

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

October 10, 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

Date: October 3, 2016

A student recognition will be held at **6:30 p.m.** in the Community Room on Monday, **October 10, 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, October 10, 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. Recognition of Finance Awards
2. Superintendent's Report

D. DISCUSSION ITEMS

1. World's Best Workforce Report on Academic Measures
2. First Reading of School Board Policies:
 - 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

E. OPERATIONAL ITEMS

1. Action on Contract for Demographic Study
2. *Closed Meeting and Action on Proposed Settlements.

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| <p>*This portion of the meeting will be closed as permitted by the attorney client privilege Minnesota Statute 13d.05, Subdivision 3(b) to discuss possible settlement of litigation/claims alleged against the school district. Subsequent to the closed meeting, the School Board will return to the open meeting to take action.</p> |
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F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **October 10, 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: **October 10, 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, September 12, 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: Newberg, Newmaster, Wilson, Chapman, Fahey, Kimball, Mullin
Ex-Officio: Michael Lovett, Superintendent of Schools
Cabinet: Daniels, Garrison, Goers, Kazmierczak, Maurer, Paul, Vette
Student School Board Representative: Sherrick
3. Pledge of Allegiance
4. Induction of Student Representative Bryanna Sherrick and Alternate Hakeem Martins
5. Wilson moved and Chapman seconded to approve the agenda as presented. *Voice vote: all ayes. Motion carried.*
6. Kimball moved and Wilson seconded to approve the consent agenda consisting of:
 - Approval of minutes of regular meeting on August 8, 2016 and work-study session of August 22, 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 trip;
 - Passage of resolution to approve personnel issues to include:
 - **Resignations/Termination – Classified Staff**
 - Brian Doughty – Pupil Support Assistant, WBLAHS – North Campus
Employed by District 624 since 01/06/2015
Effective Date: 08/22/2016
 - Amy Heuer – Pupil Support Assistant, WBLAHS – North Campus
Employed by District 624 since 02/29/2016
Effective Date: 08/04/2016
 - Susan Krueger – Pupil Support Assistant, Otter Lake Elementary
Employed by District 624 since 07/26/2016
Effective Date: 08/10/2016
 - Heather Leider – Pupil Support Assistant, Vadnais Heights Elementary
Employed by District 624 since 09/06/2001
Effective Date: 08/09/2016
 - Amy Lindh – Instructional Assistant, Otter Lake Elementary
Employed by District 624 since 09/21/2015
Effective Date: 08/15/2016
 - Melissa McDonald – Behavior Management Assistant, Matoska International
Employed by District 624 since 09/01/2005
Effective Date: 06/09/2016
 - Nathanael Moore – Bus Aide, Bus Garage
Employed by District 624 since 10/21/2015
Effective Date: 08/12/2016
 - Trisha Olsen – Pupil Support Assistant, Lincoln Elementary
Employed by District 624 since 09/07/2010
Effective Date: 06/09/2016
 - Christopher Olson – Custodian, Lakeaires Elementary
Employed by District 624 since 02/08/2016

Effective Date: 09/14/2016

Shari Records – Assistant Program Leader, Lincoln and Vadnais Heights Elementary, Employed by District 624 since 08/24/1998

Effective Date: 08/26/2016

Rebecca Schuster – Custodian, WBLAHS - North Campus

Employed by District 624 since 07/26/2016

Effective Date: 08/31/2016

Katherine Skillings – Part time Cook, Central Middle School

Employed by District 624 since 09/07/2015

Effective Date: 08/08/2016

Tara Wilcox – Part time Cook, Central Middle School

Employed by District 624 since 09/08/2015

Effective Date: 08/08/2016

➤ **Resignations/Termination – Professional Staff**

Richard Chakolis – Community Education and Recreation Coordinator, District Center, Employed by District 624 since 11/21/2008

Effective Date: 08/31/2016

Graciela Hammeken – Cultural Liaison, District Wide

Employed by District 624 since 08/26/2004

Effective Date: 09/09/2016

➤ **Retirement – Certified Staff**

Dr. Michael Lovett – Superintendent, District Center

Employed by District 624 since 07/01/2008

Effective Date: 06/30/2017

Mary Ellen Schultz – Grade 3 Teacher, Oneka Elementary

Employed by District 624 since 12/10/1990

Effective Date: 08/31/2016

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

Charlene Cady – SE Teacher, Central Middle School

Employed by District 624 since 08/23/1984

Effective Date: 2016-2016 School Year

➤ **Change In Continuing Contract – Certified Staff**

Omar Ali – Science Teacher, WBLAHS - North Campus

From .8 FTE to 1.0 FTE

Effective: 2016-2017 School Year

Jason Healy – From Associate Principal/Teacher, Hugo Elementary

To Elementary Principal, Hugo Elementary

Effective: 09/01/2016

Donna Staruck – Speech Clinician, Normandy Park

From .6 FTE to .8 FTE

Effective: 09/01/2016

➤ **Change In Contract – Classified Staff**

Molly Aberg – ELL Assistant, WBLAHS - South Campus and Area Learning Center

From 6.0 / hrs., 4 days per week to 6.0 / hrs., 5 day per week

Effective Date: 2016-2017 School Year

➤ **Change In Contract – Professional Staff**

Matthew Riebow – From Community Education Recreation Programmer to

Youth Recreation and Middle School Sports Coordinator. \$67,000.00 prorated as of start date.

Effective Date: 09/15/2016

➤ **New Personnel – Classified Staff**

Erika Arndt – Pupil Support Assistant, Lincoln Elementary

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

Effective Date: 09/05/2016

Michael Carlson – Bus Driver, Bus Garage

\$17.85 / hr., 6.5 hrs. / 184 days \$21,622.30

Effective Date: 08/31/2016

Robert Edwards Iii – Student Supervisor, Area Learning Center

\$18.00 / hr., 6 hrs. / 181 days \$19,548.00

Effective Date: 08/30/2016

Timothy Daniels – Behavior Management Assistant, Willow Lane Elementary

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

Effective Date: 09/05/2016

Karri Engstran – Pupil Support Assistant, Otter Lake Elementary

\$18.78 / hr., 6.5 hrs. / 180 days \$21,972.60

Effective Date: 09/05/2016

Laura Gargaro– Part-Time Cook, WBLAHS - North Campus

\$14.50 /hr., 3.75 hrs. / 181 days \$9,841.87

Effective Date: 09/05/2016

Jamie Griefenhagen – Building Assistant, Oneka Elementary

\$16.95 / hr., 4.5 hrs. / 185 days \$14,110.87

Effective Date: 08/30/2016

Jessica Gunnufson – Building Assistant and Playground Supervision, Otter Lake Elementary, \$16.95 / hr., 5.25 hrs. / 185 days \$16,462.68

Effective Date: 09/05/2016

Tammie Hannigan– Part-Time Cook, WBLAHS - North Campus

\$14.50 /hr., 3.5 hrs. / 181 days \$7,873.50

Effective Date: 09/05/2016

Hannah Jackson – Pupil Support Assistant, Otter Lake Elementary

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

Effective Date: 09/05/2016

Amy Jacob – Behavior Management Assistant, Vadnais Heights Elementary

\$18.00 / hr., 3hrs. / 180 days \$9,720.00

Effective Date: 09/05/2016

Gail Jakubek– Custodian, WBLAHS - North Campus

\$17.46 /hr. + \$.25 SD, 8.0 hrs. / 213 days \$30,177.83

Effective Date: 09/06/2016

Emily Johnson – EL Assistant, Sunrise Park Middle School

\$17.58 / hr., 6 hrs. / 138 days \$14,556.24

Effective Date: 09/06/2016

Gerard Letendre – Bus Driver, Bus Garage

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

Effective Date: 08/31/2016

Elizabeth Lind – Extended Day Assistant Leader, Oneka Elementary

\$13.98 / hr., 5.5 hrs. / 219 days \$24,492.96

Effective Date: 08/29/2016

Patricia Nadeau – Bus Aide, Bus Garage

\$16.77 / hr., 2.08 hrs. / 172 days \$6,099.25

Effective Date: 09/06/2016

Joleen Nickels – Administrative Assistant - Principal, Central Middle School

\$18.51 / hr., 8 hrs. / 221 days \$32,725.68
Effective Date: 08/24/2016

Mitchell Riebow – Pupil Support Assistant, Sunrise Park Middle School
\$18.00 / hr., 6.5 hrs. / 180 days \$21,060.00
Effective Date: 09/06/2016

Tiffany Ruff – Pupil Support Assistant, Vadnais Heights Elementary
\$18.00 / hr., 6.5 hrs. / 180 days \$21,060.00
Effective Date: 09/06/2016

Sheila Thalhuber– Part-Time Cook, WBLAHS - South Campus
\$14.50 /hr., 3 hrs. / 181 days \$7,873.50
Effective Date: 09/05/2016

Kao Yang – Pupil Support Assistant, Sunrise Park Middle School
\$18.00 / hr., 6.5 hrs. / 180 days \$21,060.00
Effective Date: 09/06/2016

Diana Zahradka – Pupil Support Assistant, WBLAHS - North Campus
\$18.00 / hr., 6.5 hrs. / 180 days \$21,060.00
Effective Date: 09/06/2016

➤ **New Personnel – Non Affiliated Staff**

Frances Becquer – Response to Intervention Coordinator, Central Middle School,
\$82,240.00 prorated as of start date.
Effective Date: 09/12/2016

Tiffany Lee – Bear Fundamentals Lead Instructor, Lakeaires Elementary
\$15.00 / hr., 7 hrs. / 194 days \$20,370.00
Effective Date: 08/29/2016

Kristi Olness – Bear Fundamentals Lead Instructor, Otter Lake Elementary
\$19.50 / hr., 8 hrs. / 194 days \$30,264.00
Effective Date: 08/29/2016

Elizabeth M Olson – Bear Fundamentals Lead Instructor, Otter Lake Elementary,
\$17.00 / hr., 8 hrs. / 194 days \$26,384.00
Effective Date: 08/29/2016

➤ **New Personnel – Certified Staff**

Katherine Bensen – 1.0 FTE Music Teacher, Oneka and Hugo Elementary
BA +45, Step 3, \$45,987.00
Effective Date: 2016 - 2017 School Year

Toni Brandvold – 1.0 FTE Kindergarten Teacher, Hugo Elementary
BA, Step 1, \$41,425.00
Effective Date: 2016 - 2017 School Year

Jana Buesing – 1.0 FTE Grade 1 Teacher, Lincoln Elementary
BA +15, Step 5, \$47,072.00
Effective Date: 2016 - 2017 School Year

Denise Callen – .3 FTE Spanish Teacher, Sunrise Park Middle School
MA +30, Step 7, \$17,405.10
Effective Date: 2016 - 2017 School Year

Ryan Clark – .4 FTE Physical Education/DAPE, Vadnais, Oneka and Matoska,
MA +15, Step 8, \$23,874.40
Effective: 2016-2017 School Year

Rachel Giese – 1.0 FTE Spanish Teacher, Central Middle School
BA +45, Step 3, \$44,987.00
Effective Date: 2016 - 2017 School Year

Brian Griebenow – 1.0 FTE PE/DAPE Teacher, Hugo and Oneka Elementary
BA, Step 3, \$43,026.00, Effective Date: 2016 - 2017 School Year

Shelly Haddon – 1.0 FTE Spanish Teacher, Lakeaires and Matoska International Elementary

BA +60, Step 7, \$60,660.00

Effective Date: 2016 - 2017 School Year

Clare Kazmierczak – .625 FTE EL Teacher, Hugo and Willow Lane Elementary, MA, Step 10, \$39,254.00

Effective Date: 2016 - 2017 School Year

Matthew Langsdale – Interim Elementary Principal, Otter Lake Elementary

\$102,520.00(Pro-rated on \$120,069.00)

Effective Date: 08/24/2016

Melissa Mcdonald – 1.0 FTE Special Education Teacher, Willow Lane Elementary

BA +30, Step 1, \$43,160.00

Effective Date: 2016 - 2017 School Year

Emily Mitzelfeldt – .6 FTE Math Teacher, Sunrise Park Middle School

BA +45, Step 1, \$26,415.60

Effective Date: 2016 - 2017 School Year

Emily Mogren – 1.0 FTE Intervention Teacher, Vadnais Heights Elementary

BA, Step 8, \$49,314.00

Effective Date: 2016 - 2017 School Year

Angela Mullen – 1.0 FTE Licensed School Nurse, Birch Lake and Central Middle School

BA, Step 11, \$54,895.00

Effective Date: 2016 - 2017 School Year

Trudy Nodgaard – .8 FTE FACS Teacher, WBLAHS - North Campus

MA, Step 6, \$42,840.80

Effective Date: 2016 - 2017 School Year

Sandra Peters – 1.0 FTE Grade 3 Teacher, Willow Lane Elementary

BA, Step 2, \$42,268.00

Effective Date: 2016 - 2017 School Year

Heather Sandberg – .2 FTE Intervention Teacher, Vadnais Heights Elementary

BA, Step 13, \$11,649.00

Effective Date: 2016 - 2017 School Year

Kimberlee Schenz – 1.0 FTE Licensed School Nurse, Otter Lake and Sunrise

Middle School, MA, Step 4, \$50,152.00

Effective Date: 2016 - 2017 School Year

Huonglan Adina To – 1.0 FTE Grade 1 Teacher, Matoska International

BA, Step 7, \$48,523.00

Effective Date: 2016 - 2017 School Year

➤ **New Personnel – Foreign Exchange Teacher**

Tingting Zhou – Chinese Exchange Teacher, Various Buildings

Stipend \$8,000.00

Effective Date: 09/12/2016 through 06/29/2017

➤ **New Personnel – Long Term Substitute**

Elizabeth Lamb – 1.0 FTE Language Arts Teacher, WBLAHS - South Campus

BA, Step 2, \$42,268.00

Effective Date: 2016-2017 School Year

Katherine Lunde – 1.0 FTE Grade 2 Teacher, Lakeaires Elementary

MA, Step 1, \$45,933.00

Effective Date: 2016-2017 School Year

Megan Majerle – 1.0 FTE Grade 1 Teacher, Hugo Elementary
MA, Step 1, \$45,933.00
Effective Date: 2016-2017 School Year

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

B. OPEN FORUM

C. INFORMATION ITEMS

1. Career Pathways in the News - ALC Principal Gretchen Harriman and two students, Bailey Haglund and Austin Hanson, reported on the 2016 MN Trades Academy a nine week internship program which included hands-on job experiences in fifteen trades. Bailey and Austin graduated from this program on August 19th. Principal Tim Wald, Teacher Delroy Nyren, and Career Navigator Rich Wessels reported on the construction and manufacturing career pathway programs. On August 30th Tim Wald, Delroy Nyren and student Dexter Pinn participated in a roundtable discussion with U.S. Senator Franken, U.S. Secretary of Labor Thomas Perez, United Way, Century College, and business leaders on workforce training partnerships highlighting the WBLAS innovative programs. In addition to our construction and manufacturing programs, this year an IT program will begin and a health care program is planned for the future.
2. Update from Educational Foundation - President of the Foundation Connie Menne and Director of Development Dawn Hank gave an update on the work of the Foundation. Brosious Grant applications are due October 24th and the Bear Legacy Event is on October 14th at North Oaks Golf Club with further details at www.wblaef.org
3. Opening School Report - District staff reported on work done this summer to help students, staff and families. Preparing students included a new summer school model, Extended school year for eligible students, high school “Boot Camp” to prepare students for dual enrollment courses, transition activities WEB and LINK. Preparing staff included new staff induction and support, district wide staff development, and Convocation. Preparing families included the Elementary Welcome Back Conferences. Updates were provided on system improvements in transportation, facilities, food service, extended day and technology. Opening enrollment numbers were provided. The complete presentation is on the district website.
4. Superintendent’s Report - Acknowledged the work done over the summer by district staff. 2016-17 Activities Calendars are available in print or on the district website. Homecoming week is October 3-8. Available on district Facebook and Twitter are the weekly 62.4 video update on Friday and at 6:24 a.m. each morning district facts. Senior activity passes are available to community members 65 or older for free entry into district events. I look forward to helping every student and staff member experience “our best year ever!” before retiring from my role of Superintendent at the end of June 2017.

Student School Board Representative Bryana Sherrick reported fall sports began after school practice and there are auditions for the fall musical, Mary Poppins. It was a fantastic back to school week.

D. DISCUSSION ITEMS - None

E. OPERATIONAL ITEMS

1. Chapman moved and Kimball seconded to approve the School Board/Superintendent Goals and Strategic Plan Priorities for 2016-17. **Roll call vote: all ayes: Newberg, Newmaster, Wilson, Chapman, Fahey, Kimball, Mullin; nays: none. Motion carried.**
2. Fahey moved and Newmaster seconded to approve the Library Services & Technology Award Mini Grant in the amount of \$1,809.30 as recommended by the administration. **Roll call vote: all ayes: Newberg, Newmaster, Wilson, Chapman, Fahey, Kimball, Mullin; nays: none. Motion carried.**
3. Wilson moved and Kimball seconded to approve the contract with DLR Group for Professional Services Phase I – Facility Assessment and Community Assessment on a lump sum basis of \$16,800, which does not include reimbursable expenses of mileage and printing. **Roll call vote: all ayes: Newberg, Newmaster, Wilson, Chapman, Fahey, Kimball, Mullin; nays: none. Motion carried.**

F. BOARD FORUM - Fahey reported on new after school classes organized by Mike Huerth, WBLAS consultant for Indian Education, which are an Ojibwe Language and Culture class and a math tutoring class. Kimball welcomed the school board student representatives, new staff, returning staff, and the interim Otter Lake Principal Matthew Langsdale. He thanked a recently retired Grade 3 Oneka Elementary teacher for 26 years of service and noted the retirement of the superintendent saying that WBLAS district is very well thought of for innovation and partnerships.

G. ADJOURNMENT – Wilson moved and Newberg seconded to adjourn the meeting at 9:22 p.m. **Voice vote:** all ayes. Motion carried.

Submitted by clerk, Ellen Fahey

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

A special meeting of the White Bear Lake Area School Board was held on **Monday, September 26, 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, Newberg, Newmaster, Wilson
Absent: Mullin
Ex-officio: Lovett
Student Representative: Bryana Sherrick
Cabinet: Daniels, Garrison, Goers, Kazmierczak, Maurer, Paul, Vette

B. OPERATIONAL ITEMS

1. Certification of 2016 Pay 2017 Proposed Property Tax Levy
Wilson moved and Chapman seconded to approve the 2016 Pay 2017 proposed property tax levy. **Roll call vote: ayes, Chapman, Fahey, Kimball, Newberg, Newmaster, Wilson. Nays: none. Absent: Mullin Motion carried.**

C. ADJOURNMENT - Chair Newberg adjourned the meeting at 5:54 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, September 26, 2016** at 5:54 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 5:54 p.m.

Roll Call - Present: Chapman, Fahey, Kimball, Newberg, Newmaster, Wilson. Absent: Mullin

Ex-officio: Lovett

Student Representative: Bryana Sherrick, Hakeem Martins (both left at 7:08 p.m.)

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 - Superintendent Michael Lovett presented the updated document. The changes are: Administration will propose an evaluation plan for IB programs this fall with written evaluation completed by 12/31/16; Approval of agreement with DLR Group to complete site assessments during 2016-17; Update on digital presence, communication expectations, plans to streamline account logins, student 1:1 grades 6-12 at November work study; report employment metrics at October work study; discussion of strategies to increase community engagement with the board; professional development on Trauma Informed Classrooms.
2. Measures of Academic Success: Report of Academic Measures in Format Required by World's Best Workforce Legislation - Assistant Superintendent Sara Paul, Assessment Coordinator Brian Morris, Ann Malwitz, Jill Pearson, Jo Tate, and parents Marisol Chiclana-Ayala and Victoria Leoni reported on the strategic work to accomplish the WBWF goals, provided a summary of students' performance and district performance based on the five goals. An additional goal has been added by the district - All students ready for middle and high school. The complete presentation is on the district website. The parents reported there is an opportunity to buy reading materials for children of all ages based upon culture/ethnicity. When a child can identify with what

they are reading, it may increase reading and possibly close educational gaps. In regards to board listening sessions no particular topics were suggested by the parent representatives on the WBWF committee stating how we listen matters and the follow through.

