

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

January 9, 2017

MISSION STATEMENT

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

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

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

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

To: Members of the School Board

From: Michael J. Lovett
Superintendent of Schools

Date: January 3, 2017

A meeting of the White Bear Lake Area School Board will be held on **Monday, January 9, 2017** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

AGENDA

A. PROCEDURAL ITEMS

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve Agenda
5. Reorganization of the School Board
6. 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 for Public Forum.

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open up to 30 minutes (3minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those who wish to address the Board should fill out the Public Forum Speaker Card and submit the card to the School Board clerk or other district official at the meeting.
4. Questions may be asked on any topic, including those on the agenda.
5. School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.

6. An attempt will be made to answer questions addressed to the Board. In those cases where an answer is not provided a contact from an appropriate school district official will be made as a follow-up.
7. A handout on the purpose of school board meetings and the meeting process is available at each school board meeting.
8. Citizens may be asked to address the school board on a particular subject during the discussion of that item.
9. The School Board Chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

C. INFORMATION ITEMS

1. Overview of Welcome to White Bear Week and Update on Registration Information for 2017-18
2. Superintendent's Report

D. DISCUSSION ITEMS

1. First Reading of School Board Policies:
 - a. 203.2, Order of the Regular School Board Meeting
 - b. 203.6, Consent Agenda
 - c. 204, School Board Minutes

E. OPERATIONAL ITEMS

1. School Board Operating Procedures for 2017
2. School Board Members' Compensation for 2017
3. Action on Regular and Work-Study Meeting Schedule for 2017
4. Official Depositories for the School District Funds and Authorized Bank Accounts and Signatures
5. Official Publication for the School District for 2017
6. Action on Appointment of Compliance Officers
7. Action on Local Education Agency Authorization
8. Action on Designation of Legal Counsel
9. Action on Write Off of NSF Checks
10. Action on Contract to Review International Baccalaureate Programs

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **January 9, 2016**
SUGGESTED DISPOSITION: **Procedural 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-6a through A-6f, be approved as written, and a copy of the agenda items is attached to the minutes.

AGENDA ITEM: **School Board Minutes**
MEETING DATE: **January 9, 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, December 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: Chapman, Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson
Ex-Officio: Michael Lovett, Superintendent of Schools
Student Representative: Bryana Sherrick
Cabinet: Daniels, Goers, Kazmierczak, Maurer, Vette
3. Pledge of Allegiance
4. Wilson moved and Newmaster seconded to approve the agenda as presented. ***Voice vote: all ayes. Motion carried.***
5. Mullin moved and Chapman seconded to approve the consent agenda consisting of:
 - Approval of minutes of regular meeting on November 14, 2016; special meeting on November 22, 2016; and work-study session of November 28, 2016;
 - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - Approve field trips; and
 - Passage of resolution to approve personnel issues to include:
 - **Resignations/Termination – Classified Staff**
Jennifer Birkeland – Assistant Program Leader, Matoska International
Employed by District 624 since 04/18/2016
Effective Date: 11/25/2016
John Farmer – Pupil Support Assistant, Sunrise Middle School
Employed by District 624 since 09/03/2013
Effective Date: 10/31/2016
 - **Retirement – Classified Staff**
Kevin Dahline – Custodial, WBLAHS – South Campus
Employed by District 624 since 01/07/2002
Effective Date: 01/06/2017
Karen Fischer – Administrative Assistant - Principal, Lincoln Elementary
Employed by District 624 since 02/07/1994
Effective Date: 01/03/2017
Debra Roy – Administrative Assistant Registrar/Records, Sunrise Park Middle School
Employed by District 624 since 12/15/1997
Effective Date: 12/31/2016
 - **Part Time Leave Request – Certified Staff**
Kara Martinson – French Teacher, Central Middle School and WBLAHS – North Campus, .6 FTE Leave (Position .4 FTE)
Effective Date: 11/28/16
 - **Full Time Leave Request – Classified Staff**
Kelly Rivers – Media Clerk, Otter Lake Elementary
Employed by District 624 since 03/18/2013
Effective Date: 11/14/2016 through 12/22/2016

- **Full Time Leave Request – Certified Staff**
 - Stacy Bacigalupo – Language Arts Teacher, WBLAHS – South Campus
Employed by District 624 since 08/27/2009
Effective Date: 11/15/2016 through 06/09/2017
 - Ruth Kerl – Intervention Teacher, Oneka Elementary
Employed by District 624 since 08/22/2012
Effective Date: 11/28/2016 through 06/09/2017
 - Karlie Myette – Mathematics Teacher, Central Middle School
Employed by District 624 since 08/27/2009
Effective Date: 10/17/2016 through 11/22/2017
 - Sarah Treanor – Grade 5 Teacher, Matoska International
Employed by District 624 since 08/23/2007
Effective Date: 10/17/2016 through 01/25/2017
- **Change In Continuing Assignment – Certified Staff**
 - Julie Martin – Special Education Teacher, District Wide
From .2 FTE to .3 FTE
Effective: 11/14/2016
- **Change In Contract – Classified Staff**
 - Kimberely Granger – From Transportation Unit to Non-Affiliated
From Bus Driver, 7.75 hrs. per day, \$18.33/hr., Bus Garage
To Transportation Dispatcher, 8 hrs. per day, \$21,877 (Pro-rated on \$39,500), Bus Garage, Effective: 12/12/2016
 - Jason Salkowicz – Custodial Unit
From Assist. Head Engineer – B Building, 8 hrs. per day, \$20.37/hr. + .25 SD, Willow to Assist. Head Engineer – MS, 8 hrs. per day, \$21.33/hr. + .25SD, Lakeaires and Matoska , Effective: 12/26/2016
- **New Personnel – Classified Staff**
 - Cindy Kehoe – Assistant Program Leader, Matoska International
\$13.44/hr., 5.0 hrs. / 179 days \$12,028.80
Effective Date: 10/24/2016
 - Angelique Kelly – Part-Time Cook, Sunrise Park Middle School
\$14.50 /hr., 3.5 hrs. / 133 days \$6,749.75
Effective Date: 11/14/2016
 - Daniel Paradez – Assistant Head Engineer, WBLAHS – North Campus
\$21.18 /hr. + \$.25 SD, 8.0 hrs. / 149 days \$25,544.55
Effective Date: 12/05/2016
 - Tara Wilcox – Part-Time Cook, Central Middle School
\$14.50 /hr., 3.5 hrs. / 133 days \$6,749.75
Effective Date: 11/14/2016
- **New Personnel – Non-Affiliated Staff**
 - Tracy Cook – Youth Enrichment and Development Programmer, District Center
\$28,246.15 (Pro-rated in \$48,000.00)
Effective Date: 11/29/2016
 - Jacob Stanger – Campus Security, WBLAHS – South Campus and Sunrise Park Middle School
\$15.25 /hr., 8.0 hrs./ 125 days \$15,250.00
Effective Date: 11/28/2016
- **Long Term Substitute - Classified Staff**
 - Stephanie Wickland – Instructional Assistant, Lincoln Elementary
\$17.58 /hr., 6.0 hrs. / 125 days \$13,185.00
Effective Date: 11/28/2016

➤ **Long Term Substitute - Certified Staff**

Michael Farber – Language Arts Teacher, WBLAHS – South Campus
MA, Step 1, \$34,568.13

Effective Date: 11/07/16 through 06/09/17

Jaclyn Zakrzewski – Intervention Teacher, Oneka Elementary
BA, Step 1, .7 FTE, \$19,580.78

Effective Date: 11/28/16 through 06/09/17

Michelle Zwolski – Grade 5 Teacher, Matoska International
BA, Step 1, \$8,327.70

Effective Date: 11/28/16 through 01/26/2017

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

B. PUBLIC FORUM- There were no speakers.

C. INFORMATION ITEMS

1. Community Partnership Award from Vadnais Heights Economic Development Corporation - Ling Becker, Executive Director of VHEDC, presented this award honoring the district's partnership with Dufresne Manufacturing in the development of our Career Manufacturing program. Information on this program was provided by Principal Tim Wald, Career Navigator Rich Wessels, Jim Stephan from Dufresne, and students Caitlin Gray and Jack Olson.
2. Superintendent's Report - Before this meeting members of the Unified Bears Bowling Team and Varsity Bowling Team were recognized for their participation in state competitions. The musical, Mary Poppins, received 23 awards in the Hennepin Theatre Trust Spotlight Program and will perform in the Spotlight Program in June. Nomination forms for the Teacher of the Year are available on the district website. Winter break is December 23 through January 2. Information and registration events for the 2017-18 school year will be taking place in January. Information is available on the district website. Student report - The college and career center has a Snapchat account which will keep students up to date on benchmark points for Junior and Senior Year. Follow the account: WBLHSstudents. The Senior All Night party theme is Hawaiian/Luau. Winter sports and activities are starting.

D. DISCUSSION ITEMS

1. Presentation and Public Hearing Related to the Proposed 2016 Payable 2017 Property Tax Levy - Dr. Wayne Kazmierczak conducted the public hearing for taxes payable in 2017, which included: a background on school funding, property tax levies and budgets; information on the district's budget; information on the district's proposed tax levy for taxes payable in 2017, and public comments and questions.

E. OPERATIONAL ITEMS

1. Chapman moved and Wilson seconded to approve the certification of the final 2016 payable 2017 property tax levy in the amount of \$36,068,484.99. **Roll call vote: ayes: Chapman, Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson; nays: none. Motion carried.**

2. Kimball moved and Newmaster seconded to accept the proposed transition plan as recommended by the administration. **Roll call vote: ayes: Chapman, Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson; nays: none. Motion carried.**
3. Wilson moved and Chapman seconded to accept the Brosious Teaching Grants as shown in the attached materials in the total amount of \$14,515.05. **Roll call vote: ayes: Chapman, Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson; nays: none. Motion carried.**
4. Wilson moved and Fahey seconded to accept the H.B. Fuller STEM Mini-Grant in the amount of \$5,250 for Trent Grabau, Central Middle School. **Roll call vote: ayes: Chapman, Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson; nays: none. Motion carried.**
5. Kimball moved and Chapman seconded to approve the contract with Kenneth J. LaCroix as the advisor to the School Board in the search for a new superintendent with the following language change to the fifth bullet point on page 103 of the board packet. Review and screen the candidate application and credential materials, conduct preliminary interviews, and in a process to be determined by the full board, assist the board in recommending candidates for first round interviews. All board members will have access to all applications. **Roll call vote: ayes: Chapman, Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson; nays: none. Motion carried.**
6. Action on School Board Policies:
 - a) Policy 206, Public Participation in Board Meetings
 - b) Policy 525, Violence Prevention
 - c) Policy 701, Establish and Adoption of Budget
 - d) Policy 701.1, Modification of School District Budget
 - e) Policy 702, Accounting
 - f) Policy 805, Waste Reduction & Recycling

Chapman moved and Kimball seconded to approve Policy 206, Policy 525, Policy 701, Policy 701.1, Policy 702, and Policy 805 as recommended by the Policy Committee and Cabinet. **Voice vote: all ayes. Motion carried.**

- F. BOARD FORUM** - Wilson recommended attendance at the South Campus Choir concert December 19 at 7:00 pm. Kimball thanked Human Resources Director Linda Goers for her help with the superintendent search process. He thanked retiring staff for their years of service. Newberg presented each board member with a set of cards with tips and helpful questions on how to approach working with diverse teams.
- G. ADJOURNMENT** - Wilson moved and Newberg seconded to adjourn the meeting at 8:20 p.m. **Voice vote: all ayes. Motion carried.**

Submitted by: Ellen Fahey, clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **January 9, 2016**

SUGGESTED DISPOSITION: **Action Item**

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

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 - December

	<u>12/15/2016</u>	<u>12/30/2016</u>
Direct Deposit 459835-471293	1,749,441.99	
U.S. Treasury (FICA, Medicare, withholding)	669,817.96	
MN State Income Tax	106,926.49	
PERA	102,430.11	
TRA	320,078.16	
MSRS	4,542.69	
American Funds	81,361.04	
American United Life	74,018.18	
AIG	6,683.90	
ESI	28,281.47	
AXA	31,149.52	
State of MN Levies	2,010.90	
Direct Deposit 471294-472770		1,800,200.84
U.S. Treasury (FICA, Medicare, withholding)		683,441.18
MN State Income Tax		109,843.19
PERA		110,449.59
TRA		319,993.02
MSRS		4,542.66
American Funds		80,648.36
American United Life		75,205.68
AIG		6,683.90
ESI		28,849.54
AXA		31,196.58
State of MN Levies		2,066.40

Check Nbr	Vendor Name	Check Date	Check Amount
81578	1ST AYD CORP	12/01/2016	101.46
81579	AARP DRIVER SAFETY PROGRAM	12/01/2016	510.00
81580	ACCLAIM SERVICES INC	12/01/2016	931.00
81581	ACOUSTICS ASSOCIATES	12/01/2016	7,745.00
81582	ALL STRINGS ATTACHED	12/01/2016	22,250.00
81583	AMAZON	12/01/2016	241.15
81584	AMAZON	12/01/2016	260.44
81585	AMAZON	12/01/2016	315.58
81586	AMAZON	12/01/2016	771.66
81587	AMAZON	12/01/2016	224.94
81588	AMAZON	12/01/2016	555.64
81589	AMAZON	12/01/2016	343.90
81590	AMAZON	12/01/2016	1,541.22
81591	AMAZON	12/01/2016	684.53
81592	AMAZON	12/01/2016	319.14
81593	AMAZON	12/01/2016	280.27
81594	AMAZON	12/01/2016	236.47
81595	AMAZON	12/01/2016	39.99
81596	AMAZON	12/01/2016	477.56
81597	AMAZON	12/01/2016	497.15
81598	APPLE COMPUTER INC	12/01/2016	379.00
81599	APPLIED ENVIRONMENTAL SCI INC	12/01/2016	6,908.75
81600	ARCH LANGUAGE NETWORK	12/01/2016	800.00
81601	ASTLEFORD INTERNATIONAL TRUCKS	12/01/2016	424.74
81602	AVON BUSINESS FORMS & PROMOTIO	12/01/2016	247.58
81603	BARCO PRODUCTS CO	12/01/2016	1,449.21
81604	BARNHART PERCUSSION SERVICES	12/01/2016	60.00
81605	BATTERIES PLUS BULBS	12/01/2016	682.11
81606	BEARTOWN AUTO BODY INC	12/01/2016	516.00
81607	BEHLOW, DAVID	12/01/2016	63.80
81608	BETMAR LANGUAGES	12/01/2016	125.00
81609	BLICK ART MATERIALS	12/01/2016	47.69
81610	BLUEBIRD SCREEN PRINT	12/01/2016	1,413.58
81611	BOYER TRUCKS	12/01/2016	403.69
81612	BREAKDOWN SPORTS USA	12/01/2016	130.00
81613	BUILDING RESTORATION CORPORATI	12/01/2016	8,658.00
81614	BUREAU OF EDUCATION & RESEARCH	12/01/2016	245.00
81615	CARBONES PIZZA	12/01/2016	133.65
81616	CARLEX INC	12/01/2016	81.75
81617	CARLSON WAGONLIT TRAVEL	12/01/2016	14,750.00
81618	Vendor Continued Check	12/01/2016	0.00
81619	CDW GOVERNMENT INC	12/01/2016	1,881.27
81620	CENTURY COLLEGE	12/01/2016	43,200.00
81621	COLEMAN, ROBERT E	12/01/2016	71.00
81622	COMMERICAL KITCHEN SERVICES	12/01/2016	1,544.12
81623	THECOMPETITIVEEDGE.COM	12/01/2016	384.99
81624	COMSTOCK & SONS INC	12/01/2016	1,615.00
81625	CONNEY SAFETY PRODUCTS	12/01/2016	240.00
81626	CONNEY SAFETY	12/01/2016	81.60
81627	CONQUER NINJA WARRIOR	12/01/2016	100.00

