INDEPENDENT SCHOOL DISTRICT #624

SCHOOL BOARD MEETING PACKET

November 13, 2017

Independent School District No. 624

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.

Approved by White Bear Lake Area School Board on June 13, 2011.

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: November 2, 2017

A student recognition will be held on Monday, November 13, 2017 at 6:30 p.m. in Community Room 112. The recognition will end prior to the start of the 7:00 p.m. Board meeting.

A meeting of the White Bear Lake Area School Board will be held on **Monday, November 13, 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. Community Forum on Senior Award from MCEA

2. Superintendent's Report

D. DISCUSSION ITEMS

1. Presentation of Audit Report

E. OPERATIONAL ITEMS

1. Action on Audit Report

2. Action on Canvas Returns of Votes of School District General and Special Election on November 7, 2017

3. Action on Resolution Authorizing Issuance of Certificates of Election and Directing the School District to Perform Other Related Elections Duties

4. Action on Health Insurance Rates

5. Action on Secondary Course Proposals

6. Action on Accepting Ryan Art Grants

7. Second Reading of School Board Policies
    a. Policy 201, Legal Status of the School Board
    b. Policy 203, Operation of the School Board – Governing Rules
       Policy 203, Addendum A – Rules of Order
    c. Policy 303, Superintendent Selection
    d. Policy 533, Wellness
    e. Policy 701, Establishment and Adoption of School District Budget

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

Consent Agenda Item A-5
November 13, 2017
School Board Meeting

AGENDA ITEM: **Consent Agenda**

MEETING DATE: **November 13, 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.

Consent Agenda Item A-5(a)
November 13, 2017
School Board Meeting

AGENDA ITEM: **School Board Minutes**

MEETING DATE: **November 13, 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 meeting of the White Bear Lake Area School Board was held on Monday, October 9, 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. Vice-chair Don Mullin called the meeting to order at 7:00 p.m.
2. Roll Call – Present: Chapman, Kimball, Mullin, Newmaster, Wilson.
   Absent: Fahey, Newberg.
   Ex-Officio: Dr. Wayne Kazmierczak
   Student representative: Rensted
   Cabinet: Cooper, Daniels, Garrison, Maurer, Paul, Vette, Wald
3. Pledge of Allegiance
4. Wilson moved and Chapman second to approve the agenda as presented. ***Voice vote: all ayes. Motion carried.***
5. Kimball moved and Chapman second to approve the consent agenda consisting of:
   - Approval of minutes for regular Board meeting of September 11, special work-study meeting of September 19, special board meeting of September 25, and work-study meeting of September 25, 2017;
   - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
   - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
   - Approve field trips; and
   - Passage of resolution to approve personnel issues to include:
     - **Resignation/Termination – Classified Staff**
       Karen Congemi – Part Time Cook, Central Middle School
       Employed by District 624 since 09/05/2017
       Effective Date: 09/15/2017
       Robert Edwards – Student Supervisor, Area Learning Center
       Employed by District 624 since 08/30/2016
       Effective Date: 09/07/2017
       Judy Erickson – Pupil Support Assistant, Sunrise Park Middle School
       Employed by District 624 since 09/03/2001
       Effective Date: 09/15/2017
       Shannon Foley – Pupil Support Assistant, Birch Lake Elementary
       Employed by District 624 since 10/09/2006
       Effective Date: 08/17/2017
       Hannah Jackson – Pupil Support Assistant, Otter Lake Elementary
       Employed by District 624 since 09/06/2016
       Effective Date: 06/15/2017
       Aimee Martens – Human Resources Representative, District Center
       Employed by District 624 since 04/04/2017
       Effective Date: 10/06/2017
       Carla Mattson – Part Time Cook, Sunrise Park Middle School
       Employed by District 624 since 04/17/2000
       Effective Date: 09/29/2017
       Christopher Olson – Custodian, Sunrise Park Middle School
       Employed by District 624 since 12/11/2015
       Effective Date: 09/28/2017

Camela Raeburn – Building Assistant, Matoska International
Employed by District 624 since 09/30/2013
Effective Date: 10/18/2017
Patricia Ridley – Payroll Clerk, District Center
Employed by District 624 since 04/07/2014
Effective Date: 09/15/2017

- **Retirement – Classified Staff**
  George Warren – Bus Driver, Bus Garage
  Employed by District 624 since 09/08/2013
  Effective Date: 09/26/2017
- **Retirement – Certified Staff**
  Jeanne Anderson – Grade 1 Teacher, Lakeaires Elementary
  Employed by District 624 since 08/22/1985
  Effective Date: 10/02/2017
- **Change In Assignment – Certified Staff**
  Sadie Johnson – FACS Teacher, WBLAHS – South Campus
  From .9 FTE to 1.0 FTE
  Effective Date: 2017/2018 School Year
- **Full – Time Leave Request – Certified Staff**
  Lacey Schiele – Grade 3 Teacher, Oneka Elementary
  Employed by District since 08/22/2012
  Effective Date: 2017-2018 School Year
- **Extra Assignment – Certified Staff**
  Sarah Bruemmer – .2 FTE Science Teacher, WBLAHS – North Campus
  MA+60, Step 11, $14,433.80
  Effective Date: 08/28/2017
  Chad Conzemius – .2 FTE Science Teacher, WBLAHS – North Campus
  MA, Step 13, $14,044.56
  Effective Date: 09/20/2017
  Julee Ellefsen – .1 FTE Social Studies Teacher, WBLAHS – North Campus
  BA, Step 8, $4,524.68
  Effective Date: 09/20/2017
  Michelle Hoftiezer – .1 FTE Physical Education & DAPE, Lincoln Elementary
  MA+30, Step 13, $7,744.90
  Effective Date: 2017/2018 School Year
  Kristi Mahn – .1 FTE Social Studies Teacher, WBLAHS – North Campus
  MA, Step 11, $6,072.18
  Effective Date: 09/20/2017
  Anthony Walfoort – .2 FTE Social Studies Teacher, WBLAHS – North Campus
  MA, Step 10, $12,579.09
  Effective Date: 09/20/2017
- **New Personnel – Classified Staff**
  Heather Brune – Pupil Support Assistant, Otter Elementary
  $18.00/hr., 6.5 hrs. per day/ 164 days, $19,188.00
  Effective Date: 09/22/2017
  Tina Grambush – Part Time Cook, WBLAHS-South Campus
  $14.79/hr., 3.75 hrs. per day/ 164 days, $9,095.85
  Effective Date: 09/25/2017
  Christopher Hanson – Pupil Support/Behavior Management Asst., Sunrise Park Middle School, $18.00/hr., 6.5 hrs. per day/ 167 days, $19,539.00
  Effective Date: 09/19/2017

Heather Hart – Part Time Cook, WBLAHS-North Campus
$14.79/hr., 3.75 hrs. per day/ 171 days, $9,484.08
Effective Date: 09/14/2017
Kelly Johnson – Part Time Cook, Sunrise Park Middle School
$14.79/hr., 3.5 hrs. per day/ 160 days, $8,282.40
Effective Date: 10/02/2017
Stephen Jorgenson – Student Supervisor, Area Learning Center
$18.00/hr., 6.5 hrs. per day/ 159 days, $17,172.00
Effective Date: 10/02/2017
Carri Paavala – Part Time Cook, WBLAHS – South Campus
$14.79/hr., 3.75 hrs. per day/ 164 days, $8,282.40
Effective Date: 09/25/2017
Kristi Schmitz – Part Time Cook, Sunrise Park Middle School
$14.79/hr., 3.5 hrs. per day/ 177 days, $9,110.64
Effective Date: 09/07/2017

- **New Personnel – Non-Affiliated**
  Michelle Degeest – Preschool Teacher, Hugo Elementary
  7.0 hrs. per day, 93 Days $33.44 per hour
  Effective Date: 09/11/2017
  Ashley Rand – Bear FUNdamentals Lead Instructor, Birch Lake Elementary
  8.0 hrs. per day, 195 Days, $19.50 per hour
  Effective Date: 08/28/2017
- **New Personnel – Certified Staff**
  Charlotte Aschman – .3 FTE Spanish Teacher, Sunrise Park Middle School
  MA, Step 7, $16,669.50
  Effective Date: 2017/2018 School Year
  Hunta Williams – .6 FTE American Sign Language Teacher, WBLAHS – North Campus
  BA, Step 1, $24,855.00
  Effective Date: 2017/2018 School Year
- **Long Term Substitute - Certified Staff**
  Jashua Barth – Mathematics Teacher, WBLAHS – South Campus
  BA, Step 1, $13,025.38
  Effective Date: 08/28/2017 through 12/06/2017
  Susan Fish – Spanish Teacher, Lakeaires & Matoska Elementary
  BA, Step 2, $12,418.92
  Effective Date: 08/28/2017 through 11/17/2017
  Anne Hennessey – Grade 2 Teacher, Willow Elementary
  MA, Step 1, $8,760.41
  Effective Date: 08/28/2017 through 10/18/2017
  Shu-Hau Lin – Chinese Teacher, Lincoln Elementary
  BA, Step 2, $12,418.94
  Effective Date: 08/28/2017 through 11/17/2017

Roll call vote: ayes: Chapman, Kimball, Mullin, Newmaster, Wilson. Nays: none. Motion carried.

B. PUBLIC FORUM - Erin Florin and Lyn Haselmann spoke on behalf of provision of specific training for dyslexia remediation strategies. They request prompt implementation of the Wilson Language Training program this school year. The Wilson program has been successfully implemented in many districts and can give dyslexic students the tools to succeed. They

recommend this training for literacy coaches, reading teachers and classroom teachers and suggest District 624 could open the training to other districts to share the cost. October is Dyslexia Awareness month and Florin and Haselmann point out that the time for action is now, before students lose another year when they could flourish with appropriate strategies.

C. INFORMATION ITEMS

1. Update on Strategic Planning Process – Associate Principal Angie Nelson and Teacher Lindsay Lamwers presented an update to our strategic planning process providing the timeline, draft statement of beliefs, draft mission statement, and draft objectives and strategies that were developed in September by the thirty-member team of volunteers from District 624, community members, and community leaders that make up our district. Paul and Superintendent Kazmierczak encouraged volunteers to join the Action Teams that will create the action plans which will allow us to reach our goals. A PowerPoint of the presentation is in the Board Packet on the website.

2. Levy Renewal Presentation - Superintendent Kazmierczak presented the PowerPoint **Strong Schools Strong Communities and Strong Tomorrows** which details ISD 624's community profile, strong programs for learners of all ages, growing enrollment, excellence in financial stewardship and strong community support. The full PowerPoint is included in the Board packet on the district website. It is hoped that all district citizens will remember to vote on November 7th. Early voting starts October 31st

3. Superintendent's Report - Superintendent Kazmierczak recognized our high school Advanced Placement scholars who were honored, National Merit and National Spanish Merit successes. Homecoming events were highlighted and the fall musical *Footloose* was promoted. Dyslexic Awareness Month and Hispanic American Month were acknowledged. A short video on Strong Schools was played to highlight ISD 624 programs and community. Ashley Rensted, student representative, outlined Homecoming events, presented a sports report and featured student service projects including Walk for Water and the upcoming Food Drive. Information is available on the District website.

D. DISCUSSION ITEMS

1. 2016-17 World's Best Workforce Report Summary - Assistant Superintendent for Teaching and Learning Sara Paul presented a PowerPoint review of ISD 624 participation in the World's Best Workforce plan and the actions and recommendations of the WBWF advisory committee. The focus is on closing achievement and opportunity gaps. The WBWF PowerPoint presentation is in the Board Packet

2. First Reading of School Board Policies
   a. Policy 201, Legal Status of the School Board
   b. Policy 203, Operation of the School Board – Governing Rules
      Policy 203, Addendum A – Rules of Order
   c. Policy 303, Superintendent Selection
   d. Policy 533, Wellness
   e. Policy 701, Establishment and Adoption of School District Budget

   The policies listed above had a first reading and will be placed on the Board agenda for November for action. Board member Kimball provided brief explanation of changes and to the policies. Chapman suggested brief comments be included on cover sheet so Board members know if it is a MSBA recommended change, statue change, or grammar change.

E. OPERATIONAL ITEMS

1. Newmaster moved and Wilson seconded to approve the Resolution Ratifying the Award of the Sale, Determining the Form and Details, Authorizing the Execution, Delivery, and Registration, and Providing for the Payment of General Obligation Alternative Facilities Refunding Bonds, Series 2017A as presented. ***Roll call vote: ayes: Chapman, Kimball, Mullin, Newmaster, Wilson Nays: none. Motion carried.***

2. Wilson moved and Chapman seconded to approve the resolution and combined the three polling places (P1, P4, and P6) in the Lino Lakes area for the 2018 State primary and State general election. ***Roll call vote: ayes: Chapman, Kimball, Mullin, Newmaster, Wilson Nays: none. Motion carried.***

3. Kimball moved and Wilson seconded to approve the $1,800 grant from the Greater White Bear Lake Community Foundation applied for by the United Methodist Church FIA Team for Willow Lane Elementary. ***Roll call vote: ayes: Chapman, Kimball, Mullin, Newmaster, Wilson Nays: none. Motion carried.*** Kimball expressed thanks for the grant and support to Willow student readers.

F. BOARD FORUM

Mullin congratulated football participants. Kimball thanked retiring employees, recognized the importance of the dyslexia training and congratulated the scholars who were awarded national honors earlier in the evening.

G. ADJOURNMENT

Wilson moved and Mullin seconded to adjourn the meeting at 8:35pm.

Submitted by acting clerk, Marge Newmaster

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

A special meeting of the White Bear Lake Area School Board was held on **Monday, October 16, 2017** at 5:15 p.m. in Room 301 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

Call to order - Newberg called the meeting to order at 5:20 p.m.

Roll Call - Present : Chapman, Fahey, Mullin, Newberg, Newmaster, Wilson
Absent: Kimball
Ex-officio: Kazmierczak
Cabinet: Sara Paul and Tim Wald
North Campus Assistant Principal Angela Nelson

B. **DISCUSSION ITEMS -** Hearing Officer's Findings of Fact and Conclusions and Recommended Decision.

Parties were provided the opportunity to present exceptions and comments to the hearing officer's recommendation provided that neither party presents any evidence not admitted at the hearing (Pupil Fair Dismissal Act). Statement provided by the parent and student.

The meeting went into closed session at 5:27 p.m. to discuss a proposed student expulsion. Pursuant to Minnesota Statutes Section 13D.05, subdivision 2(a)(3) any portion of a meeting must be closed if private educational data is discussed.

The meeting went into open session at 5:54 p.m.

Wilson moved and Newberg seconded to adopt a resolution that the Pupil be expelled as a student in the White Bear Lake Area School District until the commencement of the 2018-2019 school year, effective immediately. ***Roll call vote: ayes: Chapman, Fahey, Mullin, Newberg, Newmaster, Wilson Nays- none. Motion carried***

C. ADJOURNMENT - Wilson moved and Newberg seconded to adjourn the meeting at 5:59 p.m. ***Voice vote: all ayes: nays- none. Motion carried.***

Submitted by: Ellen Fahey, clerk

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

A work-study session of the White Bear Lake Area School Board was held on **Monday, October 23, 2017**, at 5:30 p.m. in Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Call to order - Vice Chair Mullin called the meeting to order at 5:30 p.m.
   Roll Call - Present: Chapman, Fahey, Kimball, Mullin, Wilson
   Absent: Newberg, Newmaster
   Ex-officio: Kazmierczak
   Student representative: Pratt, Rensted
   Cabinet: Cooper, Daniels, Maurer, Paul, Vette, Wald

B. DISCUSSION ITEMS

1. Health Insurance Rates Effective January 1, 2018 - Assistant Superintendent for Finance and Operations Tim Wald and Pierre Guilfoile from National Insurance Services, Inc. presented a review of the District's health insurance claims data and rationale for a proposed health insurance rate increase effective January 2018.

2. Secondary Courses After Action Review and Secondary Course Proposals - Assistant Superintendent for Teaching and Learning Sara Paul, Secondary Teaching and Learning Coordinator Jill Pearson, Principal Don Bosch, and Career Navigators Jenny Moore and Jeremy Kerg presented an action review of new courses approved last year for the current 2017-18 school year which included the course rationale and enrollment data. They also presented the rationale for proposed changes to academic programming for 2018-2019 school year including new courses, changes to existing courses, and expansion of concurrent enrollment opportunities. The document is available in the work study packet on the district website.

C. ADJOURNMENT - Wilson moved and Mullin seconded to adjourn the meeting at 7:12 p.m.

Submitted by: Ellen Fahey, Clerk

Consent Agenda Item A-5(b)
November 13, 2017
School Board Meeting

AGENDA ITEM:	**Monthly Check Registers**
MEETING DATE:	**November 13, 2017**
SUGGESTED DISPOSITION:	**Action Item**
CONTACT PERSON(S):	**Tim Wald, Assistant Superintendent of Finance and Operations** **Tom Wieczorek, Director of Finance**

BACKGROUND:

Enclosed in this packet are the monthly check registers for the previous period.

RECOMMENDATION:

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

White Bear Lake Area Schools
Electronic Transers - October

		10/13/2017	10/31/2017
Direct Deposit	496335-497804	1,780,621.02	
Direct Deposit	497804-499289		1,757,998.45

Check Nbr	Vendor Name	Check Date	Check Amount
171800140	AMON, LYNN M	10/03/2017	59.55
171800141	ANDERSON, MARGARET ANN	10/03/2017	569.50
171800142	ATKINS, SARAH A	10/03/2017	124.95
171800143	BAKER, SUZANNE MARIE	10/03/2017	63.96
171800144	BATTERMAN, ANGELA N	10/03/2017	74.63
171800145	BROOKSHAW, SUSAN ELIZABETH	10/03/2017	128.10
171800146	COE, MEGAN N	10/03/2017	50.00
171800147	COOPER, MITCHELL L	10/03/2017	195.00
171800148	DERBY, SARA A	10/03/2017	20.00
171800149	DURAND, JENNIFER A	10/03/2017	244.51
171800150	ENGSTRAN, PAUL A	10/03/2017	65.00
171800151	FERNANDEZ, KEVIN M	10/03/2017	188.54
171800152	FINK, AVIS A	10/03/2017	80.00
171800153	GEDNALSKE, KIRK M	10/03/2017	39.99
171800154	GREENE, VICTORIA L	10/03/2017	195.00
171800155	GROSSMAN, THOMAS C	10/03/2017	80.00
171800156	HOEG, SCOTT A	10/03/2017	125.00
171800157	INDLECOFFER, TRACI D	10/03/2017	47.07
171800158	JENDERNY, JILL MP	10/03/2017	431.74
171800159	JERRY, CARLY S	10/03/2017	10.00
171800160	JOHNSON, LORELEI D	10/03/2017	30.96
171800161	JORGENSON, AMY L	10/03/2017	37.00
171800162	KASS, DONA MARIE	10/03/2017	208.66
171800163	KELLEY, DEBRA K	10/03/2017	130.00
171800164	KELLY, ANGELIQUE C	10/03/2017	180.00
171800165	KIRSCHLING, JULIENNE R	10/03/2017	50.00
171800166	KIRSCHLING, KURT M	10/03/2017	50.83
171800167	KONE, AMINATA	10/03/2017	35.97
171800168	KONOP, KRISTEN M	10/03/2017	1,459.60
171800169	KROCAK, NANCY J	10/03/2017	76.11
171800170	LAMWERS, LINDSAY M	10/03/2017	108.48
171800171	LARSON, SCOTT A	10/03/2017	19.00
171800172	LEMKE, ERICA A	10/03/2017	43.54
171800173	MAURER, TIMOTHY J	10/03/2017	195.00
171800174	MENIER, MATTHEW M	10/03/2017	826.55
171800175	MULLALY, REBECCA L	10/03/2017	417.81
171800176	MUNDELL, GERALD K	10/03/2017	203.41
171800177	NEALY, CARA N	10/03/2017	29.96
171800178	NICKELS, JOLEEN A	10/03/2017	83.73
171800179	SANTOSCOY, BRIANA JO	10/03/2017	75.17
171800180	SAWTELL, GILLIAN N	10/03/2017	17.00
171800181	SCHMIDT, DANIEL Q	10/03/2017	1,049.00
171800182	SOLEM, KATIE M	10/03/2017	35.00
171800183	STEADLAND, KEITH DAVID	10/03/2017	287.19
171800184	STIRLING, CONNIE B	10/03/2017	209.00
171800185	TATE, JO E	10/03/2017	1,250.00
171800186	TROSKE, CARRIE L	10/03/2017	363.18
171800187	TUEL, LORI L	10/03/2017	50.00
171800188	TULBERG, AMY C	10/03/2017	27.96
171800189	VAIL, ANNE B	10/03/2017	195.00

Check Nbr	Vendor Name	Check Date	Check Amount
171800190	WACHLAROWICZ, JOHN D	10/03/2017	266.97
171800191	XU, HUI	10/03/2017	154.05
171800192	ZELENY, LYNN	10/03/2017	49.16

53 ACH Check(s) For a Total of 11,007.83

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	53	ACH	Checks For a Total of	11,007.83
	0	Computer	Checks For a Total of	0.00
Total For	53	Manual, Wire Tran, ACH & Computer Checks		11,007.83
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	11,007.83

Check Nbr	Vendor Name	Check Date	Check Amount
88393	215 WABASHA PROPERTIES	10/05/2017	225.00
88394	AARP DRIVER SAFETY PROGRAM	10/05/2017	510.00
88395	AARP DRIVER SAFETY PROGRAM	10/05/2017	590.00
88396	AC COMPANY OF ROCHESTER	10/05/2017	525.00
88397	ACADEMIC THERAPY PUBLICATIONS	10/05/2017	88.00
88398	ACP DIRECT	10/05/2017	692.32
88399	ADVANCED WIRELESS COMMUNICATIO	10/05/2017	58.64
88400	AED SUPERSTORE ALLIED 100 LCC	10/05/2017	19,888.00
88401	ALL AROUND FUN	10/05/2017	467.50
88402	ALLSTREAM	10/05/2017	3,659.29
88403	AMAZON	10/05/2017	2,310.42
88404	AMAZON	10/05/2017	1,147.00
88405	AMAZON	10/05/2017	423.67
88406	AMERICAN MESSAGING	10/05/2017	47.78
88407	AMERICAN TIME & SIGNAL CO	10/05/2017	427.68
88408	AMERIPRIDE SERVICES	10/05/2017	719.97
88409	ANDERSON, PATRICIA	10/05/2017	52.26
88410	APEX LEARNING	10/05/2017	22,500.00
88411	APPLE COMPUTER INC	10/05/2017	1,249.00
88412	APPLE TEXTBOOKS	10/05/2017	399.23
88413	APPLIED ENGINEERING	10/05/2017	2,055.11
88414	ARCH LANGUAGE NETWORK	10/05/2017	710.00
88415	ATC GROUP SERVICES LLC	10/05/2017	8,885.55
88416	AVID CENTER	10/05/2017	835.00
88417	BALFOUR MN LLC	10/05/2017	70.00
88418	BARNETT WB CHRYSLER JEEP DODGE	10/05/2017	917.44
88419	BATTERIES PLUS BULBS	10/05/2017	29.98
88420	BEARTOWN AUTO BODY INC	10/05/2017	8,007.13
88421	BENCHMARK EDUCATION COMPANY	10/05/2017	45,604.80
88422	BENDER, CARMEN	10/05/2017	100.00
88423	BERTRAM, TROY	10/05/2017	66.00
88424	BEST BUY BUSINESS ADVANTAGE AC	10/05/2017	3,750.00
88425	BIG CERAMIC STORE	10/05/2017	257.26
88426	BLICK ART MATERIALS	10/05/2017	822.92
88427	BLUE TARP FINANCIAL INC	10/05/2017	22.65
88428	BOYDS PROMOS	10/05/2017	50.00
88429	BRINTZ, ZACH	10/05/2017	72.00
88430	BROCKWAY, TOM	10/05/2017	59.00
88431	BROWN, BRUCE	10/05/2017	192.00
88432	BSN SPORTS	10/05/2017	2,717.44
88433	BUREAU OF EDUCATION & RESEARCH	10/05/2017	518.00
88434	CALLOWAY HOUSE	10/05/2017	32.94
88435	THE CAMBRIAN GROUP	10/05/2017	17,100.00
88436	CANION CREATIONS LLC	10/05/2017	56.00
88437	CAP ELECTRIC INC	10/05/2017	560.19
88438	CARDINAL, KATHLEEN T	10/05/2017	18.71
88439	CARGILL INC	10/05/2017	7,811.89
88440	CARLEX INC	10/05/2017	143.55
88441	CARLSON, JEREMY	10/05/2017	66.00
88442	CARLSON WAGONLIT TRAVEL	10/05/2017	8,540.00

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88443	CERTIFIED LABORATORIES	10/05/2017	1,668.25
88444	CHANEY ELECTRONICS INC	10/05/2017	134.90
88445	CHANG, SAO	10/05/2017	57.00
88446	CHINESE CLAY ART CORP	10/05/2017	313.57
88447	CHRISSIS, CONNIE	10/05/2017	59.00
88448	CLARK, CYNTHIA JEAN	10/05/2017	52.91
88449	CLASSROOM FRIENDLY SUPPLIES	10/05/2017	107.94
88450	CMRS-FP	10/05/2017	5,000.00
88451	COBORNS DELIVERS	10/05/2017	182.59
88452	COLLINS, CURTIS	10/05/2017	72.00
88453	COMBS, DEWAYNE	10/05/2017	57.00
88454	CONNEY SAFETY	10/05/2017	486.59
88455	CONTINENTAL RESEARCH CORP	10/05/2017	206.59
88456	CROWN GLOBAL CONSULTING LLC	10/05/2017	250.00
88457	CUB FOODS OF WHITE BEAR TWSHP	10/05/2017	273.70
88458	CUMMINS NPOWER LLC	10/05/2017	3,011.65
88459	DAKOTA TRUCK UNDERWRITERS	10/05/2017	53,547.00
88460	DALCO CORPORATION	10/05/2017	19,641.38
88461	DATA MANAGEMENT INC	10/05/2017	110.00
88462	DEBLIECK, ANGELA LEAH	10/05/2017	25.20
88463	DECKER INC	10/05/2017	167.08
88464	DEEP PORTAGE	10/05/2017	11,303.00
88465	DEGARDNER, RICK	10/05/2017	59.00
88466	DELTA EDUCATION	10/05/2017	318.23
88467	DEMCO INC	10/05/2017	158.40
88468	DEUITCH, TIM	10/05/2017	57.00
88469	DINGMANN, KURT	10/05/2017	66.00
88470	DISCOUNT SCHOOL SUPPLY	10/05/2017	1,641.94
88471	DOMINOS PIZZA	10/05/2017	312.89
88472	DOMINOS PIZZA	10/05/2017	140.85
88473	DORNFELD, MARK	10/05/2017	132.00
88474	DOW, BRIAN	10/05/2017	66.00
88475	Vendor Continued Check	10/05/2017	0.00
88476	DEFINITIVE TECHNOLOGY SOLUTION	10/05/2017	13,816.59
88477	DUBOIS, CHRISTINE MARIE	10/05/2017	52.50
88478	DUNBAR, N NATHAN M	10/05/2017	144.00
88479	EAI EDUCATION	10/05/2017	55.65
88480	EASTVIEW HIGH SCHOOL	10/05/2017	45.00
88481	ECKROTH MUSIC	10/05/2017	23,215.76
88482	EDMENTUM	10/05/2017	412.50
88483	EDUC DESIGN LLC	10/05/2017	69.00
88484	ELIGH, JENIFER CHRISTINE	10/05/2017	52.50
88485	EDUC PUBLISHING SERVICE	10/05/2017	39.60
88486	EQUITY ALLIANCE MN	10/05/2017	8,968.40
88487	ESTERO ELECTRIC CO	10/05/2017	930.00
88488	EDUCATIONAL TESTING SERVICE	10/05/2017	550.00
88489	EVERYDAY SPEECH LLC	10/05/2017	89.99
88490	F&N OPERATIONS LLC	10/05/2017	84.62
88491	THE FABULOUS PHOTO BOOTH	10/05/2017	300.00
88492	FAIRCLOUGH, KARI L	10/05/2017	320.00

