

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
SPECIAL MEETING
AGENDA**

December 12, 2016

MISSION STATEMENT

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

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

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

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

To: Members of the School Board

From: Dr. Michael J. Lovett
Superintendent of Schools

Student Recognition will include: Unified Bears
Bowling Team and Varsity Bowling Team.

Date: December 6, 2016

A student recognition will be held at **6:30 p.m.** in the Community Room on Monday, **December 12, 2016**. 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, December 12, 2016** 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 Partnership Award from Vadnais Heights Economic Development Corporation
2. Superintendent's Report

D. DISCUSSION ITEMS

1. Presentation and Public Hearing Related to the Proposed 2016 Payable 2017 Property Tax Levy

E. OPERATIONAL ITEMS

1. Action on Certification of Levy
2. Action on Senior Transportation Transition Plan
3. Action on Accepting Brosious Grants
4. Action on H.B. Fuller STEM Mini-Grant
5. Action on Advisor for Superintendent Search
6. Action on School Board Policies:
 - a) Policy 206, Public Participation in Board Meetings
 - b) Policy 525, Violence Prevention
 - c) Policy 701, Establish and Adoption of Budget
 - d) Policy 701.1, Modification of School District Budget
 - e) Policy 702, Accounting
 - f) Policy 805, Waste Reduction & Recycling

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **December 12, 2016**
SUGGESTED DISPOSITION: **Action Items**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

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

Consent Agenda

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

RECOMMENDATION:

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

AGENDA ITEM: **School Board Minutes**
MEETING DATE: **December 12, 2016**
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, November 14, 2016** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Chair Newberg called the meeting to order at 7:00 p.m.
2. Roll Call – Present: Wilson, Chapman, Fahey, Kimball, Newberg, Newmaster; absent Mullin.
Ex-Officio: Michael Lovett, Superintendent of Schools
Cabinet: Daniels, Garrison, Goers, Kazmierczak, Maurer, Paul, Vette
3. Pledge of Allegiance
4. Wilson moved and Newmaster seconded to approve the agenda as presented. ***Voice vote: all ayes. Motion carried.***
6. Kimball moved and Chapman seconded to approve the consent agenda consisting of:
 - Approval of minutes of regular meeting on October 10, 2016, and work-study session of October 24, 2016;
 - 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;
 - Passage of resolution to approve personnel issues to include:
 - **Resignations/Termination – Classified Staff**
 - Kris Andrea – Part-Time Cook, Sunrise Park Middle School
Employed by District 624 since 10/05/2015
Effective Date: 10/21/2016
 - Bernel Antell – Custodian, Normandy Park and Sunrise Park Middle School
Employed by District 624 since 08/07/2000
Effective Date: 11/02/2016
 - Tania Betances – Part-time Cook, Central Middle School
Employed by District 624 since 09/06/2016
Effective Date: 11/03/2016
 - Florence Ferguson – Transportation Coordinator/Dispatch Specialist, Bus Garage
Employed by District 624 since 05/02/2016
Effective Date: 11/28/2016
 - Molly Lund – Activity Leader, Birch Lake Elementary
Employed by District 624 since 09/08/2014
Effective Date: 11/11/2016
 - Tari Nadeau – Part-time Cook, Sunrise Park Middle School
Employed by District 624 since 01/02/2003
Effective Date: 09/06/2016
 - Kathleen Swoboda – Pupil Support Assistant, Central Middle School
Employed by District 624 since 09/05/2000
Effective Date: 09/06/2016
 - **Resignations/Termination – Certified Staff**
 - Michelle Shelp – Physical Education Teacher, WBLAHS – South Campus
Employed by District 624 since 08/24/1998
Effective Date: 08/29/2016

Lisa Switzer – Curriculum and Program Development Coordinator, District Center

Employed by District 624 since 02/06/2004

Effective Date: 08/29/2016

➤ **Retirement – Certified Staff**

Louann Benson – Language Arts Teacher, Sunrise Park Middle School

Employed by District 624 since 08/24/1998

Effective Date: 01/27/2017

Karen Poppa – 5th Grade Teacher, Otter Lake Elementary

Employed by District 624 since 08/26/1985

Effective Date: 06/09/2017

➤ **Part Time Leave Request – Certified Staff**

Amy Sarribovre – Mathematics Teacher, Sunrise Park Middle School

.2 FTE Leave (Position .7 FTE)

Effective Date: 10/24/2016

➤ **Full Time Leave Request – Classified Staff**

John Farmer – Pupil Support Assistant, Sunrise Park Middle School

Employed by District 624 since 09/03/2013

Effective Date: 11/01/2016

➤ **Full Time Leave Request – Certified Staff**

Nikole Reineccius – 3rd Grade Teacher, Oneka Elementary

Employed By District 624 Since 08/21/2013

Effective Date: September 13, 2016 – December 8, 2016

Vanessa Schulte – Social Worker, Vadnais Elementary And Sunrise Park Middle School

Employed By District 624 Since 02/29/2016

Effective Date: August 31, 2016 – October 10, 2016

Erin Stumo – Language Arts Teacher, WBLAHS – North Campus

Employed by District 624 since 08/20/2014

Effective Date: September 16, 2016 – November 29, 2016

➤ **Extra Assignment – Certified Staff**

Shelly Kelber – .2 FTE Mathematics Teacher, Sunrise Park Middle School

MA+30, Step 13, \$12,802.30

Effective: 10/31/2016

➤ **New Personnel – Classified Staff**

Laurie Cincotta – Pupil Support Assistant, Central Middle School

\$18.00 /hr., 6.5 hrs. / 150 days \$17,550.00

Effective Date: 10/17/2016

Barbra Darwin – Program Assistant Leader, Oneka Elementary

\$13.44 /hr., 2.5 hrs. / 184 days \$6,182.40

Effective Date: 10/17/2016

Jessica Ebert – Pupil Support Assistant, Otter Lake Elementary

\$18.00 /hr., 6.5 hrs. / 137 days \$16,029.00

Effective Date: 11/07/2016

Christopher Gorski – Bus Driver, Otter Bus Garage

\$17.85 /hr., 6.33 hrs. / 184 days \$20,801.20

Effective Date: 08/31/2016

Nicole Krinke – Pupil Support Assistant, Sunrise Park Middle School

\$18.00 /hr., 6.5 hrs. / 150 days \$17,550.00

Effective Date: 10/17/2016

Chad Lowell – Custodian, Lakeaires Elementary
\$17.46 /hr. + \$.25 SD, 8.0 hrs. / 184 days \$26,069.11
Effective Date: 10/17/2016

Savannah Mans – Instructional Assistant, Otter Lake Elementary
\$17.58 /hr., 6.5 hrs. / 157 days \$17,940.39
Effective Date: 10/06/2016

Joan Mellgren – Program Assistant Leader, Lakeaires Elementary
\$13.44 /hr., 2.75 hrs. / 189 days \$6,985.44
Effective Date: 10/10/2016

Lindsay Nicklason – Pupil Support Assistant, Otter Lake Elementary
\$18.00 /hr., 6.5 hrs. / 150 days \$17,550.00
Effective Date: 10/17/2016

Bradley Therres – Custodian, WBLAHS – South Campus
\$17.46 /hr. + \$.25 SD, 8.0 hrs. / 192 days \$27,202.55
Effective Date: 10/05/2016

Emma Worthley – Pupil Support Assistant, Otter Lake Elementary
\$18.00 /hr., 6.5 hrs. / 137 days \$16,029.00
Effective Date: 11/07/2016

➤ **New Personnel – Non-Affiliated**

Ariana Babcock – Communications Specialist, District Center
\$31,346.15 (Pro-rated in \$50,000.00)
Effective Date: 11/15/2016

Marcus Horowicki – Campus Security, WBLAHS – South Campus
\$15.25 /hr., 7.5 hrs. / 137 days \$15,669.37
Effective Date: 11/07/2016

Travis Rosauer – Theater Technician, District Wide
\$20.00 /hr., 8.0 hrs / 169 days \$27,040.00
Effective Date: 11/07/2016

➤ **New Personnel – Certified Staff**

Julie Martin – Special Education Teacher, Homebound/Home-Based
MA, Step 3, .2 FTE, \$7,784.40
Effective Date: 01/24/2016

➤ **New Personnel – Long Term Substitute**

Grace Johnson – Language Arts Teacher, WBLAHS – North Campus
MA, Step 4, \$12,901.68
Effective Date: 09/16/2016 through 11/29/2016

Leigh Mills – 3rd Grade Teacher, Oneka Elementary
BA, Step 13, \$18,314.46
Effective Date: 09/14/2016 through 12/09/2016

Kelly Ross – Mathematics Teacher, Central Middle School
BA, Step 1, \$5,551.80
Effective Date: 10/17/2016 through 11/22/2016

***Roll call vote: ayes, Wilson, Chapman, Fahey, Kimball, Newberg, Newmaster; nays, none.
Motion carried.***

B. INFORMATION ITEMS

1. A Supercalifragilisticexpialidocious Update

Director Ms. Suoja presented students Patrick Timmons, Bre Churchill, Camry Peirce and Ryan Krall sang songs from the fall musical “Mary Poppins”.

2. Superintendent's Report

The Girls and Boys Cross Country Teams and the Middle and High School Cheer Teams were recognized before the meeting. Assemblies and ceremonies were held to honor Veterans Day. Hmong veterans were honored as part of the ceremony at Vadnais Heights Elementary. Parent conferences will be held on November 21 and 22. Rotary exchange visitors from Russia visited the district to learn about our special education, environmental and service programs. Emergency School Closing Notifications will be sent to parents by phone message and email, posted on the district homepage, Facebook, and Twitter. Link to a video with this information is on the district website.

C. DISCUSSION ITEMS

1. Presentation on 2015-16 Audit Report

Mr. Jim Eichten from the auditing firm of Malloy, Montague, Karnowski, Radosevich and Co., P.A. (MMKR) presented the fiscal year 2016 audio report. The report and presentation is available on the district website.

2. First Reading of School Board Policies:

- a) Policy 206, Public Participation in Board Meetings
- b) Policy 525, Violence Prevention
- c) Policy 701, Establish and Adoption of Budget
- d) Policy 701.1, Modification of School District Budget
- e) Policy 702, Accounting
- f) Policy 805, Waste Reduction & Recycling

The policies listed above had a first reading and will be placed on the Board agenda for December for action.

D. OPERATIONAL ITEMS

1. Chapman moved and Wilson seconded to accept the audit report for fiscal year 2016 as presented by Mr. Jim Eichten from MMKR, the District's independent auditor. **Roll call voted: ayes, Wilson, Chapman, Fahey, Kimball, Newberg, Newmaster; nays, none. Motion carried.**

2. Wilson moved and Kimball seconded to approve the District's health insurance premium rates effective January 1, 2017 as presented.

Plan	Single	Family
\$25 Copay	\$750	\$1,950
\$2000/\$400 HRA	\$630	\$1,638
\$500 Deductible	\$662	\$1,721

Roll call voted: ayes, Wilson, Chapman, Fahey, Kimball, Newberg, Newmaster; nays, none. Motion carried.

3. Fahey moved and Newmaster seconded to approve the course proposals, modifications and deletions as presented. **Voice vote: all ayes; nays, none. Motion carried.**

4. Wilson moved and Chapman seconded to accept the Ryan Art Grants totaling \$3,898 from the White Bear Lake Education Foundation. ***Roll call voted: ayes, Wilson, Chapman, Fahey, Kimball, Newberg, Newmaster; nays, none. Motion carried.***
5. Wilson moved and Newmaster seconded to approve the policies listed below as recommended by the Policy Committee and Cabinet.
 - a. Policy 101, Legal Status of the School District
 - b. Policy 406, Public and Private Personnel Data
 - c. Policy 508, Extended School Year for Certain Students with Individualized Education Programs
 - d. Policy 522, Student Sex Nondiscrimination
 - e. Policy 721, Uniform Grant guidance Policy Regarding Federal Revenue Sources
 - f. Policy 807, Health and Safety

Roll call voted: ayes, Wilson, Chapman, Fahey, Kimball, Newberg, Newmaster; nays, none. Motion carried.

- E. **BOARD FORUM** - Newmaster reported on the National Adoption Day celebration Nov. 19th at the District auditorium. Korean Holiday market 2-5 pm and performance of Korean music and dance at 3 pm. Fahey reported Willow Lane Elementary has a GoFundMe page NewPlayground4WillowKids with a link on their PTO website. Willow is developing a community garden and partnering with the Jeffers Foundation on environmental education. Kimball reported the WBLAEF Gala was a success and thanked two retiring teachers for their service.
- F. **ADJOURNMENT** - Wilson moved and Newberg seconded to adjourn the meeting at 8:12 p.m. ***Voice vote: all ayes. Motion carried.***

Submitted by: Ellen Fahey, Clerk

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

A special meeting of the White Bear Lake Area School Board was held on **Tuesday, November 22, 2016** at 6:00 p.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

Call to order - Newberg called the meeting to order at 6:00 p.m.

Roll Call - Present: Chapman, Fahey, Kimball, Mullin (left at 8:00pm), Newberg, Newmaster, Wilson

B. DISCUSSION ITEMS

1. Sandy Gundlach from the Minnesota School Boards Association conducted a workshop for board members on "Finding the Right Superintendent". The workshop topics included: whether to use a consultant, how to work with a consultant, setting a timeline, developing qualifications, involving stakeholders and the media, dealing with internal candidates, legal pitfalls, conducting a site visit, and interview dos and don'ts.

C. ADJOURNMENT - Wilson moved and Newberg seconded to adjourn the meeting at 8:40 p.m.

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, November 28, 2016** at 5:30 p.m. in Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Call to order - Newberg called the meeting to order at 5:30 p.m.

Roll Call - Present : Chapman, Fahey, Kimball, Mullin, Newberg,
Newmaster, Wilson
Ex-officio: Lovett
Student Representative: Bryana Sherrick
Cabinet: Daniels, Garrison, Goers, Kazmierczak, Maurer, Paul, Vette

B. DISCUSSION ITEMS

1. Update on School Board/Superintendent Goals and Strategic Plan Priorities for 2016-17
 - a. Goal 4C - Review of Mental Health/Chemical Health Recommendations and Timelines, including Review of 2016 MN Student Survey Data - Director of Student Support Services Kathleen Daniels and Social Worker Avis Fink presented the final report of recommendations which included five focus areas: 1. Increase staff professional development opportunities for ALL staff; 2. Increase opportunities for parents and community members to learn about mental and chemical health issues, signs, and prevention; 3. Increase staff awareness of community resources; 4. Expand opportunities for staff to build relationships with students during the school day; 5. Increase support district wide around mental health. Committee members Principal Gretchen Harriman, Counselor Janeen Kuemmel, Psychologist Erika Kelly-Kennedy, and Mary Sue Hansen & Peggy Huot-Hansen from the Suburban Ramsey Family Collaborative were present to answer questions. The presentation is available on the district website.
 - b. Goal 1 Strategy IV - Review of Technology Restructuring, including Digital Learning Specialists and Tier I and II Support - Director of Technology and Innovation, Mark Garrison, Technology Support Staff Steve Asper, Penny Dally, Peggy Nadeau, and Digital Learning Specialist Luanne Oklobzija

reported on the new technical, instructional and systems support model. The presentation is available on the district website.

- c. Goal 4E - Update on Senior Transportation - Adult Programs Coordinator Tara Jebens-Singh and Lions Club members Doug Shepard and Bob Lundberg presented a draft of the Senior Transportation (Lionmobile) Transition Plan.
 2. Discussion on Laws and Policy Affecting Licensing, Compensation, and Benefits of Preschool Teachers. - Director of Human Resources Linda Goers and Attorney Michael Waldspurger presented information on the laws and policy affecting licensing, compensation, and benefits of our preschool teachers.
 3. Update on Superintendent and Recruitment Process - Chair of the Superintendent Selection Process and Procedures Committee George Kimball presented the recommendations by the subcommittee.
- Wilson moved and Newberg seconded to adjourn for a 10 minute recess at 7:59 p.m.
- Newberg called the meeting back to order at 8:11 p.m.
4. Overview of Opportunity to Participate in State Q Comp Program and Timeline - Assistant Superintendent of Teaching and Learning Sara Paul, President of WBLTA Dr. Michael McKenzie, Assessment Coordinator Brian Morris, and Peer Reviewer Heather Schmidt presented on work that has been done to explore Q-Comp funding, explain the rationale, and present a proposed timeline. The presentation is available on the district website.
 5. Goal 2 - Overview of Timeline for Potential 2017 Renewal Referendum - Assistant Superintendent for Finance and Operations Wayne Kazmierczak presented an overview of background information and a preliminary timeline for November 2017 renewal referendum. The presentation is available on the district website.
 6. Discussion on Opportunity to Partner with Other School Districts on Equity Policy - Superintendent Michael Lovett reported on our possible participation in a collaborative of approximately 30 school districts. The purpose is *to ensure the constitutionally guaranteed right to an adequate education of all students by creating a comprehensive collective action plan to address integration, access, opportunity, and educational achievement.*

7. Discussion on Primary Election Change - Director of Community Services and Recreation Tim Maurer and Assistant Superintendent for Finance and Operations Wayne Kazmierczak presented a letter from Ramsey County Elections Manager Joseph Mansky recommending that the school board consider eliminating the primary.