3. After Action Report on New Secondary Courses Begun in the 2016-17 School Year - Assistant Superintendent Sara Paul, ALC Principal Gretchen Harriman, and Secondary Teaching and Learning Coordinator Jill Pearson presented the rationale, number of students, number of sections and demographic data on each 2016-17 new course. The timeline for proposal and approval of new courses for 2017-18 was presented. The presentation is available on the district website.
4. Understanding the School District's Role in Senior Transportation - Adult programs coordinator Tara Jebens-Singh provided an update on the transportation services provided to seniors by the Lionmobile, the financial sustainability of this service, and other senior transportation providers.
5. Update on Facility Planning, Demographic Study, and Related Actions - Assistant Superintendent for Finance and Operations Wayne Kazmierczak presented an update on facility planning and the proposed demographic study to inform potential land acquisition. The presentation is available on the district website.

C. ADJOURNMENT - Chair Newberg adjourned the meeting at 8:03 p.m.

Submitted by: Ellen Fahey, Clerk

AGENDA ITEM: Monthly Check Registers

MEETING DATE: October 10, 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 - September**

| | <u>9/15/2016</u> | <u>9/30/2016</u> |
|---|------------------|------------------|
| Direct Deposit 451587-452795 | 1,645,179.11 | |
| U.S. Treasury (FICA, Medicare, withholding) | 663,118.87 | |
| MN State Income Tax | 106,096.48 | |
| PERA | 91,113.17 | |
| TRA | 317,919.90 | |
| MSRS | 4,951.25 | |
| American Funds | 78,345.29 | |
| AIG | 7,039.17 | |
| ESI | 24,414.12 | |
| AXA | 31,702.70 | |
| State of MN Levies | 2,567.17 | |
| | | |
| Direct Deposit 452796-454116 | | 1,805,699.20 |
| U.S. Treasury (FICA, Medicare, withholding) | | 706,346.69 |
| MN State Income Tax | | 112,816.91 |
| PERA | | 115,998.43 |
| TRA | | 317,962.85 |
| Empower | | 4,955.60 |
| American Funds | | 78,593.27 |
| AIG | | 7,058.90 |
| ESI | | 26,133.95 |
| AXA | | 32,106.32 |
| State of MN Levies | | 2,010.90 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|--------------------------------|------------|--------------|
| 72790 | A-1 HYDRAULIC SALES & SERVICE | 09/01/2016 | 523.71 |
| 72791 | AARP DRIVER SAFETY PROGRAM | 09/01/2016 | 245.00 |
| 72792 | ACT INC | 09/01/2016 | 29,041.00 |
| 72793 | AMAZON | 09/01/2016 | 327.20 |
| 72794 | AMAZON | 09/01/2016 | 25.88 |
| 72795 | AMAZON | 09/01/2016 | 533.68 |
| 72796 | AMAZON | 09/01/2016 | 286.61 |
| 72797 | AMAZON | 09/01/2016 | 1,015.07 |
| 72798 | AMAZON | 09/01/2016 | 129.82 |
| 72799 | AMER RED CROSS | 09/01/2016 | 270.00 |
| 72800 | AMERICAN TIME & SIGNAL CO | 09/01/2016 | 953.45 |
| 72801 | AMPLIFIED IT LCC | 09/01/2016 | 2,250.00 |
| 72802 | ANDERSON, PATRICIA | 09/01/2016 | 30.60 |
| 72803 | APPLIED ENVIRONMENTAL SCI INC | 09/01/2016 | 4,978.80 |
| 72804 | ARCADE ASPHALT CO | 09/01/2016 | 14,385.00 |
| 72805 | BARNETT WB CHRYSLER JEEP DODGE | 09/01/2016 | 32.40 |
| 72806 | BEARTOWN AUTO BODY INC | 09/01/2016 | 1,565.70 |
| 72807 | BENCHMARK EDUCATION COMPANY | 09/01/2016 | 5,868.50 |
| 72808 | BUSINESS IMPACT GROUP | 09/01/2016 | 2,705.89 |
| 72809 | BILL WEIGEL SIGNS | 09/01/2016 | 30.00 |
| 72810 | ESTATE OF LENORE BIRCH | 09/01/2016 | 282.50 |
| 72811 | BIRCHBARK BOOKS & NATIVE ARTS | 09/01/2016 | 70.70 |
| 72812 | BLAESING, THEODORE S | 09/01/2016 | 2,319.60 |
| 72813 | BLUEBIRD SCREEN PRINT | 09/01/2016 | 680.43 |
| 72814 | BRAINPOP LLC | 09/01/2016 | 1,695.00 |
| 72815 | CAPITAL ONE COMMERCIAL | 09/01/2016 | 694.33 |
| 72816 | CASHMAN ENTERPRISES | 09/01/2016 | 3,094.00 |
| 72817 | CATALYST SOURCING SOLUTIONS | 09/01/2016 | 2,327.00 |
| 72818 | CDW GOVERNMENT INC | 09/01/2016 | 198,616.24 |
| 72819 | CG HOOKS EATERY | 09/01/2016 | 150.00 |
| 72820 | COMCAST | 09/01/2016 | 5.29 |
| 72821 | COMSTOCK & SONS INC | 09/01/2016 | 3,675.00 |
| 72822 | CONTINENTAL CLAY CO | 09/01/2016 | 621.00 |
| 72823 | CONTINENTAL RESEARCH CORP | 09/01/2016 | 96.89 |
| 72824 | CROWN AWARDS | 09/01/2016 | 311.88 |
| 72825 | CRYTEEL TRUCK EQUIPMENT | 09/01/2016 | 1,445.25 |
| 72826 | CTB INC | 09/01/2016 | 12,988.00 |
| 72827 | CUB FOODS OF WHITE BEAR TWSHP | 09/01/2016 | 1,526.69 |
| 72828 | CULLIGAN BOTTLED WATER | 09/01/2016 | 148.85 |
| 72829 | DEJARLAIS, MARILYN | 09/01/2016 | 26.98 |
| 72830 | DEUTSCH, VIRGINIA | 09/01/2016 | 221.38 |
| 72831 | DISCOUNT SCHOOL SUPPLY | 09/01/2016 | 630.49 |
| 72832 | DOMIER, MARILYN | 09/01/2016 | 12.75 |
| 72833 | DEFINITIVE TECHNOLOGY SOLUTION | 09/01/2016 | 429.26 |
| 72834 | EAST METRO INTEGRATION DIST 60 | 09/01/2016 | 75.00 |
| 72835 | ECHO1612 | 09/01/2016 | 400.00 |
| 72836 | ECKROTH MUSIC | 09/01/2016 | 126.00 |
| 72837 | EDUCATIONAL RESEARCH AND DEV | 09/01/2016 | 2,000.00 |
| 72838 | ELECTRIC MOTOR REPAIR | 09/01/2016 | 325.09 |
| 72839 | Vendor Continued Check | 09/01/2016 | 0.00 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
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| 72840 | FASTENAL COMPANY | 09/01/2016 | 980.96 |
| 72841 | FIREFLY COMPUTERS | 09/01/2016 | 110,931.00 |
| 72842 | FITBIT | 09/01/2016 | 1,079.50 |
| 72843 | FLEETPRIDE | 09/01/2016 | 45.10 |
| 72844 | FOLLETT SCHOOL SOLUTIONS INC | 09/01/2016 | 3,507.76 |
| 72845 | GARVEY, PATRICIA | 09/01/2016 | 19.55 |
| 72846 | GENERAL SECURITY SERVICES CORP | 09/01/2016 | 253.57 |
| 72847 | GENERAL PARTS LLC | 09/01/2016 | 1,453.83 |
| 72848 | GILLUND ENTERPRISES | 09/01/2016 | 1,046.80 |
| 72849 | GOLDCOM INC | 09/01/2016 | 174.62 |
| 72850 | GOPHER | 09/01/2016 | 1,557.99 |
| 72851 | Vendor Continued Check | 09/01/2016 | 0.00 |
| 72852 | GRAINGER | 09/01/2016 | 1,961.91 |
| 72853 | GRANDMA'S BAKERY INC | 09/01/2016 | 42.24 |
| 72854 | GREAT RIVER OFFICE PRODUCTS | 09/01/2016 | 449.99 |
| 72855 | GRIZZLY CONCRETE AND MASONRY | 09/01/2016 | 19,701.45 |
| 72856 | HEALTHPARTNERS | 09/01/2016 | 197,231.26 |
| 72857 | HEALTHPARTNERS | 09/01/2016 | 195,980.06 |
| 72858 | HEALY AWARDS INC | 09/01/2016 | 545.02 |
| 72859 | HEARTLAND SCHOOL SOLUTIONS | 09/01/2016 | 813.50 |
| 72860 | HEINEMANN | 09/01/2016 | 4,440.93 |
| 72861 | HERC-U-LIFT | 09/01/2016 | 943.98 |
| 72862 | HERITAGE FOOD SERVICE GROUP | 09/01/2016 | 56.71 |
| 72863 | HOME DEPOT CREDIT SERVICES | 09/01/2016 | 1,288.79 |
| 72864 | HORWITZ | 09/01/2016 | 14,910.73 |
| 72865 | Vendor Continued Check | 09/01/2016 | 0.00 |
| 72866 | HOUGHTON MIFFLIN HARCOURT | 09/01/2016 | 10,124.05 |
| 72867 | ISD #347 WILLMAR PUBLIC SCHS | 09/01/2016 | 153.25 |
| 72868 | ISD #625 ST PAUL PUBLIC SCHOOL | 09/01/2016 | 8,473.10 |
| 72869 | IUOE LOCAL 70 | 09/01/2016 | 20.50 |
| 72870 | JAYTECH INC | 09/01/2016 | 432.00 |
| 72871 | JL TAITT & ASSOC | 09/01/2016 | 2,520.00 |
| 72872 | KATH FUEL OIL SERVICE CO | 09/01/2016 | 13,082.58 |
| 72873 | KONICA MINOLTA PREMIER FINANCE | 09/01/2016 | 5,415.53 |
| 72874 | KOWALSKIS MARKET | 09/01/2016 | 23.50 |
| 72875 | KRAFT CONTRACTING & MECHANICAL | 09/01/2016 | 2,256.99 |
| 72876 | KUBTIZ EDUC SERVICES | 09/01/2016 | 1,112.40 |
| 72877 | LAKE AREA FLOORING | 09/01/2016 | 16,608.00 |
| 72878 | LAKESHORE LEARNING MATERIALS | 09/01/2016 | 2,887.66 |
| 72879 | LANGERS | 09/01/2016 | 5,610.00 |
| 72880 | LEADERSHIP ACADEMY | 09/01/2016 | 4,000.00 |
| 72881 | LEVASSEUR, MARY | 09/01/2016 | 38.25 |
| 72882 | LHB INC | 09/01/2016 | 3,456.57 |
| 72883 | LUNDGREN, JOANNE M | 09/01/2016 | 21.25 |
| 72884 | Vendor Continued Check | 09/01/2016 | 0.00 |
| 72885 | Vendor Continued Check | 09/01/2016 | 0.00 |
| 72886 | Vendor Continued Check | 09/01/2016 | 0.00 |
| 72887 | MADISON NATIONAL LIFE | 09/01/2016 | 42,270.68 |
| 72888 | MAGNATAG VISIBLE SYSTEMS | 09/01/2016 | 178.77 |
| 72889 | MAILFINANCE INC | 09/01/2016 | 431.82 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
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| 72890 | MALLOY/MONTAGUE/KARNOWSKI & CO | 09/01/2016 | 9,500.00 |
| 72891 | MANNYS PIANO MOVING INC | 09/01/2016 | 1,150.00 |
| 72892 | MASA | 09/01/2016 | 825.00 |
| 72893 | MN ASSOC OF SCHOOL MAINTENANCE | 09/01/2016 | 155.00 |
| 72894 | MN ASSOC SCHOOL PERSONNEL ADMI | 09/01/2016 | 550.00 |
| 72895 | MEDCO SUPPLY CO | 09/01/2016 | 189.51 |
| 72896 | METRO ECSU | 09/01/2016 | 3,050.00 |
| 72897 | MIDAMERICA ADMIN & RETIREMENT | 09/01/2016 | 1,608.17 |
| 72898 | MIDWEST BUS PARTS INC | 09/01/2016 | 106.50 |
| 72899 | MILLIGAN, THERESA J | 09/01/2016 | 79.00 |
| 72900 | MINVALCO INC | 09/01/2016 | 391.56 |
| 72901 | MITY-LITE INC | 09/01/2016 | 11,171.25 |
| 72902 | MN DEPT OF HEALTH | 09/01/2016 | 180.00 |
| 72903 | MOORE, CYNTHIA A | 09/01/2016 | 632.00 |
| 72904 | MOREN, THOMAS | 09/01/2016 | 46.75 |
| 72905 | MOUA, TENG | 09/01/2016 | 13.45 |
| 72906 | MVP & ASSOC | 09/01/2016 | 15,600.00 |
| 72907 | NAC MECHANICAL & ELECTRICAL SE | 09/01/2016 | 2,959.64 |
| 72908 | NARDINI FIRE EQUIPMENT CO INC | 09/01/2016 | 112.80 |
| 72909 | NASSEFF MECH CONTRACTORS | 09/01/2016 | 275.00 |
| 72910 | NATL JUNIOR HONOR SOCIETY | 09/01/2016 | 385.00 |
| 72911 | NCPERS MINNESOTA | 09/01/2016 | 192.00 |
| 72912 | NORCENTRONIX DISTRIBUTING | 09/01/2016 | 1,285.00 |
| 72913 | O'NEIL, LOIS | 09/01/2016 | 13.60 |
| 72914 | OFFICE DEPOT | 09/01/2016 | 412.16 |
| 72915 | Vendor Continued Check | 09/01/2016 | 0.00 |
| 72916 | Vendor Continued Check | 09/01/2016 | 0.00 |
| 72917 | ON SITE SANITATION INC | 09/01/2016 | 1,218.00 |
| 72918 | ONENECK IT SOLUTIONS LLC | 09/01/2016 | 525.00 |
| 72919 | PARK SQUARE THEATRE | 09/01/2016 | 259.00 |
| 72920 | PATIENT TOOLS INC | 09/01/2016 | 141.00 |
| 72921 | PEAR DECK | 09/01/2016 | 840.00 |
| 72922 | PETERSON BROS ROOFING & CONST | 09/01/2016 | 27,210.69 |
| 72923 | PITNEY BOWES PURCHASE POWER | 09/01/2016 | 49.99 |
| 72924 | PLADSON ENVIRONMENTAL INC | 09/01/2016 | 475.00 |
| 72925 | PLAYSCRIPTS INC | 09/01/2016 | 158.15 |
| 72926 | POVOLNY, JOYCE | 09/01/2016 | 25.50 |
| 72927 | PREMIER AGENDAS INC | 09/01/2016 | 810.20 |
| 72928 | RASSIER, RICK | 09/01/2016 | 380.00 |
| 72929 | RAU, RICHARD J | 09/01/2016 | 14.75 |
| 72930 | READ NATURALLY INC | 09/01/2016 | 798.80 |
| 72931 | REALLY GOOD STUFF INC | 09/01/2016 | 44.39 |
| 72932 | REGENTS OF THE UNIV OF MN | 09/01/2016 | 11.38 |
| 72933 | REMACKEL WELDING & MFG | 09/01/2016 | 80.00 |
| 72934 | REPUBLIC SERVICES #899 | 09/01/2016 | 5,831.29 |
| 72935 | RESEMIUS, SHAUN MICHAEL | 09/01/2016 | 172.00 |
| 72936 | RICOH AMERICAS CORP | 09/01/2016 | 473.51 |
| 72937 | ROETTGER, DORIS | 09/01/2016 | 147.50 |
| 72938 | SAFeway DRIVING SCHOOL | 09/01/2016 | 6,210.00 |
| 72939 | SAM'S CLUB/SYNCHRONY BANK | 09/01/2016 | 160.78 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|--------------------------------|------------|--------------|
| 72940 | SCHOLASTIC INC | 09/01/2016 | 21.95 |
| 72941 | Vendor Continued Check | 09/01/2016 | 0.00 |
| 72942 | Vendor Continued Check | 09/01/2016 | 0.00 |
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| 72950 | Vendor Continued Check | 09/01/2016 | 0.00 |
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| 72954 | Vendor Continued Check | 09/01/2016 | 0.00 |
| 72955 | Vendor Continued Check | 09/01/2016 | 0.00 |
| 72956 | SCHOOL HEALTH CORPORATION | 09/01/2016 | 17,228.09 |
| 72957 | SENTRY SYSTEMS INC | 09/01/2016 | 135.00 |
| 72958 | SHIFFLER EQUIPMENT SALES INC | 09/01/2016 | 212.23 |
| 72959 | Vendor Continued Check | 09/01/2016 | 0.00 |
| 72960 | SITEONE LANDSCAPE SUPPLY | 09/01/2016 | 3,000.07 |
| 72961 | SNAP-ON | 09/01/2016 | 192.30 |
| 72962 | SOUTHWEST BINDING & LAMINATING | 09/01/2016 | 420.49 |
| 72963 | ST ANTHONY VILLAGE HIGH SCHOOL | 09/01/2016 | 150.00 |
| 72964 | ST CROIX RECREATION CO INC | 09/01/2016 | 5,119.00 |
| 72965 | STATE SUPPLY CO | 09/01/2016 | 864.41 |
| 72966 | SUBSCRIPTION SERV OF AMER INC | 09/01/2016 | 1,194.91 |
| 72967 | SUBURBAN SPORTSWEAR LLC | 09/01/2016 | 1,177.75 |
| 72968 | SUBURBAN EAST CONFERENCE | 09/01/2016 | 5,800.00 |
| 72969 | SUMMIT COMPANIES | 09/01/2016 | 11,244.00 |
| 72970 | SUMMIT COMPANIES | 09/01/2016 | 3,478.00 |
| 72971 | SUPERIOR STRIPING INC | 09/01/2016 | 15,357.00 |
| 72972 | TAMARACK NATURE CENTER | 09/01/2016 | 12,007.15 |
| 72973 | TARTAN HIGH SCHOOL | 09/01/2016 | 85.00 |
| 72974 | TELIN TRANSPORTATION GROUP LLC | 09/01/2016 | 95.92 |
| 72975 | THELEN HEATING & ROOFING INC | 09/01/2016 | 725,078.00 |
| 72976 | THIEL, ZOE | 09/01/2016 | 500.00 |
| 72977 | THINKING MAPS | 09/01/2016 | 4,240.00 |
| 72978 | TOBII DYNAVOX | 09/01/2016 | 160.00 |
| 72979 | TRADE PRESS INC | 09/01/2016 | 867.00 |
| 72980 | TRI-STATE BOBCAT | 09/01/2016 | 67.50 |
| 72981 | TROSSEN, BECKY | 09/01/2016 | 35.85 |
| 72982 | TWIN CITY HARDWARE | 09/01/2016 | 620.05 |
| 72983 | U.S. ENERGY SERVICES INC | 09/01/2016 | 2,984.29 |
| 72984 | UNITED REFRIGERATION | 09/01/2016 | 239.64 |
| 72985 | UNIVERSAL ATHLETIC | 09/01/2016 | 338.44 |
| 72986 | VERIZON WIRELESS | 09/01/2016 | 1,510.28 |
| 72987 | VIRCO INC | 09/01/2016 | 69.79 |
| 72988 | VISTA HIGHER LEARNING | 09/01/2016 | 470.97 |
| 72989 | VOYAGER SOPRIS LEARNING | 09/01/2016 | 1,226.50 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
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| 72990 | WHITE BEAR GLASS INC | 09/01/2016 | 180.00 |
| 72991 | WHITE BEAR LOCKSMITH INC | 09/01/2016 | 56.00 |
| 72992 | WHITE BEAR RENTAL EQUIPMENT | 09/01/2016 | 52.92 |
| 72993 | WHITE BEAR LAKE (CITY OF) | 09/01/2016 | 50.00 |
| 72994 | WHITE BEAR LAKE SPORTS CENTER | 09/01/2016 | 1,800.00 |
| 72995 | WEST MUSIC COMPANY | 09/01/2016 | 6,826.18 |
| 72996 | Vendor Continued Check | 09/01/2016 | 0.00 |
| 72997 | Vendor Continued Check | 09/01/2016 | 0.00 |
| 72998 | Vendor Continued Check | 09/01/2016 | 0.00 |
| 72999 | Vendor Continued Check | 09/01/2016 | 0.00 |
| 73000 | WILCOX PAPER | 09/01/2016 | 60,184.83 |
| 73001 | WL HALL COMPANY | 09/01/2016 | 2,342.93 |
| 73002 | XCEL ENERGY | 09/01/2016 | 82,517.69 |
| 73003 | ZAHL PETROLEUM MAINTENANCE CO | 09/01/2016 | 594.50 |
| 214 | Computer | Check(s) For a Total of | 2,046,445.01 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
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| 72090 | CAPITAL ONE COMMERCIAL | 09/01/2016 | 0.00 |
| 1 | Manual | Check(s) For a Total of | 0.00 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|-----------------|-------------------------|--------------|
| 70313 | BIRCH, LENORE F | 09/01/2016 | 282.50 |
| 1 | Void | Check(s) For a Total of | 282.50 |