Check Nbr	Vendor Name	Check Date	Check Amount
81628	COOPS SPORTSWEAR	12/01/2016	460.00
81629	CRAYOLA EXPERIENCE	12/01/2016	348.64
81630	CUB FOODS OF WHITE BEAR TWSHP	12/01/2016	1,177.91
81631	CUMMINS NPOWER LLC	12/01/2016	8,051.94
81632	DECKER INC	12/01/2016	221.41
81633	DELLWOOD COUNTRY CLUB	12/01/2016	1,483.94
81634	DELTA EDUCATION	12/01/2016	1,617.28
81635	DOLLAR TREE	12/01/2016	50.00
81636	DOMINOS PIZZA	12/01/2016	513.73
81637	DONATELLI'S	12/01/2016	810.40
81638	DOOR SERVICE COMPANY	12/01/2016	2,952.00
81639	DRAMATIC PUBLISHING CO	12/01/2016	235.92
81640	DEFINITIVE TECHNOLOGY SOLUTION	12/01/2016	102.31
81641	DEFINITIVE TECHNOLOGY SOLUTION	12/01/2016	11,869.33
81642	E & M CONSULTING	12/01/2016	1,199.00
81643	EAST METRO INTEGRATION DIST 60	12/01/2016	770.75
81644	EASTEX PRODUCTS INC	12/01/2016	41.95
81645	ECKROTH MUSIC	12/01/2016	944.80
81646	ELECTRIC MOTOR REPAIR	12/01/2016	189.69
81647	ENGSTROM, MARK	12/01/2016	143.00
81648	ENGSTRAN, STEVE	12/01/2016	140.00
81649	ETA HAND2MIND	12/01/2016	19.29
81650	Vendor Continued Check	12/01/2016	0.00
81651	FASTENAL COMPANY	12/01/2016	659.75
81652	FESTIVAL FOODS-KNOWLAN'S	12/01/2016	208.45
81653	FIRST STUDENT INC	12/01/2016	381.60
81654	FLORIN, JOLYN A	12/01/2016	546.00
81655	FLORISSANT FOSSIL QUARRY	12/01/2016	190.00
81656	FOLLETT SCHOOL SOLUTIONS INC	12/01/2016	1,033.83
81657	FRA-DOR INC	12/01/2016	324.00
81658	FAIRVIEW SPORTS & ORTHOPEDIC C	12/01/2016	830.00
81659	GALLAGHERS NORTHWESTERN TIRE C	12/01/2016	111.45
81660	GECKO MICROSOLUTIONS	12/01/2016	570.00
81661	GETTY, JOSEPH P	12/01/2016	1,875.00
81662	GMS INDUSTRIAL SUPPLIES INC	12/01/2016	181.90
81663	GOLD STAR RESTAURANT SERVICE	12/01/2016	1,007.60
81664	Vendor Continued Check	12/01/2016	0.00
81665	GRAINGER	12/01/2016	1,710.74
81666	GRANDMA'S BAKERY INC	12/01/2016	144.10
81667	GREAT RIVER OFFICE PRODUCTS	12/01/2016	180.01
81668	GROTH MUSIC CO	12/01/2016	13.45
81669	GTM SPORTSWEAR	12/01/2016	448.00
81670	HEALTHPARTNERS	12/01/2016	199,791.90
81671	HELLO WOOD PRODUCTS	12/01/2016	152.00
81672	HELLO DIRECT INC	12/01/2016	443.51
81673	HERITAGE FOOD SERVICE GROUP	12/01/2016	1,082.95
81674	HERTZ FURNITURE SYSTEMS CORP	12/01/2016	24,853.90
81675	HERZOG, AMBER	12/01/2016	1,302.77
81676	HIAWATHA HOMECARE	12/01/2016	391.50
81677	HISDAHL INC	12/01/2016	10.50

Check Nbr	Vendor Name	Check Date	Check Amount
81678	HOGLUND BUS AND TRUCK CO	12/01/2016	8,934.97
81679	HUDL	12/01/2016	400.00
81680	HUDSON, SCOTT	12/01/2016	4.00
81681	IDENTITYSTORES	12/01/2016	1,409.90
81682	IFD	12/01/2016	40,922.67
81683	INTELLIGERE INC	12/01/2016	50.00
81684	IXL LEARNING	12/01/2016	850.00
81685	J.R.'S ADVANCED RECYCLERS	12/01/2016	210.00
81686	JUNIOR LIBRARY GUILD	12/01/2016	299.97
81687	JW PEPPER & SON INC	12/01/2016	114.00
81688	KEYSTONE INTERPRETING SOLUTION	12/01/2016	134.00
81689	KIDCREATE STUDIO	12/01/2016	184.00
81690	KINECT ENERGY GROUP	12/01/2016	17,673.22
81691	KORNEY BOARD AIDS INC (KBA)	12/01/2016	591.29
81692	KOWALSKIS MARKET	12/01/2016	353.35
81693	KUBTIZ EDUC SERVICES	12/01/2016	1,539.65
81694	LAKESHORE LEARNING MATERIALS	12/01/2016	176.07
81695	LAKEVIEW ELECTRICAL SERVICES	12/01/2016	1,700.00
81696	LANGUAGE LINE SERVICES	12/01/2016	207.72
81697	LEARNING FORWARD	12/01/2016	597.00
81698	LEARNING A-Z	12/01/2016	901.59
81699	LEHNER, SHELLY	12/01/2016	250.00
81700	LENDTS PUMPKIN PATCH	12/01/2016	1,920.00
81701	LHB INC	12/01/2016	1,449.31
81702	LIBERTY CLASSICAL ACADEMY	12/01/2016	525.00
81703	L T G POWER EQUIPMENT	12/01/2016	167.50
81704	LUCKY LUKE LLC	12/01/2016	127.89
81705	MN ADAPTED ATHLETICS ASSOC	12/01/2016	270.00
81706	MAD SCIENCE OF MINNESOTA	12/01/2016	583.00
81707	Vendor Continued Check	12/01/2016	0.00
81708	Vendor Continued Check	12/01/2016	0.00
81709	Vendor Continued Check	12/01/2016	0.00
81710	MADISON NATIONAL LIFE	12/01/2016	50,180.34
81711	MARKET DISTRIBUTING	12/01/2016	2,317.85
81712	MASH ANNICK FUNDRAISING	12/01/2016	1,272.00
81713	MCBRIDE, STACIE R	12/01/2016	84.92
81714	MN COMMUNITY EDUC ASSOC (MCEA)	12/01/2016	1,405.00
81715	MEDCO SUPPLY CO	12/01/2016	1,578.97
81716	MEDTOX LABORATORIES	12/01/2016	315.70
81717	METRO MEALS ON WHEELS INC	12/01/2016	135.25
81718	METRO SOUND AND LIGHTING	12/01/2016	181.50
81719	MIDWEST BUS PARTS INC	12/01/2016	814.45
81720	MIDWEST TECHNOLOGY PRODUCTS	12/01/2016	381.80
81721	MN MUSIC EDUCATORS ASSOC	12/01/2016	390.00
81722	MN ALLIANCE WITH YOUTH	12/01/2016	86,400.00
81723	MNAEYC-MNSACA	12/01/2016	1,050.00
81724	MONTessori SERVICES	12/01/2016	52.80
81725	MOORE, CYNTHIA A	12/01/2016	632.00
81726	MN REC & PARK ASSN (MRPA)	12/01/2016	574.00
81727	MUMBLEAU, JANE L	12/01/2016	36.95

Check Nbr	Vendor Name	Check Date	Check Amount
81728	NATIONWIDE INDUSTRIAL SUPPLY	12/01/2016	1,314.64
81729	NATL CAMERA EXCHANGE & VIDEO	12/01/2016	1,720.97
81730	NATURESEAL INC	12/01/2016	3,542.75
81731	NCPERS MINNESOTA	12/01/2016	192.00
81732	NCS PEARSON INC	12/01/2016	210.00
81733	NELSON, DON	12/01/2016	150.00
81734	NESS ELECTRONICS INC	12/01/2016	641.70
81735	NEWTRAX	12/01/2016	1,200.00
81736	NORTH CENTRAL TRUCK EQUIPMENT	12/01/2016	5,216.22
81737	NORTH MEMORIAL OCCUPATIONAL ME	12/01/2016	198.00
81738	NORTHSTAR SCOREBOARDS INC	12/01/2016	560.50
81739	Vendor Continued Check	12/01/2016	0.00
81740	ON SITE SANITATION INC	12/01/2016	517.73
81741	ONENECK IT SOLUTIONS LLC	12/01/2016	525.00
81742	ONLY 1 AUTO GLASS	12/01/2016	115.00
81743	PARK SQUARE THEATRE	12/01/2016	15.00
81744	PARTNERS IN EDUCATION	12/01/2016	1,443.75
81745	PEARSON, CHRIS	12/01/2016	81.00
81746	PEISSIG, JOSEPH	12/01/2016	2,586.00
81747	PICTURE THAT!	12/01/2016	180.00
81748	PINE TREE APPLE ORCHARD	12/01/2016	600.00
81749	PLANK ROAD PUBLISHING INC	12/01/2016	50.75
81750	POLAR CHEVROLET MAZDA	12/01/2016	871.30
81751	POSTMASTER	12/01/2016	215.00
81752	PRESTWICK HOUSE INC	12/01/2016	16.99
81753	PUSH PEDAL PULL	12/01/2016	340.00
81754	QUALITY RESOURCE GROUP INC	12/01/2016	6,097.45
81755	R & R SPECIALTIES INC	12/01/2016	34.50
81756	Vendor Continued Check	12/01/2016	0.00
81757	Vendor Continued Check	12/01/2016	0.00
81758	RAMSEY COUNTY	12/01/2016	3,696.00
81759	RED BALLOON BOOKSHOP	12/01/2016	88.73
81760	RESOURCES FOR READING INC	12/01/2016	138.11
81761	RM COTTON COMPANY	12/01/2016	1,703.49
81762	ROGERS PRINTING	12/01/2016	1,100.25
81763	ROHLINGER, JANNA	12/01/2016	160.38
81764	ROSE CITY SIGN	12/01/2016	125.00
81765	ROTSCHAFER, DONNA K	12/01/2016	1,270.08
81766	SABOT, COURTNEY A	12/01/2016	159.99
81767	SAM'S CLUB/SYNCHRONY BANK	12/01/2016	1,503.78
81768	SAM'S CLUB/SYNCHRONY BANK	12/01/2016	12.36
81769	SAM'S CLUB/SYNCHRONY BANK	12/01/2016	883.31
81770	SCHMITT MUSIC COMPANY	12/01/2016	108.00
81771	SCHOLASTIC READING CLUB	12/01/2016	184.00
81772	SCHOOL HEALTH CORPORATION	12/01/2016	41.65
81773	SCHOOL SPECIALTY	12/01/2016	148.17
81774	SCHROEDER, JULIETTE	12/01/2016	90.00
81775	SEEVER, GRAY	12/01/2016	160.00
81776	SHOREVIEW COMMUNITY CENTER	12/01/2016	100.00
81777	SI KIDS	12/01/2016	76.86

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81778	THE SIDE-OUT FOUNDATION	12/01/2016	732.00
81779	SITSPOTS	12/01/2016	61.67
81780	SMARTSHEET	12/01/2016	750.00
81781	SNAP-ON	12/01/2016	208.65
81782	SOUTH ST PAUL SCHOOLS	12/01/2016	140.00
81783	STAR TRIBUNE	12/01/2016	98.50
81784	STARTECHTEL.COM INC	12/01/2016	748.95
81785	STATE SUPPLY CO	12/01/2016	336.30
81786	STENLUND, TERRI	12/01/2016	187.27
81787	STREAMLINE DESIGN INC	12/01/2016	600.00
81788	SUCCESS BEYOND THE CLASSROOM	12/01/2016	1,638.00
81789	SUMMIT COMPANIES	12/01/2016	311.00
81790	TAI CHI FOR WELL-BEING LLC	12/01/2016	320.00
81791	TECHTRON ENGINEERING	12/01/2016	380.00
81792	THELEN HEATING & ROOFING INC	12/01/2016	211,813.40
81793	THEMES & VARIATIONS	12/01/2016	1,349.55
81794	TOTAL ENTERTAINMENT PRODUCTION	12/01/2016	200.00
81795	TRADE PRESS INC	12/01/2016	3,410.49
81796	TRANSPORTATION MGMT CORP	12/01/2016	13.25
81797	TREASURED TRANSPORTATION	12/01/2016	8,768.01
81798	TRIO SUPPLY COMPANY	12/01/2016	16,967.69
81799	TRUCK UTILITIES MFG CO	12/01/2016	244.94
81800	TWIN CITY JANITOR SUPPLY CO	12/01/2016	375.00
81801	UHL CO INC	12/01/2016	18,239.25
81802	UNIVERSITY OF MINNESOTA	12/01/2016	17,255.00
81803	UNIVERSAL ATHLETIC	12/01/2016	250.12
81804	US FOODS CULINARY EQUIP & SUPP	12/01/2016	506.80
81805	VANDERBOSCH, DANA A	12/01/2016	153.55
81806	VERIZON WIRELESS	12/01/2016	1,391.73
81807	VERSATILE VEHICLES	12/01/2016	279.42
81808	VON FANGE, MICHAEL	12/01/2016	124.00
81809	WALTERS REBUILDERS	12/01/2016	259.95
81810	WHITE BEAR CENTER FOR THE ARTS	12/01/2016	22,875.00
81811	WIMER, MARY KATHRYN	12/01/2016	150.00
81812	WL HALL COMPANY	12/01/2016	13,595.40
81813	X-GRAIN SPORTSWEAR	12/01/2016	222.00
81814	YMCA CAMP ICAGHOWAN	12/01/2016	3,309.38
81815	YOGA DEVOTION LLC	12/01/2016	1,120.00
81816	ZHOU, TINGTING	12/01/2016	690.32
81817	ZONEONE LOCATING	12/01/2016	362.75
240	Computer	Check(s) For a Total of	997,928.21

Check Nbr	Vendor Name	Check Date	Check Amount
81016	TRUCK UTILITIES MFG CO	12/01/2016	0.00
1	Manual	Check(s) For a Total of	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
80963	RAMSEY COUNTY	12/01/2016	4,965.00
1	Void	Check(s) For a Total of	4,965.00

	1	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	240	Computer	Checks For a Total of	997,928.21
Total For	241	Manual, Wire Tran, ACH & Computer Checks		997,928.21
Less	1	Voided	Checks For a Total of	4,965.00
		Net Amount		992,963.21

Check Nbr	Vendor Name	Check Date	Check Amount
161700420	BARKLEY, DANIELLE M	11/29/2016	-342.10

1	ACH	Check(s) For a Total of	-342.10
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	47	ACH	Checks For a Total of	-342.10
	0	Computer	Checks For a Total of	0.00
Total For	47	Manual, Wire Tran, ACH &	Computer Checks	-342.10
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		-342.10

Check Nbr	Vendor Name	Check Date	Check Amount
81818	ABBOTT PAINT & CARPET INC	12/09/2016	105.71
81819	ACME TOOLS	12/09/2016	217.00
81820	ADAPTIVEMALL.COM LLC	12/09/2016	89.94
81821	ALBINDIA, THOMAS	12/09/2016	81.00
81822	ALL STRINGS ATTACHED	12/09/2016	4,350.00
81823	AMAZON	12/09/2016	355.59
81824	AMAZON	12/09/2016	266.41
81825	AMAZON	12/09/2016	106.20
81826	AMAZON	12/09/2016	435.26
81827	AMERICAN MESSAGING	12/09/2016	131.69
81828	AMERIPRISE FINANCIAL SERVICES	12/09/2016	12,654.93
81829	AMERIPRISE SERVICES	12/09/2016	1,782.56
81830	ANDERSON, BARCLAY H	12/09/2016	72.65
81831	ANDERSON, PATRICIA	12/09/2016	170.41
81832	ANDERSON, TRENT	12/09/2016	68.00
81833	ANOKA COUNTY PARKS & RECREATIO	12/09/2016	379.50
81834	APPLE COMPUTER INC	12/09/2016	758.00
81835	APPLIED ENVIRONMENTAL SCI INC	12/09/2016	2,409.40
81836	ARCADE ASPHALT CO	12/09/2016	6,000.00
81837	ART EDUCATORS OF MN	12/09/2016	140.00
81838	ASL INTERPRETING SERVICES	12/09/2016	120.00
81839	B W T & F ENTERPRISES LLP	12/09/2016	50.00
81840	BARNES & NOBLE	12/09/2016	589.96
81841	BARNETT WB CHRYSLER JEEP DODGE	12/09/2016	597.03
81842	BATTERIES PLUS BULBS	12/09/2016	282.11
81843	BEDNAR, TAMMY	12/09/2016	160.00
81844	BEST, RANDY	12/09/2016	81.00
81845	BLAESING, THEODORE S	12/09/2016	2,319.60
81846	BLICK ART MATERIALS	12/09/2016	290.26
81847	BLUE TARP FINANCIAL INC	12/09/2016	849.89
81848	BLUEBIRD SCREEN PRINT	12/09/2016	335.00
81849	THE BUG COMPANY	12/09/2016	32.00
81850	CARBONES PIZZERIA	12/09/2016	654.19
81851	CATES, LINDSAY	12/09/2016	500.00
81852	CFK CONSTRUCTION INC	12/09/2016	41,790.80
81853	CHAMPIONSHIP PRODUCTS UNLTD	12/09/2016	750.00
81854	CHERMAK, COLLEEN	12/09/2016	32.30
81855	CINTAS CORP #470	12/09/2016	317.79
81856	CLARK, CYNTHIA JEAN	12/09/2016	270.93
81857	COLLER, RONALD	12/09/2016	143.00
81858	CONNEY SAFETY	12/09/2016	1,377.25
81859	CONTINENTAL CLAY CO	12/09/2016	2,260.95
81860	CONTINENTAL RESEARCH CORP	12/09/2016	616.91
81861	COOLEY, KATIE	12/09/2016	600.00
81862	COON RAPIDS HIGH SCHOOL	12/09/2016	200.00
81863	CRAFT, PATRICIA	12/09/2016	57.37
81864	CUMMINS NPOWER LLC	12/09/2016	77.65
81865	DALCO CORPORATION	12/09/2016	28,663.82
81866	DEJARLAIS, MARILYN	12/09/2016	576.69
81867	DELEON, PAUL	12/09/2016	143.00