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88493	FASTENATION INC	10/05/2017	422.30
88494	FESTIVAL FOODS-KNOWLAN'S	10/05/2017	208.64
88495	FIORAVANTI, MARC	10/05/2017	66.00
88496	FITNESS FINDERS INC	10/05/2017	149.95
88497	FITNESS DISTRIBUTING INC	10/05/2017	260.00
88498	FLINN SCIENTIFIC INC	10/05/2017	82.67
88499	FLOORS BY BECKERS	10/05/2017	538.00
88500	FLOWERS ON THE PARK	10/05/2017	127.91
88501	FOLLETT SCHOOL SOLUTIONS INC	10/05/2017	1,036.20
88502	FRANZWA, BRIAN	10/05/2017	152.00
88503	FRATTALONES HARDWARE STORES	10/05/2017	1,209.52
88504	FRONTRUNNER SCREEN PRINTING	10/05/2017	265.50
88505	FULTON PRODUCTIONS	10/05/2017	450.00
88506	FUN EXPRESS LLC	10/05/2017	63.10
88507	FUN IS GOOD LLC	10/05/2017	1,500.00
88508	GALLAGHERS NORTHWESTERN TIRE C	10/05/2017	948.33
88509	GEM LAKE HILLS LLC	10/05/2017	96.00
88510	GOPHERMODS LLC	10/05/2017	80.00
88511	GRANDMA'S BAKERY INC	10/05/2017	212.88
88512	GREAT LAKES SPORTS	10/05/2017	303.84
88513	GREAT RIVER OFFICE PRODUCTS	10/05/2017	643.50
88514	GREATER MIDWEST FUNDRAISING	10/05/2017	5,987.60
88515	GROTH MUSIC CO	10/05/2017	513.87
88516	GROUP TRAVEL PLANNERS	10/05/2017	2,610.00
88517	HAAS MUSICAL INSTRUMENT REPAIR	10/05/2017	262.50
88518	HANSON, EUGENE	10/05/2017	144.00
88519	HANSON, GORDON	10/05/2017	66.00
88520	HASTINGS MIDDLE SCHOOL	10/05/2017	150.00
88521	HELLO DIRECT INC	10/05/2017	360.04
88522	HERITAGE	10/05/2017	700.00
88523	HERITAGE FOOD SERVICE GROUP	10/05/2017	59.34
88524	HILDI INC	10/05/2017	2,985.00
88525	HILL, KATHY N	10/05/2017	52.50
88526	HISDAHL INC	10/05/2017	938.00
88527	HOBART SERVICE	10/05/2017	169.00
88528	HOERNING, CODY	10/05/2017	86.00
88529	HOGLUND BODY & EQUIPMENT INC	10/05/2017	5,908.50
88530	HOME DEPOT CREDIT SERVICES	10/05/2017	1,444.55
88531	Vendor Continued Check	10/05/2017	0.00
88532	HOUGHTON MIFFLIN HARCOURT	10/05/2017	6,181.17
88533	HOULE, THOMAS	10/05/2017	86.00
88534	IDENTITYSTORES	10/05/2017	120.00
88535	IGBAVBOA, URULE	10/05/2017	57.00
88536	IMEDECS	10/05/2017	200.00
88537	INGINA LLC	10/05/2017	810.00
88538	INNOVATIVE OFFICE SOLUTIONS	10/05/2017	188.55
88539	INNOVATIVE OFFICE SOLUTIONS	10/05/2017	53,900.62
88540	INTERMEDIATE DISTRICT 287	10/05/2017	1,209.60
88541	INTERMEDIATE SCHOOL DIST 917	10/05/2017	6,277.27
88542	ISD #938 MAWSECO	10/05/2017	3,797.10

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88543	INFORMATION & TECH EDUC OF MN	10/05/2017	210.00
88544	IXL LEARNING	10/05/2017	5,151.00
88545	J & R SCHOOL SUPPLIES	10/05/2017	170.00
88546	JAYTECH INC	10/05/2017	103.00
88547	JOES SPORTING GOODS	10/05/2017	3,960.00
88548	JOHN DEERE FINANCIAL	10/05/2017	44.36
88549	JUNIOR LIBRARY GUILD	10/05/2017	355.20
88550	JW PEPPER & SON INC	10/05/2017	299.00
88551	KAISER, PHYLLIS	10/05/2017	15.30
88552	KAPLAN	10/05/2017	362.45
88553	KEYSTONE INTERPRETING SOLUTION	10/05/2017	4,113.80
88554	KIMBALL MIDWEST	10/05/2017	127.50
88555	KITTELSON MARKETING CO INC	10/05/2017	371.20
88556	KLOSTER, MARY	10/05/2017	21.25
88557	KNIGHT, MARTIN C	10/05/2017	68.00
88558	KNOBLAUCH, THOMAS	10/05/2017	66.00
88559	KONICA MINOLTA PREMIER FINANCE	10/05/2017	5,774.66
88560	KOREEN, GLORIA	10/05/2017	71.38
88561	Vendor Continued Check	10/05/2017	0.00
88562	KRAFT CONTRACTING & MECHANICAL	10/05/2017	78,851.64
88563	KULLY SUPPLY COMPANY	10/05/2017	966.50
88564	LAKE COUNTRY BOOKSELLERS	10/05/2017	429.04
88565	LAKESHORE LEARNING MATERIALS	10/05/2017	7,365.70
88566	LAKEVIEW ELECTRICAL SERVICES	10/05/2017	1,305.00
88567	LARSON, BEVERLEY M	10/05/2017	40.77
88568	LEARNING A-Z	10/05/2017	1,689.15
88569	LEARNING WITHOUT TEARS	10/05/2017	744.42
88570	LENDTS PUMPKIN PATCH	10/05/2017	1,736.00
88571	LETTERTECH INC	10/05/2017	46.00
88572	LEVASSEUR, MARY	10/05/2017	53.97
88573	LIBERTY CLASSICAL ACADEMY	10/05/2017	640.35
88574	LINDSAY, MICHAEL J	10/05/2017	144.00
88575	LOEFFLER SHOES	10/05/2017	159.95
88576	LORENZ BUS SERVICE INC	10/05/2017	520.00
88577	LORENZ RECOGNITION CO	10/05/2017	1,038.25
88578	LORINSER, ANTHONY J	10/05/2017	144.00
88579	LUNDQUIST DAVID A	10/05/2017	152.00
88580	MN ADAPTED ATHLETICS ASSOC	10/05/2017	270.00
88581	MAASFEP	10/05/2017	455.00
88582	MAC RUNNEL, MINDY L	10/05/2017	19.22
88583	MN ASSOC FOR CHILDREN'S MENTAL	10/05/2017	226.95
88584	MARCO, INC	10/05/2017	329.56
88585	MARINO, GINA MARIA	10/05/2017	52.50
88586	MARKET DISTRIBUTING	10/05/2017	968.25
88587	MARTENS, PAMELA	10/05/2017	18.27
88588	MN CHEERLEADING COACHES ASSOC	10/05/2017	585.00
88589	MCCALLUM, LISA M	10/05/2017	68.00
88590	MCDONOUGH'S WATERJETTING AND	10/05/2017	2,340.58
88591	MN COMMUNITY EDUC ASSOC (MCEA)	10/05/2017	45.00
88592	MCGRAW HILL COMPANIES	10/05/2017	22.50

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88593	MCNULTY, ROBIN	10/05/2017	88.00
88594	MENARDS-MAPLEWOOD	10/05/2017	483.32
88595	METRO ECSU	10/05/2017	902.09
88596	METRO MEALS ON WHEELS INC	10/05/2017	545.00
88597	MICHAELSON, RUTH F	10/05/2017	14.43
88598	MID CITY SERVICES - INDUSTRIAL	10/05/2017	95.27
88599	MILLARD, BRENT ALAN	10/05/2017	610.61
88600	MILLIGAN, THERESA J	10/05/2017	22.00
88601	MINNETESOL	10/05/2017	130.00
88602	MINVALCO INC	10/05/2017	100.92
88603	MN ALLIANCE WITH YOUTH	10/05/2017	64,800.00
88604	Vendor Continued Check	10/05/2017	0.00
88605	MN BOARD OF SCHOOL ADMINISTRAT	10/05/2017	525.00
88606	MN DEPT OF PUBLIC SAFETY	10/05/2017	3,555.71
88607	MN DEPT OF HEALTH	10/05/2017	90.00
88608	MN ELEVATOR INC	10/05/2017	307.75
88609	MN ORCHESTRA	10/05/2017	418.75
88610	MN SCHOOL COUNSELORS ASSOC	10/05/2017	330.00
88611	MOBILE RADIO ENGINEERING INC	10/05/2017	1,179.60
88612	MOORE, CYNTHIA A	10/05/2017	678.00
88613	MOORHEAD MACHINERY & BOILER CO	10/05/2017	2,853.00
88614	MOREN, THOMAS	10/05/2017	34.00
88615	MN REC & PARK ASSN (MRPA)	10/05/2017	185.00
88616	MURPHY, JOY JANEE	10/05/2017	74.10
88617	MURPHY, KEVIN L	10/05/2017	30.00
88618	MUSIC CONNECTION INC	10/05/2017	577.85
88619	MYSTERY SCIENCE INC	10/05/2017	749.00
88620	NAC MECHANICAL & ELECTRICAL SE	10/05/2017	2,711.64
88621	NARDINI FIRE EQUIPMENT CO INC	10/05/2017	327.00
88622	NASCO	10/05/2017	140.42
88623	NEW READERS PRESS	10/05/2017	197.00
88624	NIXON LMT, AYANO	10/05/2017	100.00
88625	NORCENTRONIX DISTRIBUTING	10/05/2017	567.00
88626	NORTH STAR BANK	10/05/2017	7,650.00
88627	NORTH SUBURBAN TOWING	10/05/2017	1,650.00
88628	NORTHBOUND CREATIVE	10/05/2017	1,632.00
88629	NORTHEAST METRO INTERMEDIATE D	10/05/2017	96,789.23
88630	NYSTROM PUBLISHING CO INC	10/05/2017	11,245.32
88631	O'NEIL, LOIS	10/05/2017	38.65
88632	Vendor Continued Check	10/05/2017	0.00
88633	OFFICE DEPOT	10/05/2017	958.54
88634	ORDWAY CENTER FOR PERFORMING	10/05/2017	492.00
88635	ORIENTAL TRADING CO INC	10/05/2017	14.91
88636	ORKIN INC	10/05/2017	300.00
88637	OSWALD, HEATHER MARIE	10/05/2017	45.00
88638	PADELFORD PACKET BOAT CO	10/05/2017	893.00
88639	PARTS MIDWEST INC	10/05/2017	121.57
88640	PARTSMASTER	10/05/2017	884.78
88641	P B B S EQUIPMENT CORP	10/05/2017	289.33
88642	PEARSON EDUCATION INC	10/05/2017	3,342.84

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88643	PEARSON EDUCATION	10/05/2017	540.96
88644	PERKINS, JASON P	10/05/2017	66.00
88645	PETERSON COMPANIES INC	10/05/2017	6,540.00
88646	PINE TREE APPLE ORCHARD	10/05/2017	390.00
88647	PIONEER PRESS	10/05/2017	275.60
88648	PITNEY BOWES PURCHASE POWER	10/05/2017	139.83
88649	POLAR CHEVROLET MAZDA	10/05/2017	435.04
88650	POSITIVE COACHING ALLIANCE	10/05/2017	1,850.00
88651	POTOCNIK, KAILEE	10/05/2017	144.00
88652	PREMIER AGENDAS INC	10/05/2017	1,451.25
88653	PRO-ED INC	10/05/2017	495.00
88654	PROFESSIONAL TURF & RENOVATION	10/05/2017	3,300.00
88655	Vendor Continued Check	10/05/2017	0.00
88656	PROJECT LEAD THE WAY	10/05/2017	7,365.00
88657	PRUFROCK PRESS INC	10/05/2017	42.90
88658	RATWIK ROSZAK & MALONEY PA	10/05/2017	1,004.50
88659	READ NATURALLY INC	10/05/2017	1,588.06
88660	REALLY GOOD STUFF INC	10/05/2017	269.54
88661	REGENTS OF THE UNIV OF MN	10/05/2017	1,050.00
88662	REILLY, THOMAS	10/05/2017	26.85
88663	RENDINA, PHILIP	10/05/2017	88.00
88664	RICKERT, DENNIS	10/05/2017	129.00
88665	RINKEL, ANGEL	10/05/2017	58.00
88666	RIO GRANDE	10/05/2017	80.69
88667	ROETTGER, DORIS	10/05/2017	114.00
88668	RUPP ANDERSON SQUIRES & WALDSP	10/05/2017	4,122.90
88669	SAARION, CARL A	10/05/2017	88.00
88670	SAIKO, KATHY	10/05/2017	15.30
88671	SAM'S CLUB/SYNCHRONY BANK	10/05/2017	623.20
88672	SAM'S CLUB/SYNCHRONY BANK	10/05/2017	901.75
88673	SAM'S CLUB/SYNCHRONY BANK	10/05/2017	1,167.90
88674	SAM'S CLUB/SYNCHRONY BANK	10/05/2017	36.42
88675	SAM'S CLUB/SYNCHRONY BANK	10/05/2017	47.80
88676	SANTILLANA USA	10/05/2017	275.69
88677	SCANTRON CORPORATION	10/05/2017	153.24
88678	SCHLUENDER, JOSEPH	10/05/2017	57.00
88679	SCHOCHENMAIER, TIMOTHY R	10/05/2017	5,395.50
88680	SCHOLASTIC INC	10/05/2017	272.50
88681	SCHOLASTIC INC	10/05/2017	3,561.30
88682	SCHOLASTIC LIBRARY PUBLISHING	10/05/2017	28.21
88683	SCHOLASTIC READING CLUB	10/05/2017	654.00
88684	Vendor Continued Check	10/05/2017	0.00
88685	SCHOOL HEALTH CORPORATION	10/05/2017	197.69
88686	SCHOOL SPECIALTY	10/05/2017	941.79
88687	SCHROEHER, JANE	10/05/2017	175.00
88688	SEEVER, GRAY	10/05/2017	160.00
88689	SEGLEM, SCOTT	10/05/2017	144.00
88690	SENOR WOOLY	10/05/2017	35.00
88691	SERENDIPITY ART AND DESIGN SER	10/05/2017	2,750.00
88692	SIKORA, PAUL	10/05/2017	88.00

Check Nbr	Vendor Name	Check Date	Check Amount
88693	SMARTSIGN	10/05/2017	259.00
88694	SMITH, SANDRA	10/05/2017	40.00
88695	SCHOOL NUTRITION ASSOC (SNA)	10/05/2017	28.00
88696	SOCIAL THINKING PUBLISHING	10/05/2017	67.01
88697	SOUTHEASTERN PERFORMANCE APPAR	10/05/2017	463.31
88698	SOUTHWEST BINDING & LAMINATING	10/05/2017	150.68
88699	SPECIAL PAY TRUST AUL	10/05/2017	36,000.00
88700	SPECIALTY PROMOTIONS	10/05/2017	273.00
88701	SPENCER, SHAUNA	10/05/2017	57.00
88702	ST PAUL RIVER CENTRE	10/05/2017	3,000.00
88703	STANGLAND, JENNA	10/05/2017	100.00
88704	STATE INDUSTRIAL PRODUCTS	10/05/2017	1,002.25
88705	STATE SUPPLY CO	10/05/2017	705.78
88706	STAY TUNED PIANO SERVICES	10/05/2017	98.00
88707	STEINER, EILEEN A	10/05/2017	20.18
88708	SUKO, PATRICK J	10/05/2017	119.82
88709	SUMMIT COMPANIES	10/05/2017	15,491.44
88710	SUPREME SCHOOL SUPPLY CO	10/05/2017	155.22
88711	SVL SERVICE CORPORATION	10/05/2017	312.28
88712	SYN-TECH SYSTEMS INC	10/05/2017	56.70
88713	TAYLOR MUSIC INC	10/05/2017	306.00
88714	TEACHER SYNERGY LLC	10/05/2017	102.99
88715	TEACHERS DISCOVERY	10/05/2017	167.78
88716	TEACHING STRATEGIES LLC	10/05/2017	335.66
88717	TEACHSTONE TRAINING LLC	10/05/2017	539.56
88718	TEAMWORKS INTERNATIONAL INC	10/05/2017	1,008.56
88719	TEXT HELP SYSTEMS INC	10/05/2017	1,875.00
88720	THYSSENKRUPP ELEVATOR CORP	10/05/2017	744.89
88721	TIME FOR KIDS	10/05/2017	168.30
88722	Vendor Continued Check	10/05/2017	0.00
88723	Vendor Continued Check	10/05/2017	0.00
88724	Vendor Continued Check	10/05/2017	0.00
88725	TRADE PRESS INC	10/05/2017	5,840.08
88726	TRUSTED EMPLOYEES	10/05/2017	996.00
88727	TSCHIDA, SHELLEY	10/05/2017	35.72
88728	TURFWERKS INC	10/05/2017	63.10
88729	TURNITIN LLC	10/05/2017	9,665.00
88730	TWIN CITY TRANSPORTATION INC	10/05/2017	77,849.13
88731	UNIVERSITY OF MN - CAREI	10/05/2017	1,500.00
88732	Vendor Continued Check	10/05/2017	0.00
88733	US FOODS CULINARY EQUIP & SUPP	10/05/2017	1,738.75
88734	USA TODAY	10/05/2017	75.54
88735	VAIL, STEVEN D	10/05/2017	132.00
88736	VERIZON WIRELESS	10/05/2017	1,452.93
88737	VERNIER SOFTWARE	10/05/2017	52.31
88738	VIRCO INC	10/05/2017	73.29
88739	VOCABULARY SPELLING CITY.COM	10/05/2017	59.95
88740	Vendor Continued Check	10/05/2017	0.00
88741	VOYAGER SOPRIS LEARNING	10/05/2017	1,087.06
88742	WALTER, BRIAN M	10/05/2017	86.00

Check Nbr	Vendor Name	Check Date	Check Amount
88743	WHITE BEAR GLASS INC	10/05/2017	975.00
88744	WHITE BEAR LAKE (CITY OF)	10/05/2017	14,376.18
88745	WHITE BEAR LAKE UMPIRES ASSN	10/05/2017	75.00
88746	WESTERN PSYCHOLOGICAL SERVICES	10/05/2017	765.60
88747	WILLIAM H SADLIER INC	10/05/2017	417.16
88748	WINDSTREAM	10/05/2017	1,105.36
88749	WL HALL COMPANY	10/05/2017	4,862.57
88750	WORDMASTERS	10/05/2017	190.00
88751	YMCA CAMP ICAGHOWAN	10/05/2017	6,150.50
88752	YMCA OF THE GREATER TWIN CITIE	10/05/2017	91,304.71
88753	ZARAMBO, MARIA L	10/05/2017	68.00
88754	ZEIMETZ, ANN MARIE	10/05/2017	165.00
88755	ZONEONE LOCATING	10/05/2017	200.25

363 Computer Check(s) For a Total of 1,085,786.95

	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
	363	Computer	Checks For a Total of	1,085,786.95
Total For	363	Manual, Wire Tran, ACH & Computer Checks		1,085,786.95
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,085,786.95

Check Nbr	Vendor Name	Check Date	Check Amount
88756	WALGREENS	10/10/2017	111.49

1 Computer Check(s) For a Total of 111.49

	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	111.49
Total For	1	Manual, Wire Tran, ACH & Computer Checks		111.49
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	111.49

Check Nbr	Vendor Name	Check Date	Check Amount
9990187	Vendor Continued Check	10/11/2017	0.00
9990188	BMO	10/11/2017	14,941.97

2 Computer Check(s) For a Total of 14,941.97

	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
	2	Computer	Checks For a Total of	14,941.97
Total For	2	Manual, Wire Tran, ACH & Computer Checks		14,941.97
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	14,941.97

Check Nbr	Vendor Name	Check Date	Check Amount
9990189	AIG	10/13/2017	6,001.80
9990190	Vendor Continued Check	10/13/2017	0.00
9990191	AMERICAN FUNDS	10/13/2017	83,482.61
9990192	Vendor Continued Check	10/13/2017	0.00
9990193	AMERICAN UNITED LIFE	10/13/2017	81,281.30
9990194	AMERIPRISE FINANCIAL SERVICES	10/13/2017	13,425.15
9990195	AXA EQUITABLE	10/13/2017	29,926.13
9990196	EDUCATION MN ESI BILLING TRUST	10/13/2017	32,436.91
9990197	Vendor Continued Check	10/13/2017	0.00
9990198	Vendor Continued Check	10/13/2017	0.00
9990199	Vendor Continued Check	10/13/2017	0.00
9990200	Vendor Continued Check	10/13/2017	0.00
9990201	Vendor Continued Check	10/13/2017	0.00
9990202	Vendor Continued Check	10/13/2017	0.00
9990203	INTERNAL REVENUE SERVICE	10/13/2017	694,752.86
9990204	METROPOLITAN LIFE	10/13/2017	2,328.76
9990205	MN DEPT OF HUMAN SERVICES	10/13/2017	1,665.00
9990206	Vendor Continued Check	10/13/2017	0.00
9990207	MN DEPT OF REVENUE	10/13/2017	108,697.26
9990208	MN REVENUE	10/13/2017	601.51
9990209	MN STATE RETIREMENT	10/13/2017	4,575.97
9990210	Vendor Continued Check	10/13/2017	0.00
9990211	Vendor Continued Check	10/13/2017	0.00
9990212	PUBLIC EMP RETIREMENT ASSOC	10/13/2017	108,867.53
9990213	Vendor Continued Check	10/13/2017	0.00
9990214	TEACHERS RETIREMENT ASSOC	10/13/2017	326,807.16
9990215	VANGUARD SMALL BUSINESS SERVIC	10/13/2017	24,322.71
9990216	WHITE BEAR LAKE TEACHERS ASSOC	10/13/2017	41,942.79

28 Computer Check(s) For a Total of 1,561,115.45

	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
	28	Computer	Checks For a Total of	1,561,115.45
Total For	28	Manual, Wire Tran, ACH & Computer Checks		1,561,115.45
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,561,115.45

Check Nbr	Vendor Name	Check Date	Check Amount
88757	IUOE LOCAL 70	10/16/2017	2,331.06
88758	MESSERLI & KRAMER PA	10/16/2017	384.00
88759	THE ROSE LAW FIRM, PLLC	10/16/2017	249.00
88760	Vendor Continued Check	10/16/2017	0.00
88761	SCHOOL SERVICE EMPLOYEES	10/16/2017	7,083.38
88762	US DEPT OF EDUCATION	10/16/2017	490.51

6 Computer Check(s) For a Total of 10,537.95

	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
	6	Computer	Checks For a Total of	10,537.95
Total For	6	Manual, Wire Tran, ACH & Computer Checks		10,537.95
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	10,537.95

Check Nbr	Vendor Name	Check Date	Check Amount
171800193	ACKERKNECHT, CATHYANN M	10/17/2017	65.00
171800194	ANDERSON, SHANNON A M	10/17/2017	81.86
171800195	ASPER, STEVEN M	10/17/2017	650.00
171800196	BIERMAN, CHERYL A	10/17/2017	229.56
171800197	BREMER, JACLYN ANN	10/17/2017	38.74
171800198	CANNIFF, AMY E	10/17/2017	214.53
171800199	CARLINSCHAUER, KYLE LEE	10/17/2017	195.00
171800200	CHRISTIANSON, STACY M	10/17/2017	241.87
171800201	DEEN, DENISE T	10/17/2017	437.62
171800202	DERBY, SARA A	10/17/2017	142.67
171800203	DOCKEN, STACI ANNE	10/17/2017	240.00
171800204	DYMIT, MARIE S	10/17/2017	86.67
171800205	FABIAN, KENNEDY C	10/17/2017	187.99
171800206	FINK, AVIS A	10/17/2017	383.70
171800207	FOX, FRANCINE H	10/17/2017	39.05
171800208	GARCIA ANDERSON, ODELIS M	10/17/2017	422.42
171800209	GEDNALSKE, KIRK M	10/17/2017	38.44
171800210	GOERS, LINDA S	10/17/2017	1,168.00
171800211	GRADY, LORI J	10/17/2017	28.89
171800212	GRUN, SUSAN L	10/17/2017	15.54
171800213	HAGESTUEN, FAITH M	10/17/2017	128.03
171800214	HUBBARD, MICHELLE K	10/17/2017	20.34
171800215	HUFFMAN, NATALIE THERESA	10/17/2017	563.11
171800216	IVEY, JEFFREY D	10/17/2017	106.74
171800217	JACOBS, HEATHER A	10/17/2017	42.92
171800218	KATH, ABBY J	10/17/2017	144.13
171800219	KAY, HEATHER J	10/17/2017	96.94
171800220	KENTFIELD, KELLY S	10/17/2017	449.84
171800221	KOLODNY, ADRIANA C	10/17/2017	79.45
171800222	KONKEL, MELANIE C	10/17/2017	67.94
171800223	KONOP, KRISTEN M	10/17/2017	3,225.14
171800224	LAMWERS, LINDSAY M	10/17/2017	5,176.00
171800225	LANE, JOSHUA L	10/17/2017	280.40
171800226	LARSON, BRITA A	10/17/2017	71.16
171800227	LEMIEUX, TAMARA M	10/17/2017	45.00
171800228	MARTINSON, KARA S	10/17/2017	150.00
171800229	MCGARTHWAITE, MICHAEL R	10/17/2017	42.26
171800230	MERHAR, BRIAN P	10/17/2017	60.00
171800231	MILLER, MOLLY M	10/17/2017	65.53
171800232	MOREAU, CALLI M	10/17/2017	19.98
171800233	NODGAARD, TRUDY A	10/17/2017	124.96
171800234	OLSEN, SUSAN M	10/17/2017	63.80
171800235	PHETTEPLACE, WANDA M	10/17/2017	71.96
171800236	RATLIFF, GERALD	10/17/2017	12.84
171800237	ROSSITER, DANIEL J	10/17/2017	110.61
171800238	RUOHOMAKI, TERESA M	10/17/2017	25.68
171800239	SAMPOANG, DESSERAY R	10/17/2017	388.35
171800240	SEEBA, PAUL T	10/17/2017	225.00
171800241	SHEA, BRENDA B	10/17/2017	35.00
171800242	SUCHY, ERICA J	10/17/2017	34.99