C. ADJOURNMENT - Chair Newberg adjourned the meeting at 9:20 p.m.

Submitted by: Ellen Fahey, Clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **December 12, 2016**

SUGGESTED DISPOSITION: **Action Item**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Assistant Superintendent of**
Finance and Operations
Mary Vaske, Controller

BACKGROUND:

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

RECOMMENDATION:

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

White Bear Lake Area Schools

Electronic Transfers - November

	<u>11/15/2016</u>	<u>11/30/2016</u>
Direct Deposit 456934-458400	1,838,232.72	
U.S. Treasury (FICA, Medicare, withholding)	713,836.94	
MN State Income Tax	111,764.20	
PERA	110,549.69	
TRA	328,135.08	
MSRS	5,007.69	
American Funds	80,823.29	
American United Life	74,244.13	
AIG	6,658.90	
ESI	27,850.36	
AXA	31,846.38	
State of MN Levies	2,080.11	
Direct Deposit 458401-459834		1,748,555.99
U.S. Treasury (FICA, Medicare, withholding)		333,863.66
MN State Income Tax		107,175.54
PERA		107,847.09
TRA		318,310.22
MSRS		4,927.69
American Funds		82,647.93
American United Life		78,408.85
AIG		10,553.90
ESI		27,909.94
AXA		31,102.52
State of MN Levies		2,010.90

Check Nbr	Vendor Name	Check Date	Check Amount
81063	AMAZON	11/04/2016	208.79
81064	AMAZON	11/04/2016	1,905.35
81065	THE CHILDREN'S THEATRE COMPANY	11/04/2016	1,788.00
81066	CUB FOODS OF WHITE BEAR TWSHP	11/04/2016	128.03
81067	DEFINITIVE TECHNOLOGY SOLUTION	11/04/2016	3,341.42
81068	EBSCO INFORMATION SERV	11/04/2016	480.45
81069	HOUCHEN BINDERY LTD	11/04/2016	127.50
81070	M.A. APPAREL & PROMOTIONS	11/04/2016	1,155.75
8	Computer	Check(s) For a Total of	9,135.29

	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
	8	Computer	Checks For a Total of	9,135.29
Total For	8	Manual, Wire Tran, ACH & Computer Checks		9,135.29
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		9,135.29

Check Nbr	Vendor Name	Check Date	Check Amount
161700337	ACKERKNECHT, CATHYANN M	11/08/2016	178.00
161700338	ANDERSON, CHRISTINA T	11/08/2016	174.83
161700339	BATENHORST, LYNSEY K	11/08/2016	335.88
161700340	BECK, SUEANN K	11/08/2016	125.52
161700341	BERNIER, CARYN S	11/08/2016	166.05
161700342	BRADLEY, LYDIA	11/08/2016	57.89
161700343	BRIGGS, JANE L	11/08/2016	256.10
161700344	CEBULLA, MICHELLE	11/08/2016	209.53
161700345	DALLY, PENNY WONG	11/08/2016	80.46
161700346	DYMIT, MARIE S	11/08/2016	87.48
161700347	EDGEELL, JANE E	11/08/2016	189.54
161700348	EGEMO, PATRICIA ANN	11/08/2016	36.45
161700349	ERICKSON, PATRICE M	11/08/2016	75.00
161700350	GARCIA ANDERSON, ODELIS M	11/08/2016	188.60
161700351	GEDNALSKE, KIRK M	11/08/2016	42.79
161700352	GRANT, SHANNON	11/08/2016	127.44
161700353	GRAY, DONALD E	11/08/2016	209.30
161700354	GREENE, VICTORIA L	11/08/2016	49.00
161700355	HERMANN, TIMOTHY J	11/08/2016	624.27
161700356	HOLLY, TRACY L	11/08/2016	53.46
161700357	HUTSON, BRIETTA M	11/08/2016	494.45
161700358	HYLEN, JENNIFER L	11/08/2016	41.58
161700359	KEARNEY, CARRIE L	11/08/2016	85.00
161700360	KENTFIELD, KELLY S	11/08/2016	166.32
161700361	KRAUSE, DENAE M	11/08/2016	37.80
161700362	LAMWERS, LINDSAY M	11/08/2016	49.98
161700363	LANE, JOSHUA L	11/08/2016	31.86
161700364	LARSON, SCOTT A	11/08/2016	19.00
161700365	LAVALLEY, NICOLE R	11/08/2016	340.26
161700366	LEWELLEN-CONTRERAS, AMY L	11/08/2016	50.00
161700367	LILLIE, KRISTEN	11/08/2016	77.25
161700368	MACIEJNY, STEPHEN A	11/08/2016	46.44
161700369	MANLEY, KATHLEEN M	11/08/2016	38.61
161700370	MARTY, NICHOLAS B	11/08/2016	229.00
161700371	MCCORMICK, REBEKKA ANNE	11/08/2016	200.00
161700372	MCGARTHWAITE, MICHAEL R	11/08/2016	60.48
161700373	NAKAGAKI, BENJAMIN P	11/08/2016	44.95
161700374	NIKKEL, DIANE L	11/08/2016	48.73
161700375	OLSON, DAVID J	11/08/2016	215.08
161700376	OTTAVIANI, AMY M	11/08/2016	90.00
161700377	OUREN, LISA M	11/08/2016	130.00
161700378	PELLEGRIN, FRANCOISE R	11/08/2016	52.38
161700379	PERCIVAL, PATRICIA A	11/08/2016	110.48
161700380	PLASTER, MARK ANTHONY	11/08/2016	107.46
161700381	PUODZIUNAS, DIANE M	11/08/2016	30.90
161700382	RASMUSSEN, JEAN H	11/08/2016	1,348.62
161700383	ROSSITER, DANIEL J	11/08/2016	161.70
161700384	RUOHOMAKI, TERESA M	11/08/2016	80.98
161700385	SALKOWICZ, JASON J	11/08/2016	390.00
161700386	SCHOUVIELLER, LORI J	11/08/2016	74.52

Check Nbr	Vendor Name	Check Date	Check Amount
161700387	SELBY, MARY JANE	11/08/2016	77.98
161700388	STEWART, SCOTT J	11/08/2016	19.00
161700389	SUOJA, WENDY T	11/08/2016	164.00
161700390	THOM, NANCY L	11/08/2016	156.64
161700391	TOUSSAINT, JANEL PHYLLIS	11/08/2016	133.65
161700392	TRIGGS, CARLA M	11/08/2016	85.32
161700393	WANLESS, TAMELA K	11/08/2016	142.00
161700394	WILLIAMS, LAURA L	11/08/2016	801.90
161700395	ZELENY, LYNN	11/08/2016	59.98
59	ACH	Check(s) For a Total of	9,761.89

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	59	ACH	Checks For a Total of	9,761.89
	0	Computer	Checks For a Total of	0.00
Total For	59	Manual, Wire Tran, ACH & Computer Checks		9,761.89
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		9,761.89

Check Nbr	Vendor Name	Check Date	Check Amount
81071	ABBOTT PAINT & CARPET INC	11/10/2016	29.04
81072	ADLER, GREGG	11/10/2016	144.00
81073	AMAZON	11/10/2016	213.57
81074	AMERICAN MAILING MACHINES	11/10/2016	226.00
81075	AMERICAN MESSAGING	11/10/2016	52.92
81076	AMER RED CROSS	11/10/2016	837.00
81077	AMERICAN TIME & SIGNAL CO	11/10/2016	659.73
81078	AMERIPRIDE APPAREL & PAPER	11/10/2016	851.75
81079	AMERIPRISE FINANCIAL SERVICES	11/10/2016	12,604.93
81080	ANDERSON, BARCLAY H	11/10/2016	17.85
81081	APPLE COMPUTER INC	11/10/2016	379.00
81082	APPLE VALLEY HIGH SCHOOL	11/10/2016	31.05
81083	APPLIED ENVIRONMENTAL SCI INC	11/10/2016	6,029.50
81084	ARCH LANGUAGE NETWORK	11/10/2016	400.00
81085	ASL INTERPRETING SERVICES	11/10/2016	540.00
81086	THE BAKKEN MUSEUM	11/10/2016	1,575.00
81087	BARRIER GROUP LLC	11/10/2016	200.00
81088	BARTZ, SANDY	11/10/2016	63.23
81089	BATTERIES PLUS BULBS	11/10/2016	278.69
81090	BAUDVILLE	11/10/2016	5,259.10
81091	BEDNAR, TAMMY	11/10/2016	140.00
81092	BEHLOW, DAVID	11/10/2016	467.12
81093	BEST BUY BUSINESS ADVANTAGE AC	11/10/2016	4,877.85
81094	BETMAR LANGUAGES	11/10/2016	305.00
81095	BILL WEIGEL SIGNS	11/10/2016	50.00
81096	BIRCHBARK BOOKS & NATIVE ARTS	11/10/2016	172.33
81097	BLICK ART MATERIALS	11/10/2016	45.57
81098	BOLDT, JAMES	11/10/2016	60.00
81099	BOLDT, MARY	11/10/2016	60.00
81100	BOUGIE, MICHAEL	11/10/2016	68.00
81101	BREAKDOWN SPORTS USA	11/10/2016	125.00
81102	BROCKWAY, TOM	11/10/2016	118.00
81103	THE BUG COMPANY	11/10/2016	16.00
81104	CAREER SOLUTIONS PUBLISHING	11/10/2016	1,626.90
81105	CARLSON, PAULETTE	11/10/2016	4.25
81106	CAROLINA BIOLOGICAL SUPPLY	11/10/2016	416.90
81107	CARROT-TOP INDUSTRIES INC	11/10/2016	286.04
81108	CCP INDUSTRIES INC	11/10/2016	603.55
81109	CENTENNIAL HIGH SCHOOL ISD #12	11/10/2016	1,987.36
81110	CENTER FOR RESPONSIVE SCHOOLS	11/10/2016	398.00
81111	CERTIFIED LABORATORIES	11/10/2016	177.06
81112	CHAMPIONSHIP PRODUCTS UNLTD	11/10/2016	313.99
81113	CHARLES, PARNELL L	11/10/2016	96.00
81114	THE CHILDREN'S THEATRE COMPANY	11/10/2016	2,128.00
81115	CINTAS FIRST AID & SAFETY	11/10/2016	226.14
81116	CLEAN IMAGE	11/10/2016	408.50
81117	CLINICARE CORP	11/10/2016	4,754.88
81118	COLOR BLAZE SUPPLY LLC	11/10/2016	1,054.17
81119	COMBS, BETH	11/10/2016	98.00
81120	COMSTOCK & SONS INC	11/10/2016	3,525.00

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81121	CONNEY SAFETY	11/10/2016	124.17
81122	COOPER, KEN	11/10/2016	50.00
81123	COOPS SPORTSWEAR	11/10/2016	560.00
81124	CRISIS PREVENTION INSTITUTE IN	11/10/2016	962.75
81125	CRAYOLA EXPERIENCE	11/10/2016	381.86
81126	CRYSTEEL TRUCK EQUIPMENT	11/10/2016	4,275.00
81127	CUMMINS NPOWER LLC	11/10/2016	956.24
81128	CUNNINGHAM, BRIAN	11/10/2016	90.00
81129	CUSTOM EDUCATION SOLUTIONS INC	11/10/2016	450.00
81130	CUSTOM INK LLC	11/10/2016	268.75
81131	DAKOTA TRUCK UNDERWRITERS	11/10/2016	25,037.00
81132	DAVIS PUBLICATIONS INC	11/10/2016	416.90
81133	DAYMARK SAFETY SYSTEMS	11/10/2016	36.37
81134	DECKER INC	11/10/2016	546.33
81135	DEGARDNER, RICK	11/10/2016	66.00
81136	DEJARLAIS, MARILYN	11/10/2016	45.69
81137	DEY DISTRIBUTING	11/10/2016	24.96
81138	DISCOUNT SCHOOL SUPPLY	11/10/2016	59.78
81139	DIVERSIFIED SNACK DISTRIBUTION	11/10/2016	2,155.96
81140	DOMINOS PIZZA	11/10/2016	247.98
81141	DONATELLI'S	11/10/2016	1,381.48
81142	DOOR SERVICE COMPANY	11/10/2016	5,444.00
81143	DEFINITIVE TECHNOLOGY SOLUTION	11/10/2016	12,310.60
81144	ECKROTH MUSIC	11/10/2016	3,814.00
81145	ENGSTRAN, TOM	11/10/2016	135.00
81146	EDUC PUBLISHING SERVICE	11/10/2016	75.63
81147	EPS LITERACY & INTERVENTION	11/10/2016	123.26
81148	EQUITY ALLIANCE MN	11/10/2016	48,210.00
81149	ERHARDT, GARY	11/10/2016	140.00
81150	ERHARDT, SCOTT D	11/10/2016	140.00
81151	ESSENTIAL SKILLS	11/10/2016	279.65
81152	F&N OPERATIONS LLC	11/10/2016	2,229.12
81153	FASTENAL COMPANY	11/10/2016	660.39
81154	FESTIVAL FOODS-KNOWLAN'S	11/10/2016	220.67
81155	Vendor Continued Check	11/10/2016	0.00
81156	FIRST STUDENT INC	11/10/2016	510,824.94
81157	FLANAGAN, HOPE LYNN	11/10/2016	200.00
81158	FLORIN, JOLYN A	11/10/2016	546.00
81159	FLYNN MIDWEST LP	11/10/2016	61,386.10
81160	FOLLETT SCHOOL SOLUTIONS INC	11/10/2016	180.09
81161	FRATTALONES HARDWARE STORES	11/10/2016	991.18
81162	FREY, DANIEL J	11/10/2016	200.00
81163	FRONTRUNNER SCREEN PRINTING	11/10/2016	2,931.75
81164	GALLAGHERS NORTHWESTERN TIRE C	11/10/2016	839.95
81165	GARVEY, PATRICIA	11/10/2016	12.75
81166	GENERAL PARTS LLC	11/10/2016	246.25
81167	GEPHART TRUCKING	11/10/2016	250.00
81168	GEPHART ELECTRIC CO INC	11/10/2016	601.91
81169	GIBBS FARM	11/10/2016	488.00
81170	GILLETTE FOUNDATION	11/10/2016	853.52

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81171	GRAFFIC TRAFFIC LLC	11/10/2016	558.00
81172	Vendor Continued Check	11/10/2016	0.00
81173	GRAINGER	11/10/2016	1,431.01
81174	GRANDMA'S BAKERY INC	11/10/2016	256.68
81175	GREAT AMER OPPORTUNITIES INC	11/10/2016	80.00
81176	GREAT AMERICAN SAVINGS	11/10/2016	390.00
81177	GREAT LAKES HIGHER EDUC	11/10/2016	122.09
81178	GREAT RIVER OFFICE PRODUCTS	11/10/2016	1,839.35
81179	GROTH MUSIC CO	11/10/2016	436.01
81180	GURSTEL CHARGO ATTORNEYS AT LA	11/10/2016	260.00
81181	HAMLIN UNIVERSITY ATHLETICS	11/10/2016	370.00
81182	HANSON, GORDON	11/10/2016	66.00
81183	HD SUPPLY FACILITIES	11/10/2016	450.00
81184	HEALTHPARTNERS MEDICAL GROUP	11/10/2016	2,000.00
81185	HEANEY, MONROE E	11/10/2016	60.00
81186	HECKEL, STACY	11/10/2016	32.00
81187	HERNANDEZ, MARIA ISABEL	11/10/2016	20.00
81188	HERZOG, AMBER	11/10/2016	511.19
81189	HIAWATHA HOMECARE	11/10/2016	1,302.75
81190	Vendor Continued Check	11/10/2016	0.00
81191	HISDAHL INC	11/10/2016	771.30
81192	HOERNING, CODY	11/10/2016	66.00
81193	HOGLUND BUS AND TRUCK CO	11/10/2016	31,769.42
81194	HOME DEPOT CREDIT SERVICES	11/10/2016	1,188.39
81195	HOUGHTON MIFFLIN HARCOURT	11/10/2016	6,118.99
81196	HUDSON, SCOTT	11/10/2016	68.00
81197	HUERTH, MICHAEL	11/10/2016	922.80
81198	HUGO BUSINESS ASSOCIATION	11/10/2016	150.00
81199	HUGO EQUIPMENT CO	11/10/2016	21.96
81200	IMPACT FUNDRAISING LLC	11/10/2016	895.00
81201	INNOVATIVE OFFICE SOLUTIONS	11/10/2016	24,842.38
81202	INTEGRA TELECOM	11/10/2016	319.02
81203	INTEGRA	11/10/2016	3,140.75
81204	INTELLIGERE INC	11/10/2016	100.00
81205	IUOE LOCAL 70	11/10/2016	2,415.91
81206	J.P. COOKE COMPANY	11/10/2016	64.50
81207	JAYTECH INC	11/10/2016	12,300.86
81208	JOHN A DALSIN & SON INC	11/10/2016	110,443.31
81209	JW PEPPER & SON INC	11/10/2016	20.25
81210	KEYSTONE INTERPRETING SOLUTION	11/10/2016	3,135.61
81211	KONICA MINOLTA PREMIER FINANCE	11/10/2016	4,925.94
81212	KOREEN, GLORIA	11/10/2016	30.60
81213	KOWITZ, MARY J	11/10/2016	30.00
81214	KRAFT CONTRACTING & MECHANICAL	11/10/2016	10,169.66
81215	KREMER SERVICES LLC	11/10/2016	3,282.88
81216	KRIVANEK, RICHARD JAMES	11/10/2016	360.00
81217	KULLY SUPPLY COMPANY	11/10/2016	202.73
81218	L'ALLIER CONCRETE INC	11/10/2016	500.00
81219	LAKE AREA FLOORING	11/10/2016	870.00
81220	LARSON, BEVERLEY M	11/10/2016	34.82

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81221	LARSON, KAY	11/10/2016	30.00
81222	LIBERTY CLASSICAL ACADEMY	11/10/2016	2,280.00
81223	LUNDQUIST DAVID A	11/10/2016	66.00
81224	MAAP STARS	11/10/2016	440.00
81225	MACKIN EDUCATIONAL RESOURCES	11/10/2016	707.53
81226	MAD SCIENCE OF MINNESOTA	11/10/2016	477.00
81227	MARCO, INC	11/10/2016	756.08
81228	MARTENS, PAMELA	11/10/2016	13.39
81229	MN ASSOC OF SECRETARIES TO THE	11/10/2016	80.00
81230	MN ASSOC OF SECONDARY SCHOOL P	11/10/2016	220.00
81231	MATHEMATICAL OLYMPIADS	11/10/2016	129.00
81232	MATRIX COMMUNICATIONS	11/10/2016	2,985.00
81233	MCDONOUGH'S WATERJETTING AND	11/10/2016	3,061.90
81234	MN COMMUNITY EDUC ASSOC (MCEA)	11/10/2016	598.00
81235	MENARDS-MAPLEWOOD	11/10/2016	239.46
81236	MESSERLI & KRAMER PA	11/10/2016	499.00
81237	METRO COMMUNITY EDUC DIRECTORS	11/10/2016	100.00
81238	METRO ECSU	11/10/2016	800.00
81239	METRO MEALS ON WHEELS INC	11/10/2016	126.50
81240	METROPOLITAN LIFE	11/10/2016	2,257.05
81241	MID CITY SERVICES - INDUSTRIAL	11/10/2016	2,155.73
81242	MIDAMERICA BOOKS	11/10/2016	224.45
81243	MIDWEST BUS PARTS INC	11/10/2016	20.94
81244	MIDWEST AUDIO VISUAL CENTER	11/10/2016	1,265.00
81245	MILLIGAN, THERESA J	11/10/2016	29.00
81246	Vendor Continued Check	11/10/2016	0.00
81247	MINVALCO INC	11/10/2016	3,107.37
81248	MN MUSIC EDUCATORS ASSOC	11/10/2016	860.00
81249	MN MIDDLE SCHOOL ASSOC	11/10/2016	295.00
81250	MN ASSOC OF CAREER & TECH ED	11/10/2016	295.00
81251	MN BOARD OF SCHOOL ADMINISTRAT	11/10/2016	75.00
81252	MN CLAY	11/10/2016	1,425.14
81253	MN COMMUNITIES CARING	11/10/2016	150.00
81254	Vendor Continued Check	11/10/2016	0.00
81255	Vendor Continued Check	11/10/2016	0.00
81256	MN DEPT OF LABOR & INDUSTRY	11/10/2016	650.00
81257	MN DEPT OF TRANSPORTATION	11/10/2016	45.00
81258	MN ELEVATOR INC	11/10/2016	307.72
81259	MN HISTORICAL SOCIETY	11/10/2016	85.00
81260	MN JEWISH THEATRE CO	11/10/2016	204.00
81261	MN ORCHESTRA	11/10/2016	490.00
81262	MOMETRIX TEST PREPARATION	11/10/2016	28.98
81263	MOORHEAD MACHINERY & BOILER CO	11/10/2016	2,027.95
81264	MPLS PUBLIC SCHOOLS	11/10/2016	4,596.00
81265	MROZ, GORDON S	11/10/2016	66.00
81266	MN SCHOOL BOARDS ASSN	11/10/2016	95.00
81267	MUMBLEAU, RICHARD THOMAS	11/10/2016	110.00
81268	N2Y	11/10/2016	152.00
81269	NAC MECHANICAL & ELECTRICAL SE	11/10/2016	3,669.38
81270	NASSEFF MECH CONTRACTORS	11/10/2016	4,353.83