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81868	DELL MARKETING LP	12/09/2016	7,854.56
81869	DEMCO INC	12/09/2016	161.40
81870	DESIGNER SIGN SYSTEMS INC	12/09/2016	284.20
81871	DOMIER, MARILYN	12/09/2016	35.24
81872	DONATELLI'S	12/09/2016	1,720.97
81873	DOOR SERVICE COMPANY	12/09/2016	1,004.00
81874	EARLY, SHERRY	12/09/2016	118.51
81875	Vendor Continued Check	12/09/2016	0.00
81876	Vendor Continued Check	12/09/2016	0.00
81877	ECKROTH MUSIC	12/09/2016	2,463.30
81878	EMEDCO COMPANY INC	12/09/2016	216.00
81879	EVANS, JOHN	12/09/2016	700.00
81880	FALVEY, KAY	12/09/2016	14.45
81881	Vendor Continued Check	12/09/2016	0.00
81882	FASTENAL COMPANY	12/09/2016	1,232.29
81883	FESTIVAL FOODS-KNOWLAN'S	12/09/2016	605.55
81884	FIRST STUDENT INC	12/09/2016	180,692.12
81885	FITNESS FINDERS INC	12/09/2016	148.95
81886	FLANAGAN, HOPE LYNN	12/09/2016	400.00
81887	FOLLETT SCHOOL SOLUTIONS INC	12/09/2016	36.65
81888	FORCIER, ELSIE	12/09/2016	22.30
81889	FRATTALONES HARDWARE STORES	12/09/2016	804.23
81890	FULLER, DONNA	12/09/2016	10.10
81891	GALLAGHERS NORTHWESTERN TIRE C	12/09/2016	2,075.38
81892	GARVEY, PATRICIA	12/09/2016	283.04
81893	GERTENS	12/09/2016	3,982.85
81894	GIBBS, ROSS	12/09/2016	81.00
81895	GOPHER	12/09/2016	1,445.50
81896	GOPHER STAGE LIGHTING	12/09/2016	242.40
81897	Vendor Continued Check	12/09/2016	0.00
81898	GRAINGER	12/09/2016	1,912.49
81899	Vendor Continued Check	12/09/2016	0.00
81900	GRANDMA'S BAKERY INC	12/09/2016	338.01
81901	GREAT LAKES HIGHER EDUC	12/09/2016	106.77
81902	GREAT RIVER OFFICE PRODUCTS	12/09/2016	360.00
81903	HAAG, LOIS	12/09/2016	28.90
81904	HANSON, DARLENE	12/09/2016	27.20
81905	HOBY	12/09/2016	195.00
81906	HOLMES, JEFF	12/09/2016	792.00
81907	HOUGHTON MIFFLIN HARCOURT	12/09/2016	181.78
81908	HUERTH, MICHAEL	12/09/2016	922.80
81909	HUGO EQUIPMENT CO	12/09/2016	110.25
81910	HUGO FEED MILL & HARDWARE	12/09/2016	5.99
81911	INTEGRA TELECOM	12/09/2016	319.02
81912	INTEGRA	12/09/2016	3,205.50
81913	IUOE LOCAL 70	12/09/2016	2,237.25
81914	IXL LEARNING	12/09/2016	6,266.00
81915	J & R SCHOOL SUPPLIES	12/09/2016	115.00
81916	JALLEN, SCOTT	12/09/2016	248.00
81917	JL TAITT & ASSOC	12/09/2016	5,370.00

Check Nbr	Vendor Name	Check Date	Check Amount
81918	JOHN A DALSIN & SON INC	12/09/2016	25,327.86
81919	JOHNSON CONTROLS INC	12/09/2016	4,374.54
81920	JOHNSON, ZACHARY	12/09/2016	76.00
81921	KAEHLER, MICHAEL	12/09/2016	81.00
81922	KAISER, PHYLLIS	12/09/2016	97.74
81923	KIDCREATE STUDIO	12/09/2016	1,472.00
81924	KOLLASCH CHARLES	12/09/2016	58.00
81925	KOREEN, GLORIA	12/09/2016	414.99
81926	KOVARIK, DAN	12/09/2016	143.00
81927	KRAFT CONTRACTING & MECHANICAL	12/09/2016	15,165.00
81928	KREMER SERVICES LLC	12/09/2016	2,020.12
81929	LAKESHORE LEARNING MATERIALS	12/09/2016	738.54
81930	LARSON, BEVERLEY M	12/09/2016	261.62
81931	LEVASSEUR, MARY	12/09/2016	51.00
81932	LINDHOLM, LYNN	12/09/2016	146.18
81933	LOEGERING, ARNITA	12/09/2016	19.97
81934	LORENZ BUS SERVICE INC	12/09/2016	4,320.00
81935	LORENZ RECOGNITION CO	12/09/2016	200.00
81936	L T G POWER EQUIPMENT	12/09/2016	534.61
81937	LUNDGREN, JOANNE M	12/09/2016	154.70
81938	MAILFINANCE INC	12/09/2016	431.82
81939	MANKATO EAST HIGH	12/09/2016	135.00
81940	MARIER, MARYJANE C	12/09/2016	265.52
81941	MARTENS, PAMELA	12/09/2016	25.50
81942	MCCHESENEY, D PAT	12/09/2016	16.14
81943	MCDONOUGH'S WATERJETTING AND	12/09/2016	724.05
81944	MN COMMUNITY EDUC ASSOC (MCEA)	12/09/2016	45.00
81945	MED COMPASS	12/09/2016	792.00
81946	MENARDS-MAPLEWOOD	12/09/2016	37.63
81947	MERRILL COMMUNITY ARTS CTR	12/09/2016	250.00
81948	MN ELEMENTARY SCH PRIN ASSOC	12/09/2016	150.00
81949	MESSERLI & KRAMER PA	12/09/2016	491.00
81950	Vendor Continued Check	12/09/2016	0.00
81951	METRO SOUND AND LIGHTING	12/09/2016	4,792.29
81952	METROPOLITAN LIFE	12/09/2016	2,255.83
81953	METROPOLITAN PRINCIPALS ACADEM	12/09/2016	175.00
81954	MID CITY SERVICES - INDUSTRIAL	12/09/2016	17.49
81955	MIDWEST BUS PARTS INC	12/09/2016	291.00
81956	MILLIGAN, THERESA J	12/09/2016	390.75
81957	MINVALCO INC	12/09/2016	21.00
81958	MN ELEVATOR INC	12/09/2016	307.75
81959	MN STATE UNIV MANKATO	12/09/2016	175.00
81960	MN SWORD PLAY	12/09/2016	540.00
81961	MNAEYC-MNSACA	12/09/2016	25.00
81962	MOORHEAD MACHINERY & BOILER CO	12/09/2016	1,531.73
81963	MOREN, THOMAS	12/09/2016	55.25
81964	MPLS SOUTH HIGH SCHOOL	12/09/2016	250.00
81965	MN PARK & SPORTS TURF MANAGERS	12/09/2016	75.00
81966	NASSEFF MECH CONTRACTORS	12/09/2016	5,931.64
81967	NATL CAMERA EXCHANGE & VIDEO	12/09/2016	2,798.98

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81968	NATL CHEERLEADERS ASSOC	12/09/2016	15,776.50
81969	NORCOSTCO	12/09/2016	53.27
81970	NORTH CENTRAL TRUCK EQUIPMENT	12/09/2016	3,738.71
81971	O'NEIL, LOIS	12/09/2016	201.78
81972	OFFICE DEPOT	12/09/2016	165.41
81973	OLSON, SUZANNE K	12/09/2016	17.70
81974	ON SITE SANITATION INC	12/09/2016	16.64
81975	PELCO CONSTRUCTION LLC	12/09/2016	600.00
81976	PODS COMPLETE CAR CARE	12/09/2016	39.95
81977	POLAR CHEVROLET MAZDA	12/09/2016	155.38
81978	PONCE TRAINED WRESTLING	12/09/2016	300.00
81979	POSTMASTER	12/09/2016	3,000.00
81980	POVOLNY, JOYCE	12/09/2016	42.00
81981	POVOLNY, KATHLEEN	12/09/2016	255.00
81982	PROP IT UP	12/09/2016	207.00
81983	QUISTAD, IDA	12/09/2016	19.53
81984	READ NATURALLY INC	12/09/2016	599.00
81985	REHBEIN TRANSIT CO INC	12/09/2016	27,360.00
81986	RICHARDSON, EUGENE	12/09/2016	58.00
81987	RODENBURG LAW FIRM	12/09/2016	220.00
81988	ROETTGER, DORIS	12/09/2016	355.00
81989	RUPP, JAY	12/09/2016	300.00
81990	SAIKO, KATHY	12/09/2016	122.40
81991	SAVOY'S PIZZA - HUGO	12/09/2016	6,876.00
81992	SCHINDLER ELEVATOR CORP	12/09/2016	737.58
81993	SCHMIDT, BARBARA J	12/09/2016	35.25
81994	SCHMITT MUSIC COMPANY	12/09/2016	37.00
81995	SCHOLASTIC BOOK FAIRS	12/09/2016	3,449.50
81996	SCHOLASTIC INC	12/09/2016	1,635.60
81997	Vendor Continued Check	12/09/2016	0.00
81998	Vendor Continued Check	12/09/2016	0.00
81999	SCHOOL HEALTH CORPORATION	12/09/2016	119.38
82000	SCHOOL SERVICE EMPLOYEES	12/09/2016	6,556.89
82001	SEBCO BOOKS	12/09/2016	1,234.14
82002	SETHURAJU, NADARAJAN	12/09/2016	500.00
82003	SIEMENS INDUSTRY INC	12/09/2016	409.26
82004	SP CONTROLS	12/09/2016	30.00
82005	STAFSHOLT, ANGELIKAH	12/09/2016	130.05
82006	STATE SUPPLY CO	12/09/2016	202.54
82007	STEINER, EILEEN A	12/09/2016	24.59
82008	STUDENT SUPPLY	12/09/2016	594.34
82009	STUMPF, DANIEL	12/09/2016	81.00
82010	SUMMIT COMPANIES	12/09/2016	260.00
82011	SUPER DUPER PUBLICATIONS	12/09/2016	168.85
82012	SURINE, GILVANETE	12/09/2016	160.00
82013	SYNOVIA	12/09/2016	1,417.50
82014	SZYMANSKI, MATT	12/09/2016	124.00
82015	TEACHER SYNERGY LLC	12/09/2016	110.99
82016	THORSHEIM, TAI	12/09/2016	143.00
82017	Vendor Continued Check	12/09/2016	0.00

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82018	THYSSENKRUPP ELEVATOR CORP	12/09/2016	5,053.30
82019	TIME FOR KIDS	12/09/2016	124.88
82020	TORMACH INC	12/09/2016	723.69
82021	TOYS FOR SPECIAL CHILDREN INC	12/09/2016	164.85
82022	TRANE US INC	12/09/2016	714.32
82023	TRAVEL LEADERS	12/09/2016	8,198.40
82024	TRUCK UTILITIES MFG CO	12/09/2016	209.99
82025	TRUSTED EMPLOYEES	12/09/2016	1,747.13
82026	TWIN CITY HARDWARE	12/09/2016	17.00
82027	UHL CO INC	12/09/2016	2,302.00
82028	UNIVERSAL ATHLETIC	12/09/2016	263.19
82029	US DEPT OF EDUCATION	12/09/2016	504.83
82030	VANGUARD SMALL BUSINESS SERVIC	12/09/2016	25,613.21
82031	WADDELL, CLARA	12/09/2016	500.00
82032	WB AREA EMERGENCY FOOD SHELF	12/09/2016	1,229.04
82033	WHITE BEAR FLORAL SHOP	12/09/2016	120.84
82034	WHITE BEAR LOCKSMITH INC	12/09/2016	123.50
82035	WHITE BEAR TOWNSHIP	12/09/2016	4,456.62
82036	WHITE BEAR LAKE (CITY OF)	12/09/2016	2,402.80
82037	WHITE BEAR LAKE (CITY OF)	12/09/2016	139,000.00
82038	WINDSTREAM	12/09/2016	5,078.18
82039	WL HALL COMPANY	12/09/2016	8,638.25
82040	WOODBURY HIGH SCHOOL	12/09/2016	150.00
82041	WOODDALE FUN ZONE	12/09/2016	972.00
82042	WORLD CUP SUPPLY INC	12/09/2016	842.97
225	Computer	Check(s) For a Total of	711,136.66

Check Nbr	Vendor Name	Check Date	Check Amount
73187	NASCO	12/09/2016	0.00
1	Manual	Check(s) For a Total of	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
81605	BATTERIES PLUS BULBS	12/09/2016	682.11
1	Void	Check(s) For a Total of	682.11

	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
	225	Computer	Checks For a Total of	711,136.66
Total For	226	Manual, Wire Tran, ACH & Computer Checks		711,136.66
Less	1	Voided	Checks For a Total of	682.11
		Net Amount		710,454.55

Check Nbr	Vendor Name	Check Date	Check Amount
70401	HAMILTON, KASMINE K	12/09/2016	5.99
71731	CANNIFF, AMY E	12/09/2016	236.60
201600001	BUNDE, MORGAN LEE	12/09/2016	3.00
3	Void	Check(s) For a Total of	245.59

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	0	Manual, Wire Tran, ACH & Computer Checks		0.00
Less	3	Voided	Checks For a Total of	245.59
		Net Amount		-245.59

Check Nbr	Vendor Name	Check Date	Check Amount
161700464	ACCIARI, NICOLE E	12/13/2016	107.57
161700465	ACKERKNECHT, CATHYANN M	12/13/2016	43.54
161700466	ALLEN, STEVEN H	12/13/2016	592.83
161700467	AMON, LYNN M	12/13/2016	56.16
161700468	ANDERSEN, KATHRYN D	12/13/2016	390.16
161700469	ANDERSON, MARGARET ANN	12/13/2016	630.24
161700470	ANDERSON, MELISSA KAY	12/13/2016	68.31
161700471	CANNIFF, AMY E	12/13/2016	236.60
161700472	CASE, ABIGAIL H	12/13/2016	220.00
161700473	CLYNE, KRISTINE L	12/13/2016	159.64
161700474	CULHANE, MARIEL	12/13/2016	58.59
161700475	DALLY, PENNY WONG	12/13/2016	327.77
161700476	DERBY, SARA A	12/13/2016	369.96
161700477	DURAND, JENNIFER A	12/13/2016	260.00
161700478	DYMIT, MARIE S	12/13/2016	72.90
161700479	EDBERG, REBECCA J	12/13/2016	568.15
161700480	EGEMO, PATRICIA ANN	12/13/2016	36.45
161700481	ELLEFSSEN, JULEE T	12/13/2016	54.00
161700482	ENGSTRAN, PAUL A	12/13/2016	326.47
161700483	FINK, AVIS A	12/13/2016	400.52
161700484	FLINT II, RAY W	12/13/2016	119.07
161700485	FUHRMAN, SARAH J	12/13/2016	67.82
161700486	GAMBONI, RICHARD A	12/13/2016	260.00
161700487	HARDACRE, CALEB M	12/13/2016	96.00
161700488	HITTESDORF, ANNE M	12/13/2016	119.00
161700489	IMMEL, COLLEEN MARIE	12/13/2016	210.91
161700490	JENDE, KARL F	12/13/2016	2,367.04
161700491	KATZ, HEATHER J	12/13/2016	78.64
161700492	KEESE, MATTHEW D	12/13/2016	75.00
161700493	KENTFIELD, KELLY S	12/13/2016	135.25
161700494	KNUTSON, CASSANDRA M	12/13/2016	86.68
161700495	LAMWERS, DAVID H	12/13/2016	297.00
161700496	LAMWERS, LINDSAY M	12/13/2016	55.98
161700497	LANGSDALE, MATTHEW J	12/13/2016	199.84
161700498	LANIGAN, CHERYL D	12/13/2016	79.65
161700499	LARSON, BRITA A	12/13/2016	30.78
161700500	LUNDBLAD, ANGELA C	12/13/2016	151.20
161700501	MARIER, JAMES JOSEPH	12/13/2016	648.00
161700502	MARTINSON, KARA S	12/13/2016	28.08
161700503	MCGARTHWAITE, MICHAEL R	12/13/2016	58.32
161700504	MCGRAW, TIMOTHY P	12/13/2016	239.76
161700505	MISGEN, MARK A	12/13/2016	202.40
161700506	MUSSER, BEVERLY D	12/13/2016	247.86
161700507	NORTON, EMILY L	12/13/2016	154.98
161700508	OLSON, ANNA C	12/13/2016	71.00
161700509	PERCIVAL, PATRICIA A	12/13/2016	65.00
161700510	PETERSON, BETSY J	12/13/2016	61.29
161700511	PLASTER, MARK ANTHONY	12/13/2016	82.08
161700512	POKORNY, MARY J	12/13/2016	118.19
161700513	ROESER, DANIEL WILLIAM	12/13/2016	482.62