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| | 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 |
| | 214 | Computer | Checks For a Total of | 2,046,445.01 |
| Total For | 215 | Manual, Wire Tran, ACH & Computer | Checks | 2,046,445.01 |
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| | | | Net Amount | 2,046,162.51 |

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| 73004 | AMERICAN UNITED LIFE | 09/12/2016 | 70,902.92 |
| 73005 | AMERICAN UNITED LIFE | 09/12/2016 | 500.00 |
| 73006 | AMERIPRISE FINANCIAL SERVICES | 09/12/2016 | 11,327.74 |
| 73007 | FITNESS DISTRIBUTING INC | 09/12/2016 | 2,550.00 |
| 73008 | GREAT LAKES HIGHER EDUC | 09/12/2016 | 95.33 |
| 73009 | IUOE LOCAL 70 | 09/12/2016 | 2,017.06 |
| 73010 | MESSERLI & KRAMER PA | 09/12/2016 | 387.00 |
| 73011 | METROPOLITAN LIFE | 09/12/2016 | 2,250.81 |
| 73012 | SAM'S CLUB/SYNCHRONY BANK | 09/12/2016 | 192.84 |
| 73013 | SAM'S CLUB/SYNCHRONY BANK | 09/12/2016 | 55.56 |
| 73014 | SCHOOL SERVICE EMPLOYEES | 09/12/2016 | 6,032.51 |
| 73015 | US DEPT OF EDUCATION | 09/12/2016 | 504.83 |
| 73016 | VANGUARD SMALL BUSINESS SERVIC | 09/12/2016 | 26,437.84 |
| 13 | Computer | Check(s) For a Total of | 123,254.44 |

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| | 0 | Wire Transfer | Checks For a Total of | 0.00 |
| | 0 | ACH | Checks For a Total of | 0.00 |
| | 13 | Computer | Checks For a Total of | 123,254.44 |
| Total For | 13 | Manual, Wire Tran, ACH & Computer | Checks | 123,254.44 |
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| | | | Net Amount | 123,254.44 |

Check Summary

ACH

| Check Nbr | Vendor Name | Check Date | Check Amount |
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| 161700130 | ABRAHAMSON, KRISTINE A | 09/13/2016 | 87.82 |
| 161700131 | ACCIARI, NICOLE E | 09/13/2016 | 65.00 |
| 161700132 | ANDREWS, PORTIA L | 09/13/2016 | 73.36 |
| 161700133 | BAHE, CONNETTE J | 09/13/2016 | 40.59 |
| 161700134 | BAKER, CHERYL A | 09/13/2016 | 52.84 |
| 161700135 | BARNES, JOHN D | 09/13/2016 | 99.00 |
| 161700136 | BICKEL, MICHAEL C | 09/13/2016 | 21.00 |
| 161700137 | CARLSON, CARRIE E | 09/13/2016 | 99.00 |
| 161700138 | DIMEGLIO, JOSEPH V | 09/13/2016 | 380.22 |
| 161700139 | EDWARDS, JESSICA A | 09/13/2016 | 118.26 |
| 161700140 | FRANTA, MOLLY J | 09/13/2016 | 42.98 |
| 161700141 | HERMANN, TIMOTHY J | 09/13/2016 | 55.60 |
| 161700142 | KAZAK, PAIGE R | 09/13/2016 | 88.77 |
| 161700143 | KERBAGE, STEPHANIE A | 09/13/2016 | 41.65 |
| 161700144 | MANDERS, MARY C | 09/13/2016 | 152.15 |
| 161700145 | MARKUSON, RACHAEL J | 09/13/2016 | 47.96 |
| 161700146 | MARTINSON, KARA S | 09/13/2016 | 53.46 |
| 161700147 | MASSA, JAYMI E | 09/13/2016 | 130.36 |
| 161700148 | MEUWISSEN, PAUL WILLIAM | 09/13/2016 | 27.85 |
| 161700149 | MUMBLEAU, ANGELA C | 09/13/2016 | 71.39 |
| 161700150 | OLSON, LISA ROSE | 09/13/2016 | 36.51 |
| 161700151 | OUREN, LISA M | 09/13/2016 | 195.00 |
| 161700152 | PERCIVAL, PATRICIA A | 09/13/2016 | 68.97 |
| 161700153 | PHETTEPLACE, WANDA M | 09/13/2016 | 110.89 |
| 161700154 | SIMMONS, CARRIE J | 09/13/2016 | 30.00 |
| 161700155 | SKURDALSVOLD, ABIGAIL E | 09/13/2016 | 100.00 |
| 161700156 | STEELE, CYNTHIA L | 09/13/2016 | 103.53 |
| 161700157 | STEWART, SCOTT J | 09/13/2016 | 45.90 |
| 161700158 | STIRLING, CONNIE B | 09/13/2016 | 72.48 |
| 161700159 | TROSKE, CARRIE L | 09/13/2016 | 267.36 |
| 161700160 | UETZ, MICHELLE B | 09/13/2016 | 113.09 |
| 161700161 | WACHLAROWICZ, JOHN D | 09/13/2016 | 50.00 |
| 161700162 | WALSH, HEIDI A | 09/13/2016 | 30.00 |
| 161700163 | WILLCOXON SR, PETER | 09/13/2016 | 634.80 |
| 161700164 | XU, HUI | 09/13/2016 | 62.97 |

35 ACH Check(s) For a Total of 3,670.76

Check Summary

ACH

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| | 0 | Manual | Checks For a Total of | 0.00 |
| | 0 | Wire Transfer | Checks For a Total of | 0.00 |
| | 35 | ACH | Checks For a Total of | 3,670.76 |
| | 0 | Computer | Checks For a Total of | 0.00 |
| Total For | 35 | Manual, Wire Tran, ACH & Computer | Checks | 3,670.76 |
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| Check Nbr | Vendor Name | Check Date | Check Amount |
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| 73017 | AARP DRIVER SAFETY PROGRAM | 09/15/2016 | 265.00 |
| 73018 | AARP DRIVER SAFETY PROGRAM | 09/15/2016 | 220.00 |
| 73019 | ABBOTT PAINT & CARPET INC | 09/15/2016 | 1,864.87 |
| 73020 | ABLENET INC | 09/15/2016 | 159.50 |
| 73021 | AED SUPERSTORE ALLIED 100 LCC | 09/15/2016 | 725.13 |
| 73022 | AGROPUR INC | 09/15/2016 | 75.90 |
| 73023 | AMAZON | 09/15/2016 | 4,483.93 |
| 73024 | AMAZON | 09/15/2016 | 301.76 |
| 73025 | AMERICAN MESSAGING | 09/15/2016 | 52.95 |
| 73026 | AMERICAN UNITED LIFE | 09/15/2016 | 250.00 |
| 73027 | AMERICAN UNITED LIFE | 09/15/2016 | 41,625.00 |
| 73028 | AMERIPRIDE SERVICES | 09/15/2016 | 162.52 |
| 73029 | ANDERSON, BARBARA | 09/15/2016 | 57.00 |
| 73030 | ANDERSON, ERIC | 09/15/2016 | 66.00 |
| 73031 | ARCH LANGUAGE NETWORK | 09/15/2016 | 300.00 |
| 73032 | ARROWHEAD TENNIS & ATHLETIC CT | 09/15/2016 | 113.72 |
| 73033 | ARROWWOOD RESORT & CONF CTR | 09/15/2016 | 284.78 |
| 73034 | ASL INTERPRETING SERVICES | 09/15/2016 | 435.00 |
| 73035 | AUTONATION FORD WBL | 09/15/2016 | 59.35 |
| 73036 | AVID CENTER | 09/15/2016 | 2,287.50 |
| 73037 | BAKER, JAMES J | 09/15/2016 | 49.00 |
| 73038 | BARKLOW, MARTIN | 09/15/2016 | 57.00 |
| 73039 | BATTERIES PLUS BULBS | 09/15/2016 | 275.34 |
| 73040 | BECKER ARENA PRODUCTS INC | 09/15/2016 | 93.41 |
| 73041 | BEHLOW, DAVID | 09/15/2016 | 700.68 |
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| 73043 | BENCHMARK EDUCATION COMPANY | 09/15/2016 | 23,045.00 |
| 73044 | BENDER, CARMEN | 09/15/2016 | 240.00 |
| 73045 | BERGLUND, AMY MARIE | 09/15/2016 | 29.80 |
| 73046 | BEST BUY BUSINESS ADVANTAGE AC | 09/15/2016 | 161.73 |
| 73047 | BUSINESS IMPACT GROUP | 09/15/2016 | 9,779.06 |
| 73048 | BLAINE RAY WORKSHOPS INC | 09/15/2016 | 289.00 |
| 73049 | BLICK ART MATERIALS | 09/15/2016 | 2,715.63 |
| 73050 | BLUE BELL ENTERPRISES INC | 09/15/2016 | 6,125.75 |
| 73051 | BLUEBIRD SCREEN PRINT | 09/15/2016 | 2,260.44 |
| 73052 | BOUGIE, MICHAEL | 09/15/2016 | 76.00 |
| 73053 | BOYER TRUCKS | 09/15/2016 | 102.05 |
| 73054 | BRIGHTBYTES | 09/15/2016 | 5,580.40 |
| 73055 | CATALYST GRAPHICS INC | 09/15/2016 | 8,605.25 |
| 73056 | CDW GOVERNMENT INC | 09/15/2016 | 43,397.08 |
| 73057 | CHARLES, PARNELL L | 09/15/2016 | 96.00 |
| 73058 | CHILDREN'S HEALTH MARKET INC | 09/15/2016 | 561.00 |
| 73059 | CHURCHILL, ADAM P | 09/15/2016 | 66.00 |
| 73060 | CINTAS CORP #470 | 09/15/2016 | 389.55 |
| 73061 | CLEAN IMAGE | 09/15/2016 | 378.00 |
| 73062 | CLINICARE CORP | 09/15/2016 | 853.44 |
| 73063 | COCA-COLA BOTTLING MIDWEST CO | 09/15/2016 | 311.04 |
| 73064 | COMCAST | 09/15/2016 | 280.92 |
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| 73066 | COMCAST | 09/15/2016 | 280.92 |

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| 73069 | COUNTRY VIDEO BARN | 09/15/2016 | 432.93 |
| 73070 | CTB INC | 09/15/2016 | 6,697.00 |
| 73071 | CULLIGAN BOTTLED WATER | 09/15/2016 | 26.00 |
| 73072 | CUMMINS NPOWER LLC | 09/15/2016 | 1,322.88 |
| 73073 | DAKOTA TRUCK UNDERWRITERS | 09/15/2016 | 58,568.00 |
| 73074 | DALCO CORPORATION | 09/15/2016 | 33,105.74 |
| 73075 | DISCOUNT SCHOOL SUPPLY | 09/15/2016 | 816.05 |
| 73076 | DOMESTIC ABUSE PROJECT | 09/15/2016 | 375.00 |
| 73077 | DOMINOS PIZZA | 09/15/2016 | 896.63 |
| 73078 | DONATELLI'S | 09/15/2016 | 160.59 |
| 73079 | DORNFELD, MARK | 09/15/2016 | 132.00 |
| 73080 | DOUGLAS, SANDRA L | 09/15/2016 | 75.00 |
| 73081 | DEFINITIVE TECHNOLOGY SOLUTION | 09/15/2016 | 12,865.35 |
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| 73083 | EBSCO INFORMATION SERV | 09/15/2016 | 436.82 |
| 73084 | ECKROTH MUSIC | 09/15/2016 | 7,286.90 |
| 73085 | EDITORIAL PROJECTS IN EDUCATIO | 09/15/2016 | 2,450.00 |
| 73086 | ENTIRA FAMILY CLINICS | 09/15/2016 | 51.00 |
| 73087 | THE EQUITY COLLABORATIVE | 09/15/2016 | 4,000.00 |
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| 73091 | FLYNN MIDWEST LP | 09/15/2016 | 156,219.30 |
| 73092 | FOLLETT SCHOOL SOLUTIONS INC | 09/15/2016 | 243.15 |
| 73093 | FRANZWA, BRIAN | 09/15/2016 | 66.00 |
| 73094 | FREDRICK, TRACEY | 09/15/2016 | 48.00 |
| 73095 | FRONTRUNNER EVENTS | 09/15/2016 | 1,249.00 |
| 73096 | FUN EXPRESS LLC | 09/15/2016 | 229.26 |
| 73097 | GALLIVAN, PATRICK | 09/15/2016 | 570.20 |
| 73098 | GETHSEMANE LUTHERAN SCHOOL | 09/15/2016 | 350.00 |
| 73099 | GLOBAL EQUIPMENT COMPANY INC | 09/15/2016 | 38.59 |
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| 73105 | GREAT RIVER OFFICE PRODUCTS | 09/15/2016 | 47.40 |
| 73106 | GREATAMERICA FINANCIAL SERVICE | 09/15/2016 | 1,395.52 |
| 73107 | HALDEMAN-HOMME INC | 09/15/2016 | 201,343.77 |
| 73108 | HALLBERG ENGINEERING INC | 09/15/2016 | 10,582.13 |
| 73109 | HARVIEUX, KIM | 09/15/2016 | 200.00 |
| 73110 | HEALTHPARTNERS MEDICAL GROUP | 09/15/2016 | 5,500.00 |
| 73111 | HERITAGE FOOD SERVICE GROUP | 09/15/2016 | 60.35 |
| 73112 | HISDAHL INC | 09/15/2016 | 189.00 |
| 73113 | HOFFBECK, DENNIS | 09/15/2016 | 72.00 |
| 73114 | HOGLUND BUS AND TRUCK CO | 09/15/2016 | 17,046.40 |
| 73115 | HOUCHEM BINDERY LTD | 09/15/2016 | 839.25 |
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| 73129 | INTEGRA TELECOM | 09/15/2016 | 806.52 |
| 73130 | INTELLIGERE INC | 09/15/2016 | 511.25 |
| 73131 | INTERMEDIATE DISTRICT 287 | 09/15/2016 | 46,208.70 |
| 73132 | INTERMEDIATE SCHOOL DIST 917 | 09/15/2016 | 217.98 |
| 73133 | ISD #712 | 09/15/2016 | 5,881.35 |
| 73134 | JIMMY'S CONFERENCE & BANQUET C | 09/15/2016 | 192.82 |
| 73135 | JOHNSON, JUDITH ANN | 09/15/2016 | 282.50 |
| 73136 | KAMRATH, STEFANIE | 09/15/2016 | 50.05 |
| 73137 | KANIPES, COURTNEY NICOLE | 09/15/2016 | 171.00 |
| 73138 | KARLSBURGER FOODS INC | 09/15/2016 | 567.12 |
| 73139 | KASAY, LAWRENCE | 09/15/2016 | 72.00 |
| 73140 | KATH FUEL OIL SERVICE CO | 09/15/2016 | 88.75 |
| 73141 | KAY, ALANA DODGE | 09/15/2016 | 119.00 |
| 73142 | KIMBALL MIDWEST | 09/15/2016 | 501.78 |
| 73143 | KING COUNTY FINANCE | 09/15/2016 | 163.76 |
| 73144 | KNOBLAUCH, THOMAS | 09/15/2016 | 86.00 |
| 73145 | KOLNIK, JOHN | 09/15/2016 | 66.00 |
| 73146 | KOSKIE, RICHARD WILLIAM | 09/15/2016 | 14.20 |
| 73147 | KROMVIG, ANTHONY | 09/15/2016 | 66.00 |
| 73148 | LABEAU, CLINTON | 09/15/2016 | 72.00 |
| 73149 | LACHER, SYDNEY FAYE | 09/15/2016 | 17.99 |
| 73150 | LAKESHORE LEARNING MATERIALS | 09/15/2016 | 3,329.01 |
| 73151 | LANGUAGE LINE SERVICES | 09/15/2016 | 57.86 |
| 73152 | LASHOMB, BRIAN ALAN | 09/15/2016 | 132.00 |
| 73153 | LEE, NIKKI | 09/15/2016 | 98.75 |
| 73154 | LIGHTING PLASTICS OF MN INC | 09/15/2016 | 131.30 |
| 73155 | LO, VANG | 09/15/2016 | 101.10 |
| 73156 | LORENZ BUS SERVICE INC | 09/15/2016 | 1,895.80 |
| 73157 | LORINSER, ANTHONY J | 09/15/2016 | 216.00 |
| 73158 | LRP PUBLICATIONS | 09/15/2016 | 36.00 |
| 73159 | M-F ATHLETIC CO INC | 09/15/2016 | 208.88 |
| 73160 | THE MAH JONGG MAVEN | 09/15/2016 | 118.41 |
| 73161 | MN ASSOC OF SCHOOL MAINTENANCE | 09/15/2016 | 120.00 |
| 73162 | MN ASSOC OF SECONDARY SCHOOL P | 09/15/2016 | 645.00 |
| 73163 | MCDONOUGH'S WATERJETTING AND | 09/15/2016 | 947.19 |
| 73164 | MCKINNEY, KAREN | 09/15/2016 | 500.00 |
| 73165 | MEDICARE PREMIUM COLLECTION CT | 09/15/2016 | 365.40 |
| 73166 | MEDTOX LABORATORIES | 09/15/2016 | 187.00 |