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81271	NATL GEOGRAPHIC KIDS	11/10/2016	70.00
81272	NATL CHEERLEADERS ASSOC	11/10/2016	105.00
81273	NCS PEARSON INC	11/10/2016	660.20
81274	NELSON, GARY	11/10/2016	188.00
81275	NEOFUNDS BY NEOPOST	11/10/2016	500.00
81276	NETCHEMIA	11/10/2016	11,964.38
81277	NEW READERS PRESS	11/10/2016	197.00
81278	NEWSELA	11/10/2016	4,950.00
81279	NATL INTERSCHOLASTIC ATHLETIC	11/10/2016	245.00
81280	NORCENTRONIX DISTRIBUTING	11/10/2016	297.00
81281	NORDSTROM, DEREK	11/10/2016	100.00
81282	NORTH STAR BANK	11/10/2016	7,650.00
81283	NORTHEAST METRO INTERMEDIATE D	11/10/2016	450.00
81284	NORTHERN LANDSCAPE & IRRIGATIO	11/10/2016	20,161.00
81285	O'REILLY AUTOMOTIVE INC	11/10/2016	2,146.67
81286	ODMARK, STEVEN HAROLD	11/10/2016	175.00
81287	OFFICE DEPOT	11/10/2016	98.59
81288	ON SITE SANITATION INC	11/10/2016	2,449.16
81289	OXYGEN SERVICE CO INC	11/10/2016	37.20
81290	PARK SQUARE THEATRE	11/10/2016	469.00
81291	PELCO CONSTRUCTION LLC	11/10/2016	12,900.00
81292	PERKINS, JASON P	11/10/2016	66.00
81293	PETERSON BROS ROOFING & CONST	11/10/2016	2,886.73
81294	PICTURE THAT!	11/10/2016	564.00
81295	PINZ	11/10/2016	119.90
81296	PLAISTED COMPANIES INC	11/10/2016	5,682.67
81297	PONCE TRAINED WRESTLING	11/10/2016	605.00
81298	POVOLNY, JOYCE	11/10/2016	25.50
81299	POWER LIFT INC	11/10/2016	420.00
81300	PREISLER, PAM	11/10/2016	180.00
81301	PREMIER AGENDAS INC	11/10/2016	659.25
81302	PRESS PUBLICATIONS	11/10/2016	509.60
81303	PRO-ED INC	11/10/2016	140.80
81304	PROGRESS PUBLICATIONS	11/10/2016	640.00
81305	R & R SPECIALTIES INC	11/10/2016	289.20
81306	RAMSEY COUNTY COMM HUMAN SVCS	11/10/2016	31,084.00
81307	REGENTS OF THE UNIV OF MN	11/10/2016	4,500.00
81308	RESOURCES FOR READING INC	11/10/2016	227.92
81309	THE RETROFIT COMPANIES INC	11/10/2016	223.39
81310	RILLEY, SHARI	11/10/2016	45.00
81311	RODENBURG LAW FIRM	11/10/2016	205.00
81312	ROSE CITY SIGN	11/10/2016	100.00
81313	ROSEVILLE AREA SCHOOLS	11/10/2016	1,100.00
81314	RUMBLE ON THE RED LLC	11/10/2016	475.00
81315	SAM'S CLUB/SYNCHRONY BANK	11/10/2016	1,175.47
81316	SAM'S CLUB/SYNCHRONY BANK	11/10/2016	369.31
81317	SAM'S CLUB/SYNCHRONY BANK	11/10/2016	112.68
81318	SAM'S CLUB/SYNCHRONY BANK	11/10/2016	294.85
81319	SAM'S CLUB/SYNCHRONY BANK	11/10/2016	295.37
81320	SAM'S CLUB/SYNCHRONY BANK	11/10/2016	353.74

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81321	SCHOLASTIC INC	11/10/2016	115.34
81322	SCHOOL OUTLET	11/10/2016	1,143.24
81323	SCHOOL SERVICE EMPLOYEES	11/10/2016	6,466.76
81324	SCHOOL SPECIALTY	11/10/2016	389.14
81325	SEEVER, GRAY	11/10/2016	160.00
81326	SERENDIPITY ART AND DESIGN SER	11/10/2016	1,000.00
81327	SEVER'S	11/10/2016	600.00
81328	SI KIDS	11/10/2016	76.86
81329	SKY ZONE INDOOR TRAMPOLINE PAR	11/10/2016	230.00
81330	SMITH HOUSE PRESS	11/10/2016	156.00
81331	SOCIAL THINKING PUBLISHING	11/10/2016	71.98
81332	SOUTHEASTERN PERFORMANCE APPAR	11/10/2016	525.37
81333	SPENCER, SHAUNA	11/10/2016	144.00
81334	ST CATHERINE UNIVERSITY	11/10/2016	1,000.00
81335	ST PAUL AREA ATHENA AWARDS	11/10/2016	75.00
81336	STAFSHOLT, ANGELIKAH	11/10/2016	49.30
81337	STAR TRIBUNE NIE	11/10/2016	514.50
81338	STARFALL PUBLICATIONS	11/10/2016	70.00
81339	STATE SUPPLY CO	11/10/2016	540.58
81340	STENGLEIN, PAUL	11/10/2016	140.00
81341	STEPPINGSTONE THEATRE	11/10/2016	1,458.00
81342	STONE, KATHY A	11/10/2016	180.00
81343	STORMER, KEVIN	11/10/2016	250.00
81344	STRACK, GEOFFREY	11/10/2016	66.00
81345	STREAMLINE DESIGN INC	11/10/2016	770.00
81346	SUCCESS BEYOND THE CLASSROOM	11/10/2016	120.00
81347	SUMMIT COMPANIES	11/10/2016	937.50
81348	SWANSON, STEPHEN	11/10/2016	480.00
81349	SYNOVIA	11/10/2016	1,417.50
81350	TEAMWORKS INTERNATIONAL INC	11/10/2016	750.00
81351	TELIN TRANSPORTATION GROUP LLC	11/10/2016	6,924.00
81352	TERNES, KELLY	11/10/2016	66.00
81353	THE ODYSSEY GROUP	11/10/2016	1,140.00
81354	THEISSEN, ALLISON MARIE	11/10/2016	75.00
81355	THINKING MOVES ORDERS	11/10/2016	78.40
81356	TIERNEY BROTHERS INC	11/10/2016	1,440.06
81357	TIES	11/10/2016	1,000.00
81358	TIME FOR KIDS	11/10/2016	44.60
81359	TRADE PRESS INC	11/10/2016	8,397.65
81360	TRANS-MISSISSIPPI BIO SUPPLY	11/10/2016	360.50
81361	TRUSTED EMPLOYEES	11/10/2016	7,578.38
81362	TWIN CITY HARDWARE	11/10/2016	1,095.65
81363	Vendor Continued Check	11/10/2016	0.00
81364	TWIN CITY JANITOR SUPPLY CO	11/10/2016	14,080.00
81365	TWIN CITY TRANSPORTATION INC	11/10/2016	118,782.02
81366	U.S. ENERGY SERVICES INC	11/10/2016	4,774.25
81367	UHL CO INC	11/10/2016	76,197.36
81368	UNITED REFRIGERATION	11/10/2016	103.32
81369	UNIVERSITY OF MINNESOTA JOB FA	11/10/2016	200.00
81370	UNIVERSAL ATHLETIC	11/10/2016	215.30

Check Nbr	Vendor Name	Check Date	Check Amount
81371	US DEPT OF EDUCATION	11/10/2016	504.83
81372	US FOODS CULINARY EQUIP & SUPP	11/10/2016	980.66
81373	US GAMES	11/10/2016	2,086.00
81374	VANG, TOUA	11/10/2016	57.00
81375	VANGUARD SMALL BUSINESS SERVIC	11/10/2016	26,583.26
81376	VARSITY ATHLETIC APPAREL	11/10/2016	2,365.00
81377	VBRICK	11/10/2016	459.50
81378	VERIZON WIRELESS	11/10/2016	1,435.25
81379	VERIZON WIRELESS	11/10/2016	96.54
81380	VILLELLA, ERIN MARIE	11/10/2016	365.00
81381	WALDOCH FARM	11/10/2016	786.00
81382	WALLACE, SHERYL	11/10/2016	16.56
81383	WALTER, BRIAN M	11/10/2016	66.00
81384	WARGO NATURE CENTER	11/10/2016	471.35
81385	WB AREA EMERGENCY FOOD SHELF	11/10/2016	275.00
81386	WHITE BEAR BODY SHOP INC	11/10/2016	800.45
81387	WHITE BEAR DANCE CENTER	11/10/2016	1,320.00
81388	WHITE BEAR GLASS INC	11/10/2016	755.00
81389	WHITE BEAR LOCKSMITH INC	11/10/2016	122.13
81390	WHITE BEAR AREA CHAMBER	11/10/2016	210.00
81391	Vendor Continued Check	11/10/2016	0.00
81392	WHITE BEAR LAKE (CITY OF)	11/10/2016	5,210.89
81393	WHITE BEAR LAKE (CITY OF)	11/10/2016	1,161.00
81394	WHITE BEAR LAKE FOOD SERV	11/10/2016	1,781.25
81395	WEINBERGER, LISA	11/10/2016	241.09
81396	WELLNER LAW PLLC	11/10/2016	400.00
81397	WINDSTREAM	11/10/2016	5,078.18
81398	WOLF RIDGE ENVIRONMENTAL	11/10/2016	1,041.60
81399	YOUNGBLOOD LUMBER COMPANY	11/10/2016	1,394.50
81400	ZAPPETILLO, DAVID	11/10/2016	59.00
330	Computer	Check(s) For a Total of	1,457,205.69

Check Nbr	Vendor Name	Check Date	Check Amount
80439	DECKER INC	11/10/2016	0.00
80882	LAKEVIEW ELECTRICAL SERVICES	11/10/2016	0.00
80889	LIGHTING PLASTICS OF MN INC	11/10/2016	0.00
81023	UNIVERSITY OF MINNESOTA	11/10/2016	0.00
81058	AMAZON	11/10/2016	0.00
5	Manual	Check(s) For a Total of	0.00

	5	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	1,457,205.69
Total For	335	Manual, Wire Tran, ACH & Computer Checks		1,457,205.69
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,457,205.69

Check Nbr	Vendor Name	Check Date	Check Amount
81401	APEX LEARNING	11/11/2016	22,500.00
1	Computer	Check(s) For a Total of	22,500.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	22,500.00
Total For	1	Manual, Wire Tran, ACH & Computer Checks		22,500.00
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		22,500.00

Check Nbr	Vendor Name	Check Date	Check Amount
161700396	BEGE, LAURA M	11/15/2016	31.88
161700397	CHIEN, PEGGY C	11/15/2016	27.54
161700398	CLYNE, KRISTINE L	11/15/2016	30.24
161700399	ELLEFSEN, JULEE T	11/15/2016	118.80
161700400	FINK, AVIS A	11/15/2016	233.51
161700401	GIESE, RACHEL M	11/15/2016	61.10
161700402	GREEN, ALAN THOMAS	11/15/2016	27.97
161700403	KELLEY, DEBRA K	11/15/2016	130.00
161700404	KONOP, KRISTEN M	11/15/2016	500.00
161700405	KOVACICH, DANIEL KRAIG	11/15/2016	53.10
161700406	LOVETT, MICHAEL J	11/15/2016	25.40
161700407	MCCANN, ALLISON N	11/15/2016	39.95
161700408	PERCIVAL, PATRICIA A	11/15/2016	243.84
161700409	POLLARD, AIMIE N	11/15/2016	56.70
161700410	ROGNEY, JOANNE E	11/15/2016	59.99
161700411	SANDERS, MALORIE L	11/15/2016	325.00
161700412	SCHENZ, KIMBERLEE R	11/15/2016	114.21
161700413	SMITH, TAMMY L	11/15/2016	94.00
161700414	STEFFEL, KAREN L	11/15/2016	138.07
161700415	SWENSON, EVELYN J	11/15/2016	432.63
161700416	SYNAN, ERIN K	11/15/2016	41.77
21	ACH	Check(s) For a Total of	2,785.70

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	21	ACH	Checks For a Total of	2,785.70
	0	Computer	Checks For a Total of	0.00
Total For	21	Manual, Wire Tran, ACH & Computer Checks		2,785.70
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		2,785.70

Check Nbr	Vendor Name	Check Date	Check Amount
72874	KOWALSKIS MARKET	11/16/2016	23.50
1	Void	Check(s) For a Total of	23.50

	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
	0	Computer	Checks For a Total of	0.00
Total For	0	Manual, Wire Tran, ACH & Computer Checks		0.00
Less	1	Voided	Checks For a Total of	23.50
		Net Amount		-23.50

Check Nbr	Vendor Name	Check Date	Check Amount
0	BMO	11/16/2016	15,521.78
1	Credit Card	Check(s) For a Total	15,521.78

	1	Credit Card	Checks For a Total of	15,521.78
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	1	Credit Card, Wire Tran, ACH & Computer	Checks	15,521.78
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	15,521.78

Check Nbr	Vendor Name	Check Date	Check Amount
81402	4IMPRINT INC	11/17/2016	602.68
81403	AARP DRIVER SAFETY PROGRAM	11/17/2016	240.00
81404	AARP DRIVER SAFETY PROGRAM	11/17/2016	435.00
81405	AARP DRIVER SAFETY PROGRAM	11/17/2016	345.00
81406	ACCURATE LABEL DESIGNS	11/17/2016	292.95
81407	Vendor Continued Check	11/17/2016	0.00
81408	AGROPUR INC	11/17/2016	23,021.37
81409	AMAZON	11/17/2016	1,564.92
81410	AMAZON	11/17/2016	1,117.15
81411	AMAZON	11/17/2016	458.65
81412	ANDERSON'S	11/17/2016	44.38
81413	AMER SPEECH LANG HEARING ASSOC	11/17/2016	225.00
81414	AUDUBON CENTER OF THE NORTH WO	11/17/2016	1,800.00
81415	BATTERIES PLUS BULBS	11/17/2016	45.98
81416	BERRY BLENDZ - EDEN PRAIRIE	11/17/2016	660.00
81417	BIO-RAD LABORATORIES	11/17/2016	224.00
81418	BLUE BELL ENTERPRISES INC	11/17/2016	5,894.25
81419	BLUEBIRD SCREEN PRINT	11/17/2016	118.87
81420	BRINK, GERALD	11/17/2016	89.75
81421	CAPITAL ONE COMMERCIAL	11/17/2016	135.89
81422	CARDWELL, EMILY	11/17/2016	577.50
81423	CITI-CARGO & STORAGE CO INC	11/17/2016	85.00
81424	COBORNS DELIVERS	11/17/2016	80.50
81425	COLORADO WHOLESALE DYE CORP	11/17/2016	80.44
81426	COMCAST	11/17/2016	280.92
81427	CONNEY SAFETY	11/17/2016	32.50
81428	CRISIS PREVENTION INSTITUTE IN	11/17/2016	953.40
81429	CRAYOLA EXPERIENCE	11/17/2016	540.15
81430	CUB FOODS OF WHITE BEAR TWSHP	11/17/2016	1,667.74
81431	CULLIGAN BOTTLED WATER	11/17/2016	122.85
81432	CULLIGAN BOTTLED WATER	11/17/2016	26.00
81433	CURRICULUM ASSOCIATES LLC	11/17/2016	77.49
81434	DAKOTA TRUCK UNDERWRITERS	11/17/2016	58,568.00
81435	DALCO CORPORATION	11/17/2016	23,790.54
81436	DISCOUNT SCHOOL SUPPLY	11/17/2016	926.27
81437	DOMINOS PIZZA	11/17/2016	56.49
81438	DONATELLI'S	11/17/2016	423.14
81439	DRUSCH, ALLISON LEE	11/17/2016	500.00
81440	DEFINITIVE TECHNOLOGY SOLUTION	11/17/2016	102.31
81441	EAGLE SCREEN PRINTING	11/17/2016	228.00
81442	ECKROTH MUSIC	11/17/2016	492.40
81443	EMI AUDIO	11/17/2016	173.99
81444	EDUC PUBLISHING SERVICE	11/17/2016	115.61
81445	FASTENAL COMPANY	11/17/2016	532.35
81446	FESTIVAL FOODS-KNOWLAN'S	11/17/2016	152.82
81447	FLAHERTY'S ARDEN BOWL	11/17/2016	1,515.56
81448	FLOCABULARY	11/17/2016	1,800.00
81449	FOREST LAKE WRESTLING BOOSTERS	11/17/2016	125.00
81450	FRASSATI CATHOLIC ACADEMY	11/17/2016	3,890.86
81451	FRATTALONES HARDWARE STORES	11/17/2016	43.98

Check Nbr	Vendor Name	Check Date	Check Amount
81452	GALE	11/17/2016	2,247.28
81453	Vendor Continued Check	11/17/2016	0.00
81454	Vendor Continued Check	11/17/2016	0.00
81455	GRAINGER	11/17/2016	2,123.60
81456	GRANDMA'S BAKERY INC	11/17/2016	210.92
81457	GREAT AMER OPPORTUNITIES INC	11/17/2016	20.00
81458	GREAT AMERICAN SAVINGS	11/17/2016	15.00
81459	GREAT LAKES COCA COLA DIST LLC	11/17/2016	1,084.56
81460	GREAT RIVER OFFICE PRODUCTS	11/17/2016	166.30
81461	GROTH MUSIC CO	11/17/2016	380.40
81462	HALLBERG ENGINEERING INC	11/17/2016	5,129.95
81463	HANDWRITING WITHOUT TEARS	11/17/2016	102.19
81464	HANGSAFE HOOKS	11/17/2016	265.10
81465	HANKINS, RYAN	11/17/2016	90.00
81466	HIAWATHA HOMECARE	11/17/2016	175.50
81467	HOLIDAY INN EXPRESS INVER GROV	11/17/2016	418.56
81468	Vendor Continued Check	11/17/2016	0.00
81469	Vendor Continued Check	11/17/2016	0.00
81470	Vendor Continued Check	11/17/2016	0.00
81471	Vendor Continued Check	11/17/2016	0.00
81472	IFD	11/17/2016	159,060.86
81473	JAYTECH INC	11/17/2016	855.45
81474	JENZ WENDY	11/17/2016	35.00
81475	JL TAITT & ASSOC	11/17/2016	2,400.00
81476	KARLSBURGER FOODS INC	11/17/2016	140.58
81477	KRAFT CONTRACTING & MECHANICAL	11/17/2016	4,526.80
81478	LAKESHORE LEARNING MATERIALS	11/17/2016	47.19
81479	LIGHTING PLASTICS OF MN INC	11/17/2016	552.95
81480	LUCKER, APRIL	11/17/2016	22.10
81481	MACPHAIL CENTER FOR MUSIC	11/17/2016	11,896.50
81482	MCGRAW HILL COMPANIES	11/17/2016	74.99
81483	MINNETONKA HIGH SCHOOL	11/17/2016	45.00
81484	MINVALCO INC	11/17/2016	384.80
81485	MN ASSOC OF STUDENT COUNCILS	11/17/2016	95.00
81486	MN COACHES INC	11/17/2016	4,311.00
81487	MN ORCHESTRA	11/17/2016	1,155.00
81488	MNAEYC-MNSACA	11/17/2016	25.00
81489	MOBYMAX	11/17/2016	99.00
81490	MPLS SOUTHWEST HIGH SCHOOL	11/17/2016	45.00
81491	NASSEFF MECH CONTRACTORS	11/17/2016	2,934.12
81492	Vendor Continued Check	11/17/2016	0.00
81493	NCS PEARSON INC	11/17/2016	358.20
81494	NORTH SUBURBAN TOWING	11/17/2016	250.00
81495	NORTHEAST METRO 916	11/17/2016	525.00
81496	NORTHSTAR LACROSSE CO	11/17/2016	1,204.93
81497	NOVAK, JANICE S	11/17/2016	400.00
81498	OFFICE DEPOT	11/17/2016	60.28
81499	OXYGEN SERVICE CO INC	11/17/2016	133.61
81500	PATIENT TOOLS INC	11/17/2016	141.00
81501	PETRICH, MELISSA	11/17/2016	140.00