Check Nbr	Vendor Name	Check Date	Check Amount
161700514	SALKOWICZ, JASON J	12/13/2016	100.00
161700515	SCHMIDT, HEATHER RAE	12/13/2016	293.98
161700516	SCHOENBERGER, DEBORAH A	12/13/2016	267.62
161700517	SHELSTAD, JACQUALINE A	12/13/2016	353.76
161700518	STUCYNSKI, JILL L	12/13/2016	60.06
161700519	THIBAUT, DEBRA S	12/13/2016	488.00
161700520	TRIGGS, CARLA M	12/13/2016	199.00
161700521	TULBERG, AMY C	12/13/2016	109.35
161700522	VADNAIS, MOLLY A	12/13/2016	60.82
161700523	VASKE, MARY M	12/13/2016	195.00
161700524	WEISSMAN, EVAN J	12/13/2016	99.00
161700525	WERNER, ELIZABETH M	12/13/2016	63.41
161700526	WILLCOXON SR, PETER	12/13/2016	634.80
161700527	WOLTERS, MERRILY J	12/13/2016	32.10

64	ACH	Check(s) For a Total of	14,826.20
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	0	Wire Transfer	Checks For a Total of	0.00
	64	ACH	Checks For a Total of	14,826.20
	0	Computer	Checks For a Total of	0.00
Total For	64	Manual, Wire Tran, ACH & Computer Checks		14,826.20
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		14,826.20

Check Nbr	Vendor Name	Check Date	Check Amount
82043	1ST AYD CORP	12/15/2016	103.47
82044	AARP DRIVER SAFETY PROGRAM	12/15/2016	325.00
82045	AARP DRIVER SAFETY PROGRAM	12/15/2016	575.00
82046	AARP DRIVER SAFETY PROGRAM	12/15/2016	395.00
82047	ADAMS, PAUL	12/15/2016	82.00
82048	Vendor Continued Check	12/15/2016	0.00
82049	AGROPUR INC	12/15/2016	18,750.46
82050	AMI/USA	12/15/2016	420.00
82051	AWARDSONE.COM	12/15/2016	1,481.08
82052	BARNES & NOBLE	12/15/2016	175.77
82053	BARTHOLD	12/15/2016	1,802.13
82054	BATTERIES PLUS BULBS	12/15/2016	225.00
82055	BAYPORT PRINTING HOUSE	12/15/2016	210.00
82056	BEHLOW, DAVID	12/15/2016	233.56
82057	BETMAR LANGUAGES	12/15/2016	820.00
82058	BLICK ART MATERIALS	12/15/2016	584.10
82059	BLUE BELL ENTERPRISES INC	12/15/2016	5,656.80
82060	BLUEBIRD SCREEN PRINT	12/15/2016	565.00
82061	BRAINPOP LLC	12/15/2016	220.00
82062	CAPITAL ONE COMMERCIAL	12/15/2016	286.63
82063	CITI-CARGO & STORAGE CO INC	12/15/2016	85.00
82064	CLINICARE CORP	12/15/2016	2,316.48
82065	COBORNS DELIVERS	12/15/2016	72.16
82066	CONTINENTAL RESEARCH CORP	12/15/2016	1,530.49
82067	CUB FOODS OF WHITE BEAR TWSHP	12/15/2016	1,249.30
82068	CUB FOODS	12/15/2016	300.00
82069	CUMMINS NPOWER LLC	12/15/2016	6,407.12
82070	DECKER INC	12/15/2016	332.40
82071	DELLWOOD COUNTRY CLUB	12/15/2016	5,410.49
82072	DEMCO INC	12/15/2016	155.79
82073	DESIGNER SIGN SYSTEMS INC	12/15/2016	248.53
82074	DIVERSIFIED SNACK DISTRIBUTION	12/15/2016	1,218.56
82075	DEFINITIVE TECHNOLOGY SOLUTION	12/15/2016	102.31
82076	ECKROTH MUSIC	12/15/2016	198.81
82077	ELECTRIC MOTOR REPAIR	12/15/2016	647.86
82078	ENTERTAINMENT PLUS	12/15/2016	75.00
82079	EPS LITERACY & INTERVENTION	12/15/2016	484.00
82080	ETA HAND2MIND	12/15/2016	19.29
82081	FIRKUS, DAVID	12/15/2016	76.00
82082	FLICKER MEAT	12/15/2016	200.00
82083	FRATTALONES HARDWARE STORES	12/15/2016	4.49
82084	FRONTRUNNER SCREEN PRINTING	12/15/2016	23.75
82085	FUN EXPRESS LLC	12/15/2016	64.02
82086	FUSCO, JEAN	12/15/2016	180.00
82087	GENERAL PARTS LLC	12/15/2016	55.76
82088	GILLUND ENTERPRISES	12/15/2016	421.60
82089	GOPHER STAGE LIGHTING	12/15/2016	309.54
82090	GRAINGER	12/15/2016	709.59
82091	GRAND SLAM SPORTS @ COON RAPID	12/15/2016	100.00
82092	GRANDMA'S BAKERY INC	12/15/2016	114.69

Check Nbr	Vendor Name	Check Date	Check Amount
82093	GREAT RIVER OFFICE PRODUCTS	12/15/2016	360.00
82094	GULENCHYN, MICHAEL	12/15/2016	81.00
82095	HANKINS, RYAN	12/15/2016	180.00
82096	HEALTHPARTNERS MEDICAL GROUP	12/15/2016	750.00
82097	HIAWATHA HOMECARE	12/15/2016	580.50
82098	HISDAHL INC	12/15/2016	217.00
82099	HORN, TYLER	12/15/2016	116.00
82100	Vendor Continued Check	12/15/2016	0.00
82101	Vendor Continued Check	12/15/2016	0.00
82102	Vendor Continued Check	12/15/2016	0.00
82103	Vendor Continued Check	12/15/2016	0.00
82104	Vendor Continued Check	12/15/2016	0.00
82105	IFD	12/15/2016	121,019.81
82106	ISD #709 DULUTH	12/15/2016	4,320.00
82107	JACOB, AMY C	12/15/2016	82.85
82108	JAYTECH INC	12/15/2016	1,324.80
82109	JOHNSON, JUDITH ANN	12/15/2016	282.50
82110	JOHNSON, KEITH D	12/15/2016	58.00
82111	JONES SCHOOL SUPPLY CO INC	12/15/2016	515.55
82112	KING COUNTY FINANCE	12/15/2016	1,899.30
82113	LABELLE, PAUL H	12/15/2016	116.00
82114	LAKESHORE LEARNING MATERIALS	12/15/2016	49.44
82115	LITTLE FREE LIBRARY	12/15/2016	640.00
82116	LIVEWIRE	12/15/2016	2,966.00
82117	MAGNUSON CHRISTIAN SCHOOL	12/15/2016	2,050.00
82118	MCKNIGHT, ERIC	12/15/2016	58.00
82119	MEDICARE PREMIUM COLLECTION CT	12/15/2016	200.80
82120	MEDTOX LABORATORIES	12/15/2016	334.40
82121	METRO DINING CLUB	12/15/2016	1,204.00
82122	MID CITY SERVICES - INDUSTRIAL	12/15/2016	1,739.10
82123	MIDAMERICA ADMIN & RETIREMENT	12/15/2016	1,175.39
82124	MIELKE, SUSAN HAUSER	12/15/2016	403.08
82125	MN DEPT OF LABOR & INDUSTRY	12/15/2016	300.00
82126	MN STATE COLLEGES & UNIV	12/15/2016	550.00
82127	MOBILE RADIO ENGINEERING INC	12/15/2016	155.10
82128	MPLS PUBLIC SCHOOLS	12/15/2016	4,596.00
82129	MURPHY, LYNNE M	12/15/2016	180.00
82130	NITPICKERZ	12/15/2016	549.06
82131	NORTH MEMORIAL OCCUPATIONAL ME	12/15/2016	322.00
82132	NORTH STAR BANK	12/15/2016	7,650.00
82133	NORTHEAST METRO INTERMEDIATE D	12/15/2016	5,523.12
82134	NORTHERN GREEN EXPO	12/15/2016	299.00
82135	O'REILLY AUTOMOTIVE INC	12/15/2016	986.80
82136	ON SITE SANITATION INC	12/15/2016	72.00
82137	OXYGEN SERVICE CO INC	12/15/2016	9.30
82138	POLAR CHEVROLET MAZDA	12/15/2016	67.62
82139	R & R SPECIALTIES INC	12/15/2016	34.50
82140	RATWIK ROSZAK & MALONEY PA	12/15/2016	6,190.16
82141	REDWOOD TOXICOLOGY LABORATORY	12/15/2016	171.80
82142	RICHFIELD BUS COMPANY	12/15/2016	2,250.00

Check Nbr	Vendor Name	Check Date	Check Amount
82143	RISDALL MARKETING GROUP	12/15/2016	1,500.00
82144	ROSE FLORAL AND GREENHOUSE INC	12/15/2016	284.00
82145	RUPP ANDERSON SQUIRES & WALDSP	12/15/2016	8,092.22
82146	SAFETYFIRST PLAYGROUND SURFACI	12/15/2016	6,550.30
82147	SALZMAN-HANKINS, SHARI	12/15/2016	180.00
82148	SAM'S CLUB/SYNCHRONY BANK	12/15/2016	540.92
82149	SANTILLANA USA	12/15/2016	419.20
82150	SEATING AND ATHLETIC FACILITY	12/15/2016	87,608.05
82151	SEEVER, GRAY	12/15/2016	165.00
82152	SKY ZONE INDOOR TRAMPOLINE PAR	12/15/2016	100.00
82153	SMART APPLE MEDIA	12/15/2016	297.03
82154	SCHOOL NUTRITION ASSOC (SNA)	12/15/2016	10.00
82155	SNAP-ON	12/15/2016	195.15
82156	SPAINHOWER, MARGARET M	12/15/2016	200.00
82157	SPEARS, BRANDON	12/15/2016	82.00
82158	STAPLES ADVANTAGE	12/15/2016	2,380.19
82159	STAR TRIBUNE NIE	12/15/2016	69.00
82160	STAY TUNED PIANO SERVICES	12/15/2016	98.00
82161	STREAMLINE DESIGN INC	12/15/2016	624.00
82162	TEACH ME TO TALK	12/15/2016	258.75
82163	TRADE PRESS INC	12/15/2016	2,093.00
82164	TRANS-MISSISSIPPI BIO SUPPLY	12/15/2016	99.05
82165	TREASURED TRANSPORTATION	12/15/2016	79,184.74
82166	TRUCK UTILITIES MFG CO	12/15/2016	540.75
82167	TWIN CITY JANITOR SUPPLY CO	12/15/2016	614.68
82168	US FOODS CULINARY EQUIP & SUPP	12/15/2016	286.24
82169	VER-TECH INC	12/15/2016	178.15
82170	VERTICAL ENDEAVORS INC	12/15/2016	50.00
82171	VIKING TROPHIES	12/15/2016	196.85
82172	WB AREA EMERGENCY FOOD SHELF	12/15/2016	3,075.30
82173	WHITE BEAR GLASS INC	12/15/2016	250.00
82174	WHITE BEAR LAKE (CITY OF)	12/15/2016	8,091.80
82175	WHITE BEAR LAKE SPORTS CENTER	12/15/2016	2,125.00
82176	WEISMAN ART MUSEUM	12/15/2016	40.00
82177	WL HALL COMPANY	12/15/2016	842.40
82178	WOODWARD ACADEMY	12/15/2016	1,192.82
82179	ZAHL PETROLEUM MAINTENANCE CO	12/15/2016	40.87
137	Computer	Check(s) For a Total of	437,209.47

Check Nbr	Vendor Name	Check Date	Check Amount
81695	LAKEVIEW ELECTRICAL SERVICES	12/15/2016	0.00
81889	FRATTALONES HARDWARE STORES	12/15/2016	0.00
2	Manual	Check(s) For a Total of	0.00

	2	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
	137	Computer	Checks For a Total of	437,209.47
Total For	139	Manual, Wire Tran, ACH & Computer Checks		437,209.47
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		437,209.47

Check Nbr	Vendor Name	Check Date	Check Amount
161700528	BAHE, CONNETTE J	12/20/2016	219.24
161700529	BEGE, JEFFREY T	12/20/2016	217.66
161700530	BRADLEY, LYDIA	12/20/2016	58.86
161700531	BREDENBECK, KAREN M	12/20/2016	62.79
161700532	BROWN, BROOKE L	12/20/2016	227.12
161700533	GRANT, SHANNON	12/20/2016	354.95
161700534	GRAY, DONALD E	12/20/2016	119.00
161700535	GREENE, VICTORIA L	12/20/2016	282.22
161700536	GUENTHER, LAURA L	12/20/2016	22.68
161700537	HAGESTUEN, FAITH M	12/20/2016	40.00
161700538	KAY MCPHERSON, CAROLYN MARIE	12/20/2016	275.09
161700539	LAMWERS, LINDSAY M	12/20/2016	806.00
161700540	LATUFF, JENNIFER J	12/20/2016	285.84
161700541	LEIBEL, KARI A	12/20/2016	96.00
161700542	MOWERY, TRACY L	12/20/2016	302.94
161700543	NASVIK, CRAIG S	12/20/2016	200.00
161700544	PELLEGRIN, FRANCOISE R	12/20/2016	54.54
161700545	PHETTEPLACE, WANDA M	12/20/2016	37.26
161700546	PIERSON, CATHERINE A	12/20/2016	55.08
161700547	PINNOW, PAIGE E	12/20/2016	229.77
161700548	POKORNY, MARY J	12/20/2016	659.26
161700549	RYAN, DENISE M	12/20/2016	316.71
161700550	SALENGER, SETH A	12/20/2016	145.00
161700551	SAMPOANG, DESSERAY R	12/20/2016	677.21
161700552	STREIFF, CHRISTINA D	12/20/2016	325.00
25	ACH	Check(s) For a Total of	6,070.22

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	25	ACH	Checks For a Total of	6,070.22
	0	Computer	Checks For a Total of	0.00
Total For	25	Manual, Wire Tran, ACH & Computer Checks		6,070.22
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		6,070.22

Check Nbr	Vendor Name	Check Date	Check Amount
82180	AARP DRIVER SAFETY PROGRAM	12/22/2016	215.00
82181	ACT INC	12/22/2016	6,264.00
82182	AIR RHYMES THEATRICAL INTERPRE	12/22/2016	300.00
82183	ALCHEMY	12/22/2016	200.00
82184	AMAZON	12/22/2016	1,672.29
82185	AMAZON	12/22/2016	53.55
82186	AMAZON	12/22/2016	99.77
82187	AMAZON	12/22/2016	556.57
82188	AMAZON	12/22/2016	80.32
82189	AMAZON	12/22/2016	1,228.70
82190	AMAZON	12/22/2016	837.17
82191	AMAZON	12/22/2016	981.19
82192	AMAZON	12/22/2016	351.21
82193	AMAZON	12/22/2016	485.32
82194	AMAZON	12/22/2016	637.03
82195	AMAZON	12/22/2016	208.60
82196	AMAZON	12/22/2016	630.36
82197	AMAZON	12/22/2016	132.42
82198	AMERIPRISE FINANCIAL SERVICES	12/22/2016	12,854.90
82199	AMPLIFIED IT LCC	12/22/2016	1,500.00
82200	ASSOC OF METROPOLITAN SCHOOL D	12/22/2016	10,659.00
82201	ANDERSON, BARCLAY H	12/22/2016	39.36
82202	ANDERSON, KEVVAN	12/22/2016	76.00
82203	ASL INTERPRETING SERVICES	12/22/2016	120.00
82204	BANNIE, TODD	12/22/2016	81.00
82205	BARTHOLD	12/22/2016	2,029.17
82206	BECKER, MICHELLE	12/22/2016	10.20
82207	BEECH, SPENCER	12/22/2016	114.00
82208	BLAINE HIGH SCHOOL	12/22/2016	225.00
82209	BLAINE HIGH SCHOOL	12/22/2016	700.00
82210	BLOOD, DOUG	12/22/2016	58.00
82211	BLOOM, JENNIFER M	12/22/2016	82.00
82212	BLUE TARP FINANCIAL INC	12/22/2016	135.51
82213	BLUEBIRD SCREEN PRINT	12/22/2016	7,330.28
82214	Vendor Continued Check	12/22/2016	0.00
82215	BOND TRUST SERVICES CORP	12/22/2016	1,800.00
82216	BRAATEN, HAROLD A	12/22/2016	76.00
82217	BRC DEVELOPMENT LLC	12/22/2016	79.99
82218	BREEMS, EDWARD	12/22/2016	5.95
82219	BRYAN ROCK PRODUCTS	12/22/2016	737.20
82220	BSN SPORTS	12/22/2016	215.67
82221	CARBONES PIZZERIA	12/22/2016	151.20
82222	CDW GOVERNMENT INC	12/22/2016	403.53
82223	CHAMPION YOUTH	12/22/2016	630.00
82224	CHAMPLIN PARK HIGH SCHOOL	12/22/2016	250.00
82225	CLARK, CYNTHIA JEAN	12/22/2016	31.21
82226	COLESTOCK, LIANNA ROSE	12/22/2016	9.99
82227	COMCAST	12/22/2016	280.92
82228	COMMANDING EDGE	12/22/2016	2,565.00
82229	COMMERICAL KITCHEN SERVICES	12/22/2016	282.00