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| 73167 | METRO ECSU | 09/15/2016 | 60.00 |
| 73168 | METRO MEALS ON WHEELS INC | 09/15/2016 | 140.75 |
| 73169 | MID CITY SERVICES - INDUSTRIAL | 09/15/2016 | 918.66 |
| 73170 | MIDWEST BUS PARTS INC | 09/15/2016 | 1,019.20 |
| 73171 | MIDWEST TECHNOLOGY PRODUCTS | 09/15/2016 | 683.94 |
| 73172 | MN COACHES INC | 09/15/2016 | 1,264.40 |
| 73173 | MN DEPT OF HEALTH | 09/15/2016 | 35.00 |
| 73174 | MN DEPT OF LABOR & INDUSTRY | 09/15/2016 | 300.00 |
| 73175 | MN ELEVATOR INC | 09/15/2016 | 307.75 |
| 73176 | MN JUNIOR HIGH SCHOOL | 09/15/2016 | 250.00 |
| 73177 | MN PREMIER PUBLICATIONS | 09/15/2016 | 11,641.00 |
| 73178 | MN PRIVATE COLLEGE COUNCIL | 09/15/2016 | 185.00 |
| 73179 | MOBILE RADIO ENGINEERING INC | 09/15/2016 | 213.60 |
| 73180 | MOHN, MONICA | 09/15/2016 | 793.00 |
| 73181 | MOORHEAD MACHINERY & BOILER CO | 09/15/2016 | 20,320.00 |
| 73182 | MN OFFICE TECH GROUP | 09/15/2016 | 37.68 |
| 73183 | MN SUPERINTENDENTS OFC PERSONN | 09/15/2016 | 50.00 |
| 73184 | MUSCANTO, STEPHEN | 09/15/2016 | 57.00 |
| 73185 | MUSEUM OF SCIENCE | 09/15/2016 | 2,000.90 |
| 73186 | NARDINI FIRE EQUIPMENT CO INC | 09/15/2016 | 99.60 |
| 73187 | NASCO | 09/15/2016 | 1,927.66 |
| 73188 | NEW PIG CORP | 09/15/2016 | 262.54 |
| 73189 | NORCENTRONIX DISTRIBUTING | 09/15/2016 | 46.00 |
| 73190 | NORTH CENTRAL TRUCK EQUIPMENT | 09/15/2016 | 4,112.98 |
| 73191 | NORTH STAR BANK | 09/15/2016 | 7,650.00 |
| 73192 | NYSTROM PUBLISHING CO INC | 09/15/2016 | 19,672.18 |
| 73193 | O'REILLY AUTOMOTIVE INC | 09/15/2016 | 110.48 |
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| 73197 | PADELFDORD PACKET BOAT CO | 09/15/2016 | 669.75 |
| 73198 | PAUL VADNAIS PLUMBING & WELL | 09/15/2016 | 372.00 |
| 73199 | PERKINS, DAVID | 09/15/2016 | 66.00 |
| 73200 | PIIONEER PRESS | 09/15/2016 | 139.20 |
| 73201 | PIPER, ROSS HOWARD | 09/15/2016 | 86.00 |
| 73202 | PITNEY BOWES PURCHASE POWER | 09/15/2016 | 5,050.00 |
| 73203 | PLADSON ENVIRONMENTAL INC | 09/15/2016 | 760.00 |
| 73204 | PRAXAIR DISTRIBUTION INC | 09/15/2016 | 145.78 |
| 73205 | PREMIER AGENDAS INC | 09/15/2016 | 406.60 |
| 73206 | PRO-ED INC | 09/15/2016 | 123.20 |
| 73207 | RAMSEY COUNTY | 09/15/2016 | 4,350.00 |
| 73208 | RED BALLOON BOOKSHOP | 09/15/2016 | 61.40 |
| 73209 | RESEARCH FOR BETTER TEACHING | 09/15/2016 | 5,368.63 |
| 73210 | THE RETROFIT COMPANIES INC | 09/15/2016 | 330.75 |
| 73211 | RICKERT, DENNIS | 09/15/2016 | 72.00 |
| 73212 | RICKERT, PHILLIP | 09/15/2016 | 72.00 |
| 73213 | RIDDELL INC | 09/15/2016 | 454.60 |
| 73214 | RISDALL MARKETING GROUP | 09/15/2016 | 1,500.00 |
| 73215 | RODENBURG LAW FIRM | 09/15/2016 | 186.00 |
| 73216 | ROOF SPEC INC | 09/15/2016 | 9,500.00 |

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| 73217 | ROSENBERG CENTER | 09/15/2016 | 657.00 |
| 73218 | RTR KIDS RUGS | 09/15/2016 | 747.92 |
| 73219 | RUNK, ADAM | 09/15/2016 | 86.00 |
| 73220 | RUPP ANDERSON SQUIRES & WALDSP | 09/15/2016 | 5,935.24 |
| 73221 | SAINT LOUIS UNIVERSITY | 09/15/2016 | 1,600.00 |
| 73222 | SAM'S CLUB/SYNCHRONY BANK | 09/15/2016 | 441.61 |
| 73223 | SAMACO SUPPLY | 09/15/2016 | 3,808.00 |
| 73224 | SAUERS, TODD | 09/15/2016 | 72.00 |
| 73225 | SCHINDLER ELEVATOR CORP | 09/15/2016 | 737.58 |
| 73226 | SCHMIDT, ROB | 09/15/2016 | 72.00 |
| 73227 | SCHNEIDER, STEVEN A | 09/15/2016 | 86.00 |
| 73228 | SCHOLASTIC INC | 09/15/2016 | 1,234.44 |
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| 73233 | SCHOOL SPECIALTY | 09/15/2016 | 945.19 |
| 73234 | SCHOOL TOOLS TV | 09/15/2016 | 65.00 |
| 73235 | SCHOOLFINANCES.COM | 09/15/2016 | 2,000.00 |
| 73236 | SCHROEHER, JANE | 09/15/2016 | 40.00 |
| 73237 | SEEVER, GRAY | 09/15/2016 | 165.00 |
| 73238 | SENTRY SYSTEMS INC | 09/15/2016 | 155.00 |
| 73239 | SLATOR, KEVIN T | 09/15/2016 | 57.00 |
| 73240 | SCHOOL NUTRITION ASSOC (SNA) | 09/15/2016 | 23.00 |
| 73241 | SNAP-ON | 09/15/2016 | 26.80 |
| 73242 | SOCIAL THINKING PUBLISHING | 09/15/2016 | 731.97 |
| 73243 | SPANISH SPECIALISTS AND CONSUL | 09/15/2016 | 200.00 |
| 73244 | STARTECHTEL.COM INC | 09/15/2016 | 682.95 |
| 73245 | STATE SUPPLY CO | 09/15/2016 | 1,212.70 |
| 73246 | STAY TUNED PIANO SERVICES | 09/15/2016 | 196.00 |
| 73247 | STEEL, TERESA A | 09/15/2016 | 26.00 |
| 73248 | STORYBOARD FILMS | 09/15/2016 | 1,800.00 |
| 73249 | STREAMLINE DESIGN INC | 09/15/2016 | 12,184.30 |
| 73250 | STUDICA | 09/15/2016 | 2,187.60 |
| 73251 | SUM | 09/15/2016 | 370.00 |
| 73252 | SUMMIT COMPANIES | 09/15/2016 | 2,349.35 |
| 73253 | SUNTEX INTL INC | 09/15/2016 | 489.60 |
| 73254 | SUPREME SCHOOL SUPPLY CO | 09/15/2016 | 327.96 |
| 73255 | SYNOVIA | 09/15/2016 | 1,417.50 |
| 73256 | TEACHER INNOVATIONS INC | 09/15/2016 | 162.00 |
| 73257 | TEACHER SYNERGY LLC | 09/15/2016 | 47.98 |
| 73258 | TEACHING STRATEGIES INC | 09/15/2016 | 8,808.28 |
| 73259 | TERNES, KELLY | 09/15/2016 | 66.00 |
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| 73261 | THYSSENKRUPP ELEVATOR CORP | 09/15/2016 | 8,991.30 |
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| 73265 | TRADE PRESS INC | 09/15/2016 | 6,754.97 |
| 73266 | T.R.F. SUPPLY CO | 09/15/2016 | 431.00 |

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| 73269 | TRUTHOUGHT LLC | 09/15/2016 | 73.96 |
| 73270 | TWIN CITY HARDWARE | 09/15/2016 | 1,263.14 |
| 73271 | TWIN CITY JANITOR SUPPLY CO | 09/15/2016 | 246.30 |
| 73272 | U.S. ENERGY SERVICES INC | 09/15/2016 | 703.00 |
| 73273 | UNITED REFRIGERATION | 09/15/2016 | 241.44 |
| 73274 | UNIVERSAL ATHLETIC | 09/15/2016 | 54.00 |
| 73275 | VAN LUYK, LEONARD | 09/15/2016 | 57.00 |
| 73276 | VERIZON WIRELESS | 09/15/2016 | 35.51 |
| 73277 | VIRCO INC | 09/15/2016 | 150.58 |
| 73278 | VISTAPRINT NETHERLANDS B.V. | 09/15/2016 | 253.30 |
| 73279 | WALSWORTH PUBLISHING CO | 09/15/2016 | 3,622.50 |
| 73280 | WARGO NATURE CENTER | 09/15/2016 | 765.00 |
| 73281 | WHITE BEAR COUNTRY INN | 09/15/2016 | 1,430.16 |
| 73282 | WHITE BEAR GLASS INC | 09/15/2016 | 434.00 |
| 73283 | WHITE BEAR LOCKSMITH INC | 09/15/2016 | 123.55 |
| 73284 | WHITE BEAR TOWNSHIP | 09/15/2016 | 1,419.82 |
| 73285 | WHITE BEAR LAKE (CITY OF) | 09/15/2016 | 666.55 |
| 73286 | WBL PIZZA MAN | 09/15/2016 | 122.12 |
| 73287 | WEBER, CRAIG | 09/15/2016 | 72.00 |
| 73288 | WEST MUSIC COMPANY | 09/15/2016 | 475.00 |
| 73289 | WILLMERT, ANDREW | 09/15/2016 | 66.00 |
| 73290 | WINDSTREAM | 09/15/2016 | 5,077.10 |
| 73291 | WINTERROWD, NATHAN | 09/15/2016 | 57.00 |
| 73292 | WL HALL COMPANY | 09/15/2016 | 2,918.77 |
| 73293 | WONG, ERIK | 09/15/2016 | 66.00 |
| 73294 | WOODWARD ACADEMY | 09/15/2016 | 659.19 |
| 73295 | WORDMASTERS | 09/15/2016 | 285.00 |
| 73296 | WYBERG DR, TERRANCE | 09/15/2016 | 500.00 |
| 73297 | XEROX FINANCIAL SERVICES | 09/15/2016 | 3,487.83 |
| 73298 | YMCA OF THE GREATER TWIN CITIE | 09/15/2016 | 89,866.84 |
| 73299 | YOUTH COMMUNICATION | 09/15/2016 | 18.00 |
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| 80001 | AMERICAN UNITED LIFE | 09/27/2016 | 589,875.00 |
| 80002 | AMERIPRISE FINANCIAL SERVICES | 09/27/2016 | 13,413.21 |
| 80003 | GREAT LAKES HIGHER EDUC | 09/27/2016 | 131.71 |
| 80004 | GURSTEL CHARGO ATTORNEYS AT LA | 09/27/2016 | 399.00 |
| 80005 | IUOE LOCAL 70 | 09/27/2016 | 2,426.65 |
| 80006 | MESSERLI & KRAMER PA | 09/27/2016 | 377.00 |
| 80007 | METROPOLITAN LIFE | 09/27/2016 | 2,084.15 |
| 80008 | RATWIK ROSZAK & MALONEY PA | 09/27/2016 | 33.90 |
| 80009 | RODENBURG LAW FIRM | 09/27/2016 | 214.00 |
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| 80011 | SCHOOL SERVICE EMPLOYEES | 09/27/2016 | 6,012.34 |
| 80012 | US DEPT OF EDUCATION | 09/27/2016 | 709.24 |
| 80013 | VANGUARD SMALL BUSINESS SERVIC | 09/27/2016 | 27,384.62 |
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| | 0 | Wire Transfer | Checks For a Total of | 0.00 |
| | 0 | ACH | Checks For a Total of | 0.00 |
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| 161700166 | ANDERSON, CHRISTINA T | 09/27/2016 | 195.00 |
| 161700167 | ANDERSON, HEIDI J | 09/27/2016 | 105.30 |
| 161700168 | ANDERSON, JON C | 09/27/2016 | 776.64 |
| 161700169 | ANDERSEN, KATHRYN D | 09/27/2016 | 280.07 |
| 161700170 | ANDERSON, MARGARET ANN | 09/27/2016 | 628.89 |
| 161700171 | ANFANG, SALLY G | 09/27/2016 | 51.11 |
| 161700172 | BIERMAN, CHERYL A | 09/27/2016 | 50.00 |
| 161700173 | BRADDOCK, JULIE ANN | 09/27/2016 | 67.90 |
| 161700174 | BURG, DIANE C | 09/27/2016 | 347.17 |
| 161700175 | BURRIS, LEANN K | 09/27/2016 | 97.96 |
| 161700176 | CARDOSO, CARA C | 09/27/2016 | 89.00 |
| 161700177 | CARLSON, CATHERINE J | 09/27/2016 | 50.00 |
| 161700178 | CLYNE, KRISTINE L | 09/27/2016 | 90.72 |
| 161700179 | CROCK, STEPHANIE L | 09/27/2016 | 87.74 |
| 161700180 | DALLY, PENNY WONG | 09/27/2016 | 398.00 |
| 161700181 | DERBY, SARA A | 09/27/2016 | 139.73 |
| 161700182 | DOTTE, BRENDA L | 09/27/2016 | 55.00 |
| 161700183 | ENGSTRAN, PAUL A | 09/27/2016 | 40.00 |
| 161700184 | FLINT II, RAY W | 09/27/2016 | 116.64 |
| 161700185 | GEDNALSKE, KIRK M | 09/27/2016 | 39.49 |
| 161700186 | GRABAU, TRENT A | 09/27/2016 | 61.98 |
| 161700187 | GRANT, SHANNON | 09/27/2016 | 92.50 |
| 161700188 | GREEN, ALAN THOMAS | 09/27/2016 | 103.12 |
| 161700189 | GRITZMACHER, SHAWN W | 09/27/2016 | 42.50 |
| 161700190 | HIGGINS, SHEILA J | 09/27/2016 | 271.94 |
| 161700191 | HUBBARD, MICHELLE K | 09/27/2016 | 44.95 |
| 161700192 | JAMIESON, SARAH A | 09/27/2016 | 65.00 |
| 161700193 | JORGENSON, AMY L | 09/27/2016 | 170.47 |
| 161700194 | KANCANS, ANDREW V | 09/27/2016 | 35.31 |
| 161700195 | KEESE, MATTHEW D | 09/27/2016 | 659.56 |
| 161700196 | KELLEY, DEBRA K | 09/27/2016 | 130.00 |
| 161700197 | KORNBAUM, ALLEKS P | 09/27/2016 | 63.96 |
| 161700198 | KRAUSE, DENAE M | 09/27/2016 | 38.88 |
| 161700199 | LAMWERS, LINDSAY M | 09/27/2016 | 47.83 |
| 161700200 | LANGSDALE, MATTHEW J | 09/27/2016 | 305.40 |
| 161700201 | LEHN, BRIDGET N | 09/27/2016 | 559.34 |
| 161700202 | LOVETT, MICHAEL J | 09/27/2016 | 880.64 |
| 161700203 | MAHN, KRISTI M | 09/27/2016 | 225.00 |
| 161700204 | MARKUSON, RACHAEL J | 09/27/2016 | 166.32 |
| 161700205 | MARTA, PAMELA J | 09/27/2016 | 50.00 |
| 161700206 | MCPHERSON, KIRSTEN M | 09/27/2016 | 161.50 |
| 161700207 | MEUWISSEN, PAUL WILLIAM | 09/27/2016 | 47.39 |
| 161700208 | MOORE, KATHERINE D | 09/27/2016 | 190.99 |
| 161700209 | NGUYEN, HUY K | 09/27/2016 | 879.00 |
| 161700210 | PALONY, AMBER R | 09/27/2016 | 71.28 |
| 161700211 | PERCIVAL, PATRICIA A | 09/27/2016 | 60.24 |
| 161700212 | REAGAN, JOHN V | 09/27/2016 | 32.98 |
| 161700213 | ROESER, DANIEL WILLIAM | 09/27/2016 | 602.43 |
| 161700214 | ROSSITER, DANIEL J | 09/27/2016 | 133.91 |

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| 161700215 | SCANLAN, KYRA P | 09/27/2016 | 51.19 |
| 161700216 | SCHENZ, KIMBERLEE R | 09/27/2016 | 95.00 |
| 161700217 | SCHLOSSER, GABRIELLE A | 09/27/2016 | 106.42 |
| 161700218 | SCHOUVIELLER, LORI J | 09/27/2016 | 131.40 |
| 161700219 | SIEBENALER, KEVIN R | 09/27/2016 | 202.50 |
| 161700220 | STANIUS, TAMARA L | 09/27/2016 | 72.08 |
| 161700221 | SVIR, SARA A | 09/27/2016 | 99.00 |
| 161700222 | SWENSON, CYNTHIA L | 09/27/2016 | 67.36 |
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| 161700225 | VAN ARRAGON, JANEL L | 09/27/2016 | 8.00 |
| 161700226 | VETTE, MARISA AA | 09/27/2016 | 283.00 |
| 161700227 | WOLTERS, MERRILY J | 09/27/2016 | 123.35 |
| 161700228 | ZHANG, JIAMEI | 09/27/2016 | 204.12 |

