 30th -->	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
ESTIMATED EXPENDITURES:											
	Health and Safety, Excluding Projects in Finance codes 358, 363 and 366 Costing > \$100,000 per Site										
Finance	Category										
347	Physical Hazards	\$7,500	\$6,750	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
349	Other Hazardous Materials	\$2,010	\$2,010	\$2,260	\$2,260	\$2,260	\$2,260	\$2,260	\$2,260	\$2,260	\$2,260
352	Environmental Health & Safety Management	\$33,700	\$33,630	\$36,200	\$33,630	\$33,700	\$36,130	\$33,700	\$33,630	\$36,200	\$36,200
358	Asbestos Removal and Encapsulation	\$317,485	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$12,405	\$13,505	\$15,805	\$12,405	\$13,405	\$15,805	\$12,405	\$13,405	\$15,805	\$12,405
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects	\$373,100	\$105,895	\$61,265	\$55,295	\$56,365	\$61,195	\$55,365	\$56,295	\$61,265	\$57,865
Health and Safety, Projects Costing > \$100,000 per Site											
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects \$100,000 or More	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Pre-K instruction approved under M.S. 124D.151											
Finance	Category										
355	Remodeling for Pre-K instruction approved by the commissioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility											
Finance	Category										
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects											
Finance	Category										
368	Building Envelope	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
369	Building Hardware and Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
370	Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
380	Mechanical Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
384	Site Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Deferred Capital Expense and Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Annual 10 Year Plan Expenditures											
		\$373,100	\$105,895	\$61,265	\$55,295	\$56,365	\$61,195	\$55,365	\$56,295	\$61,265	\$57,865

Northeast Metro 916
Long Term Facility Maintenance Levy Allocation
Combined 2017-2018 and 2018-2019

ISD #	District	Fy17 ADM Utilization	Allocate via ADM	Tax Capacity Alloc.	Weighted Ave Alloc.
12	Centennial	46.04	\$ 14,618.41	21,141.50	\$ 17,879.96
13	Columbia Heights	88.63	\$ 28,141.40	11,084.06	\$ 19,612.73
14	Fridley	34.33	\$ 10,900.31	10,207.67	\$ 10,553.99
831	Forest Lake	30.74	\$ 9,760.43	21,307.54	\$ 15,533.98
832	Mahtomedi	37.96	\$ 12,052.89	11,064.59	\$ 11,558.74
621	Mounds View	71.23	\$ 22,616.63	38,256.26	\$ 30,436.44
622	North St. Paul	230.08	\$ 73,053.97	34,754.55	\$ 53,904.26
623	Roseville	97.02	\$ 30,805.36	24,895.79	\$ 27,850.57
833	South Washington County	129.73	\$ 41,191.29	59,465.27	\$ 50,328.28
16	Spring Lake Park	114.85	\$ 36,466.66	18,958.75	\$ 27,712.70
282	St. Anthony	13.23	\$ 4,200.73	5,982.65	\$ 5,091.69
15	St. Francis	13.67	\$ 4,340.44	14,497.15	\$ 9,418.80
834	Stillwater	43.35	\$ 13,764.30	27,598.54	\$ 20,681.42
624	White Bear Lake	78.57	\$ 24,947.19	27,645.67	\$ 26,296.43
		1029.43	\$ 326,860.00	326,860.00	\$ 326,860.00

Replaces the former health and safety tax levy.
Two years combined due to Capitol View Center facility abatement
Allocation based on 50% utilization and 50% tax capacity

AGENDA ITEM: **Action on Resolution Relating to the Election of School Board Members and Calling the School District General Election on November 7, 2017**

MEETING DATE: **August 14, 2017**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent; Tim Wald, Assistant Superintendent for Finance & Operations; and Tim Maurer, Director of Community Services and Recreation**

BACKGROUND:

Attached please find a document titled *Resolution Relating to Election of School Board Members and Calling the School District General Election*. School Board approval of this resolution is required at least seventy-four (74) days prior to the date of the general election (no later than August 25, 2017).

RECOMMENDATION:

Suggested Action: Move to approve the *Resolution Relating to Election of School Board Members and Calling to School District General Election* as presented.