Check Nbr	Vendor Name	Check Date	Check Amount
82230	CONNEY SAFETY	12/22/2016	328.12
82231	CONTINENTAL CLAY CO	12/22/2016	50.50
82232	COOPER, KENNETH	12/22/2016	58.00
82233	CUB FOODS OF WHITE BEAR TWSHP	12/22/2016	64.92
82234	CULLIGAN BOTTLED WATER	12/22/2016	26.00
82235	DAKOTA TRUCK UNDERWRITERS	12/22/2016	58,568.00
82236	DEISTING, RANDY	12/22/2016	76.00
82237	DEJARLAIS, MARILYN	12/22/2016	146.41
82238	DICK POND ATHLETICS	12/22/2016	347.25
82239	DISCOUNT SCHOOL SUPPLY	12/22/2016	573.04
82240	DLR GROUP	12/22/2016	3,383.17
82241	DOMINOS PIZZA	12/22/2016	35.53
82242	DOOR SERVICE COMPANY	12/22/2016	173.00
82243	DRAMATISTS PLAY SERVICE	12/22/2016	73.75
82244	DREAMBOX LEARNING	12/22/2016	600.00
82245	DSA APPAREL	12/22/2016	1,836.00
82246	Vendor Continued Check	12/22/2016	0.00
82247	DEFINITIVE TECHNOLOGY SOLUTION	12/22/2016	13,382.74
82248	DEFINITIVE TECHNOLOGY SOLUTION	12/22/2016	11,869.33
82249	ECKROTH MUSIC	12/22/2016	276.09
82250	ERCHUL, CORY	12/22/2016	124.00
82251	FAIRVIEW	12/22/2016	7,333.33
82252	FARMINGTON HIGH SCHOOL	12/22/2016	175.00
82253	FASTENAL COMPANY	12/22/2016	140.47
82254	FESTIVAL FOODS-KNOWLAN'S	12/22/2016	387.58
82255	FIORAVANTI, MARC	12/22/2016	76.00
82256	FIREFLY COMPUTERS	12/22/2016	4,954.00
82257	FLANAGAN, HOPE LYNN	12/22/2016	400.00
82258	FOLLETT SCHOOL SOLUTIONS INC	12/22/2016	119.98
82259	FORCIER, ELSIE	12/22/2016	17.00
82260	FREE THE CHILDREN	12/22/2016	500.00
82261	FREY SCIENTIFIC	12/22/2016	112.77
82262	GALLAGHERS NORTHWESTERN TIRE C	12/22/2016	1,149.60
82263	GARVEY, PATRICIA	12/22/2016	22.52
82264	GEMINI ATHLETIC WEAR INC	12/22/2016	4,915.00
82265	GOLDCOM INC	12/22/2016	446.57
82266	GOPHER	12/22/2016	543.65
82267	GOVERNMENT FINANCE OFFICERS AS	12/22/2016	280.00
82268	GRAINGER	12/22/2016	457.61
82269	GREAT LAKES HIGHER EDUC	12/22/2016	127.18
82270	GREAT LAKES COCA COLA DIST LLC	12/22/2016	573.84
82271	GREAT RIVER OFFICE PRODUCTS	12/22/2016	66.74
82272	GREATAMERICA FINANCIAL SERVICE	12/22/2016	1,264.01
82273	GROTH MUSIC CO	12/22/2016	227.96
82274	GROUP TRAVEL PLANNERS	12/22/2016	11,970.00
82275	HAAG, LOIS	12/22/2016	13.60
82276	HARRIS, ALISON REBECCA	12/22/2016	5.99
82277	HELGET, MADDY	12/22/2016	82.00
82278	HERITAGE	12/22/2016	96.00
82279	HISDAHL INC	12/22/2016	55.50

Check Nbr	Vendor Name	Check Date	Check Amount
82280	HOMEWOOD SUITES BY HILTON FARG	12/22/2016	691.74
82281	HOPKINS HIGH SCHOOL	12/22/2016	225.00
82282	HOUGHTON MIFFLIN HARCOURT	12/22/2016	5.91
82283	INNOVATIVE OFFICE SOLUTIONS	12/22/2016	2,673.12
82284	INTELLIGERE INC	12/22/2016	157.50
82285	INFORMATION & TECH EDUC OF MN	12/22/2016	225.00
82286	IUOE LOCAL 70	12/22/2016	2,237.25
82287	J & R SCHOOL SUPPLIES	12/22/2016	390.00
82288	JAYTECH INC	12/22/2016	8,048.50
82289	JENS VENDING	12/22/2016	150.00
82290	JOHNSON, PETER G	12/22/2016	82.00
82291	JW PEPPER & SON INC	12/22/2016	87.24
82292	KAISER, PHYLLIS	12/22/2016	12.75
82293	KARI'S CREATE & PAINT STUDIO	12/22/2016	300.00
82294	KARLSBURGER FOODS INC	12/22/2016	980.04
82295	KEYSTONE INTERPRETING SOLUTION	12/22/2016	4,539.26
82296	KOLLASCH CHARLES	12/22/2016	58.00
82297	KOLTES, GREGORY	12/22/2016	58.00
82298	KONICA MINOLTA PREMIER FINANCE	12/22/2016	5,252.42
82299	KOREEN, GLORIA	12/22/2016	60.34
82300	KRAFT CONTRACTING & MECHANICAL	12/22/2016	1,586.79
82301	LACROIX, KENNETH J	12/22/2016	5,000.00
82302	LAKESHORE LEARNING STORE	12/22/2016	42.99
82303	LAKESHORE LEARNING MATERIALS	12/22/2016	64.48
82304	LANGUAGE LINE SERVICES	12/22/2016	527.16
82305	LARSON, BEVERLEY M	12/22/2016	32.07
82306	LEVASSEUR, MARY	12/22/2016	42.50
82307	LIBERTY CLASSICAL ACADEMY	12/22/2016	1,150.00
82308	LIBRARY STORE INC	12/22/2016	259.60
82309	LINDHOLM, LYNN	12/22/2016	15.30
82310	LONE STAR COACHES	12/22/2016	954.90
82311	L T G POWER EQUIPMENT	12/22/2016	337.89
82312	LUNDGREN, JOANNE M	12/22/2016	28.05
82313	MALLEY, DAVID	12/22/2016	59.00
82314	MALMBORGS INC	12/22/2016	2,907.75
82315	MARTENS, PAMELA	12/22/2016	24.22
82316	MASA JOBSITE	12/22/2016	1,173.00
82317	MATBOSS LLC	12/22/2016	549.00
82318	MN CHEERLEADING COACHES ASSOC	12/22/2016	1,892.00
82319	MCGEE, JASON	12/22/2016	82.00
82320	MESSERLI & KRAMER PA	12/22/2016	491.00
82321	METRO MEALS ON WHEELS INC	12/22/2016	137.75
82322	METRO SOUND AND LIGHTING	12/22/2016	3,011.59
82323	METROPOLITAN LIFE	12/22/2016	2,255.83
82324	MIDWEST BUS PARTS INC	12/22/2016	158.40
82325	MILASHIUS, ANTOINETTE A	12/22/2016	8.91
82326	MILLIGAN, THERESA J	12/22/2016	84.00
82327	MN ZOO	12/22/2016	325.00
82328	MOBYMAX	12/22/2016	594.00
82329	NATL ASSOC OF AREA AGENCIES	12/22/2016	50.00

Check Nbr	Vendor Name	Check Date	Check Amount
82330	NASSEFF MECH CONTRACTORS	12/22/2016	16,003.97
82331	NESS ELECTRONICS INC	12/22/2016	30.97
82332	NORTHBOUND CREATIVE	12/22/2016	1,320.00
82333	NORTHEAST METRO INTERMEDIATE D	12/22/2016	2,318.00
82334	O'NEIL, LOIS	12/22/2016	60.13
82335	OFFICE DEPOT	12/22/2016	100.97
82336	OLSON, SUZANNE K	12/22/2016	11.90
82337	ON SITE SANITATION INC	12/22/2016	100.26
82338	OXYGEN SERVICE CO INC	12/22/2016	37.20
82339	PARK CENTER HIGH SCHOOL	12/22/2016	250.00
82340	PCS REVENUE CONTROL SYSTEMS IN	12/22/2016	147.00
82341	PEARSON EDUCATION INC	12/22/2016	176.37
82342	PHOENIX ALTERNATIVES INC	12/22/2016	403.75
82343	PINZ	12/22/2016	560.00
82344	PITNEY BOWES PURCHASE POWER	12/22/2016	520.99
82345	PODS COMPLETE CAR CARE	12/22/2016	2,666.63
82346	PONCE TRAINED WRESTLING	12/22/2016	300.00
82347	POVOLNY, JOYCE	12/22/2016	10.20
82348	PRAXAIR DISTRIBUTION INC	12/22/2016	145.78
82349	PRESS PUBLICATIONS	12/22/2016	1,395.52
82350	PRESS PUBLICATIONS	12/22/2016	500.00
82351	RAMSEY COUNTY	12/22/2016	4,350.00
82352	RAMSEY COUNTY PARKS/REC DEPT	12/22/2016	17,600.00
82353	RECH, DAVID P	12/22/2016	59.00
82354	REGENTS OF THE UNIV OF MN	12/22/2016	906.54
82355	REPUBLIC SERVICES #899	12/22/2016	9,598.42
82356	RESEARCH FOR BETTER TEACHING	12/22/2016	2,250.00
82357	RODENBURG LAW FIRM	12/22/2016	165.00
82358	ROE, ERIN	12/22/2016	210.00
82359	ROETTGER, DORIS	12/22/2016	60.00
82360	ROSE, KATHY	12/22/2016	11.04
82361	ROZESKE, CHRISTINA	12/22/2016	124.00
82362	SADDLEBACK EDUC PUBLISHING	12/22/2016	47.75
82363	SAFeway DRIVING SCHOOL	12/22/2016	3,150.00
82364	SAM'S CLUB/SYNCHRONY BANK	12/22/2016	249.52
82365	SCHMITT MUSIC COMPANY	12/22/2016	19.95
82366	SCHOLASTIC BOOK FAIRS	12/22/2016	2,097.88
82367	SCHOLASTIC INC	12/22/2016	127.50
82368	SCHOOL SERVICE EMPLOYEES	12/22/2016	6,796.89
82369	SCHUMER, PAT	12/22/2016	76.00
82370	SEATING AND ATHLETIC FACILITY	12/22/2016	116,237.25
82371	SEBCO BOOKS	12/22/2016	2,354.30
82372	SELB-SACK, MICHELLE	12/22/2016	27.96
82373	SHIE, JEFFREY R	12/22/2016	143.00
82374	SHRED-IT USA - MINNEAPOLIS	12/22/2016	885.80
82375	SOCIAL THINKING PUBLISHING	12/22/2016	181.58
82376	SPANISH SPECIALISTS AND CONSUL	12/22/2016	200.00
82377	SPENCER, DOROTHY	12/22/2016	22.95
82378	STARFALL EDUC FOUNDATION	12/22/2016	270.00
82379	STATE SUPPLY CO	12/22/2016	1,126.84

Check Nbr	Vendor Name	Check Date	Check Amount
82380	STROBEL, ANNELIES	12/22/2016	2.97
82381	TAYLOR & FRANCIS GROUP, LLC	12/22/2016	56.45
82382	THOMSON REUTERS	12/22/2016	190.00
82383	TRADE PRESS INC	12/22/2016	2,690.81
82384	TRANS-MISSISSIPPI BIO SUPPLY	12/22/2016	116.25
82385	TREASURED TRANSPORTATION	12/22/2016	54,181.63
82386	TRI-STATE BOBCAT	12/22/2016	442.19
82387	TRIARCO	12/22/2016	139.73
82388	TRUCK UTILITIES MFG CO	12/22/2016	200.00
82389	TWIN CITIES TRANSPORT & RECOVE	12/22/2016	200.00
82390	TWIN CITY TRANSPORTATION INC	12/22/2016	65,845.26
82391	UHL CO INC	12/22/2016	5,310.00
82392	UMD MENS ULTIMATE	12/22/2016	210.00
82393	UNIVERSITY OF MINNESOTA	12/22/2016	27,260.00
82394	US DEPT OF EDUCATION	12/22/2016	504.83
82395	US FOODS CULINARY EQUIP & SUPP	12/22/2016	777.05
82396	USA TODAY	12/22/2016	130.45
82397	CITY OF VADNAIS HEIGHTS	12/22/2016	1,565.00
82398	VANGUARD SMALL BUSINESS SERVIC	12/22/2016	24,783.06
82399	VARSITY SPIRIT FASHIONS	12/22/2016	226.50
82400	VEITH, DOUGLAS	12/22/2016	76.00
82401	VERIZON WIRELESS	12/22/2016	61.03
82402	VADNAIS HEIGHTS ECONOMIC DEV C	12/22/2016	100.00
82403	VIKING ELECTRIC SUPPLY	12/22/2016	5,782.95
82404	WHITE BEAR FLORAL SHOP	12/22/2016	84.95
82405	WBLA EDUCATIONAL FOUNDATION	12/22/2016	15,395.40
82406	XCEL ENERGY	12/22/2016	88,951.68
82407	YOUTH ENRICHMENT LEAGUE	12/22/2016	2,648.00
228	Computer	Check(s) For a Total of	731,392.58

Check Nbr	Vendor Name	Check Date	Check Amount
80843	GROTH MUSIC CO	12/22/2016	0.00
81472	IFD	12/22/2016	0.00
82057	BETMAR LANGUAGES	12/22/2016	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
	228	Computer	Checks For a Total of	731,392.58
Total For	231	Manual, Wire Tran, ACH & Computer Checks		731,392.58
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		731,392.58

Check Nbr	Vendor Name	Check Date	Check Amount
0	BMO	12/27/2016	5,673.61
1	Manual	Check(s) For a Total of	5,673.61

	1	Manual	Checks For a Total of	5,673.61
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer Checks		5,673.61
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		5,673.61

Board Correspondence #1

From: Janet Newberg <janet.newberg@isd624.org>

Date: Tue, Dec 13, 2016 at 6:24 PM

Subject: Potential problem with contract for superintendent search

To: George Kimball <George.Kimball@isd624.org>, Kim Chapman <Kim.Chapman@isd624.org>, Ellen Fahey <Ellen.Fahey@isd624.org>

Dear Kim, Ellen (and George) - I wanted to make the subcommittee aware of an issue that arose today regarding the contract for superintendent search services that the Board approved at our meeting last night.

George spoke with Ken LaCroix this morning, and Ken told George that he would not be willing to enter into a contract for services with us unless he is allowed to choose the candidates who move on to a first interview with the Board, or unless he and a subcommittee of the Board choose the candidates who move on to a first interview with the Board.

George believes it would be very important to have the expert assistance of someone like Ken making or helping to make the decision regarding candidates who move on to the interview stage.

I contacted Linda Goers and our outside counsel today. Our outside counsel told me that it would be legally permissible for the Board to meet as a whole to consider all of the applications and winnow the group down to a small number who would progress on to a first interview. We would have to be very careful, though, not to identify the candidates in any way during this meeting.

Outside counsel and Linda Goers both suggested that the Board could individually review all of the applications, and then provide their ranked interview preferences to Linda or to Ken. Linda or Ken could then create a list of candidates for first interview from these compiled ranked preference lists.

George told me that Ken and MSBA told him they didn't know any school districts who considered all candidates in an open meeting in the manner suggested at our MSBA training. I will be calling Sandy, our MSBA trainer tomorrow, to ask her about this.

We need to decide quickly whether we will continue with Ken and allow him or him and a small subgroup of the Board to choose the candidates who go on to first interview, or whether we need to look at other options to assist us in our search. I did review both the MSBA and LaCroix proposals today and see that MSBA specifically proposed that their consultant WOULD meet with the full Board to review all of the applications and decide who would go on to the interview stage.

I will keep you all posted on my conversations with MSBA. In the meantime, if you have any questions or concerns, let me know.

Finally, as this email involves a quorum of the Board, I view it as subject to the Open Meeting law. Accordingly, I will make copies of this available to the public at our next regular Board meeting.

Board Correspondence #2

From: **Janet Newberg** <janet.newberg@isd624.org>

Date: Wed, Dec 14, 2016 at 3:14 PM

Subject: Re: Potential problem with contract for superintendent search

To: George Kimball <George.Kimball@isd624.org>, Kim Chapman <Kim.Chapman@isd624.org>, Ellen Fahey <Ellen.Fahey@isd624.org>

Dear George, Ellen and Kim - I spoke with Sandy at MSBA and with Ken LaCroix at length this morning. I reached an agreement on process with Ken that I believe will meet the Board's desire to have meaningful input into the selection of applicants for first round interviews. This will require Board members to do some homework before the selection process, as each Board member will be encouraged to review all of the applications (which will be in Linda Goer's possession) and make notes on their thoughts about each candidate. Then, Linda and Ken will meet privately and review each applicant along with all of our comments about each applicant. They will then come up with a recommended slate of applicants for first interviews. Ken will present this recommendation to the Board in an open meeting, and Board members will have the chance to either vote their approval or suggest changes to the slate.