Check Nbr	Vendor Name	Check Date	Check Amount
81502	PHOENIX ALTERNATIVES INC	11/17/2016	415.63
81503	PHUSION LLC	11/17/2016	422.83
81504	PINE TREE APPLE ORCHARD	11/17/2016	2,160.00
81505	PITNEY BOWES PURCHASE POWER	11/17/2016	20.99
81506	PITNEY BOWES INC	11/17/2016	86.25
81507	PLAYBILL INC	11/17/2016	1,605.00
81508	POSSEHL, KIRK K	11/17/2016	400.00
81509	PRAXAIR DISTRIBUTION INC	11/17/2016	141.85
81510	PRESTWICK HOUSE INC	11/17/2016	16.99
81511	PROMOTIONAL CONCEPTS	11/17/2016	412.77
81512	R & R SPECIALTIES INC	11/17/2016	1,400.50
81513	RAMSEY COUNTY	11/17/2016	32,342.50
81514	RAMSEY COUNTY PARKS/REC DEPT	11/17/2016	16,680.00
81515	RAMSEY COUNTY PUBLIC HEALTH	11/17/2016	75.00
81516	REDWOOD TOXICOLOGY LABORATORY	11/17/2016	96.25
81517	REGENTS OF THE UNIV OF MN	11/17/2016	750.00
81518	REPUBLIC SERVICES #899	11/17/2016	13,003.95
81519	REPUBLIC SERVICES #899	11/17/2016	3,523.07
81520	THE RETROFIT COMPANIES INC	11/17/2016	1,642.50
81521	RICHARDS MELISSA	11/17/2016	280.00
81522	RILLEY, SHARI	11/17/2016	54.00
81523	RIVER VALLEY RIDERS	11/17/2016	180.00
81524	ROSE CITY SIGN	11/17/2016	1,694.00
81525	RUPP ANDERSON SQUIRES & WALDSP	11/17/2016	7,674.30
81526	RYBA	11/17/2016	225.00
81527	SAFETYFIRST PLAYGROUND SURFACI	11/17/2016	35,241.22
81528	SAFEWAY DRIVING SCHOOL	11/17/2016	7,560.00
81529	SALZMAN-HANKINS, SHARI	11/17/2016	90.00
81530	SANTILLANA USA	11/17/2016	104.00
81531	SCHMITT MUSIC ROSEVILLE CENTER	11/17/2016	73.00
81532	SCHOLASTIC INC	11/17/2016	53.10
81533	SCHOLASTIC INC	11/17/2016	789.36
81534	SCHOOL SPECIALTY	11/17/2016	58.82
81535	SCHROEDER, JULIETTE	11/17/2016	90.00
81536	SEEVER, GRAY	11/17/2016	165.00
81537	SHOREVIEW COMMUNITY CENTER	11/17/2016	100.00
81538	SKY ZONE INDOOR TRAMPOLINE PAR	11/17/2016	840.00
81539	SMART APPLE MEDIA	11/17/2016	726.66
81540	SCHOOL NUTRITION ASSOC (SNA)	11/17/2016	30.00
81541	SCHOOL NUTRITION ASSOC (SNA)	11/17/2016	13.00
81542	SOCIAL STUDIES SCHOOL SERVICE	11/17/2016	78.34
81543	SOLID GROUND	11/17/2016	157.00
81544	ST LOUIS PARK PUBLIC SCHOOLS	11/17/2016	199.00
81545	Vendor Continued Check	11/17/2016	0.00
81546	STAPLES ADVANTAGE	11/17/2016	4,915.42
81547	STAR TRIBUNE	11/17/2016	95.00
81548	SUMMIT COMPANIES	11/17/2016	517.50
81549	TEACHER SYNERGY LLC	11/17/2016	24.98
81550	THOMSON, KATHLEEN B	11/17/2016	32.00
81551	TIERNEY BROTHERS INC	11/17/2016	450.95

Check Nbr	Vendor Name	Check Date	Check Amount
81552	TIMMONS, ROBERT	11/17/2016	60.00
81553	TOWN LIFE	11/17/2016	1,215.00
81554	TRADE PRESS INC	11/17/2016	85.00
81555	TWIN CITIES MAGIC AND COSTUME	11/17/2016	118.50
81556	UNIVERSAL ATHLETIC	11/17/2016	450.77
81557	THE UPS STORE #3299	11/17/2016	138.00
81558	US BANK STADIUM TOURS	11/17/2016	98.00
81559	US FOODS CULINARY EQUIP & SUPP	11/17/2016	18.45
81560	VIKING ELECTRIC SUPPLY	11/17/2016	10,862.83
81561	VOCABULARY SPELLING CITY.COM	11/17/2016	158.95
81562	WATKINS, NANCY J	11/17/2016	20.00
81563	WAY, ANGELA M	11/17/2016	32.00
81564	WHITE BEAR AREA CHAMBER	11/17/2016	285.00
81565	YANKEE CANDLE	11/17/2016	5,561.40
164	Computer	Check(s) For a Total of	496,438.00

Check Nbr	Vendor Name	Check Date	Check Amount
81191	HISDAHL INC	11/17/2016	0.00
1	Manual	Check(s) For a Total of	0.00

	1	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	164	Computer	Checks For a Total of	496,438.00
Total For	165	Manual, Wire Tran, ACH & Computer Checks		496,438.00
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		496,438.00

Check Nbr	Vendor Name	Check Date	Check Amount
81566	AMERIPRISE FINANCIAL SERVICES	11/23/2016	12,604.93
81567	THE CHILDREN'S THEATRE COMPANY	11/23/2016	529.00
81568	GREAT LAKES HIGHER EDUC	11/23/2016	122.81
81569	GREATAMERICA FINANCIAL SERVICE	11/23/2016	1,264.01
81570	IUOE LOCAL 70	11/23/2016	2,260.88
81571	MESSERLI & KRAMER PA	11/23/2016	491.00
81572	METROPOLITAN LIFE	11/23/2016	2,257.05
81573	RODENBURG LAW FIRM	11/23/2016	220.00
81574	SCHOOL SERVICE EMPLOYEES	11/23/2016	6,567.24
81575	US DEPT OF EDUCATION	11/23/2016	504.83
81576	VANGUARD SMALL BUSINESS SERVIC	11/23/2016	26,583.26
81577	XCEL ENERGY	11/23/2016	82,957.33
12	Computer	Check(s) For a Total of	136,362.34

	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
	12	Computer	Checks For a Total of	136,362.34
Total For	12	Manual, Wire Tran, ACH & Computer Checks		136,362.34
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		136,362.34

Check Nbr	Vendor Name	Check Date	Check Amount
161700417	ALI, OMAR S	11/29/2016	68.49
161700418	AMON, LYNN M	11/29/2016	28.20
161700419	ANDERSON, CHRISTINA T	11/29/2016	130.00
161700420	BARKLEY, DANIELLE M	11/29/2016	342.10
161700421	BENSEN, KATHERINE K	11/29/2016	74.52
161700422	BICKEL, MICHAEL C	11/29/2016	85.00
161700423	CANNIFF, AMY E	11/29/2016	147.96
161700424	CULHANE, MARIEL	11/29/2016	180.09
161700425	DAHLEM, TERESA	11/29/2016	438.78
161700426	DURAND, JENNIFER A	11/29/2016	287.01
161700427	EDBERG, REBECCA J	11/29/2016	1,031.11
161700428	ENGSTRAN, PAUL A	11/29/2016	40.00
161700429	FUNK, JENNIFER A	11/29/2016	374.00
161700430	GALLATIN, EMILY K	11/29/2016	72.90
161700431	GEDNALSKE, KIRK M	11/29/2016	33.96
161700432	GEFRE, DEBRA L	11/29/2016	67.99
161700433	GRANGER, BARBARA J	11/29/2016	104.00
161700434	GUENTHER, LAURA L	11/29/2016	290.03
161700435	HEDGES, DONALD W	11/29/2016	50.00
161700436	HUBBARD, MICHELLE K	11/29/2016	38.53
161700437	IWERKS, MELISSA K	11/29/2016	25.27
161700438	KELLER, KARLA M	11/29/2016	75.00
161700439	KING, ADAM J	11/29/2016	50.00
161700440	KONOP, KRISTEN M	11/29/2016	179.90
161700441	KUBOW, MONICA A	11/29/2016	77.22
161700442	LARSON, TIMOTHY J	11/29/2016	92.71
161700443	LEHN, BRIDGET N	11/29/2016	288.96
161700444	LOVETT, MICHAEL J	11/29/2016	65.00
161700445	MALONEY, JESSE E	11/29/2016	36.00
161700446	MALWITZ, REBECCA ANN	11/29/2016	596.54
161700447	MCGOUGH, BARBARA A	11/29/2016	37.80
161700448	MCGRAW, TIMOTHY P	11/29/2016	158.39
161700449	MILLER, MOLLY M	11/29/2016	87.21
161700450	MUNDELL, GERALD K	11/29/2016	826.84
161700451	NASVIK, CRAIG S	11/29/2016	500.00
161700452	NIKKEL, DIANE L	11/29/2016	58.32
161700453	NORTON, EMILY L	11/29/2016	120.00
161700454	RIEBOW, MATTHEW R	11/29/2016	195.00
161700455	SALKOWICZ, JASON J	11/29/2016	69.00
161700456	SCHULTE, DARRELL A	11/29/2016	278.91
161700457	STIRLING, CONNIE B	11/29/2016	219.92
161700458	STREIFF, CHRISTINA D	11/29/2016	115.84
161700459	SWANSON, SHANNON M	11/29/2016	260.00
161700460	TOLONEN, CLAY S	11/29/2016	99.15
161700461	VANG, SANDRA X	11/29/2016	34.99
161700462	VILLWOCK, ROBIN S	11/29/2016	149.31
161700463	YANG-XIONG, MALIA	11/29/2016	41.90

47 ACH Check(s) For a Total of 8,623.85

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	47	ACH	Checks For a Total of	8,623.85
	0	Computer	Checks For a Total of	0.00
Total For	47	Manual, Wire Tran, ACH & Computer Checks		8,623.85
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		8,623.85

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: **December 12, 2016**
 SUGGESTED DISPOSITION: **Operational Item**
 CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Finance and Operations**

Donation	Donor	Recipient
\$84	United Way	White Bear Lake Area Schools
\$200	Lincoln School PTA	Lincoln Elementary School
\$800	Lakeairs PTO	Lakeairs Elementary School
\$50	Glen and Janice Gauger	Central Middle School
\$50	Misty Aubin	Central Middle School
\$20	Frances Jones	Central Middle School
\$100	TLC Automotive Enterprises, Inc.	White Bear Lake Area Schools Archery Program
\$250	Bates Orthodontics Attn: Sean Bates	White Bear Lake Area High School Fall Play
\$100	Voice Studio of Mary Heston Dahl	White Bear Lake Area High School Fall Play
\$100	Manitou Grill and Event Center	White Bear Lake Area High School Fall Play
\$50	Julie Larson/Friends Forever Family	White Bear Lake Area High School Fall Play
\$100	Dan and Pam Saiko	White Bear Lake Area High School Fall Play
\$25	Birch Lake Eye Clinic & Optical c/o Kim Christopherson	White Bear Lake Area High School Fall Play
\$75	BC Floorcovering LLC c/o Brent Churchill	White Bear Lake Area High School Fall Play

\$50	Bob and Vivian Timmons	White Bear Lake Area High School Fall Play
\$25	Indulge, LLC	White Bear Lake Area High School Fall Play
\$75	Traci & Derick Bowermaster	White Bear Lake Area High School Fall Play
\$100	Wayne Morton	White Bear Lake Area High School Fall Play
\$350	Twin Cities In Motion	White Bear Lake Area High School South Campus National Honor Society
\$250	Kowalski's Markets	White Bear Lake Area High School Football Program
\$100	Veterans of Foreign Wars Keep Zimmer Post #1782	White Bear Lake Area High School Tennis Program
\$200	Veterans of Foreign Wars Keep Zimmer Post #1782	White Bear Lake Area High School Wrestling Program
\$50	Garpe Diem and John Harrington	White Bear Lake Area High School Boys Cross Country
\$10	Neil and Dana Vanderbosch	White Bear Lake Area High School Boys' Nordic Ski Team
Nex, Kites, Science Kits, several board games, HEX bugs, craft supplies, mini pool table	Sheila Thom	White Bear Lake Area Schools Lincoln Extended Day Site

RECOMMENDATION: Accept donations.

AGENDA ITEM: Field Trip Requests

MEETING DATE: December 12, 2016

SUGGESTED DISPOSITION: Consent Agenda

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

Background:

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

Date of Trip and Destination	Requesting Staff Member	Grade/Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
June 5-7, 2017 Camp Icaghowan	Chris Quinn, David Bataglia, Angela Bianco	Matoska International	3	77	Total Cost to Student: \$130.00 Source of Revenue: PTO, scholarships, parent/families	2 buses, 1 trailer	Team building/environmental/aligns with our IB focus.

Recommendation: The administration recommends the School Board approve this field trip.

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

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

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

INDEPENDENT SCHOOL DISTRICT NO.624

Department of Human Resources

RESIGNATIONS/TERMINATION – CLASSIFIED STAFF

JENNIFER BIRKELAND – Assistant Program Leader, Matoska International

Employed by District 624 since 04/18/2016

Effective Date: 11/25/2016

JOHN FARMER – Pupil Support Assistant, Sunrise Middle School

Employed by District 624 since 09/03/2013

Effective Date: 10/31/2016

RETIREMENT – CLASSIFIED STAFF

KEVIN DAHLINE – Custodial, WBLAHS – South Campus

Employed by District 624 since 01/07/2002

Effective Date: 01/06/2017

KAREN FISCHER – Administrative Assistant - Principal, Lincoln Elementary

Employed by District 624 since 02/07/1994

Effective Date: 01/03/2017

DEBRA ROY – Administrative Assistant Registrar/Records, Sunrise Park Middle School

Employed by District 624 since 12/15/1997

Effective Date: 12/31/2016

PART TIME LEAVE REQUEST – CERTIFIED STAFF

KARA MARTINSON – French Teacher, Central Middle School and WBLAHS – North Campus

.6 FTE Leave (Position .4 FTE)

Effective Date: 11/28/16

FULL TIME LEAVE REQUEST – CLASSIFIED STAFF

KELLY RIVERS – Media Clerk, Otter Lake Elementary

Employed by District 624 since 03/18/2013

Effective Date: 11/14/2016 through 12/22/2016

FULL TIME LEAVE REQUEST – CERTIFIED STAFF

STACY BACIGALUPO – Language Arts Teacher, WBLAHS – South Campus

Employed by District 624 since 08/27/2009

Effective Date: 11/15/2016 through 06/09/2017

RUTH KERL – Intervention Teacher, Oneka Elementary

Employed by District 624 since 08/22/2012

Effective Date: 11/28/2016 through 06/09/2017

KARLIE MYETTE – Mathematics Teacher, Central Middle School
Employed by District 624 since 08/27/2009
Effective Date: 10/17/2016 through 11/22/2017

SARAH TREANOR – Grade 5 Teacher, Matoska International
Employed by District 624 since 08/23/2007
Effective Date: 10/17/2016 through 01/25/2017

CHANGE IN CONTINUING ASSIGNMENT – CERTIFIED STAFF
--

JULIE MARTIN – Special Education Teacher, District Wide
From .2 FTE to .3 FTE
Effective: 11/14/2016

CHANGE IN CONTRACT – CLASSIFIED STAFF
--

KIMBERELY GRANGER – From Transportation Unit to Non-Affiliated
From Bus Driver, 7.75 hrs. per day, \$18.33/hr., Bus Garage
To Transportation Dispatcher, 8 hrs. per day, \$21,877 (Pro-rated on \$39,500), Bus Garage
Effective: 12/12/2016

JASON SALKOWICZ – Custodial Unit
From Assist. Head Engineer – B Building, 8 hrs. per day, \$20.37/hr. + .25 SD, Willow
To Assist. Head Engineer – MS, 8 hrs. per day, \$21.33/hr. + .25SD, Lakeaires and Matoska
Effective: 12/26/2016

NEW PERSONNEL – CLASSIFIED STAFF

CINDY KEHOE – Assistant Program Leader, Matoska International
\$13.44/hr., 5.0 hrs. / 179 days \$12,028.80
Effective Date: 10/24/2016

ANGELIQUE KELLY – Part-Time Cook, Sunrise Park Middle School
\$14.50 /hr., 3.5 hrs. / 133 days \$6,749.75
Effective Date: 11/14/2016

DANIEL PARADEZ – Assistant Head Engineer, WBLAHS – North Campus
\$21.18 /hr. + \$.25 SD, 8.0 hrs. / 149 days \$25,544.55
Effective Date: 12/05/2016

TARA WILCOX – Part-Time Cook, Central Middle School
\$14.50 /hr., 3.5 hrs. / 133 days \$6,749.75
Effective Date: 11/14/2016

NEW PERSONNEL – NON-AFFILIATED STAFF

TRACY COOK – Youth Enrichment and Development Programmer, District Center
\$28,246.15 (Pro-rated in \$48,000.00)
Effective Date: 11/29/2016

JACOB STANGER – Campus Security, WBLAHS – South Campus and Sunrise Park Middle School
\$15.25 /hr., 8.0 hrs./ 125 days \$15,250.00
Effective Date: 11/28/2016

LONG TERM SUBSTITUTE - CLASSIFIED STAFF
--

STEPHANIE WICKLAND – Instructional Assistant, Lincoln Elementary
\$17.58 /hr., 6.0 hrs. / 125 days \$13,185.00
Effective Date: 11/28/2016

LONG TERM SUBSTITUTE - CERTIFIED STAFF

MICHAEL FARBER – Language Arts Teacher, WBLAHS – South Campus
MA, Step 1, \$34,568.13
Effective Date: 11/07/16 through 06/09/17

JACLYN ZAKRZEWSKI – Intervention Teacher, Oneka Elementary
BA, Step 1, .7 FTE, \$19,580.78
Effective Date: 11/28/16 through 06/09/17

MICHELLE ZWOLSKI – Grade 5 Teacher, Matoska International
BA, Step 1, \$8,327.70
Effective Date: 11/28/16 through 01/26/2017

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: **Community Partnership Award from Vadnais Heights Economic Development Corporation**

MEETING DATE: **December 12, 2016**

SUGGESTED DISPOSITION: **Information Item**

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

BACKGROUND:

On November 1 the White Bear Lake Area School District was honored by the Vadnais Heights Economic Development Corporation with the “Community Partnership Award.” Two awards were given, one to us and one to Dufresne Manufacturing. A four minute video was shown and Mr. Bob Dufresne, CEO of Dufresne Manufacturing, and Superintendent Lovett made brief acceptance speeches.

This is an award that reflects the work of our School Board, district administration, school, principals, and teachers. Dufresne Manufacturing was key in helping us lay the foundation for our Manufacturing Career Pathway program. We have attached a press release from Vadnais Heights Economic Development Corporation titled “Vadnais Heights Economic Development Corporation (VHEDC) 2016 Awards Announced,” and an article from Superintendent Lovett called “Pathways to Success” that was recently published in the White Bear Press and his Superintendent’s Message in the December 4 e-newsletter.



IMMEDIATE RELEASE:

CONTACT: Ling Becker

Company Name: Vadnais Heights Economic Development Corporation

Voice Phone Number: 651-485-9532

Email Address: lingbecker@vhedc.com

Website URL: www.vhedc.com

Vadnais Heights Economic Development Corporation (VHEDC) 2016 Awards Announced

Vadnais Heights, MN

November 4, 2016

The Vadnais Heights Economic Development Corporation hosted its 2016 Annual Dinner on Tuesday, November 1, 2016 at the Vadnais Heights Commons. Three annual business awards were presented to area businesses and organizations.

The event included a keynote Bill George. dinner. Mr. George is senior fellow at Harvard Business School, where he has taught leadership since 2004. He is the author of four best-selling books. Mr. George is the former chairman and chief executive officer of Medtronic. He joined Medtronic in 1989 as president and chief operating officer, was chief executive officer from 1991-2001, and board chair from 1996-2002. He spoke to a sold out crowd of 300 local business leaders on the topic of Authentic Leadership.

A highlight of the event was the recognition of area businesses and organizations who were bestowed VHEDC 2016 awards.

The Urgency Room was the recipient of the 2016 VHEDC Business Achievement Award. This award was created to establish special tribute for outstanding companies that continue to thrive and support the local economy. Recipients demonstrate excellence in their professional service industry. The Urgency Room specializes in the treatment of serious illnesses and injuries in adults, children and infants. Staffed with EPPA's board-certified emergency physicians and clinicians, The Urgency Room provides exceptional medical care in an innovative and comforting environment. The UR is open from 8am to 10pm, 365 days a year.

H.B. Fuller was the recipient of the 2016 Keith Warner Standard of Excellence Award. This honor is bestowed on a business that has shown a singular degree of excellence in the areas of business success, philanthropy and community service. H.B. Fuller, headquartered in Vadnais Heights, is a leading global adhesives provider focusing on perfecting adhesives, sealants and other specialty chemical products to improve products and lives.