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 624
(WHITE BEAR LAKE AREA SCHOOLS)
STATE OF MINNESOTA

HELD: _____, 2017

Pursuant to due call and notice thereof, a _____ meeting of the School Board of Independent School District No. 624 (White Bear Lake Area Schools), State of Minnesota, was held in said school district on _____, 2017, at ____ o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO ELECTION OF SCHOOL BOARD MEMBERS
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 624, State of Minnesota, as follows:

1.(a) It is necessary for the school district to hold its general election for the purpose of electing four (4) school board members for terms of four (4) years each.

(b) The clerk shall include on the general election ballot the names of the individuals who file or have filed Affidavits of Candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and directed to be held on Tuesday, the 7th day of November, 2017, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m. in conjunction with the City of Lino Lakes, City of Maplewood and City of White Bear Lake municipal elections

3. Pursuant to Minnesota Statutes, Section 205A.11, the school district polling places and combined polling places and the precincts served by those polling places, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, are hereby designated for this general election. However, because the City of Lino Lakes, City of Maplewood and the City of White Bear Lake will each be holding its municipal elections on November 7, 2017, school district voters residing in those cities will vote at their regular city polling places.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the County Auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said general election. The notice shall specify the date of said election and the office or offices to be voted on at said general election. Any notice given prior to the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place and combined polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said election to be published in the official newspaper of the school district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the general election.

The notice of election so posted and published shall state the offices to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place and combined polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this general election and generally to cooperate with any election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system:

[Form of Ballot on Next Page]

General Election Ballot

Independent School District No. 624 (White Bear Lake Area Schools)

November 7, 2017

Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this: .

School Board Member

Vote for Up to Four

☐

Deborah Beloyed

☐

Kim Chapman

☐

Jessica Ellison

☐

Jill Engwer

☐

Don Mullin

☐

Angela Thompson

☐

Name

☐

Name

☐

write-in, if any

☐

write-in, if any

☐

write-in, if any

☐

write-in, if any

Optical scan ballots must be printed in black ink on white colored material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at each election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the general election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance of publication once in the official newspaper, and by causing the notice to be posted in the office of the county auditor, the administrative offices of the school district and the office of any other local election official conducting the election.

10. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the general election and in the newspaper of widest circulation once on the day preceding the general election, or once the week preceding the general election if the newspaper is a weekly.

11. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall

report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

12. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at each polling place and combined polling place during the November 7, 2017 general election. The election judges shall act as clerks of election and submit the results to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

13. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

The motion for the adoption of the foregoing resolution was duly seconded by

_____ and upon vote being taken thereon the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 624 (White Bear Lake Area Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to the calling of the general election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this ____ day of _____ 2017.

School District Clerk

AGENDA ITEM: **Action on Resolution Relating to Renewing the Expiring Referendum Revenue Authorization of the School District and Calling an Election Thereon**

MEETING DATE: **August 14, 2017**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent; Tim Wald, Assistant Superintendent for Finance & Operations; and Tim Maurer, Director of Community Services and Recreation**

BACKGROUND:

At the July 10, 2017 School Board meeting, the following parameters were established related to the operating levy renewal question that will appear on the November 7, 2017 School District ballot:

- **Amount per pupil:** \$1,538.31 per pupil unit. This amount represents a renewal of the existing operating levy amount with no increase. *(Note that the amount indicated is less than what had been anticipated in July. The District's financial advisors, Ehlers & Associates, provided this updated amount.)*
- **Annual inflation adjustment:** The current operating levy is annually adjusted by an inflation factor as provided by the Minnesota Department of Education; the proposed operating levy would maintain this annual adjustment.
- **Length of levy:** The operating renewal will be sought for 10 years.
- **Tax impact:** No tax increase is projected as the current tax rate is maintained.

Attached please find a document titled *Resolution Relating to Renewing the Expiring Referendum Revenue Authorization of the School District and Calling an Election Thereon*. School Board approval of this resolution is required at least seventy-four (74) days prior to the date of the special election (no later than August 25, 2017).

RECOMMENDATION:

Suggested Action: Move to approve the *Resolution Relating to Renewing the Expiring Referendum Revenue Authorization of the School District and Calling an Election Thereon* as presented.