Check Nbr	Vendor Name	Check Date	Check Amount
171800243	SUOJA, WENDY T	10/17/2017	731.58
171800244	SWENSON, GREGORY A	10/17/2017	103.78
171800245	TLUSTY, MELANIE L	10/17/2017	132.00
171800246	WIECZOREK, THOMAS DONALD	10/17/2017	465.24

54 ACH Check(s) For a Total of 18,268.25

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	54	ACH	Checks For a Total of	18,268.25
	0	Computer	Checks For a Total of	0.00
Total For	54	Manual, Wire Tran, ACH & Computer Checks		18,268.25
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	18,268.25

Check Nbr	Vendor Name	Check Date	Check Amount
9990217	INTERNAL REVENUE SERVICE	10/17/2017	574.12
1	Computer Check(s) For a Total of		574.12

	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	574.12
Total For	1	Manual, Wire Tran, ACH & Computer Checks		574.12
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	574.12

Check Nbr	Vendor Name	Check Date	Check Amount
88763	AARP DRIVER SAFETY PROGRAM	10/18/2017	790.00
88764	ABBOTT PAINT & CARPET INC	10/18/2017	207.90
88765	ACCLAIM SERVICES INC	10/18/2017	1,049.60
88766	Vendor Continued Check	10/18/2017	0.00
88767	AGROPUR INC	10/18/2017	17,529.10
88768	AGUILERA, TERRYN	10/18/2017	132.00
88769	AIKORIEGIE, SUNNY	10/18/2017	57.00
88770	ALEXANDER, DAN	10/18/2017	175.00
88771	AMAZON	10/18/2017	280.82
88772	AMAZON	10/18/2017	3,848.27
88773	AMAZON	10/18/2017	319.18
88774	AMAZON	10/18/2017	2,830.47
88775	AMAZON	10/18/2017	408.71
88776	AMAZON	10/18/2017	295.94
88777	AMAZON	10/18/2017	27.83
88778	AMAZON	10/18/2017	105.22
88779	AMAZON	10/18/2017	106.75
88780	ANDERSON, ERIC	10/18/2017	132.00
88781	ANDERSON'S	10/18/2017	44.70
88782	ANOKA-HENNEPIN SCHOOL DISTRICT	10/18/2017	792.84
88783	ASSOC FOR SUPERVISION & CURRIC	10/18/2017	89.00
88784	ASCHEMAN, MOLLY MARIE	10/18/2017	85.03
88785	ASL INTERPRETING SERVICES	10/18/2017	180.00
88786	AUTONATION FORD WBL	10/18/2017	567.22
88787	AVID CENTER	10/18/2017	566.50
88788	THE BAKKEN MUSEUM	10/18/2017	1,695.00
88789	BALD EAGLE SPORTSMENS ASSOC	10/18/2017	3,168.00
88790	BARNES & NOBLE	10/18/2017	2,377.77
88791	BARRIER GROUP LLC	10/18/2017	10,000.00
88792	BARTHOLD	10/18/2017	1,910.92
88793	BAUDVILLE	10/18/2017	870.75
88794	BEAMAN, LOUISE A	10/18/2017	88.00
88795	BEHLOW, DAVID	10/18/2017	207.02
88796	BELNICK RETAIL LLC	10/18/2017	572.91
88797	BENCHMARK BEHAVIORAL HEALTH SY	10/18/2017	1,500.00
88798	BERTRAM, TROY	10/18/2017	66.00
88799	BEST BUY BUSINESS ADVANTAGE AC	10/18/2017	410.00
88800	BUSINESS IMPACT GROUP	10/18/2017	6,427.19
88801	BILL WEIGEL SIGNS	10/18/2017	165.00
88802	BINKOWSKI, JOAN	10/18/2017	749.51
88803	BLICK ART MATERIALS	10/18/2017	131.17
88804	BLUE TARP FINANCIAL INC	10/18/2017	55.79
88805	BLUEBIRD SCREEN PRINT	10/18/2017	2,341.95
88806	BOWMAN, DON	10/18/2017	88.00
88807	BRAATEN, HAROLD A	10/18/2017	68.00
88808	BROCKWAY, TOM	10/18/2017	59.00
88809	BROWN, BRUCE	10/18/2017	192.00
88810	THE BUG COMPANY	10/18/2017	16.00
88811	BUREAU OF EDUCATION & RESEARCH	10/18/2017	259.00
88812	CAMP ST CROIX	10/18/2017	482.50

Check Nbr	Vendor Name	Check Date	Check Amount
88813	CANION CREATIONS LLC	10/18/2017	191.00
88814	CAPITAL ONE COMMERCIAL	10/18/2017	294.40
88815	CAREY, MARK	10/18/2017	86.00
88816	CARLSON, JEREMY	10/18/2017	132.00
88817	CARLSON WAGONLIT TRAVEL	10/18/2017	9,700.00
88818	CDW GOVERNMENT INC	10/18/2017	550.76
88819	CENTENNIAL HIGH SCHOOL ISD #12	10/18/2017	1,631.91
88820	CHEER MUSIC ADDICTION LLC	10/18/2017	1,050.00
88821	CINTAS CORP #470	10/18/2017	339.49
88822	CLEAN IMAGE	10/18/2017	330.50
88823	COBORNS DELIVERS	10/18/2017	106.47
88824	COMBS, DEWAYNE	10/18/2017	57.00
88825	CONNEY SAFETY	10/18/2017	118.60
88826	CONSTANTINE DANCE CLASSES	10/18/2017	352.00
88827	CONTINENTAL RESEARCH CORP	10/18/2017	620.08
88828	COONCE, PERRY	10/18/2017	132.00
88829	CRAIG II II, BEN ADAM	10/18/2017	45.88
88830	CUB FOODS OF WHITE BEAR TWSHP	10/18/2017	872.00
88831	CULLIGAN BOTTLED WATER	10/18/2017	54.60
88832	Vendor Continued Check	10/18/2017	0.00
88833	CUMMINS NPOWER LLC	10/18/2017	1,923.89
88834	CUSTOM INK LLC	10/18/2017	2,224.19
88835	Vendor Continued Check	10/18/2017	0.00
88836	Vendor Continued Check	10/18/2017	0.00
88837	CYLKOWSKI, GREG	10/18/2017	995.00
88838	DAKOTA TRUCK UNDERWRITERS	10/18/2017	48,312.00
88839	DAYMARK SAFETY SYSTEMS	10/18/2017	59.28
88840	DECKER INC	10/18/2017	91.27
88841	DEEP PORTAGE	10/18/2017	10,177.00
88842	DEGARDNER, RICK	10/18/2017	59.00
88843	DISCOUNT SCHOOL SUPPLY	10/18/2017	93.11
88844	DOMINOS PIZZA	10/18/2017	397.93
88845	DONATELLI'S	10/18/2017	694.75
88846	DOOR SERVICE COMPANY	10/18/2017	1,932.00
88847	DORNFELD, MARK	10/18/2017	132.00
88848	DORNFELD, MATT	10/18/2017	86.00
88849	DREAMBOX LEARNING	10/18/2017	1,375.00
88850	DEFINITIVE TECHNOLOGY SOLUTION	10/18/2017	78.00
88851	ECKROTH MUSIC	10/18/2017	1,517.93
88852	Vendor Continued Check	10/18/2017	0.00
88853	EQUITY ALLIANCE MN	10/18/2017	33,977.50
88854	F&N OPERATIONS LLC	10/18/2017	85.37
88855	FAIRCLOUGH, KARI L	10/18/2017	490.00
88856	FASTENAL COMPANY	10/18/2017	151.02
88857	FESTIVAL FOODS-KNOWLAN'S	10/18/2017	100.18
88858	FILTER RECYCLING SERVICES	10/18/2017	100.00
88859	FIRST STUDENT INC	10/18/2017	425,545.73
88860	FREDRICKSON, PATRICIA A	10/18/2017	90.00
88861	FUN EXPRESS LLC	10/18/2017	130.23
88862	GALLAGHERS NORTHWESTERN TIRE C	10/18/2017	1,067.10

Check Nbr	Vendor Name	Check Date	Check Amount
88863	GARDEN OF HOPE MONTESSORI	10/18/2017	46.80
88864	GILLUND ENTERPRISES	10/18/2017	204.00
88865	GLOSS INSTITUTE	10/18/2017	950.00
88866	GRANDMA'S BAKERY INC	10/18/2017	246.52
88867	GREAT AMER OPPORTUNITIES INC	10/18/2017	432.00
88868	GREAT AMERICAN SAVINGS	10/18/2017	412.50
88869	GREATAMERICA FINANCIAL SERVICE	10/18/2017	1,158.50
88870	GROTH MUSIC CO	10/18/2017	739.31
88871	GUSTAVUS ADOLPHUS COLLEGE	10/18/2017	240.00
88872	HALAMA, ANDREA LINTON	10/18/2017	220.00
88873	HALO TRANSPORTATION	10/18/2017	7,387.60
88874	HANDLEBAR PERCUSSION	10/18/2017	565.58
88875	HANKINS, RYAN	10/18/2017	90.00
88876	HANSON, EUGENE	10/18/2017	144.00
88877	HARSTAD, RACHEL	10/18/2017	144.00
88878	HEINEMANN	10/18/2017	1,541.38
88879	HENNEPIN THEATRE TRUST	10/18/2017	125.00
88880	HERITAGE	10/18/2017	1,116.00
88881	HOERNING, CODY	10/18/2017	66.00
88882	HOFFBECK, DENNIS	10/18/2017	144.00
88883	HOGLUND BUS AND TRUCK CO	10/18/2017	14,164.58
88884	HOGLUND BODY & EQUIPMENT INC	10/18/2017	4,968.50
88885	HOUGHTON MIFFLIN HARCOURT	10/18/2017	5,131.50
88886	HOWLADER NEPAL C	10/18/2017	114.00
88887	HUDL	10/18/2017	2,300.00
88888	Vendor Continued Check	10/18/2017	0.00
88889	Vendor Continued Check	10/18/2017	0.00
88890	Vendor Continued Check	10/18/2017	0.00
88891	Vendor Continued Check	10/18/2017	0.00
88892	IFD	10/18/2017	121,534.08
88893	INNOVATIVE OFFICE SOLUTIONS	10/18/2017	64,134.21
88894	INSTITUTE FOR MULTI SENSORY ED	10/18/2017	42.90
88895	INTELLIGERE INC	10/18/2017	140.00
88896	INTERMEDIATE DISTRICT 287	10/18/2017	5,816.42
88897	INTL BACCALAUREATE ORGANIZATIO	10/18/2017	789.00
88898	ISD #181 BRAINERD	10/18/2017	3,227.40
88899	ISD #197	10/18/2017	50.00
88900	ISD #938 MAWSECO	10/18/2017	569.70
88901	JACKI BRICKMAN INC	10/18/2017	3,000.00
88902	JAH SCHEDULING LLC	10/18/2017	306.00
88903	JW PEPPER & SON INC	10/18/2017	71.94
88904	KASAY, LAWRENCE	10/18/2017	144.00
88905	KATH FUEL OIL SERVICE CO	10/18/2017	17,355.61
88906	KENNEY, PATRICK	10/18/2017	88.00
88907	KLEIN, THOMAS K	10/18/2017	57.00
88908	KNIGHT, MARTIN C	10/18/2017	68.00
88909	KNOCKERBALL MN LLC	10/18/2017	575.00
88910	KNOTHE, GREG	10/18/2017	100.00
88911	KRAFT CONTRACTING & MECHANICAL	10/18/2017	1,083.79
88912	LABELLE, PAUL H	10/18/2017	66.00

Check Nbr	Vendor Name	Check Date	Check Amount
88913	LAHAYE, STEPHANIE	10/18/2017	66.00
88914	LAKE AREA TRAVEL	10/18/2017	2,500.00
88915	LAKESHORE LEARNING MATERIALS	10/18/2017	116.88
88916	LAMB, ELIZABETH L	10/18/2017	130.00
88917	LANGUAGE LINE SERVICES	10/18/2017	134.18
88918	LEARNING A-Z	10/18/2017	6,284.49
88919	LEMIRE, ROXANNE	10/18/2017	38.00
88920	LIBERTY CLASSICAL ACADEMY	10/18/2017	1,850.00
88921	LIBRARIANS BOOK EXPRESS LLC	10/18/2017	278.73
88922	LONETTI, KELLY	10/18/2017	57.00
88923	MAAP STARS	10/18/2017	615.00
88924	MN ASSOC OF COLLEGE	10/18/2017	100.00
88925	MACKIN EDUCATIONAL RESOURCES	10/18/2017	298.21
88926	MALLOY/MONTAGUE/KARNOWSKI & CO	10/18/2017	5,500.00
88927	MARRCH	10/18/2017	820.00
88928	MARX, BENJAMIN	10/18/2017	66.00
88929	MATOSKA INTL PTO	10/18/2017	596.06
88930	MAYO DEBATE	10/18/2017	60.00
88931	MEDCO SUPPLY CO	10/18/2017	136.66
88932	MEDICARE PREMIUM COLLECTION CT	10/18/2017	200.80
88933	MENARDS-MAPLEWOOD	10/18/2017	727.19
88934	METRO ECSU	10/18/2017	3,050.00
88935	METRO SOUND AND LIGHTING	10/18/2017	397.00
88936	MID CITY SERVICES - INDUSTRIAL	10/18/2017	1,909.50
88937	MIDAMERICA ADMIN & RETIREMENT	10/18/2017	3,485.68
88938	MIDWEST BUS PARTS INC	10/18/2017	696.55
88939	MIDWEST AUDIO VISUAL CENTER	10/18/2017	1,015.00
88940	MIDWEST TECHNOLOGY PRODUCTS	10/18/2017	54.49
88941	MIDWEST SPORTSWEAR & ATHLETIC	10/18/2017	1,036.40
88942	MINVALCO INC	10/18/2017	1,857.35
88943	MN MIDDLE SCHOOL ASSOC	10/18/2017	305.00
88944	MN ASSOC OF IB WORLD SCHOOLS	10/18/2017	300.00
88945	MN BOARD OF SCHOOL ADMINISTRAT	10/18/2017	75.00
88946	MN CLAY	10/18/2017	144.63
88947	MN COACHES INC	10/18/2017	6,111.00
88948	MN DEPT OF HUMAN SERVICES	10/18/2017	660.00
88949	MN DEPT OF LABOR & INDUSTRY	10/18/2017	300.00
88950	MN HISTORICAL SOCIETY	10/18/2017	1,325.00
88951	MN INDIAN EDUC ASSOC	10/18/2017	150.00
88952	MN JUNIOR WINDS	10/18/2017	100.00
88953	MN SWORD PLAY	10/18/2017	360.00
88954	MN VALLEY SCHOOL & OFFICE SUPP	10/18/2017	2,174.17
88955	MNAEYC-MNSACA	10/18/2017	500.00
88956	MN NONPUBLIC SCHOOL ACCREDITIN	10/18/2017	150.00
88957	MOBILE RADIO ENGINEERING INC	10/18/2017	1,570.11
88958	MODERN FENCE & CONST INC	10/18/2017	200.00
88959	MOHAWK RESOURCES	10/18/2017	2,575.24
88960	MOTT, RANDALL	10/18/2017	88.00
88961	MN SCHOOL BOARDS ASSN	10/18/2017	50.00
88962	MN SUPERINTENDENTS OFC PERSONN	10/18/2017	50.00

Check Nbr	Vendor Name	Check Date	Check Amount
88963	MULTI HEALTH SYSTEMS INC MHS	10/18/2017	198.00
88964	MURPHY, LYNNE M	10/18/2017	90.00
88965	NAC MECHANICAL & ELECTRICAL SE	10/18/2017	767.26
88966	NATL ASSOC OF ELEMENTARY SCHOO	10/18/2017	235.00
88967	NASCO	10/18/2017	60.80
88968	NCPERS MINNESOTA	10/18/2017	160.00
88969	NEOFUNDS BY NEOPOST	10/18/2017	500.00
88970	NEWTRAX	10/18/2017	1,200.00
88971	NGUYEN, NATHALIE	10/18/2017	55.75
88972	NOMURA, YOKO	10/18/2017	19.95
88973	NORTH CENTRAL TRUCK EQUIPMENT	10/18/2017	9,954.10
88974	NORTH HIGH SCHOOL	10/18/2017	300.00
88975	NORTHBOUND CREATIVE	10/18/2017	180.00
88976	NORTHEAST METRO INTERMEDIATE	10/18/2017	50,923.73
88977	NYSTROM PUBLISHING CO INC	10/18/2017	12,112.46
88978	O'REILLY AUTOMOTIVE INC	10/18/2017	2,703.49
88979	OFFICE DEPOT	10/18/2017	219.47
88980	ON SITE SANITATION INC	10/18/2017	2,040.88
88981	ORDWAY CENTER FOR PERFORMING	10/18/2017	264.00
88982	ORIGINS	10/18/2017	123.07
88983	OXYGEN SERVICE CO INC	10/18/2017	61.20
88984	PADELFORD PACKET BOAT CO	10/18/2017	26.79
88985	PERIPOLE	10/18/2017	479.60
88986	PETUSHKOV, EVGENII	10/18/2017	72.00
88987	PHOENIX ALTERNATIVES INC	10/18/2017	403.75
88988	PHOENIX SCHOOL COUNSELING LLC	10/18/2017	4,319.69
88989	POLAR CHEVROLET MAZDA	10/18/2017	83.20
88990	PRAXAIR DISTRIBUTION INC	10/18/2017	150.43
88991	PRO-ED INC	10/18/2017	433.40
88992	PSAT/NMSQT	10/18/2017	2,720.00
88993	R & R SPECIALTIES INC	10/18/2017	1,648.00
88994	RANDY SHAVER CANCER RESEARCH	10/18/2017	962.60
88995	RAYMOND, JOHN	10/18/2017	66.00
88996	READ NATURALLY INC	10/18/2017	99.68
88997	REALTIME MUSIC SOLUTIONS LLC	10/18/2017	325.00
88998	REDWOOD TOXICOLOGY LABORATORY	10/18/2017	38.20
88999	REGION 4AA SOCCER	10/18/2017	2,240.00
89000	REHBEIN TRANSIT CO INC	10/18/2017	13,680.00
89001	REINDERS INC	10/18/2017	1,260.00
89002	REITELBACH, ADAM	10/18/2017	86.00
89003	RENDINA, PHILIP	10/18/2017	88.00
89004	REPUBLIC SERVICES #899	10/18/2017	7,760.99
89005	RESEARCH FOR BETTER TEACHING	10/18/2017	5,660.13
89006	RESOURCES FOR READING INC	10/18/2017	59.96
89007	RICK, CHRISTOPHER	10/18/2017	152.00
89008	RISE, JESSE	10/18/2017	57.00
89009	ROBERTS BUSINESS FORMS	10/18/2017	522.73
89010	ROSETTA STONE	10/18/2017	165.00
89011	ROSEVILLE AREA SCHOOLS	10/18/2017	320.00
89012	RUDDYS PARTY TOWN INC	10/18/2017	38.70

Check Nbr	Vendor Name	Check Date	Check Amount
89013	SAFE N SOUND MOBILE	10/18/2017	82.50
89014	SALZMAN-HANKINS, SHARI	10/18/2017	90.00
89015	SAM'S CLUB/SYNCHRONY BANK	10/18/2017	1,374.08
89016	SAMACO SUPPLY	10/18/2017	29.50
89017	SANTILLANA USA	10/18/2017	9.00
89018	SAUERS, TODD	10/18/2017	144.00
89019	SAY IT RIGHT	10/18/2017	104.49
89020	Vendor Continued Check	10/18/2017	0.00
89021	SCHMITT MUSIC COMPANY	10/18/2017	1,201.00
89022	SCHOLASTIC INC	10/18/2017	239.61
89023	SCHOLASTIC INC	10/18/2017	394.23
89024	SCHOOL SPECIALTY	10/18/2017	380.94
89025	SCHOOL-TECH INC	10/18/2017	353.22
89026	SEEVER, GRAY	10/18/2017	160.00
89027	SERENDIPITY ART AND DESIGN SER	10/18/2017	1,250.00
89028	SHELTERLOGIC	10/18/2017	1,109.76
89029	SIGNATURE FUNDRAISING	10/18/2017	2,400.00
89030	SITEONE LANDSCAPE SUPPLY	10/18/2017	191.98
89031	SCHOOL NUTRITION ASSOC (SNA)	10/18/2017	13.00
89032	SNAP-ON	10/18/2017	82.55
89033	SOUTHEASTERN PERFORMANCE APPAR	10/18/2017	706.20
89034	ST CROIX CLEANERS	10/18/2017	109.99
89035	ST PAUL AQUATICS	10/18/2017	1,507.00
89036	ST THOMAS HONOR BAND FESTIVAL	10/18/2017	20.00
89037	Vendor Continued Check	10/18/2017	0.00
89038	STAPLES ADVANTAGE	10/18/2017	7,509.66
89039	STARFALL PUBLICATIONS	10/18/2017	270.00
89040	STATE SUPPLY CO	10/18/2017	470.71
89041	STEVE WEISS MUSIC	10/18/2017	379.94
89042	STILLWATER AREA HIGH SCHOOL	10/18/2017	105.00
89043	STILLWATER HIGH SCHOOL	10/18/2017	60.00
89044	SUBURBAN RAMSEY COUNTY CTIC	10/18/2017	100.00
89045	SUMMIT COMPANIES	10/18/2017	12,311.00
89046	SYNOVIA SOLUTIONS	10/18/2017	1,551.40
89047	TAMARACK NATURE CENTER	10/18/2017	412.50
89048	TAOLY, ROGER	10/18/2017	72.00
89049	TEACHER INNOVATIONS INC	10/18/2017	75.60
89050	TEACHERS DISCOVERY	10/18/2017	290.56
89051	TEACHING STRATEGIES LLC	10/18/2017	2,510.35
89052	TEKVISIONS	10/18/2017	466.00
89053	TELIN TRANSPORTATION GROUP LLC	10/18/2017	5,462.40
89054	TIME FOR KIDS	10/18/2017	489.06
89055	TRADE PRESS INC	10/18/2017	6,211.48
89056	TRADE PRESS INC	10/18/2017	8,640.76
89057	TREASURED TRANSPORTATION	10/18/2017	39,961.41
89058	TRIO SUPPLY COMPANY	10/18/2017	334.58
89059	TRUCK UTILITIES MFG CO	10/18/2017	560.76
89060	TRUSTED EMPLOYEES	10/18/2017	4,453.94
89061	UHL CO INC	10/18/2017	1,773.00
89062	UNITED REFRIGERATION	10/18/2017	83.67

Check Nbr	Vendor Name	Check Date	Check Amount
89063	UNIVERSITY OF MINNESOTA	10/18/2017	2,320.00
89064	UNRL	10/18/2017	3,666.00
89065	THE UPS STORE #3299	10/18/2017	228.00
89066	US FOODS CULINARY EQUIP & SUPP	10/18/2017	222.74
89067	CITY OF VADNAIS HEIGHTS	10/18/2017	3,365.25
89068	VANDERBOSCH, DANA A	10/18/2017	88.99
89069	VADNAIS HEIGHTS ECONOMIC DEV C	10/18/2017	525.00
89070	VIKING ELECTRIC SUPPLY	10/18/2017	6,282.31
89071	VIKING TROPHIES	10/18/2017	4.45
89072	VOCABULARY SPELLING CITY.COM	10/18/2017	117.00
89073	WALKER ENTERPRISES INC	10/18/2017	1,594.08
89074	WALTERS, LEAH M	10/18/2017	19.95
89075	WASHINGTON CO	10/18/2017	148.74
89076	WAYNE MANTHEY DRUMMAKER LLC	10/18/2017	1,330.00
89077	WHITE BEAR CENTER FOR THE ARTS	10/18/2017	7,625.00
89078	WHITE BEAR DANCE CENTER	10/18/2017	800.00
89079	WHITE BEAR LAWN & SNOW	10/18/2017	310.00
89080	WHITE BEAR RENTAL EQUIPMENT	10/18/2017	42.12
89081	WHITE BEAR LAKE (CITY OF)	10/18/2017	2,625.91
89082	WHITE BEAR LAKE ROTARY CLUB	10/18/2017	463.00
89083	WEBER, CRAIG	10/18/2017	144.00
89084	WELLNER LAW PLLC	10/18/2017	200.00
89085	WEST MUSIC COMPANY	10/18/2017	2,192.22
89086	WINSOR LEARNING INC	10/18/2017	282.70
89087	WL HALL COMPANY	10/18/2017	5,057.49
89088	WOLF RIDGE ENVIRONMENTAL	10/18/2017	7,627.00
89089	XIONG, XAI	10/18/2017	55.25
89090	XIONG, XUE	10/18/2017	80.00
89091	YOUTH FRONTIERS	10/18/2017	750.00
89092	ZENNER, JEFFREY J	10/18/2017	86.00

330 Computer Check(s) For a Total of 1,207,058.91

Check Nbr	Vendor Name	Check Date	Check Amount
88447	CHRISSIS, CONNIE	10/19/2017	59.00
88542	ISD #938 MAWSECO	10/19/2017	3,797.10

2 Void Check(s) For a Total of 3,856.10

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	330	Computer	Checks For a Total of	1,207,058.91
Total For	330	Manual, Wire Tran, ACH & Computer Checks		1,207,058.91
Less	2	Voided	Checks For a Total of	3,856.10
			Net Amount	1,203,202.81