64 ACH Check(s) For a Total of 11,618.26

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| 80016 | AARP DRIVER SAFETY PROGRAM | 09/29/2016 | 580.00 |
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| 80019 | ADVANCED WIRELESS COMMUNICATIO | 09/29/2016 | 778.20 |
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| 80021 | AMAZON | 09/29/2016 | 1,273.33 |
| 80022 | AMAZON | 09/29/2016 | 283.63 |
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| 80042 | ANDERSON, BARBARA | 09/29/2016 | 57.00 |
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| 80049 | ARCH LANGUAGE NETWORK | 09/29/2016 | 100.00 |
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| 80051 | ARROWWOOD RESORT & CONF CTR | 09/29/2016 | 286.43 |
| 80052 | ASHLAND PRODUCTIONS INC | 09/29/2016 | 2,000.00 |
| 80053 | ASTLEFORD INTERNATIONAL TRUCKS | 09/29/2016 | 119.08 |
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| 80055 | AVON BUSINESS FORMS & PROMOTIO | 09/29/2016 | 3,767.64 |
| 80056 | BAKER, JAMES J | 09/29/2016 | 106.00 |
| 80057 | THE BAKKEN MUSEUM | 09/29/2016 | 276.00 |
| 80058 | BARNES & NOBLE | 09/29/2016 | 671.06 |
| 80059 | BARNETT WB CHRYSLER JEEP DODGE | 09/29/2016 | 1,276.87 |
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| 80061 | BEDNAR, TAMMY | 09/29/2016 | 80.00 |
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| 80068 | BLICK ART MATERIALS | 09/29/2016 | 459.92 |
| 80069 | BOLAND, TERESE R | 09/29/2016 | 190.32 |
| 80070 | BOYDS PROMOS | 09/29/2016 | 100.00 |
| 80071 | BREIT, ALAN THOMAS | 09/29/2016 | 72.00 |
| 80072 | BSN SPORTS | 09/29/2016 | 646.00 |
| 80073 | THE BUG COMPANY | 09/29/2016 | 48.00 |
| 80074 | CAMP ST CROIX | 09/29/2016 | 427.50 |
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| 80076 | CARLSON, JEREMY | 09/29/2016 | 66.00 |
| 80077 | CDW GOVERNMENT INC | 09/29/2016 | 550.65 |
| 80078 | CFK CONSTRUCTION INC | 09/29/2016 | 115,876.82 |
| 80079 | CHARLES, PARNELL L | 09/29/2016 | 240.00 |
| 80080 | CHEER MUSIC ADDICTION LLC | 09/29/2016 | 500.00 |
| 80081 | CHRISTIAN BOOK DISTRIBUTORS | 09/29/2016 | 128.07 |
| 80082 | CITI-CARGO & STORAGE CO INC | 09/29/2016 | 85.00 |
| 80083 | COBORNS DELIVERS | 09/29/2016 | 89.29 |
| 80084 | CONNEY SAFETY | 09/29/2016 | 1,518.60 |
| 80085 | CONTINENTAL RESEARCH CORP | 09/29/2016 | 1,311.81 |
| 80086 | CORE COMMERCIAL FLOORING | 09/29/2016 | 12,819.00 |
| 80087 | COUNTRY VIDEO BARN | 09/29/2016 | 98.75 |
| 80088 | COURT SURFACES & REPAIR | 09/29/2016 | 25,895.00 |
| 80089 | CROWN GLOBAL CONSULTING LLC | 09/29/2016 | 2,400.00 |
| 80090 | CUB FOODS OF WHITE BEAR TWSHP | 09/29/2016 | 314.35 |
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| 80092 | CUMMINS NPOWER LLC | 09/29/2016 | 3,543.93 |
| 80093 | CURRICULUM ASSOCIATES LLC | 09/29/2016 | 41.61 |
| 80094 | DEBZ SHIRTZ | 09/29/2016 | 2,496.00 |
| 80095 | DECKER INC | 09/29/2016 | 1,248.72 |
| 80096 | DEGARDNER, RICK | 09/29/2016 | 66.00 |
| 80097 | DELL MARKETING LP | 09/29/2016 | 17,052.38 |
| 80098 | DEMCO, TIM | 09/29/2016 | 80.00 |
| 80099 | DESIGNER SIGN SYSTEMS INC | 09/29/2016 | 278.20 |
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| 80101 | DLT SOLUTIONS LLC | 09/29/2016 | 669.81 |
| 80102 | DOMINOS PIZZA | 09/29/2016 | 367.49 |
| 80103 | DOMINOS PIZZA | 09/29/2016 | 266.78 |
| 80104 | DONATELLI'S | 09/29/2016 | 1,579.80 |
| 80105 | DOOR SERVICE COMPANY | 09/29/2016 | 2,532.00 |
| 80106 | DORNFELD, MARK | 09/29/2016 | 66.00 |
| 80107 | DOUGLAS, SANDRA L | 09/29/2016 | 50.00 |
| 80108 | DOW, BRIAN | 09/29/2016 | 66.00 |
| 80109 | DR DON'S BUTTONS, BADGES AND M | 09/29/2016 | 44.95 |
| 80110 | DEFINITIVE TECHNOLOGY SOLUTION | 09/29/2016 | 504.86 |
| 80111 | ECKROTH MUSIC | 09/29/2016 | 18,307.00 |
| 80112 | ED'S TROPHIES INC | 09/29/2016 | 250.25 |
| 80113 | EDINA CHEERLEADING | 09/29/2016 | 1,050.00 |

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| 80116 | ETA HAND2MIND | 09/29/2016 | 75.08 |
| 80117 | F&N OPERATIONS LLC | 09/29/2016 | 3,453.80 |
| 80118 | FAIG, AARON | 09/29/2016 | 72.00 |
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| 80121 | FASTENAL COMPANY | 09/29/2016 | 985.04 |
| 80122 | FESTIVAL FOODS-KNOWLAN'S | 09/29/2016 | 237.74 |
| 80123 | FIRKUS, DAVID | 09/29/2016 | 86.00 |
| 80124 | FLINN SCIENTIFIC INC | 09/29/2016 | 379.95 |
| 80125 | FLOCABULARY | 09/29/2016 | 96.00 |
| 80126 | FLOOR SEATING.COM | 09/29/2016 | 118.61 |
| 80127 | FRASER | 09/29/2016 | 275.00 |
| 80128 | FRATTALONES HARDWARE STORES | 09/29/2016 | 2,187.72 |
| 80129 | FREDERICKSON, KYLE | 09/29/2016 | 275.00 |
| 80130 | FUN EXPRESS LLC | 09/29/2016 | 18.93 |
| 80131 | GALLAGHERS NORTHWESTERN TIRE C | 09/29/2016 | 701.61 |
| 80132 | GEPHART TRUCKING | 09/29/2016 | 4,770.00 |
| 80133 | GMS INDUSTRIAL SUPPLIES INC | 09/29/2016 | 291.00 |
| 80134 | GOPHER | 09/29/2016 | 136.51 |
| 80135 | GOPHER STAGE LIGHTING | 09/29/2016 | 701.55 |
| 80136 | GRAFFIC TRAFFIC LLC | 09/29/2016 | 1,325.00 |
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| 80138 | GRAINGER | 09/29/2016 | 1,418.72 |
| 80139 | GREAT RIVER OFFICE PRODUCTS | 09/29/2016 | 496.86 |
| 80140 | GROUP TRAVEL PLANNERS | 09/29/2016 | 2,940.00 |
| 80141 | HAASE, JASON | 09/29/2016 | 66.00 |
| 80142 | HALLBERG ENGINEERING INC | 09/29/2016 | 19,123.52 |
| 80143 | HAMLIN UNIV CATERING | 09/29/2016 | 351.32 |
| 80144 | HANDWRITING WITHOUT TEARS | 09/29/2016 | 93.44 |
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| 80146 | HANSON, EUGENE | 09/29/2016 | 504.00 |
| 80147 | HEINEMANN | 09/29/2016 | 342.93 |
| 80148 | HILDI INC | 09/29/2016 | 50.00 |
| 80149 | HISDAHL INC | 09/29/2016 | 10.50 |
| 80150 | HOGLUND BUS AND TRUCK CO | 09/29/2016 | 9,597.57 |
| 80151 | HOME DEPOT CREDIT SERVICES | 09/29/2016 | 2,192.16 |
| 80152 | HORN, TYLER | 09/29/2016 | 57.00 |
| 80153 | HOUCHEM BINDERY LTD | 09/29/2016 | 1,590.00 |
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| 80159 | HUERTH, MICHAEL | 09/29/2016 | 2,768.40 |
| 80160 | HUGO EQUIPMENT CO | 09/29/2016 | 11.56 |
| 80161 | INNOVATIVE OFFICE SOLUTIONS | 09/29/2016 | 65.60 |
| 80162 | INTEGRA TELECOM | 09/29/2016 | 600.00 |
| 80163 | INTELLIGERE INC | 09/29/2016 | 280.00 |

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| 80164 | INTERMEDIATE DISTRICT 287 | 09/29/2016 | 6,404.58 |
| 80165 | ISD #622 NO ST PAUL/MAPLEWOOD | 09/29/2016 | 27,424.98 |
| 80166 | INFORMATION & TECH EDUC OF MN | 09/29/2016 | 190.00 |
| 80167 | IXL LEARNING | 09/29/2016 | 6,099.00 |
| 80168 | J & R SCHOOL SUPPLIES | 09/29/2016 | 339.00 |
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| 80170 | JAYTECH INC | 09/29/2016 | 3,921.20 |
| 80171 | JENSEN, ERIC | 09/29/2016 | 86.00 |
| 80172 | JEZORSKI, JEFF | 09/29/2016 | 194.25 |
| 80173 | JIMMY'S FOOD & DRINK | 09/29/2016 | 287.50 |
| 80174 | JL TAITT & ASSOC | 09/29/2016 | 2,400.00 |
| 80175 | JW PEPPER & SON INC | 09/29/2016 | 950.93 |
| 80176 | KARLSBURGER FOODS INC | 09/29/2016 | 254.10 |
| 80177 | KARNAS, MATT | 09/29/2016 | 86.00 |
| 80178 | KATH FUEL OIL SERVICE CO | 09/29/2016 | 15,432.45 |
| 80179 | KAUR, HARPRIT | 09/29/2016 | 10.00 |
| 80180 | KENNEDY & GRAVEN | 09/29/2016 | 700.00 |
| 80181 | KEOUGH, NICOLE | 09/29/2016 | 580.00 |
| 80182 | KEYSTONE INTERPRETING SOLUTION | 09/29/2016 | 2,613.00 |
| 80183 | KIDCREATE STUDIO | 09/29/2016 | 236.00 |
| 80184 | KOCKELMAN, DEAN W | 09/29/2016 | 86.00 |
| 80185 | KORNBAUM, WILLIAM | 09/29/2016 | 171.00 |
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| 80187 | KRAFT CONTRACTING & MECHANICAL | 09/29/2016 | 13,376.03 |
| 80188 | KULLY SUPPLY COMPANY | 09/29/2016 | 507.58 |
| 80189 | LAKE COUNTRY BOOKSELLERS | 09/29/2016 | 213.33 |
| 80190 | LAKESHORE LEARNING MATERIALS | 09/29/2016 | 574.22 |
| 80191 | LAKEVILLE SOUTH HIGH SCHOOL | 09/29/2016 | 150.00 |
| 80192 | LANGERS | 09/29/2016 | 1,925.00 |
| 80193 | LANGUAGE CIRCLE ENTERPRISES | 09/29/2016 | 542.30 |
| 80194 | LASHOMB, BRIAN ALAN | 09/29/2016 | 66.00 |
| 80195 | LEARNING A-Z | 09/29/2016 | 199.95 |
| 80196 | LEARNING A-Z | 09/29/2016 | 99.95 |
| 80197 | LENZ, KELLY | 09/29/2016 | 68.00 |
| 80198 | LETTERTECH INC | 09/29/2016 | 458.65 |
| 80199 | LIBERTY CLASSICAL ACADEMY | 09/29/2016 | 1,460.70 |
| 80200 | LIBERTY MOUNTAIN | 09/29/2016 | 236.16 |
| 80201 | LIBRARY STORE INC | 09/29/2016 | 172.42 |
| 80202 | LIGHTING PLASTICS OF MN INC | 09/29/2016 | 161.10 |
| 80203 | LIVINGSTON, TYLER | 09/29/2016 | 40.00 |
| 80204 | LONETTI, KELLY | 09/29/2016 | 216.00 |
| 80205 | LORENZ RECOGNITION CO | 09/29/2016 | 965.35 |
| 80206 | LORINSER, ANTHONY J | 09/29/2016 | 144.00 |
| 80207 | L T G POWER EQUIPMENT | 09/29/2016 | 933.30 |
| 80208 | LUNDQUIST DAVID A | 09/29/2016 | 66.00 |
| 80209 | MN ASSOC OF ADMIN OF STATE & | 09/29/2016 | 395.00 |
| 80210 | MACK, MARY ANN | 09/29/2016 | 147.00 |
| 80211 | MALLOY/MONTAGUE/KARNOWSKI & CO | 09/29/2016 | 12,500.00 |
| 80212 | MARCO, INC | 09/29/2016 | 649.87 |
| 80213 | MARX, BEN | 09/29/2016 | 80.00 |

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| 80214 | MATRIX COMMUNICATIONS | 09/29/2016 | 16,975.86 |
| 80215 | MN CHEERLEADING COACHES ASSOC | 09/29/2016 | 1,050.00 |
| 80216 | MEMBER SERVICES COORDINATOR | 09/29/2016 | 100.00 |
| 80217 | METRO ECSU | 09/29/2016 | 95.00 |
| 80218 | METRO SOUND AND LIGHTING | 09/29/2016 | 1,550.00 |
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| 80220 | MIDWEST BUS PARTS INC | 09/29/2016 | 3,161.32 |
| 80221 | MIDWEST TECHNOLOGY PRODUCTS | 09/29/2016 | 10.20 |
| 80222 | MIDWEST SPORTSWEAR & ATHLETIC | 09/29/2016 | 458.30 |
| 80223 | MINDWING CONCEPTS | 09/29/2016 | 164.94 |
| 80224 | MINNETONKA CHEERLEADING | 09/29/2016 | 960.00 |
| 80225 | MINVALCO INC | 09/29/2016 | 620.52 |
| 80226 | MN ASSOC OF STUDENT COUNCILS | 09/29/2016 | 100.00 |
| 80227 | MN BOARD OF SCHOOL ADMINISTRAT | 09/29/2016 | 225.00 |
| 80228 | MN DEPT OF HUMAN SERVICES | 09/29/2016 | 101.00 |
| 80229 | MN HISTORICAL SOCIETY | 09/29/2016 | 69.95 |
| 80230 | MN HISTORICAL SOCIETY | 09/29/2016 | 1,338.00 |
| 80231 | MN INDEPENDENT SCHOOL FORUM (M | 09/29/2016 | 635.00 |
| 80232 | MN PREMIER PUBLICATIONS | 09/29/2016 | 981.00 |
| 80233 | MN UTILITIES & EXCAVATING | 09/29/2016 | 2,404.70 |
| 80234 | MOECKLY, JULIE LYNN | 09/29/2016 | 12.99 |
| 80235 | MOORE, CYNTHIA A | 09/29/2016 | 632.00 |
| 80236 | MOORE, JAMES | 09/29/2016 | 72.00 |
| 80237 | MUEDEKING, TANYA | 09/29/2016 | 21.14 |
| 80238 | MUSIC THEATER INTL | 09/29/2016 | 1,614.50 |
| 80239 | MUSIC THEATER INTL | 09/29/2016 | 1,707.00 |
| 80240 | N2Y | 09/29/2016 | 479.00 |
| 80241 | NAC MECHANICAL & ELECTRICAL SE | 09/29/2016 | 3,638.26 |
| 80242 | NASCO | 09/29/2016 | 38.64 |
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| 80245 | NCS PEARSON INC | 09/29/2016 | 1,080.00 |
| 80246 | NELCO | 09/29/2016 | 799.26 |
| 80247 | NEOPOST GREAT PLAINS | 09/29/2016 | 195.00 |
| 80248 | NEOPOST GREAT PLAINS | 09/29/2016 | 33.50 |
| 80249 | NOLAN, KEITH | 09/29/2016 | 57.00 |
| 80250 | NORCENTRONIX DISTRIBUTING | 09/29/2016 | 3,872.00 |
| 80251 | NORGAARD, DANIEL | 09/29/2016 | 66.00 |
| 80252 | NORTH MEMORIAL OCCUPATIONAL ME | 09/29/2016 | 108.00 |
| 80253 | Vendor Continued Check | 09/29/2016 | 0.00 |
| 80254 | NORTHEAST METRO INTERMEDIATE D | 09/29/2016 | 190,221.85 |
| 80255 | NORTHERN LANDSCAPE & IRRIGATIO | 09/29/2016 | 6,255.00 |
| 80256 | NORTHWEST EVALUATION ASSOC | 09/29/2016 | 75,937.50 |
| 80257 | OFFICE DEPOT | 09/29/2016 | 751.61 |
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| 80259 | Vendor Continued Check | 09/29/2016 | 0.00 |
| 80260 | Vendor Continued Check | 09/29/2016 | 0.00 |
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| 80262 | ORBELL, RAY | 09/29/2016 | 57.00 |
| 80263 | ORKIN INC | 09/29/2016 | 13,716.40 |