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 624
(WHITE BEAR LAKE AREA SCHOOLS)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 624 (White Bear Lake Area Schools), State of Minnesota, was held in said school district on August 14, 2017, at 7:00 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution
and moved its adoption:

**RESOLUTION RELATING TO RENEWING THE EXPIRING REFERENDUM
REVENUE AUTHORIZATION OF THE SCHOOL DISTRICT
AND CALLING AN ELECTION THEREON**

BE IT RESOLVED by the School Board of Independent School District No. 624, State of Minnesota, as follows:

1. The Board hereby determines and declares that it is necessary and expedient for the school district to renew the school district's existing referendum revenue authorization of \$1,538.31 per adjusted pupil unit which is scheduled to expire after taxes payable in 2018. As provided by law, the ballot question must abbreviate the term "per adjusted pupil unit" as "per pupil." The additional revenue will be used to finance school operations and the property tax portion thereof will require an estimated referendum tax rate of approximately 0.17480% of the referendum market value of the school district for taxes payable in 2019, the first year it is to be levied. The proposed referendum revenue authorization would increase each year by the state determined rate of inflation and be applicable for ten (10) years, commencing with taxes payable in 2019, unless otherwise revoked or reduced as provided by law. For this purpose, the state determined rate of inflation shall be the annual inflationary increase calculated under Minnesota Statutes, Section 126C.17, Subdivision 2, paragraph (b). The question on the approval of this referendum revenue authorization shall be School District Question 1 on the school district ballot at the special election held to approve said authorization.

2. The ballot question of the school district shall be submitted to the qualified voters of the school district at a special election, which is hereby called and directed to be held in conjunction with the City of Lino Lakes, City of Maplewood and City of White Bear Lake municipal elections on Tuesday, November 7, 2017, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

3. Pursuant to Minnesota Statutes, Section 205A.11, the school district polling places and combined polling places and the precincts served by those polling places, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, are hereby designated for this special election. However, because the City of Lino Lakes, City of Maplewood and the City of White Bear Lake will each be holding its municipal elections on November 7, 2017, school district voters residing in those cities will vote at their regular city polling places.

4. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the county auditor of each county in which the school district is located, in whole or in part, and to the Commissioner of Education, at least seventy-four (74) days before the date of said election. The notice shall specify the date of said special election and the title and language for each ballot question to be voted on at said special election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said special election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said special election and to cause two sample ballots to be posted in each polling place or combined polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot.

The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the school district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the election.

The notice of election so posted and published shall state each question to be submitted to the voters as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place or combined polling place on election day.

The clerk is hereby authorized and directed to cause a notice of the election to be mailed to each taxpayer in the school district at least fifteen (15) but no more than thirty (30) days prior to the date of the special election. The notice shall contain the required projections and the required statement specified in Minnesota Statutes, Section 126C.17, subdivision 9, paragraph (b). The clerk is also directed to cause a copy of this notice to be submitted to the Commissioner of Education and to the county auditor of each county in which the school district is located in whole or in part at least fifteen (15) days prior to the day of the election.

The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting other elections on that date.

5. The clerk is further authorized and directed to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:

Special Election Ballot

Independent School District No. 624 (White Bear Lake Area Schools)

November 7, 2017

Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this: .

To vote for a question, fill in the oval next to the word "Yes" on that question.
To vote against a question, fill in the oval next to the word "No" on that question.

School District Question 1 Renewal of Expiring School District Referendum Revenue Authorization

The board of Independent School District No. 624 (White Bear Lake Area Schools) has proposed to renew its existing referendum revenue authorization of \$1,538.31 per pupil. This proposed referendum revenue authorization would replace the school district's existing revenue authorization which will expire after taxes payable in 2018. The proposed referendum revenue authorization would increase each year by the rate of inflation and be applicable for ten years, beginning with taxes payable in 2019, unless otherwise revoked or reduced as provided by law.

☐

Yes

Shall the increase in the revenue proposed by the board of Independent School District No. 624 be approved?

☐

No

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU
ARE VOTING TO EXTEND AN EXISTING PROPERTY TAX
REFERENDUM THAT IS SCHEDULED TO EXPIRE**

Optical scan ballots must be printed in black ink on white colored material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

6. If the school district will be contracting to print the ballots for this special election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract exceeding \$1,000 is awarded for printing ballots, the printer, at the request of the election official, shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

7. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance by publishing the Notice of Testing once in the official newspaper and by causing the notice to be posted in the administrative offices of the school district, the office of the County Auditor and the office of any other local election official conducting the test.

8. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the election and in the newspaper of widest circulation once on the day preceding the election, or once the week preceding the election if the newspaper is a weekly.

9. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election

at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

10. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the polling places or combined polling places during the November 7, 2017 special election. The election judges shall act as clerks of election, count the ballots cast, and submit the results to the school board for canvass in the manner provided for other school district elections. The election must be canvassed by the school board between the third and the tenth day following the election.

11. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 624 (White Bear Lake Area Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to the calling of a special election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this _____ day of _____, 2017.

Clerk

AGENDA ITEM: MacPhail Center for Music Partnership

DATE: August 14, 2017

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Dr. Wayne Kazmierczak, Superintendent
Tim Wald, Assistant Superintendent for Finance and
Operations
Sara Paul, Assistant Superintendent for Teaching and
Learning

BACKGROUND:

White Bear Lake Area Schools and the MacPhail Center for Music have worked in partnership since 2006 with a program located at Birch Lake Elementary School. This partnership provides students of Birch Lake with a significant music experience during their years of attendance at the school. It also provides the opportunity for students and families of our District, as well as surrounding districts, to take lessons and participate in other programs that are offered by MacPhail.

The partnership includes the following: Group piano lessons during the school day for students in grades 2-5; A specialized music program provided weekly to students in grades K and 1, and; Violin lessons for students in grades 3 and 4. Additionally, MacPhail has been generous in providing resources and expertise to our secondary music program at no cost, as well as offering student lesson scholarships.

The net cost to the District is \$25,875 and was included in the 2017-18 budget.

RECOMMENDATION:

Administration recommends approval of the partnership with MacPhail Center for Music for 2017-18 consistent with the attached agreement.

MACPHAIL CENTER FOR MUSIC- INDEPENDENT SCHOOL DISTRICT #624
LETTER OF AGREEMENT

1. Parties.

This agreement, entered into this 28 July 2017, is between MACPHAIL CENTER FOR MUSIC (hereinafter MACPHAIL) and INDEPENDENT SCHOOL DISTRICT #624 (hereinafter WBL SCHOOLS).

2. Term.

The term of this agreement begins September 1, 2017 and runs through August 31, 2018, unless extended by mutual agreement of the parties or terminated pursuant to paragraph 8.

3. Program Elements. There are two essential programming elements to this agreement:

- a. MACPHAIL music program (hereinafter SCHOOL PROGRAM) for the WBL Schools school curriculum.
- b. Utilization of Birch Lake Elementary School facilities by MACPHAIL for the delivery of MACPHAIL registration-based offerings (hereinafter REGISTRATION-BASED PROGRAM)

4. SCHOOL PROGRAM

MACPHAIL will provide the following music program components for the students at Birch Lake Elementary School, to take place at Birch Lake Elementary School, unless otherwise specified:

- a. **DCD Music Program** Sessions will take place on Thursdays; a total of .5 hours per week for 34 weeks.
 - i. DCD Group. Thursdays, 1- 30 minute session, to meet at Birch Lake, *time tbd* (17 hours); Note a second session may be added with the additional cost of \$1,935.00.
- b. **Early Childhood Music**
Instruction for two sections of Kindergarten & two sections of First Grade. Classes will meet on Fridays; a total of 2.5 hours per week for 27 weeks (67.50 hours); Note: an additional First Grade session may be added with the additional cost of \$2,346 and an additional Kindergarten session may be added with the additional cost of \$1,578.
 - i. Kindergarten. Two - 30 minute classes, 27 weeks (27 hours)
 - ii. First Grade. Two - 45 minute classes, 27 weeks (40.5 hours)
- c. **Group Piano or Violin**
Optional instrumental group instruction for grades 2 – 5. Classes will meet Monday-Thursday between 1:00 – 3:15 pm; a total of approx. 12 hours per week for 28 weeks (336 hours). Note: Schedule/Calendar must be mutually agreed upon by both parties. Any changes in the calendar or schedule will result in adjustment in program cost.
 - i. Group Piano, Grades 2-5. Three - 40 minute classes per day, 4 days a week, 28 weeks (224 hours)
 - ii. Group Violin, Grades 2-4. Three - 40 minute classes per day, 2 days a week, 28 weeks (112 hours)

The following provisions are in consideration of the SCHOOL PROGRAM for the 2017-2018 academic year. Programming elements will be planned and determined in spring 2017 for the 2017-2018 academic year.