Check Nbr	Vendor Name	Check Date	Check Amount
89093	IUOE LOCAL 70	10/30/2017	2,239.14
89094	MESSERLI & KRAMER PA	10/30/2017	355.25
89095	RAUSCH, STURM, ISRAEL,	10/30/2017	118.00
89096	THE ROSE LAW FIRM, PLLC	10/30/2017	226.25
89097	Vendor Continued Check	10/30/2017	0.00
89098	SCHOOL SERVICE EMPLOYEES	10/30/2017	6,579.85
89099	US DEPT OF EDUCATION	10/30/2017	484.18
89100	VOID	10/30/2017	VOID

8 Computer Check(s) For a Total of 10,002.67

	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
	7	Computer	Checks For a Total of	10,002.67
Total For	7	Manual, Wire Tran, ACH & Computer Checks		10,002.67
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	10,002.67

Check Nbr	Vendor Name	Check Date	Check Amount
171800247	ABU-SHARKH, LUBNA MF	10/31/2017	215.87
171800248	ANDERSON, JON C	10/31/2017	41.97
171800249	ANDERJOHN, NOEL M	10/31/2017	225.00
171800250	CARLINSCHAUER, KYLE LEE	10/31/2017	76.13
171800251	CARLSON-CASA DE CALVO, JANET L	10/31/2017	36.91
171800252	DANIELSON, MATTHEW C	10/31/2017	225.00
171800253	DUSTIN, JOSEPH J	10/31/2017	74.98
171800254	FUHRMAN, SARAH J	10/31/2017	30.19
171800255	GARCIA, RACHEL M	10/31/2017	59.50
171800256	GILLESPIE, ALISON CARR	10/31/2017	83.99
171800257	GRAY, DONALD E	10/31/2017	184.04
171800258	GREENE, VICTORIA L	10/31/2017	100.05
171800259	HASAPOPOULOS, MARY T	10/31/2017	495.24
171800260	HOEG, SCOTT A	10/31/2017	139.01
171800261	KENTFIELD, KELLY S	10/31/2017	45.77
171800262	KERG, JEREMY J	10/31/2017	971.66
171800263	LAMWERS, LINDSAY M	10/31/2017	34.36
171800264	LANE, JOSHUA L	10/31/2017	497.85
171800265	LAU, LAI F	10/31/2017	215.77
171800266	LEONARD, RITA M	10/31/2017	405.72
171800267	MALONE, FRANK	10/31/2017	35.96
171800268	MANLEY, KATHLEEN M	10/31/2017	105.93
171800269	MARSH, KATHERINE M	10/31/2017	326.45
171800270	MAURER, TIMOTHY J	10/31/2017	318.97
171800271	MCMACKINS, SARA B	10/31/2017	235.40
171800272	MOORE, JENNIFER RAE	10/31/2017	486.93
171800273	NADEAU, MARGARET M	10/31/2017	260.00
171800274	NASVIK, CRAIG S	10/31/2017	457.94
171800275	OGRADY, CATHY SUE	10/31/2017	478.18
171800276	PERCIVAL, PATRICIA A	10/31/2017	138.25
171800277	PONTIOUS, JODY L	10/31/2017	300.00
171800278	RATLIFF, GERALD	10/31/2017	51.36
171800279	REBER, JODY ANN	10/31/2017	25.26
171800280	RIEBOW, MATTHEW R	10/31/2017	195.00
171800281	RUANE, ANDREA C	10/31/2017	50.00
171800282	SANTOSCOY, BRIANA JO	10/31/2017	93.57
171800283	SCHMIDT, DANIEL Q	10/31/2017	286.53
171800284	SCHMIDT, DEBRA SUE	10/31/2017	25.98
171800285	SCHULTE, DARRELL A	10/31/2017	1,134.24
171800286	SEEBA, PAUL T	10/31/2017	33.74
171800287	SEIFERT, MICHELE M	10/31/2017	200.00
171800288	SKURDALSVOLD, ABIGAIL E	10/31/2017	67.21
171800289	SMITH, JAMES M	10/31/2017	5.98
171800290	SMITH, TAMMY L	10/31/2017	19.00
171800291	STEADLAND, KEITH DAVID	10/31/2017	59.64
171800292	STUCYNSKI, JILL L	10/31/2017	137.96
171800293	WATTERS, LAURA J	10/31/2017	283.83
171800294	XU, HUI	10/31/2017	438.09

48 ACH Check(s) For a Total of 10,410.41

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	48	ACH	Checks For a Total of	10,410.41
	0	Computer	Checks For a Total of	0.00
Total For	48	Manual, Wire Tran, ACH & Computer Checks		10,410.41
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	10,410.41

Consent Agenda Item A-5(d)
November 13, 2017
School Board Meeting

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: **November 13, 2017**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
School Supplies	Walmart-Vadnais Heights	Matoska Elementary School
School Supplies	Walmart – Vadnais Heights	Vadnais Heights Elementary School
School Supplies	Walmart – Vadnais Heights	Sunrise Park Middle School
Carpet squares and pencils	Lake Area Flooring	Lakeaires
$100 for AVID program	Healthy Wage LLC	Sunrise Park Middle School
$2,000 for Week Without Walls	White Bear Lake Area Educational Foundation	Sunrise Park Middle School
$200 for Week Without Walls	Joann Brichacek	Sunrise Park Middle School
$100 for Week Without Walls	Steven and Catherine Jo Paquay	Sunrise Park Middle School
$170 for General Fund	Keri Moser	Sunrise Park Middle School
$100 for AVID program	Jay and Julia Theisen	Sunrise Park Middle School
School Supplies	Shannon Maxwell	Lakeaires
Grade 3 Dictionaries (1 per student)	White Bear Lake Lions Club	Birch, Lakeaiares, Lincoln, Matoska, Oneka, Otter, Vadnais, and Willow
Winter coats, hats, gloves/mittens, boots, and snow pants	Christ the King Lutheran Church	Birch Lake Elementary School
150 Books for classroom libraries	Luther White Bear Subaru	Willow Lane Elementary School
100 stackable chairs and 20 tables Value $4,000	Trane	White Bear Lake Area School District
$402	Spiess Plumbing Inc.	White Bear Lake Area High School Volleyball Program
75 Books	HyVee Stores	Vadnais Heights Elementary School
$1,000	Kathleen and Gavin Burnham	WBLAHS – South Campus Band Program

$50 Gift Card	Walmart – Vadnais Heights	Vadnais Heights Elementary School
$40	Kerry Moser	Sunrise Park Middle School
$500 for “Bridie drawing winner”	Rober Gorden DBA MN Gold Coaches	White Bear Lake Area High School South Campus
$500 for Week Without Walls	Veterans of Foreign Wars Keep Zimmer Post #1782	Sunrise Park Middle School

RECOMMENDATION: Accept donations.

AGENDA ITEM: **Field Trip Requests**

MEETING DATE: **November 13, 2017**

SUGGESTED DISPOSITION: **Consent Agenda**

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

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

Date of Trip and Destination	Requesting Staff Member	Grade/ Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
November 3-4, 2017 Duluth, MN	Jerry Kwapick	Girls Varsity Hockey	.5 day	20	Total Cost to Student: varies by participation Source of Revenue: Participant's responsible for coverage	Parent coaches driving	Annual trip to season kick off for girls hockey. Play against top level teams in scrimmage fest. Three games in two days.
December 1-2, 2017 South St. Paul	Paul Seeba	Debate	.5 day	15	Total Cost to Student: $30.00 Source of Revenue: Activities	Bus	To participate in the State Debate tournament held in South St. Paul
December 8-9, 2017 Brainerd, MN	Craig Nasvik	South Campus Wrestling	1	14	Total Cost to Student: $60.00 Source of Revenue: Parents	Vans	To compete with outstate teams that are good and that we don't compete with usually.

December 27-29, 2017 Fargo, North Dakota	Craig Nasvik	South Campus Wrestling	0	40	Total Cost to Student: $60.00 Source of Revenue: Parents	Vans	We have been going to this tournament the past three years. Great tournament, and good team building experience.
December 27-29, 2017 Giant's Ridge Ski Resort – Biwabik, MN	Seth Salenger	Nordic Ski	0	20	Total Cost to Student: $200.00 Source of Revenue: Athletes pay to go on trip, subsidized through fundraising.	1 bus with trailer	This is the winter training and bonding trip for the Nordic ski team over winter break.
January 26-29, 2018 Dallas, TX	Heather Wahlstrand	South/North Campus Cheerleading	1	29	Total Cost to Student: $350.00 Source of Revenue: fundraisers cover half the cost per family	American Airlines	Our team earned a bid to compete for a national title. We will be practicing core values, teamwork, and celebrating their 9 months of hard work.
March 9 – 21, 2018 Meaux France	Janel Toussaint, Kara Martinson, Sandra Burton	WBLAHS – Meaux/ White Bear French Exchange	3	21	Total Cost to Student: $2,100.00 Source of Revenue: Parents/students	Air	To experience French culture through travel and friendship. These students hosted the student with whom they will be staying.
June 12-29, 2018 China (Shanghai, Hangzhou, Xian, Beijing, Chengdu)	Hui Xu	White Bear Lake High School	0	13	Total Cost to Student: $2,995.00 Source of Revenue: Parents	Airplane, Train, Coach	Students will have the opportunity to enrich their education and lives by being exposed to many different cultural and language aspects that China has to offer. Students will be able to spend time in our sister school in Hangzhou and speak Chinese with native speakers in China.

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

Consent Agenda Item A-5(f)
November 13, 2017
School Board Meeting

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

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

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

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATION/TERMINATION – CLASSIFIED STAFF

AMY JACOB – Lunchroom Aide/Para, Vadnais Elementary
Employed by District 624 since 09/06/2016
Effective Date: 11/14/2017

ELIZABETH LIND – Program Assistant Leader, Birch Lake Elementary
Employed by District 624 since 08/29/2016
Effective Date: 10/27/2017

ERIC WAGNER – Bus Driver, Bus Garage
Employed by District 624 since 11/18/2003
Effective Date: 09/25/2017

RETIREMENT – CERTIFIED STAFF

LORI ZWONITZER – Teacher on Leave
Employed by District since 08/21/1986
Effective Date: 12/01/2017

FULL – TIME LEAVE REQUEST – CERTIFIED STAFF

KRISTINE LAHR – Grade 2 Teacher, Willow Elementary
Employed by District since 08/24/2015
Effective Date: 10/10/2017 through 10/18/2017

SHELLY HADDON – Spanish Teacher, Lakeaires and Matoska Elementary
Employed by District since 08/22/2016
Effective Date: 10/03/2017 through 11/17/2017

MARY PHILLIPS – Grade 3 Teacher, Otter Lake Elementary
Employed by District since 09/18/2014
Effective Date: 10/02/2017 through 06/08/2018

EXTRA ASSIGNMENT – CERTIFIED STAFF

BRIAN GRIEBENOW – .05 FTE Phy. Ed./DAPE Teacher, Oneka and Otter Elementary
BA, Step 3, $2,151.30
Effective Date: 08/28/2017

JOSHUA LANE – .1 FTE Language Arts, WBLAHS – South Campus
MA +30, Step 5, $5,409.10
Effective Date: 08/28/2017

CHANGE IN ASSIGNMENT – CLASSIFIED STAFF

CLARE KAZMIERCZAK – Teacher, Hugo Elementary
From .325 FTE to .6875 FTE, (.1 FTE Intervention, .225 FTE EL & .3625 Grade 1)
Effective Date: 10/30/2017

NEW PERSONNEL – CLASSIFIED STAFF

MELINDA BOE – Pupil Support Assistant, Lakeaires Elementary
$18.00/hr., 6.5 hrs. per day/ 136 days, $15,912
Effective Date: 11/07/2017

BRIDGET CHEVALIER – Pupil Support Assistant, Otter Lake Elementary
$18.00/hr., 6.5 hrs. per day/ 141 days, $16,497.00
Effective Date: 10/30/2017

ALEXANDER EGEMO – Pupil Support Assistant, Lincoln Elementary
$18.00/hr., 6.5 hrs. per day/ 145 days, $16,965.00
Effective Date: 10/24/2017

ELIZABETH FISCHER – Program Assistant Leader, Birch Lake Elementary
$13.98/hr., 5.75 hrs. per day/ 191 days, $9,345.63
Effective Date: 10/02/2017

JAY HUGHES – Custodian, WBLAHS – South Campus and ALC
$17.46/hr. + $.25 SD, 8.0 hrs. per day/170 days, $24,085.59
Effective Date: 11/06/2017

REBECCA HUNT – Part Time Cook, Central Middle School
$14.79/hr., 3.75 hrs. per day/ 155 days, $8,596.68
Effective Date: 10/09/2017

SUSAN LENNE – Volunteer Coordinator – Playground Supervisor, Matoska International
$16.95/hr., 5.0 hrs. per day/ 139 days, $11,780.25lenne
Effective Date: 10/09/2017

ABBY MAAS – Pupil Support Assistant, Lakeaires Elementary
$18.00/hr., 6.5 hrs. per day/ 136 days, $15,912
Effective Date: 11/07/2017

AMANDA MOSENG – Program Assistant Leader, Otter Lake Elementary
$13.44/hr., 6.0 hrs. per day/ 180 days, $14,515.20
Effective Date: 10/23/2017

MISTY MUNDELL – Custodian, WBLAHS – North Campus
$17.46/hr. + $.25 SD, 8.0 hrs. per day/170 days, $24,085.59
Effective Date: 11/06/2017

ANNA SCHLETTY – Part Time Cook, Central Middle School
$14.79/hr., 3.75 hrs. per day/ 155 days, $8,596.68
Effective Date: 10/09/2017

ANDREW SCHMIDT – Program Assistant Leader, Vadnais Elementary
$13.44/hr., 22 hrs. per week/ 195 days, $11,531.52
Effective Date: 10/02/2017

NATHAN SHELDON – Pupil Support Assistant, Sunrise Park Middle School
$18.00/hr., 6.5 hrs. per day/ 141 days, $16,497.00
Effective Date: 10/30/2017

HEATHER ZAHN – Pupil Support Assistant, Otter Lake Elementary
$18.00/hr., 6.5 hrs. per day/ 145 days, $16,965
Effective Date: 10/24/2017

NEW PERSONNEL – NON-AFFILIATED

PAMELA CREGER – Non-Public Schools Title I Teacher
8.0 hrs. per day, 147 Days $32.84 per hour
Effective Date: 11/03/2017

ASHLEY GUTHRIE – Out of School Time Site Supervisor, Lakeaires Elementary
8.0 hrs. per day, 174 Days, $32,765.53
Effective Date: 10/31/2017

NEW PERSONNEL – CERTIFIED STAFF

STEPHANIE FORSTER – 1.0 FTE Special Education Teacher, Lincoln and Willow Elementary
BA+60, Step 3, $37,773.20
Effective Date: 10/24/2017

ANNE HENNESSEY – 1.0 FTE Grade 2 Teacher, Oneka Elementary
MA+45, Step 1, $40,494.98
Effective Date: 10/12/2017

FRANK MALONE – 1.0 FTE Industrial Arts Teacher, WBLAHS – North and South Campus
BA, Step 11, $54,895.00
Effective Date: 2017/2018 School Year

LONG TERM SUBSTITUTE - CERTIFIED STAFF

CECILIA CARR – Grade 3 Teacher, Otter Lake Elementary
BA, Step 2, $32,027.81
Effective Date: 11/06/2017 through 06/08/2018

MARCIA JOHNSON – Music Teacher, Willow Lane Elementary
MA, Step 1, $7,576.57
Effective Date: 09/28/2017 through 11/14/2017

RACHEL MOE – Spanish Teacher, Central Middle School
BA, Step 1, $10,676.54
Effective Date: 11/13/2017 through 01/26/2018

B. PUBLIC FORUM

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

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

C. INFORMATION ITEMS

Agenda Item C-1
November 13, 2017
School Board Meeting

AGENDA ITEM:	**Community Forum on Senior Award from MCEA**
MEETING DATE:	**November 13, 2017**
SUGGESTED DISPOSITION:	**Information Item**
CONTACT PERSON(S):	**Tim Maurer, Director of Community Service and Recreation**

BACKGROUND:

The Community Services & Recreation Department initiated and facilitated a community engagement project in 2015. This initiative grew to be the Community Forum on Seniors. It included over 100 stakeholders representing businesses, elected officials, faith communities, non-profit organizations, service providers, and senior community members. After a commissioned phone survey was done we learned more about our senior population, the challenges and opportunities they face, resources and services available to them, and identified further areas of exploration. The Forum developed action teams that began projects in the areas of transportation, housing, in-home services, healthcare, and recreation. The Forum concluded in February of 2017 but the work continues. The Community Forum on Seniors plans to connect annually to review progress and plan for future projects if the need is there.

The Minnesota Community Education Association (MCEA) awarded WBL and the Community Forum on Seniors with a 2017 Outstanding Project Award at their annual conference this past October. MCEA Region 6 Representative, Brett Carlson, Director of Community Education for North Branch, will formally present the Forum with the award at the Board meeting.

Agenda Item C-2
November 13, 2017
School Board Meeting

AGENDA ITEM: **Superintendent's Report**

MEETING DATE: **November 13, 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

Agenda Item D-1
November 13, 2017
School Board Meeting

AGENDA ITEM:	**Presentation on 2016-17 Audit Report**
MEETING DATE:	**November 13, 2017**
SUGGESTED DISPOSITION:	**Discussion Item**
CONTACT PERSON(S):	**Tim Wald, Assistant Superintendent of Finance and Operations** **Tom Wieczorek, Director of Finance**

BACKGROUND:

Mr. Jim Eichten from the District's auditing firm of Malloy, Montague, Karnowski, Radosevich and Co., P.A. (MMKR), will be in attendance at the November 13, 2017 School Board meeting to present the fiscal year 2016-2017 audit report.

Management Report

for

Independent School District No. 624
White Bear Lake, Minnesota

June 30, 2017

To the Board of Education and Management of
Independent School District No. 624
White Bear Lake, Minnesota

We have prepared this management report in conjunction with our audit of Independent School District No. 624's (the District) financial statements for the year ended June 30, 2017. We have organized this report into the following sections:

- Audit Summary
- Funding Public Education in Minnesota
- Financial Trends of Your District
- Legislative Summary
- Accounting and Auditing Updates

We would be pleased to further discuss any of the information contained in this report or any other concerns that you would like us to address. We would also like to express our thanks for the courtesy and assistance extended to us during the course of our audit.

The purpose of this report is solely to provide those charged with governance of the District, management, and those who have responsibility for oversight of the financial reporting process comments resulting from our audit process and information relevant to school district financing in Minnesota. Accordingly, this report is not suitable for any other purpose.

Minneapolis, Minnesota
INSERT DATE

AUDIT SUMMARY

The following is a summary of our audit work, key conclusions, and other information that we consider important or that is required to be communicated to the Board of Education, administration, or those charged with governance of the District.

OUR RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA, *GOVERNMENT AUDITING STANDARDS*, AND TITLE 2 U.S. CODE OF FEDERAL REGULATIONS (CFR) PART 200, *UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS* (UNIFORM GUIDANCE)

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of and for the year ended June 30, 2017, and the related notes to the financial statements. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information to you verbally and in our audit engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

PLANNED SCOPE AND TIMING OF THE AUDIT

We performed the audit according to the planned scope and timing previously discussed and coordinated with you in order to obtain sufficient audit evidence and complete an effective audit.

AUDIT OPINIONS AND FINDINGS

Based on our audit of the District's financial statements for the year ended June 30, 2017:

- We have issued an unmodified opinion on the District's annual financial statements. The opinion included a paragraph emphasizing the District's implementation of new Governmental Accounting Standards Board (GASB) guidance for reporting other post-employment benefits (OPEB), which reduced the District's beginning government-wide net position by $20,430,914. Our opinion was not modified with respect to this matter.

- We reported no deficiencies in the District's internal control over financial reporting that we considered to be material weaknesses. It should be understood that internal controls are never perfect, and those controls which protect the District's funds from such things as fraud and accounting errors need to be continually reviewed by your management and modified as necessary.

- The results of our testing disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

- We reported that the Schedule of Expenditures of Federal Awards is fairly stated, in all material respects, in relation to the basic financial statements.

- We reported one area of noncompliance with the types of compliance requirements that could have a direct and material effect on each major federal program.

    - The District did not comply with requirements regarding eligibility within the Title I program. We noted during our testing that one student had received Title I services that did not reside within the boundaries of the Title I-serviced school.

- We reported two matters involving the internal control over compliance and its operation that we consider to be significant deficiencies in our testing of major federal programs:

    - During our audit, we noted that the District did not maintain documentation which provided notice to all private schools within its boundaries of Title I funding.

    - During our audit, we noted that the District did not have sufficient controls in place to ensure Title I expenditures were for students who reside within the boundaries of a Title I-serviced school.

- We reported one finding based on our testing of the District's compliance with Minnesota laws and regulations.

    - The District did not obtain a withholding affidavit certificate for one contract completed during fiscal 2017, as required by state statutes.

GENERAL COMMENTS AND RECOMMENDATIONS

Written Procurement Procedures for Uniform Guidance

When your district initially adopted the new Uniform Guidance (UG) requirements for federal programs, it exercised an option to delay implementation of the general procurement standards portion of the UG for a two-year grace period which effectively ended on June 30, 2017. On May 17, 2017, the U.S. Office of Management and Budget (OMB) amended the UG to extend the available grace period for an additional year, which would potentially exempt the District through the fiscal year ending June 30, 2018. Districts are required to document their decision to use the previous OMB procurement standards during the extension period. We recommend this decision be documented by School Board resolution.

If not already completed, we recommend the District begin the process of documenting its UG-compliant procurement procedures, including a clear timeline of when the UG procurement standards will be effective for the District. The UG requires the District to have written procurement procedures which reflect applicable state and local laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 CFR 200.318. Districts are also required to have written standards of conduct that cover conflicts of interest and govern the performance of their employees engaged in the selection, award, and administration of contracts. The District should review the UG to obtain a better understanding of the procurement standards and identify any needed policy and procedure changes, as well as provide employee training in preparation for implementation, which is July 1, 2018 if the full grace period is elected.

FOLLOW-UP ON PRIOR YEAR FINDINGS AND RECOMMENDATIONS

As a part of our audit of the District's financial statements for the year ended June 30, 2017, we performed procedures to follow-up on any findings and recommendations that resulted from our prior year audit. We reported the following finding that was corrected by the District in the current year:

- During our audit of the year ended June 30, 2016, we noted that the District did not have documented written controls to ensure compliance with the OMB's UG cash management, allowable costs, subrecipient monitoring, and financial management standards. Based on our testing in the current year, the District implemented adequate procedures to correct this prior year finding.

SIGNIFICANT ACCOUNTING POLICIES

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 of the notes to basic financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year ended June 30, 2017. However, the District implemented the following governmental accounting standards during the fiscal year ending June 30, 2017:

- GASB Statement No. 74, *Financial Reporting for Post-Employment Benefit Plans Other Than Pension Benefits,* which established new accounting and financial reporting requirements for OPEB plans.

- GASB Statement No. 75, *Accounting and Financial Reporting for Post-Employment Benefits Other Than Pensions,* which established new accounting and financial reporting requirements for governments whose employees are provided with OPEB.

- GASB Statement No. 79, *Certain External Investment Pools and Pool Participants,* which enhanced disclosures regarding investments.

- GASB Statement No. 82, *Pension Issues, an amendment of GASB Statements, No. 67, No. 68, and No. 73,* which addressed certain issues related to pension reporting and disclosures.

We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

CORRECTED AND UNCORRECTED MISSTATEMENTS

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Where applicable, management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management, when applicable, were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

ACCOUNTING ESTIMATES AND MANAGEMENT JUDGMENTS

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

General education revenue and certain other revenues are computed by applying an allowance per student to the number of students served by the District. Student attendance is accumulated in a state-wide database—MARSS. Because of the complexity of student accounting and because of certain enrollment options, student information is input by other school districts and the MARSS data for the current fiscal year is not finalized until after the District has closed its financial records. General education revenue and certain other revenues are computed using preliminary information on the number of students served in the resident district and also utilizing some estimates, particularly in the area of enrollment options.

Special education state aid includes an adjustment related to tuition billings to and from other school districts for special education services which are computed using formulas derived by the Minnesota Department of Education (MDE). Because of the timing of the calculations, this adjustment for the current fiscal year is not finalized until after the District has closed its financial records. The impact of this adjustment on the receivable and revenue recorded for state special education aid is calculated using preliminary information available to the District.

The District has recorded a liability in the Statement of Net Position for severance benefits payable for which it is probable employees will be compensated. The "vesting method" used by the District to calculate this liability is based on assumptions involving the probability of employees becoming eligible to receive the benefits (vesting), the potential use of accumulated sick leave prior to termination, and the age at which such employees are likely to retire.

The District has recorded activity for OPEB and pension benefits. These obligations are calculated using actuarial methodologies described in GASB Statement Nos. 75 and 68. These actuarial calculations include significant assumptions, including projected changes, healthcare insurance costs, investment returns, retirement ages, and employee turnover.

The depreciation of capital assets involves estimates pertaining to useful lives.

The District's self-insured activities require recording a liability for claims incurred, but not yet reported, which are based on estimates.

We evaluated the key factors and assumptions used by management to develop the estimates discussed above in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

DIFFICULTIES ENCOUNTERED IN PERFORMING THE AUDIT

We encountered no significant difficulties in dealing with management in performing and completing our audit.

DISAGREEMENTS WITH MANAGEMENT

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

MANAGEMENT REPRESENTATIONS

We have requested certain representations from management that are included in the management representation letter dated INSERT DATE.

MANAGEMENT CONSULTATIONS WITH OTHER INDEPENDENT ACCOUNTANTS

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

OTHER AUDIT FINDINGS OR ISSUES

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

OTHER MATTERS

We applied certain limited procedures to the management's discussion and analysis and the remaining pension and OPEB-related required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplemental information accompanying the financial statements and the separately issued Schedule of Expenditures of Federal Awards and the Uniform Financial Accounting and Reporting Standards (UFARS) Compliance Table, which are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section and statistical section which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

FUNDING PUBLIC EDUCATION IN MINNESOTA

Due to its complexity, it would be impossible to fully explain the funding of public education in Minnesota within this report. A summary of legislative changes affecting school districts and charter schools included later in this report gives an indication of how complicated the funding system is. This section provides some state-wide funding and financial trend information.