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| 80264 | OTTER LAKE ELEMENTARY | 09/29/2016 | 11.97 |
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| 80266 | PADELFOED PACKET BOAT CO | 09/29/2016 | 35.72 |
| 80267 | PEARSON EDUCATION INC | 09/29/2016 | 402.34 |
| 80268 | PEARSON EDUCATION | 09/29/2016 | 1,481.63 |
| 80269 | PELCO CONSTRUCTION LLC | 09/29/2016 | 26,380.00 |
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| 80271 | PETERSON BROS ROOFING & CONST | 09/29/2016 | 56,028.47 |
| 80272 | PHOENIX SCHOOL COUNSELING LLC | 09/29/2016 | 4,910.36 |
| 80273 | PINE TREE APPLE ORCHARD | 09/29/2016 | 429.00 |
| 80274 | PIONEER | 09/29/2016 | 68.00 |
| 80275 | PITNEY BOWES PURCHASE POWER | 09/29/2016 | 108.99 |
| 80276 | PITNEY BOWES INC | 09/29/2016 | 299.50 |
| 80277 | PIXELWERX LLC | 09/29/2016 | 2,215.00 |
| 80278 | POCKET NURSE | 09/29/2016 | 210.56 |
| 80279 | PODS COMPLETE CAR CARE | 09/29/2016 | 1,340.49 |
| 80280 | POIRIER, LEE | 09/29/2016 | 123.63 |
| 80281 | POLAR CHEVROLET MAZDA | 09/29/2016 | 326.67 |
| 80282 | POWER LIFT INC | 09/29/2016 | 520.00 |
| 80283 | PREMIER AGENDAS INC | 09/29/2016 | 102.30 |
| 80284 | PREMIUM WATERS INC | 09/29/2016 | 113.70 |
| 80285 | PRIOR LAKE CHEERLEADING | 09/29/2016 | 1,140.00 |
| 80286 | QUIZLET | 09/29/2016 | 223.93 |
| 80287 | RAMSEY COUNTY PARKS/REC DEPT | 09/29/2016 | 500.00 |
| 80288 | RATWIK ROSZAK & MALONEY PA | 09/29/2016 | 2,660.00 |
| 80289 | READ NATURALLY INC | 09/29/2016 | 599.00 |
| 80290 | RED BALLOON BOOKSHOP | 09/29/2016 | 83.04 |
| 80291 | REGENTS OF THE UNIV OF MN | 09/29/2016 | 350.00 |
| 80292 | RENAISSANCE LEARNING INC | 09/29/2016 | 2,029.00 |
| 80293 | REPUBLIC SERVICES #899 | 09/29/2016 | 10,018.61 |
| 80294 | ROBERTS BUSINESS FORMS | 09/29/2016 | 572.25 |
| 80295 | ROETTGER, DORIS | 09/29/2016 | 67.82 |
| 80296 | RTR KIDS RUGS | 09/29/2016 | 209.95 |
| 80297 | S & S WORLDWIDE | 09/29/2016 | 108.51 |
| 80298 | SAFE N SOUND MOBILE | 09/29/2016 | 85.95 |
| 80299 | SAFETYFIRST PLAYGROUND SURFACI | 09/29/2016 | 10,214.50 |
| 80300 | SAINTS NORTH MAPLEWOOD | 09/29/2016 | 1,207.50 |
| 80301 | SALZWEDEL, RODNEY | 09/29/2016 | 114.00 |
| 80302 | SCHOLASTIC INC | 09/29/2016 | 323.94 |
| 80303 | SCHOLASTIC INC | 09/29/2016 | 157.88 |
| 80304 | Vendor Continued Check | 09/29/2016 | 0.00 |
| 80305 | SCHOOL HEALTH CORPORATION | 09/29/2016 | 46.68 |
| 80306 | SCHOOL SPECIALTY | 09/29/2016 | 217.71 |
| 80307 | SHRED-IT USA - MINNEAPOLIS | 09/29/2016 | 109.80 |
| 80308 | SITEONE LANDSCAPE SUPPLY | 09/29/2016 | 1,877.79 |
| 80309 | SITSPOTS | 09/29/2016 | 106.45 |
| 80310 | SCHOOL NUTRITION ASSOC (SNA) | 09/29/2016 | 37.00 |
| 80311 | SOCIAL THINKING PUBLISHING | 09/29/2016 | 96.86 |
| 80312 | SOUTHWEST BINDING & LAMINATING | 09/29/2016 | 398.02 |
| 80313 | SPECIALTY PROMOTIONS | 09/29/2016 | 490.00 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|--------------------------------|------------|--------------|
| 80314 | ST MICHAEL ALBERTVILLE COMM ED | 09/29/2016 | 900.00 |
| 80315 | ST PAUL LINOLEUM & CARPET COMP | 09/29/2016 | 8,024.00 |
| 80316 | ST PAUL AQUATICS | 09/29/2016 | 346.00 |
| 80317 | STAPLES ADVANTAGE | 09/29/2016 | 5,052.38 |
| 80318 | STATE SUPPLY CO | 09/29/2016 | 1,392.44 |
| 80319 | STAY TUNED PIANO SERVICES | 09/29/2016 | 566.00 |
| 80320 | STEVE WEISS MUSIC | 09/29/2016 | 2,451.53 |
| 80321 | STILLWATER AREA HIGH SCHOOL | 09/29/2016 | 105.00 |
| 80322 | STUCKY, GAIL | 09/29/2016 | 15.00 |
| 80323 | SUMMIT COMPANIES | 09/29/2016 | 155.00 |
| 80324 | SUPERIOR STRIPING INC | 09/29/2016 | 930.00 |
| 80325 | SUPREME SCHOOL SUPPLY CO | 09/29/2016 | 330.60 |
| 80326 | SURPLUS SERVICES | 09/29/2016 | 40.00 |
| 80327 | TA SCHIFSKY & SONS INC | 09/29/2016 | 69,600.00 |
| 80328 | TAMARACK NATURE CENTER | 09/29/2016 | 649.00 |
| 80329 | TAOLY, ROGER | 09/29/2016 | 57.00 |
| 80330 | TEACHSTONE TRAINING LLC | 09/29/2016 | 8,500.00 |
| 80331 | TEAL, ALEX | 09/29/2016 | 66.00 |
| 80332 | TERNES, KELLY | 09/29/2016 | 66.00 |
| 80333 | THERAPY SHOPPE | 09/29/2016 | 218.86 |
| 80334 | THOMPSON, ERIK | 09/29/2016 | 14.20 |
| 80335 | THYSSENKRUPP ELEVATOR CORP | 09/29/2016 | 687.50 |
| 80336 | Vendor Continued Check | 09/29/2016 | 0.00 |
| 80337 | TRADE PRESS INC | 09/29/2016 | 3,642.34 |
| 80338 | TRI-STATE BOBCAT | 09/29/2016 | 27.43 |
| 80339 | TROSKE, MACKENZIE LEE | 09/29/2016 | 19.36 |
| 80340 | TURFWERKS INC | 09/29/2016 | 127.31 |
| 80341 | TWIN CITY HARDWARE | 09/29/2016 | 401.31 |
| 80342 | TWIN CITY JANITOR SUPPLY CO | 09/29/2016 | 545.59 |
| 80343 | TWIN CITY TRANSPORTATION INC | 09/29/2016 | 29,721.35 |
| 80344 | TWIN PINES IMPRINTING | 09/29/2016 | 6,201.98 |
| 80345 | U.S. ENERGY SERVICES INC | 09/29/2016 | 2,876.52 |
| 80346 | UHL CO INC | 09/29/2016 | 68,929.90 |
| 80347 | UNITED REFRIGERATION | 09/29/2016 | 57.63 |
| 80348 | UNIVERSAL ATHLETIC | 09/29/2016 | 4,076.05 |
| 80349 | THE UPS STORE #3299 | 09/29/2016 | 100.80 |
| 80350 | UPTOWN GIRL CUPCAKES AND DESSE | 09/29/2016 | 238.40 |
| 80351 | US FOODS CULINARY EQUIP & SUPP | 09/29/2016 | 39.31 |
| 80352 | VANDERBOSCH, DANA A | 09/29/2016 | 456.63 |
| 80353 | VARSITY SPIRIT FASHIONS | 09/29/2016 | 15,091.33 |
| 80354 | VEESENMEYER, KELLY LYNN | 09/29/2016 | 31.20 |
| 80355 | VERIZON WIRELESS | 09/29/2016 | 1,404.31 |
| 80356 | VIKING ELECTRIC SUPPLY | 09/29/2016 | 40,063.55 |
| 80357 | VIRCO INC | 09/29/2016 | 301.16 |
| 80358 | VOYAGER SOPRIS LEARNING | 09/29/2016 | 1,193.50 |
| 80359 | VUE, KOU | 09/29/2016 | 57.00 |
| 80360 | WHITE BEAR LOCKSMITH INC | 09/29/2016 | 48.00 |
| 80361 | WHITE BEAR RENTAL EQUIPMENT | 09/29/2016 | 182.52 |
| 80362 | WHITE BEAR LAKE (CITY OF) | 09/29/2016 | 23,585.20 |
| 80363 | WHITE BEAR LAKE AREA HIGH SCHO | 09/29/2016 | 141.00 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|--------------------------------|-------------------------|--------------|
| 80364 | WENGER CORP | 09/29/2016 | 4,620.00 |
| 80365 | WEST MUSIC COMPANY | 09/29/2016 | 372.00 |
| 80366 | WESTERN PSYCHOLOGICAL SERVICES | 09/29/2016 | 117.70 |
| 80367 | WITTFITT LLC | 09/29/2016 | 1,926.00 |
| 80368 | WONG, ERIK | 09/29/2016 | 146.00 |
| 80369 | WOODSIDE SPORTS COMPLEX | 09/29/2016 | 300.00 |
| 80370 | WORTHINGTON DIRECT INC | 09/29/2016 | 2,549.73 |
| 80371 | X-GRAIN SPORTSWEAR | 09/29/2016 | 840.00 |
| 80372 | XCEL ENERGY | 09/29/2016 | 89,771.37 |
| 80373 | ZARAMBO, MARIA L | 09/29/2016 | 68.00 |
| 80374 | ZHOU, TINGTING | 09/29/2016 | 1,490.32 |
| 361 | Computer | Check(s) For a Total of | 1,342,893.03 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|-------------------------------|-------------------------|--------------|
| 72651 | LAKEVILLE NORTH HIGH SCHOOL | 09/29/2016 | 0.00 |
| 72922 | PETERSON BROS ROOFING & CONST | 09/29/2016 | 0.00 |
| 73084 | ECKROTH MUSIC | 09/29/2016 | 0.00 |
| 3 | Manual | Check(s) For a Total of | 0.00 |

| | | | | |
|-----------|-----|-----------------------------------|-----------------------|--------------|
| | 3 | 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 |
| | 361 | Computer | Checks For a Total of | 1,342,893.03 |
| Total For | 364 | Manual, Wire Tran, ACH & Computer | Checks | 1,342,893.03 |
| Less | 0 | Voided | Checks For a Total of | 0.00 |
| | | | Net Amount | 1,342,893.03 |

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: **Field Trip Requests**

MEETING DATE: **October 10, 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 trips are being presented by the administration to the School Board for approval.

| Date of Trip and Destination | Requesting Staff Member | Grade/ Team | Number of School Days Missed | Number of Students Attending | Total Cost per Student and Source of Revenue | Means of Transportation | Purpose of Field Trip |
|---|---------------------------------------|-----------------------------------|-------------------------------------|-------------------------------------|--|--------------------------------|--|
| November 9-10, 2016 STARS Leadership Conference at Camp Ripley | Rebekka McCormick and Nelda Henderson | MAAP STARS/ Student Leadership | 1 ½ | 6 | Total Cost to Student: \$20.00 Source of Revenue: Annual program fee and teacher expenses paid by Perkins/CTE funds. Student expenses supplemented with student activity funds. | School Van | Students will be introduced to the MAAP STARS program and participate in leadership and teambuilding activities. |
| November 25-26, 2016 Grand Rapids, MN | Jerry Kwapick | Varsity and JV Girls Hockey Teams | 0 | 35 | Total Cost to Student: \$0.00 Source of Revenue: Booster club from fundraising events | Coach Bus | Annual northern trip to participate in four games. Time for team to bond and get to know each other better. |
| December 2-3, 2016 South St. Paul, MN | Paul Seeba | Debate | ½ day | 15 | Total Cost to Student: \$30.00 Source of Revenue: Activities Fund | Bus | To attend the state debate tournament. |

| | | | | | | | |
|-----------------------------------|--------------|-----------|---|----|---|---------|---|
| December 28-30, 2016 Fargo, ND | Craig Nasvik | Wrestling | 0 | 45 | Total Cost to Student: \$149.00 Source of Revenue: Parents | Parents | To compete in one of the best and biggest wrestling events. 68 teams. We have gone annually for the past eight seasons. |
|-----------------------------------|--------------|-----------|---|----|---|---------|---|

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

AGENDA ITEM: **Acceptance of Gifts**
 MEETING DATE: **October 10, 2016**
 SUGGESTED DISPOSITION: **Operational Item**
 CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Finance and Operations**

| Donation | Donor | Recipient |
|--|--|--------------------------------------|
| \$500 | TRUIST | White Bear Lake Area School District |
| \$240 | TRUIST | White Bear Lake Area School District |
| \$390.39 | Wells Fargo Matching Gifts Program | White Bear Lake Area High School |
| \$1,000 | Wells Fargo Foundation | White Bear Lake Area High School |
| \$150 of school supplies | Orchard Dental Group | White Bear Lake Area School District |
| School supplies, including erasers, folders, notebooks, rulers, pencils, highlighters, plastic blue binders, school boxes, tape, crayons, scissors, glue sticks, pens, and colored pencils | HealthPartners Clinic White Bear Lake | Birch Lake Elementary School |

RECOMMENDATION: Accept donations.

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

STEPHANIE CROCK – Communications Specialist, District Center
Employed by District 624 since 02/02/2015
Effective Date: 10/13/2016

NICHOLE PAX – Program Assistant Leader, Lakeaires Elementary
Employed by District 624 since 12/11/2015
Effective Date: 08/26/2016

SCOTT PEDERSON – Bus Driver, Bus Garage
Employed by District 624 since 02/16/2016
Effective Date: 09/28/2016

RYAN RUD – Pupil Support Assistant, Otter Lake Elementary
Employed by District 624 since 09/03/2013
Effective Date: 10/07/2016

RESIGNATIONS/TERMINATION – CERTIFIED STAFF

LINDSEY MULHAUSEN – Special Education Teacher, Willow Lake Elementary
Employed by District 624 since 09/03/2013
Effective Date: 07/28/2016

RETIREMENT – CLASSIFIED STAFF

ALYSIA BUCKINGHAM – Pupil Support Assistant, Central Middle School
Employed by District 624 since 11/13/1995
Effective Date: 10/07/2016

FULL TIME LEAVE REQUEST – CERTIFIED STAFF

SARA MARTIN – Language Arts Teacher, WBLAHS – South Campus
Employed by District 624 since 08/22/2012
Effective Date: 2016 – 2017 School Year

CHANGE IN CONTINUING CONTRACT – CERTIFIED STAFF

DENISE CALLEN – Spanish Teacher, Sunrise Park Middle School
From .3 FTE to .4 FTE
Effective: 2016-2017 School Year

NEW PERSONNEL – CLASSIFIED STAFF

MELANIE CRAWLEY – Pupil Support Assistant, WBLAHS – North Campus

\$18.00 / hr., 5.25 hrs. / 165 days \$15,592.50

Effective Date: 09/26/2016

AMY LEWELLEN-CONTRERAS – Pupil Support Assistant, Transition Education Center

\$18.00 / hr., 5.5 hrs. / 165 days \$16,335.00

Effective Date: 09/26/2016

NANCY MULLEN – Part Time Cook, Central Middle School

\$14.50 / hr., 3.5 hrs. / 162 days \$8,221.50

Effective Date: 09/30/2016

SHRADDHA PINGALE – Assistant Program Leader, Otter Lake Elementary

\$13.44 / hr., 2.5 hrs. / 194 days \$6,518.40

Effective Date: 10/03/2016

LINDA TRIPLETT – Assistant Program Leader, Otter Lake Elementary

\$13.44 / hr., 2.75 hrs. / 204 days \$7,539.84

Effective Date: 09/19/2016

LUCY WILLINGHAM – Assistant Program Leader, Otter Lake Elementary

\$13.44 / hr., 4.5 hrs. / 192 days \$11,612.16

Effective Date: 10/05/2016

POLO YEE – Program Aide, Birch Lake Elementary

\$12.53 / hr., 2.5 hrs. / 193 days \$6,045.72

Effective Date: 10/04/2016

NEW PERSONNEL – NON AFFILIATED STAFF

MARIEL CULHANE – Federal and State Grant Coordinator, District Center

\$86,000.00

Effective Date: 10/03/2016

LONG TERM SUBSTITUTE – CLASSIFIED STAFF

LIBBY BEYTIEN-CARLSON – Instructional Assistant, Matoska International

\$17.58 / hr., 6.0 hrs. / 160 days \$16,876.80

Effective Date: 10/03/2016 through 06/08/2017

LISA ESBOLDT – Instructional Assistant, Matoska International

\$17.58 / hr., 6.0 hrs. / 180 days \$18,986.40

Effective Date: 09/05/2016 through 06/08/2017

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: **Recognition of Finance Awards**
MEETING DATE: **October 10, 2016**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Assistant
Superintendent for Finance and Operations**

BACKGROUND:

For the past seventeen consecutive years, White Bear Lake Area Schools (ISD #624) has received the prestigious awards for excellence in financial report from both the Association of School Business Officials (ASBO) and the Government Finance Officers Association (GFOA).

These awards are the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. The District's annual Comprehensive Annual Financial Report (CAFR) has been judged by impartial panels to meet the highest standards of the programs including demonstrating constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

Winning these awards is truly a team effort. I want to extend a special thank you to our District Controller Mary Vaske and Accountant Lee Lor.

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **October 10, 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: **World's Best Workforce Report on Academic Measures**

MEETING DATE: **October 10, 2016**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

At the September Work Study Session you received a detailed background report on our School District requirements under State WBWF legislation, and heard from members of the Teaching and Learning Team and from two parents on the WBWF Committee.

Monday evening's report and presentation is another step in our compliance with State requirements. Note that this presentation focuses on School Board responsibilities.

2015-16 Report to the Minnesota Department of Education: *Striving for the World's Best Workforce*

WBWF
Statute

Review
Progress

WBWF
Summary

Discussion

Next Steps

School Board Presentation | October 10, 2016



Striving for the World's Best Workforce

1. All children are ready to start kindergarten
2. All third-graders can read at grade level.
3. All achievement gaps between students are closed
4. All students are ready for career and/or postsecondary education
5. All students graduate from high school.

(School Board Policy Reference: 616)

What do Minnesota School Boards need to do?

School boards across the state must establish an advisory committee that will:

- Involve the community during plan development.
- Include members that reflect the diversity of the district and its schools.
- Make recommendations to the school board on rigorous academic standards and student achievement goals and measures.
- District leaders will post an annual progress report, hold annual public meetings, and submit a summary report to the Minnesota Department of Education.

Involve the community during plan development.

World's Best Workforce Advisory, 2015-16

| | |
|-------------------|--|
| October 14, 2015 | Presentation and discussion: 2015-16 goals and implementation plan |
| November 2, 2015 | Course offerings and career pathways Listening and sharing |
| February 11, 2016 | Presentation and discussion: Intervention program, leveled course offerings, opportunity gaps in college courses |
| April 12, 2016 | Listening and sharing - leveled course offerings and opportunity gaps in college courses |

Advisory Committee Members

Statutory Requirement...

"...[t]he District Advisory Committee must reflect the diversity of the district and its school sites. It must include teachers, parents, support staff, students, and other community residents. Parents and other community residents are to comprise at least two-thirds of advisory committee members, when possible. The district advisory committee makes recommendations to the school board."

Minnesota Statute 120B.11

Make recommendations to the school board on rigorous academic standards and student achievement goals and measures.

Advisory recommendations, 2015-16...

- Keep focus of closing achievement and opportunity gaps at the forefront of district planning and decision making
- Opportunities to Improve Communication with Parents/Guardians



District leaders will post an annual progress report, hold annual public meetings, and submit a summary report to the Minnesota Department of Education.

World's Best Workforce progress update and summary report may be viewed [here](#).

What do Minnesota School Boards need to do?

School boards across the state must establish an advisory committee that will:

- ✓ • Involve the community during plan development.
- ✓ • Include members that reflect the diversity of the district and its schools.
- ✓ • Make recommendations to the school board on rigorous academic standards and student achievement goals and measures.
- ✓ • District leaders will post an annual progress report, hold annual public meetings, and submit a summary report to the Minnesota Department of Education.

District WBWF Advisory Committee Meetings 2016-2017

- Wednesday, September 21 6 - 8 p.m., District Center
- Thursday, November 3 6 - 8 p.m., District Center
- Thursday, February 2 6 - 8 p.m., District Center
- Monday, April 17 6 - 8 p.m., District Center

WBWF topics at School Board Meetings 2016-2017

January: Reading at grade level by third grade - Our literacy efforts.

February: Closing the achievement and opportunity gaps.

March: Focused look at middle school programming.

April: Focused look at Elementary programming.

May: Focused look at High School programming.

2015-2016 World's Best Workforce Report Summary

District or Charter Name: **White Bear Lake Area Schools**

Grades Served: **Pk- 12**

Contact Person Name and Position: **Sara Paul, Assistant Superintendent**

In accordance with Minnesota Statutes, section 120B.11, a school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world's best workforce. The school board must publish an annual report on the previous year's plan and hold an annual public meeting to review goals, outcomes and strategies. An electronic *summary* of the annual report must be sent to the Commissioner of Education each fall.

This document serves as the required template for submission of the 2015-2016 report summary. Districts must submit this completed template by **December 15, 2016**, to:
MDE.WorldsBestWorkForce@state.mn.us.

1. Stakeholder Engagement

1a. Annual Report

[Note: For each school year, the school board must publish a report in the local newspaper, by mail or by electronic means on the district website.]

<http://www.isd624.org/about/Teaching-and-Learning.asp>

1b. Annual Public Meeting

[Note: School boards are to hold an annual public meeting to communicate plans for the upcoming school year based on a review of goals, outcomes and strategies from the previous year. Stakeholders should be meaningfully involved, and this meeting is to occur separately from a regularly scheduled school board meeting. The author's intent was to have a separate meeting just for this reason.]

Monday, September 26, 2016- Work Study Session (matches intent of author)
Monday, October 10, 2016- Board Meeting

1c. District Advisory Committee

[Note: The district advisory committee must reflect the diversity of the district and its school sites. It must include teachers, parents, support staff, students, and other community residents. Parents and other community residents are to comprise at least two-thirds of advisory committee members, when possible. The district advisory committee makes recommendations to the school board.]

Parents and Community Representatives make up at least two-thirds of Advisory Committee Members:

| | |
|-----------|---|
| <u>13</u> | Parents |
| <u>2</u> | Students (board liaisons) |
| <u>9</u> | Staff |
| <u>2</u> | School Board Members (count as community members) |
| <u>1</u> | Businesses |

Representation Mirrors the Demographics of the District:

| | |
|-----------|-----------------|
| <u>22</u> | White |
| <u>3</u> | Black |
| <u>2</u> | Latino |
| <u>1</u> | Native American |
| <u>1</u> | Hmong |
| <u>1</u> | Asian |
| <u>2</u> | SPED |

Representation from across the District and School Sites:

| | |
|-----------|--------------|
| <u>10</u> | North Side |
| <u>8</u> | South Side |
| <u>9</u> | Districtwide |

2. Goals and Results

[Note: SMART goals are: specific and strategic, measurable, attainable (yet rigorous), results-based and time-based. Goals should be linked to needs and written in SMART-goal format. Results should tie directly back to the established goal so it is clear whether the goal was met. Districts may choose to use the data profiles provided by MDE in reporting goals and results or other locally-determined measures. Be sure to check the box with the most appropriate goal status.]