Du Fresne Manufacturing and the White Bear Lake Area Schools were the recipient of the 2015 VHEDC Partnership Award. The Community Partnership Award proudly recognizes our outstanding partners for their exemplary commitment and accomplishments. As collaborative partners, these organizations help the VHEDC to advance its mission of ensuring a thriving local business economy in Vadnais Heights and the surrounding areas. DuFresne Manufacturing is a precision sheet metal design, production and assembly company in Vadnais Heights. The White Bear Lake Area School District serves all or parts of Birchwood, Gem Lake, Hugo, Lino Lakes, Little Canada, Maplewood, North Oaks, Vadnais Heights, White Bear Lake



and White Bear Township. The school district, with a total population of approximately 50,000 residents, serves nearly 9,000 students PreK-12.

About VHEDC

The VHEDC is a private non-profit organization made up of investing businesses since 1984. Its mission is to enhance economic development in the City of Vadnais Heights and the surrounding areas through the attraction, retention, and expansion of existing businesses and industries. This will be accomplished by serving as a conduit of economic development resources, building collaborations with strategic partners, and providing advocacy.

For more information about the VHEDC, contact Executive Director Ling Becker at 651-485-9532 or lingbecker@vhedc.com.

END



Pathways to Success

SUPERINTENDENT'S MESSAGE | DECEMBER 4, 2016

The ten cities that comprise the White Bear Lake Area School District are known for beautiful lakes, a rich history, and strong sense of community. Less well known are businesses and small companies that are designing and making innovative and precision products for the world market.

This fall I accompanied a tour group to a local manufacturing facility. The company manager was describing an innovative laser machine.

"We were the first company in the nation to have this machine in production", he modestly explained. After an impressive demonstration, he asked, *"Any questions?"*

"How hot does the metal get? How do you assure and maintain quality control?"

The manager's explanations became technical. His guests responded with nods of understanding and asked more questions.

Were these university engineering graduates?

No, the four young men and women on the tour were high school juniors and seniors from the White Bear Lake Area High School's manufacturing and precision engineering classes. We were touring Dufresne Manufacturing in Vadnais Heights. Our partnership with Dufresne began eight years ago when its management contacted the White Bear Lake Area Schools. This month Dufresne and the School District were honored with partnership awards from the Vadnais Heights Economic Development Corporation.

This partnership is a component of the high school's *Manufacturing Pathway*, innovative classes that allow students to gain manufacturing certification while still in high school. While the students on the tour plan to pursue four year engineering degrees, other students may proceed directly from high school to promising careers in manufacturing.



Back in the school district, middle and high school students troubleshoot computers, learning technical diagnosis, basic repairs and more. All are part of the "Tech Depot," students who receive specialized training and support to keep the district's 6000 Chromebooks in good repair.

Some are pioneers in the high school *IT Pathway*, a sequence of classes which leads to technical certification. Internships, coupled with engaging classes, accelerate student progress to college and careers in this promising field.

This past summer, while many area high school students were delighted to find jobs at minimum wage, two of our high school seniors were among high school interns who completed 9 weeks of internship with the Minnesota Trades Academy. Each student received hands-on training and job experiences at 15 different union training centers. These students are confident and excited about apprenticeship opportunities right after high school.

In addition to more than 30 college credit classes already offered at the high school, these three Pathway Programs have been added: *Manufacturing*, *IT*, and *Construction Trades*. Such innovation helps assure that every student graduates from high school not only well prepared to enter college, but with the option of going directly into a career.

Choosing to work directly out of high school in a job that has opportunities for skilled training, competitive wages, and career growth does not preclude college. In fact, earning while learning makes college more affordable and advanced training more focused.

During a decade where headlines predict worker shortages due to baby boom generation retirements, and other news articles lament the staggering rise in student college debt, these pathway programs are good news.

These new *Pathways to Success* grow out of a remarkable level of collaboration among our school teachers and leaders, local businesses and leaders, Century College, and nonprofits including United Way.

As a result, today's high school students will be prepared to join local companies designing and making innovative and precision products for the world market. This is good news for our students, parents, and our community!

Michael J. Lovett, Ph.D
Superintendent, White Bear Lake Area Schools

Article originally published in the Nov. 29 issue of the White Bear Press.

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **December 12, 2016**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

BACKGROUND:

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

D. DISCUSSION ITEMS

AGENDA ITEM: **Presentation and Public Hearing Related to the Proposed
2016 Payable 2017 Property Tax Levy**

MEETING DATE: **December 12, 2016**

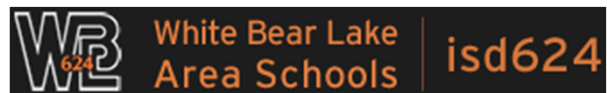
SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

Attached please find the presentation slides that will be used to discuss the School District's 2016 payable 2017 property tax levy. Minnesota school districts are required to discuss the levy and the current year's budget at a regularly scheduled board meeting and allow the public to speak. This will occur at the upcoming meeting on December 12, 2016 at 7:00 p.m.

Public Hearing for Taxes Payable in 2017



WELCOME

December 12, 2016

Presented by:

Dr. Wayne A. Kazmierczak

Assistant Superintendent for Finance & Operations

Tax Hearing Presentation

Public Meeting

- Must be held after Nov. 25th and no later than Dec. 28th at 6:00 PM or later
- May be part of regularly scheduled meeting and may adopt final levy at this meeting

Tax Hearing Presentation

State law requires that we present:

- Information on the current year budget and actual revenue and expenses for the prior year
- Information on the proposed property tax levy
- The percentage change over the prior year
- Specific purposes and reasons for which taxes are being increased
- And offer the public an opportunity to comment and ask questions

Agenda for Hearing

- A.** Background on School Funding, Property Tax Levies, and Budgets
- B.** Information on District Budget
- C.** Information on the District's Proposed Tax Levy for Taxes Payable in 2017
- D.** Public Comments and Questions

Public Education is Strong in Minnesota...

- In Minnesota, state law now requires 100% of juniors take the ACT as a requirement for graduation
- Minnesota's average composite score of 21.1 is the highest of the 18 states where 100% high school graduates took the test in 2016
- The national composite score for 2016 is 20.8 based on 64% of 2016 graduating seniors taking the ACT

Public Schools Established by Minnesota Constitution

- **“ARTICLE XIII
MISCELLANEOUS SUBJECTS**
- Section 1. **UNIFORM SYSTEM OF PUBLIC SCHOOLS.** The stability of a republican form of government depending mainly upon the intelligence of the people, *it is the duty of the legislature to establish a general and uniform system of public schools.* The legislature shall make such provisions by taxation or otherwise as will secure a thorough and efficient system of public schools throughout the state.”

As a result...

School funding is highly regulated by the state

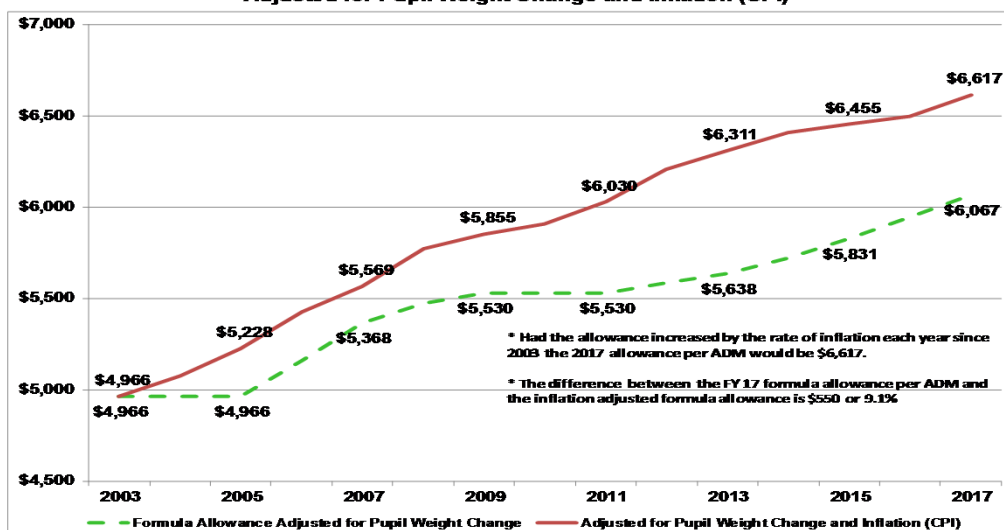
- **State sets** formulas which determine revenue; most revenue is based on specified amounts per pupil
- **State sets** tax policy for local schools
- **State sets** maximum authorized property tax levy (districts can levy less but not more than amount authorized by state, unless approved by the voters)
- **State authorizes** school board to levy up to \$724 per pupil unit (\$300 board referendum and \$424 in local optional revenue)
- **State authorizes** school board to submit referendums for operating and capital needs to voters for approval

Basic General Education Formula Lags Inflation

- Since 2003, the state General Education Revenue formula has not kept pace with inflation
- For FY 2016 and FY 2017, Legislature approved an increase of 2% per year
 - \$117 per pupil unit in FY 2016
 - An additional \$119 for FY 2017
- Per-pupil allowance for Fiscal Year 2017 would need to increase by another \$550 (9.1%) to have kept pace with inflation

Basic General Education Formula Lags Inflation

General Education Formula Allowance, 2003-2017
Adjusted for Pupil Weight Change and Inflation (CPI)



Source: MDE July 2016 Inflation Estimates

EHlers

Under funding of special education costs a drain on funding for regular classroom programs

- MDE reports the cost of providing special education programs on average was 40% underfunded, necessitating a transfer of \$679 per pupil from regular program resources to support an underfunded program mandated by state and federal law.
- The 2015 Legislature increased special education funding for the 16-17 Biennium by approximately \$180 million reducing the regular program subsidy to from \$679 to \$507 per pupil
- Primary options for districts to bridge the special education funding gap are to cut regular program budgets or increase referendum revenue; most districts have done both

Result: Growing dependence on referendum revenue

Average referendum authority per pupil is increasing

- In 1993, 65% of districts had referendum revenue averaging \$332 per pupil
- For 2016-17, 331 of 331 districts have referendum revenue and/or local optional revenue authority averaging \$1,262 per pupil
 - 20.8% of general education formula allowance
 - Of this amount, \$853 is board approved or voter approved operating referendum, and \$409 is Local Optional Revenue

Change in Tax Levy Does not Determine Change in Budget

- Tax levy is based on many state-determined formulas plus voter approved referendums
- Some increases in tax levies are revenue neutral, offset by reductions in state aid
- Expenditure budget is limited by state-set revenue formulas, voter-approved levies, and fund balance
- An increase in school taxes does not always correlate to an equal increase in the budget

Contrast of City/County to School District Levy Cycle

- City/County - Budget Year is same as calendar year. The 2017 tax levy provides revenue for the calendar year 2017 budget
- Schools - Budget year begins July 1st and coincides with school year. The 2017 tax levy provides revenue for the 2017-2018 school fiscal year. Budget will be adopted in June 2017

Budget Information

Because approval of the budget lags certification of the tax levy by six months, the state requires only current year budget information and prior year actual financial results to be presented at this hearing

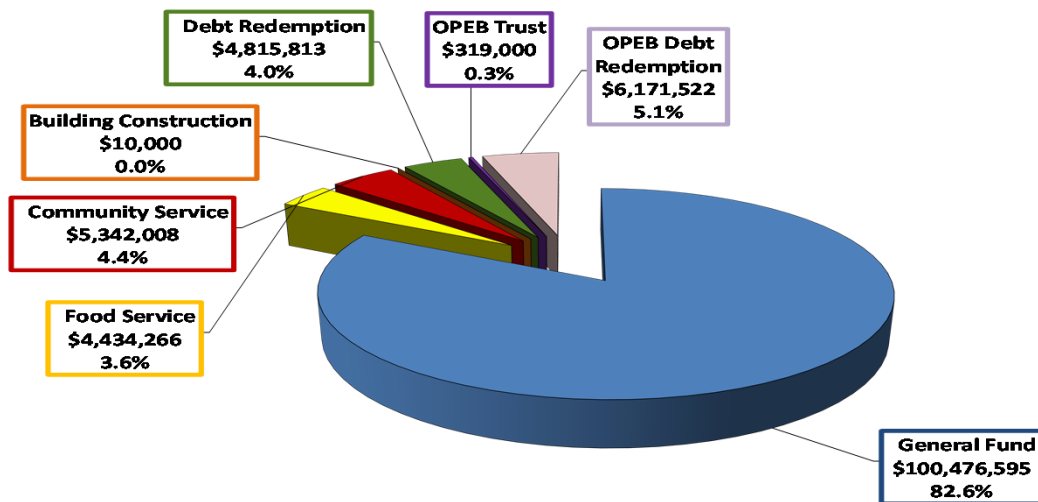
Budget Information

- All school districts' budgets are divided into separate funds, based on purposes of revenue, as required by law
- For our district, 9 funds:
 - General
 - Food Service
 - Community Service
 - Building Construction
 - Debt Service
 - Trust
 - Internal Service
 - OPEB Trust Fund
 - OPEB Debt Fund

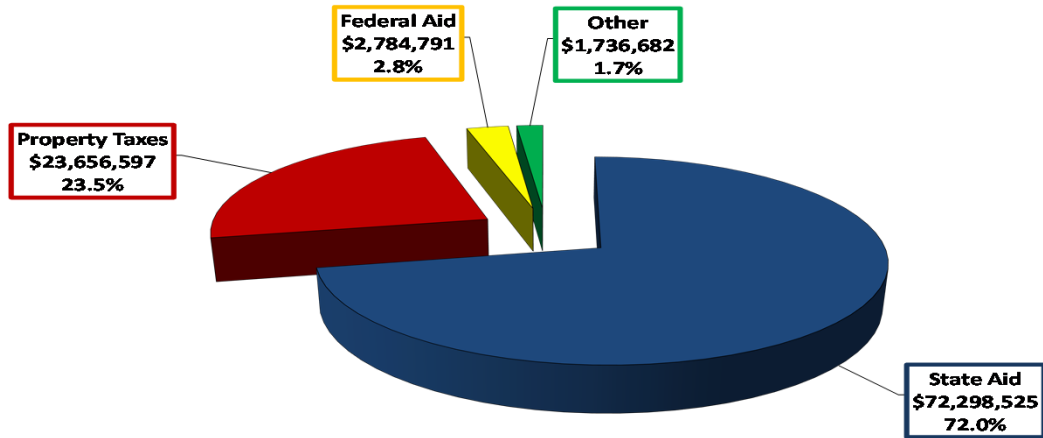
**White Bear Lake Area Schools
District Revenues and Expenditures
Actual for FY 16, Budget for FY 17**

FUND	FISCAL 2016 BEGINNING FUND BALANCES	2015-16 ACTUAL REVENUES AND TRANSFERS IN	2015-16 ACTUAL EXPENDITURES & TRANSFERS OUT	JUNE 30, 2016 ACTUAL FUND BALANCE	2016-17 BUDGET REVENUES AND TRANSFERS IN	2016-17 BUDGET EXPENDITURES & TRANSFERS OUT	JUNE 30, 2017 PROJECTED FUND BALANCE
General Fund/Restricted	\$457,932	\$7,270,550	\$6,089,620	\$1,638,862	\$7,415,961	\$4,040,184	\$5,014,639
General Fund/Other	27,033,409	94,773,833	95,940,961	25,866,281	93,060,634	97,643,218	21,283,697
Food Service Fund	233,152	4,435,030	4,347,742	320,440	4,434,266	4,425,682	329,024
Community Service Fund	1,377,965	5,343,584	5,250,818	1,470,731	5,342,008	5,342,008	1,470,731
Building Construction Fund	11,842,007	19,956	5,414,806	6,447,157	10,000	5,957,998	499,159
Debt Service Fund	1,500,009	5,240,271	5,351,896	1,388,384	4,815,813	4,742,238	1,461,959
Trust Fund	80,756	345,609	260,097	166,269	352,522	265,299	253,492
Internal Service Fund	974,825			599,388			
OPEB Irrevocable Trust Fund	33,421,922	(379,493)	1,937,603	31,104,825	319,000	1,754,120	29,669,705
OPEB Debt Service Fund	579,244	5,774,885	5,532,175	821,954	6,171,522	5,887,663	1,105,814
Total All Funds	\$77,501,221	\$122,824,226	\$130,125,718	\$69,824,291	\$121,921,725	\$130,058,408	\$61,088,219

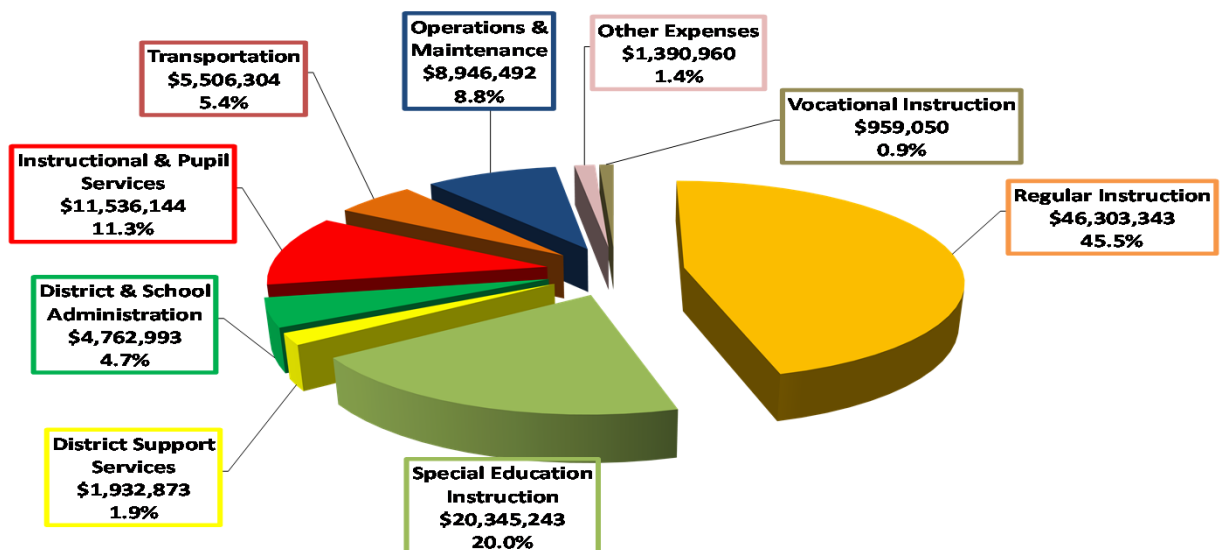
**White Bear Lake Area Schools
Revenue all Funds
2016-17 Budget \$121,921,725**



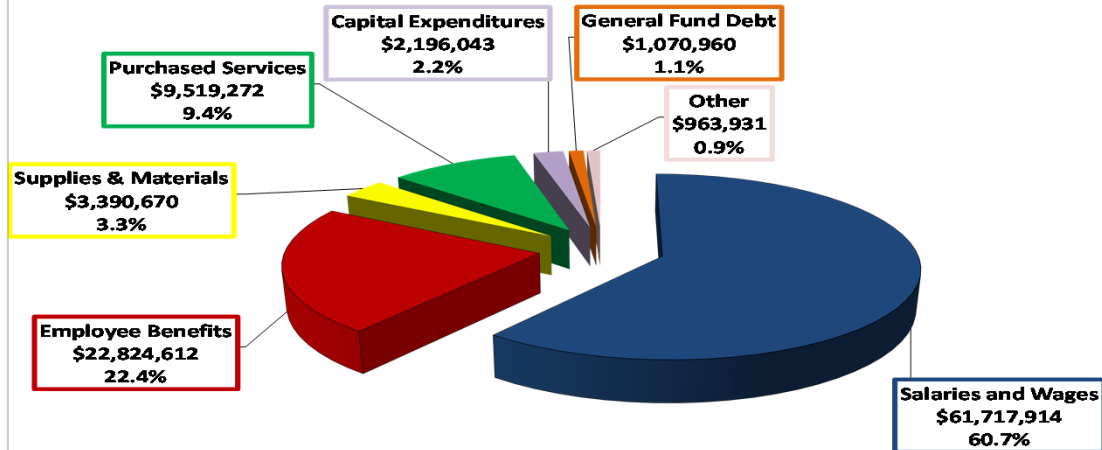
**White Bear Lake Area Schools
General Fund Revenue
2016-17 Budget \$100,476,595**



**White Bear Lake Area Schools
General Fund Expenditures by Program
2016-17 Budget \$101,683,402**



**White Bear Lake Area Schools
General Fund Expenditure by Object
2016-17 Budget \$101,683,402**



Proposed 2017 Property Tax Levy

- Determination of levy
- Comparison of 2016 to 2017 levies
- Specific reasons for changes in tax levy
- Impact on taxpayers

Property Tax Background

- Every owner of taxable property pays property taxes for the various “taxing jurisdictions” (county, city or township, school district, special districts) in which the property is located
- Each taxing jurisdiction sets its own tax levy, often based on limits in state law
- County sends out bills, collects taxes from property owners, and distributes funds back to other taxing jurisdictions



Spruce County
Jane Smith, Auditor-Treasurer
345 12th Street East, Box 78
Spruceville, MN 55555-5555
(555) 345-6789
www.co.spruce.mn.us

TAXPAYER(S):
John and Mary Johnson
123 Pine Rd S
Spruceville, MN 55555-5555

Property Information
PIN Number: 01-234-56-789-R1
Property Address: 789 Pine Rd S
Spruceville, MN 55555
Property Description: Lot 1, Block 1, Spruce Acres Subdivision

PROPOSED TAXES 2017			
THIS IS NOT A BILL. DO NOT PAY.			
Step	VALUES AND CLASSIFICATION		
1	Taxes Payable Year		
	2016	2017	
	Estimated Market Value	\$125,000	\$150,000
	Homestead Exclusion	\$	\$23,800
	Taxable Market Value	\$125,000	\$126,200
Step 2	Class	Res N/Hmstd	Res Hmstd
	PROPOSED TAX		
2	Proposed Tax		\$1,467.52
Step 3	PROPERTY TAX STATEMENT		
	Coming in 2017		
The time to provide feedback on PROPOSED LEVIES is NOW			
It is too late to appeal your value without going to Tax Court.			