BASIC GENERAL EDUCATION REVENUE

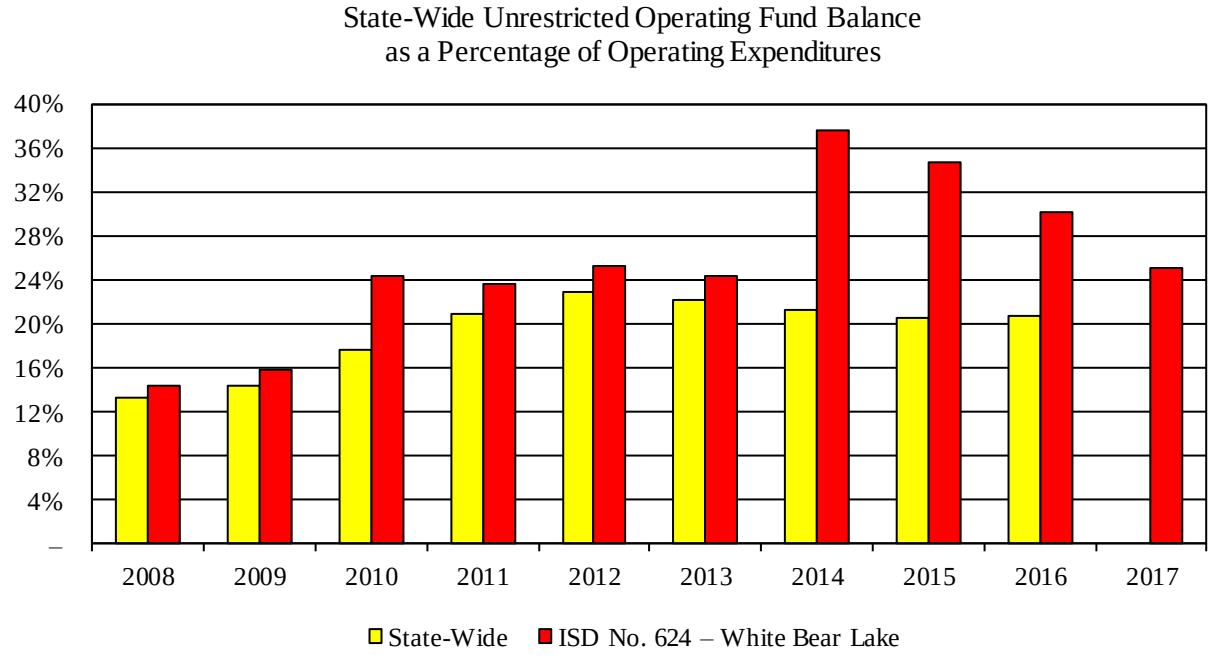
The largest single funding source for Minnesota school districts is basic general education aid. Each year, the Legislature sets a basic formula allowance. Total basic general education revenue is calculated by multiplying the formula allowance by the number of pupil units for which a district is entitled to aid. Pupil units are calculated using a legislatively determined weighting system applied to average daily membership (ADM). Over the years, various modifications have been made to this calculation, including changes in weighting and special consideration for declining enrollment districts.

The table below presents a summary of the formula allowance for the past decade and as approved for the 2018 and 2019 fiscal years. The amount of the formula allowance and the percentage change from year to year excludes temporary funding changes, the "roll-in" of aids that were previously funded separately, and changes that may vary dependent on actions taken by individual districts. The $529 increase in 2015 was offset by changes to pupil weightings and the general education aid formula that resulted in an increase equivalent to approximately $105, or 2.0 percent, state-wide.

Fiscal Year Ended June 30,	Formula Allowance	
	Amount	Percent Increase
2008	$ 5,074	2.0 %
2009	$ 5,124	1.0 %
2010	$ 5,124	– %
2011	$ 5,124	– %
2012	$ 5,174	1.0 %
2013	$ 5,224	1.0 %
2014	$ 5,302	1.5 %
2015	$ 5,831	2.0 %
2016	$ 5,948	2.0 %
2017	$ 6,067	2.0 %
2018	$ 6,188	2.0 %
2019	$ 6,312	2.0 %

STATE-WIDE SCHOOL DISTRICT FINANCIAL HEALTH

One of the most common and comparable statistics used to evaluate school district financial health is the unrestricted operating fund balance as a percentage of operating expenditures.



Note: State-wide information is not available for fiscal 2017.

The calculation above reflects only the unrestricted fund balance of the General Fund, and the corresponding expenditures, which is the same method the state uses for the calculation of statutory operating debt. We have also included the comparable percentages for your district.

During the economic downturn that began in 2008, the average unrestricted fund balance as a percentage of operating expenditures maintained by Minnesota school districts increased, peaking at 22.9 percent at the end of fiscal 2012. This trend reflected districts' efforts to limit budget cuts, retain educational programs, and maintain adequate operating cash flow during a period of uncertain funding. As the state's economic condition improved in subsequent years, this ratio has gradually decreased, stabilizing at 20.7 percent for fiscal 2015 and fiscal 2016.

As of June 30, 2016, this ratio was 30.2 percent for the District, as compared to a state-wide average of 20.7 percent. The District's unrestricted operating fund balance as a percentage of operating expenditures was 25.0 percent at the end of the current year.

The table below shows a comparison of governmental fund revenue per ADM received by Minnesota school districts and your district. Revenues for all governmental funds are included, except for the Capital Projects – Building Construction Fund and Post-Employment Benefits Debt Service Fund. Other financing sources, such as proceeds from sales of capital assets, insurance recoveries, bond sales, loans, and interfund transfers, are also excluded.

Governmental Funds Revenue per Student (ADM) Served

	State-Wide		Seven-County Metro Area		ISD No. 624 – White Bear Lake		
	2015	2016	2015	2016	2015	2016	2017
General Fund							
Property taxes	$ 1,657	$ 1,777	$ 2,187	$ 2,342	$ 2,866	$ 2,794	$ 2,816
Other local sources	489	495	387	392	165	448	411
State	8,967	9,271	9,030	9,357	8,067	8,591	8,716
Federal	441	432	447	447	331	307	323
Total General Fund	11,554	11,975	12,051	12,538	11,429	12,140	12,266
Special revenue funds							
Food Service	522	548	516	545	511	534	545
Community Service	551	591	651	692	580	644	668
Debt Service Fund	1,061	1,053	1,127	1,084	595	632	583
Total revenue	$ 13,688	$ 14,167	$ 14,345	$ 14,859	$ 13,115	$ 13,950	$ 14,062
ADM served per MDE School District Profiles Report (current year estimated)					8,230	8,293	8,454

Note: Excludes the Capital Projects – Building Construction Fund and Post-Employment Benefits Debt Service Fund.

Source of state-wide and seven-county metro area data: School District Profiles Report published by the MDE

ADM used in the table above is based on enrollments consistent with those used in the MDE School District Profiles Report, which include extended time ADM, and may differ from ADM reported in other tables.

The mix of local and state revenues vary from year to year primarily based on funding formulas and the state's financial condition. The mix of revenue components from district to district varies due to factors such as the strength of property values, mix of property types, operating and bond referendums, enrollment trends, density of population, types of programs offered, and countless other criteria.

The District had revenue of $118,883,576 in governmental funds reflected above in fiscal 2017, an increase of about $3,189,849 from the prior year. This increase is related to the increase in the general education aid formula in fiscal 2017, and an increase in ADM served by the District in fiscal 2017. Community Service Fund revenues increased in extended day programs.

The following table reflects similar comparative data available from the MDE for all governmental fund expenditures, excluding the Capital Projects – Building Construction Fund and the Post-Employment Benefits Debt Service Fund. Other financing uses, such as bond refundings and transfers, are also excluded.

Governmental Funds Expenditures per Student (ADM) Served

	State-Wide		Seven-County Metro Area		ISD No. 624 – White Bear Lake		
	2015	2016	2015	2016	2015	2016	2017
General Fund							
Administration and district support	$ 941	$ 960	$ 951	$ 958	$ 733	$ 753	$ 778
Elementary and secondary regular instruction	5,301	5,466	5,635	5,849	5,075	5,549	5,639
Vocational education instruction	147	158	136	146	116	106	181
Special education instruction	2,058	2,182	2,196	2,330	2,281	2,388	2,463
Instructional support services	586	622	689	725	648	741	759
Pupil support services	992	1,019	1,072	1,104	1,079	1,218	1,342
Sites, buildings, and other	881	890	832	847	1,096	1,082	1,061
Total General Fund – noncapital	10,906	11,297	11,511	11,959	11,026	11,837	12,223
General Fund capital expenditures	581	600	493	532	479	465	335
Total General Fund	11,487	11,897	12,004	12,491	11,505	12,302	12,558
Special revenue funds							
Food Service	528	542	523	539	516	524	524
Community Service	546	577	642	676	549	633	647
Debt Service Fund	1,489	1,522	1,701	1,453	670	645	599
Total expenditures	$ 14,050	$ 14,538	$ 14,870	$ 15,159	$ 13,239	$ 14,105	$ 14,327
ADM served per MDE School District Profiles Report (current year estimated)					8,230	8,293	8,454

Note: Excludes the Capital Projects – Building Construction Fund and Post-Employment Benefits Debt Service Fund.

Source of state-wide and seven-county metro area data: School District Profiles Report published by the MDE

Expenditure patterns also vary from district to district for various reasons. Factors affecting the comparison include the growth cycle or maturity of the District, average employee experience, availability of funding, population density, and even methods of allocating costs.

The District's expenditures per ADM have been slightly below the metro area average in recent years.

The District spent approximately $121,128,343 in the governmental funds reflected above in fiscal 2017, an increase of $4,174,304 (3.5 percent) from the prior year. General Fund operating expenditures (excluding capital) increased $386 per student; mainly in elementary and secondary regular instruction ($90 per pupil) and pupil support services ($124 per pupil).

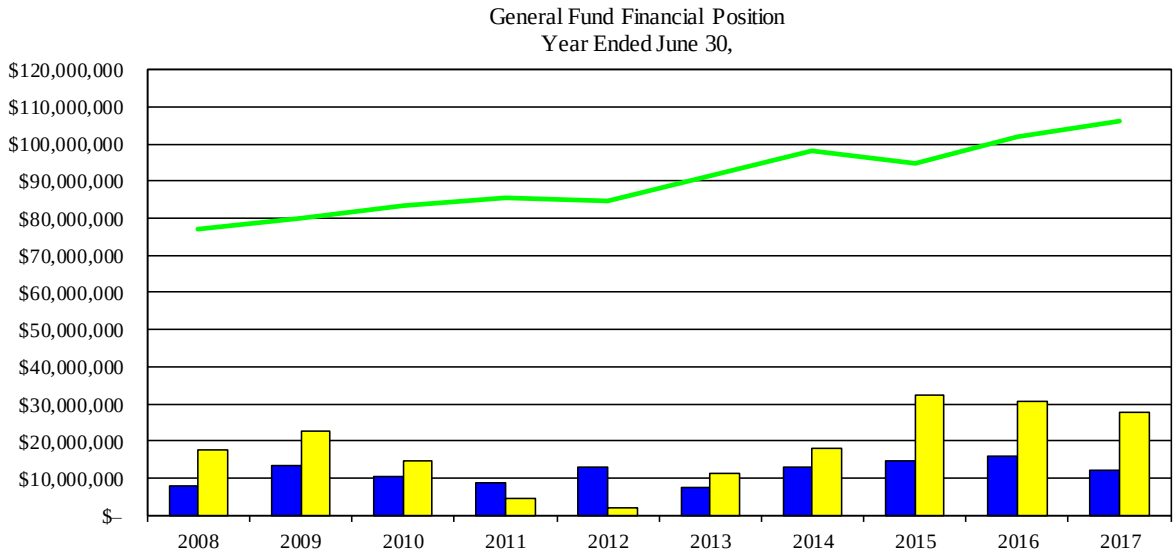
SUMMARY

The funding for and financial position of Minnesota school districts has fluctuated significantly over the past several years due to a number of factors, including those discussed above. This situation continues to present a challenge for school boards, administrators, and management of these districts in providing the best education with the limited resources available in a climate of unknown future funding levels.

FINANCIAL TRENDS OF YOUR DISTRICT

GENERAL FUND FINANCIAL POSITION

The following graph displays the District's General Fund trends of financial position and changes in volume of financial activity. Unassigned fund balance and cash balance are typically used as indicators of financial health, while annual expenditures measure the size of the operation.



The District ended fiscal year 2017 with a General Fund cash balance of $27,491,287 (net of borrowing and interfund receivables and payables), a decrease of $2,944,801 from the previous year. Unrestricted fund balance at year-end was $12,166,697, a decrease of $3,612,874.

Changes in the metering of state aid payments to school districts and in the tax shift, as legislatively-approved, has significantly impacted cash and investment balances in the years presented in the above graph.

The following table presents the components of the General Fund's balance for the past five years:

	Year Ended June 30,				
	2013	2014	2015	2016	2017
Nonspendable fund balances	$ 1,255,743	$ 188,940	$ 156,537	$ 97,470	$ 315,203
Restricted fund balances (1)	1,022,955	(297,733)	(252,933)	1,133,918	2,098,896
Unrestricted fund balances					
Assigned	8,955,687	15,588,049	12,917,616	10,494,185	10,458,808
Unassigned	7,295,063	12,888,284	14,670,122	15,779,571	12,166,697
Total fund balance	$ 18,529,448	$ 28,367,540	$ 27,491,342	$ 27,505,144	$ 25,039,604
Unassigned fund balances as a percentage of expenditures	8.0%	13.1%	15.5%	15.5%	11.5%

(1) Includes deficits in restricted fund balance accounts allowed to accumulate deficits under UFARS, which are part of unassigned fund balance on the accounting principles generally accepted in the United States of America-based financial statements.

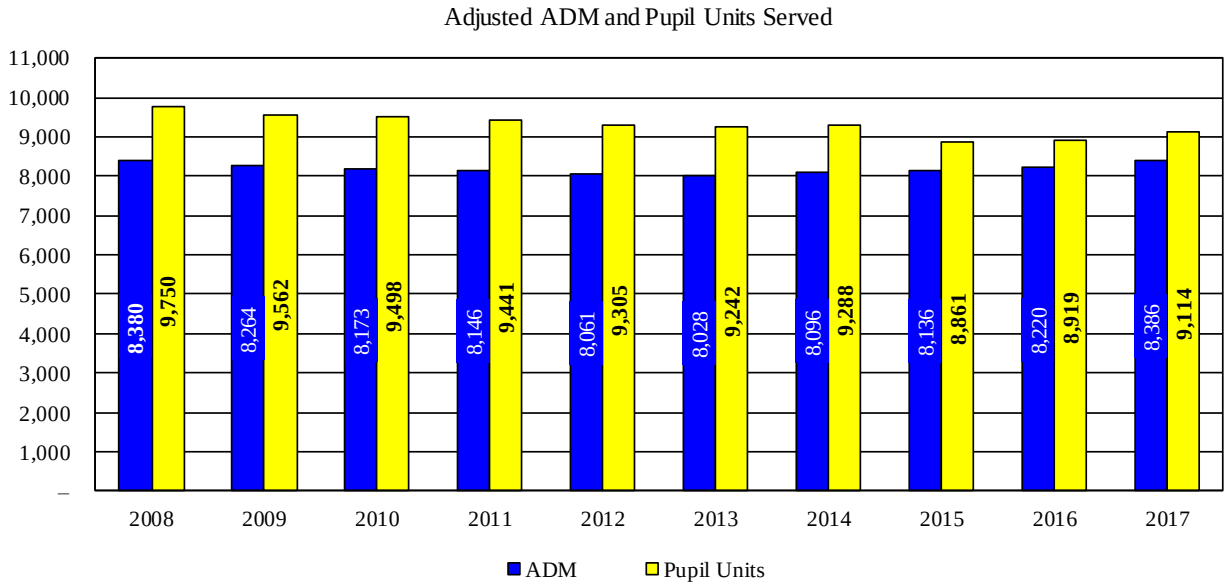
The table above reflects the total General Fund unrestricted fund balance and percentages, which differs from those used in the previous discussion of state-wide fund balances, which are based on a state formula.

The resources represented by this fund balance are critical to a district's ability to maintain adequate cash flow throughout the year, to retain its programs, and to cushion against the impact of unexpected costs or funding shortfalls.

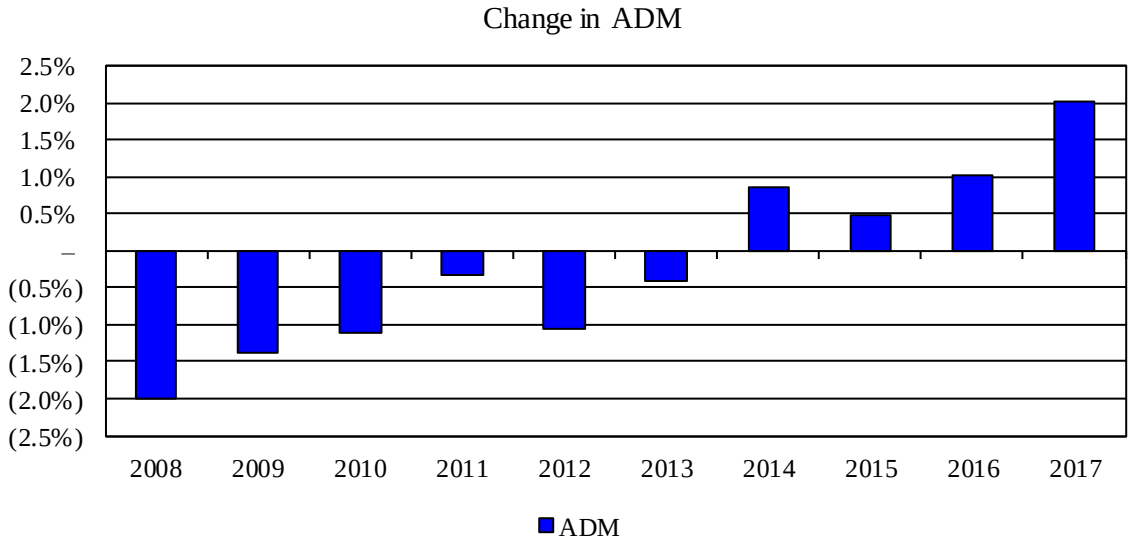
The Board of Education has formally adopted a fund balance policy regarding the unassigned fund balance for the General Fund. The policy states that the District will strive to maintain a minimum unassigned General Fund balance of between 12.5 percent and 16.7 percent of the annual budget, which equates to a range of 1.5 to 2 months of operating expenditures. At June 30, 2017, the unassigned fund balance of the General Fund was 11.5 percent of total fiscal 2017 expenditures, or six weeks of operating expenditures.

AVERAGE DAILY MEMBERSHIP (ADM) AND PUPIL UNITS

The following graph presents the District's adjusted ADM and resulting pupil units served for the past 10 years:



The following graph shows the rate of change in ADM served by the District from year-to-year:



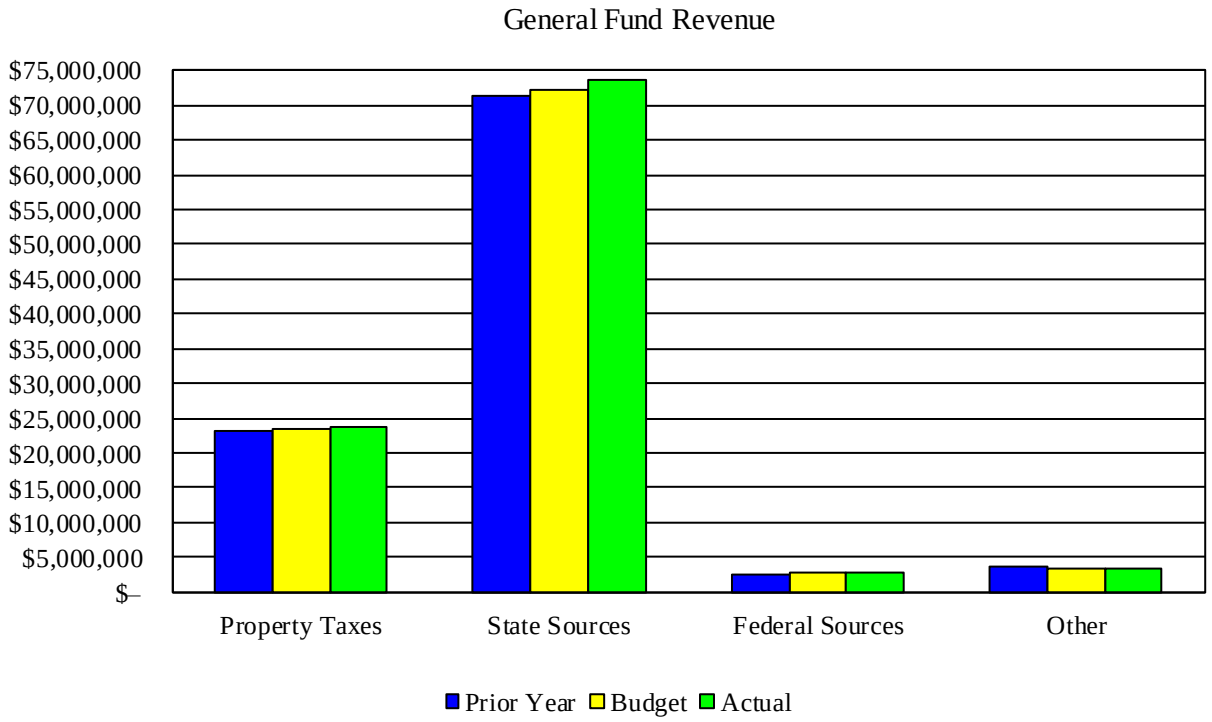
The change in pupil units for 2015 includes the effect of legislative reductions to pupil units.

ADM is a measure of students attending class, which is then converted to pupil units (the base for determining revenue) using a statutory formula. Not only is the original budget based on ADM estimates, the final audited financial statements are based on updated, but still estimated, ADM since the counts are not finalized until around January of the following year. When viewing revenue budget variances, one needs to consider these ADM changes, the impact of the prior year final adjustments which affect this year's revenue, and also the final adjustments caused by open enrollment gains and losses.

Adjusted ADM served by the District increased 166 ADM from the prior year to 8,386 served in the current year.

GENERAL FUND REVENUE

The following graph summarizes the District's General Fund revenue for 2017:



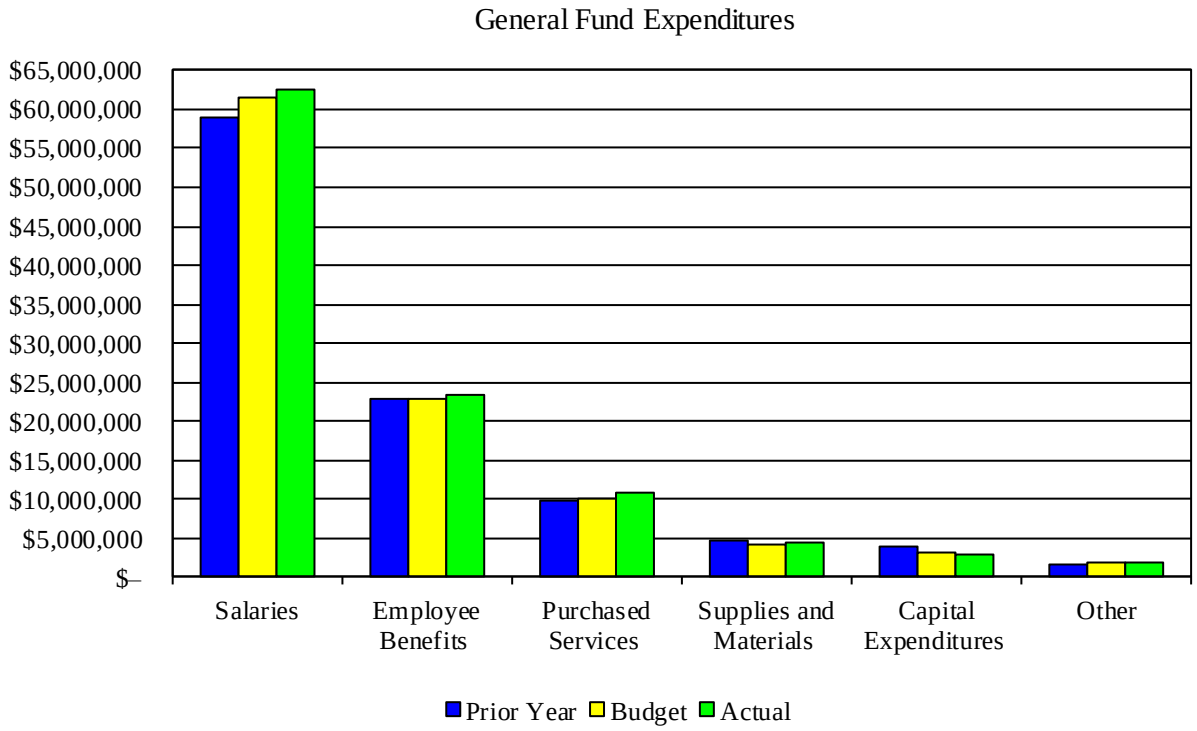
Total General Fund revenues for 2017 were $103,701,389, an increase of $3,023,850 from the prior year, and $2,022,276 over budget.

Total revenue increases include state sources of about $2,400,000, mainly due to the increase in students, and an increase in general education and special education aid from the funding formula.

Revenues were over budgeted amounts mainly in state sources, which exceeded budgeted amounts by $1,619,932 as both general education and special education aid exceeded budgeted amounts.

GENERAL FUND EXPENDITURES

The following graph summarizes the District's General Fund expenditures for 2017:



Total General Fund expenditures for 2017 were $106,169,316, an increase of $4,138,733 (4.1 percent) from the prior year, and $2,775,155 over budget.

District expenditures were over budgeted amounts mostly in salaries and purchased services by $1,084,006 and $942,777, respectively.

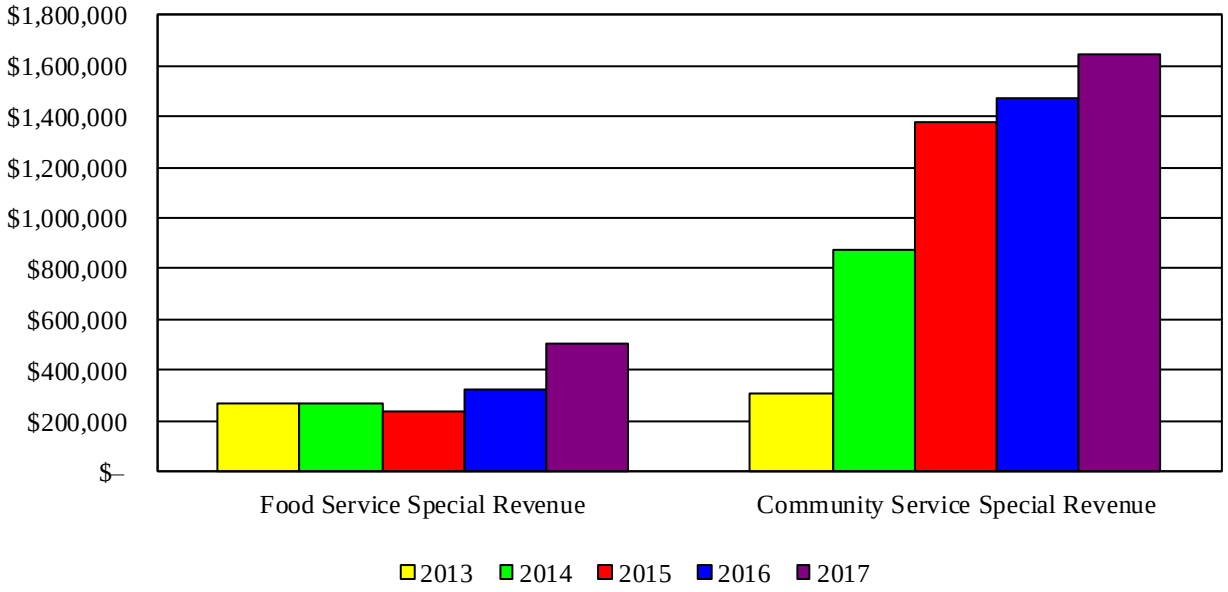
Expenditures increased from the prior year due to additional pupil units, causing increased expenditures in elementary and secondary regular instruction and pupil support services. The District also experienced increased costs for special education services.