2a. All Students Ready for Kindergarten

| Goal | Result | Goal Status |
|---|--|--------------|
| In 2014-15, WBLAS screened 596 children. In 2015-16, we will increase the number of children screened by 10%. | In 2015-16, 619 three- to five-year-olds participated in early childhood screening, an increase from 596 screenings in 2014-15. The demographics of the children screened mirrors the demographics of our K-12 students, an increase of 9.6% | Goal Not Met |
| In 2015-16, WBLAS will establish a common definition for Kindergarten Readiness that identifies cognitive and social emotional indicators and experiences | WBLAS Common Definition of Kindergarten Readiness: <u>Kindergarten Readiness Indicators and Experiences</u> | Goal Met |

| | | |
|---|--|--|
| agreed upon by Preschool and Kindergarten teachers and leaders. | | |
|---|--|--|

2b. All Students in Third Grade Achieving Grade-Level Literacy

| Goal | Result | Goal Status | | | | | | | | | | | | | | | | | | | |
|---|--|-------------------|------------|----------|-------|-------|-------|------|-------|-------|--------------|-------|-------|-------|-------|-------|------|-------|-------|-------|-------|
| The percentage of Grade 3 students proficient on the Grade 3 MCA-III Reading test will increase from 63% in 2014-15 to 66% in Spring 2016. | <table border="1"> <thead> <tr> <th>MCA Reading</th> <th>White Bear</th> <th>MN</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>63.9%</td> <td>58.7%</td> </tr> <tr> <td>2016</td> <td>64.1%</td> <td>57.3%</td> </tr> </tbody> </table> | MCA Reading | White Bear | MN | 2015 | 63.9% | 58.7% | 2016 | 64.1% | 57.3% | Goal Not Met | | | | | | | | | | |
| | MCA Reading | White Bear | MN | | | | | | | | | | | | | | | | | | |
| | 2015 | 63.9% | 58.7% | | | | | | | | | | | | | | | | | | |
| | 2016 | 64.1% | 57.3% | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th>MC A Reading Gaps</th> <th>Asian/PI</th> <th>Hispanic</th> <th>Black</th> <th>ELL</th> <th>SpEd</th> <th>FRL</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>21.9%</td> <td>20.0%</td> <td>27.1%</td> <td>38.9%</td> <td>22.2%</td> <td>27.2%</td> </tr> <tr> <td>2016</td> <td>23.1%</td> <td>19.7%</td> <td>33.3%</td> <td>42.6%</td> <td>19.6%</td> <td>28.1%</td> </tr> </tbody> </table> | MC A Reading Gaps | Asian/PI | Hispanic | Black | ELL | SpEd | FRL | 2015 | 21.9% | | 20.0% | 27.1% | 38.9% | 22.2% | 27.2% | 2016 | 23.1% | 19.7% | 33.3% | 42.6% |
| MC A Reading Gaps | Asian/PI | Hispanic | Black | ELL | SpEd | FRL | | | | | | | | | | | | | | | |
| 2015 | 21.9% | 20.0% | 27.1% | 38.9% | 22.2% | 27.2% | | | | | | | | | | | | | | | |
| 2016 | 23.1% | 19.7% | 33.3% | 42.6% | 19.6% | 28.1% | | | | | | | | | | | | | | | |
| <p>2015-16 was a year of deep learning for teachers and administrators regarding how our system can better support students as they learn to read and their transition to reading to learn. Administrators engaged in a book study, <u>Learning by Doing</u>, to explore collaboration models to support teachers to differentiate instruction and use assessment data to adjust teaching when students are not grasping learning standards. Collaboration models were piloted at several elementary buildings, and a literacy coaching model was approved by the school board for implementation in 2016-17. School teams participated in a summer data retreat to develop action plans, with a focus on literacy.</p> | | | | | | | | | | | | | | | | | | | | | |

2c. Close the Achievement Gap(s) Among All Groups

| Goal | Result | Goal Status |
|---|--|---|
| By 2017-18, participation in concurrent enrollment courses will mirror the participation rate of our benchmark group. Our goal for 2015-16 registration is to | <p><u>End of Year Participation Report 2015-16</u></p> <p>Students and staff were surveyed to identify a more comprehensive story of each student's unique talents and</p> | Goal in Progress- On track for achieving this goal. |

| | | |
|--|---|--|
| <p>increase participation to 51% across all racial student groups.</p> | <p>abilities and targeted students were encouraged to register for college level courses in 2016-17. This focus resulted in an overall increase in college-level course participation by 11th and 12th graders from 510 students in 2015-16 to 644 students registering to take those classes in 2016-17. There was high growth in participation across all demographic groups with underrepresented student groups increasing at a greater rate and therefore narrowing the participation gap in college-level coursework.</p> | |
|--|---|--|

2d. All Students Career- and College-Ready by Graduation

| Goal | Result | Goal Status |
|--|---|--|
| <p>By 2018, the percentage of WBLAHS graduates who are enrolled in developmental coursework during their first two years of post-secondary education will decrease from 21% to 15%. By 2018, these data will be available for our recent graduating class of 2016.</p> | <p>As a result of our new partnership with Century College, 99 students from the class of 2016 met the criteria in either Algebra 3 or Critical Reading enabling them to bypass the Accuplacer, bypass developmental coursework in math and reading, and begin college credit-bearing coursework as they enter college.</p> | <p>Goal in Progress- On track for achieving this goal.</p> |
| <p>For the 2015-16 school year, the percentage of WBLAHS and ALC students registered in at least one career pathway course will increase from 3% to 5%.</p> | <p>Thirty-five students participated in the Manufacturing and Construction pathways at South and the Area Learning Center in 2015-16. This year, 107 students are participating in our career pathways program.</p> | <p>Goal Met</p> |

2e. All Students Graduate

| Goal | Result | Goal Status |
|--|---|-----------------|
| <p>The percentage of students graduating, within four years will increase from 89% in 2014-15 to 90% in 2016-17.</p> | <p>World's Best Workforce legislation requires districts to report 4-year graduation rate for students who have attended our schools at any time during their high school years. WBWF legislation establishes a 90%</p> | <p>Goal Met</p> |

| | | |
|--|--|--|
| | <p>4-year graduation rate goal. The estimated graduation rate for 2016 is 90.1% (564 of 626 students) with 3% (21 students) continuing to attend White Bear schools and 7% (41 students) withdrawn without attending a new school. In the winter of 2016, WBLAS conducted an in-depth analysis of our system for tracking students who leave the district before graduation with a goal of bringing back students who are not enrolled in other districts and increasing the accuracy of our tracking protocol. Our new tracking protocol is intended to intervene with students who leave our schools before graduation, moving students from the “Withdrawn” category to either the “Graduate” or “Continuing categories”, and help us find additional withdrawn students who have moved to other educational institutions, with the goal to increase our graduation rate.</p> | |
|--|--|--|

3. Identified Needs Based on Data

[Note: Data that was reviewed to determine needs may include state-level accountability tests, such as Minnesota Comprehensive Assessments (MCAs) and/or local-level data, such as local assessments, attendance, graduation, mobility, remedial course-taking rates, child poverty, etc.]

| |
|---|
| <p>WBLAS utilizes multiple metrics to measure student success in the areas of academic growth, academic proficiency, and student engagement and inform district, building, and individual goals related to student learning. District leadership continues to respond to feedback from students, parents and teachers regarding intentional use of assessments to adjust instruction and increase student learning.</p> <ol style="list-style-type: none"> 1. Reading Proficiency: the percent of students who meet/exceed state standards on MCA (grades 3-8, 10) 2. Grade Level Reading: the percent of students scoring more than one year below grade level on MAP Reading (grades 1-8) |
|---|

3. **Math Proficiency:** the percent of students who meet/exceed state standards on MCA Math (grades 3-8, 11)
4. **Grade Level Math:** the percent of students scoring more than one year below grade level on MAP Reading (grades 1-8)
5. **Student Attendance:** The percent of students who are in attendance more than 95% of days (grades K-12)
6. **Student Discipline:** The percent of students with less than 5 disciplinary infractions recorded in Skyward (grades K-12)
7. **On-track to Graduate:** Percent of students who have not fallen behind in credit attainment (grades 9-12)
8. **Concurrent College Enrollment:** Percent of seniors who have participated in at least one college-level class

4. Systems, Strategies and Support Category

4a. Students

In 2015, elementary school teams participated in professional development. A multi-tiered system of supports is most effective when 80% of students are fully supported by core classroom (tier 1) instruction; 15% receiving additional small group supports (tier 2); and 5% of students receiving small group and one-to-one intensive interventions (tier 3). In 2015-16, 13% of White Bear elementary students displayed a need for additional tier 3 intensive intervention in reading while 5% displayed a need for tier 3 support in math.

Ninth Grade Academy provides a small learning community for a selected group of 9th graders to bridge the transition from middle to high school. In 2015-16, *the Academy* students had a 24% reduction in behavior referrals compared to 8th grade and the *Academy* had a lower fail rate (2% fail rate) compared to the fail rate (4%) for all ninth grade students.

There was high growth in participation across all demographic groups with underrepresented student groups increasing at a greater rate and therefore narrowing the participation gap in college-level coursework. Support systems for new students were put in place during the summer of 2016. Ninety students participated in the 3-C's Boot Camp.

4b. Teachers and Principals

Comprehensive Professional Development in Equity

WBLAS established a comprehensive focus on equity to improve instruction, curriculum, teacher development and evaluation, and principal development and evaluation. District leadership, building leadership, and teams of teachers were engaged in ongoing learning on equity and leadership during the 2015-16 school year. Forty-five district and building leaders participated in equity leadership and coaching training during seven sessions throughout the school year. Thirty-five district and building leaders participated in University of Minnesota's Equity Alliance conference in June, 2016- more participants than any other school district in the state. Teams of teachers from all elementary schools (52 participants) engaged in training for Data Coaching and Collaborative Inquiry with an equity focus in June, 2016. In preparation for the 2016-17 school year, all Literacy Coaches and Digital Literacy Coaches were engaged in coaching training with an equity focus. All secondary educators participated in equity training and AVID strategy training during workshop week. Equity-focused professional development for over 50 district leaders will continue during five sessions throughout the year, and elementary

site teams will continue professional development in data/collaborative inquiry through an equity lens throughout the school year.

4c. District

Instructional Technology Integration

The third phase of the technology 1:1 devices expanded implementation to grades 6-12. Technology coaches and mentors supported teachers in using technology to personalized learning and to address 21st Century skills (collaboration, communication, creativity and critical thinking)

Collaborative Inquiry and Planning

Each building school improvement team participated in a two-day data retreat where disaggregated data was studied, reflected upon and used to develop building continuous improvement goals. Each building identified a collaborative leadership team to establish building goals, student learning goals, monitor progress and adjust instructional strategies to assist students in meeting their learning goals.

Collaboration Professional Learning Community (PLC) models were piloted at several elementary buildings, and a literacy coaching model was approved by the school board for implementation in 2016-17. School teams participated in a summer data retreat to develop action plans, with a focus on literacy.

5. Equitable Access to Excellent Teachers

On June 1, 2015, MDE submitted a plan to the U.S. Department of Education that required all states to address long term needs for improving equitable access of all students to excellent educators. No Child Left Behind (NCLB) required that states address gaps in access to experienced, licensed and in-field teachers. The Every Student Succeeds Act (ESSA), signed on December 10, 2015, now requires states to evaluate and publicly report whether low-income and minority students are disproportionately served by ineffective, out-of-field, or inexperienced teachers.

To reach the goals of the WBWF, it is important to ensure that all students, particularly students from low income families and students of color have equitable access to teachers and principals who can help them reach their potential. Following the 2016 legislative session, WBWF now requires:

1. Districts to have a process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers.
2. District advisory committees to recommend to the school board the means to improve students' equitable access to effective and more diverse teachers.

In fall 2016, MDE will be engaging with a variety of stakeholders to unpack the definition of *effective* teachers in ESSA and WBWF as well as determine how the state might be able to evaluate and publicly report equitable access data. MDE will communicate the outcomes of these discussions to all districts.

In this 2015-2016 summary report submission, please provide the information below.

WBLAS has one racially identifiable school: Willow Lane Elementary. We have reviewed the breakdown of the number of teachers at Willow Lane who have a Master's degree and their years of service/experience.

In addition, the District has supported Willow Lane due to our demographic needs. For example:

- *The reallocation of Intervention resources based on the student needs*
- *Increased funding for PD to increase teacher quality such as Student Engagement Training and STEM Training, and Cultural Competency Training*
- *Increased funding for integration with other students/teachers for unique experiences*
- *Support for planning using disaggregated data to inform instructional practices to better meet student learning outcomes*

AGENDA ITEM: **Policy 101, Legal Status of the School District**
MEETING DATE: **October 10, 2016**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

BACKGROUND:

School Board Policy 101, Legal Status of the School District, was reviewed by the School Board Policy Committee and Cabinet. MSBA recommended changes in the “cross references” section.

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 14, 2016 School Board meeting agenda or a subsequent meeting for action.

Adopted: November 13, 1995
Revised: January 10, 2005
Revised: October 8, 2012

White Bear Lake Area School Board Policy #101

101 LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school district's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the counties in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

- A. Funds
 - 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools, and authority to manage and expend such funds, subject to applicable law.

2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. § 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.

4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

Legal References: Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B (School Districts, Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations)
Minn. Stat. § 465.035 (Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties of Political Subdivisions)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d 374 (1966)
Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138 N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References: WBLASB Policy 201 (Legal Status of School Board)
WBLASB Policy 603 (Curriculum Development)
WBLASB Policy 604 (Instructional Curriculum)
WBLASB Policy 606 (Textbooks and Instructional Materials)
WBLASB Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a fixed Asset Accounting system)
WBLASB Policy 705 (Investments)
WBLASB Policy 706 (Acceptance of Gifts)
WBLASB Policy 801 (Equal Access to Facilities of Secondary Schools)
MSBA Service Manual, Chapter 3, Employee Negotiations
MSBA Service Manual, Chapter 13, School Law Bulletin "F" (Contract and Bidding Procedures)

AGENDA ITEM: **Policy 406, Public and Private Personnel Data**
MEETING DATE: **October 10, 2016**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Linda Goers, Director of Human Resources**

BACKGROUND:

School Board Policy 406, Public and Private Personnel Data, was reviewed by the School Board Policy Committee and Cabinet. MSBA recommended very minor changes to this policy.

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 14, 2016 School Board meeting agenda or a subsequent meeting for action.

Adopted: April 29, 1996
Revised: January 10, 2005
Revised: October 11, 2010
Revised: December 12, 2011
Revised: April 9, 2012
Annual Review: March 3, 2014
Annual Review: October 13, 2014
Annual Review: November 9, 2015

*White Bear Lake Area
School District #624 Policy 406*

406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. "Confidential" means the data is not available to the subject.
- B. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- C. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space and work telephone number.
- D. "Personnel data" means government data on individuals maintained because they are or were employees of the school district, applicants for employment, volunteers for the school district, or members of or applicants for an advisory

board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

- E. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- F. "Protected health information" means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. "Protected health information" excludes health information in education records covered by the Federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.
- G. "Public" means that the data is available to anyone who requests it.
- H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteers and independent contractors, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee's social security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;

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7. actual gross pension;
8. the value and nature of employer-paid fringe benefits;
9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. job title;
11. bargaining unit
12. job description;
13. education and training background;
14. previous work experience;
15. dates of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. 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 school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;

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21. work email address;
22. badge number;
23. work-related continuing education;
24. honors and awards received; and
25. payroll time sheets or other comparable data that is used only 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; and

B. The following information on applicants for employment is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and
6. work availability.

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.

D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency

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- requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multi-member agency pursuant to Minn. Stat. § 15.0597; and
 - i. veteran status.
2. Once an individual is appointed to a public body, the following additional items of data are public:
- a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
3. Notwithstanding paragraph 2, 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 designated electronic mail address or telephone number at which the appointee can be reached.

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- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. §13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge is public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data is private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. An individual's checking account number is private when submitted to a government entity.
- C. Data pertaining to an employee's dependents is private data on individuals.
- D. Data created, collected or maintained by the school district to administer employee assistance programs is private.
- E. Parking space leasing data is private.
- F. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any

complaint or charge against the employee.

- H. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that is relevant to the concerns for safety to:
 - 1. The person who may be harmed and to the attorney representing the person when the data is relevant to obtaining a restraining order;
 - 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
 - 3. A court, law enforcement agency or prosecuting authority.
- I Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purposes of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
 - 1. threaten the personal safety of the complainant or a witness; or
 - 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district shall make any report to the Board of Teaching or the ~~Board of School Administrators~~ the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information

about the teacher from the school district's files, any termination or disciplinary proceeding, any settlement or compromise, or any investigative file.

- M. Private personnel data shall be disclosed to the Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that is relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation or termination of the subject of the data, or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data released under this paragraph must not include data on the student.
- P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, to make the school district more efficient, or to improve school district operations is private.
- Q. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.

- R. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Board of Teaching and the licensing division at MDE with the necessary and relevant information to enable the Board of Teaching and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. §123B.03, a school board or other school hiring authority must contact the Board of Teaching and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals is classified as both private and confidential by Minn. Stat. Ch. 13,

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or any other state or federal law, the data is private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated the Director of Human Resources as the authority responsible for personnel data. ~~If you have any~~ All questions regarding personnel data should be directed to, ~~contact~~ the Director of Human Resources.

IX. RELEASE FORM

An “Employee Authorization for Release of Information” ~~for release form will appear as~~ “Attachment A” to this policy is available in human resources.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. §122A.40, Subds. 13 and 16 (Employment; Contracts, Termination)
Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References: WBLASB Policy 206 (Public Participation in School Board Meetings/ Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records-Privacy-Access to Data)

AGENDA ITEM: **Policy 508, Extended School Year for Certain Students with Individualized Education Programs**

MEETING DATE: **October 10, 2016**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Kathleen Daniels, Director of Student Support Services**

BACKGROUND:

School Board Policy 508, Extended School Year for Certain Students with Individualized Education Programs, was reviewed by the School Board Policy Committee and Cabinet. MSBA recommended changes in the “legal references” section and minor changes in general statement of policy.

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE)

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 14, 2016 School Board meeting agenda or a subsequent meeting for action.

**508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH
INDIVIDUALIZED EDUCATION PROGRAMS**

I. PURPOSE

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE)

II. GENERAL STATEMENT OF POLICY

- A. Extended School Year Services Must Be Available to Provide a FAPE. The school district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.
- B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:
1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
 2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR
 3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.
- C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:
1. Prior observations of the student's regression and recoupment over the summer;
 2. Observation of the student's tendency to regress over extended breaks in instruction during the school year; and
 3. Experience with other students with similar instructional needs.

- D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:
1. The student's progress and maintenance of skills during the regular school year.
 2. The student's degree of impairment.
 3. The student's rate of progress.
 4. The student's behavioral or physical problems.
 5. The availability of alternative resources.
 6. The student's ability and need to interact with nondisabled peers.
 7. The areas of the student's curriculum which need continuous attention.
 8. The student's vocational needs.
- E. No Unilateral Decisions. In implementing the requirements of this section In the course of providing ESY services to children with disabilities, the school district may not unilaterally limit the type, amount, or duration of those services.
- F. Services to Nonresident Students Temporarily Placed in School District. A school district may provide ESY services to nonresident children with disabilities temporarily placed in the school district in accordance with applicable state law.

Legal References: Minn. State § 125.A.14 (Extended School Year)
Minnesota Rule Part 3525.0755
20 U.S.C. § 1400 et.seq. (Individuals with Disabilities Education Improvement Act of 2004)
34 C.F.R. Part 300 (IDEA Regulations)

Cross References:

AGENDA ITEM: **Policy 522, Student Sex Nondiscrimination**

MEETING DATE: **October 10, 2016**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Linda Goers, Director of Human Resources**

BACKGROUND:

School Board Policy 522, Student Sex Nondiscrimination, was reviewed by the School Board Policy Committee and Cabinet. The only recommended change was under general statement of policy in letter B.

The purpose of this policy is to provide equal education opportunity for all students and to prohibit discrimination on the basis of sex.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 14, 2016 School Board meeting agenda or a subsequent meeting for action.