Proposed Property Taxes and Meetings by Jurisdiction for Your Property			
Contact Information	Meeting Information	Actual 2016	Proposed 2017
State General Tax	No public meeting	\$0	\$0
County of Spruce Spruce County Courthouse 123 Spruce St Spruceville, MN 55555 www.co.spruce.mn.us (555) 123-4567	December 9, 7:00 PM	\$438.00	\$484.18
City of Spruceville Mayor's Office 456 Spruce St Spruceville, MN 55555 www.ci.spruceville.mn.us (555) 123-7894	December 1, 6:30 PM Spruceville City Hall	\$273.79	\$312.06
Spruceville School District 999 150 1st St N Spruceville, MN 55555 www.spruceville.k12.mn.us (555) 123-0789	December 2, 7:00 PM Spruceville High School Cafeteria	\$289.35 \$340.11	\$296.68 \$374.60
State Approved Levies		\$289.35	\$296.68
Other Levies		\$340.11	\$374.60
Total excluding any special assessments		\$1,341.31	\$1,467.52 9.0%

Your school district was scheduled to hold a referendum at the November general election. If the referendum was approved by the voters, the school district's voter approved property tax for 2017 may be higher than the proposed amount shown on this notice.

School District Property Taxes

- Each school district may levy taxes in over 30 different categories
- “Levy limits” (maximum levy amounts) for each category are set either by:
 - State law, or
 - Voter approval
- Minnesota Department of Education (MDE) calculates detailed levy limits for each district

Property Tax Background

School District Property Taxes

- Key steps in the process are summarized on the next slide
- Any of these steps may affect the taxes on a parcel of property, but the district has control over only 1 of the 7 steps

Minnesota School District Property Taxes - Key Steps in the Process

Step 1. The **City or County Assessor** determines the estimated market value for each parcel of property in the county.

Step 2. The **Legislature** sets the formulas for tax capacity. (E.g., for homestead residential property, tax capacity = 1% of first \$500,000 in value + 1.25% of value over \$500,000.) These formulas determine how much of the tax burden will fall on different types of property.

Step 3. The **County Auditor** calculates the tax capacity for each parcel of property in the county (based on values from step 1 and tax capacity formulas from step 2), as well as the total tax capacity for each school district.

Step 7. The **County Auditor** divides the final levy (determined by the school board in step 6) by the district's total tax capacity (determined in step 3) to determine the tax rate needed to raise the proper levy amount. The auditor multiplies this tax rate times each property's tax capacity, to determine the school tax for that property.*

Step 4. The **Legislature** sets the formulas which determine school district levy limits. These are the maximum amounts of taxes that school districts can levy in every category.

Step 5. The **Minnesota Department of Education** calculates detailed levy limits for each school district, based on the formulas approved by the Legislature in step 4. These limits tell districts the exact amounts that can be levied in every category.

Step 6. The **School Board** adopts a proposed levy in September, based on the limits set in step 5. After a public hearing, the board adopts a final levy in December. Final levy cannot be more than the preliminary levy, except for amounts approved by voters.

* For certain levy categories (referendum, equity and transition levies), tax rates and levy amounts are based on **referendum market value**, rather than **tax capacity**.

Proposed Levy Payable in 2017

Schedule of events in approval of district's 2016 (Payable 2017) tax levy

- September 8: Dept. of Education prepared and distributed first draft of levy limit worksheets setting maximum authorized levy
- September 26: School board approved proposed levy amounts
- Mid-November: County mailed "Proposed Property Tax Statements" to all property owners
- December 12: Public hearing on proposed levy at regular meeting
- Following hearing school board will certify final levy amounts

White Bear Lake Area Schools

Comparison of Proposed Tax Levy Payable in 2017 to Actual Levy Payable in 2016

Fund	Levy Category	Actual Levy Payable in 2016	Proposed Levy Payable in 2017	\$ Change	% Change
General Fund					
	Voter Approved Referendum	\$12,436,345	\$13,016,707	\$580,362	
	Local Optional Levy	3,815,873	3,854,711	38,838	
	Equity	856,209	791,284	(64,925)	
	Student Achievement Levy	217,836	104,719	(113,117)	
	Capital Projects - Technology Levy	1,525,738	1,598,135	72,397	
	Long Term Facilities Maintenance	530,257	1,354,091	823,834	
	Instructional Lease Levy	1,723,235	1,706,027	(17,208)	
	Safe Schools	440,985	445,474	4,488	
	Other	1,104,254	1,039,115	(65,139)	
	Levy Adjustments	466,719	(484,642)	(951,361)	
	Total, General Fund	\$24,261,529	\$24,297,278	\$35,749	0.1%
Community Service Fund					
	Basic Community Education	\$433,297	\$450,353	\$17,057	
	Early Childhood Family Education	246,830	245,047	(1,784)	
	School-Age Child Care	275,000	275,000	0	
	Other	11,985	11,383	(602)	
	Levy Adjustments	32,846	(74,334)	(107,179)	
	Total, Community Service Fund	\$999,958	\$907,449	(\$92,509)	-9.3%
Debt Service Funds					
	Voter Approved Debt Service	\$3,986,955	\$3,640,350	(\$346,605)	
	LT Facility Maintenance Debt Service	1,247,350	1,261,995	\$14,645	
	Other Post Employment Benefits	6,182,046	6,514,489	332,443	
	Reduction for Debt Excess	(525,885)	(697,658)	(171,773)	
	Levy Adjustments	96,869	144,582	47,714	
	Total, Debt Service Fund	\$10,987,335	\$10,863,758	(\$123,577)	-1.1%
Total Levy, All Funds		\$36,248,822	\$36,068,485	(\$180,337)	-0.5%
Subtotal by Truth in Taxation Categories:					
	Voter Approved Levies	\$17,351,899	\$17,947,268	\$595,368	
	Other Levies	\$18,896,922	\$18,121,217	(\$775,705)	
	Total	\$36,248,822	\$36,068,485	(\$180,337)	-0.5%

Factors Causing Changes from 2016 to 2017

Many factors can cause the tax bill for an individual property to increase or decrease from year to year:

- Changes in value of the individual property
- Changes in the total value of all property in the district
- Increases or decreases in levy amounts caused by changes in state funding formulas, local needs and costs, voter-approved referendums, and other factors

Overview of Proposed Levy Payable in 2017

- The total 2017 proposed property tax levy will decrease from 2016 by -\$180,337, or -0.5%
- State law requires that we explain the reasons for the major increases and decreases in the levy

Explanation of Levy and Revenue Changes

- Category: Referendum Revenue
- Change: + \$580,362
- Use of funds: General operating expenses
- Reason for increase:
 - Projected increase of approximately 90 pupils combined with the inflation adjustment added \$580,362 to the voter-approved referendum levy

Explanation of Levy Changes

- Category: Student Achievement Levy
- Change: - \$113,117
- Use of funds: General operating expenses
- Reason for decrease:
 - Revenue and associated levy phased-out and eliminated in fiscal year 2018
 - This change was made to partially offset increase in the Long Term Facilities Maintenance Levy

Explanation of Levy Changes

- Category: Operating Capital
- Change: - \$272,421
- Use of funds: Technology, facility maintenance, other capital expenses
- Reason for decrease:
 - Funding for this program is provided through a combination of state aid and local tax levies
 - State changed funding formulas to cause a reduction in tax levies and offsetting increase in state aid - no net change in revenue
 - This change was made to partially offset increase in the Long Term Facilities Maintenance Levy

Long Term Facilities Maintenance Revenue

- The Long Term Facilities Maintenance (LTFM) program gives districts that did not qualify for the previous “alternative facilities revenue” access to substantial additional revenue for facility maintenance
- For FY18, LTFM revenue for most districts increased from \$193 to \$292 per pupil unit
- Replaces the previous health and safety, deferred maintenance, and alternative facilities revenue programs.

Explanation of Levy and Revenue Changes

- Category: Long Term Facilities Maintenance
- Change: + \$823,834
- Use of funds: Deferred maintenance and health and safety; “like for like” replacement of buildings and attached equipment and grounds.
 - New state funding formula began with taxes payable in 2016
- Reason for increase:
 - Funding is being “phased-in” over 3 years – revenue increasing from \$1,736,942 for fiscal year 2017 to \$2,676,539 for 2018
 - Approximately ½ of the funding provided through state aid; the remainder through property taxes
 - A portion of this increase is offset by reductions in the Student Achievement and Operating Capital Levies

Explanation of Levy Changes

- Category: Adjustments for Prior Years – General Fund
- Change: - \$951,361
- Use of funds: General operating expenses
- Reason for decrease:
 - Each year, initial levies are based on estimates of enrollment, values, and expenditures for future years
 - In later years, estimates are updated and levies are retroactively adjusted
 - 2017 levy includes negative adjustments in several categories of levies, with the largest adjustments to prior year Health and Safety (-\$367,429) levies and Instructional Lease (-\$469,172) levies

Explanation of Levy Changes

- Category: Community Service Fund
- Change: - \$92,509
- Use of funds: Various purposes
- Reason for decrease:
 - Initial levies are based on estimates of enrollment, values, and expenditures for future years. Later years, estimates are updated and levies are retroactively adjusted
 - 2017 levy includes a negative adjustment offset by a small increase in the Basic Community Education levy resulting from an increase in the district's population

Explanation of Levy Changes

- Category: Debt Service
- Change: - \$123,577
- Use of funds: Annual required payment of principal and interest on voter approved bonds
- Reason for decrease:
 - Scheduled retirement of a portion of voter approved bonds
 - Scheduled increase in payments to OPEB debt service
 - Reduction of levy using fund balance amounts carried forward from previous years (Reduction for Debt Excess)

Impact on Taxpayers

Following are a table and graphs showing examples of changes in the school district portion of property taxes from 2014 to 2017

- Examples include school district taxes only
- All examples are based on a 13.5% increase in property value over this period
 - Actual changes in value may be more or less than this for any parcel of property
 - These figures are intended to provide a fair representation of what has happened to school district property taxes over this period for typical properties

Impact on Taxpayers

- Examples for property in the City of White Bear Lake; for commercial-industrial property, school taxes in other parts of the district may be slightly higher or lower, due to variations in the impact of the Fiscal Disparities Program
- Figures for 2017 are preliminary estimates, based on the best data available now – final figures could change slightly
- Estimates were prepared by Ehlers, the district's financial advisors

White Bear Lake Area Schools

Estimated Changes in School Property Taxes, 2014 to 2017

Based on 13.5% Cumulative Changes in Property Value from 2014 to 2017 Taxes

Type of Property	Estimated Market Value for 2014 Taxes	Actual Taxes Payable in 2014	Estimated Market Value for 2015 Taxes	Actual Taxes Payable in 2015	Estimated Market Value for 2016 Taxes	Actual Taxes Payable in 2016	Estimated Market Value for 2017 Taxes	Estimated Taxes Payable in 2017	Change in Taxes 2014 to 2017	Change in Taxes 2016 to 2017
Residential Homestead	\$132,198	\$666	\$142,123	\$654	\$144,153	\$654	\$150,000	\$641	-\$25	-\$13
	176,264	924	189,497	906	192,204	904	200,000	884	-40	-20
	220,330	1,181	236,871	1,157	240,255	1,155	250,000	1,126	-55	-29
	264,396	1,439	284,245	1,408	288,306	1,405	300,000	1,369	-70	-36
	308,462	1,696	331,620	1,659	336,357	1,656	350,000	1,612	-84	-44
	352,528	1,953	378,994	1,911	384,408	1,906	400,000	1,854	-99	-52
	396,594	2,211	426,368	2,159	432,459	2,152	450,000	2,090	-121	-62
	440,660	2,462	473,742	2,399	480,510	2,392	500,000	2,322	-140	-70
	484,726	2,708	521,117	2,653	528,560	2,649	550,000	2,583	-125	-66
	528,792	2,974	568,491	2,924	576,611	2,920	600,000	2,845	-129	-75
Commercial/ Industrial #	\$132,198	\$716	\$142,123	\$697	\$144,153	\$706	\$150,000	\$685	-\$31	-\$21
	440,660	2,646	473,742	2,594	480,510	2,632	500,000	2,547	-99	-85
	881,320	5,427	947,485	5,312	961,019	5,392	1,000,000	5,207	-220	-185
	1,321,981	8,207	1,421,227	8,031	1,441,529	8,151	1,500,000	7,867	-340	-284
	1,762,641	10,987	1,894,970	10,750	1,922,038	10,910	2,000,000	10,527	-460	-383
Apartments (4 or more units)	\$660,990	\$4,164	\$710,614	\$4,072	\$720,764	\$4,060	\$750,000	\$3,922	-\$242	-\$138
	881,320	5,552	947,485	5,429	961,019	5,414	1,000,000	5,230	-322	-184
	1,762,641	11,105	1,894,970	10,858	1,922,038	10,827	2,000,000	10,459	-646	-368
Tax Rates		29.561		26.660		26.236		23.446		
Tax Capacity Rate		0.27299		0.23976		0.23536		0.22989		
Referendum Market Value Rate										

For commercial-industrial property, school taxes may be slightly different in other municipalities in the district, due to the varying impact of the Fiscal Disparities Program.

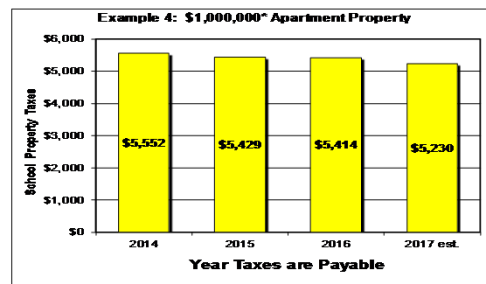
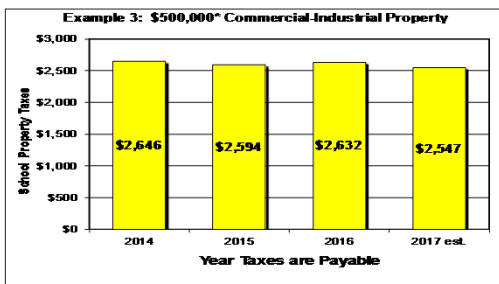
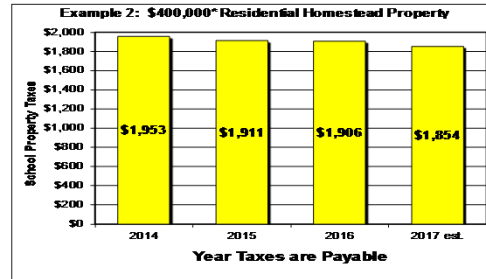
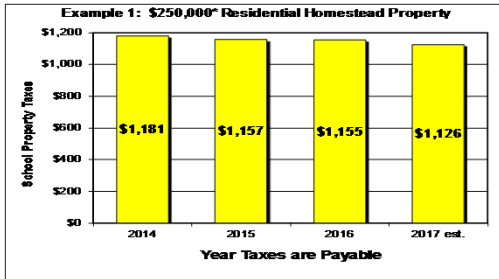
General Notes

1. The figures in the table are based on school district taxes only, and do not include taxes for the city or township, county, state, or other taxing jurisdictions.
2. Estimates of taxes payable in 2017 are preliminary, based on the best data available as of the date above.
3. For all examples of properties, taxes are based on changes in taxable market value of 7.5% from 2014 to 2015 taxes, 1.4% from 2015 to 2016, and 4.1% from 2016 to 2017.

White Bear Lake Area Schools

Estimated Changes in School Property Taxes, 2014 to 2017

Based on 13.5% Cumulative Changes in Property Value from 2014 to 2017 Taxes



* For all four examples of properties, the value shown in the title of the chart is the estimated market value for taxes payable in 2017. Taxes are calculated based on changes in market value of 7.5% from 2014 to 2015 taxes, 1.4% from 2015 to 2016, and 4.1% from 2016 to 2017.

State Property Tax Refunds

- State of Minnesota has two tax refund programs and one tax deferral program available for owners of homestead property
- These programs may reduce the net tax burden for local taxpayers, but only if you take time to complete and send in the forms
- For help with the forms and instructions:
 - Consult your tax professional, or
 - Visit the Department of Revenue web site at www.revenue.state.mn.us

State Property Tax Refunds

- Minnesota Property Tax Refund (aka “Circuit Breaker” Refund)
 - Has existed since 1970s
 - Available to all owners of homestead property
 - Annual income must be approx. \$107,930 or less (income limit is higher if you have dependents)
 - Refund is a sliding scale, based on total property taxes and income
 - Maximum refund is \$2,640
 - Especially helpful to those with lower incomes
 - Fill out state tax form M-1PR

State Property Tax Refunds

- Special Property Tax Refund
 - Available for all homestead properties with a gross tax increase of at least 12% (increase must exceed \$100) over the prior year
 - Refund is 60% of the amount by which the tax increase exceeds the greater of 12% or \$100, up to a maximum of \$1,000
 - No income limits
 - Fill out state tax form M-1PR

Senior Citizen Property Tax Deferral

- Allows people 65 years of age or older with a household income of \$60,000 or less to defer a portion of the property taxes on their home
- Taxes paid in any year limited to 3% of household income for year before entering deferral program; this amount does not change in future years
- Additional taxes are deferred, but not forgiven
- State charges interest up to 5% per year on deferred taxes and attaches a lien to the property
- The deferred property taxes plus accrued interest must be paid when the home is sold or the homeowner(s) dies

Next Steps

- Board will accept public comments and questions on proposed levy
- Board will certify the 2017 property tax levy

Public Comments and Questions

E. OPERATIONAL ITEMS

AGENDA ITEM: **Certification of Final 2016 Payable 2017 Property Tax Levy**

MEETING DATE: **December 12, 2016**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The School Board approved the preliminary tax levy on September 24, 2016. The requirement for a public hearing on the proposed levy was met earlier during this meeting. The final step in the tax levy process is for the School Board to certify the final levy amounts.