Expenditures were over budgeted amounts mainly in purchased services within pupil support services for transportation and special education related salaries and benefits.

OTHER FUNDS OF THE DISTRICT

The following graph shows what is referred to as the other operating funds. The remaining nonoperating funds are only included in narrative form below, since their level of fund balance can fluctuate significantly due to such things as issuing and spending the proceeds of refunding or building bonds and, therefore, the trend of fund balance levels are not necessarily a key indicator of financial health. It does not mean that these funds cannot experience financial trouble or that their fund balances are unimportant.

Other Operating Funds
Total Fund Balances
Last Five Fiscal Years



Food Service Special Revenue Fund

The District's Food Service Special Revenue Fund experienced an $180,898 increase in fund balance. The District budgeted for an $8,584 increase in fund balance.

Community Service Special Revenue Fund

The District's Community Service Special Revenue Fund experienced an increase in fund balance of $176,942 for the year ended June 30, 2017, which was more than the planned balanced budget.

Capital Projects – Building Construction Fund

At June 30, 2017, this fund has a year-end balance of $1,683,588, which is primarily restricted for the long-term facilities maintenance program.

Debt Service Fund

The funding of debt service is controlled in accordance with each outstanding debt issue's financing plan.

Severance Obligations Internal Service Fund

The following table presents the activity reported for the past five fiscal years in this Internal Service Fund:

	2013	2014	2015	2016	2017
Operating revenue					
Contributions from governmental funds	$ 699,593	$ –	$ –	$ –	$ –
Operating expenses					
Post-employment severance benefits	282,291	31,515	148,363	24,128	143,408
Operating income (loss)	417,302	(31,515)	(148,363)	(24,128)	(143,408)
Nonoperating revenue					
Investment earnings	113,537	103,473	80,058	47,842	29,200
Income before transfers	530,839	71,958	(68,305)	23,714	(114,208)
Transfers out	–	–	–	(1,340,000)	–
Change in net position	530,839	71,958	(68,305)	(1,316,286)	(114,208)
Net position					
Beginning of year	798,523	1,329,362	1,401,320	1,333,015	16,729
End of year	$ 1,329,362	$ 1,401,320	$ 1,333,015	$ 16,729	$ (97,479)

The assets held in this fund at June 30, 2017 totaled $1,755,932 and will be used to pay the District's liability for severance totaling $1,853,411 as of June 30, 2017.

Self-Insured Health Benefits – Internal Service Fund

The Self-Insured Health Benefits Internal Service Fund is used to account for health insurance offered by the District to its employees as a self-insured plan. The fund ended the year with a deficit fund balance of ($906,269).

Self-Insured Dental Benefits – Internal Service Fund

The Self-Insured Dental Benefits Internal Service Fund is used to account for dental insurance offered by the District to its employees as a self-insured plan. The fund ended the year with a fund balance of $33,684.

Post-Employment Benefits Trust Fund – Fiduciary Fund

The District established a Post-Employment Benefits Trust Fund – Fiduciary Fund to finance post-employment health benefit liabilities. The District established this fund in fiscal 2009 through the issuance of $40,085,000 in bonds. These funds are held in trust restricted for the payment of OPEB liabilities. The net position held in this fund at June 30, 2017 totaled $30,294,627 and will be used by the District in future years to finance the OPEB obligations of the District.

ANALYSIS OF OPEB FUNDING

The District underwent an actuarial study dated July 1, 2015, which was rolled forward to June 30, 2017, to determine the District's post-employment health benefit liabilities based on current contracts and employees in place.

This pension plan is funded by the District's Post-Employment Benefits Irrevocable Trust Fund, which is reported in the District's financial report as a fiduciary fund. As of the most recent actuarial study, the plan was 178 percent funded, which is based on an actuarial accrued liability for benefits of $17,009,754 and the actuarial value of assets within the irrevocable trust fund of $30,294,627. The assets in the trust fund exceeded the OPEB accrued liability reported in the actuarial study by $13,284,873 at June 30, 2017.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The District's financial statements include fund-based information that focuses on budgetary compliance, and the sufficiency of the District's current assets to finance its current liabilities. The governmental reporting model also requires the inclusion of two government-wide financial statements designed to present a clear picture of the District as a single, unified entity. These government-wide financial statements provide information on the total cost of delivering educational services, including capital assets and long-term liabilities.

Theoretically, net position represents district resources available for providing services after its debts are settled. However, those resources are not always in expendable form, or there may be restrictions on how some of those resources can be used. Therefore, this statement divides net position into three components: net investment in capital assets, restricted, and unrestricted. The following table presents a summarized reconciliation of the District's governmental fund balances to net position, and the separate components of net position for the last two years:

	June 30,		Increase
	2016	2017	(Decrease)
Net position – governmental activities			
Total fund balances – governmental funds	$ 37,953,809	$ 31,237,083	$ (6,716,726)
Net OPEB plan relelated assets	34,275,497	13,816,591	(20,458,906)
Total capital assets, less accumulated depreciation	63,097,724	61,201,736	(1,895,988)
Total long-term liabilities, excluding net pension liabilities	(98,792,794)	(90,201,707)	8,591,087
Net pension related liabilities	(63,129,901)	(91,992,088)	(28,862,187)
Accrued interest payable	(1,585,657)	(1,428,490)	157,167
Other	1,112,702	(652,079)	(1,764,781)
Total net position – governmental activities	$ (27,068,620)	$ (78,018,954)	$ (50,950,334)
Net position			
Net investment in capital assets	$ 2,724,245	$ 392,746	$ (2,331,499)
Restricted	4,232,013	5,311,541	1,079,528
Unrestricted	(34,024,878)	(83,723,241)	(49,698,363)
Total net position	$ (27,068,620)	$ (78,018,954)	$ (50,950,334)

Some of the District's fund balances translate into restricted net position by virtue of external restrictions (statutory restrictions) or by the nature of the fund they are in (e.g. Food Service Special Revenue Fund balance can only be spent for food service program costs). The unrestricted net position category consists mainly of the General Fund unrestricted fund balances, offset against noncapital long-term obligations such as vacation payable, severance payable, net pension, and net OPEB liabilities.

Total net position decreased by $50,950,334 during fiscal 2017. As presented in the table above, this change was primarily in unrestricted net position. The District reported a $20,430,914 change in accounting principle for the required change in how OPEB obligations are presented that reduced unrestricted net position when compared to the prior year. The change in the District's proportionate share of the Public Employees Retirement Association and the Teachers Retirement Association pension obligations also caused unrestricted net position to decrease in the current year.

The District's net investment in capital assets decreased $2,331,499 this year. The change in this category of net position typically depends on the relationship between the rate at which the District is adding additional capital assets, the rate capital assets are being depreciated, and how that compares to the rate at which the District is repaying the debt issued to purchase or construct those assets.

LEGISLATIVE SUMMARY

The 2017 legislative session established public education funding appropriations for the 2018–2019 fiscal biennium totaling $483.3 million. The following is a brief summary of specific legislative changes from the 2017 session or previous legislative sessions impacting Minnesota school districts in future years.

Basic General Education Revenue – The 2017 Legislature approved annual increases of 2 percent to the basic general education formula allowance for the 2018–2019 biennium. The per pupil allowance will increase $121 to $6,188 for fiscal year (FY) 2018, and another $124 to $6,312 for FY 2019.

Compensatory Revenue – The $5 million allocation for compensatory pilot grants in FY 2017 was permanently added to the allocation for regular compensatory revenue beginning in FY 2018. Beginning in FY 2018, a portion of compensatory revenue will be required to be used for extended time activities. The requirement will be 1.7 percent of total compensatory revenue for FY 2018, and 3.5 percent in FY 2019 and beyond.

Transportation Sparsity Revenue – Beginning in FY 2018, transportation sparsity revenue increases annually by 18.20 percent of the difference between 1) the lessor of a district's actual regular and excess transportation costs for the previous fiscal year, or 105.00 percent, of those costs for the preceding year, and 2) the sum of 4.66 percent of the district's basic transportation revenue, transportation sparsity revenue, and charter school transportation adjustment for the previous year. For charter schools, the adjustment to transportation sparsity is equal to the applicable school district's per pupil adjustment.

Early Learning – The Legislature made a number of changes to early learning programs, including appropriating funding of $71.75 million for the 2018–2019 biennium. Other changes include:

- The creation of a new School Readiness Plus (SR+) program for FY 2018 and FY 2019 only, with the following student eligibility requirements:
    - A child who is four years of age as of September 1 and who demonstrates one or more risk factors is eligible to participate in the program free of charge,
    - A child who is four years of age as of September 1 and who does not demonstrate any risk factors is eligible to participate on a fee-for-service basis, and
    - A district must adopt a sliding fee schedule for students not demonstrating risk factors, but must waive the fee for students unable to pay.

- Changing the Voluntary Pre-Kindergarten (VPK) cap from a limit on the total state aid entitlement to a limit on the number of participants, as follows:
    - A combined cap of 6,160 participants for VPK and SR+ for FY 2018,
    - A combined cap of 7,160 participants for VPK and SR+ for FY 2019, and
    - A cap of 3,160 participants for VPK for FY 2020 and later (SR+ program sunsets).

- All applications submitted in January to renew an existing FY 2017 VPK program will be funded first (3,160 slots). Applications for expanded VPK programs, and new VPK or SR+ programs will be ranked and approved based on various criteria. The number of new participants allowed in each new or expanded program will depend on how the programs are ranked.

Long-Term Facilities Maintenance Revenue – Beginning in FY 2017, deferred maintenance, health and safety, and alternative facilities programs were rolled into a new long-term facilities maintenance revenue program. Revenue for FY 2017 was $193 per adjusted pupil unit (APU); multiplied by the lessor of one, or the ratio of the district's average building age to 35 years. Funding will increase to $292 per APU for FY 2018 and $380 per APU for FY 2019, multiplied by the same building age factor.

Home Visiting Revenue – For FY 2018 (Pay 17 tax levy), home visiting program revenue is increased from $1.60 to $3.00, multiplied by the population under age 5 residing in a district on September 1 of the last school year. The levy will be equalized using a factor of $17,250 per APU.

Debt Service Equalization – Beginning in FY 2018, the equalizing factors for debt service levies are indexed at 1) Tier 1 – the greater of $4,430, or 55.33 percent, of the state average adjusted net tax capacity per APU, or 2) Tier 2 – the greater of $8,000, or 100 percent, of the state average adjusted net tax capacity per APU.

Procedural Changes or Clarifications Related to Funding –

- Operating referendum notices can be delivered by any type of mail, no longer required to be by first class mail.

- For nonpublic pupil aid the definition of "textbook" is modified to include an online book with an annual subscription cost and the definition of "software or other educational technology" is modified to include registration fees for online advanced placement courses.

- Charter schools are allowed to include students participating in postsecondary enrollment options in their pupil count for generating building lease aid.

Payments to Nonoperating Funds – Beginning in FY 2018, the payment schedule for state aids for nonoperating funds (e.g., debt service equalization) has been changed from 12 monthly installments throughout the fiscal year to six monthly installments from July through December.

Nutrition Contracts – The Legislature amended the law governing school district contracts to provide for an exception to the requirement limiting school district contracts to two years, with an option for an additional two years. A contract between a school board and a food service management company that complies with Code of Federal Regulations, Title 7, Section 210.16, may be renewed annually after its initial term for not more than four years.

School Building Bond Agricultural Tax Credit – Effective for taxes payable in 2018 (FY 2019), a property tax credit on all property classified as agricultural (excluding the house, garage, and one acre of an agricultural homestead) is provided equal to 40 percent of the tax on the property attributable to school district building bond levies.

Lead in School Drinking Water –

- Requires the commissioners of health and education to develop a model plan to test for lead in school drinking water.

- Requires school districts and charter schools to adopt the model plan or an alternative plan to test school water for lead at least every five years.

- A school district must begin testing by July 1, 2018 and complete testing for all schools within five years.

- Allows school districts to include lead testing and remediation in their 10-year facilities plans and to use long-term facilities maintenance revenue for lead testing and remediation.

- Requires school districts and charter schools to make lead testing results available to the public and to notify parents that this information is available.

Review and Comment – Directs the commissioner of education to include comments from district residents in the review and comment on capital project proposals. School boards are required to hold a public meeting to review the commissioner's review and comment on a proposal before the bond election.

ACCOUNTING AND AUDITING UPDATES

GASB STATEMENT NO. 83, *CERTAIN ASSET RETIREMENT OBLIGATIONS*

At times, state and local governments are required to take specific actions to retire certain tangible capital assets, such as the decommissioning of nuclear reactors, removal and disposal of wind turbines in wind farms, dismantling and removal of sewage treatment plants, and removal and disposal of x-ray machines. Obligations to retire certain tangible capital assets also arise from contracts or court judgments. Accounting and financial reporting standards exist for costs of the closure and post-closure care of municipal solid waste landfills, but those standards do not address retirement obligations associated with other types of tangible capital assets.

This statement addresses accounting and financial reporting for certain asset retirement obligations (AROs) that were not addressed in GASB standards by establishing uniform accounting and financial reporting requirements for these obligations. An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. A government that has legal obligations to perform future asset retirement activities related to its tangible capital assets should recognize a liability based on the guidance in this statement. The requirements of this statement are effective for reporting periods beginning after June 15, 2018.

GASB STATEMENT NO. 84, *FIDUCIARY ACTIVITIES*

This statement is intended to enhance consistency and comparability of fiduciary activity reporting by state and local governments. It is also meant to improve the usefulness of fiduciary activity information primarily for assessing the accountability of governments in their roles as fiduciaries.

This statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. An activity meeting the criteria should be reported in a fiduciary fund in the basic financial statements. This statement describes four fiduciary funds that should be reported, if applicable: (1) pension (and other employee benefit) trust funds, (2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. Custodial funds generally should report fiduciary activities that are not held in a trust or equivalent arrangement that meets specific criteria. The requirements of this statement are effective for reporting periods beginning after December 15, 2018.

GASB STATEMENT NO. 85, *OMNIBUS 2017*

The objective of this statement is to address issues that have been identified during implementation and application of certain GASB statements. The statement addresses a variety of topics, including issues related to blending component units, goodwill, fair value measurement and application, and post-employment benefits (pensions and OPEB). The statement is meant to enhance consistency in the application of recent accounting and financial reporting standards. The requirements of this statement are effective for reporting periods beginning after June 15, 2017.

GASB STATEMENT NO. 86, *CERTAIN DEBT EXTINGUISHMENT ISSUES*

Current GASB guidance requires that debt be considered defeased in substance when the debtor irrevocably places cash or other monetary assets acquired with refunding debt proceeds in a trust to be used solely for satisfying scheduled payments of both principal and interest of the defeased debt. This new standard establishes essentially the same requirements for when a government places cash and other monetary assets acquired with only existing resources in an irrevocable trust to extinguish the debt.

The primary objective of this statement is to improve consistency in accounting and financial reporting for in-substance defeasance of debt by providing guidance for transactions in which cash and other monetary assets acquired with only existing resources—resources other than the proceeds of refunding debt—are placed in an irrevocable trust for the sole purpose of extinguishing debt. This statement also improves accounting and financial reporting for prepaid insurance on debt that is extinguished and notes to financial statements for debt that is defeased in substance. The requirements of this statement are effective for reporting periods beginning after June 15, 2017.

GASB STATEMENT NO. 87, *LEASES*

A lease is a contract that transfers control of the right to use another entity's nonfinancial asset as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles, and equipment. Any contract that meets this definition should be accounted for under the leases guidance, unless specifically excluded in this statement.

Governments enter into leases for many types of assets. Under the previous guidance, leases were classified as either capital or operating depending on whether the lease met any of four tests. In many cases, the previous guidance resulted in reporting lease transactions differently than similar nonlease financing transactions.

The goal of this statement is to better meet the information needs of users by improving accounting and financial reporting for leases by governments. It establishes a single model for lease accounting based on the principle that leases are financings of the right to use an underlying asset. This statement increases the usefulness of financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract.

Under this statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

To reduce the cost of implementation, this statement includes an exception for short-term leases, defined as a lease that, at the commencement of the lease term, has a maximum possible term under the lease contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised. Lessees and lessors should recognize short-term lease payments as outflows of resources or inflows of resources, respectively, based on the payment provisions of the lease contract. The requirements of this statement are effective for reporting periods beginning after December 15, 2019.

E. OPERATIONAL ITEMS

Agenda Item E-1
November 13, 2017
School Board Meeting

AGENDA ITEM:	**Action on Fiscal Year 2017 Audit Report**
MEETING DATE:	**November 13, 2017**
SUGGESTED DISPOSITION:	**Operational Item**
CONTACT PERSON(S):	**Tim Wald, Assistant Superintendent for Finance and Operations** **Tom Wieczorek, Director of Finance**

BACKGROUND:

Mr. Jim Eichten from the District's auditing firm of Malloy, Montague, Karnowski, Radosevich and Co., P.A. (MMKR), presented the results of the fiscal year 2017 audit report earlier on the agenda.

RECOMMENDATION:

Move to accept the audit report for fiscal year 2017 as presented by Mr. Jim Eichten from MMKR, the District's independent auditor.

AGENDA ITEM:	Resolution to Canvass Return of Votes of School District General and Special Election on November 7, 2017
MEETING DATE:	November 13, 2017
SUGGESTED DISPOSITION:	Operational Item
CONTACT PERSON(S):	Dr. Wayne Kazmierczak, Superintendent Tim Maurer, Director of Community Services and Recreation

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BACKGROUND:

This resolution has been provided by Tom Deans of Knutson, Flynn & Deans, P. A. to canvass the School District Special Election.

The election results will be provided by Ramsey County's election official, with final numbers available by Friday, November 10, 2017.

RECOMMENDATION:

The White Bear Lake Area School Board approve the resolution.

EXTRACT OF MINUTES OF MEETING
OF THE 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 duly held in said school district on the **13** day of November, 2017, at **7:00** o'clock p.m. for the purpose, in part, of canvassing its general and special election.

The following members were present:

and the following were absent:

Member _____ moved the adoption of the following resolution:

RESOLUTION CANVASSING RETURNS
OF VOTES OF SCHOOL DISTRICT GENERAL AND SPECIAL ELECTION

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

1. It is hereby found, determined and declared that the general election of the voters of this school district held on November 7, 2017, was in all respects duly and legally called and held.

2. As specified in the attached Abstract and Return of Votes Cast, a total of _____ voters of the district voted at said general election on the election of four (4) school board members for four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the general election as follows:

Deborah Beloyed	**2994**	**Jill Engwer**	**2152**
Kim Chapman	**3774**	**Don Mullin**	**4177**
Jessica Ellison	**3803**	**Angela Thompson**	**2466**

3. **Don Mullin**, **Kim Chapman**, **Jessica Ellison** and **Deborah Beloyed,** having received the highest number of votes, are elected to four year terms beginning on the first Monday in January 2018.

4. It is hereby found, determined and declared that the special election of the voters of this school district held in conjunction with the school district general election on November 7, 2017, was in all respects duly and legally called and held.

5. As specified in the attached Abstract and Return of Votes Cast, at said election a total of **7,876** voters of the school district voted on the question of renewing the referendum revenue authorization of the school district for taxes payable in 2019 and thereafter (SCHOOL DISTRICT QUESTION 1), of which **5574** voted in favor, **1392** voted against the same. Said proposition, having received the approval of at least a majority of such votes, is hereby declared to have carried.

6. The clerk is hereby directed to certify the results of the election to the county auditors of each county in which the school district is located in whole or in part. The clerk is also directed to report the results of the referendum revenue authorization election to the Commissioner of Education within fifteen (15) days of the date hereof.

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)
)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 canvassing the results of the general and 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 November, 2017.

_____
Clerk

CLERK'S CERTIFICATE AS TO ABSTRACT AND RETURN OF VOTES CAST

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, do hereby certify that I have carefully compared the attached copy of the Abstract and Return of Votes Cast of the general and special election held on November 7, 2017, with the original thereof on file and of record in my office and the same is a full, true and complete copy thereof.

WITNESS MY HAND officially as Clerk of said School District this **13** day of November, 2017.

_____
School District Clerk

CLERK'S CERTIFICATE AS TO ABSTRACT AND RETURN OF VOTES CAST

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, do hereby certify that I have carefully compared the attached copy of the Abstract and Return of Votes Cast of the general and special election held on November 7, 2017, with the original thereof on file and of record in my office and the same is a full, true and complete copy thereof.

WITNESS MY HAND officially as Clerk of said School District this **13** day of November, 2017.

_____
School District Clerk

Abstract of Votes Cast
Independent School District No. 624 (WHITE BEAR LAKE)
State of Minnesota
at the School District General Election
Held Tuesday, November 7, 2017

Compiled from the Official Returns.

Summary of Totals
Independent School District No. 624 (WHITE BEAR LAKE)
Tuesday, November 7, 2017 School District General Election

Number of persons registered as of 7 a.m.	45986
Number of persons registered on Election Day	202
Number of accepted regular, military, and overseas absentee ballots and mail ballots	487
Number of federal office only absentee ballots	0
Number of presidential absentee ballots	0
Total number of persons voting	7880

Summary of Totals
Independent School District No. 624 (WHITE BEAR LAKE)
Tuesday, November 7, 2017 School District General Election

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

School Board Member at Large (ISD #624) (Elect 4)

NP Angela Thompson 2466	NP Jill Engwer 2152	NP Jessica Ellison 3803	NP Don Mullin 4177	NP Kim Chapman 3774
NP Deborah Beloyed 2994	WI WRITE-IN** 147			

SCHOOL DISTRICT QUESTION 1 (ISD #624)

NP YES 5574	NP NO 1392

Detail of Election Results
Independent School District No. 624 (WHITE BEAR LAKE)
Tuesday, November 7, 2017 School District General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
02 2205 : LINO LAKES P-1	1276	7	406
02 2220 : LINO LAKES P-4	2280	13	344
02 2230 : LINO LAKES P-6	2078	5	303
62 1740 : WHITE BEAR LAKE W-1 P-1	2817	15	456
62 1750 : WHITE BEAR LAKE W-2 P-1	3479	19	773
62 1760 : WHITE BEAR LAKE W-3 P-1	2519	13	487
62 1765 : WHITE BEAR LAKE W-3 P-2	378	1	78
62 1770 : WHITE BEAR LAKE W-4 P-1	2759	11	624
62 1780 : WHITE BEAR LAKE W-5 P-1	3137	21	567
62 8201 : ISD 624 - WHITE BEAR TOWNSHIP P-1	3300	19	614
62 8202 : ISD 624 - GEM LAKE P-1	316	2	69
62 8897 : ISD 624 - WHITE BEAR TOWNSHIP P-2	2460	10	469
62 8898 : ISD 624 -VADNAIS HEIGHTS P-1	864	5	179
62 9035 : ISD 624-VADNAIS HEIGHTS P-4	2186	6	209
62 9247 : ISD 624- WHITE BEAR TOWNSHIP P-3	828	2	174
62 9290 : ISD 624- LITTLE CANADA P-2	176	0	12
62 9420 : ISD 624- VADNAIS HEIGHTS P-2	2421	9	378
62 9421 : ISD 624- VADNAIS HEIGHTS P-3	2042	11	323
62 9423 : ISD 624- WHITE BEAR TOWNSHIP P-4	1288	4	246
62 9424 : ISD 624- NORTH OAKS P-2	1017	0	135
62 9431 : ISD 624-MAPLEWOOD P-8	227	0	8
82 8137 : ISD 624 - BIRCHWOOD	679	6	169
82 8138 : ISD 624 - HUGO W1 P-1	3150	12	381
82 8997 : ISD 624 - HUGO W2 P2B	2633	9	293
82 9419 : ISD 624 - HUGO W3 P3A	1676	2	183
Independent School District No. 624 (WHITE BEAR LAKE) Total:	45986	202	7880

Detail of Election Results
Independent School District No. 624 (WHITE BEAR LAKE)
Tuesday, November 7, 2017 School District General Election

Office Title: School Board Member at Large (ISD #624) (Elect 4)

Precinct	NP Angela Thompson	NP Jill Engwer	NP Jessica Ellison	NP Don Mullin	NP Kim Chapman
02 2205 : LINO LAKES P-1	1	0	3	3	3
02 2220 : LINO LAKES P-4	0	0	0	0	0
02 2230 : LINO LAKES P-6	68	59	92	96	105
62 1740 : WHITE BEAR LAKE W-1 P-1	165	179	244	252	248
62 1750 : WHITE BEAR LAKE W-2 P-1	268	259	450	452	461
62 1760 : WHITE BEAR LAKE W-3 P-1	153	125	292	307	307
62 1765 : WHITE BEAR LAKE W-3 P-2	47	28	52	51	37
62 1770 : WHITE BEAR LAKE W-4 P-1	248	173	340	423	303
62 1780 : WHITE BEAR LAKE W-5 P-1	232	171	291	349	289
62 8201 : ISD 624 - WHITE BEAR TOWNSHIP P-1	201	205	336	374	353
62 8202 : ISD 624 - GEM LAKE P-1	21	24	38	37	40
62 8897 : ISD 624 - WHITE BEAR TOWNSHIP P-2	157	140	244	274	247
62 8898 : ISD 624 -VADNAIS HEIGHTS P-1	37	46	98	110	87
62 9035 : ISD 624-VADNAIS HEIGHTS P-4	91	75	117	138	104
62 9247 : ISD 624- WHITE BEAR TOWNSHIP P-3	41	55	103	116	110
62 9290 : ISD 624- LITTLE CANADA P-2	4	4	10	10	7
62 9420 : ISD 624- VADNAIS HEIGHTS P-2	121	134	223	243	215
62 9421 : ISD 624- VADNAIS HEIGHTS P-3	96	85	172	183	171
62 9423 : ISD 624- WHITE BEAR TOWNSHIP P-4	71	78	144	145	138
62 9424 : ISD 624- NORTH OAKS P-2	46	46	66	63	70
62 9431 : ISD 624-MAPLEWOOD P-8	3	2	3	2	3
82 8137 : ISD 624 - BIRCHWOOD	37	44	109	85	73
82 8138 : ISD 624 - HUGO W1 P-1	158	110	168	211	169
82 8997 : ISD 624 - HUGO W2 P2B	119	70	122	146	135
82 9419 : ISD 624 - HUGO W3 P3A	81	40	86	107	99