Adopted: September 8, 1997
Revised: June 11, 2001
Revised: January 13, 2014
Revised: May 9, 2016

White Bear Lake Area
School Board Policy 522

522 STUDENT SEX NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. ~~It is the responsibility of every~~ **Every** school district employee **shall be responsible for** ~~to comply~~**ing** with this policy.
- C. The school board hereby designates Linda Goers, Director of Human Resources, 4855 Bloom Avenue, White Bear Lake, MN 55110, 651-407-7550, linda.goers@isd624.org, as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent, guardian, or community member having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

III. GRIEVANCE REPORTING PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal/supervisor of each building or available from the school district office, but oral reports shall be considered

complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.

- B. Building Level Reporting. The building principal/supervisor is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal/supervisor immediately.
- C. Upon receipt of a report or grievance, the principal/supervisor must immediately notify the school district human rights officer, without screening or investigating the report. The responsible person may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the responsible person to the human rights officer. If the report was given verbally, the responsible person shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the responsible person. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates Linda Goers, Director of Human Resources, 4855 Bloom Avenue, White Bear Lake, MN 55110, 651-407-7550, linda.goers@isd624.org, as the school district human rights officer to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves the human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the Title IX coordinator and human rights officer, including office ~~mailing~~ address and telephone number.
- F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation

may be conducted by school district officials or by a third party designated by the school district.

- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and review of documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding

or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES.

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

VIII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available publicly on the district website.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; sex discrimination)
Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing regulations of Title IX)

Cross Reference: WBLASB Policy 102 (Equal Educational Opportunity)
WBLASB Policy 413 (Harassment and Violence)
WBLASB Policy 528 (Student Parental, Family, and marital Status Nondiscrimination)

AGENDA ITEM: **Policy 721, Uniform Grant Guidance Policy
Regarding Federal Revenue Sources**

MEETING DATE: **October 10, 2016**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 721, Uniform Grant Guidance Policy Regarding Federal Revenue Sources, was reviewed by the School Board Policy Committee and Cabinet. This is a new policy recommended by Minnesota School Boards Association.

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 14, 2016 School Board meeting agenda or a subsequent meeting for action.

Adopted: _____
Revised: _____

White Bear Lake Area Schools Policy 721

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

NEW POLICY

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

A. Grants

1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

[Note: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.]

- B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- C. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
 1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
 - b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).

2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
 3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- D. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. Procurement Methods
1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$3,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
 2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$150,000 (periodically adjusted for inflation).
 3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
 4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
 5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.
- F. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.

- G. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).
- H. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.
- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.

- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
 - 1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified

suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.

2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. Procurement by sealed bids (formal advertising).
4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
 - a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

- c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - d. After solicitation of a number of sources, competition is determined inadequate.
- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
 - 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 - 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms

and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

VI. FINANCIAL MANAGEMENT REQUIREMENTS

A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the

school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

- C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district’s compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

B. Definitions

1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes,

regulations, guidance, applications, and approved grant awards.

2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
4. “Advance payment” means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;

13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;

10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.

- b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
- c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
- d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
- e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

- 1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
- 2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
- 3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.

- b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

- 1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
- 2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

I. Training

- 1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
- 2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

- 1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
- 2. Follows an appointment made in accordance with a school district's

written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entitywide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
- b. The costs are equitably allocated to all related activities, including federal awards; and
- c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.

2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.

4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.

5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
 6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
1. Critical and necessary for the conduct of the project;
 2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
 3. Consistent with the school district's cost accounting practices and school district policy; and
 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and

2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

[Note: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 C.F.R. § 200.207 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]

Legal References: 2 C.F.R. § 200.12 (Capital Assets)
2 C.F.R. § 200.112 (Conflict of Interest)
2 C.F.R. § 200.113 (Mandatory Disclosures)
2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
2 C.F.R. § 200.212 (Suspension and Debarment)
2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
2 C.F.R. § 200.302 (Financial Management)
2 C.F.R. § 200.303 (Internal Controls)
2 C.F.R. § 200.305(b)(1) (Payment)
2 C.F.R. § 200.310 (Insurance Coverage)
2 C.F.R. § 200.311 (Real Property)
2 C.F.R. § 200.313(d) (Equipment)
2 C.F.R. § 200.314 (Supplies)
2 C.F.R. § 200.315 (Intangible Property)
2 C.F.R. § 200.318 (General Procurement Standards)
2 C.F.R. § 200.319(c) (Competition)
2 C.F.R. § 200.320 (Methods of Procurement to be Followed)

2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)
2 C.F.R. § 200.338 (Remedies for Noncompliance)
2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
2 C.F.R. § 200.430 (Compensation – Personal Services)
2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
2 C.F.R. § 200.447 (Insurance and Indemnification)
2 C.F.R. § 200.463 (Recruiting Costs)
2 C.F.R. § 200.464 (Relocation Costs of Employees)
2 C.F.R. § 200.473 (Transportation Costs)
2 C.F.R. § 200.474 (Travel Costs)

Cross References: WBLASB Policy 208 (Development, Adoption, and Implementation of Policies)
WBLASB Policy 210 (Conflict of Interest – School Board Members)
WBLASB Policy 412 (Expense Reimbursement)
WBLASB Policy 701 (Establishment and Adoption of School District Budget)
WBLASB Policy 701.1 (Modification of School District Budget)
WBLASB Policy 702 (Accounting)
WBLASB Policy 703 (Annual Audit)

AGENDA ITEM: **Policy 807, Health and Safety**
MEETING DATE: **October 10, 2016**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Assistant
Superintendent for Finance and Operations**

BACKGROUND:

School Board Policy 807, Health and Safety, was reviewed by the School Board Policy Committee and Cabinet. Changes were recommended by the Policy Committee and Minnesota School Boards Association (MSBA).

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 14, 2016 School Board meeting agenda or a subsequent meeting for action.

Adopted: July 9, 2012

White Bear Lake Area Schools District #624
Policy 807

Revised: _____

807 HEALTH AND SAFETY

The subdivisions of Minn.Stat. § 123B.57 that relate to a school district's ability to apply for health and safety revenue have been repealed effective fiscal year 2017. The provisions of this policy substantially reflect statutory requirements.

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district ~~will~~ **may** form a health and safety advisory committee to be appointed by the superintendent or designee. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. **The superintendent or designee may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676**

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
 - 1. Art Safety
 - 2. Asbestos Program
 - 3. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools AWAIR (A Workplace Accident and Injury Reduction Program—Safety Committee)
 - 4. Bleacher Safety
 - 5. Bloodborne Pathogens/ Infectious Waste
 - 6. Combustible and Hazardous Materials Storage
 - 7. Community Right to Know
 - 8. Compressed Gas Safety
 - 9. Confined Space Standard
 - 10. Control of Hazardous Energy Sources (Lockout/Tagout)
 - 11. Electrical Safety
 - 12. Emergency Lighting
 - 13. Emergency Response Plan (Crisis Action Plan)
 - 14. Employee Right to Know
 - 15. Ergonomics Program
 - 16. Fall Protection —~~Ladder/Aerial Lifts/Roofs~~

17. Fire and Life Safety

18. First Aid/CPR/AED ~~Program~~
19. Food Service Safety ~~Program~~/Inspections
20. Fork Lift ~~Operations~~ Safety
21. Hazardous Air Emissions Program (Boilers)
22. Hazardous Waste ~~Program~~
23. Hearing Conservation
24. Hoist/Lift/Elevator Safety
25. Indoor Air Quality ~~Program~~
26. Integrated Pest Management ~~Program~~
27. Laboratory Safety Standard/Chemical Hygiene Plan
28. Lead (~~in Water, Paint~~) ~~Program~~
29. Machine Guarding
30. Mechanical Ventilation
31. Mercury
32. Mold Cleanup and Abatement
33. National Emission Standards for Hazardous Air Pollutants for School Generators Established by the United States E.P.A.
34. OSHA Inspections, OSHA 300 Logs
35. Personal Protective Equipment ~~Program~~ (PPE)
36. Playground Safety ~~Program~~
37. Radon ~~Program~~
38. Respiratory Protection ~~Program~~
39. ~~Structural Safety~~
40. Technology Education Safety Program
41. Underground/Above Ground Storage Tanks
42. Welding/Cutting/Brazing
43. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.

- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly conduct an accident investigation in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent or designee shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or designee, shall annually prepare preliminary revenue and expenditure budgets for the school district’s health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary to ensure clear understanding of the preliminary budget by the school board and public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing 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. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district’s health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees’ job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References:

- Minn. Stat. §123B.56 (Health, Safety, and Environmental Management)
- Minn. Stat. §123B.57 (Capital Expenditure; Health and Safety)
- Minn. Stat. §182.676 (Safety Committee)
- Minn. Rules Part 5208.0010 (Applicability)
- Minn. Rules Park 5208.0070 (Alternative Forms of Committee)

Cross References:

- WBLASD #624 Policy 407 - Employee Right to Know – Exposure to Hazardous Substances)
- WBLASD #624 Policy 701 – Establishment and Adoption of School District Budget
- ~~WBLASD #624 Policy 803 – Warning Systems and Emergency Plans~~
- ~~WBLASD #624 Policy 805 – Waste Reduction and Recycling~~

WBLASD #624 Policy 806 – Crisis Management Policy

E. OPERATIONAL ITEMS

AGENDA ITEM: **Action on Agreement with Hazel Reinhardt Consulting Services for Enrollment and Housing Study**

MEETING DATE: **October 10, 2016**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

At the September 26, 2016 work-study session, a facilities planning process update was provided to the School Board. Part of the year's plan is to conduct a demographic study to determine enrollment projections based on the population characteristics of the District.

Attached please find a proposal from Hazel Reinhardt Consulting Services. The proposal provides an overview of the project, an explanation of the methodology, and a description of the work products to be delivered. Additionally, a cost breakdown is included for a menu of project options. Should we choose all of the options presented, the total cost of the project would be \$25,300.

Recommended Action: Move to authorize Hazel Reinhardt Consulting Services to proceed with an enrollment and housing study as specified in the August 30, 2016 proposal (attached).



PROPOSAL

August 30, 2016

Dr. Wayne Kazmierczak
Assistant Superintendent for Finance & Operations
White Bear Lake Area Public Schools
4855 Bloom Avenue
White Bear Lake, MN 55410

Dear Dr. Kazmierczak,

Thank you so much for visiting with me about the issues facing the White Bear Lake Area Public Schools and the need for enrollment projections. Based on our discussion, I am suggesting a robust set of enrollment projections. In this proposal I provide a short overview of the methodologies that will be used, a list the project's work products and the project's data requirements.

Overview

Today in Minnesota, school enrollment projections must reflect not only population characteristics but also the market dynamics of school choice. Naturally, a district's school age population is closely related to other population characteristics of the district. A prime example is the relationship between the age of adults and the number of births in a school district. A larger number of women of prime childbearing age results in more births and larger kindergarten classes five to six years later. Another example is the relationship between age and changing one's residence. Older people move less often than younger people. Families with children under 18 years who move from one locale to another can have a major effect on school enrollment. Further, in a mobile society, enrollment changes throughout the school year as families and children move.

While population changes affect the total number of school age children residing in a school district, Minnesota students and their families have education choices. These choices also effect enrollment in the district's schools. Therefore, when analyzing public school enrollment, choice must be considered as well as population dynamics. Choice includes nonpublic schools, home schools, and the public options of open enrollment, charter schools and alternative schools. In addition, two others choices exist: a) dropping out of high school; and b) delaying entering kindergarten.

Most macro population changes, for example, changes in birth or fertility rates, affect most school districts. While these changes most often are manifest in trend lines, many other changes effecting school enrollment contain an element of randomness that results in annual fluctuations, which are impossible to anticipate.

Methodology

Public school enrollment projections will be made using two methodologies. Each is described below.

Cohort Survival Method

The cohort survival method is the most common and most robust model for projecting school enrollment. In the cohort survival method, the first step is to move a grade to the next higher grade. Because mortality is so low in the school age population, the entire grade is assumed to "survive" to the next higher grade in the following year. Once a grade or cohort has been "aged" to the next grade, net migration is added to or subtracted from that grade. Using survival rates accomplishes both "aging" and migration in a single step. Over time, the size of a cohort will increase or decrease as a result of migration as its progresses through the grades.

Resident births in the district will be used to project kindergarten five to six years later. Of course, not every child born in the district will enter the district's kindergarten classes five to six years later. However, some "native born" children who move out before enrolling in kindergarten will be replaced by children born elsewhere who move into the district before entering kindergarten. If the number of "ins" and "outs" are equal, the net effect is zero and the kindergarten class would be 100 percent of resident births. However, no public school district captures all its potential. A district with many apartment units often has more births than kindergarten students five to six years later. Some resident kindergarten students attend private schools or are home schooled. Others may attend a charter school or open enroll at another district. Therefore, a public school's capture rate is expected to be less than 100 percent. If the capture rate is 100 percent or higher, more preschool children are moving into the district than leaving (net in migration).

To extend kindergarten projections for the final five projection years, the Minnesota State Demographic Center's projections will be used as a guide.

The cohort survival method's strength is that it shows the effects of differences in grade size as students move through the grades. For example, this method will show how a large or small kindergarten class effects enrollment over 13 years or how larger elementary grades will affect the size of the high school in five to 10 years. The weakness of the cohort survival method is that it is slow to reflect the impact of new housing units, especially if there are a large number of additional single-family detached units.

Housing Unit Method

To better reflect the effects of additional housing units a version of the housing unit method will be used to project K-12 public school enrollment. The main reason to use a housing unit method is to understand the effect of new single-family housing units on school enrollment. It could be said that

housing stock is like DNA. It determines the size and characteristics of the resident school age population.

In order to project enrollment via the housing unit method, it is necessary to do an Enrollment and Housing Study. In the past ten years, geographic information system (GIS) technology became more widely available. This has allowed for the overlay of students on parcel data acquired from the property tax database. Housing type, year the unit was built and estimated market value are recorded in the property tax records for all residential property in a school district. In addition, the tax records allow us to determine when a housing unit was last sold.

The Enrollment and Housing Study makes it possible to project enrollment through a more refined version of the housing unit method called the housing starts method. The housing starts method is based on estimating the school age children per new unit and adding these students to the student population from existing units. This method shows the immediate effect of new housing units. Historically, the weakness of the housing unit method was the difficulty in quantifying the effect of housing turnover (sales) and the demographic changes that occur when existing housing units are sold. With yield data from the Enrollment and Housing Study, some of these problems are overcome. A unit's status, i.e., new; existing but recently sold; or existing but no recent sale, becomes a valuable addition in making projections using this methodology. The student yields for each status type are different and student yields also differ by geographic area within a school district.

Even with these major improvements, the housing starts method is crude and does not yield projections by individual grade; however, grades can be aggregated and projected for individual sites. Projections using the housing unit method are for resident students by year for five years into the future.

An Enrollment and Housing Study has a couple of additional benefits. One benefit is the coding of resident births to the district's boundaries and to each elementary attendance area within the district. These data allow us to see if some elementary attendance areas will grow or decline more quickly than other areas. The second benefit is learning more about the age of the adult population, especially the age of older adults. The number of adults who are 65 years and older, 75 years and older and 85 year and older provide information about future turnover in housing units.

Projections by School

This proposal includes projecting enrollment five years into the future for each of the district's nine elementary schools, two middle schools and the two high school campuses. These projections will be made using the cohort survival method and the housing unit method.

Special Projections

In addition to the district wide enrollment and the individual elementary school projections, projections by race/ethnicity (White and minority) and free/reduced lunch students are also included in this proposal.

Work Products

Basic Enrollment Projections

- District wide K-12 enrollment projections by grade by year for 10 years into the future. This work, along with all assumptions and analysis, will be contained in a report and presentation to the district

Enrollment and Housing Study

This project examines the following:

- Acquisition and geocode of births to residents of the district;
- Geocode of K-12 enrollment;
- Updating of all housing unit counts;
- Housing type analysis of K-12 students;
- K-12 yield analysis by housing types (breakouts for new units);
- Updating of data on proposed new housing development; and
- Enrollment based on current elementary boundaries

Results from this work will be used to project enrollment via the housing starts method. In addition, this work will be presented in a printed report with tables and maps detailing analysis and findings. Several large format maps illustrating spatial distributions, patterns and densities will also be provided.

Additional Optional Enrollment Projections

- Enrollment projections for each of the nine elementary schools, the two middle schools and the two high school campuses by grade by year for 5 years into the future using both the cohort survival method and the housing unit method;
- Modeling the effect of the closing of open enrollment at Mounds View and Mahtomedi, different high school configurations and housing development in Hugo just outside the district;
- Race/ethnicity (White and Minority) projections by grade by year for 5 years into the future; and
- Free/reduce meal projections by grade by year for 5 years into the future

Cost

- \$6,000 Basic Study with K-12 enrollment projections

Enrollment and Housing Study

- \$5,900

Optional Enrollment Projections

- \$7,200 Nine K-5 elementary school projections (two methods each)
- \$1,600 Two middle schools (two methods each)
- \$1,600 Modeling different high school configurations (two methods each)
- \$ 500 Modeling the effect of housing development in Hugo just outside the district
- \$1,000 Modeling the effect of closing open enrollment at Mounds View and Mahtomedi

- \$1,000 Race/ethnicity projections (one White projection one minority projection)
- \$ 500 Free/reduced meal student projections

You may opt not to do some of these optional projections

Timeline

This project can be completed by December 1 if Fall 2016 head count data are sent to me by October 15 (Approximately two months to complete a project)

Contractors

Hazel Reinhardt of Hazel Reinhardt Consulting Services for projections
Dick Carlstrom for the Enrollment and Housing Study

Terms

A payment of \$3,000 payable to Hazel Reinhardt Consulting Services is required as a part of accepting this proposal. The remainder of the project's costs will be billed upon project completion. Dick Carlstrom will bill his portion separately

Data Requirements

To make enrollment projections for the White Bear Lake Area Public Schools, the following data from the school district are required:

1. Fall enrollment (headcount) by grade in the White Bear Lake Area Public Schools for ten years—2007-08 through 2016-17. Please exclude ALC enrollment from these data;
2. Fall enrollment (or ADMs) of nonresident students who attend the White Bear Lake Area Schools through open enrollment and tuition agreements, 2007-08 through 2016-17;
3. Fall enrollment of White Bear Lake Area school district residents enrolled in nonpublic schools, 2007-08 through 2016-17;
4. Fall enrollment of White Bear Lake Area school district residents enrolled in home schools, 2007-08 through 2016-17;
5. Fall Enrollment (or ADMs) of White Bear Lake Area school district residents who attend public schools in other districts through open enrollment and tuition agreements, 2007-08 through 2016-17;
6. White Bear Lake Area school district residents who attend charter schools, 2007-08 through 2016-17;
7. Residents enrolled in any other education options, e.g., alternative schools (ALCs), PSEO, etc., 2007-08 through 2016-17. *If students are counted in White Bear Lake Area's headcount, do not count again if they are in one of these options.*

Data requirements for special projections:

1. Fall enrollment (headcount) by grade for each school (nine elementary, two middle schools and each high school campus) for five years—2012-13 through 2016-17
2. Fall enrollment (or ADMs) by grade by race/ethnicity for five years—2012-13 through 2016-17

3. Fall enrollment (or ADMs) by grade by free and reduced lunch status for five years—2012-13 through 2016-17
4. Fall enrollment (or ADMs) by grade for White Bear Lake School District residents attending the Mounds View and Mahtomedi School Districts

Data requirements for the Enrollment and Housing Study:

1. The district must provide Dick Carlstrom with student data by address. Carlstrom will specify the data needed.

Thanks for requesting this work.

Regards,

A handwritten signature in cursive script that reads "Hazel H. Reinhardt".