(1) **SCHEDULE** – The SCHOOL PROGRAM will be delivered by MACPHAIL during operating hours of Birch Lake Elementary school day and will be scheduled in cooperation with Birch Lake Elementary staff and MACPHAIL staff.

(2) **CURRICULUM** - The curriculum for this program will be designed by MACPHAIL teaching artists to be integrated with the curriculum of WBL SCHOOLS.

(3) **SUPPLIES AND MATERIALS** – MACPHAIL will purchase and retain as property curriculum materials in the nature of planning textbooks, CDs and related items used in developing and delivery the SCHOOL PROGRAM curriculum. WBL SCHOOLS will provide day-to-day supplies such as paper, makers, staplers and similar office supplies.

(4) INSTRUMENTS – WBL SCHOOLS will provide limited access to musical instruments already on site. Such instruments include pianos, violins and classroom music instruments stored in the Birch Lake Elementary music room.

(5) SPACE – WBL SCHOOLS will provide appropriate space for the delivery of the SCHOOL PROGRAM.

(6) MUSICIAN-ARTIST FACULTY – MACPHAIL will provide all supervision and oversight of the musician-artist faculty assigned to deliver the SCHOOL PROGRAM. MACPHAIL will retain musician-artist faculty as employees of MACPHAIL complete with all associated benefits.

(7) ABSENCES – MACPHAIL will provide substitute teaching in the case of absence on the part of the assigned faculty member. If no MACPHAIL substitute is available, WBL SCHOOLS will find substitute for the given day. In such instance, MACPHAIL will reimburse WBL SCHOOLS for the cost of the substitute.

(8) FEE – The fee for the SCHOOL PROGRAM is **\$44,375.00 (DCD Music Program: \$1,935.00; Early Childhood Music: \$8,500; Piano and Violin: \$33,940.00)**. See section 7 for payment calculation and schedule.

5. REGISTRATION-BASED PROGRAM.

WBL SCHOOLS will provide MACPHAIL with space in Birch Lake Elementary School to offer MACPHAIL program offerings for which the general public may enroll.

The following provisions are in consideration of the REGISTRATION-BASED PROGRAM:

- (1) SPACE – WBL SCHOOLS will allow MACPHAIL access to appropriate classroom space for the delivery MACPHAIL's REGISTRATION-BASED PROGRAM. The quantity and type of spaces mutually agreed upon between WBL SCHOOLS' administration and MACPHAIL administration. Space in common area will be provided to accommodate MACPHAIL registration activities and student waiting.
- (2) SCHEDULE – REGISTRATION-BASED PROGRAM programs will be scheduled only during times when WBL SCHOOLS is not using those spaces for school purposes. A mutually agreed upon schedule will be drawn up and approved by both parties. MACPHAIL will have access to rooms 128 and 130 in Birch Lake Elementary School at all times.
- (3) EQUIPMENT – WBL SCHOOLS will provide access to MACPHAIL for use of the pianos on-site at Birch Lake Elementary School. MACPHAIL will provide all other musical equipment and related furniture required for delivering REGISTRATION-BASED PROGRAM. Damage related to abuse of these instruments will be the responsibility of MACPHAIL if damage occurs when instruments are being used in the REGISTRATION-BASED PROGRAM programming. MACPHAIL will provide computer and office equipment for MACPHAIL staff person at WBL SCHOOLS.
- (4) SIGNAGE – WBL SCHOOLS will allow MACPHAIL to post MACPHAIL signage on the exterior of the building. This will be done so at MACPHAIL's expense. All signage must meet all code restrictions and be approved by WBL SCHOOLS.
- (5) PROMOTIONAL MATERIALS – Both parties agree to permit the other in promotional materials including use of logos, links to web-sites and contact information. Both parties have the right to approve all promotional materials prior to the printing.
- (6) BUILDING ACCESS – MACPHAIL is a tenant under this agreement and will not have independent access to the WBL SCHOOLS building. WBL SCHOOLS will provide services to open and close the facilities as needed according to the approved schedule. The main entrance to Birch Lake Elementary will be open for MACPHAIL faculty and student access to the building during MACPHAIL's hours of operation.
- (7) MACPHAIL STAFF – MACPHAIL will provide the teaching artists to deliver the registration-based program. In addition, MacPhail will provide administrative staff during after school and weekend hours. The responsibilities of this staff person will be to handle student registration, monitor all activities of the REGISTRATION-BASED PROGRAM and help move equipment as needed.