Detail of Election Results
Independent School District No. 624 (WHITE BEAR LAKE)
Tuesday, November 7, 2017 School District General Election

Office Title: School Board Member at Large (ISD #624) (Elect 4)

Total:	**2466**	**2152**	**3803**	**4177**	**3774**

Precinct	NP Deborah Beloyed	WI WRITE-IN**
02 2205 : LINO LAKES P-1	2	0
02 2220 : LINO LAKES P-4	0	0
02 2230 : LINO LAKES P-6	76	6
62 1740 : WHITE BEAR LAKE W-1 P-1	154	10
62 1750 : WHITE BEAR LAKE W-2 P-1	356	5
62 1760 : WHITE BEAR LAKE W-3 P-1	216	3
62 1765 : WHITE BEAR LAKE W-3 P-2	21	1
62 1770 : WHITE BEAR LAKE W-4 P-1	241	11
62 1780 : WHITE BEAR LAKE W-5 P-1	204	14
62 8201 : ISD 624 - WHITE BEAR TOWNSHIP P-1	271	16
62 8202 : ISD 624 - GEM LAKE P-1	27	0
62 8897 : ISD 624 - WHITE BEAR TOWNSHIP P-2	197	17
62 8898 : ISD 624 -VADNAIS HEIGHTS P-1	69	4
62 9035 : ISD 624-VADNAIS HEIGHTS P-4	78	0
62 9247 : ISD 624- WHITE BEAR TOWNSHIP P-3	71	6
62 9290 : ISD 624- LITTLE CANADA P-2	8	0
62 9420 : ISD 624- VADNAIS HEIGHTS P-2	153	9
62 9421 : ISD 624- VADNAIS HEIGHTS P-3	127	5
62 9423 : ISD 624- WHITE BEAR TOWNSHIP P-4	118	3
62 9424 : ISD 624- NORTH OAKS P-2	50	8
62 9431 : ISD 624-MAPLEWOOD P-8	2	0
82 8137 : ISD 624 - BIRCHWOOD	88	3
82 8138 : ISD 624 - HUGO W1 P-1	168	14

Detail of Election Results
Independent School District No. 624 (WHITE BEAR LAKE)
Tuesday, November 7, 2017 School District General Election

Office Title: School Board Member at Large (ISD #624) (Elect 4)

Precinct	NP Deborah Beloyed	WI WRITE-IN**
82 8997 : ISD 624 - HUGO W2 P2B	200	4
82 9419 : ISD 624 - HUGO W3 P3A	97	8
Total:	**2994**	**147**

Office Title: SCHOOL DISTRICT QUESTION 1 (ISD #624)

Precinct	NP YES	NP NO
02 2205 : LINO LAKES P-1	3	0
02 2220 : LINO LAKES P-4	0	4
02 2230 : LINO LAKES P-6	146	49
62 1740 : WHITE BEAR LAKE W-1 P-1	359	94
62 1750 : WHITE BEAR LAKE W-2 P-1	621	145
62 1760 : WHITE BEAR LAKE W-3 P-1	377	108
62 1765 : WHITE BEAR LAKE W-3 P-2	59	18
62 1770 : WHITE BEAR LAKE W-4 P-1	500	119
62 1780 : WHITE BEAR LAKE W-5 P-1	445	119
62 8201 : ISD 624 - WHITE BEAR TOWNSHIP P-1	498	114
62 8202 : ISD 624 - GEM LAKE P-1	56	12
62 8897 : ISD 624 - WHITE BEAR TOWNSHIP P-2	393	73
62 8898 : ISD 624 -VADNAIS HEIGHTS P-1	144	32
62 9035 : ISD 624-VADNAIS HEIGHTS P-4	148	60
62 9247 : ISD 624- WHITE BEAR TOWNSHIP P-3	132	38
62 9290 : ISD 624- LITTLE CANADA P-2	7	5
62 9420 : ISD 624- VADNAIS HEIGHTS P-2	301	72

Detail of Election Results
Independent School District No. 624 (WHITE BEAR LAKE)
Tuesday, November 7, 2017 School District General Election

Office Title: SCHOOL DISTRICT QUESTION 1 (ISD #624)

Precinct	NP YES	NP NO
62 9421 : ISD 624- VADNAIS HEIGHTS P-3	248	71
62 9423 : ISD 624- WHITE BEAR TOWNSHIP P-4	198	48
62 9424 : ISD 624- NORTH OAKS P-2	95	38
62 9431 : ISD 624-MAPLEWOOD P-8	5	2
82 8137 : ISD 624 - BIRCHWOOD	121	39
82 8138 : ISD 624 - HUGO W1 P-1	319	57
82 8997 : ISD 624 - HUGO W2 P2B	245	46
82 9419 : ISD 624 - HUGO W3 P3A	154	29
Total:	**5574**	**1392**

We, the school board members of Independent School District No. 624 (WHITE BEAR LAKE), certify that we have canvassed the returns of the School District General Election held on Tuesday, November 7, 2017 and have herein specified the names of any candidates receiving votes and the number of votes received by each candidate, and have herein specified the number of votes for and against any ballot questions voted on in this election.

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the clerk of Independent School District No. 624 (WHITE BEAR LAKE).

Witness our official signature at _____ in _____ County this _____ day of _____, 2017.

_____
School Board Member

_____
School Board Member

_____
School Board Member

_____
School Board Member

_____
School Board Member

_____
School Board Member

_____
School Board Member

State of Minnesota
Independent School District No. 624 (WHITE BEAR LAKE)

I, _____, Clerk of the Independent School District No. 624 (WHITE BEAR LAKE) do hereby certify the within and foregoing _____ pages to be a full and correct copy of the original abstract and return of the votes cast in the Independent School District No. 624 (WHITE BEAR LAKE) School District General Election held on Tuesday, November 7, 2017.

Witness my hand and official seal of office this _____ day of _____, 2017.

_____

AGENDA ITEM:	Resolution Authorizing Issuance of Certificates of Election and Directing the School District to Perform Other Election Related Duties
MEETING DATE:	November 13, 2017
SUGGESTED DISPOSITION:	Operational Item
CONTACT PERSON(S):	Dr. Wayne Kazmierczak, Superintendent Tim Maurer, Director of Community Services and Recreation

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BACKGROUND:

This resolution has been provided by our attorney to issue certificates of election and to allow the district to perform other election related duties for the School District General Election.

RECOMMENDATION:

The White Bear Lake Area School Board act to approve the resolution.

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 _____ 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 the **13** day of **November** 2017, at **7** o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES OF ELECTION AND DIRECTING THE SCHOOL DISTRICT CLERK TO PERFORM OTHER ELECTION RELATED DUTIES

WHEREAS, the board has canvassed the general election for school board members held on November 7, 2017.

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

1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 624 to the following candidates:

a. **Don Mullin**
b. **Kim Chapman**
c. **Jessica Ellison**
d. **Deborah Beloyed**

who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

2. The certificate of election shall be in substantially the form attached hereto.

3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver a certificate to each person entitled thereto personally or be certified mail.

4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

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 authorizing the issuance of certificates of election, 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 **13** day of **November, 2017**.

_____
Clerk

CERTIFICATE OF ELECTION
(Full 4 Year Term)

This is to certify as follows:

1. The School Board of Independent School District No. 624 on November **13**, 2017, canvassed the general election of school board members held on November 7, 2017.

2. **Don Mullin** received the largest number of votes cast for the office of school board member of Independent School District No. 624 for a full four (4) year term.

3. There are four (4) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.

4. Therefore **Don Mullin** is re-elected to the office of school board member of Independent School District No. 624 for a full four (4) year term beginning on the first Monday in January 2018 and expiring on the first Monday in January 2022.

By authority of the School Board of Independent School District No. 624, pursuant to resolution dated **November 13**, 2017.

Dated: _____ _____
Chair

Dated: _____ _____
Clerk

CERTIFICATE OF ELECTION
(Full 4 Year Term)

This is to certify as follows:

1. The School Board of Independent School District No. 624 on November **13**, 2017, canvassed the general election of school board members held on November 7, 2017.

2. **Kim Chapman** received the second largest number of votes cast for the office of school board member of Independent School District No.624 for a full four (4) year term.

3. There are four (4) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.

4. Therefore **Kim Chapman** is re-elected to the office of school board member of Independent School District No. 624 for a full four (4) year term beginning on the first Monday in January 2018 and expiring on the first Monday in January 2022.

By authority of the School Board of Independent School District No. 624, pursuant to resolution dated **November 13**, 2017.

Dated: _____ _____
Chair

Dated: _____ _____
Clerk

CERTIFICATE OF ELECTION
(Full 4 Year Term)

This is to certify as follows:

1. The School Board of Independent School District No. 624 on November **13**, 2017, canvassed the general election of school board members held on November 7, 2017.

2. **Jessica Ellison** received the third largest number of votes cast for the office of school board member of Independent School District No. 624 for a full four (4) year term.

3. There are four (4) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.

4. Therefore **Jessica Ellison** is elected to the office of school board member of Independent School District No. 624 for a full four (4) year term beginning on the first Monday in January, 2018 and expiring on the first Monday in January, 2022.

By authority of the School Board of Independent School District No. 624, pursuant to resolution dated **November 13, 2017**.

Dated: _____ _____
Chair

Dated: _____ _____
Clerk

CERTIFICATE OF ELECTION
(Full 4 Year Term)

This is to certify as follows:

1. The School Board of Independent School District No. 624 on November **13**, 2017, canvassed the general election of school board members held on November 7, 2017.

2. **Deborah Beloyed** received the fourth largest number of votes cast for the office of school board member of Independent School District No. 624 for a full four (4) year term.

3. There are four (4) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.

4. Therefore **Deborah Beloyed** is elected to the office of school board member of Independent School District No. 624 for a full four (4) year term beginning on the first Monday in January, 2018 and expiring on the first Monday in January, 2022.

By authority of the School Board of Independent School District No. 624, pursuant to resolution dated **November 13, 2017**.

Dated: _____ _____
Chair

Dated: _____ _____
Clerk

ACCEPTANCE OF OFFICE
AND OATH OF OFFICE

To: [-The recipient of the Certificate of Election-]

The following acceptance and oath of office must be filed with the school district clerk within thirty (30) days of the date of mailing or personal service of the certificate of election.

ACCEPTANCE OF OFFICE

I hereby accept the office of school board member of Independent School District No. 624 for a term beginning on the first Monday in January, 2018 and expiring on the first Monday in January, 2022.

Date: _____
Signature

STATE OF MINNESOTA)
)
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this ____ day of

_____, 2017 by _____.
Name of Candidate

_____
Notary Public

OATH OF OFFICE

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 624 to the best of my judgment and ability.

Date: _____

Signature

STATE OF MINNESOTA)
)
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this _____ day of _____, 2017 by _____.

Name of Candidate

_____

Notary Public

AGENDA ITEM:	**Action on Health Insurance Rates Effective January 1, 2018**
MEETING DATE:	**November 13, 2017**
SUGGESTED DISOSITION:	**Operational Item**
CONTACT PERSON(S):	**Tim Wald, Assistant Superintendent for Finance & Operations and Mitch Cooper, Director of Human Resources**

BACKGROUND:

The District converted from a fully insured health benefit plan to a self-insured health benefit plan as of January 1, 2015. Prior to this date, District administration and its insurance agent (National Insurance Services) would negotiate with the District's insurance provider to establish renewal rates. Now, as a self-insured group, the School Board considers and ultimately takes action on a recommendation that is made by District administration in consultation with the District's insurance agent and the District's Insurance Advisory Committee (IAC) to establish renewal rates.

The District's IAC, which includes representatives from each employee bargaining unit and serves in an advisory capacity to the administration and School Board, regularly reviews the District aggregate claims data. After considerable discussion, the IAC fully supported a recommendation to increase the insurance rates by an aggregate amount of 6.6% effective January 1, 2018. Additionally, at its work-study session on October 23, 2017, the School Board reviewed data that supported the recommendation and had the opportunity to discuss this topic in depth with District's insurance representative.

Attached please find a copy of the 2018 insurance renewal summary that was provided at the October 23, 2017 IAC meeting and the October 23, 2017 School Board meeting. A framework and roster of the IAC are also included.

The recommended monthly premium structure effective January 1, 2018 is as follows:

Plan	Single	Family
$25.00 Copay	**$799**	**$2,079**
$2000/$4000 HRA	**$672**	**$1747**
$500 Deductible	**$706**	**$1835**

RECOMMENDATION: Move to approve the District's health insurance premium rates effective January 1, 2018 as presented.

WHITE BEAR LAKE AREA SCHOOLS
INSURANCE ADVISORY COMMITTEE

Role of Committee

The Insurance Advisory Committee serves in an advisory capacity to the administration and School Board on issues related to health insurance and dental insurance. Committee members serve as a communication link between the committee and their respective employee groups.

Committee Structure

School District Representatives

Assistant Superintendent of Finance and Operations,, Facilitator
Director of Human Resources
Human Resources Coordinator

Employee Representatives

The following groups will be represented on the committee: Administrator, Bus Driver/Bus Aide, Cabinet, Clerical, Confidential, Custodial, Extended Day Program, Non-Affiliated, Nutrition Services, Paraprofessional, Principal, and Teacher employees. Each employee group will select its representative(s) to the Insurance Advisory Committee in accordance with the group's by-laws. The number of committee members from each group shall be determined in the following manner:

- Groups with between 1-50 employees shall have 1 committee member
- Groups with between 51-250 employees shall have 2 committee members
- Groups with over 250 employees may add an additional committee member for every 150 employees beyond 250

Ex-officio members of the committee shall include a representative of the retired teachers association. Union field representatives from each bargaining unit are allowed to participate in the discussions at committee meetings but will not be considered committee members.

Meetings

Insurance Advisory Committee meetings are public meetings and will be held at District Center. The committee will meet in the following months: September, October, November, January, February, March, April and once during July or August. Other meetings may be added on an as-needed basis.

First	Last	Phone	Email	Role in Committee
Carrie	Barth	x6201	carrie.barth@isd624.org	Employee Rep. - Principal
Nancy	Bushard	262-780-1363	nbushard@nisbenefits.com	National Insurance Services Rep.
Debbie	Currier	x1430	debra.currier@isd624.org	Employee Rep. - Paraprofessional
Cheryl	Dullum	x2815	Cheryl.Dullum@isd624.org	Employee Rep. - Paraprofessional
Rebecca	Edberg	x7548	Rebecca.Edberg@isd624.org	School District Rep.
Paul	Engstran	x2894	Paul.Engstran@isd624.org	Employee Rep. - Custodial
Mitch	Cooper	x7550	mitch.cooper@isd624. org	School District Rep.
Susan	Grun	x6233	Susan.Grun@isd624. org	Employee Rep. - Nutrition Services
Pierre	Guilfoile	800-627-3660 ext. 1367	pguilfoile@nisbenefits.com	National Insurance Services Rep.
Jamie	Hanson	_	Jamie.M.Hanson@healthpartners.com	Health Partners Rep.
Melissa	Iwerks	x7525	melissa.iwerks@isd624.org	Employee Rep. - Clerical
Tara	Jebens-Singh	x7510	tara.jebens-singh@isd624.org	Employee Rep. - Administrators
Karla	Keller	x1315	karla.keller@isd624. org	Employee Rep. - Teacher
Kirk	Johnson	x1018	kirk.johnson@isd624.org	Employee Rep. - Teacher
Carolyn	Kay	x2847	Carolyn.Kay@isd624.org	Employee Rep. - Clerical
Rob	Keller	262-780-1360	rkeller@nisbenefits.com	National Insurance Services Rep.
Debra	Kelley	x7523	debra.kelley@isd624.org	Employee Rep. - Non-Affiliated
Paul	Lehmann	_	paul.w.lehmann@healthpartners.com	Health Partners Rep.
Barbara	Lindemer	_	barbara.lindemer@isd624.org	Employee Rep. - Extended Day
Barbara	Lund	x2937	barbara.lund@isd624.org	Employee Rep. - Nutrition Services
Michael	McKenzie	651-653-2907	Michael.McKenzie@isd624. org	Employee Rep. - Teacher
Jerry	Mundell	x2856	jerry.mundell@isd624.org	Employee Rep. - Custodial
Lisa	Narow	651-407-7538	lisa.narow@isd624.org	Employee Rep. - Transportation
Jill	Petersen	x2015	jill.petersen@isd624.org	Employee Rep. - Teacher
Jody	Reber	x7563	jody.reber@isd624.org	Employee Rep. - Confidential
Peggy	Sandstrom	651-633-0713	peggysandstrom@comcast.net	Ex-officio Member - Retired Teacher
Tim	Wald	x7516	Tim.Wald@isd624.org	School District Rep., Facilitator
Tom	Wieczorek	x7518	thomas.wieczorek@isd624.org	School District Rep., Facilitator

AGENDA ITEM:	**Secondary Course Proposals**
MEETING DATE:	**November 13, 2017**
SUGGESTED DISPOSITION:	**Operational Item**
CONTACT PERSON(S):	**Sara Paul, Assistant Superintendent for Teaching and Learning**

BACKGROUND:

Annually the Teaching and Learning Department, coordinated by Jill Pearson, works closely with our secondary principals regarding proposed changes to academic programming for the following year. This process involves careful evaluation of our current course offerings and includes proposals for new course offerings, changes to existing courses such as title changes, content realignment and expansion of concurrent enrollment opportunities. The attached chart outlines the new course proposals and changes for the 2018-19 school year. They were discussed during the October 23, 2017 School Board Work Study session.

RECOMMENDATION:

Administration recommends that the School Board approve the course proposals, modifications and deletions as presented.

Secondary Course Proposals for 2018-19

BACKGROUND:

The following are new course proposals and proposed course changes for the 2018-19 school year.

New Courses			
Preliminary groundwork has been laid for consideration of the following course proposals. Action at the November School Board meeting is recommended in order to allow the changes to be reflected in the 2018-19 registration guide.			
Dept.	**Course Title & Grades**	**Rationale**	**Course description**
Physical Education & Adapted Physical Education	***Unified PE*** Semester Grades 9-12 Prerequisite: none	Not all students thrive in a traditional physical education course, whether they have disabilities or not. Some students with disabilities may have the physical aptitude to participate in a PE course with mainstream peers but can become frustrated when the games move too quickly and their peers lack empathy. On the other hand, there are mainstream students who enjoy the opportunity to develop their own leadership skills and other essential skills such as compassion and communication as they learn how to meaningfully engage with peers who have differences. Sponsored by Special Olympics, the Unified Strategy has played a key role in creating a more inclusive climate in schools where it has been implemented and evaluated. Staff in schools with Unified PE programs have reported: reduced bullying, decreases in offensive language, increased participation of students with disabilities, increased awareness about students with disabilities, increased opportunities for students to work together, and a more socially inclusive school environment.	Unified P.E. is a physical education class which provides a unique environment for students with and without disabilities to come together through educational and physical activities. Through fitness, sports, leadership, and wellness activities, Unified P.E. classes help students with varying ability levels and backgrounds to foster important social relationships while building and maintaining fitness levels.
World Language	***Heritage Spanish*** Semester Grades 9-12 Prerequisite: Native or near- native Spanish language skills, or instructor's approval Pursuing a concurrent enrollment and/or biliteracy seal opportunity	There is an increase in the population of native speakers of Spanish / heritage Spanish speakers in our school district. Heritage learners may be ahead of traditional students in speaking and vocabulary skills but behind in grammar, reading or writing skills. The traditional Spanish class for English speakers does not typically meet the needs of these students. Research has shown that support of students' heritage language supports their language development in English, which would increase students' success across all content areas.	Heritage Spanish is designed for students who use the Spanish language at home and who wish to improve reading and writing skills in Spanish (a Spanish Language Arts class). The class will be taught exclusively in Spanish. Students will connect with their rich and diverse cultural heritage and those of other Spanish speaking countries, read authentic literature and use it for learning language, building academic communication and critical thinking skills, practice various aspects of writing in Spanish, develop academic language, discuss and write in depth about topics pertinent to the Spanish-speaking world, and explore the benefits of bilingualism in the professional world.

Social Studies	***AP Psychology*** Full year Grades 10-12 Prerequisite: None	This class is a way to increase access to AP courses, introduce students to success in an AP course, and provides an opportunity to earn college credit. In many schools around the country, AP Psychology is the first AP course a student will take. AP Psychology continues to have one of the highest pass rates of all AP courses offered in the United States. Students will develop critical thinking skills, writing skills, and practice higher-order thinking. Also, the College Board states there are more than 136 career areas and 60 college majors that pertain to Psychology.	The AP Psychology course is designed to introduce students to the systematic and scientific study of the behavior and mental processes of human beings and other animals. Students are exposed to the psychological facts, principles, and phenomena associated with each of the major subfields within psychology. Major subject areas of this course include history, theoretical approaches, research methods, biological bases of behavior, sensation and perception, states of consciousness, learning, cognition, motivation and emotion, development, personality, testing and individual differences, abnormal behavior, treatment of psychological disorders, and social behavior. At completion of this course, students will be eligible to take the College Board test and students scoring well on the exam may earn college credit.
FACS	***CIS: Exploring the Teaching Profession II*** Semester Grades 11-12 Prerequisite: CIS: Exploring the Teaching Profession I; Pending University of Minnesota approval for College in the Schools (concurrent enrollment) credit	This course provides an opportunity for students to explore teaching as a profession, to develop an understanding of multiculturalism, diversity, and the sociocultural/political realities of public schooling and teaching, and to reflect on what it means to be equity minded, reflective, and reflective teaching professionals. This course is part of the University of Minnesota's Entry Point Project and one of its aim is to open access to college-level courses to underserved populations such as multilingual/EL students, members of racial or ethnic minorities, first generation college-bound students and/or students from families of low to moderate income. Our district has an interest in increasing the diversity of its staff to more closely match the demographics of our community, and this course may help build a pipeline of students of color and multilingual students who are interested in returning as professionals to teach in the district.	This course is designed for students interested in the field of K-12 education. Exploring the Teaching Profession is a service learning based course. Students will spend several days per week assisting a classroom teacher. The central themes of this course are: (1) increasing cultural competence; (2) parent and community engagement; and (3) personal reflection and professional development. Students will focus on reflective teaching and the reciprocity of service learning.
World Language	***Orientation to Interpreting*** Grades 11-12 Prerequisite: Advanced proficiency in English and another language; Pursuing approval as a concurrent enrollment opportunity	Interpreters work in variety of settings such as clinics, hospitals, schools, social services, courtrooms, and businesses. Employment of interpreters and translators is projected to grow 29 percent from 2014 to 2024, much faster than the average for all occupations. Employment growth will be driven by increasing globalization and by large increases in the number of non-English-speaking people in the United States. Job prospects are especially strong for those who have professional certification, which is offered through Century College. This course is the first in the series of courses required for a certificate. In addition, this course will complement and career preparation for students pursuing our career pathways, especially in the area of healthcare.	This course introduces students to interpreter codes of ethics and standards of practice. It also introduces basic concepts of interpreting and translating, interpreting modes and settings, and interpreting skills. Coursework includes an initial self-assessment, which helps students evaluate their readiness for pursuing further study in interpreting.

Health	***Certified Nursing Assistant*** Semester Grades 11-12 Prerequisite: must be 16 or older. pursuing approval as a concurrent enrollment opportunity	According to the U.S. Bureau of Labor Statistics, the healthcare industry is set to grow tremendously, and the outlook for Certified Nursing Assistants (CNAs) is especially positive. The increase is projected to be as much as 20% by 2020, which is well above the national average. More than 300,000 jobs are expected to be created. CNAs do not require a post-secondary degree, but they are some of the highest paid in that category of people, and their salary is set to grow significantly. At the same time, many in the industry see the CNA as stepping stone to more advanced training and higher wage opportunities such as LPN, RN, physicians' assistants, physicians, community health experts, dental professionals, etc.	This course introduces concepts of basic human needs, health/illness continuum, and basic nursing skills in long-term care, acute care, and/or home care environments. Skills are taught in a simulated laboratory setting utilizing demonstration and role-playing. Upon successful completion of classroom studies, students will participate in a minimum of 16 hours of supervised clinical experience in a long-term care facility. This course meets the state and federal requirements as detailed for educating the nursing assistant. Upon completion of this course, students will be eligible to take the examination for placement on the Minnesota Department of Health Nursing Assistant Registry.

Name Changes and Content Re-Alignment

Preliminary groundwork has been laid for consideration of the following name changes. Action at the November School Board meeting is requested in order to allow the changes to be reflected in the 2018-19 registration guide.