Attached please find the Levy Limitation and Certification Report provided by the Minnesota Department of Education. The total levy represents a 0.50% decrease compared to the total levy from the previous year. The amount that will be levied by fund and the total levy are listed below:

General Fund	24,297,278.19
Community Services Fund	907,448.909
General Debt Service Fund	4,479,671.34
OPEB Debt Service Fund	6,384,086.56
Total Levy	<u>\$36,068,484.99</u>

Recommendation: Move to approve the certification of the final 2016 payable 2017 property tax levy in the amount of \$36,068,484.99.

Minnesota Department of Education
Levy Limitation and Certification Report
2016 Payable 2017

District Number-Type: 0624-01
District Name: WHITE BEAR LAKE SCHOOL DISTRICT
Home County: RAMSEY

Date Printed: 11/29/16
Limits Updated: 11/23/16
Certified Submitted: 11/29/16

	LIMIT	PROPOSED	CERTIFIED
SUBTOTALS BY LEVY CATEGORY			
GENERAL - RMV VOTER - JOBZ EXEMPT	12,996,406.99	12,996,406.99	12,996,406.99
GENERAL - RMV OTHER - JOBZ EXEMPT	4,732,729.32	4,732,729.32	4,732,729.32
GENERAL - NTC VOTER - JOBZ EXEMPT	1,598,135.34	1,598,135.34	1,598,135.34
GENERAL - NTC OTHER GENED - EXEMPT	104,718.89	104,718.89	104,718.89
GENERAL - NTC OTHER - JOBZ EXEMPT	4,865,287.65	4,865,287.65	4,865,287.65
COMMUNITY SERVICE - NTC OTHER - JOBZ EXEMPT	907,448.90	912,964.36	907,448.90
GENERAL DEBT - NTC VOTER - JOBZ NONEXEMPT	3,347,033.58	3,347,033.58	3,347,033.58
GENERAL DEBT - NTC OTHER - JOBZ NONEXEMPT	1,132,637.76	1,132,637.76	1,132,637.76
OPEB DEBT - NTC VOTER - JOBZ NONEXEMPT	0.00	0.00	0.00
OPEB DEBT - NTC OTHER - JOBZ NONEXEMPT	6,384,086.56	6,384,086.56	6,384,086.56
SUBTOTALS BY FUND			
GENERAL FUND	24,297,278.19	24,297,278.19	24,297,278.19
COMMUNITY SERVICES FUND	907,448.90	912,964.36	907,448.90
GENERAL DEBT SERVICE FUND	4,479,671.34	4,479,671.34	4,479,671.34
OPEB/PENSION DEBT SERVICE FUND	6,384,086.56	6,384,086.56	6,384,086.56
SUBTOTALS BY TAX BASE			
REFERENDUM MARKET VALUE	17,729,136.31	17,729,136.31	17,729,136.31
NET TAX CAPACITY	18,339,348.68	18,344,864.14	18,339,348.68
SUBTOTALS BY TRUTH IN TAXATION CATEGORY			
VOTER APPROVED	17,941,575.91	17,941,575.91	17,941,575.91
OTHER	18,126,909.08	18,132,424.54	18,126,909.08
TOTAL LEVY			
TOTAL LEVY	36,068,484.99	36,074,000.45	36,068,484.99

The school district must submit the completed original of this form to the home county auditor by December 28, 2016. A duplicate form must be submitted to Minnesota Department of Education, School Finance Division, 1500 Highway 36 West, Roseville, MN 55113, by January 7, 2017.

The certified levy listed above is the levy voted by the school board for taxes payable in 2017.

Signature of School Board Clerk _____

Date of Certification _____

AGENDA ITEM: **Action on Senior Transportation Transition Plan**

MEETING DATE: **December 12, 2016**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Maurer, Director of Community Services and Recreation**
Tara Jebens-Singh, Adult Programs Coordinator
Dr. Wayne Kazmierczak, Assistant Superintendent for Finance and Operations

BACKGROUND:

Tara Jebens-Singh, Tim Maurer, and Wayne Kazmierczak will provide the Board with a recommended transition plan for our senior transportation program (The Lionmobile), based off information shared at the September 26, 2016 and November 28, 2016 School Board Work Study Sessions.

RECOMMENDATION:

Accept the proposed transition plan as recommended by the administration.

Senior Transportation (Lionmobile) Transition Plan

December 2016

- Announce that we will no longer be taking on new clients to the program.
- Inform current riders and family contacts of transition plan.
- Inform regular referral sources (Salvation Army, Cerenity, local clinic Care Coordinators, local senior living buildings) of the service change
- Identifying current riders' transportation options and need for extra service navigation
- Develop new *White Bear Area Guide to Senior Transportation*
- Plan additional staffing needs and responsibilities for transition period
- Update program outreach materials, social media, etc.

January - March 2017

- Distribute new *White Bear Area Guide to Senior Transportation*
- Elder Resource Specialists will provide personalized assistance to our riders to help them transition to other transportation options
- Targeted visits to senior living communities most affected (staff and resident outreach)
- Hold Outreach Events/Focus Groups to educate community on Transportation Options and gather information for Newtrax pilot project
 1. **January 9, 11:30am - 12:30pm**, White Bear Area YMCA, 2100 Orchard Lane, White Bear Lake
 2. **January 24, 2:00pm - 3:00pm**, Vadnais Heights City Hall - Council Chambers, 800 East County Road E, Vadnais Heights
 3. **February 8, 1:00pm-2:00pm**, Ramsey County Library - White Bear Lake, 2150 2nd Street, White Bear Lake
- District Leadership, Senior Program Staff and Senior Advisory Committee meet to discuss future direction of the Senior Program
- Plan ways to honor the legacy of the Lionmobile
- Plan new partnership projects with the White Bear Lions Club
- Bus service guaranteed through March 31 with a final ride date to be determined by success of rider transition to other providers

April - June 2017

- Administratively close the Lionmobile Program.
- Honor reporting obligations to funders, donors and the district.
- Transfer ownership of bus to another 5310 provider as per Minnesota Department of Transportation guidance
- Continue to assist community, families and individuals through navigation of transportation services
- Internal reorganization of Senior Program resources and staffing responsibilities.

AGENDA ITEM: **Action on Accepting Brosious Grants**
MEETING DATE: **December 12, 2016**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

BACKGROUND:

The White Bear Lake Area Educational Foundation has forwarded nine Brosious Teaching Grants to the superintendent, with a request that these grants be formally accepted by the School District.

As part of their internal process, prior to consideration of any proposal the Foundation reviews the proposals with our administration. We confirm that proposals are consistent with our curriculum, and if technology is used, consistent with our technology plan.

RECOMMENDATION:

Accept the Brosious Teaching Grants as shown in the attached materials in the total amount of \$14,515.05.

BROSIOUS GRANTS

2016

#1. TALK IT/ROCK IT

Normandy Park, Mari Getz, Pre-school, Early Special Ed.

Requesting \$ 749.85 200 students impacted

“Talk It/Rock It” is a CD and DVD program of songs and animations that gives children the opportunity to imitate sounds, words, and phrases; helps to develop concepts and vocabulary; and builds interactions and social skills. These materials are family friendly and can be loaned out to families over school breaks and summer vacation so students can revisit and maintain learned communication skills that were developed in the classroom.

#2. ENHANCING COMMUNICATION OPPORTUNITIES IN THE CLASSROOM

Otter Lake, Melanie McPherson, Autism Spectrum Disorders Cluster Program, K-5

Requesting \$2,766.00 11 students impacted

The Autism Spectrum Disorder Cluster Services Program services students with severe and profound communication, social, and behavioral deficits. This project will enable nonverbal students to improve their communication skills through the use of technology by providing more intentional communication opportunities using the Picture Exchange Communication Systems (PECS) application the iPad increasing academic rigor. The goal is to ensure that students are challenged to increase their overall independence skills to prepare them for high school and beyond.

#3. THE CASE FOR MAKERSPACE

MAKERSPACE

Birch Lake, Dawndra Broge, 4th and 5th grade literacy/science

Requesting \$1,106.80 80 students impacted

Makerspace was developed as an innovative way to engage learners in both STEM (Science, Technology, Engineering and Math) and literacy open-ended concepts. This platform provides students with a hands on approach to the engineering process where there is more than one way to solve a problem. It also encourages flexible-forward thinking. Makerspace challenges also meet many literacy, writing, and technology standards.

#4. MASTERING MATH FACTS WITH A MATH LIBRARY

Birch Lake - Allison Theissen, Jessica Ostendorf 2nd grade

Requesting \$875 42 students impacted

The goal of this grant is to have all second grade students show improvement with their math fact fluency which will ultimately increase overall academic success and lower anxiety in the area of math. A “math library” in both second grade classrooms will include a variety of games, flashcards, and engaging tools for students to practice math. A check out system will be put in place for students and families to use these resources at home.

#5. SHOW AND TELL – DOCUMENT CAMERAS IN THE ART ROOMS

Central Middle School - Molly Vadnais

Requesting \$1,630.00 6th, 7th 8th graders impacted

A portable document camera is very helpful in communicating the art process and increases creativity through technology. A document camera allows students to watch demonstrations of how the art work was done in a live environment. Currently, Central is the only building not to have a document camera.

#6. OSMO CODING TECHNOLOGY

Matoska International - Cristina Hayden

Requesting \$2,172.20 20 1st graders impacted

Osmo is a unique coding accessory for the iPad that comes with games to be used during the Daily 5 rotation in the classroom that will help to teach logic and problem solving skills. The goal of this grant is to provide students with interactive hardware that comes with manipulatives to enhance the learning in coding.

#7. NEWSLA PRO– DIFFERENTIATING READING ACROSS DISCIPLINES

North Campus – Allison McCann, Joshua Lehr

Requesting \$3,000 Grades 9 and 10 will be impacted

Newsela is an online resource for nonfiction texts modified to various reading levels. This grant was funded last year and teachers were able to track reading data precisely and efficiently. This year’s grant is to renew the subscription for another year. Supplemental funds will come from the district as the total cost of the program is \$5,500. This year the program will be expanded

for use in all disciplines. The team is also thinking ahead using student assessment data to develop rationale to support the ongoing use of this program beyond the life of the grant (sustainability). This will be our second and final year of funding this pilot program.

#8. LET'S GET MOVING WHILE SOLVING MATH PROBLEMS

Sunrise Middle School – Julie Hopkins, Nancy Brown

Requesting \$1,017.20 All 8th graders

The objective of this grant is to engage students in mathematics by allowing them to stay active in the classroom. By using the Exercise Peddlers, which are placed on the floor under the student desks, students will maintain a peddling movement while learning math. This project helps to foster the idea of physical activity and success in the classroom and as well as the districts goals of a healthy life style. We are recommending this to be piloted with 40 peddlers this year.

#9. CODING WITH OZOBOTS

Otter Lake - Carrie Carlson

Requesting \$1,198.00 91 First graders impacted

Ozobots provide hands on STEM learning through coding small robots. These will be used during Math Daily 5 and as part of the STEM initiative at Otter Lake. This gives students a chance to use their brains in different ways. Coding inspires innovation, a passion for learning and gives students confidence to pursue their dreams.

TOTAL AMOUNT REQUESTING: \$14,515.05

AGENDA ITEM: **Action on STEM Mini-Grant from H.B. Fuller**
MEETING DATE: **December 12, 2016**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

BACKGROUND:

H.B. Fuller Foundation supports Science/Technology/Engineering/Mathematics (STEM) instruction in the White Bear Lake Area School District.

The H.B. Fuller STEM Mini-Grants provide materials to support classroom instruction. This year one project was funded for \$5,250.

- 1) Trent Grabau, Central Middle School
Support of metal VEX building kits to be used in technology classroom.

RECOMMENDATION:

·
Accept the STEM mini-grant from H.B. Fuller in the amount of \$5,250.

AGENDA ITEM: **Action on Advisor for Superintendent Search**
MEETING DATE: **December 12, 2016**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Janet Newberg, School Board Chair**

BACKGROUND:

The School Board issued a request for proposal to assist with a superintendent search. Board member George Kimball will present a recommendation to the School Board for consideration.

RECOMMENDATION:

The School Board will take action on a contract with an advisor to assist with the superintendent search.

Advisor for Superintendent Search Contract

This Advisor for Superintendent Search Contract (hereinafter "Contract") is entered into on this 12th day of December, 2016, between White Bear Lake Area Schools (hereinafter "District") and Educational Consulting Services (hereinafter "Advisor").

WHEREAS, the District is currently desirous of retaining an advisor to facilitate a search for a new Superintendent of Schools; and

WHEREAS, the District is desirous of entering into a advising relationship with the Advisor, and

WHEREAS, the Advisor specializes in providing advice and search facilitations to school districts specifically in the area of Superintendent of Schools; and

WHEREAS, the Advisor is desirous of entering into an advising relationship upon the terms and conditions hereafter contained;

NOW THEREFORE, in consideration of the covenants and agreements herein set forth and the mutual benefits accruing to the District and the Advisor from the advising relationship to be established between the parties by the terms of the Contract, the District and Advisor agrees as follows:

1. ADVISOR

"Advisor" means Educational Consulting Services represented by Kenneth J. LaCroix.

2. ADVISING RELATIONSHIP

The District hereby retains Advisor, and Advisor hereby agrees to be retained by the District as an independent Advisor, and not as an employee of the District.

3. ADVISING SERVICES

Advisor agrees that during the terms of this Contract:

A. Best Effort. The Advisor will devote his best effort to the position as an independent Advisor and will perform such duties and execute the policies of the District as determined by the District.

B. Reasonable Degree of Skill. The Advisor shall exercise a reasonable degree of skill and care in performing the services of superintendent search Advisor.

4. SCOPE OF WORK

The work to be performed by the Advisor is to assist the Board of Education in searching for and hiring a new superintendent of schools as set forth in the Request for Proposal distributed by the District on November 30, 2016 and information listed below.

5. COMPENSATION

- A. Fee. The Advisor's fee will be Ten Thousand Dollars (\$10,000.00) plus expenses to the district not to exceed an additional One Thousand Five Hundred Dollars (\$1,500.00) to include such things but not limited to travel, meals, copying, postage, and advertising.
- B. Payment. The Advisor's fee will be paid in two installments; 50% upon the execution of this Contract and 50% upon the completion of the superintendent search.
- C. Benefits. The Advisor shall not be entitled to participate and receive benefits under any District programs maintained for its employees, including without limitation life, medical and disability benefits, teacher's retirement, or any other taxes or benefits that employees of the District receive.

6. TERM

The term of this Contract shall begin December 12, 2016, and shall continue until the date on which payment has been received for services subsequent to the completion of the search.

7. INDEMNIFICATION

The Advisor shall indemnify and hold harmless the District and its Board of Education, officers and agents from any and all claims, damages, suits or liability including but not limited to all expenses of litigation and court costs of whatever nature arising directly or indirectly from the negligence of the Advisor and/or its agents, servants, or employees.

8. CONFIDENTIAL INFORMATION

The Advisor shall preserve and protect all confidential information of the District to which it may have access during the performance of the services provided herein.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day and year written below:

White Bear Lake Area Schools

By Janet Newberg, Board Chair

Date_____

By Ellen Fahey, Board Clerk

Date_____

By Kenneth J. LaCroix, Advisor

Date_____

I. IDENTIFICATION

Kenneth J. LaCroix
Advisor and Search Facilitator
1800 Wyndham Hill Drive
Hastings, MN 55033
651-437-7453

II. BASIC SERVICES PROVIDED

As Advisor to the Board of Education, Mr. LaCroix will provide guidance to the Board members through a step-by-step process whereby the Board members, as a committee of the whole, will be able to select a Superintendent of Schools whose leadership abilities, style and experiences best fit the White Bear Lake School District. The emphasis is placed on a step-by-step process that puts the local Board in control of the selection of their chief administrator.

As Advisor, Mr. LaCroix will assist the Board through the process, which would include all or parts of the following steps:

- Establish timelines, a list of tasks and activities with identification of the persons responsible, acknowledging that a quality superintendent search requires team work of the School Board, the Advisor, and specific members of the staff.
- Prepare a brochure about your School District and do an extensive distribution of notices of the opening.
- Prepare advertisements and materials for colleges, universities, professional organizations, newspapers and websites.
- Facilitate a Board work session to discuss desired qualities in the Superintendent – type of leader, type of person, traits, characteristics, experience, talents, special strengths, conceptual, technical and human relation skills.
- Provide an online survey for staff and community to share what qualities and characteristics they want to see in the new Superintendent.

- Conduct meetings with teaching, administrative and support staff to discuss the search process and their desired attributes of the new Superintendent. Develop a profile of desired characteristics and qualities wanted in the new Superintendent.
- Provide an option for further community and staff involvement:
 - The Board may consider the appointment of an advisory committee of representatives from staff, parents, students, and community to give input in the evaluation of first round interviewees.
- Make personal contact with qualified candidates and recruit them to make application to White Bear Lake Area Schools.
- Establish a user-friendly, leadership application process with a paper trail of application forms, resumes, letters, credentials and recommendations.
- Review and screen the candidate application and credential materials, conduct preliminary interviews and recommend a slate of candidates for first round interviews with the Board or review applications with the Board subcommittee and recommend a list of first round interviewees for full Board consideration.
- In-service Board members on the protocol and process of interviewing, providing sample interview questions for the Board to choose from.
- Provide candidate evaluation and ranking forms.
- Assist the Board in the determination of which of the candidates should be called back for second round interviews and site visits.
- Upon Board selection of the finalist, assist the Board with input from legal counsel in negotiating and writing the contract.
- Implement and agreed upon timeline similar to the sample timeline listed below:

ISD #624 DISTRICT
SAMPLE TIMELINE – Sequence of Events
SUPERINTENDENT SEARCH

January 2017

- Board Work Session:
 - Board approval of the search process
 - Establish detailed calendar
 - Discussion and consensus on desired criteria and characteristics wanted in the new Superintendent
 - (Follow-up with a conversation with each Board member to further discuss criteria and District needs.)
- Prepare, print and mail brochures to licensed superintendents.
- Posting of the position via websites, professional organizations and newspaper advertisements.
- Conduct personal outreach recruiting through network of associations and contacts to attract applicants from diverse backgrounds who are qualified for the position and would be a good match for District #624.
- Hold public meetings (two evenings) whereby the members of the community can give input on what they would like in the new Superintendent.
- Conduct meetings with administration, teaching and support staff to discuss the search process and the characteristics and skills they would like to see in the new Superintendent.
- Close posting.

February/March, 2017

- Conduct preliminary interviews and screening of qualified applicants and recommend to the Board a slate of first round interviewees or review applicants with the Committee of the Board and recommend a slate of first round interviewees to the Board.
- Conduct board work session to prepare for the first round of interviews; in-service Board members on how to conduct the interviews and the preparation of questions. (If there is an advisory committee, in-service members on conducting an interview and help them write questions.)
- First Round Interviews:
 - Two-three late afternoon/evening public Board meetings for interviewing.
 - (Report from the Advisory Committee.)
 - Board evaluation of interviewees and selection of finalists to return for second round interviews.

- Board work session to prepare for the second round of interviews.
- Second round interviews:
 - o Candidates will spend the entire day in the District.
 - o Meet with District staff.
 - o Visit buildings.
 - o Meet with the public and end the day with an interview with the School Board.
 - o Conduct additional reference checks and arrange possible site visits.
- School Board selects finalist:
 - o Receive direction to offer the position subject to working out mutually agreeable terms of employment.
 - o Provide research on metro area superintendent salaries and contract language and assist the School Board and the finalist in reaching mutually agreeable terms and conditions with legal assistance.
- Beginning date of employment as mutually agreed upon by the new Superintendent and the Board of Education.

AGENDA ITEM: **Policy 206, Public Participation in Board Meetings**

MEETING DATE: **December 12, 2016**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 206, Public Participation in Board Meetings, was reviewed by the School Board Policy Committee and Cabinet. The Policy committee and MSBA recommended changes in this policy. Policy 206 had a first reading in November, and is being presented in the same format

The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.