I called Ken just now and told him we will send the contract on to him to sign. He would like to meet with the full Board for an hour before our regular January Board meeting to begin the process.

A HUGE thanks to each of you for serving on this subcommittee and bring Ken LaCroix to us! The work of the subcommittee is now complete.

If any of us has any questions about this search process going forward, we should communicate directly with Linda Goers.

Thanks again everybody!

Janet

RESOLUTION FOR ACCEPTANCE OF GIFTS

WHEREAS, the School Board believes it necessary and appropriate to accept the gifts that are reflected upon the following pages; and

WHEREAS, these gifts are consistent with State laws, School Board policy, and administrative practices; and

WHEREAS, acceptance of these gifts are consistent with the mission and educational programs of the White Bear Lake Area Schools; and

THEREFORE BE IT RESOLVED, that the School Board authorizes the acceptance and use of the following gifts:

AGENDA ITEM: **Acceptance of Gifts**
 MEETING DATE: **January 9, 2017**
 SUGGESTED DISPOSITION: **Operational Item**
 CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Finance and Operations**

Donation	Donor	Recipient
\$2,000 for school lunches for the remainder of the school year.	Anonymous	White Bear Lake Area Schools
\$60 for school lunches	Anonymous	White Bear Lake Area School
\$250	Blue Cross and Blue Shield Volunteer Services of Christina Olson	Otter Lake Elementary School
Seven knitted hats and three pairs of gloves	Kathleen Gerdts	Lincoln Elementary School
\$2,500	WBL Basketball Association	White Bear Lake Area High School Girls Varsity Basketball
\$32.69	Becky Heitkamp	White Bear Lake Area High School South Campus
\$25	Frank and Frances Dominguez	White Bear Lake Area High School Wrestling Program
\$100	Maplewood Dental Association	White Bear Lake Area High School Wrestling Program
\$400	White Bear Lake Lions Club	White Bear Lake Area High School Mariners
\$4,000	White Bear Lake Lions Club	White Bear Lake Area High School Football Program
\$414.86	United Way	White Bear Lake Area Schools Music Boosters
\$20.46 \$170.91 \$428.30	Lincoln School PTA	Lincoln Elementary School
\$242	TRUIST	White Bear Lake Area School District

\$3,576	Bald Eagle Sportsmen's	White Bear Lake Area High School Trap Shooters Team
\$300	Mark and Lori Bullert	Community Services and Recreation for Youth Recreation
\$400	Accurate Communications/ Marshall Hood Family	Lincoln School Elementary
\$100	Marshall and Nichole Hood	Lincoln School Elementary

RECOMMENDATION: Accept donations.

AGENDA ITEM: Field Trip Requests

MEETING DATE: January 9, 2017

SUGGESTED DISPOSITION: Consent Agenda

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

Background:

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

Date of Trip and Destination	Requesting Staff Member	Grade/Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
January 11-13, 2017 Minneapolis Hilton	David Lamwers Lindsay Lamwers	DLR Engineering Challenge	1.5	4	Total Cost to Student: \$0.00 Source of Revenue: DLR Sponsored event	1 bus	Students will be competing in an engineering world problem challenge sponsored by DLR Group. Students will have the opportunity to work with adult experts to develop solutions to modern problems.
January 15-16, 2017 University of MN – Duluth	Cody Mehlhorn, Curtis Cammack Hannah Daniel	WBL Ultimate Frisbee	0	10	Total Cost to Student: \$45 Source of Revenue: We would use a small portion of the \$8,509 in our Fund12 account to reserve a hotel room for coaches, reimburse drivers for gas and a small stipend for parents/coaches.	Driving as a group with careful coordination of a caravan that would depart from South. Players would not be driving.	This is a great opportunity for our athletes to get valuable practice indoors in the winter months and compete against fellow high school teams.

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

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

WHEREAS, that human resources items, A-6(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-6(f).

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATIONS/TERMINATION – CLASSIFIED STAFF
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STEPHEN MACIEJNY – Assistant Head Custodian, Matoska International & Lakeaires Elementary
Employed by District 624 since 10/08/2016
Effective Date: 11/17/2016

RESIGNATIONS/TERMINATION – NON-AFFILIATED STAFF
--

TRAVIS ROSAUER – Theater Technician, District Wide
Employed by District 624 since 11/07/2016
Effective Date: 01/02/2017

JILL WESTLUND – Nutrition Services Menu Specialist, District Center
Employed by District 624 since 07/01/2016
Effective Date: 12/28/2016

RETIREMENT – CLASSIFIED STAFF

JEANNE JOHNSON – Human Resources Representative, District Center
Employed by District 624 since 11/16/1987
Effective Date: 04/28/2017

ZELEKECH MAREGNE – Custodian, WBLAHS – South Campus
Employed by District 624 since 01/29/2001
Effective Date: 10/01/2016

RETIREMENT – CERTIFIED STAFF

WENDY FITZSIMMONS – ECFE Teacher, Normandy Park Education Center
Employed by District 624 since 08/22/1985
Effective Date: 06/09/2017

FULL TIME LEAVE REQUEST – CLASSIFIED STAFF

MICHAEL BICKEL – Student Supervisor, Sunrise Park Middle School
Employed by District 624 since 09/15/2015
Effective Date: 01/03/2017 through 03/10/2017

JODI LORENZ – Part-Time Cook, Matoska International
Employed by District 624 since 10/16/2006
Effective Date: 12/26/2016 through 06/08/2017

CHANGE IN CONTRACT – CLASSIFIED STAFF
--

CINDY KEHOE – Extended Day Unit

From Program Assistant Leader, 5.0 hrs. per day, Matoska International

To Program Assistant Leader, 3.0 hrs. per day, Matoska and 3.75 hrs. per day, Lakeaires

Effective: 12/12/2016

NICOLE KENDALL – Clerical Unit

From Tier I Field Technician, 8 hrs., per day, District Wide

To Administrative Assistant to a Principal, 8 hrs., per day, Lincoln Elementary

Effective: 01/03/2017

ELIZABETH LIND – Extended Day Unit

From Program Assistant Leader, 5.5 hrs. per day, Oneka

To Program Assistant Leader, 6.0 hrs. per day, Birch Lake

Effective: 01/03/2017

NEW PERSONNEL – CLASSIFIED STAFF

GARY CURRIER – Bus Driver, Bus Garage

\$17.85/hr., 6.33 hrs. / 118 days \$13,339.90

Effective Date: 12/12/2016

JULIANNA GAMBONI – Assistant Program Leader, Oneka Elementary

\$13.44/hr., 5.25 hrs. / 129 days \$9,102.24

Effective Date: 01/03/2017

MARCOS RODRIGUEZ – Assistant Program Leader, Matoska International

\$13.44/hr., 5.0 hrs. / 144 days \$9,676.80

Effective Date: 12/12/2016

CHIA YANG – Instructional Assistant, Matoska International

\$17.58/hr., 3.0 hrs. / 110 days \$5,801.40

Effective Date: 12/12/2016

NEW PERSONNEL – NON-AFFILIATED STAFF

CORINNE STEFFENS – Theater Technician, District Wide

\$20,000.00 (Pro-rated in \$41,600.00)

Effective Date: 01/09/2017

LONG TERM SUBSTITUTE - CERTIFIED STAFF

MICHAEL BICKEL – Social Studies Teacher, Central Middle School

BA, Step 1, \$10,676.54

Effective Date: 01/03/17 through 03/10/17

LEIGH MILLS – Kindergarten Teacher, Hugo Elementary

BA, Step 13, \$18,014.40

Effective Date: 01/03/17 through 03/31/17

AURORA REMER – 3rd Grade Teacher, Otter Lake Elementary

MA, Step 1, \$26,044.48

Effective Date: 01/03/17 through 06/09/17

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: **Overview of Welcome to White Bear Week and
Update on Registration Information for 2017-18**

MEETING DATE: **January 9, 2017**

SUGGESTED DISPOSITION: **Information Item**

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

BACKGROUND:

Director of Communications and Community Relations Marisa Vette and a small team of district leaders will present information about January's Welcome to White Bear activities, including the schedule of events and a brief description of the information to be highlighted at each of the events.

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **January 9, 2017**
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: **Policy 203.2, Order of the Regular School Board Meeting**

MEETING DATE: **January 9, 2017**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 203.2, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading with a change in the “cross reference” section.

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the February 13, 2017 School Board meeting agenda or a subsequent meeting for action.

203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to order
2. Approval of agenda
3. Consent agenda
 - a) Approval of minutes
 - b) Payment of invoices
 - c) Correspondence
 - d) Acceptance of gifts
 - e) Field trip request
 - f) Personnel Items
4. Public Forum
5. Information Items
6. Discussion Items
7. Operational Items
8. Board Forum.
9. Adjournment

- B. The school board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross Reference: WBLASB Policy 203 (Operation of the School Board - Governing Rules)
WBLASB Policy 203.5 (School Board Meeting Agenda)
WBLASB Policy 213 **203.6** (Consent Agenda) ~~For Regular School Board Meetings)~~

AGENDA ITEM: **Policy 203.6, Consent Agenda**
MEETING DATE: **January 9, 2017**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

BACKGROUND:

School Board Policy 203.6, Consent Agenda, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended with no changes. MSBA did not have any recommended changes for this policy.

The purpose of this policy is to allow the use of a consent agenda.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the February 13, 2017 School Board meeting agenda or a subsequent meeting for action.

*Adopted: May 18, 1996
Revised: July 15, 2002
Revised: May 12, 2008*

*White Bear Lake Area School
District #624 Policy 203.6*

203.6 CONSENT AGENDA FOR REGULAR SCHOOL BOARD MEETINGS

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of non-controversial items of a similar nature.

III. PROCEDURES

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved in mass by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

Legal References:

Minn. Stat. 123B.09, Subd. 7 (School Board Powers)

Cross Reference:

WBLASB Policy 203.2 (Order of the Regular School Board Meeting)

WBLASB Policy 203.5 (School Board Meeting Agenda)

WBLASB Policy 204 (School Board Meeting Minutes)

AGENDA ITEM: **Policy 204, School Board Minutes**
MEETING DATE: **January 9, 2017**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 204, School Board Minutes, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended with no changes. MSBA did not have any recommended changes for this policy.

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the February 13, 2017 School Board meeting agenda or a subsequent meeting for action.

Adopted: November 13, 1995

White Bear Lake Area School Board Policy 204

Revised: May 9, 2005

Revised: March 9, 2009

204 SCHOOL BOARD MEETING MINUTES

[Note: The provisions of this policy are required by statute.]

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
2. Recordings of closed meetings shall be preserved by the school district for the following time periods:

- a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
 - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
 - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
 - a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:

- a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail..

Legal references: Minn. Stat. § 13D.01, Subd. 4-6 (Open Meeting Law)

Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)
Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)
Minn. Stat. § 331A.01 (Definition)
Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)
Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)
Op. Atty. Gen. 161-a-20, December 17, 1970;
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W. 2d 428 (1956).

Cross References: WBLASB Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

E. OPERATIONAL ITEMS

AGENDA ITEM: **2017 School Board Operating Procedures**
MEETING DATE: **January 9, 2017**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **School Board Chair**

BACKGROUND:

At the organizational meeting of the White Bear Lake Area School Board the School Board members approve the Rules of Order and Board Agenda format for the year.

Attached are the recommended Rules of Order and Board Agenda format.

RECOMMENDATION: Approve the Rules of Order and Board Agenda format for 2017.

RULES OF ORDER

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

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

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

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

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

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

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

- a. Suspension of the rules and limitation of debate require only a simple majority of those voting rather than a 2/3 majority.
- b. If no motion is immediately forthcoming on an action item when requested by the Chair, a nominal period of time, not to exceed five minutes, is allowed for questions before a motion for action is required.
- c. Board business will automatically terminate at 9:30 p.m. and the Chair will declare the meeting adjourned unless there is a motion, supported by a majority vote, extending the meeting by a specific amount of time.

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BOARD AGENDA 2017

A.	PROCEDURAL ITEMS	Roll call, Pledge of Allegiance, approve agenda, approve consent agenda to include minutes, payment of invoices, correspondence, gifts, field trips and personnel items.
B.	PUBLIC FORUM <u>Public Forum Procedures</u> During the Public Forum any person may address the School Board on a topic of interest or concern. Listed below are the procedures for Public Forum. 1. Public Forum will follow the Procedural Items on the agenda. 2. Public Forum will be open up to 30 minutes (3minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided. 3. Those who wish to address the Board should fill out the Public Forum Speaker Card and submit the card to the School Board clerk or other district official at the meeting. 4. Questions may be asked on any topic, including those on the agenda. 5. School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern. 6. An attempt will be made to answer questions addressed to the Board. In those cases where an answer is not provided a contact from an appropriate school district official will be made as a follow-up. 7. A handout on the purpose of school board meetings and the meeting process is available at each school board meeting. 8. Citizens may be asked to address the school board on a particular subject during the discussion of that item. 9. The School Board Chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the	During the Public Forum any person may address the School Board on a topic of interest or concern.

	number of requests to speak accordingly.	
C.	INFORMATION ITEMS	No discussion
D.	DISCUSSION ITEMS	An instructional report, first reading of new policies, etc.
E.	OPERATIONAL ITEMS	All non-personnel action items.
G.	BOARD FORUM	Board “news”; same rules as Public Forum
H.	ADJOURNMENT	

AGENDA ITEM: **School Board Members' Compensation for 2017**

MEETING DATE: **January 9, 2017**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **School Board Chair**

BACKGROUND:

Minnesota Statute 123.33, Subd. 12 states: "The clerk, treasurer, and superintendent of any district shall receive such compensation as may be fixed by the board. Unless otherwise provided by law, the other members of the board shall also receive compensation as may be fixed by the board."

White Bear School Board members were compensated at the following rates in 2016:

Year	Members	Chair	Vice-Chair	Clerk	Treasurer
2016	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700

RECOMMENDATION:

That School Board members continue to receive the same compensation they received in 2016 for 2017.

AGENDA ITEM: School Board Meeting Dates for 2017

MEETING DATE: January 9, 2017

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON: Janet Newberg, School Board Chair
Dr. Michael Lovett, Superintendent

BACKGROUND:

The White Bear Lake Area School Board holds their regular School Board meeting on the second Monday of the month, and work-study sessions on the fourth Monday of the month except during the months of December, June, and July when there is no work-study session scheduled.

At the Board meeting of July 11, 2016 we approved the meeting dates for the 2016-17 school year so we could include them in the Activities Calendar for 2016-17.

At this meeting we would like to approve the 2017 dates, with some additional work-study dates added, and the dates from January 2018 to June 2018. By doing this we are able to print the School Board meeting dates in the Activities Calendar for 2017-18.

RECOMMENDATION:

The administration recommends the School Board approve the school board meeting dates for 2017 through June, 2018.

2017- June, 2018
WHITE BEAR LAKE AREA SCHOOL BOARD
MEETING SCHEDULE
Community Room 112
District Center, 4855 Bloom Avenue, White Bear Lake

Date	Meeting Type	Time	Location
Monday, January 9, 2017	Regular	7:00 p.m.	District Center – Room 112
Monday, January 9, 2017**	Work-Study	5:30 p.m.	District Center – Room 206
Monday, January 23, 2017	Work-Study	5:30 p.m.	District Center – Room 112
Monday, February 13, 2017	Regular	7:00 p.m.	District Center – Room 112
Monday, February 13, 2017	Work-Study	5:30 p.m.	District Center – Room 206
Monday, February 27, 2017**	Work-Study	5:30 p.m.	District Center – Room 112
Monday, March 6, 2017*	Regular	7:00 p.m.	District Center – Room 112
Monday, March 27, 2017	Work-Study	5:30 p.m.	District Center – Room 112
Monday, April 10, 2017	Regular	7:00 p.m.	District Center – Room 112
Monday, April 24, 2017	Work-Study	5:30 p.m.	District Center – Room 112
Monday, May 8, 2017	Regular	7:00 p.m.	District Center – Room 112
Monday, May 22, 2017	Work-Study	5:30 p.m.	District Center – Room 112
Monday, June 12, 2017	Regular	7:00 p.m.	District Center – Room 112
Monday, July 10, 2017	Regular	7:00 p.m.	District Center – Room 112
Monday, July 10, 2017	Board Retreat	2:30 p.m.	District Center – Room 112
Monday, August 14, 2017	Regular	7:00 p.m.	District Center – Room 112
Monday, August 28, 2017	Work-Study	5:30 p.m.	District Center – Room 112
September 11, 2017	Regular	7:00 p.m.	District Center – Room 112
September 25, 2017	Work-Study	5:30 p.m.	District Center – Room 112
October 9, 2017	Regular	7:00 p.m.	District Center – Room 112
October 23, 2017	Work-Study	5:30 p.m.	District Center – Room 112
November 13, 2017	Regular	7:30 p.m.	District Center – Room 112
November 27, 2017	Work-Study	5:30 p.m.	District Center – Room 112
December 11, 2017	Regular	7:00 p.m.	District Center – Room 112
January 8, 2018	Regular	7:00 p.m.	District Center – Room 112
January 22, 2018	Work-Study	5:30 p.m.	District Center – Room 112
February 12, 2018	Regular	7:00 p.m.	District Center – Room 112
February 26, 2018	Work-Study	5:30 p.m.	District Center – Room 112
March 5, 2018	Regular	7:00 p.m.	District Center – Room 112
March 26, 2018	Work-Study	5:30 p.m.	District Center – Room 112
April 9, 2018	Regular	7:00 p.m.	District Center – Room 112
April 23, 2018	Work-Study	5:30 p.m.	District Center – Room 112
May 14, 2018	Regular	7:00 p.m.	District Center – Room 112
May 21, 2018 ***	Work-Study	5:30 p.m.	District Center – Room 112
June 11, 2018	Regular	7:00 p.m.	District Center – Room 112

** January 9, 2017 and February 13, 2017 work-study sessions added at 5:30 p.m. for purpose of superintendent search.

*March Regular Board meeting scheduled for the first Monday in March because spring break starts Monday, March 13, 2017.

*** May work-study meeting scheduled for the third Monday in May, because May 28, 2018 is a holiday.

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

MEETING DATE: **January 9, 2017**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Assistant Superintendent for
Finance & Operations**
Mary M. Vaske, Controller

Be it resolved by the School Board of Independent School District #624, White Bear Lake, MN, that the following bank accounts are designated as official depositories for calendar year 2017 and that the authorized signers and those designated to electronically transfer funds shown be approved.

<u>Account Name</u>	<u>Bank Name</u>	<u>Authorized Signers</u>
Demand Deposit Account	PMA/MN TRUST Associated	Michael J. Lovett Wayne Kazmierczak Mary M. Vaske
Demand Deposit Account	MSDLAF US Bank	Michael J. Lovett Wayne Kazmierczak Mary M. Vaske
General/Payroll Account	Associated Bank	*Board Chair *Board Clerk *Board Treasurer
Cafeteria Account	Associated Bank	*Board Chair *Board Clerk *Board Treasurer
Dist. Petty Cash Acct	Bremer Bank	Michael J. Lovett Wayne Kazmierczak Mary M. Vaske
Business Account	Bremer Bank	Wayne Kazmierczak. Mary M. Vaske
Cafeteria Account	Bremer Bank	Wayne Kazmierczak Mary M. Vaske

Central Petty Cash	Bremer Bank	Timothy Schochermaier
Sunrise Petty Cash	Bremer Bank	Christina Pierre
North Petty Cash	Bremer Bank	Donald Bosch Dion Harriman
South Petty Cash	Bremer Bank	Timothy Wald Brian Leonard

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

Electronic Transfers

Demand Deposit Account	PMA/MNTRUST/ ASSOCIATED	Michael J. Lovett Wayne Kazmierczak Mary M. Vaske
Demand Deposit Account	MSDLAF US Bank	Michael J. Lovett Wayne Kazmierczak Mary M. Vaske
General/Payroll Account	Associated Bank	Michael J. Lovett Wayne Kazmierczak Mary M. Vaske
Business Account	Bremer Bank	Wayne Kazmierczak. Mary M. Vaske

RECOMMENDATION: Approve official depositories for School District funds and authorized bank accounts and signatures for 2016.

AGENDA ITEM: **Official Newspaper for 2017**
MEETING DATE: **January 9, 2017**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

Background:

In past years, legal notices and minutes have been published in the White Bear Press. In addition, the full minutes are available on the district's website www.isd624.org.

A proposal has been submitted by Press Publications to name the White Bear Press as the official school district/legal publication newspaper for 2017. The White Bear Press will increase to \$15.77 per column inch, in 7 point type at 9 lines per inch. The Vadnais Heights Press and The Citizen are \$8.18 per column inch for both papers.

We also received a proposal from Lillie Suburban Newspapers for the Shoreview-Vadnais Heights Bulletin for \$5.00 per column inch.

Our recommendation below is based on our review of Minnesota Statutes pertaining to the requirements of the School District's official newspaper and conversations with staff from the Minnesota School Boards Association.

Recommendations:

That the School Board approve the White Bear Press as the legal publication for the White Bear Lake Area Public Schools for 2017.

AGENDA ITEM: **Appointment of Compliance Officers**

MEETING DATE: **January 9, 2017**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Each November the administration certifies to the Minnesota Department of Education that we are in compliance with federal laws and regulations and state laws and rules prohibiting discrimination.

Some of our policies specifically state that a legal responsibility for receiving complaints is assigned to a position, (e.g., the director of human resources). Other policies require that the School Board “annually designate the person” to whom the responsibility is assigned.

To remove ambiguity and assure compliance in all of our policies we are asking the School Board to take action on the following appointments:

District ADA/504 Coordinator:

Kathleen Daniels
Director of Student Support Services
White Bear Lake Area Public Schools
4855 Bloom Avenue
White Bear Lake, MN 55110

District Human Rights Officer:

Linda Goers
Director of Human Resources
White Bear Lake Area Public Schools
4855 Bloom Avenue
White Bear Lake, MN 55110

Title IX Coordinator:

Sara Paul
Assistant Superintendent for Teaching and Learning
White Bear Lake Area Public Schools
4855 Bloom Avenue
White Bear Lake, MN 55110

RECOMMENDATION:

Approve the appointment of Linda Goers, Director of Human Resources, as the District Human Rights Officer, Sara Paul as the Title IX Coordinator, and Kathleen Daniels, Director of Student Support Services, as the District ADA/504 Coordinator in conformance with School Board policies.

AGENDA ITEM: **Local Education Agency Authorization**

MEETING DATE: **January 9, 2017**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

In recent years, the School Board of White Bear Lake Area Schools has authorized Dr. Michael Lovett as the Local Education Agency (LEA) representative for the purpose of reviewing and approving documents required for compliance to federal programs included in the Elementary and Secondary Education Act (ESEA). The LEA Representative will ensure the school district will maintain compliance with the appropriate federal statutes, regulations, and procedures and will act as the responsible authority in all matters relating to the administration of federal programs. For 2017, the School Board would like to add Sara Paul, Assistant Superintendent for Teaching and Learning and Dr. Wayne Kazmierczak, Assistant Superintendent for Finance and Operations.

RECOMMENDATION: To authorize Dr. Michael Lovett, Sara Paul, and Dr. Wayne Kazmierczak as the Local Education Agency (LEA) representatives for the purpose of reviewing and approving documents required for compliance to federal programs included in the Elementary and Secondary Education Act (ESEA) for 2017.

AGENDA ITEM: **Designation of Legal Counsel**

MEETING DATE: **January 9, 2017**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

At our organizational meeting we advise that the School Board of White Bear Lake Area Public Schools designates: *Knutson, Flynn and Deans; Ratwik, Roszak, and Maloney; Rupp, Anderson, Squires and Waldsperger, P.A.; and others as needed* as our legal counsel for calendar year 2017. Authorized personnel to contact legal counsel includes: school board chair, superintendent, assistant superintendent for teaching and learning, assistant superintendent for finance and operations, director of human resources, director of special services, director of community services, director of communications and community relations and director of technology and innovation.

Recommendation: The School Board approves *Knutson, Flynn and Deans; Ratwik, Roszak, and Maloney; Rupp, Anderson, Squires and Waldsperger, P.A.; and others as needed* for 2017. The School Board approves authorized personnel to contact legal counsel, including: school board chair, superintendent, assistant superintendent for teaching and learning, assistant superintendent for finance and operations, director of human resources, director of student support services, director of community services, and director of communications and community relations.

AGENDA ITEM: **Action on Writing Off Uncollectible NSF Checks**

MEETING DATE: **January 9, 2017**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The District's auditor recommends that the School Board approve the write off of uncollectible, non-sufficient funds (NSF) checks. A list of NSF checks is periodically submitted to the School Board for approval. Attached please find a list of uncollectible checks in the amount of \$2,482.07 that, after multiple collection attempts, have been determined to be uncollectible.

RECOMMENDATION:

Approve writing off \$2,482.07 of uncollectible NSF checks.

ISD #624, White Bear Lake

NSF Checks to be written off

General Account:

Payor	Date	Amount	Building
Apfel, Shari	9/5/2014	25.00	North
Bosompem, Gifty	4/8/2016	50.00	Community Services
Conley, Elizabeth	3/18/2015	40.00	South
Corey, Linda	7/1/2013	18.50	Community Services
Cruz, Andrew	5/1/2014	60.00	South
Cruz, Andrew	4/30/2014	20.00	South
Dalbec, Barbara	7/30/2014	141.00	South
DeHoop, Kathleen	5/9/2013	190.00	Community Services
DeHoop, Kathleen	3/4/2014	57.21	Sunrise
DeHoop, Kathleen	8/20/2014	65.00	Sunrise
DeHoop, Kathleen	8/20/2014	90.00	South
Dopkins, Jennifer	6/3/2016	50.00	Sunrise
Eddicus, Steven	9/11/2015	18.00	Otter Lake
Gray, David	1/22/2015	26.44	South
Grieffenhagen, Nicole	7/27/2014	40.00	South
Grieffenhagen, Nicole	9/15/2014	50.00	South
Grieffenhagen, Nicole	11/21/2014	11.00	South
Grieffenhagen, Nicole	12/20/2014	90.00	South
Grieffenhagen, Nicole	9/23/2015	18.00	Otter Lake
Grieffenhagen, Nicole	1/9/2016	120.00	South
Haibeck, Desta	5/14/2014	45.00	South
Hughes, Jennifer	5/27/2016	28.00	Sunrise
Kisling, Jennifer	8/6/2013	45.00	South
Lee, Dawn	4/16/2015	17.00	Sunrise
Lopez, Lupe	10/28/2016	250.00	Community Services
Lundberg, Heather	2/24/2014	71.92	Matoska
Lundberg, Heather	4/12/2016	10.00	South
Lundberg, Heather	6/1/2016	30.00	Sunrise
Maloney, Atom	10/20/2015	140.00	Community Services
McCarthy, Ann/Kenneth	5/12/2014	30.00	Otter Lake
Meadows, Krystina/Hudson, Jason	4/24/2014	16.00	Central
Nelson, Elizabeth	8/19/2014	25.00	South
Nyberg, John/Hyon	5/3/2016	17.00	Sunrise
Olson, Kristin	6/4/2014	25.00	Vadnais Heights
Scheunemann, Jeremy/Jill	10/1/2015	16.00	Matoska
Sellwood, Thomas	5/20/2015	22.00	Central
Smith, Kelly	9/2/2015	15.00	Matoska
Unknown	9/23/2014	20.00	
Warner, Jennifer	8/23/2016	135.00	South

Wigand, Claranne	5/22/2015	22.00	Central
Wolff, Jaclyn	9/20/2013	37.00	Central
Zeeb-Essen, Amber/Essen, James	6/2/2014	90.00	Central

Total		<u><u>2,287.07</u></u>	
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Nutritional Services

Lo, Chua	10/20/2014	50.00
Loos, Kristen	9/18/2014	15.00
Maslowski, Viola	9/29/2014	10.00
Skjegstad, Milissa	1/22/2013	20.00
Smith, Keena	12/20/2013	50.00
Smith, Keena	12/20/2013	50.00

Total		<u><u>195.00</u></u>
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AGENDA ITEM: **Action on Contract to Review International Baccalaureate Programs**

MEETING DATE: **January 9, 2017**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

As part of the School Board/Superintendent Goals and strategic planning process, a goal was established to evaluate the IB programs at Central Middle School IB World School, Sunrise Park Middle School IB World School and Matoska International IB World School.

We are working from an understanding that the purpose of the evaluation is to provide the School Board with information about the three IB schools regarding program implementation, stakeholder satisfaction, and preliminary student outcome data. In addition, we are interested in receiving formative feedback that can be used for program improvement. Essentially, we want to know the degree to which these programs are helping us fulfill our district mission.

Four evaluation options, along with their costs and limitations, were presented during the October, 24, 2016 School Board Work Study. The first option was an internal review of available quantitative data. The second option was an external review by Parsimony Inc, examining available quantitative data using a quasi-experimental model. The third option was an external review by an independent contractor, examining available quantitative data as well as qualitative data collected from stakeholder surveys and interviews. The fourth option was an external review by the Center for Applied Research and Educational Improvement (CAREI), which included a literature review, examination of quantitative data, qualitative data from stakeholder surveys, interviews and focus groups, and a cost-benefit analysis. The school board requested that CAREI be contacted for more information on their proposal and that additional proposals, similar in scope to the CAREI proposal, be solicited and presented to the school board.

Two research and evaluation firms with capacity similar to that of CAREI were asked to submit an evaluation proposal - The Improve Group and Wilder Research. The Improve Group decided that they did not have the resources available this spring to conduct an evaluation of this scope. Wilder Research submitted a proposal on November 18th. CAREI was contacted with the request that they include teacher focus groups in their proposal and that they incorporate CLASS data as a measure of instructional fidelity. The proposal and budget for CAREI are attached.

Links are here:

[CAREI Revised IB Review Proposal](#)

[CAREI Revised IB Review Budget](#)

[Wilder Research IB Review Proposal and Budget](#)

Both the CAREI and Wilder evaluations seek to answer the following questions:

- What types of student outcomes have other school districts that are implementing PYP and MYP programs seen and how are they measuring those outcomes?
- What are the characteristics of the students who enroll in these three White Bear Lake Area IB schools?
- To what extent is the program being implemented with fidelity at each IB school?
- What are the perceptions of teachers in the IB schools?
- What are the perceptions of other stakeholder (e.g., students, families, administrators) about the program?
- To what extent have student outcomes changed as a result of implementing PYP and MYP?

The CAREI evaluation will consist of:

- A literature review to identify measurable cost, benefit, and expected outcome data related to IB programs
- An analysis of change in enrollment, academic, and school climate outcomes at our IB schools
- An analysis of instructional fidelity relative to the IB model.
- A review of professional development related to IB.
- A measure of the perceptions of IB held by stakeholders (students, parents, teachers, administrators) using surveys, interviews, and focus groups.
- A Cost-Benefit analysis of IB PYP and MYP programming.
- A summary and presentation to the White Bear School Board and Superintendent.

The cost of the CAREI evaluation, detailed in the budget, is \$62,517.

The Wilder evaluation will consist of:

- A review of research about IB programs to identify components that have been shown to improve student outcomes.
- An analysis of instruction within our IB schools.
- An analysis of available student academic and attendance outcomes.
- Interviews with principals, surveys of teachers, and either surveys of parents and students or focus groups with parents and students.
- A cost-benefit analysis and return on investment calculation.
- A summary and presentation to the White Bear School Board and Superintendent.

The cost of the Wilder evaluation, detailed in their proposal, is \$71,794 with surveys or \$78,264 with surveys and focus groups.

It is our recommendation that the district move forward with the CAREI proposal. CAREI has the resources and support of the University of Minnesota behind its work. The staff at CAREI has been very responsive and flexible to our needs as we have worked to define what we want from the review of our IB programs. The CAREI proposal approaches our research question using a variety of data - a review of current literature on IB program effectiveness, analysis of

available academic, enrollment and school climate data, analysis of instructional fidelity and professional development related to IB, focus groups and surveys of students, parents, teachers, and administrators, a cost-benefit analysis of IB programming, and a summary and presentation to the White Bear School Board. The CAREI review is in two stages, allowing us to make adjustments after the completion of the first stage. Finally, the CAREI proposal is \$15,000 less than the comparable Wilder Research proposal.

RECOMMENDATION:

That the School Board approve a contract with CAREI (Center for Applied Research and Education Improvements), at the University of Minnesota to provide an evaluation of the IB programs at Central Middle School IB World School, Sunrise Park Middle School IB World School and Matoska International IB World School at a cost not to exceed \$62,517.



Center for
Applied Research and
Educational Improvement
University of Minnesota

A Proposal to Evaluate White Bear Lake Area Schools' IB Program

December 1, 2016 – May 31, 2017

Prepared by:
Theodore Christ, Ph.D.
Jane Fields, Ph.D.
Deb Ingram, Ph.D.

Background on White Bear Lake Area Schools' IB Program

The mission of the White Bear Lake Area Schools¹ is to ensure that students:

- Develop a love for learning,
- Excel academically,
- Are inspired to realize their dreams, and
- Become engaged citizens with a global understanding.

One way in which the district is working to fulfill this mission is by offering the International Baccalaureate (IB) program² at three schools: Matoska International School (K-5), Central Middle School (6-8), and Sunrise Park Middle School (6-8).³

In the winter of 2010, Matoska International School (K-5) was authorized as an IB World School delivering the Primary Years Program (PYP).⁴ “The PYP prepares students to become active, caring, lifelong learners who demonstrate respect for themselves and others and have the capacity to participate in the world around them. It focuses on the development of the whole child as an inquirer, both within and beyond the classroom” (<http://www.ibo.org/programmes/primary-years-programme/>).

“The International Baccalaureate (IB) Middle Years Program (MYP) was researched and chosen as a framework to ensure challenge and a world class learning experience for students at the middle schools. In January 2015 [after 3 years of developing the program], Central Middle School and Sunrise Park Middle School achieved authorization as IB (International Baccalaureate) World Schools. The schools are authorized to offer the Middle Years Programme to all students in grades 6-8” (<http://www.whitebear.k12.mn.us/Central/index.asp?ID=3269>).⁵

All IB programs focus on developing 10 qualities in students, called the IB Learner Profile. IB learners are described as: inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, and reflective.⁶

Purpose of the Evaluation

The White Bear Lake Area Schools has requested that the Center for Applied Research and Educational Improvement (CAREI) submit a proposal to evaluate their International Baccalaureate programs that are offered in three schools: Matoska International School (K-5), Central Middle School (6-8), and Sunrise Park Middle School (6-8).

¹ For more information about the White Bear Lake Area Schools, see: <http://www.whitebear.k12.mn.us/>.

² For information about the International Baccalaureate program, see: <http://www.ibo.org/>.

³ For information about these three schools, see: <http://www.whitebear.k12.mn.us/Matoska/>, <http://www.whitebear.k12.mn.us/central/>, and <http://www.whitebear.k12.mn.us/SunrisePark/>.

⁴ For more information on the IB Primary Years Programme, see: <http://www.ibo.org/programmes/primary-years-programme/>.

⁵ For more information on the IB Middle Years Programme, see: <http://www.ibo.org/programmes/middle-years-programme/>.

⁶ For more information on the IB Learner Profile, see: <http://www.ibo.org/benefits/learner-profile/>.

The purpose of the evaluation is to provide the School Board of the White Bear Lake Area Schools with information about the three IB schools regarding program implementation, stakeholder satisfaction, and preliminary student outcome data. Internally, district staff members are also interested in receiving formative feedback that they can use for program improvement. Essentially, the district wants to know whether or not these programs are helping them to fulfill their district mission.

CAREI proposes to answer the following evaluation questions:

1. What types of student outcomes have other school districts that are implementing PYP and MYP programs seen and how are they measuring those outcomes?
2. What are the characteristics of the students who enroll in the three White Bear Lake Area IB Schools?
3. To what extent is the program being implemented with fidelity at each IB school?
4. What are the perceptions of teachers in these IB schools?
5. What are the perceptions of other stakeholder groups (e.g., students, families, administrators) about the program?
6. To what extent have student outcomes changed as a result of implementing PYP and MYP?

The Center for Applied Research and Education Improvement (CAREI) Capability

CAREI is an independent research and evaluation center in the College of Education and Human Development (<http://www.cehd.umn.edu/carei/>) at the University of Minnesota (<http://twin-cities.umn.edu/>). CAREI was created in 1989 to improve the quality of education for all learners through rigorous research, evaluation, and assessment. As an integrated research and evaluation center, CAREI has complete access to the full array of resources available at the University of Minnesota, including faculty expertise, technology support, libraries, equipment, and facilities.

Project Evaluation Team

The evaluation project will be assigned to a Project Lead by the CAREI Director. Appropriate other staff will be assigned as needed and available. One primary strength of CAREI is its access to an interdisciplinary team of evaluators along with faculty and staff at the University of Minnesota.

Evaluation Work Plan and Activities

The design for CAREI's evaluation will focus on providing feedback to the School Board and district leadership by May 2017. The CAREI evaluators will work with Brian Morris, Assessment and Accountability Coordinator, and Jill Pearson, Teacher and Learning Coordinator, as well as district leadership, to coordinate and conduct the evaluation. The evaluation work plan shown in Table 1 outlines the evaluation questions, data collection and analysis processes, and a projected evaluation timeline.

Table 1. Work Plan: 2016-2017 Evaluation of White Bear Lake Area Schools IB Program

	Evaluation Question	Data Collection and Analysis	Timeline
Stage 1. This initial stage of evaluation will establish what is known from published work (e.g., research, evaluations) and learn what can be known from the available local data. This initial state was designed to leverage resources at the LEA and minimize costs for the evaluation.			
Stage 1	What is known? 1. What can be learned from the published research, evaluations, and literature on PYP and MYP IB programs?	- Literature review to identify - Costs and cost analysis, - Benefits and benefit analysis, - Measures and metrics, - Cost-benefit analysis and outcomes.	Preliminary report for the School Board on or before February 10, 2017.
	What is the enrollment and retention? 2. What is the current applications, enrollment, and retention within PYP and MYB IB programs in the local educational agency. 3. What are the characteristics of the students who enroll in these three White Bear Lake Area IB schools?	- CAEI will provided planning and design for the LEA to implement analysis and provide summary tables. - For example the district will provide analysis of - Number of open enrollment applicants specifically requesting an IB school - Enrollment and retention rates at each IB school - Student demographics (e.g., gender, race/ethnicity, socioeconomic status)	Planning and design by CAREI by December 19, 2017. LEA delivery on or before January 1, 2017.
	Have student outcomes changed? 4. To what extent have student outcomes changed as a result of implementing PYP and MYP?	- CAREI will collaborate to provide planning and design for the LEAQ to implement analysis and provide summary tables. - CAREI will review and synthesize the analysis and summary data provide by the district. Data will be at the school-	Planning and design by CAREI by December 19, 2017.

	Evaluation Question	Data Collection and Analysis	Timeline
		and district-level (MCA, attendance, discipline data).	LEA delivery on or before January 1, 2017.
Stage 2 This state of evaluation will provide analysis and results regarding the implementation of the IB programs and the perception of those IB programs in the LEA.			
Stage 2	5. What are the outcomes for use in evaluation related to the IB programs?	- CAREI will briefly review the literature, IB Organization's standards for implementation of PYP and MYP, other MN school district practices, and local expectations among leadership (school-board along with a sample of administration) and staff to identify critical outcomes. - CAREI will develop a checklist or survey to document perceptions of outcomes among leadership, staff, students, and parents. - CAREI will document likely extant or supplemental data for use to evaluate outcomes.	December, 2016 – January, 2017
	1.1 What are the implementation components related to IB programs?	CAREI will briefly review the literature, IB Organization's standards for implementation of PYP and MYP, and local expectations among leadership	

	Evaluation Question	Data Collection and Analysis	Timeline
		(school-board along with a sample of administration) and staff as to the critical components of IB implementation - CAREI will develop a checklist or survey to collect perceptions of implementation among leadership, staff, students, and parents. - CAREI will document likely extant or supplemental data for use to evaluate implementation.	
6.	To what extent is the program implemented with fidelity at each school?	- Review IB self-study evaluations. - Analyze CLASS Observation data. - RECOMMENDED (Not Required): - Document review of teacher professional development - Document review of information collected for the IB self-study evaluation - Teacher and leadership to complete fidelity checklist & survey - Classroom observations	December, 2016 – March, 2017
7.	What are the perceptions of teachers in the IB schools?	- CAREI will design and analyze the result of a survey from the IB teachers to better understand their perceptions of the program (e.g., satisfaction, successes, challenges, recommendations). - CAREI will conduct 2 focus groups per school. - Administration and recruiting will be done by the LEA.	January, 2017 to February, 2017

	Evaluation Question	Data Collection and Analysis	Timeline
	8. What are the perceptions of other stakeholder groups (e.g., students, families, administrators) about the program?	- CAREI will design and evaluate the results from parent polls (brief survey administered by the LEA). - CAREI will conduct 6 focus groups with parents (3) and students (3). - RECOMMENDED (Not Required): - CAREI will conduct student focus groups with students currently attending an IB school - CAREI will conduct a focus group with 9th grade students who attended an IB middle school - Six 1-hour interviews with 3 IB principals, Brian Morris, Jill Lane, and Sara Paul and other educational leader (as advised) - Three 1-hour interviews with district leadership.	January, 2017 to February, 2017
Stage 3. Cost-Benefit Analysis This state of evaluation will provide analysis and results for the costs, benefits and cost-benefit of the IB program.			
	9. What are the approximate costs of the PYP and MYP programs?	Design and evaluate the summary data provided by the LEA regarding the costs with respect to professional time, space, marketing, training, communication, accreditation, administration and the like.	December, 2016 – April, 2017

	Evaluation Question	Data Collection and Analysis	Timeline
		• LEA will provide summary data and make administration available for interviews and analysis.	
	10. What are the approximate benefits of the PYP and MYP programs?	• Design and evaluate the summary data provided by the LEA regarding the benefits with respect to both state and local indicators of benefit and beneficial outcomes. These will be defined from the review in Stage 1, but will include at a minimum MCA, college readiness, MMR, attendance, teacher job satisfaction, parent ratings, retention, applications, college admission, workforce placement, academic honors, and the like. NOTE. Analysis is dependent on the availability of the data from the LEA. • LEA will provide summary data and make administration available for interviews and analysis.	December, 2016 – April, 2017
	11. What is the cost-benefit associated with the PYP and MYP programs?	• Summary and synthesis of the relative benefit relative to the cost of the IB programs.	December, 2016 – April, 2017

Evaluation Cost

- See attached Budget Summary

Total cost for evaluation services, materials, mileage, and all other expenses =

Stage 1 preliminary evaluation plan. The total cost of Stage 1 is \$10,098. This includes a brief synthesis of the literature along with local enrollment/retention data and recommendations for the local evaluation plan. Stage 1 is required to initiate the project.

Stage 2 Options (all total costs estimates are inclusive of Stage 1)

- Stage 1 plus full evaluation plan (recommended). The total costs for the recommended evaluation is \$62,517. This will cover all three stages and provide substantial insight into the fidelity, quality and local perceptions of the program.
- Stage 1 plus partial evaluation plan (without implementation quality and local perceptions). The total costs that excludes an evaluation of the implementation quality and local perceptions is \$49,593. This includes the cost assessment and benefit assessment along with the cost-benefit analysis.
- Stage 1 plus a very limited evaluation (without implementation quality, local perceptions, or cost-benefit analysis). The total cost that excludes an evaluation of implementation, local perceptions, or cost-benefit is \$25,929.

Contact information:

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612-624-7068

Communication Plan

The CAREI evaluators understand that successful communication of the findings begins by anticipating the questions and concerns of stakeholders. Face-to-face meetings, phone meetings, and email communication will be used to update and exchange information between the evaluators, Brian Morris, Jill Pearson, and the White Bear Lake Area Schools' leadership team. CAREI will provide summaries of meetings as needed.

In addition, the CAREI evaluation team will communicate with the University of Minnesota's Institutional Review Board (IRB) to ensure that proper documentation of the study is filed with, and approved by, the IRB. CAREI will also enter into a data sharing agreement with the White Bear Lake Area Schools.

Evaluation Activities Timeline

- ✓ Ongoing: Communication with Brian Morris, Jill Pearson, and district leadership
- ✓ February 10, 2017: Stage 1 preliminary report for the school board.
- ✓ April 14, 2017: Draft, preliminary report delivered to Brian Morris, Jill Pearson, and district leadership for review
- ✓ April 20, 2017: District provides CAREI with written feedback / questions in response to draft, preliminary report
- ✓ May 15, 2017: CAREI provides final report to district
- ✓ May, 2017: CAREI will attend School Board meeting to present findings, if desired

Stage 2

1-Dec Fidelity of implementation

15-May	Document review of teacher PD	15	\$	1,530	\$	1,530			KEEP ANY OF THIS or simply rely on IBO prior evaluations
	Document review of IB self-study evaluations (8 hours / school)	24	\$	2,448	\$	2,448	\$	2,448	Limitation: Data from 2 to 3 years ago (maybe longer).
	Develop classroom observation rubric	0	\$	-	\$	-	\$	-	IBO data from 2 or 3 years ago; teacher evaluation tool principal and peer observer;
15-May	Conduct 10 classroom observations / site (2 hours per observation, includes field note summary after each observation)	0	\$	-	\$	-	\$	-	
	Write up summary for final report	10	\$	1,020	\$	1,020	\$	1,020	
1-Feb Teacher Survey									
15-May	Develop teacher survey and communications	10	\$	1,020	\$	1,020	\$	1,020	District is responsible for return rate of 65%
	Administer online survey	10	\$	1,020	\$	1,020	\$	1,020	District is responsible for return rate of 65%
	Analyze teacher survey by site and write-up	30	\$	3,060	\$	3,060	\$	3,060	
1-Feb Parent Survey/Vote on School Night									
15-May	Straw poll: for, against, neutral	0							CAREI design and district collect data during a parent night (e.g., parent teacher night)
	Analysis & write up	4	\$	408	\$	408	\$	408	
1-Jan Focus groups and one-on-one interviews									
15-May	Develop focus group protocols (for students, parents)	12	\$	1,224					District does all recruitment, scheduling, location, and ensures attendance. fewer focus groups and rely more on survey, emotion and opinion might be divisive in district based on implementation,
	Identify participants / schedule (most hours provided by the district)	2	\$	204					
	Conduct 6, 1.5 hour focus groups + 1 hour to code data per group: 1 parent focus group/school, conduct 1 student focus group/school,	15	\$	1,530					
15-May	Develop one-on-one interview protocol for school and district administrators	4	\$	408					***LIMITATION** very limited data from parents and very limited from students; very limited perception data from those in the school community
	Schedule one-on-one interviews	2	\$	204					
	Conduct 6, 1-hour interviews with 3 IB principals, Brian Morris, Jill Lane, and Sara Paul and other educational leader (as advised) + 1 hour coding per interview	12	\$	1,224					
15-May	Conduct 6, 1.5 hour focus groups with teachers + 1 hour coding per interview: 2 focus groups per school	15	\$	1,530					Recruiting and scheduling to be done by the district.
	Transcription of focus groups (18 hours) and interviews (6 hours)	24	\$	1,500					
	Analysis of qualitative data	20	\$	2,040					
15-May	Write-up of qualitative data	30	\$	3,060					

Stages Timeline 2016-2017 EVALUATION ACTIVITIES

Stages	Timeline	Activities	Recommended Hours	Dollars		Further Reduced
				Recommended	Reduced	
Stage 1	1-Dec	Literature scan related to IB student outcomes Scan instruments, assessments, and/or literature related to IB student outcomes; includes summary of available cost analysis, benefit/outcome analysis, and cost-benefit analysis Preliminary report for the board	70 \$	3,570 \$	3,570 \$	3,570
	10-Feb		10 \$	1,020 \$	1,020 \$	1,020
		Write up summary for final report (integrate this with the final report & make it district/client specific)	5 \$	510 \$	510 \$	510
	1-Dec	Review enrollment and demographic data Design and Planning for District to Provide: For example the district will provide analysis of • Number of open enrollment applicants specifically requesting an IB school • Enrollment and retention rates at each IB school • Student demographics (e.g., gender, Preliminary report for the board Write up summary for final report	4 \$	408 \$	408 \$	408
	10-Feb 15-May		15 \$ 5 \$	1,530 \$ 510 \$	1,530 \$ 510 \$	1,530 510
Stage 1	1-Dec	Analysis of Student Outcomes Analysis of MCA scores, attendance, discipline Preliminary report for the board Write up quantitative analysis Write up summary for final report	0 \$ 5 \$ 15 \$ 5 \$	\$ 510 \$ 1,530 \$ 510 \$	\$ 510 \$ 1,530 \$ 510 \$	- 1,530 510
	10-Feb					
	15-May					

CAREI to supplement 50% of the 70 hours and will use this review with the CAREI Assembly

analysis, tables, etc. done within district

interpretation and narrative by CAREI

analysis might be supplemented by

tables etc. provided by district

Stage 2

Final Reporting

15-May Draft Report (bring all sections together)
Edits, final report
Final presentation of findings

30 \$ 3,450 \$ 3,450 \$ 3,450
10 \$ 1,150 \$ 1,150 \$ 1,150
6 \$ 690 \$ 690 \$ 690

Analysis: Cost, Benefit, Cost-Benefit

Cost Analysis

90 \$ 10,350 \$ 10,350

district will provide summary tables with descriptive statistics and prepared spreadsheets for analysis

Benefit Analysis (assuming other aspects of the project on outcomes inform this analysis)

40 \$ 4,600 \$ 4,600

district will provide summary tables with descriptive statistics and prepared spreadsheets for analysis

Cost-Benefit Ratios

20 \$ 2,300 \$ 2,300

15-May Write-up

30 \$ 3,450 \$ 3,450

Administrative

Project Management (internal meetings, client meetings/communication)

25 \$ 2,550 \$ 2,550 \$ 1,836

File U of MN IRB

1 \$ 102 \$ 102 \$ 102

Data agreement between CAREI and WBL

1 \$ 102 \$ 102 \$ 102

There will be additional hourly costs if CAREI staff are required to process a request to access district data. Additional costs will be charged at an hourly rate of \$102.00 per hour.

Travel (32 miles round trip from CAREI to WBL = \$17.28/trip); 6 focus groups + 6 interviews + 2 board presentation = 14 trips

\$ 245 \$ 245 \$ 245 \$ 35

Totals

	Hours	Total Estimated Cost:	Recommended	no fidelity	no fidelity	no cost-benefit
	626	\$ 62,517	\$ 49,593	\$ 25,929		

Rate: \$102.00 per hour