Department	Current Course Title	Requested Change(s)	Term	Grade	Rationale
Technology Education	Wood Technology & Manufacturing 1	Title change and content re-alignment: ***Woodworking and an Introduction to the Construction Industry***; grade change from 9-10 to 9-12; also pursuing opportunity for concurrent enrollment	Semester	9-12	Construction was one of four career pathway areas our district and community identified for development due to the job and wage prospects, partnerships in our community, and interest expressed by students. The outlook for construction jobs is favorable. According to the U.S. Bureau of Labor Statistics, employment of construction laborers and helpers is projected to grow 13 percent from 2014 to 2024, faster than the average for all occupations. Laborers and helpers work in all fields of construction, and demand for these workers will mirror the level of overall construction activity. This course will continue to provide students with opportunities to learn in a hands-on environment and to build projects. In addition, it will include a survey of many of the different opportunities available to people interested in the field. This course aligns with the Multicraft Core Curriculum available to us through North America's Building Trades Union, as well as the Minnesota Summer Trades Academy, where students apply to participate in hands-on training in a variety of construction trades and earn wages during their apprenticeship. Course description: This course is designed to teach students basic woodworking practices. Areas related to these practices include safety, proper hand tool and machine use, measuring, joinery, project design and finishing. Students will build projects that they will take home upon completion. In addition, students explore many dimensions of the commercial, residential, and highway construction industry through interviews with practicing professionals, site tours, and exploratory reflections to illustrate the many opportunities

					available as a professional in a wide variety of construction-related fields. Students will also experience an introduction to welding using a high tech welding simulator.
Technology Education	Wood Technology & Manufacturing 2	Title change and content re-alignment: ***Introduction to Construction Blueprint Reading, Carpentry, and Handtools***; Prerequisite: Woodworking and an Intro to the Construction Industry: Grade change from 9-10 to 9-12; also pursuing opportunity for concurrent enrollment	Semester	9-12	While the introduction to the construction industry course covers the breadth of opportunities in the construction industry, this course narrows in on some specific skill development. At the same time, these reading, drawing, and tool skills are still widely applicable to a variety of jobs in commercial and residential construction. Course description: This course covers reading and interpreting blueprints used in the construction industry as well provides students with the opportunity to advance their skills in using handtools and complete a carpentry project. Lines, abbreviations, symbols, parts of the blueprints, specifications and isometric drawings will be included in this class. In addition, students will learn to make drawings and sketches used in construction and learn to use carpentry hand tools.
Health	Introduction to Medical Careers	Title change and content re-alignment: ***Introduction to Healthcare Careers*** Grade change from 11-12 to 9-12; Also, pursuing approval as a concurrent enrollment opportunity	Semester	9-12	Over the next decade, Baby Boomers are expected to place an increasingly heavy burden on the healthcare system as they age. The demand for healthcare workers is rapidly increasing while a significant portion of today's workforce consists of boomers nearing retirement. Recognizing that addressing this shortfall will require collaboration between healthcare industry providers, educators, and the government, Minnesota State created HealthForce Minnesota as one of its eight Centers of Excellence in 2005. Minnesota State has an intense interest in furthering the work of HealthForce Minnesota is is the largest education system of nurses and allied medical professional in the state. As we expand the current medical careers class into an offering for grades 9-12, we are seeking opportunities to align HealthForce Minnesota's Healthcare Core Curriculum (HCCC) with the content and rich experiences offered in our course, as well as offer this course for concurrent enrollment. This course will continue to develop skills needed to be successful in healthcare careers, support students in making informed career and educational choices, and be a launching point for pathways to multiple health careers.

Visual Arts	Visual Media Design	Name change: ***Visual Media Art & Design***	Semester	8	Students have expressed some confusion regarding this class, which is housed in the visual arts department and taught by visual art teachers. The teachers believe this change will better communicate that art and design principles form the foundation for this course and will help students make an informed decision in selecting their design elective in 8th grade.
FACS	CIS: Exploring Teaching	Name change: CIS: ***Exploring the Teaching Profession I***	Semester	11-12	If the addition of the second CIS: Exploring the Teaching Profession is approved, this name change will signify that there are two separate CIS teaching courses:Exploring the Teaching Profession I and II.
Art	Drawing & Painting II	Add prerequisite: Drawing & Painting I	Semester	9-12	Teachers believe that they were better be able to differentiate the content and skills taught in Drawing and Painting I and II if the first class is a prerequisite for the second level. They will also be able to offer a more rigorous experience for students in the second level course.
Art	Sculpture II	Add prerequisite: Sculpture I	Semester	9-12	The same reasoning applies to Sculpture I and II as to Drawing and Painting, above.
Business Education	Accounting II	Change from full-year to one semester	Proposed change: Semester	11-12	There has not be sufficient enrollment to run Accounting II as a full year course for the last two years. By changing the course to a semester, this will open the opportunity for more students to continue their study of accounting.
Technology Education	Small Engines & Transportation Systems	Change from 9-10 to 11-12	Semester	11-12	There are facility constraints at North Campus which make it challenging to run this course, woods, and manufacturing classes in the classroom spaces currently available and with the current ventilation system.
Music	Wind Ensemble	Pursue concurrent enrollment option	Year	11-12	The advanced level of this course is on par with what is expected of college-level music, and post-secondary institutions have indicated willingness to consider this type of class as a concurrent enrollment option.
Math	Multivariable Calculus & AP Statistics	Pursue concurrent enrollment option	Year	11-12	This course is taught at a college level, using a college level text. This change will enable students to not only gain credits through the AP statistics portion of the class but also the multivariable calculus content.

AGENDA ITEM:	**Action on Accepting the Ryan Grants**
MEETING DATE:	**November 13, 2017**
SUGGESTED DISPOSITION:	**Operational Item**
CONTACT PERSON(S):	**Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

The White Bear Lake Area Educational Foundation has approved four 2017-18 Ryan Art Grant proposals, with a request that these grants be formally accepted by the School District.

On the following page are the grants, amount received, and recipient.

RECOMMENDATION:

Accept the Ryan Art Grants totaling $4,285 from the White Bear Lake Area Education Foundation.

2017 RYAN ART GRANT PROPOSALS

CHILDREN'S THEATER COMPANY

Jenn Misgen, Otter Lake Kindergarten

Deb Schmidt, Otter Lake Kindergarten

Jessica Hosmer, Otter Lake Kindergarten

Wenqian Laing, Otter Lake Kindergarten

Kristi Olness, Otter Lake Kindergarten

Emily Ascheman, Otter Lake Kindergarten

These are each separate grants applying for the same program. Each Grant applicant is asking for $500. Each teacher will be bringing the Children's Theatre Company program "Building Bridges" into their kindergarten classrooms and benefit from the Ryan Family Art Grant. "Building Bridges" provides a professional teaching artist from CTC to work with students for 16 sessions. They use interactive storytelling & dramatic arts to bring out the creativity of each child. Following their own play presentation, students are provided tickets and bussing to the Children's Theatre to see one of their theatre productions. **$3000**

PAINT YOUR STORY
Jane Briggs Hugo Grade 1 25 students
Colleen Kopp Oneka Grade 4 25 students
Ann Gerding Parent

Each student will participate in two Paint Your Story workshops using high quality art materials facilitated by Nycole Fry, owner of Paint Your Story Foundation. The workshop is based on a children's book for each grade level. Students learn everyone is an artist and everyone has a story to tell. Each student will engage in self-reflection and create two unique paintings. All students will participate in an Art Show to display and discuss their artwork and their painting process with family and friends. Ms. Fry's fees exceed the grant however she has graciously offered to volunteer her time and expertise to the children. The **$500** request will go toward the art supplies for the 50 students.

COLORFUL ART=COLORFUL WRITING
Stephen Gravley Otter Lake Grade 2 25 students

The teacher plans to assemble a watercolor kit that will be used by the 25 students throughout the 2017-2018 school year. Students will not only paint but will learn the proper care of watercolor materials over an extended period of time as well. Using watercolor techniques learned during watercolor classes through the partnership with the WBL Center of the Arts, students will use the medium of watercolor to illustrate stories that they have written in class. **$285.00**

FIDGETY FAIRY TALES…The Mental Health Musical

Kendall Rutherford, Kindergarten & Dawn Maple, Matoska Intl. School - Total 90 students

During a classroom unit of inquiry titled Tales We Tell, kindergarten students will experience art as an "expression of creative skill and imagination." An important aspect of the unit is to provide a theater experience to the kindergarteners. The goal is to utilize the Minnesota based performance group called Fidgety Fairy Tales. They use educational theater experiences to end the shame and the misunderstanding of mental health disorders and help create a loving community where all are valued and respected. Fidgety Fairy Tales will present three tale performances to the kindergarteners. It is a goal that the students will see that stories can be used as entertainment as well as teach a lesson or skill. Kindergarteners will have the opportunity to talk to the cast and ask questions after viewing the performance. Later students will be asked to choose one of the tales and draw or write about the characters, setting, and plot of the tale. Kindergarteners will also draw and write about the similarities and differences between the theater production and other versions they have seen. Lastly, they will be asked to share whether they preferred the story experience through theater or a picture book**. $500**

TOTAL: $4, 285

Agenda Item E-7a
November 13, 2017
School Board Meeting

AGENDA ITEM: **Policy 201, Legal Status of the School Board**

MEETING DATE: **November 13, 2017**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 201, Legal Status of the School Board, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October and is being recommended for a second reading. There are only two word changes to section F.

The purpose of this policy is the care, management and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties and powers of the school board in carrying out its mission.

RECOMMENDATION:

Approve School Board Policy 201, Legal Status of the School Board, as recommended.

Adopted: November 13, 1995 White Bear Lake Area School Board Policy 201
Revised: September 13, 1999
September 10, 2001
November 8, 2010

201 LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

The care, management and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties and powers of the school board in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.

B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. DEFINITION

"School board" means the governing body of the school district.

III. ORGANIZATION AND MEMBERSHIP

A. The membership of the school board consists of seven elected directors. The term of office is four years.

B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.

C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

V. POWERS AND DUTIES

A. The school board has powers and duties specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature.

B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.

C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.

D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.

E. The school board, among other duties, shall perform the following in accordance with applicable law:

1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;

2. conduct the business of the schools and pay indebtedness and proper expenses;

3. employ and contract with necessary qualified teachers and discharge the same for cause;

4. provide services to promote the health of its pupils;

5. provide school buildings and erect needed buildings;

6. purchase, sell, lease and exchange school district property and equipment as deemed necessary by the school board for school purposes;

7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;

8. employ and discharge necessary employees and contract for other services;

9. provide for transportation of pupils to and from school, as governed by statute; and

10. procure insurance against liability of the school district, its officers and employees.

F. The school board, at its discretion, may perform the following:

1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs and intersession classes of flexible school year programs;

2. furnish school meals ~~lunches~~ for pupils and teachers on such terms as the school board determines;

3. enter into agreements with one or more other ~~independent~~ school districts to provide for agreed upon educational services;

4. lease rooms or buildings for school purposes;

5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;

6. authorize co-curricular and extracurricular activities;

7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and

8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References: Minn. Stat. § 123A.22 (Cooperative Centers)
Minn. Stat. § 123B.02 (General Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14 (School District Officers)
Minn. Stat. § 123B.23 (Liability Insurance)
Minn. Stat. § 123B.49 (Co-curricular and Extracurricular Activities; Insurance)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Non-curricular Purposes)
Minn. Stat. § 123B.85 (definition)
Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233, 199 N.W. 911 (1924)

Cross References: WBLASB Policy 101 (Legal Status of the School District)
WBLASB Policy 202 (School Board Officers)
WBLASB Policy 203 (Operation of the School Board-Governing Rules)
WBLASB Policy 205 (Open Meetings and Closed Meetings)

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Agenda Item E-7b
November 13, 2017
School Board Meeting

AGENDA ITEM: **Policy 203, Operation of the School Board**

MEETING DATE: **November 13, 2017**

SUGGESTED DISPOSITION: **Operation Item**

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

BACKGROUND:

School Board Policy 203, Operation of the School Board, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October, and is being recommended for a second reading. Two changes are on Policy 203-Addendum A.

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

RECOMMENDATION:

Approve School Board Policy 203, Operation of the School Board, as recommended.

203 OPERATION OF THE SCHOOL BOARD — GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

A. Minnesota statutes where specified;

B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and

C. *Robert's Rules of Order*, Revised (latest edition) where not inconsistent with A and B above.

Legal References: Minn. Stat. § 123B.09, Subds. 6, 7 and 10 (School Board Matters)
Minn. Stat. § 123B.14 (Officers)
Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References:

RULES OF ORDER

Roll call vote on all items with any financial impact, and on any items where dissent is noted on a voice vote and a division of the house is requested.

Roll call votes shall always proceed alphabetically with the first member to be called rotated alphabetically at successive Board meetings.

Any item may be changed on the agenda, either in placement or in status by consensus or by passage of a motion to suspend the rules for that purpose.

Any items, for which no written explanatory information is supplied in the Board packet, will be treated as items in the Public or Board Forum with no action unless the Board suspends the rules and places the item on the agenda for action.

The Chair and the Superintendent shall develop the meeting agenda. Board members may request items to be placed on an upcoming agenda by contacting the Chair, or in the Chair's ~~his~~ ~~his~~ absence the Superintendent by the Tuesday prior to the Board meeting. All written material and appropriate explanatory material for agenda items must be provided to the Superintendent's office by noon on the Wednesday prior to the meeting for inclusion in the agenda packet. If such written material is required and not provided in a timely manner, the topic may be pulled from the agenda.

Members of the public may make requests to have items placed on a Board agenda by contacting the Chair in the same manner as Board members. If the Chair does not honor the request, the request shall be made known to the Board and the Board shall determine the disposition of the request.

Robert's Rules of order will be followed except that:

a. Suspension of the rules and limitation of debate require only a simple majority of those voting rather than a 2/3 majority.

b. If no motion is immediately forthcoming on an action item when requested by the Chair, a nominal period of time, not to exceed five minutes, is allowed for questions before a motion for action is required.

c. Board business will automatically terminate at 9:30 p.m. and the Chair will declare the meeting adjourned unless there is a motion, supported by a majority vote, extending the meeting by a specific amount of time.

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BOARD AGENDA

A.	**PROCEDURAL ITEMS**	Roll call, Pledge of Allegiance, approve agenda, approve consent agenda to include minutes, payment of invoices, correspondence, gifts, field trips and personnel items.
B.	**PUBLIC FORUM** Public Forum Procedures During the Public Forum any person may address the School Board on a topic of interest or concern. Listed below are the procedures for Public Forum. 1. Public Forum will follow the Procedural Items on the agenda. 2. Public Forum will be open for 30 minutes (~~4~~ 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 other public comments should be avoided. 3. Those wishing to address the Board should fill out a card to be turned into the Clerk. 4. Questions may be asked on any topic, excluding those on the agenda. 5. An attempt will be made to answer questions. In those cases where an answer is not available or is not possible to give that evening, a phone call from someone in the administration will be made as a follow-up. 6. A handout on the purpose of School Board meetings and the meeting process is available. 7. Citizens may be asked to address the school board on a particular subject during the discussion of that item. 8. The Chair will attempt to reasonably honor requests to speak, but shall also exercise discretion to recognize time restraints and may limit the number of such presentations accordingly.	During the Public Forum any person may address the School Board on a topic of interest or concern.
C.	**INFORMATION ITEMS**	No discussion
D.	**DISCUSSION ITEMS**	An instructional report, first reading of new policies, etc.
E.	**OPERATIONAL ITEMS**	All non-personnel action items.
G.	**BOARD FORUM**	Board “news”; same rules as Public Forum
H.	**ADJOURNMENT**	

Agenda Item E-7c
November 13, 2017
School Board Meeting

AGENDA ITEM: **Policy 303, Superintendent Selection**

MEETING DATE: **November 13, 2017**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 303, Superintendent Selection, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October, and is being recommended for a second reading. Changes are additional legal reference, correct chapter in cross reference, and word change in section II.

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

RECOMMENDATION:

Approve School Board Policy 303, Superintendent Selection, as recommended.

303 SUPERINTENDENT SELECTION

I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school ~~board~~ district and to conduct the daily operations of the school district.

III. QUALIFICATIONS

A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.

B. The school board will consider professional preparation, experience, skill and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.

B. The school board may contract for assistance in the search for a superintendent.

C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

Legal References: Minn. Stat. 123B.143 (Superintendent)
Minn. Rules, Chapter 3512

Cross References: MSBA Service Manual, Chapter ~~5,~~ ~~School~~ ~~Board Staff~~ ~~Relationships~~ 3, Superintendent

Agenda Item E-7d
November 13, 2017
School Board Meeting

AGENDA ITEM:	**Policy 533, Wellness**
MEETING DATE:	**November 13, 2017**
SUGGESTED DISPOSITION:	**Operational Item**
CONTACT PERSON(S):	**Tim Wald, Assistant Superintendent for Finance and Operations and Tim Maurer, Director of Community Services and Recreation**

BACKGROUND:

School Board Policy 533, Wellness, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October, and is being recommended for a second reading. This policy had major changes throughout.

The purpose of this policy is to promote student wellness, prevent and reduce childhood obesity, and ensure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable local, state, and federal standards.

RECOMMENDATION:

Approve School Board Policy 533, Wellness, as recommended.

Adopted: August 14, 2006 *White Bear Lake Area School District Policy 533*
Revised: April 12, 2010
Revised: February 11, 2013

533 WELLNESS

I. PURPOSE

The purpose of this policy is to ~~set forth methods assure a school environment community~~ ~~that~~ promote~~s~~ student wellness, prevent and reduce childhood obesity, and ensure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable local, state, and federal standards. ~~and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity in curriculum and environment.~~

II. GENERAL STATEMENT OF POLICY

A. The school board recognizes that nutrition promotion and education, ~~and~~ physical ~~education~~ activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health promotes student attendance and academic achievement.

~~B. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.~~

~~C~~B. The school district has a responsibility to foster a climate that encourages students to maintain healthy lifelong eating habits, physical activity, and social and emotional health.

C. The school district encourages the involvement of members of the public ~~students, parents, teachers, food service staff and other interested persons~~ in the development, implementation, and periodic review and update of the ~~implementing, monitoring, and reviewing~~ school district's Wellness policy. ~~nutrition and physical activity policies.~~

D. Children need access to healthy foods, and opportunities, support and encouragement to be physically active on a daily basis, in order to grow, learn, and thrive.

~~E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.~~

~~F.~~ E. Qualified ~~food~~ nutrition service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; make reasonable efforts to ~~commit to~~ accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and ~~will~~ provide clean, safe, and pleasant meal settings and adequate time for students to eat.

III. DEFINITIONS

A. "Campus" means areas or vehicles that are owned or leased by the school and used at any time for school-related activities, including but not limited to inside and outside of school buildings, school buses and other vehicles used to transport students, athletic fields, stadiums, and parking lots.

B. "Food and beverage marketing" means advertising and other promotions of food and/or beverages in schools. Food and beverage marketing may include oral, written or graphic statements made for the purpose of promoting the sale of a food or beverage product made by a producer, manufacturer, seller or any other entity with a commercial interest in a product.

C. "School day" means the time between midnight- to thirty minutes after the end of the instructional day, per USDA Guidelines.

D. "Triennial" means recurring every three years.

~~III~~ IV. ~~GUIDELINES~~ WELLNESS GOALS

~~A.~~ ~~Foods and Beverages~~

~~1.~~ ~~All foods and beverages made available on campus (including concessions and a la carte cafeteria items) will be consistent with the current Healthy Hunger Free Kids Act for Americans.~~

~~2.~~ ~~Nutrition service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.~~

~~3.~~ ~~Nutrition service personnel shall adhere to all federal, state, and local food safety and security guidelines.~~

~~4.~~ ~~The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.~~

~~5.~~ ~~The school district will provide students access to handwashing or hand sanitizing before they eat meals or snacks.~~

~~6.~~ ~~The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.~~

~~7.~~ ~~The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.~~

~~B.~~ ~~School Nutrition Service Program/Personnel~~

~~1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.~~

~~2. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with the current Healthy Hunger Free Kids Act for Americans.~~

~~3. As part of the school district's responsibility to operate a nutrition service program, the school district will provide continuing professional development for all nutrition service personnel in schools.~~

~~C.~~ A. Nutrition ~~Education and~~ Promotion and Education

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:

a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;

b. part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and

c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities~~,~~ such as contests, promotions, taste testing, and field trips.

2. Through district curriculum, the school district will provide nutrition education that follows national and state standards, and focuses on understanding the relationship between personal behavior and individual health, as well as on the impact of food choices.

~~2.~~ 3. The school district will encourage all students to make age appropriate and healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs such as in cafeteria snack lines, ~~through a la carte (snack)/ [snack] lines~~, in vending machines, for fundraising ~~events~~ purposes, at concession stands, and in student stores.

~~3. Schools will discourage the use of foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages and punishment.~~

~~D.~~ B. Physical Activity and Education

1. Students need opportunities for daily physical activity, and to learn to ~~fully~~ embrace ~~regular~~ healthy lifestyles and physical activity as ~~a~~ personal behaviors. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities~~.such as watching television.~~

2. Opportunities for physical activity ~~will~~ may be incorporated into other subject lessons, where appropriate~~; and~~.

3. Classroom teachers ~~will~~ may provide short physical activity breaks between lessons or classes, as appropriate.

4. To the extent possible, classroom teachers are encouraged to use physical activity as a reward or incentive and not to withhold physical activity as punishment.

5. Through district curriculum, the district will provide opportunities to strengthen the skills and knowledge needed to maintain a healthy lifestyle through the district's physical education and health curricula, aligned with national and state standards.

6. The district will make appropriate accommodations to allow for equitable participation for all students and will strive to adapt physical education classes and equipment to meet the needs of students.

C. Other School-Based Activities to Promote Student Wellness

1. The school district will integrate wellness activities across the entire school setting.

2. The school district will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives, promoting students well-being, optimal development and strong education outcomes.

3. The district will offer (or collaborate with the community to offer) competitive and noncompetitive physical activity outside of the classroom that will foster participation by students.

~~E.~~ D. Communications with Parents

1. The school district recognizes that parents and guardians have a primary ~~and fundamental~~ role in promoting ~~and protecting~~ their children's health and well-being.

2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.

3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.

4. The school district will provide information on district and/or community resources for those families facing food insecurity.

~~4.~~ 5. The school district will provide information to parents about physical education and other school-based opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

V. STANDARDS AND NUTRITION GUIDELINES

A. School Meals

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules and regulations.

2. Nutrition service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.

3. Nutrition service personnel will try to accommodate the religious, ethnic and cultural diversity of the student body in meal planning.

4. Nutrition service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.

5. Nutrition service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.

6. Nutrition services personnel shall adhere to all federal, state, and local food safety and security guidelines.

7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

8. The school district will provide students access to handwashing or hand sanitizing before they eat meals and snacks.

9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day; between 10:00am and 2:00pm (CFR 210.10 (l)(1).
    a. Lunch will follow recess period when possible to better support learning and healthy eating.

10. The school district will encourage that meals be available to students when participating in tutoring, clubs, or organizational meetings or activities occurring during scheduled school day mealtimes.

B. School Nutrition Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's nutrition service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Guidelines.

2. As part of the school district's responsibility to operate a nutrition service program, the school district will provide continuing professional development for all nutrition service personnel in schools.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds during the school day to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria from vending machines, school stores and for in-school fundraisers.

2. All competitive foods will meet or exceed the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.

3. Before and aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under the USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:

    a. Celebrations and parties.
        i. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.

    b. Classroom snacks brought by parents.
        i. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.

2. Rewards and incentives. If foods or beverages are used as rewards for academic performance or good behavior, schools will encourage those that meet USDA Smart Snacks nutrition standards and will not withhold foods or beverages as punishment unless this practice is allowed by a student's individual education plan or behavior intervention plan.

3. Caution will be exercised when offering foods and materials that may cause allergic reactions. The use of non-food rewards and celebrations is encouraged. Foods brought from outside sources that are to be provided to the entire class may only include fresh produce or pre-packaged and store-bought items. Food items must also include nutrition and ingredient information.

4. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.

5. The school district will support & encourage requirements that foods made available on campus outside of the school day (including, but not limited to, concessions, school stores, vending and other instances where food or beverages are provided or sold)meet USDA Child Nutrition Standards .

6. To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and at every school campus.
    a. The district will make drinking water available where school meals are served during meal times.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.

2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

VI. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

A. Wellness Coordinator

1. The superintendent will designate a school district official to serve as the wellness coordinator. The wellness coordinator will oversee the school district's wellness-related activities and ensure that each school implements the policy.

2. The principal or designee of each school district building will ensure compliance within the school and, upon request, will report to the wellness coordinator regarding Wellness Policy compliance.

B. Public Involvement

1. The wellness coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation and periodic review and update of the wellness policy.

2. The wellness coordinator will hold meetings for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

C. The assistant superintendent for finance and operations and the director of community services & recreation will convene and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the policy.

VII. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

1. Upon approval by the school board, the Wellness Policy will be implemented throughout the school district.

2. The school district will post its Wellness Policy on its website.

B. Annual Reporting

1. The wellness coordinator will annually inform the public about the content and implementation of the Wellness Policy and make the policy and any updates to the policy available to the public

C. Triennial Assessment

1. At least once every three years, the school district will evaluate compliance with the Wellness Policy to assess the implementation of the policy and create a report that includes the following information:

    a. The extent to which schools under the jurisdiction of the school district are in compliance with the Wellness Policy; and

    b. The extent to which the school district's Wellness Policy compares to model local wellness policies; and

    c. A description of the progress made in attaining the goals of the school district's Wellness policy.

2. The Wellness Coordinator will be responsible for conducting the triennial assessment.

3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

The school district will retain records to document compliance with the requirements of the Wellness Policy. The records to be retained include, but are not limited to:

1. The school district's written Wellness Policy.

2. Documentation demonstrating the community's involvement in the Wellness Policy development and implementation processes.

3. Documentation of the triennial assessment of the Wellness Policy including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee.

~~**IV. IMPLEMENTATION AND MONITORING**~~

~~A. After approval by the school board, the wellness policy will be implemented throughout the school district.~~

~~B. School nutrition service staff, at the school or district level, will ensure compliance within the school's nutrition service areas and will report to the nutrition service program administrator, the building principal, or the superintendent's designee, as appropriate.~~

~~C. The school district's nutrition service program administrator will provide an annual update report to the superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available on campus.~~

~~D. The superintendent or designee will ensure compliance with the Wellness policy and will provide an annual report of the school district's compliance with the policy to the school board.~~

~~E. The school district will post this wellness policy on its website.~~

Legal References:
Minn.Stat. § 121A.215 (Local School District Wellness Policy)
42 U.S.C. § 1751 et seq. ~~(Richard B. Russell National School Lunch Act)~~ (Healthy and Hunger-Free Kids Act)
42 U.S.C. § 1758b (Local School Wellness Policy)
42 U.S.C. § 1771 et seq. (Child Nutrition Act of 1966)
~~P.L. 108-265 (2004) § 204 (Local Wellness Policy)~~
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources:
WBLAS Wellness Program Webpage
http://www.whitebear.k12.mn.us/about/Wellness-Program.asp
Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actrionforhealthykids.org
United States Department of Agriculture, www.fns.usda.gov

Agenda Item E-7e
November 13, 2017
School Board Meeting

AGENDA ITEM:	**Policy 701, Establishment and Adoption of School District Budget**
MEETING DATE:	**November 13, 2017**
SUGGESTED DISPOSITION:	**Operational Item**
CONTACT PERSON(S):	**Tim Wald, Assistant Superintendent for Finance and Operations** **Tom Wieczorek, Director of Finance**

BACKGROUND:

School Board Policy 701, Establishment and Adoption of School District Budget, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October, and is being recommended for a second reading. The only change is a deletion of a legal reference.

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

RECOMMENDATION:

Approve School Board Policy 701, Establishment and Adoption of School District Budget, as recommended.

Adopted: April 28, 1997 *White Bear Lake Area School Board Policy 701*

Revised: August 27, 2001 *Revised: November 8, 2007*
Revised: *December 10, 2012*

Revised: September 11, 2006

701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENT

A. The superintendent or appointed designee shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.

B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minn. Stat. § 123B.76.

C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.

D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minn. Stat §123B.10.

E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year

F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.

B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).

C. The superintendent or appointed designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.

D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the superintendent or appointed designee. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.

E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue and expenditures of funds.

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

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