- (8) STORAGE – WBL SCHOOLS will work with MACPHAIL to determine appropriate and secure areas for storage of musical instruments and office equipment during hours when REGISTRATION-BASED PROGRAM are not in operation.
- (9) FEE – MACPHAIL will pay an annual building **usage fee (including pro-rated facility improvements)** for utilization of WBL SCHOOL facilities of **\$18,500**.

6. General Provisions.

This agreement is entered into with the intent to be mutually beneficial to both parties. The agreement will be revisited and modified as necessary to ensure the partnership is operating to meet both parties' needs.

7. Payment.

Based on the fee sections listed above in Section 5.I. and 4.H. WBL SCHOOLS will pay MACPHAIL **\$25,875** (SCHOOL PROGRAM - \$44,375 less building usage fee for REGISTRATION-BASED PROGRAM - **\$18,500**). Payments will be made to MACPHAIL in 2 equal installments of **\$12,937.50** on December 1, 2017 and March 1, 2018.

8. Impossibility of Performance.

Both the WBL SCHOOLS and MACPHAIL shall use its best efforts to perform all of the requirements of this contract. MACPHAIL will have no liability for failure to appear or perform in the event that such failure is caused by acts or regulations of public authorities, strike, epidemic or any other cause beyond MACPHAIL's control.

9. Termination.

This Agreement may be terminated prior to the end of the Term by the written mutual consent of the Parties; or, in the event of a breach of this agreement, upon ten days' written notice by the non-breaching party to the breaching party, if the breach is not cured within ten days after such notice. In the event MACPHAIL is unable to perform, or this Agreement is terminated prior to the end of any course, MACPHAIL will refund to the WBL SCHOOLS all unearned amounts, if any, previously paid to MACPHAIL as set forth in Paragraph 4 herein.

10. Insurance.

WBL SCHOOLS shall provide MACPHAIL with certificate of general liability and property damage insurance naming MACPHAIL as an additional insured and reflecting coverage to \$1,000,000 per occurrence for any claim arising out of or relating to the activities described in this letter of agreement, and a minimum of \$2,000,000 in the aggregate for multiple claims arising out of a single occurrence. WBL SCHOOLS shall maintain this coverage at its sole expense during the extent of this program. This coverage shall be primary over any other insurance maintained by MACPHAIL. MACPHAIL agrees to include WBL SCHOOLS as an additional insured under MacPhail's commercial general liability insurance.

By signing this agreement, the parties agree to the terms herein.

MACPHAIL CENTER FOR MUSIC

INDEPENDENT SCHOOL DISTRICT #624

By: _____

By: _____

Paul Babcock
President and Chief Operating Officer
MacPhail Center for Music
501 South Second Street
Minneapolis, MN 55401
612.767.5314

Dr. Wayne A. Kazmierczak
Superintendent
White Bear Lake Area Schools
4855 Bloom Avenue
White Bear Lake, MN 55110
651.407.7563

p.c. Kath Sharp, Sarah Drebelbis

AGENDA ITEM: **Approval of Nutrition Services Grants**

DATE: **August 14, 2017**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for Finance and Operations**
Bridget Lehn, Nutrition Services Coordinator

BACKGROUND:

Nutrition Services applied and received three equipment grants.

1. National School Lunch Program Equipment Grant from the U.S. Department of Agriculture in the amount of \$25,000. This grant is to purchase updated salad bar serving line equipment for Central Middle School.
2. Winston Industries Equipment Grant from Winston Industries and the School Nutrition Foundation. This grant provides 10 pieces of Winston Industries Hot Holding Equipment totaling \$51,775.
3. Super School Breakfast Grant from the MN Super Bowl Legacy Fund and Midwest Dairy totaling \$10,000. This grant will fund implementation of school breakfast outside of the cafeteria at North and South Campus by purchasing needed equipment and point of sale with a goal of increasing breakfast participation.

RECOMMENDATION:

The School Board approves acceptance of the following Nutrition Services Grants:

- National School Lunch Program Equipment Grant in the amount of \$25,000;
- Winston Industries Equipment Grant – ten pieces of Winston Industries hot holding equipment totaling \$51,775; and
- Super School Breakfast Grant totaling \$10,000.