The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

RECOMMENDATION:

To approve School Board Policy 206, Public Participation in Board Meetings, as recommended by the Policy Committee and Cabinet.

Adopted: November 13, 1995

Revised: August 25, 2003

Revised: January 10, 2005

Revised: November 8, 2007

Revised: April 13, 2009

White Bear Lake Area School Board Policy 206

Revised: November 8, 2010

Revised: October 10, 2011

Revised: December 10, 2012

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by citizens of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Educational data" means data maintained by the school district which relates to a student.
- B. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer, an independent contractor, and a member of an advisory board.

- C.** ~~A.~~ Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in

addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the terms of any agreement settling any dispute arising out of the employment relationship, including a ~~superintendent~~ buyout agreement as defined in Minn. Stat. §123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; a work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- D. 2) Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- € E. "Private Data About Applicants" means: Data about applicants for appointments to a public body including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; and any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. §15.0597, and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address and either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the

final investigative report unless access to the data would jeopardize an active investigation. ~~provided, however,~~ Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

D. F. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

IV. RIGHTS TO PRIVACY

A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13.D.05 (Not Public Data).
4. right to private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.

B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing, Minn. Stat. §121A.47, Subd. 5 (Student Dismissal Hearing);
2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all citizens of the school district an opportunity to be heard and to have complaints considered and evaluated within the limits of the law and this policy and subject to reasonable time, place and manner restrictions. Among the

rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda items

1. ~~Citizens~~ **Community members** who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The citizen should provide his or her name, address, the name of group represented (if any), ~~and~~ the subject to be covered or the issue to be addressed.
- ~~2. Citizens who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.~~
2. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
- ~~4.~~3. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
- ~~5.~~4. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
- ~~6.~~5. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
- ~~7.~~8. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
- ~~8.~~9. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and

restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1 of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when citizens may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

The rules for participation in public forum are set forth in Addendum A, attached to this policy and incorporated by reference.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
 Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointments)
 Minn. Stat. § 13D.05 (Open Meeting Law)
 Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
 Minn. Stat. § 121A.33 Subd. 3 (Coaches, Opportunity to Respond)
 Minn. Stat. § 122A.40 Subd. 14 (Teacher Discharge Hearing)
 Minn. Stat. § 122A.44 (Contracting with Teachers)
 Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
 Minn. Op. Atty. Gen. No. 852 (July 14, 2006)

Cross References: WBLASB Policy 205 (Open Meetings and Closed Meetings)
 WBLASB Policy 207 (Public Hearings)
 WBLASB Policy 406 (Public and Private Personnel Data)
 WBLASB Policy 515 (Protection and Privacy of Pupil Records)
 MSBA Service Manual, Chapter 13, School Law Bulletin "C"
 (Minnesota's Open Meeting Law)
 MSBA Service Manual Chapter 13, School Law Bulletin "I" (School Records-Privacy-Access to Data)

PUBLIC FORUM SPEAKER CARD



Independent School District #624

SPEAKER

Name: (Please Print) _____

Address: _____

City: _____

Phone: _____

Item or topic I will address: _____

PUBLIC FORUM GUIDELINES

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 who wish 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. 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 contact 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.

Revised 12-10-12

AGENDA ITEM: **Policy 525, Violence Prevention**
MEETING DATE: **December 12, 2016**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Linda Goers, Director of Human Resources**

BACKGROUND:

School Board Policy 525, Violence Prevention, was reviewed by the School Board Policy Committee and Cabinet. The Policy Committee and MSBA recommended changes in this policy. Policy 525 had a first reading in November, and is being recommended in the same format.

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities, and on school grounds, buses or field trips while under school district supervision.

RECOMMENDATION:

To approve School Board Policy 525, Violence Prevention, as recommended by the Policy Committee and Cabinet.

525 VIOLENCE PREVENTION [Applicable to Students and Staff]

I. PURPOSE

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities, and on school grounds, buses or field trips while under school district supervision.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to strictly enforce its weapons policy (Policy 501).
- B. It is the policy of the school district to act promptly in investigating all acts **of violence and all**, ~~or formal or~~ **and** informal complaints; of violence, and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary and submit them to the school board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

III. IMPLEMENTATION OF POLICY

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.

- B. The school board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.
- C. The school district will act promptly to investigate all acts of violence and all formal or ~~and~~ informal complaints of violence, and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member, or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in connection with initiation into an organization or for any other purpose. ~~order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.~~
- F. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- G. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. 121A.05.
- H. Students who wear ~~objectionable~~ emblems, signs, words, objects, or pictures on clothing that communicates ~~ing~~ a message that is racist, sexist, or otherwise derogatory to a protected minority group, or which ~~or which~~ connotes gang membership or that approves, advances, or provokes any form of religious, racial or sexual harassment, or violence against other individuals as defined in the Harassment and Violence Policy (Policy 413) will be subject to the procedures set forth in the Student Dress and Appearance Policy (Policy 504). "Gang" as used in this policy means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts, ~~which~~ has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A "pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal ~~street~~ gang.

- I. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or ~~similar~~ opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner. (Policy 504)

IV. PREVENTION STRATEGIES

The school district has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

- A. Establish clear school rules that prevent and deter violence.
- B. Require all visitors to check in at the main office upon their arrival and state their business at the school. A visitor badge will be issued for easy identification that the visitor is authorized to be present in the school building.

V. STUDENT SUPPORT

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be apprised of school board policies designed to protect their personal safety.
- C. Students will be provided with information about ~~as to~~ school district and building rules related to ~~regarding~~ weapons and violence.
- D. Students will be informed of resources for violence prevention and procedures for proper reporting violations of this policy.

VI. PERSONNEL

- A. School district personnel shall comply with the school weapons policy (Policy 501) and the school hazing policy (Policy 526).
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.

- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including **but not limited to** malicious shouting, ridicule, and/or threats **and** or other forms of corporal punishment.

Legal References: Minn. Stat. § 1.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)
Minn. Stat. § 120B.22 (Violence Prevention Education)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § **121A.035** (Crisis Management Policy)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
~~Minn. Stat. § 121A.57 (Crisis Management Policy)~~
Minn. Stat. § 121A.64 (Notification)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)
18 U.S.C. § 921 (Definition of Firearm)
20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
McIntire v. Bethel School, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)
Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

Cross References: WBLASB Policy 413 (Harassment and Violence)
WBLASB Policy 501 (Weapons)
WBLASB Policy 504 (Student Dress and Appearance)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 507 (Corporal Punishment)
WBLASB Policy 514 (Bullying Prevention Policy)
WBLASB Policy 526 (Hazing Prohibition)
WBLASB Policy 529 (Staff Notification of Violent Behavior By Students)
~~MSBA Service Manual, Chapter 6, District Education Program (A-11: Student Suspension, Exclusion and Expulsion)~~

AGENDA ITEM: **Policy 701, Establish and Adoption of Budget**
MEETING DATE: **December 12, 2016**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Assistant
Superintendent for Finance and Operations**

BACKGROUND:

School Board Policy 701, Establish and Adoption of Budget, was reviewed by the School Board Policy Committee and Cabinet. MSBA and Policy Committee recommended changes in Section II, Requirement. Policy 701 had a first reading in November and is being recommended in the same format.

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:

To approve School Board Policy 701, Establish and Adoption of Budget, as recommended by the Policy Committee and Cabinet.

Adopted: April 28, 1997
Revised: August 27, 2001
Revised: September 11, 2006
Revised: November 8, 2007

White Bear Lake Area School Board Policy 701
Revised: December 10, 2012

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 the preliminary budgets ~~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 district's education program while maintaining a fund balance that is in line with the district's stated fund balance guidelines. ~~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

AGENDA ITEM: **Policy 701.1, Modification of School District Budget**

MEETING DATE: **December 12, 2016**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 701.1, Modification of School District Budget, was reviewed by the Policy Committee and Cabinet. The Policy Committee recommended minor changes to this policy. Policy 701.1 had a first reading in November, and is being recommended in the same format

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

RECOMMENDATION:

Approve School Board Policy 701.1, Modification of School District Budget, as recommended by the Policy Committee and Cabinet.

Adopted: December 10, 2012

Revised: _____

701.1 MODIFICATION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

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

~~H. GENERAL STATEMENT OF POLICY~~

~~It is the policy of this school district to modify its revenue and expenditure budgets in accordance with the applicable provisions of law.~~

II. REQUIREMENT

- A. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.
- B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision. A school board member may also propose modifications on that board member's own motion, provided, however, the school board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed. ~~so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.~~
- C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that **the corresponding** fund.
- D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

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Policy 701.1

- Legal References:*** Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
~~Minn. Stat. § 126C.23 (Allocation of General Education Revenue)~~
- Cross References:*** WBLASD Policy 701 (Establishment and Adoption of School District Budget)
MSBA Service Manual, Chapter 7, Education Funding

AGENDA ITEM: **Policy 702, Accounting**
MEETING DATE: **December 12, 2016**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Assistant
Superintendent for Finance and Operations**

BACKGROUND:

School Board Policy 702, Accounting, was reviewed by the School Board Policy Committee and Cabinet. The Policy Committee recommended one change in III, Maintenance of Books and Accounts. Policy 702 had a first reading in November and is being recommended in the same format.

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts provided for in guidelines adopted by the Minnesota Department of Education.

RECOMMENDATION:

To approve School Board Policy 702, Accounting, as recommended by the Policy Committee and Cabinet.

Adopted: April 28, 1997
Revised: August 25, 2003
Revised: November 8, 2007
Revised: December 10, 2012

White Bear Lake Area School Board Policy 702

702 ACCOUNTING

I. PURPOSE

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts provided for in guidelines adopted by the Minnesota Department of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

III. MAINTENANCE OF BOOKS AND ACCOUNTS

The school district shall maintain its books and records and do its accounting in compliance with the Uniform **Financial** Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education, and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

IV. PERMANENT FUND TRANSFERS

Unless otherwise authorized pursuant to Minn. Stat. § 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minn. Stat. §123B.79, as amended, or other applicable statute.

V. REPORTING

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in Minn. Stat. § 123B.10 in the manner specified therein.

Legal References: Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)
Minn. Stat. § 123B.75 (Revenue)
Minn. Stat. § 123B.76 (Expenditures)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 123B.78 (Cash Flow, Revenues, Borrowing Deficits)

Minn. Stat. § 123B.79 (Permanent Fund Transfers)
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

Cross References: WBLASB Policy 703 (Annual Audit)
MSBA Service Manual, Chapter 7, Education Funding

AGENDA ITEM: **Policy 805, Waste Reduction and Recycling**
MEETING DATE: **December 12, 2016**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Assistant
Superintendent for Finance and Operations**

BACKGROUND:

School Board Policy 805, Waste Reduction and Recycling, was reviewed by the School Board Policy Committee and Cabinet. Policy Committee and MSBA recommended changes to this policy. Policy 805 had a first reading in November and is being recommended in the same format.

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property, and the establishment of a program of education to develop an awareness of environmentally sound waste management. (Minn. Stat. § 115A.15, Subd. 1)

RECOMMENDATION:

To approve School Board Policy 805, Waste Reduction and Recycling, as recommended by the Policy Committee and Cabinet.

805 WASTE REDUCTION AND RECYCLING

I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property, and the establishment of a program of education to develop an awareness of environmentally sound waste management. (Minn. Stat. § 115A.15, Subd. 1)

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

III. DEFINITIONS

- A. “Lamp recycling facility” means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps. (Minn. Stat. § 116.93, Subd. 1)
- B. “Mixed solid waste” means garbage, refuse, source-separated compostable materials and other solid waste but does not include auto hulks, street sweepings, ash, construction debris, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters and other materials collected, processed, and disposed of as separate waste materials. (Minn. Stat. § 115A.03, Subd. 21)
- C. “Packaging” means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels. (Minn. Stat. § 115A.03, Subd. 22b)
- ~~D. “Packing materials” means loose foam material, other than an exterior packaging shell, that is used to stabilize, protect, cushion, or brace the contents of a package. (Minn. Stat. § 16B.123, Subd. 2)~~
- D. “Post consumer materials” means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item. (Minn. Stat. § 115A.03, Subd. 24b)

- E. “Rechargeable battery” means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the commissioner of the Pollution Control Agency (PCA) (Commissioner). (Minn. Stat. § 115A.9157)
- F. “Recyclable commodities” means materials, pieces of equipment, and parts that are not reusable but which contain recoverable resources. (Minn. Stat. § 115A.15, Subd. 1a(a))
- G. “Recyclable materials” means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, and batteries, source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material. (Minn. Stat. § 115A.03, Subd. 25a)
- H. “Recycling” means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use. (Minn. Stat. § 115A.03, Subd. 25b)
- I. “Resource conservation” means the reduction in the use of water, energy, and raw materials. (Minn. Stat. § 115A.03, Subd. 26a)
- J. “Reusable commodities” means materials, pieces of equipment, parts, and used supplies that can be reused for their original purpose in their existing condition. (Minn. Stat. § 115A.15, Subd. 1a(b))
- K. “Source-separated compostable materials” means mixed solid waste that:
1. are separated at the source by waste generators for the purpose of preparing it them for use as compost;
 2. is are collected separately from other mixed municipal solid wastes;
 3. is are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the ~~director~~ Commissioner has determined that no other person is willing to accept the paper for recycling; and
 4. is are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the ~~agency~~ PCA’s class I or class II, or equivalent, compost standards and where process ~~residues~~ rejects do not exceed 15 percent (as measured by weight) of the total material delivered to the facility; and
 5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of

composting or transfer to a composition facility, unless the Commissioner determines that no other person is willing to accept the materials.

(Minn. Stat. § 115A.03, Subd. 32 ~~a~~)(e))

- L. “Waste reduction” means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
1. reusing the product in its original form;
 2. increasing the life span of a product;
 3. reducing material or the toxicity of material used in production or packaging; or
 4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

(Minn. Stat. § 115A.03, Subd. 36a**b**)

IV. WASTE DISPOSAL

- A. The school district will attempt to decrease the amount of waste consumable materials by:
1. reduction of the consumption of consumable materials whenever practicable;
 2. full utilization of materials prior to disposal;
 3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility ~~will have containers for at least three of the following~~ shall collect at least three recyclable materials, such as, but not limited to, the following: paper, glass, plastic and metal. (Minn. Stat. § 115A.151)
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located. (Minn. Stat. § 115A.151)
- D. Prior to entering into a contract for the management of mixed solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is

located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:

1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
2. develop and implement a plan for managing the potential liability; and
3. submit the information in (1) and (2) above to the Pollution Control Agency (PCA).

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the ~~district~~ **county** prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. (**Minn. Stat. § 115A.46, Subd. 5**; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4)

- E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze, other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle, in or on:
1. solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
 2. the land **unless approved by the PCA**; or
 3. the waters of the state, an individual sewage treatment system, or in a storm water or waste water collection or treatment system unless:
 - a. permitted to do so by the operator of the system and the PCA;
 - b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
 - c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze. (Minn. Stat. § 115A.916)
2. the waters of the state or in a storm water or waste water collection system unless the school district purchases or uses an annual average of over 150 gallons of motor vehicle antifreeze per month

for on-site installation and places the uses antifreeze in a waste water collection system that includes a publicly owned treatment works that is permitted by law.

(Minn. Stat. § 115A. Intermediate School District No. 916)

F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in solid waste; or
2. in a wastewater disposal system.

(Minn. Stat. § 115A.932, Subd. 1(a))

G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in a solid waste processing facility; or
2. in a solid waste disposal facility.

(Minn. Stat. § 115A.932, Subd. 1(b))

H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minn. Stat. § 216B.241, Subds. 2 and 4. (Minn. Stat. § 115A.932, Subd. 1(c))

I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed. (Minn. Stat. § 115A.915; Minn. Stat. § 115A.9155, Subd. 1; Minn. Stat. § 115A.9157, Subd. 2)

J. The school district may not place yard waste:

1. in mixed municipal solid waste;

2. in a disposal facility;

3. in a resource recovery facility, except for the purposes of reuse, composting, or cocomposting; or

4. in a plastic bag unless exempt as specified in Minn. Stat. § 115A.931(c), (d), or (e). 805-6 (Minn. Stat. § 115A.931)

K. The school district may not place a telephone directory:

1. in solid waste;

2. in a disposal facility; or

4. in a resource recovery facility, except a recycling facility. (Minn. Stat. § 115A.951, Subd. 2)

L. The school district may not:

1. place major appliances in mixed municipal solid waste; or

2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility. (Minn. Stat. § 115A.9561)

M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube. (Minn. Stat. § 115A.9565)

N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries. (Minn. Stat. § 115A.961, Subd. 3)

V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than ~~ten~~ **10** percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district. (Minn. Stat. § ~~16B.122,~~ **16C.073,** Subd.3(a))

B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of

the quantity and toxicity of materials in waste. (Minn. Stat. § 16B.122 16C.073, Subd. 3(b))

C. Whenever practicable, the school district will:

1. purchase uncoated copy paper, office paper, and printing paper unless the coated paper is made with at least 50 percent postconsumer material;
2. purchase recycled content copy paper with at least ~~ten~~ 30 percent postconsumer material by weight, and purchase office and printing paper with at least 10 percent postconsumer material by weight;
3. purchase paper which has not been dyed with colors, excluding pastel colors;
4. purchase recycled content copy, office, and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
5. ~~use no more than two colored inks, standard or processed, except in formats where they are necessary to convey meaning;~~
6. 5. use reusable binding materials or staples and bind documents by methods that do not use glue;
7. 6. use soy-based inks;
8. 7. produce reports, publications and periodicals that are readily recyclable;
8. purchase paper which has been made on a paper machine located in Minnesota, and
9. print documents on both sides of the paper where commonly accepted publishing practices allow. ~~;~~ and
10. ~~purchase copier paper that contains at least ten percent post-consumer material by fiber content.~~

(Minn. Stat. § 16B.122 16C.073, Subd. 2)

D. ~~Whenever technically feasible, the school district will purchase and use degradable loose foam packing materials manufactured from vegetable starches or other renewable resources, unless the cost of the packing material is more than ten percent greater than the cost of packing material made from nonrenewable resources. (Minn. Stat. § 16B.123, Subd. 1)~~ The school district may not use a specified product included on the prohibited products list published in the State Register. (Minn. Stat. § 115A.9651)

- E. ~~Whenever practicable, the school district will specify use of degradable loose foam packing material in contracting for purchase of packaged products, unless the cost of packaging a product with loose foam packing material is more than ten percent greater than the cost of packaging the product with loose foam packing material made from nonrenewable resources. (Minn. Stat. § 16B.123, Subd. 3)~~
- F. ~~The school district may not use any ink, dye, pigment, paint, or fungicide, other than those used as art supplies, manufactured after September 1, 1994, where lead, cadmium, mercury, or hexavalent chromium has been used as an element during the manufacturing or distribution of the item in a concentration which exceeds 100 parts per million. (Minn. Stat. § 115A.9651)~~
- G. E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material. (Minn. Stat. § 16B.122, **16C.073** Subd. 3(b))
- H. F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids. (Minn. Stat. § ~~16B.122~~ **16C.073**, Subd. 3(b))

VI. OTHER

~~It is the~~ The policy of the school district **is** to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional and state levels.

Legal References: Minn. Stat. **§ 16C.073** ~~16B.122~~ (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (State and Local Facilities)
Minn. Stat. § 115A.46 (Requirements)
Minn. Stat. § 115A.471 (Public Entities; Management of Solid Waste)
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
Minn. Stat. § 115A.9155 (Disposal of Certain Dry Cell Batteries)
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.931 (Yard Waste Prohibition)
Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances) Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)

Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)

Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)

Minn. Stat. § 216B.241, Subds. 2 and 4 (Energy Conservation Improvement)

Minn. Stat. § 458D.07 (Sewage Collection and Disposal)

National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844 (D. Minn. 1997)

Cross References: