

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

June 14, 2010

MISSION STATEMENT

**THE MISSION OF THE WHITE BEAR LAKE
AREA SCHOOL DISTRICT IS TO
PROVIDE A HIGH-QUALITY EDUCATIONAL
EXPERIENCE FOR ALL LEARNERS.**

**To accomplish our mission we believe that a high-quality educational
Experience must:**

- be in partnership with the community;
- take place in a safe, supportive, and challenging environment;
- develop lifelong learners;
- allow each learner to reach full potential;
- encourage each learner to be a contributing member of a global society.

Approved by White Bear Lake Area School Board on July 7, 1994

*The White Bear Lake Area School District leading...
minds to learning,
hearts to compassion,
lives to community service.*

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **June 14, 2010**
SUGGESTED DISPOSITION: **Procedural Items**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

Consent Agenda

- a) Approval of Minutes
- b) Payment of Invoices
- c) Correspondence
- d) Acceptance of Gifts
- e) Field Trip Request(s)
- f) Terminations – Retirements – Resignations
- g) Leaves of Absence
- h) New Personnel

RECOMMENDATION:

Approve the items listed on the Consent Agenda.

AGENDA ITEM: School Board Minutes
MEETING DATE: June 14, 2010
SUGGESTED DISPOSITION: Consent Agenda
CONTACT PERSON(S): Cathy Storey, School Board Clerk

Background:

The School Board minutes from last month's meeting are being presented for approval by the School Board.

Recommendation: Approve the minutes.

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

A meeting of the White Bear Lake Area School Board was held on Monday, May 10, 2010 at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEM

- 1 Chair Swanson called the meeting to order at 7:10 p.m.
2. Roll Call- Present: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik
Ex-Officio: Lovett
Cabinet: Present – Daniels, Guenther, Moore, Picha, Thelen, Vette, Willcoxon
3. Pledge of Allegiance
4. Newberg moved, Hiniker seconded to approve the agenda as presented. *Voice vote: all ayes. Motion carried.*
5. Storey moved, Chapman seconded to approve the consent agenda consisting of:
 - approval of minutes of regular meeting on April 12, 2010 and work-study minutes of April 26, 2010;
 - payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - passage of resolution to approve personnel issues to include:
 - Resignations/Termination – Classified Staff
 - Paulette Barth, Pupil Support Assistant, effective date: 6/11/10
 - Pamela Beach, Health Assistant/General Clerical, effective date: 4/27/10
 - Charles Cunnien, Buss Driver, effective date: 4/23/10
 - Retirements – Classified Staff
 - Brian Hagen, Custodian, effective date: 6/30/10
 - Resignation – Certified Staff
 - Roger Chlebeczek, Work Experience Teacher, effective date: 6/15/10
 - Unpaid Medical Leave – Classified Staff
 - Sherri Leverty, Pupil Support Assistant, effective dates: 2/12/10 through 6/11/10
 - Linda Schmidt, Behavior Management Assistant, effective dates 3/1/10 through 6/11/10
 - Unpaid Medical Leave – Certified Staff
 - Pamela Johnstone, Elementary Teacher, effective dates: 4/23/10 through 6/11/10
 - Unpaid Child Care Leave – Certified Staff
 - Abigail Fehr, Elementary Teacher, effective dates: 5/28/10 through 6/14/10
 - Kathleen Jensen, Elementary Teacher, effective dates: 4/27/10 through 6/14/10
 - Sara Orthaus, Special Education Teacher, effective dates 5/12/10 through 6/14/10
 - Heather Schmidt, Media/Title Teacher, effective dates 5/12/10 through 6/14/10
 - Part-Time Leave Request – Certified Staff for 2010-11 School Year
 - Jennifer Babiash, Secondary Health Teacher, .20 leave (.80 position)
 - Lesia Brandt, Speech Clinician, .60 leave (.40 position)
 - Crystal Butters, Title Teacher, .30 leave (.70 position)
 - Rebecca Butters-Levahn, Special Education Teacher, .20 leave (.80 position)
 - Christopher Campbell, Communications Teacher, .20 leave (.80 position)
 - Mary Campbell, Grade 6 Teacher, .20 leave (.80 position)
 - Kristin Chouinard, Speech Clinician, .20 leave (.80 position)
 - Karla Cummins, Social Studies, .30 leave (.70 position)

- Deborah Draeger, Special Education, .10 leave (.80 position)
- Elizabeth Evert, Spanish Teacher, .20 leave (.80 position)
- Kerry Feirn, Spanish Teacher, .40 leave (.60 position)
- Gregory Fry, Mathematics Teacher, .30 leave (.70 position)
- Kristin Fry, Language Arts Teacher, .40 leave (.60 position)
- Sarah Fuhrman, Social Worker, .20 leave (.80 position)
- Emily Gallatin, Title Teacher, .20 leave (.80 position)
- Michelle Gratz, Title, .30 leave (.70 position)
- Kadi Groppoli, Occupational Therapist, .30 leave (.70 position)
- Wendy Hoerneman, Science Teacher, .20 leave (.80 position)
- Erin Hoff, Ell Teacher, .30 leave (.70 position)
- Julienne Kirschling, Mathematics Teacher, .30 leave (.70 position)
- Laura Krueger, Physical Therapist ECSE, .20 leave (.80 position)
- Carolyn Lounsberry, Communications Teacher, .30 leave (.70 position)
- Cynthia Mattson, Special Education Teacher, .30 leave (.70 position)
- Janis McDaniels, Speech Clinician, .40 leave (.60 position)
- Samantha Meyer, School Psychologist, .60 leave (.40 position)
- Susan Moses-Zirkles, School Psychologist, .10 leave (.70 position)
- Danielle Perrier-Miller, School Psychologist, .20 leave (.80 position)
- Rebecca Peterson, Learning Skills Teacher, .30 leave (.70 position)
- Rosalia Prementine, Speech Clinician, .20 leave (.80 position)
- Tracy Presseller, Special Education Teacher, .20 leave (.80 position)
- Josephine Robinson, Guidance Counselor, .50 leave (.50 position)
- Erica Suchy, Mathematics Teacher, .20 leave (.80 position)
- Kari Thalhuber, Health Teacher, .40 leave (.60 position)
- Stephanie Tollison, School Psychologist, .20 leave (.80 position)
- Shannon Treichel, Spanish Teacher, .20 leave (.80 position)
- New Personnel – Classified Staff
 - Charles Cunnien, Bus Driver, effective date: 4/9/10
- New Personnel - Extra Curricular Only
 - Randall Bircher, Girls' Co-Head Softball Coach
 - Brandon Husak, Boys' Lacrosse Head Coach
 - Clara Just, Girls' Co-Head Softball Coach
- New Personnel – Certified Staff
 - Marina Borowy, Spanish Teacher, effective date: 2010-11 school year
 - Anne Ellsworth, .9 FACS Teacher, effective date: 2010-11 school year
 - Jon Hurt, DAPE/PE Teacher, effective date: 2010-11 school year
 - Brian Perry, Art Teacher, effective date: 2010-11 school year
 - Amber Rustand, Language Arts/Bridge Teacher, 2010-11 school year

Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik; nays – none. Motion carried.

B. PUBLIC FORUM – No one spoke at the Public Forum.

C. INFORMATION ITEMS

1. Recognize Student Liaison to the School Board – Board Chair Swanson, on behalf of all Board members, commended and thanked Colleen Wood for her outstanding role as the 2009-2010 Student Representative to the School Board.
2. Superintendent's Report – Dr. Lovett reported on the following:
 - Several students and their coaches and advisors were honored prior to tonight's Board meeting. These include: Members of the South Campus Student Council as they were named one of five "Outstanding Student Councils" in the State of Minnesota; Sunrise Park Middle School and White Bear Lake Area High School students who were recognized for their participation the State History Day competition. Four Sunrise students will travel to Washington, DC in June to

compete in National History Day; Colleen Wood was recognized for representing WBLAHS in the state speech tournament. Congratulations to all!

- Graduation ceremonies will be held for the White Bear Lake Area Learning Center on June 10 and for White Bear Lake Area High School on June 11. Good luck to all of our graduates.
- District Night of Jazz will be held on May 17 on the District Center lawn.
- One hundred-six juniors at South Campus were recently inducted into the National Honor Society and forty-six Sunrise Park Middle School students were inducted into the National Junior Honor Society.
- More information on the many events taking place this last month of school may be found on the District website.

D. DISCUSSION ITEMS

1. First Reading of Policy 416, Drug and Alcohol Testing – Policy has been reviewed by the School Board Policy Committee. Changes recommended are consistent with those recommended by the Minnesota School Boards Association (MSBA) and reflect some modifications that will improve the clarity of the policy.
2. Budget Management and Efficiency Measures for 2010-11 – Dr. Lovett and Pete Willcoxon, Executive Director of Business Services, provided background and goals for budget management for 2010-11 and 2011-12 and a timeline for these same years. Additional details will be provided at the May work-study meeting.

E. OPERATIONAL ITEMS

1. Hiniker motioned and Newberg seconded to accept the 3M Ingenuity Grants.
Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik; nays – none. Motion carried.
2. Shevik motioned and Kimball seconded to accept the Society of Manufacturing Engineers Education Foundation Grant. **Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik; nays – none. Motion carried.**
3. Chapman motioned and Newberg seconded to accept the Otto Bremer Foundation Grant.
Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik; nays – none. Motion carried.
4. Hiniker motioned and Storey seconded to approve the Vadnais Heights Sports Complex Agreement. **Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik; nays – none. Motion carried.**
5. Newberg motioned and Kimball seconded to approve the Ten Year Plan for the Alternative Facilities Program. **Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik; nays – none. Motion carried.**
6. Chapman motioned and Storey seconded to approve the proposal to add a Boys' Swim Team for 2010-11. **Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik; nays – none. Motion carried.**
7. Hiniker motioned and Chapman seconded to approve the Community Services Matching Grant Program. **Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik; nays – none. Motion carried.**
8. Shevik motioned and Newberg seconded to approve the Student Teacher Agreement with Minnesota State University-Moorhead. **Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik; nays – none. Motion carried.**

9. Collective Bargaining Agreements and Compensation Policies.
- a) Storey motioned and Chapman seconded to approve the collective bargaining agreement with the Principals Association. ***Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik;; nays – none. Motion carried.***
 - b) Kimball motioned and Newberg seconded to approve the collective bargaining agreements with positions not affiliated with a bargaining group. ***Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik;; nays – none. Motion carried.***
 - c) Chapman motioned and Hiniker seconded to approve the collect bargaining agreements for Cabinet members. ***Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik; nays – none. Motion carried.***

F. BOARD FORUM

Newberg invited the community to attend the “Hunger Doesn’t Take a Summer Vacation” fundraiser dinner at Dellwood Hills on May 13. Your donation buys a simple dinner with proceeds supporting the local food shelf. Additional information is available by contacting Dellwood Hills. Swanson invited the community to participate in the Angel Walk being held on May 22 at Tally’s and hosted by the South Campus Student Council with proceeds supporting the White Bear Lake Area Educational Foundation Angel Fund. More information is available on the Foundation website.

G. ADJOURNMENT

Newberg moved, Hiniker seconded to adjourn the meeting at 8:20 p.m.

Submitted by: Cathy Storey

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

A work-study session of the White Bear Lake Area School Board was held on Monday, May 24, 2010 at 5:30 p.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

Call To Order - Swanson called the meeting to order at 5:40 p.m.

Roll Call – Present: Storey, Swanson, Hiniker, Kimball, Newberg, Shevik
Absent: Chapman

Ex-Officio - Lovett

Cabinet – Guenther, Moore, Picha, Thelen, Willcoxon, Vette

B. DISCUSSION ITEMS

1. Update on AWARE Program – Kathleen Daniels, Director of Special Services, David Law, principal at Sunrise Park Middle School, Christina Pierre, associate principal at North Campus and Tony Mayer, Special Services Supervisor provided a first year review on the Accountability with Academics and Restorative Education (AWARE) program. By all accounts, this program has been very successful in engaging students as well as providing significant cost savings to the District.
2. Update on On-Line Learning – Dr. Jill Thelen, Director of Schools, and Scott Manni, educator from the Area Learning Center, provided an update on our on-line learning program in use for credit recovery and seventh hour option. This program is proving to be successful and consideration will be given to purchasing additional seats as there is currently a waiting list for next year.
3. School Board/Superintendent Goals for 2009-10 – Dr. Lovett provided an update on School Board/Superintendent Goals as well as a preliminary list of goals for next year.
4. Budget Planning for 2010-11 – Dr. Lovett and Pete Willcoxon, Executive Director of Business Services, provided information regarding proposed budget planning for 2010-11. This included:
 - a. Proposed Budget Management and Efficiency Measures – A review of the presentation to be made to staff members was provided and included recent accomplishments in instruction and facilities, an update on the status of school funding along with options for expenditure adjustments and budget efficiency measures due to the lack of funding being provided by the state legislature.
 - b. Capital Budget Presentation – Mr. Willcoxon provided an overview of the Capital Expenditure Fund Budget.

C. INFORMATION

1. Review of Information from NSBA Conference – Board Members Swanson and Storey and Dr. Lovett provided an overview of the seminars attended during the recent National School Boards Association (NSBA) Conference.

D. ADJOURNMENT - Shevik moved; Newberg seconded to adjourn the meeting at 7:42 p.m. Voice vote: *All ayes. Motion carried.*

Submitted by: Cathy Storey, Clerk

Consent Agenda Item A-5(b)
June 14, 2010
School Board Meeting

AGENDA ITEM: Monthly Check Registers
MEETING DATE: June 14, 2010
SUGGESTED DISPOSITION: Consent Agenda
CONTACT PERSON(S): Pete Willcoxon Sr., Executive Director of Business Services
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 - May

	<u>5/14/2010</u>	<u>5/28/2010</u>
Direct Deposit 268359-269720	1,485,266.40	
U.S. Treasury (FICA, Medicare, withholding)	515,304.82	
MN State Income Tax	84,741.93	
PERA	86,502.57	
TRA	178,560.12	
ING	2,016.92	
White Bear Lake Teacher's Association	26,623.04	
Direct Deposit 269721-271085		1,493,257.25
U.S. Treasury (FICA, Medicare, withholding)		514,998.82
MN State Income Tax		84,924.66
PERA		88,338.56
TRA		178,123.50
ING		2,016.92
White Bear Lake Teacher's Association		26,623.02
Extended Day Association		

PAYROLL

Check Nbr	Vendor Name	Check Date	Check Amount
361223	AIG	05/10/2010	6,206.03
361224	AMERICAN FUNDS	05/10/2010	68,531.27
361225	AMERICAN UNITED LIFE	05/10/2010	42,585.15
361226	AMERIPRISE	05/10/2010	10,639.59
361227	AXA EQUITABLE	05/10/2010	13,150.94
361228	ECMC	05/10/2010	183.88
361229	EDUCATION MN ESI BILLING TRUST	05/10/2010	19,848.30
361230	GE MONEY BANK	05/10/2010	525.59
361231	GE MONEY BANK	05/10/2010	260.44
361232	GREATER TWIN CITIES UNITED WAY	05/10/2010	424.50
361233	IUOE #70	05/10/2010	2,077.53
361234	METROPOLITAN LIFE	05/10/2010	4,160.53
361235	MN CHILD SUPPORT	05/10/2010	2,192.00
361236	MN DEPT OF REVENUE	05/10/2010	1,072.00
361237	MN ENVIRONMENTAL FUND	05/10/2010	96.50
361238	THE ROSE LAW FIRM, PLLC	05/10/2010	122.59
361239	SCHOOL SERVICE EMPLOYEES	05/10/2010	5,725.83
361240	US DEPT OF EDUCATION	05/10/2010	314.68
361241	VANGUARD SMALL BUSINESS SERVIC	05/10/2010	18,157.23
361242	WBLA EDUCATIONAL FOUNDATION	05/10/2010	411.29
20	Computer	Check(s) For a Total of	196,685.87

	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
	20	Computer	Checks For a Total of	196,685.87
Total For	20	Manual, Wire Tran, ACH & Computer Checks		196,685.87
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		196,685.87

Check Nbr	Vendor Name	Check Date	Check Amount
361243	100% EDUCATIONAL VIDEOS	05/13/2010	455.72
361244	AARP DRIVER SAFETY PROGRAM	05/13/2010	278.00
361245	AC SUPPLY CO	05/13/2010	2,917.37
361246	ACCESS COMMUNICATIONS INC	05/13/2010	170.00
361247	ACCURATE LABEL DESIGNS	05/13/2010	78.95
361248	ACTIVE.COM	05/13/2010	187.00
361249	ADAMS, LINDA	05/13/2010	84.20
361250	ADAMS, RILEY	05/13/2010	77.00
361251	ADAPTIVEMALL.COM LLC	05/13/2010	24.90
361252	ADVANCED WIRELESS COMMUNICATIO	05/13/2010	120.21
361253	AGARD, STEVE	05/13/2010	144.00
361254	ALEXANDER, DAVID	05/13/2010	64.00
361255	ALTIER, DAVE	05/13/2010	72.00
361256	AMERICAN MESSAGING	05/13/2010	149.40
361257	AMERIPRIDE SERVICES	05/13/2010	733.71
361258	ANDERSON, JON C	05/13/2010	29.91
361259	ANDERSON, MARGARET M	05/13/2010	159.50
361260	ANDERSON, SHANNON A M	05/13/2010	330.14
361261	ANOKA COUNTY PARKS & RECREATIO	05/13/2010	399.00
361262	APPLIED ENVIRONMENTAL SCI INC	05/13/2010	3,212.50
361263	ARMSTRONG TORSETH SKOLD & RYDE	05/13/2010	10,419.60
361264	ASHWOOD, STEVE	05/13/2010	72.00
361265	ASSOC FOR SUPERVISION & CURRIC	05/13/2010	1,020.75
361266	AT & T MOBILITY	05/13/2010	1,392.00
361267	AUDET, JOHN	05/13/2010	116.00
361268	AVON BUSINESS FORMS & PROMOTIO	05/13/2010	208.10
361269	BARRIER GROUP LLC	05/13/2010	6,250.00
361270	BARTHE, MATT	05/13/2010	72.00
361271	BARTHOLD	05/13/2010	990.00
361272	BATTERIES PLUS	05/13/2010	31.50
361273	BAUDVILLE	05/13/2010	38.45
361274	BEGE, JEFF	05/13/2010	136.68
361275	BERTELSEN, CHERYL	05/13/2010	45.84
361276	BIERMAN, CHERYL A	05/13/2010	42.00
361277	BIX PRODUCE COMPANY INC	05/13/2010	7,156.82
361278	BLANK SHIRTS	05/13/2010	29.72
361279	BONINE, ROBERT	05/13/2010	155.00
361280	BOSCH, DONALD	05/13/2010	780.00
361281	BRADLEY, LYDIA	05/13/2010	54.00
361282	BROCKWAY, TOM	05/13/2010	64.00
361283	BROWN, JIM P	05/13/2010	175.00
361284	BURKE, ERIN	05/13/2010	56.75
361285	BUTTERS, CRYSTAL	05/13/2010	45.00
361286	CALLANDER, COLLEEN	05/13/2010	19.00
361287	CAMPBELL, GREGORY M	05/13/2010	45.00
361288	CAPAN, NANCY	05/13/2010	30.73
361289	CARLSON, JOANNE	05/13/2010	4.00
361290	CARTRIDGE CARE	05/13/2010	540.00
361291	CDW GOVERNMENT INC	05/13/2010	1,464.60
361292	CHAKOLIS, RICHARD A	05/13/2010	73.02

Check Nbr	Vendor Name	Check Date	Check Amount
361293	CHRISTIANSON, STACY	05/13/2010	12.50
361294	COCA-COLA BOTTLING MIDWEST CO	05/13/2010	2,827.39
361295	COMCAST	05/13/2010	5.26
361296	COMCAST	05/13/2010	63.95
361297	COMCAST	05/13/2010	63.95
361298	COMMUNICATION MAILING SERVICES	05/13/2010	593.37
361299	COMPUSA RETAIL INC	05/13/2010	891.94
361300	CONSTRUCTION MANAGEMENT BUILDI	05/13/2010	2,880.00
361301	CONTINENTAL CLAY CO	05/13/2010	362.07
361302	CONTINENTAL RESEARCH CORP	05/13/2010	300.77
361303	COPY IMAGES INC	05/13/2010	3,027.50
361304	Vendor Continued Check	05/13/2010	0.00
361305	Vendor Continued Check	05/13/2010	0.00
361306	COPY IMAGES INC	05/13/2010	4,877.20
361307	COURAGE CENTER ST CROIX	05/13/2010	50.00
361308	COURTNEY, MARK	05/13/2010	64.00
361309	CREATIVE PRODUCT SOURCING INC	05/13/2010	950.84
361310	CROSS COUNTRY EDUCATION	05/13/2010	179.00
361311	CTB INC	05/13/2010	58,937.25
361312	CULLIGAN BOTTLED WATER	05/13/2010	107.85
361313	CUMMINS NPOWER LLC	05/13/2010	750.13
361314	DAHLEM, TERESA	05/13/2010	844.70
361315	Vendor Continued Check	05/13/2010	0.00
361316	DALCO CORPORATION	05/13/2010	1,463.35
361317	DANIELS, KATHLEEN	05/13/2010	120.03
361318	DARTS VMS INC	05/13/2010	1,131.03
361319	DAY-TIMERS INC	05/13/2010	8.95
361320	DECKER INC	05/13/2010	130.81
361321	DEGARDNER, RICK	05/13/2010	64.00
361322	DELTA EDUCATION	05/13/2010	66.43
361323	DEMCO INC	05/13/2010	420.96
361324	DERAAD, MAX D	05/13/2010	464.53
361325	DESMET, KELLY	05/13/2010	118.20
361326	DEY DISTRIBUTING	05/13/2010	146.22
361327	DISCOVERY EDUCATION	05/13/2010	9,200.00
361328	DISPLAYS2GO	05/13/2010	496.16
361329	DIVERSIFIED SNACK DISTRIBUTION	05/13/2010	18,057.54
361330	DOFFING, SHARON	05/13/2010	140.00
361331	DON STEVENS INC	05/13/2010	35.00
361332	DOOR SERVICE COMPANY	05/13/2010	710.00
361333	DORAN, TOM	05/13/2010	170.00
361334	DYNAMIC LEARNER CONSULTING INC	05/13/2010	6,000.00
361335	ECKERT, BARB	05/13/2010	165.14
361336	ECOLAB	05/13/2010	876.21
361337	EDITORIAL PROJECTS IN EDUCATIO	05/13/2010	395.00
361338	ELECTRIC MOTOR REPAIR	05/13/2010	554.98
361339	ELECTRONIC DESIGN CO	05/13/2010	347.50
361340	ENGEN, BRAD	05/13/2010	68.00
361341	ENGSTRAN, PAUL	05/13/2010	40.00
361342	ENROTH, JUDY O	05/13/2010	92.80

Check Nbr	Vendor Name	Check Date	Check Amount
361343	ENVIRONMENTAL SYSTEMS RESEARCH	05/13/2010	150.00
361344	ERBERT & GERBERTS SUBS & CLUBS	05/13/2010	358.92
361345	ESCO INC	05/13/2010	54.00
361346	ESKOW, LYNN	05/13/2010	370.00
361347	ESSON, ANN	05/13/2010	161.00
361348	EVERT, ELIZABETH	05/13/2010	31.43
361349	FACILITY OFFICE FURNITURE INC	05/13/2010	2,518.18
361350	FAME AWARDS	05/13/2010	876.25
361351	FASTENAL COMPANY	05/13/2010	45.83
361352	FEDEX	05/13/2010	9.15
361353	FERRERI, LOU	05/13/2010	1,081.69
361354	FERRON, ELAINE	05/13/2010	20.23
361355	FIRST STUDENT INC	05/13/2010	17,559.25
361356	FITZSIMMONS, WENDY SUE	05/13/2010	34.92
361357	FLINN SCIENTIFIC INC	05/13/2010	658.04
361358	FOLLETT LIBRARY RESOURCES	05/13/2010	1,022.27
361359	FRATTALONES HARDWARE STORES	05/13/2010	1,144.45
361360	FUTURA LANGUAGE PROFESSIONALS	05/13/2010	1,588.98
361361	G&K SERVICES INC	05/13/2010	1,511.47
361362	G&K SERVICES INC	05/13/2010	563.10
361363	GA CONSTRUCTION INC	05/13/2010	5,121.45
361364	GAMBONI, RICHARD A	05/13/2010	160.00
361365	GARDEN & ASSOCIATES INC	05/13/2010	120.00
361366	GENERAL ASP	05/13/2010	2,325.00
361367	GEPHART ELECTRIC CO INC	05/13/2010	42,560.00
361368	GERBER, STEVEN R	05/13/2010	35.00
361369	GESE, SANDRA	05/13/2010	81.97
361370	GILLUND ENTERPRISES	05/13/2010	245.64
361371	GLOVER, PHIL	05/13/2010	70.00
361372	GOLDCOM INC	05/13/2010	716.00
361373	GOLOB, CARL	05/13/2010	54.00
361374	GOODIN COMPANY	05/13/2010	1,981.51
361375	GOPHER	05/13/2010	508.30
361376	GOTHAM, STEVEN J	05/13/2010	64.00
361377	GOVERNMENT TRAINING SERVICES	05/13/2010	70.00
361378	GRADY, LORI J	05/13/2010	102.00
361379	GRAFFIC TRAFFIC LLC	05/13/2010	1,308.00
361380	Vendor Continued Check	05/13/2010	0.00
361381	GRAINGER	05/13/2010	2,162.98
361382	GRAY, DONALD E	05/13/2010	20.00
361383	GREAT AMER OPPORTUNITIES INC	05/13/2010	4,970.00
361384	GREAT RIVER OFFICE PRODUCTS	05/13/2010	84.85
361385	GREATAMERICA LEASING CORP	05/13/2010	1,137.36
361386	GREEN, BARBARA J	05/13/2010	178.88
361387	GROTH MUSIC CO	05/13/2010	872.89
361388	HAGBERG, EDWARD	05/13/2010	72.00
361389	HALLAND, ERIC	05/13/2010	250.00
361390	HALLBERG ENGINEERING	05/13/2010	6,977.50
361391	HAMERNICK, KEVIN	05/13/2010	64.00
361392	HANDY HAND CO	05/13/2010	127.00

Check Nbr	Vendor Name	Check Date	Check Amount
361393	HEANEY, MONROE	05/13/2010	370.00
361394	HEAP, WILLIAM H	05/13/2010	320.00
361395	HIGH INTEREST PUBLISHING	05/13/2010	216.91
361396	HOERNEMANN, WENDY	05/13/2010	103.19
361397	Vendor Continued Check	05/13/2010	0.00
361398	HOGLUND BUS AND TRUCK CO	05/13/2010	2,641.80
361399	HOLEMAN, GREGORY	05/13/2010	72.00
361400	HOPPE, LOUANN	05/13/2010	39.00
361401	HOUGHTON MIFFLIN HARCOURT	05/13/2010	9,749.67
361402	HOULE, EUGENE	05/13/2010	70.00
361403	HOYER, MARCUS C	05/13/2010	120.00
361404	HUBERT COMPANY	05/13/2010	62.57
361405	HUGO ANIMAL FARM	05/13/2010	490.00
361406	IDEAS UNLIMITED SEMINARS INC	05/13/2010	895.00
361407	IMMEL, COLLEEN	05/13/2010	155.00
361408	IMPACT SPORTS INC	05/13/2010	264.00
361409	INDUSTRIAL LOUVERS INC	05/13/2010	3,804.75
361410	INFOBASE PUBLISHING	05/13/2010	478.82
361411	INK JET SUPERSTORE INC	05/13/2010	227.92
361412	INNOVATIVE OFFICE SOLUTIONS	05/13/2010	3,114.74
361413	THE INSTRUMENTALIST PRODUCTS C	05/13/2010	204.00
361414	INTA JUICE	05/13/2010	174.00
361415	INTEGRA TELECOM	05/13/2010	313.20
361416	INTL BACCALAUREATE AMERICA	05/13/2010	8,500.00
361417	JANZEN, KARI	05/13/2010	88.88
361418	JOHNSON, KEITH	05/13/2010	64.00
361419	JOHNSON CONTROLS INC	05/13/2010	1,290.75
361420	JOHNSON, ROBIN	05/13/2010	72.00
361421	JOHNSON, ROBIN	05/13/2010	39.00
361422	JW PEPPER & SON INC	05/13/2010	12.79
361423	K-LOG INC	05/13/2010	1,194.92
361424	KALENOWSKI, JENNIFER R	05/13/2010	153.00
361425	KATH COMPANIES	05/13/2010	22,108.45
361426	KAY, CAROLYN	05/13/2010	1,500.00
361427	KEARN, BARBARA	05/13/2010	230.59
361428	KELLEY, DEBRA	05/13/2010	60.72
361429	KENNEY, PATRICK	05/13/2010	111.00
361430	KEYSTONE RESORT	05/13/2010	716.92
361431	KIMBALL MIDWEST	05/13/2010	502.25
361432	KINDLIEN, CYNTHIA J	05/13/2010	48.75
361433	KING, JEFF	05/13/2010	116.00
361434	KIRK ACOUSTICS INC	05/13/2010	5,890.00
361435	KIRKHAM, JENNIFER KD	05/13/2010	85.82
361436	KLAMMER, SUSAN J	05/13/2010	63.02
361437	KNUTSON FLYNN & DEANS PA	05/13/2010	4,787.60
361438	KOWALSKI'S MARKET	05/13/2010	176.50
361439	KOWITZ, MARY J	05/13/2010	235.00
361440	KRAUS ANDERSON CONSTRUCTION CO	05/13/2010	20,417.00
361441	KRUSCHWITZ, RON	05/13/2010	35.00
361442	KUEMMEL, JANEEN	05/13/2010	24.14

Check Nbr	Vendor Name	Check Date	Check Amount
361443	KULLY SUPPLY COMPANY	05/13/2010	676.50
361444	KUPFERSCHMIDT, ROBERT	05/13/2010	120.00
361445	LAFOY, RANDALL A	05/13/2010	29.00
361446	LAMWERS, LINDSAY M	05/13/2010	429.25
361447	LANGE, LEIGH	05/13/2010	96.00
361448	LAROCHELLE, DAVID	05/13/2010	600.00
361449	LARSON, JOHN	05/13/2010	158.00
361450	LARSON, KAY	05/13/2010	140.00
361451	LEGIONVILLE	05/13/2010	200.00
361452	LEMIEUX, RENEE E	05/13/2010	160.20
361453	DIANA FLORES LEON	05/13/2010	400.00
361454	LI, CAO	05/13/2010	700.00
361455	LOFFLER COMPANIES INC	05/13/2010	310.00
361456	LORENZ CORPORATION	05/13/2010	55.00
361457	LOYD, TONY	05/13/2010	116.00
361458	LUDTKE, PEGGY	05/13/2010	27.01
361459	M LEE SMITH PUBLISHERS LLC	05/13/2010	377.00
361460	M.A. APPAREL & PROMOTIONS	05/13/2010	415.00
361461	MACPHAIL CENTER FOR MUSIC	05/13/2010	4,577.50
361462	MACYS TRAVEL	05/13/2010	1,387.00
361463	MARCROFT, PATRICIA L	05/13/2010	130.00
361464	MARK'S SPECIALTY WELDING INC	05/13/2010	45.00
361465	MARTIN, DEBORAH	05/13/2010	300.00
361466	MCCLELLAN, JOY	05/13/2010	39.00
361467	MCGIVERN, FRANK	05/13/2010	64.00
361468	MCGRAW-HILL COMPANIES	05/13/2010	8,656.40
361469	MCKEE FOODS CORPORATION	05/13/2010	299.52
361470	MEDICAL COLLEGE OF WISCONSIN	05/13/2010	545.00
361471	MICHEL, ROCHELLE N	05/13/2010	163.46
361472	MIDAMERICA ADMINISTRATIVE &	05/13/2010	8,472.00
361473	MIDWEST BUS PARTS INC	05/13/2010	785.20
361474	MIDWEST TECHNOLOGY PRODUCTS	05/13/2010	531.88
361475	MILES, MARY T	05/13/2010	40.00
361476	MIND BODY SPIRIT INTEGRATION	05/13/2010	95.00
361477	MINER, VELMA	05/13/2010	17.00
361478	MINITEX	05/13/2010	175.00
361479	MINVALCO INC	05/13/2010	571.27
361480	MN CAREER INFO SYSTEM	05/13/2010	2,045.00
361481	MN DEPT OF HEALTH	05/13/2010	30.00
361482	MN ELEVATOR INC	05/13/2010	280.04
361483	MN STATE UNIV MANKATO	05/13/2010	30.00
361484	MOBILE RADIO ENGINEERING INC	05/13/2010	1,271.75
361485	MORTENSEN KIM	05/13/2010	99.99
361486	MUMBLEAU, RICHARD THOMAS	05/13/2010	175.00
361487	MUSIC IS ELEMENTARY	05/13/2010	210.60
361488	MUTSCHLER, DUANE	05/13/2010	64.00
361489	NARDINI FIRE EQUIPMENT CO INC	05/13/2010	48.80
361490	NASCO	05/13/2010	2,589.98
361491	NATL SCIENCE TEACHERS ASSOC	05/13/2010	837.59
361492	NAVIANCE	05/13/2010	2,829.00

Check Nbr	Vendor Name	Check Date	Check Amount
			129.15
361493	NESS ELECTRONICS INC	05/13/2010	2,418.00
361494	NEW ENGLAND SECURITY LOCK CO	05/13/2010	1,901.25
361495	NEW VISION PRINTING	05/13/2010	924.00
361496	NEW WAY HYPNOSIS CLINC INC	05/13/2010	2,475.66
361497	NICOL, BARBARA	05/13/2010	138.00
361498	NORCENTRONIX DISTRIBUTING	05/13/2010	0.00
361499	Vendor Continued Check	05/13/2010	2,599.81
361500	NORTH CENTRAL TRUCK EQUIPMENT	05/13/2010	102.00
361501	NORTHEAST METRO INTERMEDIATE D	05/13/2010	6,408.00
361502	NORTHERN VOICES	05/13/2010	1,729.63
361503	NORTHSTAR ACCESS LLC	05/13/2010	0.00
361504	Vendor Continued Check	05/13/2010	804.16
361505	OFFICE DEPOT	05/13/2010	179.97
361506	OFFICEMAX INCORPORATED	05/13/2010	1,844.52
361507	OLD DUTCH FOODS INC	05/13/2010	222.00
361508	OLSON, BROOKS	05/13/2010	39.88
361509	OLSON, DAVID J	05/13/2010	36.17
361510	OLSON, LOIS J	05/13/2010	511.00
361511	ORIGINS	05/13/2010	55,831.80
361512	ORIX PUBLIC FINANCE LLC	05/13/2010	62.50
361513	OTTESON, AMY L	05/13/2010	18.90
361514	OXYGEN SERVICE CO INC	05/13/2010	120.00
361515	PAL TOYS	05/13/2010	4,723.00
361516	PAMS LUNCHROOM LLC	05/13/2010	3,687.47
361517	PAN-O-GOLD	05/13/2010	69.56
361518	PARKER, CATHI	05/13/2010	63.75
361519	PARTSEARCH TECHN DBA PARTSTORE	05/13/2010	5,749.30
361520	PEARSON MECHANICAL SERVICES IN	05/13/2010	206.65
361521	PEARSON EDUCATION	05/13/2010	6,248.97
361522	THE PEOPLES PUBLISHING GROUP	05/13/2010	94.19
361523	PERRON, MEGAN M	05/13/2010	60.00
361524	PERSOON, JOHN	05/13/2010	64.00
361525	PETERSON, BILL	05/13/2010	216.38
361526	PETERSEN, JILL	05/13/2010	1,380.37
361527	PETERSON, REBECCA	05/13/2010	64.00
361528	PETERSEN, TIM W	05/13/2010	57.00
361529	PETERSON, WAYNE	05/13/2010	290.12
361530	PETTY CASH	05/13/2010	278.93
361531	PETTY CASH	05/13/2010	41.59
361532	PIERRE, CHRISTINA	05/13/2010	72.00
361533	PILOTO-OLIVA, ROGELIO	05/13/2010	126.50
361534	PINNOW, PAIGE	05/13/2010	762.00
361535	PIONEER PRESS	05/13/2010	82.29
361536	PIONEER PRESS	05/13/2010	175.52
361537	PITNEY BOWES INC	05/13/2010	74.50
361538	PLASTER, MARK A	05/13/2010	14.95
361539	POCKET FULL OF THERAPY	05/13/2010	70.00
361540	PODRATZ, DIANE	05/13/2010	70.00
361541	PODRATZ, JIM	05/13/2010	275.95
361542	POSITIVE PROMOTIONS	05/13/2010	

Check Nbr	Vendor Name	Check Date	Check Amount
361543	POSTMASTER	05/13/2010	132.00
361544	POSTMASTER	05/13/2010	44.00
361545	PRANGHOFER, PAUL	05/13/2010	54.00
361546	PRAXAIR DISTRIBUTION INC	05/13/2010	89.65
361547	PRO-ED INC	05/13/2010	181.50
361548	PROGRESSIVE BUSINESS PUBL	05/13/2010	195.50
361549	PUSH PEDAL PULL	05/13/2010	60.00
361550	QUIA CORPORATION	05/13/2010	147.00
361551	QUILL CORPORATION	05/13/2010	257.53
361552	QWEST	05/13/2010	261.34
361553	Vendor Continued Check	05/13/2010	0.00
361554	Vendor Continued Check	05/13/2010	0.00
361555	RAMSEY COUNTY	05/13/2010	7,910.94
361556	RAMSEY COUNTY PARKS/REC DEPT	05/13/2010	335.00
361557	RAMSEY COUNTY PARKS/REC DEPT	05/13/2010	300.00
361558	RASMUSSEN, JEAN H	05/13/2010	120.00
361559	REASON	05/13/2010	22,043.00
361560	REBER, JODY ANN	05/13/2010	133.50
361561	RED BALLOON BOOKSHOP	05/13/2010	537.34
361562	REINHART FOODSERVICE	05/13/2010	3,092.85
361563	RICOH AMERICAS CORP	05/13/2010	406.23
361564	ROSS, HEATHER	05/13/2010	75.00
361565	RUBBER STAMPS UNLIMITED INC	05/13/2010	16.20
361566	RUDDYS RENTAL EQUIPMENT	05/13/2010	18.94
361567	RUIZ JR, TONY	05/13/2010	64.00
361568	S & T OFFICE PRODUCTS INC	05/13/2010	293.50
361569	SALAS, LAURA	05/13/2010	600.00
361570	SAM'S CLUB	05/13/2010	888.50
361571	SAM'S CLUB	05/13/2010	692.82
361572	SAM'S CLUB	05/13/2010	254.73
361573	SAM'S CLUB	05/13/2010	224.70
361574	SAM'S CLUB	05/13/2010	202.58
361575	SCANTRON CORPORATION	05/13/2010	59.00
361576	SCHMIDT, DEB	05/13/2010	68.49
361577	SCHMITZ, KAREN M	05/13/2010	54.06
361578	SCHMITT MUSIC COMPANY	05/13/2010	25.30
361579	SCHOLASTIC BOOK CLUBS	05/13/2010	75.20
361580	SCHOLASTIC BOOK CLUBS INC	05/13/2010	200.00
361581	SCHOOL NUTRITION ASSOC	05/13/2010	25.00
361582	SCHOOL SPECIALTY	05/13/2010	603.53
361583	SCHROEDER MILK CO INC	05/13/2010	21,405.70
361584	SCHUMACHER WHOLESALE MEATS	05/13/2010	10,603.84
361585	SECOND HARVEST FARM CENTRAL	05/13/2010	625.50
361586	SECURETECHS INC	05/13/2010	335.00
361587	SECURITAS SEC SVCS USA INC	05/13/2010	1,327.20
361588	SEEVER, GRAY	05/13/2010	130.00
361589	SEHR, DEBRA	05/13/2010	43.76
361590	SEIDL, MARILYN ANN	05/13/2010	30.45
361591	SELECTACCOUNT	05/13/2010	1,365.00
361592	SENTRY SYSTEMS INC	05/13/2010	115.00

Check Nbr	Vendor Name	Check Date	Check Amount
			1,163.30
361593	SERENDIPITY ART AND DESIGN SER	05/13/2010	64.00
361594	SEVICK, BRIAN	05/13/2010	40.00
361595	SHAWBOLD, DEAN	05/13/2010	121.50
361596	SHOUP, ANDREA J	05/13/2010	251.00
361597	SHRED-IT	05/13/2010	57.50
361598	SIEBENALER, KEVIN R	05/13/2010	80.00
361599	SIEMBACK, DAVE F	05/13/2010	180.00
361600	SIMANSKI, KIMBERLY K	05/13/2010	3,025.00
361601	SKYWARD INC	05/13/2010	150.00
361602	SMITH, SYBIL	05/13/2010	480.00
361603	SOLTYS, WILLIAM T	05/13/2010	72.00
361604	SORENSEN, MATT	05/13/2010	9,516.95
361605	SOUTH CAMPUS STUDENT ACTIVITY	05/13/2010	513.00
361606	SOUTH ST PAUL STEEL SUPPLY CO	05/13/2010	75.23
361607	SPEARS, CHRISTINE I	05/13/2010	250.00
361608	SPIRIT OUT COACHING	05/13/2010	300.00
361609	ST ANDREWS LUTHERAN CHURCH	05/13/2010	25,650.00
361610	ST PAUL LINOLEUM & CARPET COMP	05/13/2010	219.00
361611	STAFF DEVELOPMENT FOR EDUCATOR	05/13/2010	63.00
361612	STAFKI, TIM	05/13/2010	975.00
361613	STAR TRIBUNE	05/13/2010	70.00
361614	STOLTZ, STEVE	05/13/2010	652.40
361615	STOREY, CATHY	05/13/2010	70.00
361616	STOW, RON	05/13/2010	756.00
361617	STREAMLINE DESIGN INC	05/13/2010	28.28
361618	STUDENT SUPPLY	05/13/2010	190.00
361619	SUMMER ACADEMY	05/13/2010	204.93
361620	SVIR, SARA A	05/13/2010	1,281.23
361621	SWANSON, LORI A	05/13/2010	136.65
361622	SWITZER, LISA MARIE	05/13/2010	3,368.81
361623	TAHER INC	05/13/2010	43.10
361624	TENNANT, MELISA	05/13/2010	337.48
361625	TERSCH PRODUCTS	05/13/2010	468.75
361626	THUNDER COMMUNICATIONS DESIGN	05/13/2010	279.00
361627	TIERNEY BROTHERS INC	05/13/2010	149.84
361628	TNT SCHOOL SUPPLIES INC	05/13/2010	2,567.50
361629	TOOLS FOR SCHOOLS/GOOD SOURCE	05/13/2010	21.48
361630	TOWNSEND PRESS BOOK CENTER	05/13/2010	348.00
361631	TRADE PRESS INC	05/13/2010	428.35
361632	TRANS-MISSISSIPPI BIO SUPPLY	05/13/2010	26.29
361633	TRIGGS, CARLA	05/13/2010	6,052.69
361634	TRIO SUPPLY COMPANY	05/13/2010	2,085.00
361635	TRUSTED EMPLOYEES	05/13/2010	200.00
361636	TWIN CITIES TRANSPORT & RECOVE	05/13/2010	759.00
361637	U.S. ENERGY SERVICES INC	05/13/2010	497.75
361638	U.S. SCHOOL SUPPLY INC	05/13/2010	3,216.00
361639	UHL CO INC	05/13/2010	120,539.94
361640	UPPER LAKES FOODS INC	05/13/2010	108.54
361641	VAUGHN, DEBRA	05/13/2010	42.00
361642	VAVRICKA, ROCHELLE	05/13/2010	

Check Nbr	Vendor Name	Check Date	Check Amount
361643	VERIZON WIRELESS	05/13/2010	508.30
361644	VERNIER SOFTWARE	05/13/2010	599.50
361645	Vendor Continued Check	05/13/2010	0.00
361646	VETTE, MARISA AA	05/13/2010	638.04
361647	VICKERMAN, SUSAN	05/13/2010	53.00
361648	VIKING INDUSTRIAL CENTER	05/13/2010	93.50
361649	VILLWOCK, ROBYN	05/13/2010	71.78
361650	VOSS, JEFFREY	05/13/2010	35.00
361651	W E NEAL SLATE CO	05/13/2010	3,420.00
361652	WALBY, ELIZABETH	05/13/2010	181.50
361653	WALKER, DEBBIE	05/13/2010	54.31
361654	WALTERS REBUILDERS	05/13/2010	259.95
361655	WANLESS, TAMELA K	05/13/2010	20.05
361656	Vendor Continued Check	05/13/2010	0.00
361657	WASTE MANAGEMENT BLAINE	05/13/2010	12,937.22
361658	WHITE BEAR CENTER FOR THE ARTS	05/13/2010	4,500.00
361659	WHITE BEAR GLASS INC	05/13/2010	595.00
361660	WHITE BEAR LOCKSMITH INC	05/13/2010	42.35
361661	WHITE BEAR RENTAL EQUIPMENT	05/13/2010	2.00
361662	WHITE BEAR AREA CHAMBER	05/13/2010	30.00
361663	WHITE BEAR LAKE CITY	05/13/2010	400.00
361664	WHITE BEAR LAKE CITY	05/13/2010	100.00
361665	WEILL, RON	05/13/2010	106.00
361666	WHITE, DOUG	05/13/2010	140.00
361667	WHITE, TIM	05/13/2010	70.00
361668	WHITSON, CLIFF	05/13/2010	64.00
361669	WHITTER, LISA	05/13/2010	23.50
361670	WILLHAUS, ROGER	05/13/2010	111.00
361671	WILLIAMS, MARY	05/13/2010	45.00
361672	WINDY CITY PLAYERS	05/13/2010	150.00
361673	WISE, PATRICIA G	05/13/2010	115.00
361674	WOODS, M TERRELL	05/13/2010	75.00
361675	WORLD BOOK INC	05/13/2010	841.00
361676	WORLDWIDE INTERPRETER SERVICE	05/13/2010	70.00
361677	XCEL ENERGY	05/13/2010	1,670.19
361678	XEROX CORPORATION	05/13/2010	419.46
361679	YANG, KAO KALIA	05/13/2010	13.00
361680	YORKOVICH, JULIE	05/13/2010	165.14
361681	ZAHL PETROLEUM MAINTENANCE CO	05/13/2010	177.50
361682	ZAVORAL, JAMES	05/13/2010	128.00
361683	ZIBELL, LES	05/13/2010	72.00
361684	ZYCH, DAN	05/13/2010	64.00

442 Computer Check(s) For a Total of 794,989.23

Check Nbr	Vendor Name	Check Date	Check Amount
357419	ADAMS, RILEY	05/13/2010	77.00
357865	TROLLHAUGEN	05/13/2010	4,200.00
358913	HENRY SIBLEY HIGH SCHOOL	05/13/2010	190.00
359295	ENRON ENERGY INFORMATION	05/13/2010	92.80
360706	SINGLETON, EVAN	05/13/2010	75.00
361161	SIKORSKI, MARY	05/13/2010	45.00
6	Void	Check(s) For a Total of	4,679.80

	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
	442	Computer	Checks For a Total of	794,989.23
Total For	442	Manual, Wire Tran, ACH & Computer	Checks	794,989.23
Less	6	Voided	Checks For a Total of	4,679.80
			Net Amount	790,309.43

PAYROLL

Check Nbr	Vendor Name	Check Date	Check Amount
361685	AIG	05/24/2010	6,206.03
361686	AMERICAN FUNDS	05/24/2010	68,531.27
361687	AMERICAN UNITED LIFE	05/24/2010	42,585.15
361688	AMERICAN UNITED LIFE	05/24/2010	3,750.00
361689	AMERIPRISE	05/24/2010	10,639.59
361690	AXA EQUITABLE	05/24/2010	13,705.94
361691	ECMC	05/24/2010	183.88
361692	EDUCATION MN ESI BILLING TRUST	05/24/2010	19,848.30
361693	GE MONEY BANK	05/24/2010	144.43
361694	GREATER TWIN CITIES UNITED WAY	05/24/2010	424.50
361695	IUOE #70	05/24/2010	2,077.53
361696	METROPOLITAN LIFE	05/24/2010	4,160.53
361697	MN CHILD SUPPORT	05/24/2010	2,019.84
361698	MN DEPT OF REVENUE	05/24/2010	1,116.00
361699	MN ENVIRONMENTAL FUND	05/24/2010	96.50
361700	NICKELODEON UNIVERSE	05/24/2010	494.00
361701	THE ROSE LAW FIRM, PLLC	05/24/2010	122.59
361702	SCHOOL SERVICE EMPLOYEES	05/24/2010	5,728.46
361703	US DEPT OF EDUCATION	05/24/2010	314.68
361704	VANGUARD SMALL BUSINESS SERVIC	05/24/2010	18,157.23
361705	WBLA EDUCATIONAL FOUNDATION	05/24/2010	411.29

21 Computer Check(s) For a Total of 200,717.74

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	21	Computer	Checks For a Total of	200,717.74
Total For	21	Manual, Wire Tran, ACH & Computer Checks		200,717.74
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		200,717.74

Check Nbr	Vendor Name	Check Date	Check Amount
361706	1ST LINE/LEEWES VENTURES LLC	05/27/2010	79.75
361707	4TH DISTRICT AMER LEGION	05/27/2010	100.00
361708	A M LEONARD INC	05/27/2010	498.29
361709	AARP DRIVER SAFETY PROGRAM	05/27/2010	194.00
361710	AARP DRIVER SAFETY PROGRAM	05/27/2010	240.00
361711	ACKERKNECHT, CATHY	05/27/2010	84.42
361712	ADVANCED WIRELESS COMMUNICATIO	05/27/2010	149.00
361713	AGARD, STEVE	05/27/2010	72.00
361714	ALDO LEOPOLD FOUNDATION INC	05/27/2010	300.00
361715	AMAZON	05/27/2010	126.48
361716	AMAZON	05/27/2010	892.67
361717	AMBROSE, CHERI	05/27/2010	141.00
361718	AMERICAN RED CROSS	05/27/2010	260.00
361719	AMSTERDAM PRINTING & LITHO	05/27/2010	192.70
361720	ANDERSON, JON C	05/27/2010	687.98
361721	AP EXAMS	05/27/2010	45,124.00
361722	APPERSON	05/27/2010	150.87
361723	APPLAUSE LEARNING RESOURCES	05/27/2010	61.95
361724	APPLE COMPUTER INC	05/27/2010	993.00
361725	APPLIED ENVIRONMENTAL SCI INC	05/27/2010	660.50
361726	AREA LEARNING CENTER (ALC)	05/27/2010	343.19
361727	ARMSTRONG TORSETH SKOLD & RYDE	05/27/2010	12,060.90
361728	ASSOC FOR SUPERVISION & CURRIC	05/27/2010	79.00
361729	AT & T MOBILITY	05/27/2010	2,784.00
361730	AUGSBURG COLLEGE	05/27/2010	700.00
361731	AUTISM SOCIETY OF MINNESOTA	05/27/2010	130.00
361732	BABIASH, JENNIFER MAE	05/27/2010	42.83
361733	BARBS PEOPLE BUILDERS	05/27/2010	58.06
361734	BARNES & NOBLE	05/27/2010	220.49
361735	BEILKE, RICK	05/27/2010	64.00
361736	BIRCH LAKE PTA	05/27/2010	105.00
361737	BLICK ART MATERIALS	05/27/2010	1,150.95
361738	BRADLEY, LYDIA	05/27/2010	88.50
361739	BRANNICK, PAUL	05/27/2010	360.00
361740	BREWER, ROBERT G	05/27/2010	1,881.83
361741	BRIGGS, JANIE	05/27/2010	44.18
361742	BROCKWAY, TOM	05/27/2010	64.00
361743	BROMELAND, SARA A H	05/27/2010	65.00
361744	BUCHE, PATRICIA	05/27/2010	69.00
361745	BUESING, EMILIE C	05/27/2010	179.17
361746	BURMEISTER, JANE M	05/27/2010	28.26
361747	BURMIS, MITCH	05/27/2010	72.00
361748	BURRIS, LEANN K	05/27/2010	36.00
361749	CAMP ST CROIX	05/27/2010	1,140.00
361750	CANTEBURY, TIFFANY	05/27/2010	16.00
361751	CAPEDER, BETTY	05/27/2010	75.00
361752	CARLETON COLLEGE	05/27/2010	400.00
361753	CARLSON, LINDA R	05/27/2010	400.00
361754	CARTER, MICHAEL D	05/27/2010	111.00
361755	CDW GOVERNMENT INC	05/27/2010	155.15

Check Nbr	Vendor Name	Check Date	Check Amount
361756	THE CENTER FOR EFFICIENT SCHOO	05/27/2010	17,100.00
361757	CENTURY RESOURCES INC	05/27/2010	3,806.97
361758	CERONI, DAVID	05/27/2010	10.00
361759	CHARLEY WYSER MUSICAL SERVICES	05/27/2010	38.00
361760	CHARPENTIER, KAREN	05/27/2010	25.00
361761	CHLEBECEK, ROGER J	05/27/2010	119.00
361762	CITI-CARGO & STORAGE CO INC	05/27/2010	210.00
361763	CJ DUFFY PAPER CO	05/27/2010	1,150.00
361764	CLARINDA YOUTH CORP	05/27/2010	882.36
361765	COATS AND CLARK	05/27/2010	57.15
361766	COLEMAN, MARY JO	05/27/2010	736.00
361767	COMCAST	05/27/2010	16.78
361768	COMO PARK ZOO AND CONSERVATORY	05/27/2010	52.00
361769	COMO PARK ZOO AND CONSERVATORY	05/27/2010	250.00
361770	COMO PARK ZOO AND CONSERVATORY	05/27/2010	150.00
361771	COMPUSA RETAIL INC	05/27/2010	316.40
361772	CONNER, RACHAEL AM	05/27/2010	215.00
361773	CONSTRUCTIVE PLAYTHINGS	05/27/2010	1,065.28
361774	CONSTRUCTION MANAGEMENT BUILDI	05/27/2010	10,389.00
361775	CONTINENTAL CLAY CO	05/27/2010	398.02
361776	CONWAY, DAVID E	05/27/2010	360.00
361777	COOPER, GARY	05/27/2010	135.00
361778	Vendor Continued Check	05/27/2010	0.00
361779	COPY IMAGES INC	05/27/2010	18,190.99
361780	Vendor Continued Check	05/27/2010	0.00
361781	COPY IMAGES INC	05/27/2010	871.08
361782	COURTNEY, MARK	05/27/2010	64.00
361783	CRADDOCK, ANDREW M	05/27/2010	72.00
361784	CUB FOODS OF WHITE BEAR TWSHP	05/27/2010	210.07
361785	CUB FOODS OF WHITE BEAR TWSHP	05/27/2010	52.49
361786	CUB FOODS OF WOODBURY	05/27/2010	86.88
361787	CUMMINS NPOWER LLC	05/27/2010	129.84
361788	Vendor Continued Check	05/27/2010	0.00
361789	DALCO CORPORATION	05/27/2010	15,884.60
361790	DANIELS, KATHLEEN	05/27/2010	425.00
361791	DELL MARKETING LP	05/27/2010	889.65
361792	DELTA EDUCATION	05/27/2010	53.93
361793	DELTA EDUCATION	05/27/2010	73.60
361794	DELTA DENTAL PLAN OF MN	05/27/2010	63,452.85
361795	DEMCO INC	05/27/2010	303.77
361796	DESTACHE, DAN	05/27/2010	31.50
361797	DETAILS PRIVATE CHEF SERVICES	05/27/2010	184.25
361798	DIESEL & IMPORT AUTO/TRUCK SER	05/27/2010	156.57
361799	DISCOUNT SCHOOL SUPPLY	05/27/2010	1,139.12
361800	DISPLAYS2GO	05/27/2010	64.59
361801	DOFFING, SHARON	05/27/2010	35.00
361802	DOTTE, BRENDA L	05/27/2010	91.13
361803	E.L. REINHARDT COMPANY INC	05/27/2010	125.04
361804	EBSCO SUBSCRIPTION SERVICES	05/27/2010	15.45
361805	ECKROTH MUSIC	05/27/2010	74.00

Check Nbr	Vendor Name	Check Date	Check Amount
361806	ECOLAB	05/27/2010	1,357.36
361807	EESCO UNITED ELECTRIC	05/27/2010	171.22
361808	EHRlich, JANET	05/27/2010	408.14
361809	EIBS, GRETCHEN	05/27/2010	68.31
361810	EIGENFELD, CAROLYN	05/27/2010	785.70
361811	ELECTRIC MOTOR REPAIR	05/27/2010	270.59
361812	ENTERPRISE LEASING CO	05/27/2010	195.24
361813	ENTERTAINMENT PUBLICATIONS	05/27/2010	440.00
361814	ERBERT & GERBERTS SUBS & CLUBS	05/27/2010	139.54
361815	ERICKSON, CAMILLE	05/27/2010	59.00
361816	ESKOW, LYNN	05/27/2010	95.00
361817	FAHEY & FARRELL SALES LLC	05/27/2010	2,350.00
361818	FAME AWARDS	05/27/2010	100.00
361819	FAMILY FEEDING DYNAMICS	05/27/2010	200.00
361820	FASTENAL COMPANY	05/27/2010	196.42
361821	FEDEX	05/27/2010	34.72
361822	FESTIVAL FOODS-KNOWLAN'S	05/27/2010	998.29
361823	FINK, AVIS	05/27/2010	192.92
361824	FIRST STUDENT INC	05/27/2010	120,107.77
361825	FLORAL TRUNK & GIFTS	05/27/2010	82.00
361826	FOLLETT LIBRARY RESOURCES	05/27/2010	3,782.25
361827	FOREIGN CANDY COMPANY INC	05/27/2010	681.28
361828	FREESTYLE PHOTOGRAPHIC SUPPLIE	05/27/2010	200.85
361829	GAMETIME PLAYCORE CO	05/27/2010	7,119.71
361830	GARCEAUS HARDWARE	05/27/2010	126.80
361831	GC PETERSON MACHINERY CO INC	05/27/2010	43.21
361832	GCS SERVICE INC	05/27/2010	84.52
361833	GEPHART TRUCKING	05/27/2010	250.00
361834	GOODIN COMPANY	05/27/2010	54.22
361835	GOPHER	05/27/2010	1,161.83
361836	GRAFFIC TRAFFIC LLC	05/27/2010	400.00
361837	GRAINGER	05/27/2010	485.45
361838	GRANDMA'S BAKERY INC	05/27/2010	453.94
361839	GREAT AMER OPPORTUNITIES INC	05/27/2010	1,090.30
361840	GRUNEWALD, CHAD	05/27/2010	3.00
361841	GUENTHER, DAVID A	05/27/2010	635.42
361842	GUNDERMAN, KRISTA	05/27/2010	69.00
361843	H & B SPECIALIZED PRODUCTS	05/27/2010	1,414.00
361844	HAFNER, LORI	05/27/2010	50.02
361845	HAGBERG, EDWARD	05/27/2010	72.00
361846	HAMLIN UNIVERSITY	05/27/2010	3,850.00
361847	HANDY HITCH & WELDING CO INC	05/27/2010	35.90
361848	HANSON, MARILYN	05/27/2010	146.00
361849	HARDWARE DISTRIBUTORS LTD	05/27/2010	157.18
361850	HARRIMAN, GRETCHEN	05/27/2010	267.64
361851	HEADSETS.COM INC	05/27/2010	307.85
361852	HEALTHPARTNERS	05/27/2010	1,124,420.27
361853	HEALY, JASON	05/27/2010	34.28
361854	HEARTHSONG	05/27/2010	124.99
361855	HEINEMANN-RAINTREE	05/27/2010	454.30

Check Nbr	Vendor Name	Check Date	Check Amount
361856	HER, JULIE	05/27/2010	80.00
361857	HERFF JONES INC	05/27/2010	247.68
361858	HIGHSMITH	05/27/2010	281.65
361859	HILDI INC	05/27/2010	4,000.00
361860	HISDAHL INC	05/27/2010	31.50
361861	HODD, ROY	05/27/2010	158.90
361862	HOFF, ERIN	05/27/2010	372.95
361863	HOFTIEZER, MICHELLE R	05/27/2010	21.25
361864	HOGENTOGLER & CO INC	05/27/2010	651.72
361865	HOGLUND BUS AND TRUCK CO	05/27/2010	164.78
361866	HOLTUM LAMA PAMELA	05/27/2010	355.50
361867	HORAZDOVSKY, LEILA	05/27/2010	501.03
361868	HOUGHTON MIFFLIN HARCOURT	05/27/2010	297.90
361869	HOYER, MARCUS C	05/27/2010	60.00
361870	HUGO ANIMAL FARM	05/27/2010	469.00
361871	IDEAS UNLIMITED SEMINARS INC	05/27/2010	199.00
361872	IMPACT FUNDRAISING LLC	05/27/2010	1,740.00
361873	INTA JUICE	05/27/2010	217.50
361874	J & M TOURS INC	05/27/2010	171.00
361875	JACOB, GENELL MARIE	05/27/2010	15.00
361876	JENNRICH, GEORGE	05/27/2010	54.00
361877	JILEK, JULIA	05/27/2010	1,498.95
361878	JIMMY'S CONFERENCE & BANQUET C	05/27/2010	500.00
361879	JOHNSON, AMY	05/27/2010	94.50
361880	JOHNSON, KEITH	05/27/2010	64.00
361881	JOHNSON, KIRK	05/27/2010	240.27
361882	JOHNSON, SADIE R	05/27/2010	41.47
361883	JORGENSEN, AMY	05/27/2010	67.88
361884	JTM PROVISIONS CO	05/27/2010	565.60
361885	JW PEPPER & SON INC	05/27/2010	75.89
361886	KANCANS, ANDREW V	05/27/2010	10.00
361887	KATH COMPANIES	05/27/2010	22,361.72
361888	KENNEDY & GRAVEN SCHOOL LAW SE	05/27/2010	150.00
361889	KENNEY, PATRICK	05/27/2010	111.00
361890	KIMBALL MIDWEST	05/27/2010	147.18
361891	KINDLIEN, CYNTHIA J	05/27/2010	48.00
361892	KIRKPATRICK, MEGAN E	05/27/2010	41.63
361893	KIRSCHLING, JULIENNE R	05/27/2010	85.51
361894	KITTS, HARRY	05/27/2010	260.10
361895	KLAMM MECHANICAL CONTRACTORS I	05/27/2010	37,100.00
361896	KLEIN, TIMOTHY	05/27/2010	64.00
361897	KOOP, KAY	05/27/2010	15.00
361898	KOWALSKI'S MARKET	05/27/2010	167.06
361899	KROCAK, NANCY J	05/27/2010	50.71
361900	KRUEGER, LAURA	05/27/2010	372.35
361901	KRUMM, PATRICIA ANN	05/27/2010	62.62
361902	L'ALLIER CONCRETE INC	05/27/2010	34,350.00
361903	LAKE COUNTRY BOOKSELLERS	05/27/2010	1,148.93
361904	LAKESHORE LEARNING STORE	05/27/2010	422.82
361905	LAKESHORE LEARNING STORE	05/27/2010	1,344.63

Check Nbr	Vendor Name	Check Date	Check Amount
361906	LAKESHORE LEARNING STORE	05/27/2010	613.85
361907	LAKESHORE LEARNING MATERIALS	05/27/2010	3,516.93
361908	LAMWERS, LINDSAY M	05/27/2010	56.65
361909	LANGER'S TREE SERVICE	05/27/2010	385.65
361910	LANGUAGE LINE SERVICES	05/27/2010	52.93
361911	LARSON, BOBBIE JEAN	05/27/2010	284.18
361912	LARSON, KAY	05/27/2010	35.00
361913	LAW, DAVID W	05/27/2010	25.75
361914	LAWROW, MIKE	05/27/2010	111.00
361915	LEARNING OPPORTUNITIES INC	05/27/2010	606.87
361916	LEE, NICK	05/27/2010	10.20
361917	LEFEVRE, SHIRLEY	05/27/2010	15.00
361918	LEGIONVILLE	05/27/2010	200.00
361919	LERNER PUBLISHING GROUP	05/27/2010	110.20
361920	LIBERTY CLASSICAL ACADEMY	05/27/2010	3,066.69
361921	LIBERTY SCIENCE CENTER	05/27/2010	190.00
361922	LIFESPAN	05/27/2010	2,500.00
361923	LINCOLN ELEMENTARY SCHOOL	05/27/2010	130.00
361924	LODERMEIER, EILEEN F	05/27/2010	120.77
361925	LOTITO-MEIER, VANESSA L	05/27/2010	123.24
361926	LOVETT, MICHAEL J	05/27/2010	65.00
361927	M.A. APPAREL & PROMOTIONS	05/27/2010	328.50
361928	MAAS, ERIN K	05/27/2010	1,800.85
361929	MACKIN EDUCATIONAL RESOURCES	05/27/2010	240.30
361930	MADISON NATIONAL LIFE INS CO I	05/27/2010	54,843.26
361931	MAHONEY, SUSAN	05/27/2010	110.82
361932	MARTINSON, KARA	05/27/2010	74.25
361933	MARTIN-MCALLISTER	05/27/2010	800.00
361934	MASA	05/27/2010	1,224.00
361935	MASE	05/27/2010	1,453.00
361936	MAUER, BRIAN	05/27/2010	72.00
361937	MCCALL, MAUREEN E	05/27/2010	163.75
361938	MCGARTHWAITE, NICOLE M	05/27/2010	70.00
361939	MCGINLEY MYERS, NANCY J	05/27/2010	76.00
361940	MCGIVERN, FRANK	05/27/2010	64.00
361941	MCTMAHON, MARGARET	05/27/2010	200.00
361942	MCNEELY, ROBERT J	05/27/2010	210.00
361943	MERSCH, NICOLE A	05/27/2010	58.69
361944	MERZER MA, SHEILA	05/27/2010	850.00
361945	METRO ECSU	05/27/2010	240.00
361946	METRO ECSU	05/27/2010	130.00
361947	MICHEL, ROCHELLE N	05/27/2010	59.24
361948	MIDWEST TECHNOLOGY PRODUCTS	05/27/2010	392.82
361949	MINITEX	05/27/2010	795.00
361950	MINVALCO INC	05/27/2010	181.98
361951	MITCHELL, PHILIP T	05/27/2010	32.16
361952	MN ASSOC OF SECRETARIES TO THE	05/27/2010	170.00
361953	MN CHILDRENS MUSEUM	05/27/2010	125.00
361954	MN DEPT OF HEALTH	05/27/2010	15.00
361955	MN DNR MINNAQUA	05/27/2010	112.00

Check Nbr	Vendor Name	Check Date	Check Amount
361956	MN NCPERS LIFE INSURANCE	05/27/2010	576.00
361957	MN OCCUPATIONAL HEALTH	05/27/2010	64.00
361958	MN REVENUE	05/27/2010	1,008.00
361959	MN STATE HIGH SCHOOL LEAGUE	05/27/2010	1,000.00
361960	MOBILE RADIO ENGINEERING INC	05/27/2010	573.00
361961	MODERN FENCE & CONST INC	05/27/2010	184.80
361962	MOORE, CYNTHIA	05/27/2010	773.58
361963	MORRIS, KAY S	05/27/2010	720.50
361964	MORTON, SCOTT	05/27/2010	111.00
361965	MOULTON DAVID, PIANO TECHNICIA	05/27/2010	85.00
361966	MSNA	05/27/2010	1,200.00
361967	MULCHING BY MARK	05/27/2010	2,211.00
361968	MUMBLEAU, RICHARD THOMAS	05/27/2010	35.00
361969	MUNDELL, GERALD	05/27/2010	108.50
361970	MUSTAR, BETH	05/27/2010	61.57
361971	NAKAGAKI, BENJAMIN P	05/27/2010	155.00
361972	NATL FED OF STATE HGH SCH ASSO	05/27/2010	29.45
361973	NATL SCIENCE TEACHERS ASSOC	05/27/2010	100.63
361974	NEOPOST LEASING	05/27/2010	159.99
361975	NEWMASTER, MARGARET	05/27/2010	64.40
361976	NGUYEN, THUY	05/27/2010	10.00
361977	NORTHEAST METRO HOSA	05/27/2010	500.00
361978	NORTHWEST GRAPHIC SUPPLY CO	05/27/2010	351.30
361979	NORTHWEST YOUTH & FAMILY SERV	05/27/2010	62,721.72
361980	NUTTING, NANCY A	05/27/2010	4,500.00
361981	O'REILLY AUTOMOTIVE INC	05/27/2010	3,050.21
361982	OFFICE DEPOT	05/27/2010	462.39
361983	Vendor Continued Check	05/27/2010	0.00
361984	Vendor Continued Check	05/27/2010	0.00
361985	ON SITE SANITATION INC	05/27/2010	593.42
361986	ORIGINS	05/27/2010	3,475.00
361987	OTTER LAKE ELEMENTARY	05/27/2010	52.00
361988	PACKER, ROGER	05/27/2010	64.00
361989	PARKVIEW ELEMENTARY SCHOOL	05/27/2010	200.00
361990	PARTS ASSOC INC	05/27/2010	222.09
361991	PCS REVENUE CONTROL SYSTEMS IN	05/27/2010	9,198.59
361992	PEAPODS	05/27/2010	70.20
361993	PEARSON MECHANICAL SERVICES IN	05/27/2010	5,600.00
361994	PEARSON EDUCATION INC	05/27/2010	3,869.88
361995	PELLETIER, DANIEL T	05/27/2010	64.00
361996	PETERSON, DONALD	05/27/2010	63.00
361997	PETTY CASH	05/27/2010	175.40
361998	PETTY CASH	05/27/2010	2,250.00
361999	PETTY CASH	05/27/2010	3,000.00
362000	PETTY CASH	05/27/2010	1,500.00
362001	PITNEY BOWES PURCHASE POWER	05/27/2010	1,018.99
362002	POESCHEL, RONALD	05/27/2010	72.00
362003	POLAR CHEVROLET MAZDA	05/27/2010	124.35
362004	POSTMASTER	05/27/2010	17.00
362005	POWER OF RELATIONSHIPS	05/27/2010	7,777.78

Check Nbr	Vendor Name	Check Date	Check Amount
362006	PRANGHOFER, PAUL	05/27/2010	54.00
362007	PRESS PUBLICATIONS	05/27/2010	347.90
362008	PRICE, TIM	05/27/2010	106.00
362009	PRISSEL, JESSIE L	05/27/2010	40.32
362010	PROBLEM SOLVING SOLUTIONS	05/27/2010	2,550.00
362011	PROJECTUS	05/27/2010	1,967.11
362012	QUELLO, LORI E	05/27/2010	229.11
362013	QUILL CORPORATION	05/27/2010	58.69
362014	R-R ENTERPRISES	05/27/2010	1,616.05
362015	RAMSEY COUNTY	05/27/2010	1,080.87
362016	RANDALL, JODY M	05/27/2010	112.00
362017	RASMUSSEN, LAURA	05/27/2010	111.00
362018	RATWIK ROSZAK & MALONEY PA	05/27/2010	1,656.94
362019	RAUSCH, KATIE J	05/27/2010	34.12
362020	RENAISSANCE LEARNING INC	05/27/2010	386.75
362021	THE RETROFIT COMPANIES INC	05/27/2010	116.26
362022	RICHARDSON PHD, JAN	05/27/2010	110.00
362023	RICOH AMERICAS CORP	05/27/2010	11.50
362024	RIEBAU, PATRICIA ANN	05/27/2010	265.14
362025	ROSEVILLE AREA MIDDLE SCHOOL	05/27/2010	220.00
362026	S & T OFFICE PRODUCTS INC	05/27/2010	341.60
362027	SAFeway DRIVING SCHOOL	05/27/2010	6,200.00
362028	SAGDALEN, NATALIE R	05/27/2010	94.00
362029	SAM'S CLUB	05/27/2010	114.72
362030	SATTERLUND, ELISSA	05/27/2010	25.50
362031	SCANTRON CORPORATION	05/27/2010	100.57
362032	SCHANTZEN, KYLE	05/27/2010	111.00
362033	SCHARBER & SONS	05/27/2010	90.68
362034	SCHAUER, DANA	05/27/2010	62.94
362035	SCHMITZ, KRIS	05/27/2010	35.00
362036	SCHMITT MUSIC COMPANY	05/27/2010	58.30
362037	SCHOLASTIC BOOK FAIRS	05/27/2010	321.00
362038	SCHOLASTIC CLASSROOM MAGAZINES	05/27/2010	8.75
362039	SCHOOL PROJECT	05/27/2010	3,314.25
362040	SCHOOL SPECIALTY	05/27/2010	334.33
362041	SCIENCE MUSEUM OF MINNESOTA	05/27/2010	1,810.00
362042	SECURITAS SEC SVCS USA INC	05/27/2010	3,981.60
362043	SEEVER, GRAY	05/27/2010	100.00
362044	SEHR, DEBRA	05/27/2010	32.75
362045	SELBY, MARY JANE	05/27/2010	59.99
362046	SENTRY SYSTEMS INC	05/27/2010	815.00
362047	SHAWBOLD, DEAN	05/27/2010	362.50
362048	SHEA, KURT	05/27/2010	135.00
362049	SHIFFLER EQUIPMENT SALES INC	05/27/2010	721.34
362050	SIMANSKI, KIMBERLY K	05/27/2010	516.50
362051	SMILE MAKERS	05/27/2010	49.95
362052	SORENSEN, CHRISTOPHER	05/27/2010	81.26
362053	SOUTH WASHINGTON COMMUNITY ED	05/27/2010	220.00
362054	SOUTHWEST PREFERRED FINISHING	05/27/2010	363.87
362055	SPSI INC	05/27/2010	2,095.00

Check Nbr	Vendor Name	Check Date	Check Amount
362056	STAPLES ADVANTAGE	05/27/2010	3,891.26
362057	STAR TRIBUNE	05/27/2010	281.75
362058	STORKAMP ROGER LAWRENCE	05/27/2010	1,496.70
362059	STOW, RON	05/27/2010	35.00
362060	STRAUSS, BILL	05/27/2010	106.00
362061	SUBURBAN/GREEN & WHITE TAXI	05/27/2010	71.05
362062	TAHER INC	05/27/2010	3,910.98
362063	TALLY'S DOCKSIDE	05/27/2010	386.40
362064	TAUTGES, LYNSEY K	05/27/2010	272.00
362065	TDS METROCOM - MN	05/27/2010	3,595.20
362066	TEACHERS DISCOUNT	05/27/2010	57.93
362067	TEACHERS DISCOVERY	05/27/2010	45.12
362068	TESOL	05/27/2010	263.35
362069	THEISSEN, MARK	05/27/2010	34.87
362070	THIBAUTL DEB	05/27/2010	101.89
362071	TIERNEY BROTHERS INC	05/27/2010	3,316.00
362072	TIES	05/27/2010	320.00
362073	TOLLISON, STEPHANIE	05/27/2010	61.48
362074	TOM SNYDER PRODUCTIONS	05/27/2010	3,090.00
362075	TOUSSAINT, JANEL PHYLLIS	05/27/2010	43.00
362076	TRADE PRESS INC	05/27/2010	979.00
362077	TRANS-MISSISSIPPI BIO SUPPLY	05/27/2010	498.88
362078	TREETOP PUBLISHING	05/27/2010	209.75
362079	TRETTER, ROBYN	05/27/2010	120.00
362080	T.R.F. SUPPLY CO	05/27/2010	243.00
362081	TRI TECH DISPENSING	05/27/2010	125.00
362082	TROLLHAUGEN	05/27/2010	3,570.00
362083	TRUCK UTILITIES MFG CO	05/27/2010	1,100.00
362084	TSCHETTER, DANA	05/27/2010	165.14
362085	U.S. ENERGY SERVICES INC	05/27/2010	15,023.56
362086	UBBINGA, ARLEN	05/27/2010	15.99
362087	UNIVERSITY OF MINNESOTA	05/27/2010	145.00
362088	THE UPS STORE #3299	05/27/2010	194.65
362089	VADNAIS, MOLLY A	05/27/2010	52.49
362090	VALLEY FAIR GROUP SALES	05/27/2010	1,660.50
362091	VALLEY FAIR GROUP SALES	05/27/2010	1,578.50
362092	VAUGHN, DEBRA	05/27/2010	27.72
362093	VAUGHN, SONYA	05/27/2010	78.25
362094	VAVRICKA, ROCHELLE	05/27/2010	88.46
362095	VENBURG TIRE CO	05/27/2010	267.15
362096	VERIZON WIRELESS	05/27/2010	26.65
362097	VERNIER SOFTWARE	05/27/2010	99.00
362098	VIKING ELECTRIC SUPPLY	05/27/2010	2,795.92
362099	WABASH VALLEY MFG INC	05/27/2010	6,519.12
362100	WASHINGTON CO PUBLIC HEALTH	05/27/2010	800.00
362101	WHITE BEAR BOWL	05/27/2010	138.00
362102	WHITE BEAR CENTER FOR THE ARTS	05/27/2010	2,000.00
362103	WHITE BEAR LOCKSMITH INC	05/27/2010	33.15
362104	WHITE BEAR RENTAL EQUIPMENT	05/27/2010	103.68
362105	WHITE BEAR LAKE CITY	05/27/2010	1,325.75

Check Nbr	Vendor Name	Check Date	Check Amount
362106	WHITE BEAR LAKE (CITY OF)	05/27/2010	6,796.64
362107	WHITE BEAR LAKE CITY	05/27/2010	25.00
362108	WHITE BEAR LAKE CITY	05/27/2010	50.00
362109	WHITE BEAR LAKE ROTARY CLUB	05/27/2010	231.50
362110	WHITE BEAR LAKE UMPIRES ASSN	05/27/2010	6,475.00
362111	WBLA EDUCATIONAL FOUNDATION	05/27/2010	1,500.00
362112	WELLNER LAW PLLC	05/27/2010	200.00
362113	WELLS FARGO BROKERAGE SERVICES	05/27/2010	47,542.29
362114	WET PAINT	05/27/2010	100.00
362115	WETTERN, TIM	05/27/2010	144.00
362116	WHINNERY, ROBIN	05/27/2010	64.00
362117	WHITCOMB, JACLYN ANN	05/27/2010	69.98
362118	WHITE, DOUG	05/27/2010	35.00
362119	WIGHTMAN, NOVA	05/27/2010	350.00
362120	WINNICK SUPPLY	05/27/2010	41.71
362121	WONKA, TODD	05/27/2010	19.95
362122	WRONA, SONYA M	05/27/2010	15.64
362123	XCEL ENERGY	05/27/2010	65,089.59
362124	YOGA DEVOTION LLC	05/27/2010	1,100.00
362125	YORK-BARR, JENNIFER	05/27/2010	1,200.00
362126	YOUNGBLOOD LUMBER COMPANY	05/27/2010	837.08
362127	ZAVORAL, JAMES	05/27/2010	128.00
362128	ZEP SALES & SERVICE	05/27/2010	125.48
362129	ZIEGLER INC	05/27/2010	1,069.26

424 Computer Check(s) For a Total of 2,027,414.93

Check Nbr	Vendor Name	Check Date	Check Amount
361320	DECKER INC	05/27/2010	130.81
361530	PETTY CASH	05/27/2010	290.12
361618	STUDENT SUPPLY	05/27/2010	28.28
3	Void	Check(s) For a Total of	449.21

	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
	424	Computer	Checks For a Total of	2,027,414.93
Total For	424	Manual, Wire Tran, ACH & Computer Checks		2,027,414.93
Less	3	Voided	Checks For a Total of	449.21
		Net Amount		2,026,965.72

Check Nbr	Vendor Name	Check Date	Check Amount
362130	VALLEY FAIR GROUP SALES	06/01/2010	1,189.00
1	Computer	Check(s) For a Total of	1,189.00

			0.00	
	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	1,189.00
	1	Computer	Checks For a Total of	1,189.00
Total For	1	Manual, Wire Tran, ACH & Computer Checks		0.00
Less	0	Voided	Checks For a Total of	1,189.00
		Net Amount		

Check Nbr	Vendor Name	Check Date	Check Amount
362131	AARP DRIVER SAFETY PROGRAM	06/08/2010	460.00
362132	AARP DRIVER SAFETY PROGRAM	06/08/2010	258.00
362133	ABBOTT PAINT & CARPET INC	06/08/2010	161.40
362134	ADVANCED WIRELESS COMMUNICATIO	06/08/2010	457.76
362135	ADVANCED ENVIRONMENTAL RESTORA	06/08/2010	800.00
362136	AHRENS, NICOLE M	06/08/2010	871.40
362137	ALTIER, DAVE	06/08/2010	72.00
362138	AMAZON	06/08/2010	829.05
362139	AMAZON	06/08/2010	268.94
362140	AMERICAN CANCER SOCIETY	06/08/2010	50.00
362141	AMERICAN MESSAGING	06/08/2010	149.40
362142	AMERIPRIDE SERVICES	06/08/2010	601.65
362143	ANDERSON'S	06/08/2010	13.44
362144	ANKER, SUSAN K	06/08/2010	26.97
362145	APPLE COMPUTER INC	06/08/2010	65.95
362146	APPLIED ENVIRONMENTAL SCI INC	06/08/2010	1,216.50
362147	ASSOC FOR FACILITIES ENGINEERI	06/08/2010	95.00
362148	AT & T MOBILITY	06/08/2010	1,392.00
362149	AUGSBURG COLLEGE	06/08/2010	600.00
362150	BACKSTROM, RICHARD A	06/08/2010	280.00
362151	BAKER, RICH	06/08/2010	72.00
362152	BARNES & NOBLE	06/08/2010	220.81
362153	BAUDVILLE	06/08/2010	398.33
362154	BEACON ATHLETICS	06/08/2010	682.00
362155	BECK, SUEANN	06/08/2010	126.69
362156	BENJAMIN-BECK, KAREN	06/08/2010	106.82
362157	BERNSTEIN, NANCY	06/08/2010	35.88
362158	BETHKE, RENEE M	06/08/2010	97.17
362159	BIERMAN, CHERYL A	06/08/2010	29.00
362160	BIX PRODUCE COMPANY INC	06/08/2010	7,662.41
362161	BONA, MARG	06/08/2010	165.14
362162	BOOTH, KARLA J	06/08/2010	303.63
362163	BOWERMASTER, TRACI	06/08/2010	89.83
362164	BRUTON, SANDRA R	06/08/2010	49.96
362165	BURMEISTER, JANE M	06/08/2010	400.00
362166	CALCULATORS INC	06/08/2010	5,577.00
362167	CAMPBELL, MARY DENUCCI	06/08/2010	5.60
362168	CAP ELECTRIC INC	06/08/2010	630.00
362169	CARLETON COLLEGE	06/08/2010	300.00
362170	CCP INDUSTRIES INC	06/08/2010	377.05
362171	CDW GOVERNMENT INC	06/08/2010	359.63
362172	CHAMPION YOUTH	06/08/2010	252.00
362173	CHARBONNEAU, JANET	06/08/2010	104.00
362174	CLYNE, KRIS	06/08/2010	68.69
362175	COCA-COLA BOTTLING MIDWEST CO	06/08/2010	2,338.13
362176	COMCAST	06/08/2010	5.26
362177	COMCAST	06/08/2010	33.95
362178	COMPAS INC	06/08/2010	768.80
362179	COMPUSA RETAIL INC	06/08/2010	57.54
362180	COMSTOCK & SONS INC	06/08/2010	2,023.00

Check Nbr	Vendor Name	Check Date	Check Amount
362181	CONTINENTAL RESEARCH CORP	06/08/2010	655.41
362182	COOPER, DEREK	06/08/2010	102.00
362183	COPY IMAGES INC	06/08/2010	3,129.65
362184	Vendor Continued Check	06/08/2010	0.00
362185	COPY IMAGES INC	06/08/2010	1,115.55
362186	COUNTRY HOME BAKERY & DELI	06/08/2010	31.72
362187	CRESTLINE SPECIALTIES CO INC	06/08/2010	297.47
362188	CUB FOODS OF WOODBURY	06/08/2010	304.47
362189	CULLEN, CRAIG	06/08/2010	150.68
362190	CURRICULUM ASSOCIATES LLC	06/08/2010	175.12
362191	Vendor Continued Check	06/08/2010	0.00
362192	Vendor Continued Check	06/08/2010	0.00
362193	Vendor Continued Check	06/08/2010	0.00
362194	DALCO CORPORATION	06/08/2010	8,398.66
362195	DARGAY, ANGELA D	06/08/2010	52.00
362196	DCX LLC (TORNADO SLUSH)	06/08/2010	115.00
362197	DELL MARKETING LP	06/08/2010	4,839.04
362198	DELTA EDUCATION	06/08/2010	7.80
362199	DEMCO INC	06/08/2010	425.96
362200	DENUCCI, KRISTINA E	06/08/2010	272.71
362201	DERAAD, MAX D	06/08/2010	647.00
362202	DESIGN TRANSFORMATIONS	06/08/2010	101.50
362203	DIVERSIFIED SNACK DISTRIBUTION	06/08/2010	2,830.05
362204	DOMINOS PIZZA	06/08/2010	81.75
362205	E.L. REINHARDT COMPANY INC	06/08/2010	804.00
362206	EASY ENGLISH NEWS	06/08/2010	202.50
362207	EBSCO PUBLISHING	06/08/2010	1,155.00
362208	ECKROTH MUSIC	06/08/2010	119.97
362209	Vendor Continued Check	06/08/2010	0.00
362210	ECOLAB	06/08/2010	3,022.13
362211	ECOLAB FOOD SAFETY SPECIALTIES	06/08/2010	26.69
362212	ENGSTRAN, PAUL	06/08/2010	40.00
362213	ENTERPRISE LEASING CO	06/08/2010	130.15
362214	EPA AUDIO VISUAL INC	06/08/2010	665.00
362215	ERHARDT, JACLYN A	06/08/2010	13.50
362216	ESKOW, LYNN	06/08/2010	74.00
362217	FAHEY, ELLEN	06/08/2010	70.87
362218	FASTENAL COMPANY	06/08/2010	2,217.05
362219	FERRON, ELAINE	06/08/2010	20.23
362220	FIRST STUDENT INC	06/08/2010	143,657.54
362221	FISCHBACH, KRISTINE L	06/08/2010	695.00
362222	FOLLETT LIBRARY RESOURCES	06/08/2010	488.92
362223	FUHRMAN, SARAH	06/08/2010	12.96
362224	G&K SERVICES INC	06/08/2010	566.10
362225	Vendor Continued Check	06/08/2010	0.00
362226	GALLAGHERS NORTHWESTERN TIRE C	06/08/2010	4,921.95
362227	GE MONEY BANK	06/08/2010	511.62
362228	GE MONEY BANK	06/08/2010	107.89
362229	GE MONEY BANK	06/08/2010	910.63
362230	GE MONEY BANK	06/08/2010	167.04

Check Nbr	Vendor Name	Check Date	Check Amount
362231	GEPHART ELECTRIC CO INC	06/08/2010	26,125.00
362232	GERMAN BOOK CENTER NA INC	06/08/2010	1,129.80
362233	GOPHER BEARING CO	06/08/2010	677.03
362234	GOPHER	06/08/2010	321.54
362235	Vendor Continued Check	06/08/2010	0.00
362236	GRAINGER	06/08/2010	1,622.75
362237	GRANDMA'S BAKERY INC	06/08/2010	82.38
362238	GRATZ, MICHELLE C	06/08/2010	121.00
362239	GREAT POTENTIAL PRESS INC	06/08/2010	164.95
362240	GREATAMERICA LEASING CORP	06/08/2010	1,137.36
362241	GREEN, BARBARA J	06/08/2010	266.99
362242	GRITZMACHER, SHAWN	06/08/2010	143.10
362243	GROPPOLI, KADI L	06/08/2010	76.39
362244	GROTH MUSIC CO	06/08/2010	712.12
362245	GUENTHER, DAVID A	06/08/2010	480.00
362246	GULLICK, DANIEL E	06/08/2010	103.50
362247	H2O FOR LIFE	06/08/2010	250.00
362248	HAMLIN UNIVERSITY	06/08/2010	550.00
362249	HARDING, KARLA J	06/08/2010	695.00
362250	HEALY, JASON	06/08/2010	31.26
362251	HELKE, LYLE A	06/08/2010	98.99
362252	HIGHSMITH	06/08/2010	251.80
362253	HISDAHL INC	06/08/2010	42.00
362254	HOFTIEZER, MICHELLE R	06/08/2010	16.25
362255	Vendor Continued Check	06/08/2010	0.00
362256	Vendor Continued Check	06/08/2010	0.00
362257	HOGLUND BUS AND TRUCK CO	06/08/2010	6,531.55
362258	HOME DEPOT CREDIT SERVICES	06/08/2010	168.83
362259	HOUGHTON MIFFLIN HARCOURT	06/08/2010	10,681.00
362260	HSBC BUSINESS SOLUTIONS	06/08/2010	447.54
362261	HUBBARD, MICHELLE K	06/08/2010	8.18
362262	HUEBL, SUE	06/08/2010	95.98
362263	HUGO ANIMAL FARM	06/08/2010	238.00
362264	HUGO FEED MILL & HARDWARE	06/08/2010	6.19
362265	HUNSTIGER, NATHAN A	06/08/2010	40.00
362266	HUOT, KRISTIN	06/08/2010	500.00
362267	IMPACT SPORTS INC	06/08/2010	5,099.70
362268	INSTITUTE OF INTERNATIONAL EDU	06/08/2010	300.00
362269	ISD #270 HOPKINS SCHOOL DISTRI	06/08/2010	225.00
362270	ISD #622 NORTH HIGH SCHOOL	06/08/2010	750.00
362271	JACKA, ANGELA	06/08/2010	30.00
362272	JASLOW, DANAE	06/08/2010	500.00
362273	JC ENVIRONMENTAL & DEMOLITION	06/08/2010	9,088.00
362274	JESKE-WALFOORT, KIMBERLY A	06/08/2010	695.00
362275	JILEK, JULIA	06/08/2010	596.20
362276	JOHNSON CONTROLS INC	06/08/2010	3,998.75
362277	JOHNSON PH D, VIVIAN	06/08/2010	500.00
362278	JORGENSEN, AMY	06/08/2010	36.27
362279	JUNIOR LIBRARY GUILD	06/08/2010	577.20
362280	JW PEPPER & SON INC	06/08/2010	91.90

Check Nbr	Vendor Name	Check Date	Check Amount
362281	Vendor Continued Check	06/08/2010	0.00
362282	KEARN, BARBARA	06/08/2010	705.02
362283	KEESE, JENNIFER R	06/08/2010	180.00
362284	KELVIN LP	06/08/2010	192.45
362285	KINDLIEN, CYNTHIA J	06/08/2010	39.00
362286	KLEIN, TIMOTHY	06/08/2010	64.00
362287	KNOPS, ROXANNE	06/08/2010	50.47
362288	KOECKERITZ, JEANNE	06/08/2010	350.00
362289	KRISS DESIGN COMPANY	06/08/2010	3,080.25
362290	KRIZ-HERBERT, SANDY	06/08/2010	173.24
362291	KUBITZ EDUCATIONAL SERVICES	06/08/2010	516.60
362292	LAKESHORE LEARNING STORE	06/08/2010	636.17
362293	LAKESHORE LEARNING STORE	06/08/2010	574.79
362294	LAMWERS, DAVID H	06/08/2010	71.75
362295	LAMWERS, LINDSAY M	06/08/2010	280.76
362296	LEARNING LAW AND DEMOCRACY FOU	06/08/2010	160.00
362297	LEARNING OPPORTUNITIES INC	06/08/2010	866.62
362298	LEARNING A-Z	06/08/2010	79.95
362299	LI, CAO	06/08/2010	700.00
362300	LIBERTY CLASSICAL ACADEMY	06/08/2010	2,168.60
362301	LIBRARIANS BOOK EXPRESS LLC	06/08/2010	754.24
362302	LIBRARY STORE INC	06/08/2010	75.48
362303	LIBRARY VIDEO COMPANY	06/08/2010	166.65
362304	LINCOLN ELEMENTARY SCHOOL	06/08/2010	2,293.00
362305	LITTLEFIELD, MANDAIN L	06/08/2010	161.28
362306	LODERMEIER, EILEEN F	06/08/2010	20.00
362307	LORENZ CORPORATION	06/08/2010	251.00
362308	LOVETT, MICHAEL J	06/08/2010	316.10
362309	LUBY, EDWARD	06/08/2010	21.00
362310	M.A. APPAREL & PROMOTIONS	06/08/2010	313.35
362311	MACKIN EDUCATIONAL RESOURCES	06/08/2010	3,134.26
362312	MAD SCIENCE OF MINNESOTA	06/08/2010	11,915.30
362313	MADL, DENNIS S	06/08/2010	105.00
362314	MALWITZ, ANN	06/08/2010	50.00
362315	MARCROFT, PATRICIA L	06/08/2010	105.50
362316	MARTINSON, KARA	06/08/2010	74.25
362317	MARTIN-MCALLISTER	06/08/2010	8,000.00
362318	MN ASSOC OF SCHOOL MAINTENANCE	06/08/2010	125.00
362319	MCCALL, MAUREEN E	06/08/2010	261.40
362320	MCGRAW, TIM	06/08/2010	397.95
362321	MCKEE FOODS CORPORATION	06/08/2010	598.40
362322	METRO ECSU	06/08/2010	240.00
362323	METROPOLITAN PRINCIPALS ACADEM	06/08/2010	1,800.00
362324	MICHEL, ROCHELLE N	06/08/2010	132.00
362325	MIDWEST BUS PARTS INC	06/08/2010	381.25
362326	MIEURE MARYELLEN	06/08/2010	37.76
362327	MILLIGAN, THERESA J	06/08/2010	66.50
362328	MINVALCO INC	06/08/2010	32.92
362329	MISGEN, MARK	06/08/2010	1,230.00
362330	MLA	06/08/2010	13,469.00

Check Nbr	Vendor Name	Check Date	Check Amount
362331	MN ASSOC OF SECRETARIES TO THE	06/08/2010	365.00
362332	MN COUNCIL ON ECONOMIC EDUCATI	06/08/2010	50.00
362333	MN ELEVATOR INC	06/08/2010	280.04
362334	MN HISTORICAL SOCIETY	06/08/2010	270.00
362335	MN HISTORICAL SOCIETY	06/08/2010	410.00
362336	MN INTL CENTER	06/08/2010	2,735.00
362337	MN OCCUPATIONAL HEALTH	06/08/2010	64.00
362338	MN SWORD PLAY	06/08/2010	480.00
362339	MN ZOO	06/08/2010	365.00
362340	MOGREN BROS	06/08/2010	17.50
362341	MONTANARI, ROMINA	06/08/2010	500.00
362342	MOORE, CYNTHIA	06/08/2010	358.40
362343	MULLALY, BECKY	06/08/2010	224.88
362344	MUSTAR, BETH	06/08/2010	35.98
362345	NAVIS NANCY L	06/08/2010	180.00
362346	NESS ELECTRONICS INC	06/08/2010	160.84
362347	NEVCO INC	06/08/2010	6,559.64
362348	NEWMAN, RACHEL	06/08/2010	17.00
362349	NEXTEL COMMUNICATIONS	06/08/2010	871.05
362350	NGURE, ALEX	06/08/2010	500.00
362351	NOHR, KATIE J	06/08/2010	239.91
362352	NORTH AMER ASSOC OF EDUC NEGOT	06/08/2010	100.00
362353	Vendor Continued Check	06/08/2010	0.00
362354	NORTH CENTRAL TRUCK EQUIPMENT	06/08/2010	1,581.32
362355	NORTHERN FOREST PRODUCTS LLC	06/08/2010	704.70
362356	NORTHERN LANDSCAPE & IRRIGATIO	06/08/2010	1,242.57
362357	NORTHSTAR ACCESS LLC	06/08/2010	1,729.63
362358	NOW MICRO INC	06/08/2010	238.00
362359	O'GRADY, CATHY	06/08/2010	39.95
362360	OFFICE DEPOT	06/08/2010	93.92
362361	OLD DUTCH FOODS INC	06/08/2010	1,994.70
362362	OLSON ANGELA	06/08/2010	50.01
362363	OLSON MARK	06/08/2010	128.77
362364	Vendor Continued Check	06/08/2010	0.00
362365	ON SITE SANITATION INC	06/08/2010	512.00
362366	ORIGINS	06/08/2010	3,475.00
362367	OXFORD UNIVERSITY PRESS	06/08/2010	18.84
362368	PADDEN, SEAN M	06/08/2010	5.08
362369	PAN-O-GOLD	06/08/2010	4,149.34
362370	PAUL THE PLUMBER INC	06/08/2010	185.00
362371	PAYPAL INC-VPS	06/08/2010	108.20
362372	PEARSON EDUCATION INC	06/08/2010	57.09
362373	PENNIES FOR PATIENTS	06/08/2010	125.00
362374	PERRA, NICK	06/08/2010	28.50
362375	PETERSON, WAYNE	06/08/2010	48.00
362376	PETTY CASH	06/08/2010	67.41
362377	PHETTEPLACE WANDA	06/08/2010	62.50
362378	PITNEY BOWES INC	06/08/2010	609.74
362379	POLAR CHEVROLET MAZDA	06/08/2010	275.83
362380	POSTMASTER	06/08/2010	88.00

Check Nbr	Vendor Name	Check Date	Check Amount
362381	PRESIDENTS EDUC AWARDS PROGRAM	06/08/2010	32.00
362382	PRESS PUBLICATIONS	06/08/2010	1,662.63
362383	PROFESSIONAL TURF & RENOVATION	06/08/2010	5,000.00
362384	PROJECTUS	06/08/2010	1,281.20
362385	PROKOP, CHARLES F	06/08/2010	3.00
362386	PUSH PEDAL PULL	06/08/2010	456.37
362387	QWEST	06/08/2010	261.34
362388	RAGAN, CYNTHIA C	06/08/2010	11.07
362389	RASMUSSEN, JEAN H	06/08/2010	40.00
362390	REASON	06/08/2010	105.00
362391	REFRIGERATION HARDWARE SUPPLY	06/08/2010	217.82
362392	REINHART FOODSERVICE	06/08/2010	3,529.46
362393	RESERVE ACCOUNT	06/08/2010	5,000.00
362394	THE RETROFIT COMPANIES INC	06/08/2010	428.25
362395	RICOH AMERICAS CORP	06/08/2010	406.23
362396	RICOH AMERICAS CORP	06/08/2010	11.50
362397	ROCKFORD, JEREMY	06/08/2010	120.00
362398	ROSSBACH, PATRICIA	06/08/2010	63.63
362399	RUDDYS RENTAL EQUIPMENT	06/08/2010	51.92
362400	RULLI, CYNTHIA JO	06/08/2010	35.53
362401	SAM'S CLUB	06/08/2010	372.07
362402	SAM'S CLUB	06/08/2010	433.23
362403	SAM'S CLUB	06/08/2010	330.64
362404	SAM'S CLUB	06/08/2010	4,414.71
362405	SARGE, KENNA	06/08/2010	400.00
362406	SCAN AIR FILTER INC	06/08/2010	2,886.71
362407	SCANTRON CORPORATION	06/08/2010	258.76
362408	SCHINDLER ELEVATOR CORP	06/08/2010	1,035.26
362409	SCHMIDT, DEB	06/08/2010	111.44
362410	SCHMIDT, NOEL	06/08/2010	1,706.48
362411	SCHMIEG, RACHAEL D	06/08/2010	17.82
362412	SCHOLASTIC BOOK CLUBS	06/08/2010	107.00
362413	SCHROEDER MILK CO INC	06/08/2010	20,548.84
362414	SCHULTE, ALETA A	06/08/2010	117.38
362415	SCHUMACHER WHOLESALE MEATS	06/08/2010	12,297.60
362416	SCIENCE MUSEUM OF MINNESOTA	06/08/2010	3,345.00
362417	SECOND HARVEST FARM CENTRAL	06/08/2010	684.00
362418	SECURITAS SEC SVCS USA INC	06/08/2010	1,327.20
362419	Vendor Continued Check	06/08/2010	0.00
362420	SENTRY SYSTEMS INC	06/08/2010	1,655.00
362421	SHAWBOLD, DEAN	06/08/2010	390.50
362422	SHIFFLER EQUIPMENT SALES INC	06/08/2010	123.76
362423	SIMANSKI, KIMBERLY K	06/08/2010	63.00
362424	SIMSHAUSER, KIMBERLY P	06/08/2010	453.50
362425	SKURDALSVOLD, ABIGAIL E	06/08/2010	211.94
362426	SNAP ON TOOLS	06/08/2010	398.12
362427	SNELL, MICHAEL M	06/08/2010	22.17
362428	SOMMERS, MICHON LEE	06/08/2010	64.23
362429	ST PAUL LINOLEUM & CARPET COMP	06/08/2010	7,600.00
362430	STACHOWSKI, KEITH	06/08/2010	106.00

Check Nbr	Vendor Name	Check Date	Check Amount
362431	STAFF DEVELOPMENT FOR EDUCATOR	06/08/2010	349.00
362432	STAFKI, TIM	06/08/2010	63.00
362433	STARTEL TELECOMMUNICATIONS	06/08/2010	37.95
362434	STATE SUPPLY CO	06/08/2010	227.27
362435	SUNDANCE PUBLISHING	06/08/2010	189.75
362436	SVIR, SARA A	06/08/2010	361.04
362437	SWENSON, CYNTHIA L	06/08/2010	213.75
362438	SWOBODA, SARAH T	06/08/2010	38.45
362439	TAHER INC	06/08/2010	3,456.64
362440	TARGET BANK	06/08/2010	1,000.00
362441	THELEN JILL ANNE	06/08/2010	390.00
362442	THIESFELD, RANDY	06/08/2010	120.00
362443	Vendor Continued Check	06/08/2010	0.00
362444	THYSSENKRUPP ELEVATOR CORP	06/08/2010	3,996.93
362445	TIES	06/08/2010	160.00
362446	TOLONEN, CLAY	06/08/2010	88.76
362447	TOSHIBA FINANCIAL SERVICES	06/08/2010	111.00
362448	TOYOTA-LIFT OF MINNESOTA	06/08/2010	79.80
362449	TRADE PRESS INC	06/08/2010	348.00
362450	TRAVEL LEADERS	06/08/2010	1,818.33
362451	TRIARCO	06/08/2010	560.16
362452	TRIO SUPPLY COMPANY	06/08/2010	7,035.39
362453	TRUSTED EMPLOYEES	06/08/2010	1,400.00
362454	TURNER, RASHAD A	06/08/2010	713.93
362455	U.S. ENERGY SERVICES INC	06/08/2010	759.00
362456	UHL CO INC	06/08/2010	30.87
362457	UPPER LAKES FOODS INC	06/08/2010	97,776.25
362458	VERIZON WIRELESS	06/08/2010	582.13
362459	VIKING AUTOMATIC SPRINKLER	06/08/2010	445.00
362460	VOLOGY	06/08/2010	1,208.39
362461	WALD, TERESA M	06/08/2010	40.00
362462	WALESHECK, JASON	06/08/2010	45.00
362463	Vendor Continued Check	06/08/2010	0.00
362464	WASTE MANAGEMENT BLAINE	06/08/2010	12,426.17
362465	WATCH ME DRAW! LLC	06/08/2010	2,585.00
362466	WHITE BEAR CENTER FOR THE ARTS	06/08/2010	6,200.00
362467	WHITE BEAR GLASS INC	06/08/2010	354.00
362468	WHITE BEAR RENTAL EQUIPMENT	06/08/2010	37.80
362469	WHITE BEAR TOWNSHIP	06/08/2010	2,460.24
362470	WHITE BEAR AREA CHAMBER	06/08/2010	240.00
362471	WHITE BEAR LAKE ROTARY CLUB	06/08/2010	204.00
362472	WEIDELL, KATIE	06/08/2010	22.00
362473	WEILL, RON	06/08/2010	106.00
362474	WENGER CORP	06/08/2010	300.00
362475	WHEELER HARDWARE COMPANY	06/08/2010	6,251.95
362476	WHITE, THOMAS R	06/08/2010	281.50
362477	WILDER, BETH M	06/08/2010	180.00
362478	WINKLER PAM	06/08/2010	36.00
362479	WOOD, COLLEEN	06/08/2010	500.00
362480	XEROX CORPORATION	06/08/2010	419.46

Check Nbr	Vendor Name	Check Date	Check Amount
362481	YANG-XIONG, MALIA	06/08/2010	60.50
362482	YOGASTUDIO	06/08/2010	100.00
352	Computer	Check(s) For a Total of	619,079.88

Check Nbr	Vendor Name	Check Date	Check Amount
357980	CONCORDIA LANGUAGE VILLAGES	06/10/2010	150.00
360275	WHITE BEAR LAKE CITY	06/10/2010	50.00
360401	DINN BROTHERS INC	06/10/2010	359.40
361430	KEYSTONE RESORT	06/10/2010	716.92
361729	AT & T MOBILITY	06/10/2010	2,784.00
361896	KLEIN, TIMOTHY	06/10/2010	64.00
361987	OTTER LAKE ELEMENTARY	06/10/2010	52.00
362050	SIMANSKI, KIMBERLY K	06/10/2010	516.50
8	Void	Check(s) For a Total of	4,692.82

	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
	352	Computer	Checks For a Total of	619,079.88
Total For	352	Manual, Wire Tran, ACH & Computer	Checks	619,079.88
Less	8	Voided	Checks For a Total of	4,692.82
			Net Amount	614,387.06

PAYROLL

Check Nbr	Vendor Name	Check Date	Check Amount
362483	Vendor Continued Check	06/08/2010	0.00
362484	AIG	06/08/2010	30,004.10
362485	Vendor Continued Check	06/08/2010	0.00
362486	Vendor Continued Check	06/08/2010	0.00
362487	AMERICAN FUNDS	06/08/2010	274,559.79
362488	AMERICAN UNITED LIFE	06/08/2010	42,537.72
362489	AMERICAN UNITED LIFE	06/08/2010	11,775.00
362490	Vendor Continued Check	06/08/2010	0.00
362491	AMERIPRISE	06/08/2010	34,714.65
362492	Vendor Continued Check	06/08/2010	0.00
362493	AXA EQUITABLE	06/08/2010	62,993.68
362494	ECMC	06/08/2010	183.88
362495	Vendor Continued Check	06/08/2010	0.00
362496	EDUCATION MN ESI BILLING TRUST	06/08/2010	71,688.15
362497	IUOE #70	06/08/2010	2,070.03
362498	Vendor Continued Check	06/08/2010	0.00
362499	METROPOLITAN LIFE	06/08/2010	17,009.64
362500	MN CHILD SUPPORT	06/08/2010	3,399.92
362501	MN DEPT OF REVENUE	06/08/2010	2,796.00
362502	THE ROSE LAW FIRM, PLLC	06/08/2010	122.59
362503	Vendor Continued Check	06/08/2010	0.00
362504	Vendor Continued Check	06/08/2010	0.00
362505	SCHOOL SERVICE EMPLOYEES	06/08/2010	11,601.42
362506	US DEPT OF EDUCATION	06/08/2010	1,888.08
362507	Vendor Continued Check	06/08/2010	0.00
362508	VANGUARD SMALL BUSINESS SERVIC	06/08/2010	52,706.24
362509	WHITE BEAR LAKE TEACHERS ASSOC	06/08/2010	3,407.00
27	Computer	Check(s) For a Total of	623,457.89

			Checks For a Total of	0.00
	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	623,457.89
	27	Computer	Checks For a Total of	623,457.89
Total For	27	Manual, Wire Tran, ACH & Computer Checks		0.00
Less	0	Voided	Checks For a Total of	623,457.89
		Net Amount		

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: June 14, 2010

SUGGESTED DISPOSITION: Operational Item

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

Donation	Donor	Recipient
\$500.00	Sue Dailey	White Bear High School North Campus
\$50.00	Anonymous Donor	White Bear High School North Campus
\$50.00	Rick Gahm	White Bear High School North Campus
\$1,800.00	Andrew Rupprecht	White Bear High School North Campus
\$1,000.00	Peter and Lisa Siddons	White Bear High School North Campus
\$100.00	Matthew Rivard and Anne Tonskemper	White Bear Lake Area Schools

RECOMMENDATION: Accept donations.

AGENDA ITEM:

Field Trip Request

MEETING DATE:

June 14, 2010

SUGGESTED DISPOSITION:

Consent Agenda

CONTACT PERSON(S):

Cindy Moore, Director of Curriculum and Assessment
Jill Thelen, Director of Schools

Background:

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

Date of Trip and Destination	Requesting Staff Member	Grade/Team	Number of School Days Missed	Number of Students Attending	Cost and Source of Revenue	Means of Transportation	Purpose of Field Trip
June 29 – July 2, 2010 Audubon Center of the North Woods, Sandstone, MN	Laura Walters and Craig Cullen	Science and Social Studies ALC	0	25 students	Students each contributed \$40 and remainder of cost covered by grant.	District Bus	To give students a chance to learn about the natural outdoor world and form a connection and commitment to the environment through experiential learning activities.

Recommendation: Administration recommends the School Board approve the field trip.

RESOLUTION FOR PERSONNEL ITEMS

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

WHEREAS, that personnel items, A-5(f) to A-5(h), 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 personnel item listed in Consent Agenda Items A-5(f) to A-5(h).

INDEPENDENT SCHOOL DISTRICT NO. 624
Department of Human Resources

RESIGNATIONS - CLASSIFIED STAFF

SCOTT CLARK - Program Assistant Leader, Oneka Elementary
Employed by District 624 since 08/25/2008
Effective Date: 06/11/2010

RECOMMEND APPROVAL

MELINDA M. DAUGHERTY - Pupil Support Assistant, Sunrise Middle School
Employed by District 624 since 09/08/2009
Effective Date: 06/11/2010

RECOMMEND APPROVAL

LINDA M. FICCADENTI - Registrar Secretary, Sunrise Middle School
Employed by District 624 since 08/18/2008
Effective Date: 06/11/2010

RECOMMEND APPROVAL

AARON A. GOUDE - Custodian, Otter Lake Elementary
Employed by District 624 since 09/05/2006
Effective Date: 05/28/2010

RECOMMEND APPROVAL

THERESA C. JOYCE - Program Assistant Leader, Oneka Elementary
Employed by District 624 since 08/25/2008
Effective Date: 06/10/2010

RECOMMEND APPROVAL

DAVID M. NEUBECK - Bus Driver, Bus Garage
Employed by District 624 since 02/21/2007
Effective Date: 06/11/2010

RECOMMEND APPROVAL

TERRY A. NIEMCZYCKI - Bus Driver, Bus Garage
Employed by District 624 since 09/03/2009
Effective Date: 06/11/2010

RECOMMEND APPROVAL

RETIREMENTS - CLASSIFIED STAFF

CHERYL A. BURBACK - Part-Time Cook, Sunrise Middle School
Employed by District 624 since 09/01/2003
Effective Date: 06/15/2010

RECOMMEND APPROVAL

PAMELA R. RAUTENBERG - Clerk Typist, North Campus
Employed by District 624 since 01/03/1977
Effective Date: 06/15/2010

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO. 624
Department of Human Resources

RETIREMENT - CERTIFIED STAFF

DEAN R. SHAWBOLD - Work Experience Teacher, Transition Plus
Employed by District 624 since 08/23/1999
Effective Date: 06/15/2010

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO. 624
Department of Human Resources

UNPAID LEAVES - CLASSIFIED STAFF

DEBORAH A. OLSON - Pupil Support Assistant, Vadnais Heights Elementary
Employed by District 624 since 09/02/2005
Effective Dates: 04/23/2010 through 06/11/2010

RECOMMEND APPROVAL

UNPAID CHILD CARE LEAVES - CERTIFIED STAFF

CARRIE E. CARLSON - Elementary Teacher, Otter Lake Elementary
Employed by District 624 since 08/26/2004
Effective Dates: 06/03/2010 through 06/14/2010

RECOMMEND APPROVAL

JULIE C. HOPKINS - Mathematics Teacher, Sunrise Middle School
Employed by District 624 since 08/25/2005
Effective Dates: 04/07/2010 through 05/31/2010

RECOMMEND APPROVAL

MELISSA L. KALLAS - ECSE Teacher, Normandy Park
Employed by District 624 since 08/24/2000
Effective Dates: 05/26/2010 through 06/14/2010

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO. 624
Department of Human Resources

PART-TIME LEAVE - CERTIFIED STAFF

NICHOLE M. AHRENS - Equity/Integration Program Coordinator, District
.20 Leave (.30 position)
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

FULL-TIME LEAVE - CERTIFIED STAFF

TERRI L. ENGSTROM - Elementary Teacher, Oneka Elementary
First Year General Leave Request
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

GRETCHEN E. HARRIMAN - Curriculum/Grad Coordinator, District
First Year General Two Year Leave Request
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

ANN A. MALWITZ - Coordinator Staff Development, District
First Year General Two Year Leave Request
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

CHANGE IN FULL-TIME LEAVE REQUEST - CERTIFIED STAFF

DEBORAH M. BUTTERS - Secondary Physical Education Teacher
From a One Year Leave to an Extended Three Year Leave
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

CHANGE IN CONTINUING CONTRACTS - CERTIFIED STAFF

ALEXANDER P. CARLSON - Social Studies Teacher, North/South Campuses
From .50 f.t.e. to a 1.00 f.t.e.
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

SARAH M COHEN - Secondary Music Teacher, Central Middle School
From .90 f.t.e. to a 1.00 f.t.e.
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

JANICE R. DARLING - School Nurse, Central MS, Otter, Transition Plus
From .80 f.t.e. to a .90 f.t.e.
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

CHANGE IN CONTINUING CONTRACTS - CERTIFIED STAFF (Continued Pg. 2)

THOMAS S. DETERMAN - Mathematics Teacher, Central/Sunrise
From .40 f.t.e. to a .80 f.t.e.
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

SHANNON FULTON - Elementary Teacher, Lakeaires Elementary
From 1.00 f.t.e. to a .50 f.t.e.
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

JESSICA A. HOSMER - Elementary Teacher, Vadnais Heights Elementary
From .70 f.t.e. to a .50 f.t.e.
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

Consent Agenda Item A5 (h)
June 14, 2010
School Board Meeting

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

NEW PERSONNEL - CLASSIFIED STAFF

JEFFREY R. FONTANO - Bus Driver, Bus Garage
Replacing C. Cunnien, who resigned
\$15.65 + .25 CP/hr., 5.00 hrs. /day, 14 days \$1113.00
Effective Date: 05-24-2010

RECOMMEND APPROVAL

KATHLEEN M. SORENSON - Pupil Support Assistant, Central Middle School
New Position
\$15.70 + .30 CP/hr., 6.50 hrs. /day, 20 days \$2080.00
Effective Date: 05-17-2010

RECOMMEND APPROVAL

NEW PERSONNEL - CERTIFIED STAFF

ROBERT J. ANDERSON - .8 ELL Teacher, South Campus
Effective Date: 2010-2011 School Year
BA, Step 2 (\$36,464.00 x .8) \$29,170.00
RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO. 624
Department of Human Resources

NEW PERSONNEL - CERTIFIED STAFF (continued, pg. 2)

<u>ERIN K. DODOR</u> - Science Teacher, Central Middle School Effective Date: 2010-2011 School Year BA, Step 2	\$36,462.00 RECOMMEND APPROVAL
<u>ABIGALE L. EIKENBARY</u> - Spanish Teacher, Matoska International Effective Date: 2010-2011 School Year BA, Step 7	\$42,375.00 RECOMMEND APPROVAL
<u>THERESA A. FILARSKY</u> - .8 Life Science Teacher, North Campus Effective Date: 2010-2011 School Year BA+30, Step 1 (\$37,035.00 x .8)	\$29,628.00 RECOMMEND APPROVAL
<u>THERESA J. GULBRANSEN</u> - School Psychologist, Hugo/Normandy Park Effective Date: 2010-2011 School Year MA+60, Step 2	\$44,569.00 RECOMMEND APPROVAL
<u>KELLY D. KNUTSON</u> - .45 Business Education Teacher, Central/South Effective Date: 2010-2011 School Year BA+45, Step 1 (\$35,350.00 x .45)	\$17,044.00 RECOMMEND APPROVAL
<u>KRISTIN E. KUSCHE</u> - .7 Instrumental Music Teacher, Central MS Effective Date: 2010-2011 School Year BA, Step 3 (\$37,198.00 x .7)	\$26,039.00 RECOMMEND APPROVAL
<u>JENNIFER R. RECKINGER</u> Elementary Teacher, Matoska International Effective Date: 2010-2011 School Year MA, Step 12	\$63,964.00 RECOMMEND APPROVAL
<u>DEAN R. SHAWBOLD</u> - .5 Transition Plus Work Coordinator, Transition Plus Effective Date: 2010-2011 School Year MA+60, Step 12 (\$71,485. + \$6,000. (CI) x .5)	\$38,742.50 RECOMMEND APPROVAL
<u>AMY C. TULBERG</u> - ECSE Teacher, Normandy Park Effective Date: 2010-2011 School Year MA, Step 2	\$40,962.00 RECOMMEND APPROVAL
<u>ANTHONY J. WALFOORT</u> - Social Studies Teacher, North Campus Effective Date: 2010-2011 School Year BA+45, Step 4	\$41,677.00 RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO. 624
Department of Human Resources

NEW PERSONNEL - ADMINISTRATION

TIMOTHY J. HERMANN - Director for Student Activities, South Campus. The Superintendent's recommended candidate for the position of Director for Student Activities at South Campus. The contract is for an effective date of July 1, 2010, and an annual basic salary of \$99,414.00 based on Step 1 of the Associate Principal compensation schedule for a 12-month contract.

RECOMMEND APPROVAL

OTHER - CHANGE IN ASSIGNMENTS

DAVID W. LAW - Assistant Superintendent, District Center. The Superintendent's recommended candidate for the position of Assistant Superintendent at District Center. The contract is for an effective date of July 1, 2010, and an annual basic salary of \$129,000.00 for a 12-month contract.

RECOMMEND APPROVAL

MADELYNE BENSON - .5 Student and Instructional Assessment and Accountability Coordinator, District Center. The contract is for an effective date of July 1, 2010 and will run through December 31, 2010. The salary is \$22,450.00.

RECOMMEND APPROVAL

GRETCHEN E. HARRIMAN - Curriculum and Program Development Coordinator, District Center. The contract is for an effective date of July 1, 2010 and an annual basic salary of \$89,800.00.

RECOMMEND APPROVAL

ANN A. MALWITZ - Professional Learning and Development Coordinator, District Center. The contract is for an effective date of July 1, 2010 and an annual basic salary of \$89,800.00.

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO. 624
Department of Human Resources

OTHER - CHANGE IN ASSIGNMENTS (Continued Pg. 2)

ELIZABETH A. STAMSON - .3 Administrative Intern (TOSA), Hugo Elementary. The Superintendent's recommended candidate for the position of Administrative Intern/Teacher on Special Assignment at Hugo Elementary. The contract is for an effective date of August 1, 2010.

RECOMMEND APPROVAL

CAROL L. TARSA - Administrative Intern (TOSA), South Campus. The Superintendent's recommended candidate for the position of Administrative Intern/Teacher on Special Assignment at South Campus for the 2010-2011 school year. The contract is for an effective date of August 1, 2010.

RECOMMEND APPROVAL

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 for 30 minutes (4 minutes per speaker, 10 minutes per topic, and no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of other public comments should be avoided.
3. Those wishing to address the Board should fill out a card to be turned into the Clerk.
4. Questions may be asked on any topic, excluding those on the agenda.
5. An attempt will be made to answer questions. In those cases where an answer is not available or is not possible to give that evening, a phone call from someone in the administration will be made as a follow-up.
6. A handout on the purpose of School Board meetings and the meeting process is available.
7. Citizens may be asked to address the school board on a particular subject during the discussion of that item.
8. The Chair will attempt to reasonably honor requests to speak, but shall also exercise discretion to recognize time restraints and may limit the number of such presentations accordingly.

C. INFORMATION ITEMS

AGENDA ITEM: Superintendent's Report
MEETING DATE: June 14, 2010
SUGGESTED DISPOSITION: Information Item
CONTACT PERSON(S): Dr. Michael J. Lovett, Superintendent of Schools

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: School Board/Superintendent Goals for 2009-10

DATE: June 14, 2010

SUGGESTED DISPOSITION: Discussion Item

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

BACKGROUND:

During the summer of 2009, the School Board and administration reviewed priorities for the 2009-10 school year. The attached School Board/Superintendent goals were discussed at both public Board sessions in September and approved in October. From October through May, each School Board work study session had some discussion of progress on these goals. They have provided a framework for identifying current and future priorities for District operations and for future strategic directions.

We are providing a copy of progress on the goals as of the June 14, 2010 School Board meeting. For the most part the goals have been completed. In some cases, such as the communications and marketing plan, final presentation will be made at the July School Board meeting.

At the School Board meeting on Monday night, we will provide a very brief overview of the goals for the year, and lay out a framework for the establishment of goals for the 2010-11 school year.

White Bear Lake Area School District #624 School Board/Superintendent Goals 2009-2010

1. **Develop Measures of Student Success and a Plan for Accountability and Reporting**

Goal: Working with each school site and District programs, the administration will identify specific measures of student success. Each school site and District level programs will establish specific student success targets to meet for the 2009-10 school year, and will identify school- wide and program-wide strategies for reaching these goals.

Rationale: Student success is at the heart of the School District's mission and public accountability is essential. In addition, it is the proper role of the School Board to help establish those measures of success which reflect the priorities of the White Bear Lake Area Schools.

Evaluation: Strategies to implement this goal will be designed to be consistent with the District AYP plan, but will build beyond the AYP plan, identifying additional measures of success. During the year, each building principal and the leaders of District-wide programs will report to the Superintendent and School Board on goals, strategies, and progress. The results of site and District student achievement will be reported by August 30, 2010.

Status Update: In the fall of the 2009-2010 school year each school site identified specific building goals that align with the district goals. These district wide goals and areas of focus are established by the White Bear Lake Area School Board. Each building site has reviewed and analyzed the data evidence to establish building plans for the school year. The Building Improvement Plans serve as a "road map" to identify strategies and measures of progress in their efforts to advance student achievement.

Building Principals shared an update of the Building Improvement Plans at the January 25, 2010 work study session with their respective school board liaisons to address and discuss mid-year progress and evidence of measures of student success.

During February, students in grades 1-8 took the NWEA MAP (Measures of Academic Progress) test. This test provides a mid-year check on the progress of students. In addition, our Assessment Office correlated the MAP tests with the MAC-II test for each grade level, and sent valuable information to our schools on progress and needed interventions for students before MCA tests in April.

During May, 2010, each building will review all building data related to the building goals and building improvement plans. Building teams will review the information as part of their end of the year summary report. During summer and fall of 2010, buildings will review 2010 MCA results. The information will be analyzed to identify focus goals and 2010-11 building improvement plans to address student achievement.

2. Complete Phase 1 of Planning for Long Range Facility Needs

Goal: The long range facility use study is designed to develop a solution to address the needs of the District during the next five to ten years. Due to the magnitude of this project, it will be phased.

The **first phase**, to be completed during the 2009-10 school year, will address necessary changes in elementary attendance lines due to the opening of the District-wide International Baccalaureate elementary magnet program in the fall of 2010. This phase of the study will also look at logical minor adjustments in elementary boundaries and organizational structure that could aid in maintaining financial stability, thereby making more resources available for instructional programs.

Beyond phase 1, future initiatives could include:

- Exploring the need for changes in the number of District buildings; continued exploration of boundary issues and their impact on school populations; and potential changes to preK-12 grade configuration, following a more complete review of educational programming;
- Models to further develop innovative and competitive programs;
- Efficiencies in the utilization of space and facilities to aid in maintaining financial stability;
- Partnerships with other public and private entities for instructional, co-curricular, and recreational facilities; and
- Developing a transition plan which would assure a smooth transition from the current organizational model to the recommended model taking into account facility and programmatic needs.

Rationale: The White Bear Lake Area Schools are faced with demographic changes, including a shift of school-age population from the southern to the northern portion of the District, and after a decade of declining enrollment, a relatively high ratio of building space per student compared to other school districts. The broad nature of this study and the related timelines necessary for full implementation require a very thoughtful and methodical process, resulting in our plan for a phased study.

Evaluation: The District will develop methods and strategies of delivery that will maximize the resources that go into instructional programs, and emphasize efficiency in the number and operation of school sites. For the first phase, the administration will specifically address elementary boundary line adjustments required for the opening of the International Baccalaureate elementary program.

Status Update: Phase 1 completed. In January, 2010, the administration presented to the School Board recommended elementary attendance line changes due to the opening of the district-wide International Baccalaureate elementary magnet program.

The School Board approved the recommendation at its February 2010 regular meeting.

Phase II initiatives will be included in the strategic planning process related to Goal #5. However, the timeline that the District is planning to use may dovetail into a similar planning process that our intermediate district is doing. While they will be identifying long-term needs through their process, we will most likely be identifying options that they would be able to consider to meet their identified needs.

During May, we have discussed our planning timelines with other potential partners. We want to increase the likelihood that we can make our educational space decisions in a way and on a schedule that will result in other public or private non-profits able to buy or lease space we will not need.

3. **Ongoing Financial Stewardship on Investments and Budget Management**

Goal: Working closely with the District's Finance Advisory Committee, the Department of Education, and the District's auditor, consider improvements in policy, procedures, and protocols that will assure ongoing financial stewardship on investments and budget management.

Rationale: The District has established an excellent track record on financial management, as evidenced by nine consecutive years of state and federal recognition for accounting excellence and achieving an AA Bond Rating in 2008. Considering the financial challenges of state and federal government, and the proceeds bonds under District management, it is important for the District to consider what additional steps might be necessary to assure financial stewardship.

Evaluation: The District's ongoing financial stewardship on investments and budget management will be reviewed annually as part of the financial audit.

Status Update: The District's Finance Committee continues to meet on a quarterly basis with our OPEB investment advisors. The committee continues to analyze the data and recommendations of the advisors and make prudent investment decisions.

At the January, 2010 meeting of the School Board, the Board acted on a recommendation to approve the membership of the Finance Advisory Committee.

Administration presented the first of several financial updates to the School Board at the January, 2010 work-study session. Administration will continue working with the School Board throughout the spring to update its financial forecast using the most current data available from the state legislature and federal sources. Contract settlements for the 2009-2011 period have been completed and those results are being updated into the forecast.

The Finance Advisory Committee had its quarterly meeting with the Wells Fargo investment team on Tuesday, April 20. For its next quarterly meeting the committee will be presented with some scenarios showing how the latest financial forecast impacts the cash flow needs of the trust. This forecast update will include the impact of current legislative actions, the updated OPEB projections from the district's actuarial firm, and the revised assumptions that were used in preparing the forecast.

4. **Communications and Marketing Plan for the District**

Goal: The District will develop a strategic communications and marketing plan. The plan will serve as a base against which current and future communications and marketing projects and ideas will be analyzed.

Key goals for the plan will include:

- Most effectively telling the story about the excellence to be found in the White Bear Lake Area Schools;
- Understanding the various audiences to which the District is conveying messages; and
- Actively seeking and gauging public opinion about the District.

While the Communications Office will facilitate the plan, it will be created to align strongly with the overall objectives of the District. Therefore, input will be requested of members of the leadership team to ensure the plan is comprehensive in scope.

Rationale: The implementation of successful outreach initiatives is especially important in the current environment, as area school districts compete for students. A net gain in open enrollment numbers provides the District with financial benefits.

It is important for the District to understand perspectives of White Bear Lake area community members in order to remain a trusted steward of resources. Responsible stewardship is an important component in continued community support.

A long-range vision and plan about District communications will ensure resources are appropriately utilized. Additionally, it is beneficial to have such a plan to allow for prioritization of communications and marketing projects and activities.

Evaluation: Upon completion by June 2010, the communications and marketing plan will serve as a base against which current and future communications and marketing projects and ideas will be analyzed. The plan will be evaluated periodically to ensure it continues to be in alignment with the District's objectives.

Status Update: The School Board reviewed the marketing and communications plan process at the March 22, 2010 Work-Study meeting and publicly approved the plan at the School Board meeting on April 12. A Marketing Advisory Committee, with representatives from various constituent groups, met for the first time on May 3 and a second meeting on May 26. The strategic communications and marketing plan will be completed in June and presented to the School Board in July.

5. Strategic Planning

Goal: By January of 2010, evaluate potential models for strategic planning for the White Bear Lake Area School District, and recommend a plan and a timeline for initiating strategic planning no earlier than the winter of 2010 and completing the initial planning stage by the fall of 2010.

Rationale: The School District is currently in a stable financial situation, but faces:

- The ramification of the state and federal economic downturn;
- Changing demographics, including the expansion in the northern portion of the School District;
- Improving student achievement, as measured by local, state, and national tests, but further opportunities to improve;
- Several key public-private partnerships, with opportunities for growth and refinement, and;
- A competitive market in which families have the opportunity to choose schools for their children.

Given these and other factors, comprehensive strategic planning will allow the District to establish priorities and align District resources with these priorities.

Evaluation: The District will initiate a strategic planning process by the winter of 2010 and provide a progress update to the School Board by June of 2010.

Status Update: During the fall of 2009, the superintendent began evaluating potential models for strategic planning by meeting with individuals and firms which coordinate or provide strategic planning support, and reviewing proposals for White Bear Lake Area Schools.

An update was made to the School Board at the February, 2010 School Board work-study session. The administration is still reviewing options, but is considering a late summer or early fall start to the process.

6. Operational Improvements

Goal: During the 2009-10 school year, the School District will follow through on operational improvements identified during the 2008-09 school year, including the following:

- Secondary Student Activities Audit
- Technology Audit
- Review of Elementary Program Enrichment and Options
- Development of Protocols for the Recruitment, Selection, and Orientation of Employees

Rationale: Each of these operational actions were identified during 2008-09 as needing attention and scheduled for study or implementation during 2009-10.

Evaluation: The **Secondary Student Activities audit** began in August, 2009, with the final report to the School Board on December, 2009. An update on implantation plans was made at the February, 2010 work-study session.

A **Technology audit** was held during January, 2010, with a report to the School Board in April, 2010.

A review of **elementary program enrichment and options** will be initiated in 2010-11, as part of the strategic planning process.

Initial protocols for **recruitment, selection, and orientation of employees** were completed in February, 2010, and implemented as part of hiring for the 2010-11 school year, and reported to the School Board at the February, 2010 work-study session.

Status Update: The **Secondary Student Activities audit** was completed this fall, and formally accepted by the School Board at their meeting of December 11, 2009; the Board had received an update in October and a preliminary report in November. Action on a new leadership model was taken at the March 8 School Board meeting. A more detailed follow-up plan was made at the April work-study session.

The **Technology audit** was held on January 22 and 21, 2010, when two members of the BLE firm visited the District, and interviewed staff and analyzed management and instructional technology use in the District. A follow-up action plan was presented at the April work-study session, and an update at the June 14 School Board meeting.

AGENDA ITEM: Technology Audit Follow-Up Plan
DATE: June 14, 2010
SUGGESTED DISPOSITION: Discussion Item
CONTACT PERSON(S): Dr. Michael Lovett, Superintendent

BACKGROUND:

In the School Board/Superintendent goals, already discussed this evening, one operational goal was the technology audit.

The audit was completed by BLE group in January, 2010, and a thorough report was made at the April 12 School Board work study session. Subsequent to the School Board meeting, detailed presentations were made to the administrative team and an implementation plan is being developed. This evening we will provide a brief overview and status report using the categories the follow-up plan is addressing.

We anticipate that a more detailed implementation plan will be developed for the 2010-11 school year, and that this more specific plan will be incorporated into the 2010-11 goals.

School Board Work Study Session

April 26, 2010



Technology Audit Follow-up Plan

Overview:

The White Bear Lake Area Schools contracted with BLE, a national technology consulting group, to perform a technology audit in January, 2010. In addition to providing the two-day audit and providing the findings to the school district, the audit team will continue to work with the District over the course of the year for an additional six days to help us carry out the audit implementation plan.

The following major areas were identified as part of the audit.

A. Organizational Cultural Readiness:

Summary of Audit Findings

- The District has good, hard working traditional school district with strong educators focused on student learning.
- There are pockets of innovation in middle and elementary schools with effective instructional software use with students.
- RTI (response to intervention) is becoming embedded.
- Overall staff training needs to be upgraded.

Response

- The District recognizes that technology is a tool, but currently it is lean on providing teachers with the training and support needed to effectively implement new instructional technology.
- The District is considering organizational leadership changes that will provide clear leadership both to instructional technology and management use of technology.
- The District recognizes the importance of developing a clear technology vision and involving district leaders and staff in the effective implementation of this vision.

-73-

B. Vision:

Summary of Audit Findings

- Technology is not yet strategic, and not organized for digital era on a district wide basis.
- There is very limited use of instructional software, given the District's desire to move toward use consistent with highest performing school districts.
- The District needs to focus on integrating its instructional process with the high speed network.
- The future of education is moving to 1:1 computing (all students and teachers).

Response

- Examine the District's current systems for data management, instructional integration, and overall leadership in technology, and properly align our organizational structure.

- Tie instructional technology into the District's strategic planning process.
- The Capital Budget Committee is researching the feasibility of funding mobile labs to help address the student 1:1 finding.

C. Systems:

Summary of Audit Findings:

- The District has a good formative assessment system in place.
- All of the District's management systems are not SIF (schools interoperability framework) compliant. (That is, they cannot all talk to each other.)
- Student data integrity is an issue, primarily due to multiple data entry points.
- Student performance, in general, is good.

Response

- The District will develop a process of evaluation of needs for updating and replacement coordination of all technology support systems.
- While the District's student, staff, finance, payroll and human resources are all under Skyward, and therefore SIF compliant, some of the other management tools need uploading or re-entry of data.
- The District will study the feasibility of centralized registration and student system management to better insure data integrity.
- A process will be developed to study options related to choosing a learning management system.

D. Status of Hardware:

Summary of Audit Findings

- Last summer the District upgraded to 100 mbs to access the web which has greatly increased access for the newer computers.
- The current hardware replacement cycle of five years needs to be accelerated.
- 40% of the machines are more than 4 years old, as a result 50% of tech support focuses on break-fix issues and issues related to network speed.
- Interactive white boards (Smart Boards) have been installed in about 2/3 of the classrooms and are used about 40% of the time.

Response

- The Capital Budget Committee is analyzing the District's ability to shorten the replacement cycle as it develops recommendations for next year's budget.
- Issues related to interactive white boards installation and use need to be addressed.

E. Focus of Leadership:

Summary of Audit Findings

- The District currently has no instructional technology group.
- The District needs to develop a technology organization that incorporates instruction.
- A common model for how a school district addresses technology is to have a district "chief information officer" position.

Response

- Establish clear organizational responsibilities for instructional technology leadership within the District's strategic plan.
- Evaluate the needs for a "chief information officer" position.
- Coordinate instructional technology with all curriculum adoptions.

F. Funding:

Summary of Audit Findings

- The District's current five year hardware replacement cycle needs to be accelerated.

Response

- The Capital Budget Committee is analyzing the District's ability to shorten the replacement cycle as it develops recommendations for next year's budget.
- Develop a process that better links capital outlay funding for technology and other expenditures to the technology vision.
- Current capital projects levy (approved for ten years in 2003) provides about \$900,000, annually, to address District needs.
- State funding for capital outlay is stagnant at approximately \$200/pupil unit.

E. OPERATIONAL ITEMS

AGENDA ITEM: Accept Technology Grant from Qwest
DATE: June 14, 2010
SUGGESTED DISPOSITION: Operational Item
CONTACT PERSON(S): Dr. Michael Lovett, Superintendent

BACKGROUND:

This year Willow Lane Elementary teacher Deb Hibbard applied for a sizable technology grant, on behalf of Willow teachers and students, with the support of Willow Principal Barbara Kearn.

At a special assembly on May 12, representatives from Qwest surprised staff, students, and community members by awarding the \$7,500 grant at a school assembly.

A representative from Qwest explained that this is the largest grant amount they have given this year. We are appreciative of the grant from Qwest, and of the initiative shown by Teacher Deb Hibbard and other members of the Willow Lane staff.

Barbara Kearn and Deb Hibbard will be available at the meeting to highlight how they will be using the grant.

RECOMMENDATION

Accept the technology grant from Qwest, in the amount of seven thousand five hundred dollars (\$7,500).

AGENDA ITEM: Action on Adoption of Revised 2009-2010 Budget

MEETING DATE: June 14, 2010

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON: Pete Willcoxon, Sr.
Executive Director of Business Services

.....
Background:

At our work study session of May 24th, we discussed the issue of proposing a revised budget for the 2009-2010 school year.

When the budget for fiscal year 2009-2010 was originally adopted by the School Board last June there were some major federal allocations, relating to the supplemental ARRA funding that had been approved by Congress, which had not been developed. Ultimately, the impact of these allocations was to increase the revenue and expenditures by almost \$1.5 million.

I had a conversation with Jim Eichten, our auditor, about the concept of a revised budget and what the best process would be for us to follow as it relates to our audit report that we will receive this fall.

Jim agreed that it made sense to adopt a revised budget, given the magnitude of the ARRA funds that we have received this year. This will allow Jim to use the resulting data as the basis for our audit. This will create a more appropriate set of data for them to analyze and reflect upon in the management letter that he prepares each year.

Given the need to adopt a revised budget, it also made sense to include some other updates that were, primarily a result of carryover budgets that are given to schools and programs as a result of not spending all of their budgets during the previous year and some expenditure efficiencies that were identified over the course of the year.

The attached document titled "2009-2010 Revised Budget" is what will serve as the support document for action that we are requesting this evening. This data will then become our "official" budget for this school year.

.....
Recommendation:

It is recommended that the School Board adopt the revised 2009-2010 budget as attached.

White Bear Lake Area School District #624 **2009-2010 Revised Budget**

FUND	Fund Balance 06/30/09	2009-2010 Adopted		2009-2010 Revised	
		Revenues	Expenditures	Revenues	Expenditures
					Fund Balance 06/30/10
General:					
general sub-fund	\$13,302,596	\$75,569,353	\$79,069,353	\$75,500,000	\$11,202,596
grants & federal programs	\$0	\$4,130,647	\$4,130,647	\$5,600,000	\$0
general (reserved)	\$3,803,746	\$0	\$0	\$0	\$3,803,746
capital (reserved)	\$2,815,375	\$3,400,000	\$3,740,000	\$3,400,000	\$1,715,375
Total General Fund	\$19,921,717	\$83,100,000	\$86,940,000	\$84,500,000	\$16,721,717
Food Service	\$386,681	\$4,209,000	\$4,209,000	\$4,209,000	\$386,681
Community Service	\$1,160,144	\$4,583,000	\$5,028,500	\$4,583,000	\$714,644
Debt Service	\$1,688,295	\$10,601,000	\$10,965,000	\$10,601,000	\$1,324,295
All Funds Total:	n/a	\$102,493,000	\$107,142,500	\$103,893,000	n/a

AGENDA ITEM: Budget Management and Efficiencies for 2010-11

DATE: June 14, 2010

SUGGESTED DISPOSITION: Operational Item

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

BACKGROUND:

This spring the administration carefully analyzed our current budget and staffing patterns and the ramifications of legislative decisions during the 2009 and 2010 Legislative sessions.

We have concluded that it is important for the district to reduce our operational costs and increase efficiency, with the goal of reducing costs outside of the classroom and maintaining the improved class sizes we have had for the 2009-10 school year.

Our plans for budget management and efficiencies for 2010-11 have been discussed at length at the work-study session of April 26, as part of a presentation at the May 10 School Board meeting, and preliminary recommendations were provided to the School Board at their work-study session of May 24.

Consistent with timelines established at these meetings, during May and the first part of June, Mr. Willcoxon and I presented the rationale for the budget management strategies and the recommendations to our Parent Leaders Forum and to all of our school sites. (In some cases, more than one school staff was invited to a session.) This included a total of thirteen public presentations.

Our goal in each of these presentations was to convey the following four messages:

- A. Our current White Bear Lake Area Schools staff are doing exceptionally well with the resources that have been available;
- B. That White Bear Lake Area Schools currently are in very good financial condition compared to most other school districts in Minnesota, a condition resulting from strong community support, careful budget management over the last decade, and the fact that in most areas of expenditures, we enter this challenging financial time leaner than most districts. The most compelling statistic is that the White Bear Lake Area Schools invests a larger percentage of our funds into instruction than any surrounding school district;

- C. That given the realities of the 2009 and 2010 Legislative sessions, we need to look further for efficiencies; and
- D. We have developed a plan of budget management and efficiency measures for 2010-11 as recommended this evening.

Some actions include reduction in staff. In many cases, but not all, vacancies are the result of retirements and positions will not be filled. However, some positions will have reduced hours and job descriptions will change for a large number of support staff as work loads are spread and we work to gain efficiencies.

The following summarizes our recommendations consistent with the background information from the last two months.

RECOMMENDATIONS:

That the School Board approve the administrative recommendations for budget management and efficiencies for 2010-11, and carry out the budget management and efficiency measures consistent with collective bargaining agreements and policy.

- 1. Business and Operations
 - a. Energy savings.

Authorize the administration to negotiate an agreement with Hallberg Engineering to develop an energy management system to reduce our District use of energy, while maintaining necessary use to operate high quality programs, and to return a contract for services to the School Board for review and action.

Estimated savings: To be determined.

- b. Energy Generation

Authorize the school administration to actively seek partners for educational and energy initiatives which would include opportunities for students to be involved in learning about energy, including solar power and wind-power, and that these projects identify potential energy and cost savings to the District while providing educational benefits.

Estimated savings: To be determined.

- c. Reduction in Administrative Staffing Levels

To hold open one cabinet position, and reallocate fifty percent of the savings to support a leadership position in “Instructional and Management

Technology” to assist with carrying out the recommendations of the 2010 technology audit.

Estimated savings: \$75,000

d. Reduced Special Education Staffing

Reduced special education staffing in line with reduced special education enrollment, maintaining state recommended guidelines;

- 1) Reduction of 3.0 F.T.E. licensed special education staffing; and
- 2) Reduction of 3.8 F.T.E. special education paraprofessionals

Estimated cost savings: \$330,000

e. Clerical Staffing

Reduce District level and school site clerical support staffing by 9.95 F.T.E., and reorganize District and school-site staffing to accomplish continued high level of support.

Estimated savings: \$330,000

f. Human Resources Office and Support

Eliminate positions of substitute teacher callers (two positions, total of 1.5 F.T.E.), and authorize the administration to negotiate a contract with a provider of automated internet-based substitute calling, and return the recommendation to the School Board for review and action.

Estimated net savings: \$25,000

Total estimated savings: \$735,000 (c-f)

AGENDA ITEM: District Administrative Restructuring

DATE: June 14, 2010

SUGGESTED DISPOSITION: Operational Item

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

BACKGROUND:

This spring, faced with the retirement of two key long-term administrators, Jill Thelen, Director of Schools and Cindy Moore, Director of Curriculum and Instruction, we carefully evaluated our administrative structure considering both the short and long-term needs of the School District and the reality of the financial situation facing the White Bear Lake Area Schools and all public schools in Minnesota.

We made the determination to create an assistant superintendent position as part of the administrative restructuring. This position replaces the two current leadership positions, Director of Schools and Director of Curriculum and Assessment, with this one cabinet position. Some responsibilities currently within the roles of Director of Schools and Director of Curriculum and Assessment will be shifted to existing cabinet members. Other responsibilities will be covered by the current members of the Teaching and Learning team.

The following actions are recommended as a realignment of the administrative structure.

There are significant cost savings in restructuring, attributed to the fact that one cabinet position is not being replaced as reflected in Agenda Item E-3. All other changes are approximately cost neutral or represent financial reductions. All changes would be effective July 1, 2010.

RECOMMENDATION:

1. That the following positions not be filled and replaced with the positions of assistant superintendent:
 - a) director of schools; and
 - b) director of curriculum and assessment.
2. That the current 3.2 F.T.E. positions in the Teaching and Learning office be changed from teacher unit positions ("teacher on special assignment") to unaligned positions covered by School District policy with the following titles:

- a) Coordinator, professional learning and development (1.0 F.T.E.)
 - b) Coordinator, curriculum and program development (1.0 F.T.E.)
 - c) Coordinator, assessment and accountability (1.0 F.T.E.)
 - d) Coordinator, student learning climate and support (.2 F.T.E.)
3. That the title current position of communications coordinator be changed to director of communications and community relations.

AGENDA ITEM: **School Board Policy #416, Drug and Alcohol Testing**
MEETING DATE: **June 14, 2010**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Chris Picha, Director of Human Resources**

BACKGROUND:

School Board Policy #416, Drug and Alcohol Testing, has been reviewed by the School Board Policy Committee and had a first reading in May. The changes recommended are consistent with those recommended by MSBA, and reflect some modifications that will improve the clarity of the policy.

RECOMMENDATION: To approve Policy 416, Drug and Alcohol Testing as recommended.

416 DRUG AND ALCOHOL TESTING

I. PURPOSE

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. It is the belief of the school board that a work environment free of drug and alcohol use will not only be safer, healthier, and more productive, but will also be more conducive to effective learning. Therefore, to provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minn. Stat. §§ 181.950 - 181.957.

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose position requires a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that commercial drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950 - 181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950 - 181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs which are not medically prescribed are prohibited from entering or remaining on school district property.
- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored

program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.

- E. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana, cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the Evidential Breath Testing Device (EBT).
4. "Commercial Motor Vehicle" (CMV) includes a vehicle which is designed to transport 16 or more passengers, including the driver.
5. "Designated Employer Representative" (DER) means a designated school district representative authorized to take immediate action to remove employees from safety-sensitive duties, to make required decisions in the testing and evaluation process, and to receive test results and other communications for the school district.

6. "DOT" means United States Department of Transportation.
7. "Driver" is any person who operates a Commercial Motor Vehicle, including full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers, and independent owner-operator contractors.
8. "Evidential Breath Testing Device" (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
9. "Medical Review Officer" (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district's drug testing program and for evaluating medical explanations for certain drug tests.
10. "Refusal to Submit" (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver's provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and it has been determined that there was no adequate medical explanation for the failure; (f) fails or declines to take an additional test as directed; (g) fails to undergo a medical examination or evaluation, as directed by the Medical Review Officer or the Designated Employer Representative; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to sign the certification on the forms); or (i) is reported by the Medical Review Officer as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.
11. "Safety-sensitive functions" are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.

12. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an Alcohol Screening Device.
13. "Stand Down" means to temporarily remove an employee from performing safety-sensitive functions after a laboratory reports a confirmed positive, an adulterated, or a substituted test result but before a Medical Review Officer completes the verification process.
14. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a Department of Transportation drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a Commercial Motor Vehicle.
2. The school district shall provide to each driver information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee an organization that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that he or she has received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

D. Alcohol and Controlled Substances Testing Program Manager

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the Medical Review Officer, the Breath Alcohol Technician, the Substance Abuse Professional, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.

2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers.

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a Commercial Motor Vehicle while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until he or she undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a Commercial Motor Vehicle.
8. Positive, Adulterated or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district which prohibit the possession, transfer, sale, or exchange of drugs or alcohol; reporting to work under the influence of drugs or alcohol; consumption of drugs or alcohol while at

work or while on school district premises; or operating any school district vehicle, machinery, or equipment while under the influence of drugs or alcohol.

F. Other Alcohol-Related Conduct

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least 24 hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and policy of the school district.

G. Prescription Drugs

A driver shall inform his or her supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a Commercial Motor Vehicle.

H. Testing Requirements.

1. Pre-Employment Testing.

- a. A driver applicant shall undergo testing for controlled substances before the first time the driver performs safety-sensitive functions for the school district.
- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. In order to be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or greater, or verified positive results for controlled substances, or refusals to be tested (including follow-up test), within the preceding two (2) years.
- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.

2. Post-Accident Testing

- a. As soon as practicable following an accident involving a Commercial Motor Vehicle, the school district shall test the driver for alcohol and controlled substances if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.

3. Random Testing

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.
- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made.

- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. Reasonable Suspicion Testing

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances on duty or within four (4) hours before coming on duty. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

5. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until a Substance Abuse Professional has determined

the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances.

6. Follow-Up Testing. When a Substance Abuse Professional (SAP) has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.
7. Refusal to Submit and Attendant Consequences
 - a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
 - b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 U.S.C. § 521 (b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
 - c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
 - d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by a Substance Abuse Professional and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.
 - e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

I. Testing Procedures

1. Drug Testing

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the

sample into two sample bottles; labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.

- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The Designated Employer Representative shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the Medical Review Officer (MRO) by the testing laboratory. The MRO reports the results to the Designated Employer Representative. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the Medical Review Officer (MRO) shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services--SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that there is a legitimate explanation for the donor's failure to contact him/her within seventy-two (72) hours, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether there is an acceptable medical reason for the positive result. The MRO shall confirm and report a positive test result to the Designated Employer Representative and

the employee when there is no legitimate medical reason for a positive test result as received from the testing laboratory.

- e. If, after making reasonable efforts and documenting those efforts, the Medical Review Officer (MRO) is unable to reach the donor directly, the MRO must contact the Designated Employer Representative who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The Medical Review Officer may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - (1) The donor expressly declines the opportunity to discuss the test results;
 - (2) The donor has not contacted the Medical Review Officer within seventy-two (72) hours of being instructed to do so by the Designated Employer Representative;
 - (3) The Medical Review Officer and the Designated Employer Representative, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

- a. The federal alcohol testing regulations require testing to be administered by a Breath Alcohol Technician using an Evidential Breath Testing Device (EBT) or a Screening Test Technician using an Alcohol Screening Device (ASD). EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any result less than 0.02 alcohol concentration is considered a "negative" test.
- c. If the donor is unable to provide sufficient saliva for an Alcohol Screening Device, the Designated Employer Representative will immediately arrange to use an Evidential Breath Testing Device. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test.

- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an Evidential Breath Testing Device will be required to be performed between 30 minutes after the completion of the screening test.
- e. Alcohol tests are reported directly to the Designated Employer Representative.

J. Driver/Driver Applicant Rights

All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.

K. Testing Laboratory

The testing laboratory for controlled substances will be a laboratory certified by the Department of Health and Human Services--SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minn. Stat. Ch. 13. Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Record-keeping Requirements and Retention of Records

- 1. The school district shall keep and maintain records, in accordance with the federal regulations, in a secure location with controlled access.
- 2. The required records shall be retained for the following minimum periods:

- Basic records 5 years

"Basic records" includes records of a: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

- Information obtained from previous employers 3 years
- Collection and training records 2 years
- Negative and cancelled controlled substances tests 1 year
- Alcohol tests with less than 0.02 concentration 1 year
- Education and training records Indefinite

“Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least 60 minutes of training on alcohol misuse and at least 60 minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.

2. Referral, Evaluation, and Treatment

- a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of Substance Abuse Professionals readily available to the driver or applicant and acceptable to the school district.

If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by a Substance Abuse Professional (SAP) and the driver is required to successfully comply with the SAP’s evaluation recommendations (education, treatment, follow-up evaluations(s), and/or ongoing services). The school district is not required to provide a SAP evaluation or any subsequent recommended education or treatment.

b. ~~The school district will offer a driver an opportunity to return to a DOT safety-sensitive duty following an employee's first positive test result on a confirmatory test if there are no reasons independent of the first test result for discharge. Otherwise, the school district may choose, but is not required, to provide a Substance Abuse Professional evaluation or any subsequent recommendation education or treatment.~~

e. b. Drivers are responsible for payment for Substance Abuse Professional evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.

d. c. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include but is not limited to immediate suspension without pay and/or immediate discharge.

b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include but is not limited to immediate suspension without pay and/or immediate discharge.

c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy.

IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing for other school district personnel, i.e., employees who are not school bus drivers or job applicants for school positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of Commercial Motor Vehicles who are subject to federally mandated testing. (See Section III of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV of this policy will be applicable to such testing.

A. Circumstances Under Which Drug Or Alcohol Testing May Be Requested or Required:

1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory which participates in one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing on an arbitrary and capricious basis.

2. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer which is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

3. Random Testing

The school district may request or require only employees in safety-sensitive positions to undergo drug and alcohol testing on a random selection basis.

4. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minn. Stat. § 176.011, Subd. 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

5. Treatment Program Testing

The school district may request or require any employee to undergo drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

6. Routine Physical Examination Testing

The school district may request or require any employee, referred to in this Section IV, other than bus drivers, to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

B. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

C. Definitions

1. "Drug" means a controlled substance as defined in Minnesota Statutes.
2. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, Subd. 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
3. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV of this policy and the drivers shall fall within this definition of "other employees."
4. "Job applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III).
5. "Positive test result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
6. "Random selection basis" means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.

7. "Reasonable suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
8. "Safety-sensitive position" means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2 and 3 of this Section D.

2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform, in writing, an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform, in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.
- b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.
- c. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.
- b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the

original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform him or her of other rights provided under Sections F or G below, whichever is applicable.

Attachments E and F to this policy provides the Notices described in paragraphs 2 through 6 of this section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and

- b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
- 4. Notwithstanding paragraph 1 of this Section F., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
- 5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon or after hire.
- 6. An employee must be given access to information in his or her personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

- 1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;

2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minn. Stat. Ch. 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding paragraphs 1 and 2 above, of this Section I., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minn. Stat. Ch. 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to all previously non-affected employees upon transfer to an affected position under the policy, and to all job applicants upon hire and before any testing of applicants if the job offer is made contingent on passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

V. **POSTING**

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

Legal References: Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)

Minn. Stat. § 221.031 (Motor Carrier Rules)

49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)

49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)

49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)

Cross Reference: WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 417 (Chemical Use and Abuse)
WBLASB Policy 418 (Drug-Free Workplace/Drug-Free School)

ATTACHMENTS TO DRUG AND ALCOHOL TESTING POLICY

Attachments A through C are to be used in conjunction with the drug and alcohol testing of bus drivers and driver applicants.

- Attachment A is a “Driver Acknowledgment–Drug and Alcohol Testing Policy Materials” form which should be used to document receipt of the policy and other materials by drivers and driver applicants. It is referred to in Article III., Section C., Paragraph 4. of the policy.
- Attachment B is a “Bus Driver or Driver Applicant–Authorization to Release Information” form. It is referred to in Article III., Section H., Paragraph 1. of the policy.
- Attachment C is a “Bus Driver or Driver Applicant–Refusal to Submit to Testing” form. It is referred to in Article III., Section H., Paragraph 7 of the policy.

Attachments D through G are to be used in conjunction with drug and alcohol testing of non-bus drivers and applicants.

- Attachment D is a “Pretest Notice” that must be provided to non-school bus driver employees or job applicants before requesting that the employee or job applicant undergo drug or alcohol testing. It is referred to in Article IV., Section E., Paragraph 1. of the policy.
- Attachment E is a “Notice of Test Results and Various Rights” which should be used by the District when notifying non-school bus driver employees or job applicants of test results and other rights. It is referred to in Article IV., Section E., Paragraph 6. of the policy.
- Attachment F is an “Explanation of Positive Test Result” form which should be used by the school district to request that the employee or job applicant submit information to the school district relevant to the reliability of, or explanation for, a positive test result. It is referred to in Article IV., Section E., Paragraph 4. of the policy.
- Finally, the District may wish to use Attachment G, entitled “Acknowledgment–Drug and Alcohol Testing Policy,” to document that written notice of the policy was given to all affected employees. It is referred to in Article IV., Section J. of the policy.



White Bear Lake Area Public Schools

— DRIVER ACKNOWLEDGMENT —

DRUG AND ALCOHOL TESTING POLICY AND MATERIALS

I have received a copy of the Drug and Alcohol Testing Policy of Independent School District No. 624, White Bear Lake Area Public Schools, Minnesota and have read it in its entirety. I understand that I am subject to the provisions of Article III of the policy, titled Drug and Alcohol Testing for Bus Drivers, because the position involves operating a commercial motor vehicle and requires a commercial driver's license.

The District's policy was provided to me:

- ☐ Upon adoption of the policy. (employee)
- ☐ Upon my hire. (job applicant/new employee)
- ☐ After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug and alcohol testing. (job applicant)

I also received materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug problem is suspected.

I have been advised that the Alcohol and Controlled Substances Testing Program Manager is _____ and that any questions I may have concerning the Policy should be directed to the Program Manager.

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name



White Bear Lake Area Public Schools



— BUS DRIVER OR DRIVER APPLICANT — AUTHORIZATION TO RELEASE INFORMATION

Section I. To be completed by the school district, signed by the bus driver or driver applicant, and transmitted to the previous employer:

Employee Printed or Typed Name: _____

Employee SS or ID Number: _____

I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer, listed in *Section I-B*, to the employer listed in *Section I-A*. This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released in *Section II-A* by my previous employer, is limited to the following DOT-regulated testing items:

1. Alcohol tests with a result of 0.04 or higher;
2. Verified positive drug tests;
3. Refusals to be tested;
4. Other violations of DOT agency drug and alcohol testing regulations;
5. Information obtained from previous employers of a drug and alcohol rule violation;
6. Documentation, if any, of completion of the return-to-duty process following a rule violation.

Employee Signature: _____ Date: _____

I-A.

School District Name: _____

Address: _____

Phone #: _____ Fax #: _____

Designated Employer Representative: _____

I-B.

Previous Employer Name: _____

Address: _____

Phone #: _____

Designated Employer Representative (if known): _____

Section II. To be completed by the previous employer and transmitted by mail or fax to the new employer:

II-A. In the two years prior to the date of the employee's signature (in Section I), for DOT-regulated testing:

- | | | | | |
|---|-----|------|-----|--------------|
| 1. Did the employee have alcohol tests with a result of 0.04 or higher? | YES | ____ | NO | ____ |
| 2. Did the employee have verified positive drug tests? | YES | ____ | NO | ____ |
| 3. Did the employee refuse to be tested? | YES | ____ | NO | ____ |
| 4. Did the employee have other violations of DOT agency drug and alcohol testing regulations? | YES | ____ | NO | ____ |
| 5. Did a previous employer report a drug and alcohol rule violation to you? | YES | ____ | NO | ____ |
| 6. If you answered "yes" to any of the above items, did the employee complete the return-to-duty process? | N/A | ____ | YES | ____ NO ____ |

NOTE: If you answered "yes" to item 5, you must provide the previous employer's report. If you answered "yes" to item 6, you must also transmit the appropriate return-to-duty documentation (e.g., SAP report(s), follow-up testing record).

II-B.

Name of person providing information in *Section II-A*: _____

Title: _____

Phone #: _____

Date: _____



White Bear Lake Area Public Schools

— BUS DRIVER OR DRIVER APPLICANT — REFUSAL TO SUBMIT TO TESTING

I hereby refuse to submit to drug/alcohol testing as demonstrated by the following (check all that apply):

- ☐ Failing to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so;
- ☐ Failing to remain at the testing site until the testing process was completed;
- ☐ Failing to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test;
- ☐ Failing to permit the observation or monitoring of any provision of a specimen in the case of a directly observed or monitored collection in a drug test;
- ☐ Failing to provide a sufficient breath specimen or sufficient amount of urine when directed and it has been determined that there was no adequate medical explanation for the failure;
- ☐ Failing or declining to take a second test as directed;
- ☐ Failing to undergo a medical examination or evaluation, as directed by the Medical Review Officer (MRO) or the Designated Employer Representative (DER);
- ☐ Failing to cooperate with any part of the testing process (e.g., refusing to empty pockets when so directed by the collector, behaving in a confrontational way that disrupted the collection process, failing to sign the certification on the form; or
- ☐ Having a verified adulterated or substituted test as reported by the MRO.

[An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she left before it commences, is not deemed to have refused to submit to testing.]

I recognize that my refusal subjects me to the consequences specified in federal law and regulations. It also constitutes a presumption of a positive result. I further recognize that if I am an applicant, I will be disqualified from consideration for the conditionally-offered position. If I am an employee, I will not be permitted to perform safety-sensitive functions, and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If the school district offers me an opportunity to return to a DOT safety-sensitive function, I understand I will be evaluated by a substance abuse professional, and will be required to submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.

Date: _____

Time: _____

Signature of Employee/Applicant

Supervisor: _____

Supervisor's Signature

Comments: _____

☐ Employee refused to sign

Supervisor's Initials: _____



White Bear Lake Area Public Schools

— PRETEST NOTICE —

I, the undersigned employee/job applicant of Independent School District No. 624, White Bear Lake Area Public Schools, Minnesota ("School District") do hereby acknowledge that I have been provided a copy of the School District's Drug and Alcohol Testing Policy.

Date: _____

Signature of Employee/Job Applicant

Typed or Printed Name



White Bear Lake Area Public Schools

[Employee Name]
[Employee Address]

RE: Drug and/or Alcohol Test
[Date of Testing]

NOTICE OF TEST RESULTS AND VARIOUS RIGHTS

Test Results:

Independent School District No. 624, White Bear Lake Area Public Schools, Minnesota has received the test result report from the testing laboratory:

- ☐ Your initial screening test result was negative.
- ☐ Your confirmatory test result was negative.
- ☐ Your confirmatory test result was positive.

Test Result Report:

You have the right to request and receive from the school district a copy of the test result on any drug or alcohol test.

Right to Explain Positive Test Result:

In the case of a positive test result on a confirmatory test, you have the right to explain the results. You may, within three (3) working days after notice of a positive test result on a confirmatory test, submit information to the school district, in addition to any information already submitted, to explain that result. Attached to this Notice is a document entitled "Explanation of Positive Test Result" for this purpose.

Right to Request Confirmatory Retests:

In the case of a positive test result on a confirmatory test, you have the right to request a confirmatory retest of the original sample at your own expense.

Within five (5) working days after notice of the confirmatory test result, you must notify the school district in writing of your intention to obtain a confirmatory retest.

Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that you have requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against you.

Other Rights:

In the case of a positive test result on a confirmatory test, you may have other rights provided under the sections detailed below.

A. Employee Discharge and Discipline

1. The school district may not discharge, discipline, discriminate against, request or require rehabilitation of an employee whose position does not require a commercial driver's license on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.

In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay or immediate discharge, pursuant to the provisions of this policy.

2. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
3. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire.

4. An employee must be given access to information in the employee's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

B. Withdrawal of Applicant's Job Offer

If a job applicant for a position that does not require a commercial driver's license has received a job offer made contingent on the applicant passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.



White Bear Lake Area Public Schools

EXPLANATION OF POSITIVE TEST RESULT

I, the undersigned employee/job applicant of Independent School District No. 624, White Bear Lake Area Public Schools, Minnesota acknowledge receipt of a Notice of Test Results and Various Rights. This includes my right to explain the positive test result on a confirmatory test.

I am currently taking or have recently taken:

- ☐ no over-the-counter or prescription medications; or
- ☐ the following over-the-counter or prescription medications:

I also offer the following information relevant to the reliability of, or explanation for, a positive test result:

Date: _____

Signature of Employee/Job Applicant

Typed or Printed Name

White Bear Lake Area Public Schools

— ACKNOWLEDGMENT —

DRUG AND ALCOHOL TESTING POLICY

I have received a copy of the Drug and Alcohol Testing Policy of Independent School District No. _____, Minnesota and have read it in its entirety.

The District's policy was provided to me (check one of the following):

- ☐ Upon adoption of the policy. (employee)
- ☐ Upon my hire. (job applicant/new employee)
- ☐ After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug and alcohol testing. (job applicant)

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name

AGENDA ITEM: Action on Award of School District Insurance package for July 1, 2010 to June 30, 2011.

MEETING DATE: June 14, 2010

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON: Pete Willcoxon, Sr.
Executive Director of Business Services

.....
Background:

The District's insurance package for the coming school year is in need of renewal. The total package includes coverage for property, casualty, liability, auto and school leaders' errors and omissions. The total premium cost for the current school year was \$382,523.

We received proposals from our current carrier, Indiana Insurance Company, as well as Travelers (formerly The St. Paul Companies) and Utica. Two companies, The Hartford and Selective chose not to submit proposals.

We believe these quotes to be very competitive and demonstrate the success that we, as a district, have had over the past few years in controlling our losses.

Based on the above information administration recommends that the School Board award the 2010-2011 insurance package to Indiana Insurance Company for the projected amount of \$395,613.

The 2010-2011 school year premium represents an increase of 3.4%, which incorporates a 4% increase in property valuations. The recommendation is within the projected budget amount.

.....
Recommendation:

It is recommended that the School Board make the award, for the period July 1, 2010 through June 30, 2011, to Indiana Insurance Company.

Premium Summary / Comparison

Premiums

Line of Business	Current Premium	Indiana Proposed
Commercial Package	\$309,340.00	* \$322,255.00
Crime	Included	Included
Business Auto	\$ 56,249.00	\$ 56,424.00
Educators Legal Liability	Included	Included
Umbrella Liability	\$ 12,934.00	\$ 12,934.00
Placement Fee	\$ 4,000.00	\$ 4,000.00
Total Premium:	\$382,523.00	\$395,613.00

* Property increased by inflation guard endorsement – 4%

Line of Business	Travelers Proposed	Utica Proposed
Commercial Package	\$341,786.00	\$383,215.00
Crime	Included	Included
Business Auto	\$ 78,943.00	\$ 86,791.00
Educators Legal Liability	Included	Included
Umbrella Liability	\$ 15,143.00	\$ 19,334.00
Placement Fee	\$ 4,000.00	\$ 4,000.00
Total Premium:	\$439,872.00	\$493,340.00

Declinations:

Hartford
Selective

AGENDA ITEM: Action on Award for Workers Compensation Insurance
for the period July 1, 2010 through June 30, 2011.

MEETING DATE: June 14, 2010

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON: Pete Willcoxon, Sr.
Executive Director of Business Services

.....
Background:

Last year the school district used SFM Companies to provide its workers compensation insurance coverage. When SFM Companies was recommended by administration the recommendation was made based on the program that this company implements. They work very closely with districts to help districts better manage their workers compensation claims and they provide consultation and instructional help so that districts can do a better job in injury avoidance.

SFM Companies maintains a 97% renewal rate and has maintained their partnerships with the Minnesota School Boards Association and the Minnesota Workers' Compensation Insurers Association for over twenty years. They have been the largest workers' compensation insurer in Minnesota since 1991.

The District has shopped the market again this year and administration is recommending the district continue with SFM Companies for the 2010-2011 school year.

The premium quoted for 2010-2011 is \$294,236, which is almost \$43,000 higher than the current year quoted. However, this year's quoted amount is subject to audit and will end up closer to our 2010-2011 quoted rate.

The increase in premium quoted for 2010-2011 is tied to the district's experience modification increase. With the cooperation of SFM Companies and the District, we expect that experience modification increases in the future will be mitigated.

The 2010-2011 school year premium is within the projected budget amount.

.....
Recommendation:

Administration recommends that the District's workers compensation insurance package for fiscal year 2010-2011 be awarded to SFM Companies.

WORKERS COMPENSATION COVERAGE

INSURED: WHITE BEAR LAKE ISD #624

INSURER: SFM

EFFECTIVE: JULY 1, 2010 – JULY 1, 2011

COVERAGE A: WORKERS COMPENSATION BENEFITS STATES:

Minnesota

COVERAGE B: EMPLOYERS LIABILITY:

Bodily Injury by Accident	\$500,000 Each Accident
Bodily Injury by Disease	\$500,000 Policy Limits
Bodily Injury by Disease	\$500,000 Each Employee

Endorsements Include:

Other State Insurance

Classification Description	Class Code	Premium Basis	Rate	Estimated Annual Premium
	8868	45,143,451	.52	\$234,746
College or Schools				
Professional				116,074
College or Schools All other	9101	3,345,059	3.47	3,834
Drivers NOC	7380	70,734	5.42	33,997
Bus Co: All Other	7382	805,608	4.22	2,907
Bus Co: Garage Employees	8385	87,568	3.32	391,558
Manual Premium				6,656
Coverage B	9807		1.017	47,786
Experience Mod	9898		1.12	-160,560
Scheduled Mod	9887		.64	-29,600
Premium Discount	0063			185
Expense Constant	0900			9,890
TRIA	9740			23,625
MN Special Comp Fund	0174			
Assessment				4,696
WCRA Assessment	0174			
Total Estimated Cost				\$294,236

Experience Modification factor increased from 1.01 to 1.12

AGENDA ITEM: Action on Award of 2010-2011 Paper Bid

MEETING DATE: June 14, 2010

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON: Pete Willcoxon, Sr.
Executive Director of Business Services

.....

Background:

Bids for next years paper requirements were received and administration is recommending that the low bid submitted from Duffy Paper Company is approved. The analysis is attached.

The competition was very close again this year. The variance from top to bottom was slightly over 3%, or about \$3,900.

For next year, our overall order has increased by .1%. The total projected cost for 2010-2011 paper usage is \$118,790.78, or 3.7% higher than last year's total.

.....

Recommendation:

It is recommended that the Board approve the 2010-2011 paper bid to Duffy Paper Company.

HIGH SPEED PAPER 20# NO 4 COPY MINIMUM BRIGHTNESS 84 10 REAMS/CARTON ORDER CARTONS ONLY	UNIT	# OF UNITS	ANCHOR	DUFFEY	WILCOX	RIS	ANCHOR TOTAL	DUFFEY TOTAL	WILCOX TOTAL	RIS TOTAL
8 1/2 X 11 WHITE	CARTON	3019	\$27.95	\$26.50	\$27.45	\$27.82	\$84,381.05	\$80,003.50	\$82,871.55	\$83,988.58
8 1/2 X 11 WHITE THREE HOLE PUNCHED PAPER	CARTON	211	\$30.75	\$28.30	\$28.95	\$29.84	\$6,488.25	\$5,971.30	\$6,108.45	\$6,296.24
8 1/2 X 11 YELLOW THREE HOLE PUNCHED PAPER	CARTON	26	\$38.25	\$37.09	\$35.90	\$36.22	\$994.50	\$964.34	\$933.40	\$941.72
8 1/2 X 11 BLUE THREE HOLE PUNCHED PAPER	CARTON	27	\$38.25	\$37.09	\$35.90	\$36.22	\$1,032.75	\$1,001.43	\$969.30	\$977.94
8 1/2 X 11 GREEN THREE HOLE PUNCHED PAPER	CARTON	21	\$38.25	\$37.09	\$35.90	\$36.22	\$803.25	\$778.89	\$753.90	\$760.62
8 1/2 X 11 PINK THREE HOLE PUNCHED PAPER	CARTON	20	\$38.25	\$37.09	\$35.90	\$36.22	\$765.00	\$741.80	\$718.00	\$724.40
8 1/2 X 11 GOLDENROD THREE HOLE PUNCHED PAPER	CARTON	1	\$38.25	\$37.09	\$35.90	\$36.22	\$38.25	\$37.09	\$35.90	\$36.22
8 1/2 X 14 WHITE	CARTON	15	\$39.47	\$34.80	\$38.25	\$37.93	\$592.05	\$522.00	\$573.75	\$568.95
11 X 17 WHITE	CARTON	114	\$30.45	\$28.30	\$29.50	\$29.85	\$3,471.30	\$3,226.20	\$3,363.00	\$3,402.90
TOTALS							\$122,635.90	\$116,290.78	\$120,000.33	\$122,566.74
DELIVERY CHARGE		4048						\$2,500.00		
							\$122,635.90	\$118,790.78	\$120,000.33	\$122,566.74
11 X 17 WHITE CARD STOCK	CARTON	1	\$61.00	\$0.00	\$39.00	\$39.68	\$122,696.90		\$120,039.33	\$122,606.42

INDEPENDENT SCHOOL DISTRICT #624
PAPER BID RESULTS 2010-2011 SCHOOL YEAR

EXACT INDEX STOCK 250 SHEETS/PKG 8PK/CTN	UNIT	# OF CAR TONS	ANCHOR	DUFFEY	WILCOX	RIS	ANCHOR TOTAL	DUFFEY TOTAL	WILCOX TOTAL	RIS TOTAL
BLUE	CARTON	18	\$40.98	\$38.18	\$39.40	\$43.68	\$737.64	\$687.24	\$709.20	\$786.24
CANARY	CARTON	20	\$40.98	\$38.18	\$39.40	\$43.68	\$819.60	\$763.60	\$788.00	\$873.60
CHERRY	CARTON	6	\$40.98	\$38.18	\$39.40	\$43.68	\$245.88	\$229.08	\$236.40	\$262.08
GREEN	CARTON	14	\$40.98	\$38.18	\$39.40	\$43.68	\$573.72	\$534.52	\$551.60	\$611.52
MANILA	CARTON	10	\$40.98	\$38.18	\$39.40	\$43.68	\$409.80	\$381.80	\$394.00	\$436.80
SALMON	CARTON	3	\$40.98	\$38.18	\$39.40	\$43.68	\$122.94	\$114.54	\$118.20	\$131.04
BUFF	CARTON	4	\$40.98	\$38.18	\$39.40	\$43.68	\$163.92	\$152.72	\$157.60	\$174.72
GRAY	CARTON	1	\$40.98	\$38.18	\$39.40	\$43.68	\$40.98	\$38.18	\$39.40	\$43.68
WHITE	CARTON	25	\$38.52	\$34.24	\$37.72	\$41.04	\$963.00	\$856.00	\$943.00	\$1,026.00
ASTRO BRIGHTS COVER STOCK 65# - 8 1/2 x 11 250 SHEETS/PKG 8 PKG/CTN	UNIT	# OF UNITS	ANCHOR	DUFFEY	WILCOX	RIS	ANCHOR TOTAL	DUFFEY TOTAL	WILCOX TOTAL	RIS TOTAL
RADIANT RED	CARTON	3	\$44.95	\$46.96	\$53.84	\$51.36	\$134.85	\$140.88	\$161.52	\$154.08
GLIMMERING GOLD	CARTON	4	\$44.95	\$46.96	\$53.84	\$51.36	\$179.80	\$187.84	\$215.36	\$205.44
GLOWING GREEN	CARTON	2	\$44.95	\$46.96	\$53.84	\$51.36	\$89.90	\$93.92	\$107.68	\$102.72
LUMINOUS LIME	CARTON	7	\$44.95	\$46.96	\$53.84	\$51.36	\$314.65	\$328.72	\$376.88	\$359.52
BRILLIANT BERRY	CARTON	3	\$44.95	\$46.96	\$53.84	\$51.36	\$134.85	\$140.88	\$161.52	\$154.08
BEAMING BLUE	CARTON	1	\$44.95	\$46.96	\$53.84	\$51.36	\$44.95	\$46.96	\$53.84	\$51.36
TWILIGHT TEAL	CARTON	1	\$44.95	\$46.96	\$53.84	\$51.36	\$44.95	\$46.96	\$53.84	\$51.36
ARTIC ORANGE	CARTON	5	\$44.95	\$46.96	\$53.84	\$51.36	\$224.75	\$234.80	\$269.20	\$256.80
SUNSHINE YELLOW	CARTON	6	\$44.95	\$46.96	\$53.84	\$51.36	\$269.70	\$281.76	\$323.04	\$308.16
WHITE	CARTON	15	\$48.10	\$29.65	\$36.00	\$35.76	\$721.50	\$444.75	\$540.00	\$536.40

ASTROBRIGHTS PAPER 60# COPY STOCK 8 1/2 X 11 10 REAMS/CARTON		UNIT	# OF UNITS	ANCHOR	DUFFEY	WILCOX	RIS	ANCHOR TOTAL	DUFFEY TOTAL	WILCOX TOTAL	RIS TOTAL
RADIANT RED		CARTON	12	\$57.24	\$58.16	\$55.25	\$64.47	\$686.88	\$697.92	\$663.00	\$773.64
GLIMMERING GOLD		CARTON	4	\$57.24	\$58.16	\$55.25	\$64.47	\$228.96	\$232.64	\$221.00	\$257.88
GLOWING GREEN		CARTON	6	\$57.24	\$58.16	\$55.25	\$64.47	\$343.44	\$348.96	\$331.50	\$386.82
LUMINOUS LIME		CARTON	21	\$57.24	\$58.16	\$55.25	\$64.47	\$1,202.04	\$1,221.36	\$1,160.25	\$1,353.87
BRILLIANT BERRY		CARTON	6	\$57.24	\$58.16	\$55.25	\$64.47	\$343.44	\$348.96	\$331.50	\$386.82
BEAMING BLUE		CARTON	7	\$57.24	\$58.16	\$55.25	\$64.47	\$400.68	\$407.12	\$386.75	\$451.29
TWILIGHT TEAL		CARTON	4	\$57.24	\$58.16	\$55.25	\$64.47	\$228.96	\$232.64	\$221.00	\$257.88
ARTIC ORANGE		CARTON	22	\$57.24	\$58.16	\$55.25	\$64.47	\$1,259.28	\$1,279.52	\$1,215.50	\$1,418.34
NITE SKY PURPLE		CARTON	2	\$57.24	\$58.16	\$55.25	\$64.47	\$114.48	\$116.32	\$110.50	\$128.94
SUNSHINE YELLOW		CARTON	19	\$57.24	\$58.16	\$55.25	\$64.47	\$1,087.56	\$1,105.04	\$1,049.75	\$1,224.93
XEROGRAPHIC COLOR PAPER LONG GRAIN 20# 8 1/2 X 11 10 RMS/CTN		UNIT	# OF UNITS	ANCHOR	DUFFEY	WILCOX	RIS	ANCHOR TOTAL	DUFFEY TOTAL	WILCOX TOTAL	RIS TOTAL
BLUE		CARTON	53	\$34.80	\$31.00	\$34.35	\$34.12	\$1,844.40	\$1,643.00	\$1,820.55	\$1,808.36
BUFF		CARTON	15	\$34.80	\$35.00	\$34.35	\$34.12	\$522.00	\$525.00	\$515.25	\$511.80
CANARY		CARTON	56	\$34.80	\$31.00	\$34.35	\$34.12	\$1,948.80	\$1,736.00	\$1,923.60	\$1,910.72
GOLDENROD		CARTON	32	\$34.80	\$35.00	\$34.35	\$34.12	\$1,113.60	\$1,120.00	\$1,099.20	\$1,091.84
GRAY		CARTON	4	\$34.80	\$33.55	\$34.35	\$34.12	\$139.20	\$134.20	\$137.40	\$136.48
GREEN		CARTON	47	\$34.80	\$33.55	\$34.35	\$34.12	\$1,635.60	\$1,576.85	\$1,614.45	\$1,603.64
IVORY		CARTON	24	\$34.80	\$33.55	\$34.35	\$34.12	\$835.20	\$805.20	\$824.40	\$818.88
PINK		CARTON	39	\$34.80	\$33.55	\$34.35	\$34.12	\$1,357.20	\$1,308.45	\$1,339.65	\$1,330.68
SAND		CARTON	7	\$34.80	\$33.55	\$34.35	\$34.12	\$243.60	\$234.85	\$240.45	\$238.84
SALMON		CARTON	31	\$34.80	\$33.55	\$34.35	\$34.12	\$1,078.80	\$1,040.05	\$1,064.85	\$1,057.72
LIGHT LAVENDAR		CARTON	35	\$34.80	\$35.00	\$34.35	\$34.12	\$1,218.00	\$1,225.00	\$1,202.25	\$1,194.20

AGENDA ITEM: Action on Adoption of 2010-2011 Budget
MEETING DATE: June 14, 2010
SUGGESTED DISPOSITION: Operational Item
CONTACT PERSON: Pete Willcoxon Sr.
Executive Director of Business Services

.....
Background:

The School Board and administration have been working on the budgets for the 2010-2011 school year since late last year. In earlier forecasts, general education revenue was projected to decline by \$100 per pupil. With the recent completion of the legislative session the general education revenue was restored to its current \$5,124. However, the forecast that will be prepared next fall will need to take into account the anticipated state budget shortfall, now projected at almost \$6 billion.

The budget efficiencies, outlined earlier this evening have been included in the recommended budget.

Federal programs and grants are projected slightly lower than for the current budget year due to some changes in federal revenues.

The capital portion of the general fund budget includes the shortening of the computer replacement cycle from five to four years and the purchase of mobile labs for our schools. The mobile labs are necessary to provide ongoing technology opportunities for the students in the face of increased testing requirements. Anticipated budget carryovers have been included in the projected expenditures.

The Food Service Fund is projected to remain self sufficient. However, changing demographics associated with the current economic conditions will cause about 1/3 of the projected fund balance to be used over the course of 2010-2011.

The Community Service Fund budget is reflecting a continued decrease in fund balance, although the decline is less than the previous two years.

The budgets were reviewed by the district's Finance Committee at its May meeting and the Committee moved the budget recommendation forward.

.....
Recommendation:

It is recommended that the School Board adopt the attached 2010-2011 budget as presented.

White Bear Lake Area School District #624 **2010-2011 Adopted Budget**

FUND	Fund Balance 06/30/09	2009-2010 Revised			2010-2011 Adopted		
		Revenues	Expenditures	Fund Balance 06/30/10	Revenues	Expenditures	Fund Balance 06/30/11
General:							
general sub-fund	\$13,302,596	\$75,500,000	\$77,600,000	\$11,202,596	\$75,000,000	\$77,600,000	\$8,602,596
grants & federal programs	\$0	\$5,600,000	\$5,600,000	\$0	\$5,000,000	\$5,000,000	\$0
general (reserved)	\$3,803,746	\$0	\$0	\$3,803,746	\$0	\$0	\$3,803,746
capital (reserved)	\$2,815,375	\$3,400,000	\$4,500,000	\$1,715,375	\$4,245,000	\$4,570,000	\$1,390,375
Total General Fund	\$19,921,717	\$84,500,000	\$87,700,000	\$16,721,717	\$84,245,000	\$87,170,000	\$13,796,717
Food Service	\$386,681	\$4,209,000	\$4,209,000	\$386,681	\$3,929,000	\$4,029,000	\$286,681
Community Service	\$1,160,144	\$4,583,000	\$5,028,500	\$714,644	\$4,532,000	\$4,635,000	\$611,644
Debt Service	\$1,688,295	\$10,601,000	\$10,965,000	\$1,324,295	\$10,736,000	\$10,745,000	\$1,315,295
All Funds Total:	n/a	\$103,893,000	\$107,902,500	n/a	\$103,442,000	\$106,579,000	n/a

White Bear Lake Independent School District #624

Financial Forecast 2010-11 through 2014-15

Enrollment Assumptions TOTAL GRADES K-12								
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	Total Change
Enrollment Change	8,222	8,065	7,986	7,932	7,906	7,831	7,830	
Kindergarten		(102)	38	52	(32)	(12)	7	-48
Grades 1-5		28	(13)	5	64	8	(54)	39
Grades 6-8		(29)	(42)	(27)	(34)	36	68	-28
Grades 9-12		(54)	(63)	(84)	(24)	(108)	(21)	-354
Total Enrollment Change		(157)	(79)	(54)	(26)	(75)	(1)	-392

Major Staffing Assumptions:						
	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Staffing at Current Ratios	362.6	359.0	356.8	356.4	353.7	353.3
Kindergarten	21.0	22.0	23.4	21.7	20.8	20.6
Grades 1-5	155.8	155.0	155.2	158.4	158.8	155.9
Grades 6-8	78.3	78.4	79.1	79.5	83.0	87.8
Grades 9-12	107.5	104.9	101.6	100.7	96.4	95.6
Staffing Planned	0.0	-1.3	-2.6	-3.9	-5.2	-6.5

Major Revenue Assumptions:	
1	General Education Formula Changes (0% for 10-11), -\$200, 0%, +\$200, 0% .
2	Each change in the general education formula of \$100 will cost the district \$1,000,000 in anticipated revenues.
3	
4	Special Education Revenue currently pro-rated at 77%.
5	<i>Referendum authority expires in November, 2011</i>

Major Expenditure Assumptions:	
1	For the 2010-2011 school year, kindergarten will move to Hugo Elementary.
2	For the 2010-2011 school year, all currently operating schools will remain open.
3	Salary & benefit increases for 2009-2011 are based on settlements.
4	Budget Efficiencies Implemented for 2010-2011; -\$700,000

Fund Balance Assumptions:	
1	The District's target fund balance for 2013 is 10% of expenditures.
2	This allows for approx. six weeks worth of cash flow.

The year end fund balances that result from the assumptions above are:					
	Revenue	Expenditures	OPEB	Fund Balance	TARGET
2008-09	\$78,177,473	\$73,651,147		\$ 13,302,596	\$7,365,115
2009-10	\$75,642,691	\$77,479,742		\$ 11,465,545	\$7,747,974
2010-11	\$74,998,327	\$77,515,152		\$ 8,948,719	\$7,751,515
2011-12	\$74,773,249	\$78,408,110	\$1,900,000	\$ 5,313,858	\$7,840,811
2012-13	\$80,409,862	\$81,345,459	\$7,505,294	\$ 4,378,261	\$8,134,546
2013-14	\$59,703,037	\$84,290,450		\$ (19,432,153)	
2014-15	\$59,624,459	\$87,539,494		\$ (47,347,189)	

need referendum renewal !!!

Factors to keep in mind	
1	OPEB reimbursement will be current by the end of 2012-2013.
2	Spending imbalance will be about \$25 million by 2013-2014.
3	Referendum authority renewal would be \$14 million.

Factors to keep in mind	
-------------------------	--

AGENDA ITEM: Action on Award of Bid for District-wide
Vending Machine Contract

MEETING DATE: June 14, 2010

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON: Pete Willcoxon Sr.
Executive Director of Business Services

.....

Background:

The ten year agreement with Coca-Cola, which the District entered into in 2000, expires on June 30, 2010.

We have implemented the bid process and sought bids from the three major vending companies in the area, Coca-Cola, Pepsi, and American Bottling. We received bids from Coca-Cola and Pepsi, but none from American Bottling.

The bids were analyzed based on adherence to the federal guidelines, proposed commissions and proposed exclusivity payments.

Coca-Cola proposed an annual exclusivity payment of \$7,000. For beverages sold Coca-Cola proposed a 28% commission in year one for the major sellers, and a commission reduction of 2% per year to cover cost increases.

Pepsi proposed no annual exclusivity payment and a constant 25% on beverages sold.

They have been significant changes in this industry over the past ten years and they are being reflected in the significantly lower exclusivity payments that the District will begin receiving next year. Over the past decade, our four secondary campuses have received a total of \$41,500 annually. They will now divide up \$7,000 annually.

Recommendation:

It is recommended by administration that the new five year contract be awarded to Coca-Cola.

Beverage Guidelines for K-12 Schools



PEPSI BEVERAGES
COMPANY

Product Requirements

Permitted Products

ELEM. SCHOOLS	• Water • 100% juice with no added sweeteners • Low fat and non fat milk, flavored milk and milk drinks	• Juice and milk ≤ 8 oz servings • Juice must have at least 10% DV of at least 3 vitamins and minerals and be ≤ 120 calories per 8 oz • Milk must be ≤ 150 calories per 8 oz
MIDDLE SCHOOLS	Same as elementary except juice and milk may be up to 10 oz servings	
HIGH SCHOOLS	• Water • 100% juice with no added sweeteners • Low fat and non fat milk, flavored milk and milk drinks • No- or low-calorie drinks (defined as ≤ 10 cal per 8 oz) • Sports drinks • Light juices	• Juice, milk, sports drinks and light juices ≤ 12 oz servings • Juice must have at least 10% DV of at least 3 vitamins and minerals and be ≤ 120 calories per 8 oz • Milk must be ≤ 150 calories per 8 oz • Light juices and sports drinks must be ≤ 66 cal per 8 oz • At least 50% of beverages must be water and no- or low-calorie drinks

BEVERAGE PROVIDER AGREEMENT

This agreement (the "**Agreement**") is made by and between **Coca-Cola Enterprises Inc.**, a Delaware corporation ("**Beverage Provider**"), and the White Bear Lake School District (#624) having its principal place of business at 4855 Bloom Avenue White Bear Lake, MN 55110 ("**District**").

WITNESSETH:

WHEREAS, Beverage Provider is dedicated to being responsive to local school needs and to improving the communities in which it does business, including by supporting youth development and education, and District has requested a variety of beverages for the use of students, faculty and staff;

WHEREAS the Beverage Provider has adopted the Alliance for a Healthier Generation School Beverage Guidelines which were announced on May 3, 2006 by former President Clinton and Governor Huckabee of Arkansas, co-chairs of the Alliance for a Healthier Generation. Working together with the District to implement these guidelines, this school wellness effort supports teaching kids to consume a balanced diet and be physically active;

WHEREAS, District is vested with the appropriate authority and wishes to grant to Beverage Provider the exclusive beverage availability rights described herein with respect to all schools in the White Bear Lake School District ("Schools") and with respect to all other facilities owned or operated by the District.

NOW, THEREFORE, in consideration of the promises herein contained, the parties hereto agree as follows:

1. Definitions.

(a) "Agreement Year" means each twelve-month period beginning with the first day of the Term

(b) "Beverage" or "Beverages" shall mean all nonalcoholic beverages of any kind, but shall not include fresh-brewed unbranded coffee and fresh-brewed unbranded tea products, water drawn from the public water supply or unbranded juice squeezed fresh on the Campus.

(c) "Campus" means the entire premises of each and every School and facility owned or operated by District either now or in the future, including without limitation, all elementary, middle, high, post secondary and alternative schools, athletic facilities, offices, maintenance facilities, and including for each such location, the grounds, parking lots, all buildings which are a part of the location, faculty and staff lounges, concession stands, press rooms, sky boxes, stadium suites, vending locations, and players' benches, sidelines and locker rooms. The defined terms "Schools" and "Stadium" are included within the collective term "Campus."

(d) "Competitive Products" means any and all Beverages other than Products (as defined herein).

(e) "Concessionaire" means any third party providing services under contract with District on Campus or to Team that directly or indirectly relates to the service of Beverages.

(f) "Products" shall mean Beverage products purchased directly from Beverage Provider or sold through vending machines owned and stocked exclusively by Beverage Provider.

(h) "Team" or "Team(s)" means all interscholastic athletic teams associated with District.

2. Term. Beverage Provider shall have the rights provided herein for a term of five (5) years, beginning as of July 1, 2010 ("Term"), unless volume clause of 16,500 cases is not reached, contract is extended until at which time the volume of 16,500 cases is obtained. Effective at the end of each full Agreement Year, either party shall have the right to terminate this Agreement, with or without cause, by giving the other party sixty (60) days advance written notice. [Note: If an upfront investment (e.g., scoreboards) has been made, this provision may need to be reconsidered.]

3. Consideration.

In order to advance the educational mission of the District, to benefit the District, its students and educators, to support school wellness efforts, and in exchange for the rights granted to Beverage Provider hereunder, Beverage Provider agrees to provide the following funding, programs and other support described below. The parties intend that the use of funding will be focused on some or all of the following:

- Academic enrichment and scholarships
- Improvement of technology at the Schools
- Additional or improved educational materials
- School and Campus improvements
- Student extra-curricular activities
- Educator and Student reward and recognition programs
- Physical fitness and nutrition education programs
- Teaching kids to consume a balanced diet and be physically active

(a) Sponsorship Funding. Beverage Provider agrees to pay District an aggregate of **Thirty-Five Thousand** Dollars (\$35,000) for the entire Term (the "**Sponsorship Funding**"). The Sponsorship Funding will be in equal annual installments of **Seven Thousand** Dollars (\$7,000). The first installment will be paid within thirty (30) days of the date that this Agreement is fully executed and subsequent payments shall be due on the anniversary date. The Sponsorship Funding shall be deemed earned evenly on a monthly basis over the Agreement Year in which they are paid.

(b) Commissions. Beverage Provider shall pay the District commissions on full-service Beverage vending sales based on the following rates and initial vend prices:

	Agreement Year one	Agreement Year two	Agreement Year three	Agreement Year four	Agreement Year five
<u>Vend Price</u>	Commission %	Commission %	Commission %	Commission %	Commission %
	0	0	0	0	0
\$1.00 20oz CSD/Dasani	28	26	24	22	20
\$1.50 20oz PowerAde	20	18	16	14	12
\$1.50 20oz Vitamin Water	20	18	16	14	12
\$1.25 10oz Juices	18	16	14	12	10
\$1.25 12oz PowerAde	18	16	14	12	10
\$1.25 12oz Vitamin Water	18	16	14	12	10
\$.75 CSD CANS	18	16	14	12	10

Commission rates will automatically be reduced annually at the commencement of each Agreement Year by 2% (as indicated above) to adjust for cost of goods and operating expenses, except that Beverage Provider may at any time decrease commissions by more than that percentage in the event of a substantial and unforeseen increase of a material component or components of Beverage Provider's cost of goods, manufacture or delivery. Beverage Provider shall notify District thirty (30) days in advance prior to the date any such substantial and unforeseen commission decrease takes effect. The annual commission decrease shall occur automatically.

Commissions are paid based upon cash collected, after deducting taxes, recycling fees, other government-mandated fees, communication charges and credit and debit card fees, if any.

Commissions shall not be payable on any sales from vending machines not filled or serviced by Beverage Provider. Vend prices and packages shall be in effect for the current Agreement Year. Beverage Provider may adjust the vend prices on an annual basis as necessary to reflect changes in its costs, including cost of goods. Commissions will be paid in arrears, on or about the 20th of each month with an accounting of all sales and monies.

4. Grant of Beverage Availability and Beverage Merchandising Rights. District hereby grants to Beverage Provider the following exclusive Beverage availability and merchandising

(a) Beverage Availability on Campus. Beverage Provider shall have the exclusive right to make Beverages available for sale and distribution on Campus. District agrees that Products shall be the exclusive Beverages sold, dispensed, served or sampled at all locations and at all functions on the Campus. District agrees that District and all other persons serving Beverages on Campus, including without limitation Concessionaires, Teams, and booster clubs, shall purchase all (100%) of their requirements for Products, Approved Cups and carbon dioxide from Beverage Provider. In particular, District shall cause each School administration to do the following:

(i) Offer a selection of Beverage Provider's Products to comply with the following standard Beverage guidelines (the "Guidelines") at the Schools indicated below:

Elementary Schools

- Bottled water
- Up to 8 ounce servings of milk and 100% juice¹
 - Low fat and non fat regular and flavored milk (includes nutritionally equivalent milk alternatives (per USDA), such as soy milk) with up to 150 calories per 8-ounce serving
 - 100% juice with no added sweeteners and up to 120 calories per 8-ounce serving

Middle Schools

- Same as elementary Schools, except juice and milk may be sold in 10 ounce servings
- Notwithstanding the foregoing, however, if middle School and high School students have common access to areas where Beverages are sold on a common Campus or in common buildings, then District has the option to adopt the high School standard below

¹ For purposes of this Agreement, 100% juice is defined as 100% juice that contains at least 10% of the recommended daily value for three or more vitamins and minerals.

High Schools

- Bottled water
- No or low calorie Beverages with up to 10 calories per 8-ounce serving
- Up to 12 ounce servings of milk, 100% juice, light juice and sports drinks
 - Low fat and non fat regular and flavored milk with up to 150 calories per 8-ounce serving
 - 100% juice with no added sweeteners and up to 120 calories per 8-ounce serving
 - Light juices and sports drinks with no more than 66 calories per 8-ounce serving
- At least 50% of Beverages on Campus must be water and no or low calorie options

Products offered at the Schools in compliance with the Guidelines shown above shall be available during the regular and extended School day and at all locations in the Schools, except where not permitted by federal or state regulations. The extended School day includes, but is not limited to, activities such as clubs, athletic practices, yearbook, band and choir practice, student government, drama, and childcare/latchkey programs. District represents and warrants that current federal and state regulations permit the sale of Beverages in Schools at least in accordance with the above Guidelines;

(ii) Obtain Beverage vending services from Beverage Provider, which shall have the exclusive right to provide Beverage vending on Campus;

(iii) Offer juice Products, juice-containing Products and other Products in cafeteria lines of all Schools, including without limitation elementary Schools, if such Products meet state, and federal nutrition and procurement regulations and the above Guidelines;

(iv) Permit Beverage Provider to place a minimum of Twenty-Eight (28) Beverage vending machines in mutually agreed upon locations as required to meet Beverage availability needs on Campus;

(v) Permit Beverage Provider to place vending machines in all athletic facilities operated by the District, including the Stadium;

5. Signage for Products.

Beverage Provider shall be entitled to signage locations as selected by Beverage Provider at the Schools and athletic facilities, including but not limited to advertising panels located on scoreboards. Such signage shall meet Beverage Provider's reasonable specifications as to design, construction, and general appearance. The location, size and appearance of any sign are subject to District approval, not to be unreasonably withheld. Without the express written consent of Beverage Provider, Beverage Provider's signage on the Campus shall not be altered, obscured in any way or draped at any time or for any reason by any person or entity, including any broadcaster. District shall maintain all scoreboards, signs and other promotional materials for Products in good order and repair. All lighted signs and panels promoting Products (including lighted concession advertising) shall be fully illuminated at all events on the Campus for which any signs are illuminated. Beverage Provider shall have the right of access to its permanent signage at all reasonable times for the purpose of replacement or removal of the same or to modify, change or alter the promotional messages appearing thereon at Beverage Provider's cost and discretion, subject to District approval of content, not to be unreasonably withheld.

6. Competitive Products during the entire Term and any renewal or extension thereof:

(a) No Competitive Products may be sold, dispensed or served anywhere on the Campus.

(b) No permanent or temporary advertising, signage or trademark visibility for Competitive Products will be displayed or permitted anywhere on the Campus, including locker rooms, sidelines and players benches.

(c) No agreement or relationship will be entered into or maintained by District pursuant to which Competitive Products are associated in any manner with the Campus, Schools, Stadium, Teams and/or events at the Stadium in any advertising, promotional activity or other endeavor which creates or tends to create the impression of a relationship or connection between Competitive Products and Campus, Schools, Stadium, Teams and/or events at the Stadium.

8. Pricing. During Agreement Year one, Beverage Provider shall provide Beverages to District at the prices set forth in **Exhibit A**. During the remainder of the Term, [**Consider the following language**: Beverage Provider shall be entitled to increase prices for Products once per Agreement Year].

9. Concessionaires. If, during the Term, District elects to contract with a Concessionaire, District will cause Concessionaire to purchase from Beverage Provider all requirements for Products, Approved Cups, lids and carbon dioxide, as applicable. Such purchases will be made at prices and on terms set forth in Beverage Provider's existing agreement with such Concessionaire, if any. If no agreement exists between Concessionaire and Beverage Provider, such purchases will be made at prices and on terms set forth in this Agreement. District acknowledges that there will be no duplication of allowances, funding or benefits (including pricing) to District or a Concessionaire if such Concessionaire has an existing agreement with Beverage Provider. If such Concessionaire requires Beverage Provider to pay Concessionaire funding or to provide Products pursuant to prices under the separate agreement with Concessionaire, then District agrees that Beverage Provider may deduct such duplicate funding and lost margin on such lower cost Products paid or sold to Concessionaire from any payment made by Beverage Provider to District.

10. Equipment and Service

(a) During the Term, Beverage Provider will loan to District all Beverage dispensing equipment ("**Equipment**") which is reasonably required in Beverage Provider's discretion to dispense Products at the Campus. District represents and warrants that electric service on the Campus is proper and adequate for the installation of Equipment, and District agrees to indemnify and hold harmless Beverage Provider from any damages arising out of defective electrical services.

(b) District agrees (i) it will execute documents evidencing Beverage Provider's ownership of the Equipment, (ii) upon request of Beverage Provider, District will execute Beverage Provider's Equipment Placement Agreement ("**BPEPA**"), however, if any of the terms of the BPEPA are in conflict with the terms of this Agreement, this Agreement will control, (iii) the Equipment may not be removed from the Campus without Beverage Provider's written consent, (iv) District will not encumber the Equipment in any manner or permit any attachment thereto except as authorized by Beverage Provider for the Equipment, and (v) District will be responsible to Beverage Provider for any loss or damage to the Equipment, reasonable wear and tear excepted.

(c) Beverage Provider will provide District with reasonable, free service to its Equipment. All equipment service will be provided during normal business hours. Beverage Provider shall not be obligated to provide service hereunder during periods in which it is prevented from doing so due to

strikes, civil disturbances, unavailability of parts or other causes beyond the control of Beverage Provider. Beverage Provider shall not be liable for damages of any kind arising out of delays in rendering service.

11. Remedies for Loss of Rights.

(a) In addition to any other legal or equitable remedy, District will have the right to terminate this Agreement upon forty-five (45) days prior written notice to Beverage Provider at any time if:

(i) Beverage Provider fails to make any payment due under this Agreement, and if such default continues uncured for the forty-five day period referenced in Section 11(a); or

(ii) Beverage Provider breaches any material term or condition of this Agreement, and if such breach continues uncured for the forty-five day period referenced in Section 11(a).

(b) In addition to any other legal or equitable remedy, Beverage Provider will have the right to terminate this Agreement upon forty-five (45) days prior written notice to District at any time if:

(i) District breaches any material term or condition of this Agreement, and if such breach continues uncured for the forty-five day period referenced in Section 11(b); or

(ii) District's right to convey the promotional and Beverage availability rights contained in this Agreement expire or are revoked; or

(iii) Any material component of the Campus is closed for a period of one hundred twenty (120) days or more.

(c) Upon termination of this Agreement for any reason, except as set forth in Section 11(a), District will refund any prepaid Sponsorship Funding, pro rated to the date of termination or, if earlier, the date of any default hereunder by District and District will refund a pro rata portion of the cost of refurbishing and installing the Equipment.

(d) If any material component of the Campus is closed for more than thirty (30) consecutive days, but less than one hundred twenty (120) consecutive days, Beverage Provider may extend the Term for a corresponding period, whether or not such closure is due to a cause beyond the reasonable control of District.

(e) If (i) any of the rights granted to Beverage Provider herein are materially restricted or limited during the Term or (ii) if there is a closing of any material component of the Campus, or (iii) a Team fails to play all of its scheduled home games on the Campus for a period of more than thirty (30) consecutive days during its scheduled season, (iv) the Schools' enrollment declines below 5,000 or the standard school year is shortened; or (v) government or other regulation limits or prohibits the availability of Beverages as outlined in Section 4; (whether or not any event is due to a cause beyond the reasonable control of District including a strike or other work stoppage), then in addition to any other remedies available to Beverage Provider, Beverage Provider may elect, at its option, to adjust the Sponsorship Funding to be paid to District for the then remaining portion of the Term (and District will pay to Beverage Provider a pro rata refund of any prepaid amounts and a pro rata refund of the costs of refurbishing and installing the Equipment), or to extend the Term of this Agreement, to reflect the diminution of the value of rights granted hereunder to Beverage Provider. In the event Beverage Provider elects to exercise its right to such adjustment and refund, District may, at its option, within ten (10) days following receipt of notice of any adjustment, notify Beverage Provider of its disagreement with the amount of the adjust-

ment. The parties will then attempt in good faith to resolve the disagreement over such adjustment. If the parties cannot, after good faith negotiations, resolve the matter, Beverage Provider may exercise the right of termination described in Section 11(b) above.

(f) Beverage Provider shall have the right to withhold and not pay further Sponsorship Funding or any other amounts which may become payable to District pursuant to this Agreement if: (i) District has failed to perform its obligations hereunder, (ii) Beverage Provider's rights hereunder have been lost, limited or restricted, or (iii) there exists a bona fide dispute between the parties.

12. Notices. Any notices or other communication hereunder shall be in writing, shall be sent via registered or certified mail, and shall be deemed given when received.

If to Beverage Provider:

_____ Coca-Cola Bottling Company

Attention: Business Unit Vice President and General Manager

with a copy to:

Coca-Cola Enterprises Inc.
2500 Windy Ridge Parkway
Atlanta, Georgia 30339
Attention: General Counsel

If to District:

_____ School District

Attention: _____

TERMS AND CONDITIONS

Representations, Warranties and Covenants

(a) Representations, Warranties and Covenants of District. District represents, warrants and covenants to Beverage Provider as follows:

(i) District Authority. District has full power and authority to enter into this Agreement and to grant and convey to Beverage Provider the rights set forth herein.

(ii) District Binding Obligation. All necessary approvals for the execution, delivery and performance of this Agreement by District have been obtained, and this Agreement has been duly executed and delivered by District and constitutes the legal and binding obligation of District enforceable in accordance with its terms.

(iii) No Conflict With Other Agreements. District has not entered into, and during the Term of this Agreement, will not enter into (a) any other agreements (including agreements with any broadcaster or any other Beverage providers of the Campus, Schools, Stadium and/or the Teams) which would prevent it from fully complying with the provisions of this Agreement or (b) any agreement granting Beverage availability and merchandising rights that are inconsistent with the rights granted to Beverage Provider pursuant to this Agreement, including any agreements with Concessionaires or third party food service operators, vending companies, boosters, parents and student groups, and/or other entities which sell, distribute or advertise Beverages and/or food (including agreements with broadcasters or other Beverage Providers of the Campus, Schools, Stadium and/or the Teams). District further covenants that it will require compliance with the relevant provisions of this Agreement by third party food service operators, vending compa-

nies, Concessionaires, boosters, parent and student groups, and/or other entities which sell, distribute or advertise Beverages and/or food on the Campus, or which sponsor events on the Campus.

(b) Representations and Warranties and Covenants of Beverage Provider. Beverage Provider hereby represents, warrants and covenants as follows:

(i) Authority. Beverage Provider has full power and authority to enter into and perform this Agreement.

(ii) Binding Agreement. All necessary approvals for the execution, delivery and performance of this Agreement by Beverage Provider, have been obtained, and this Agreement has been duly executed and delivered by Beverage Provider, and constitutes the legal and binding obligation of Beverage Provider, enforceable in accordance with its terms.

(iii) No Conflict With Other Agreements. Beverage Provider has not entered into and during the Term of this Agreement, will not enter into, any other agreements which would prevent it from fully complying with the provisions of this Agreement.

(c) General. Each of the parties hereto agree that the representations, warranties and covenants contained herein shall survive the execution and delivery, and if appropriate the termination, of this Agreement.

Assignment. This Agreement or any part hereof shall not be assigned or otherwise transferred by either party without the prior written consent of the other party. Notwithstanding the foregoing, Beverage Provider shall be entitled to assign its rights and obligations under this Agreement pursuant to the sale of substantially all of its assets.

Claims. In no event will Beverage Provider accept any audits of, or claims of discrepancies or errors in, pricing, rebates, commissions, funding, discounts, or other consideration provided under this Agreement ("Claims") more than one (1) year from the date of invoice or the date of funding or consideration, as applicable. In order to present Claims within forty-five (45) days of the date of invoice, commission report, check or other applicable documentation, District shall provide Beverage Provider a detailed, written request specifying the particular price, commission, funding, product, amount in dispute and reason for dispute, along with a true copy of the original invoice, commission report, check or other applicable documentation. In order to present Claims later than forty-five (45) days from the date of invoice (but not more than one (1) year from the date of invoice), District shall provide to the Beverage Provider a request as specified above, and, in addition, submit true copies of any check remittances, and any other relevant documentation showing proof of Claim. Beverage Provider will review each Claim in good faith and provide responses to each properly-made Claim. Beverage Provider will work directly with the District to resolve any Claims or audit issues, but will not interact with third-party auditors or contractors. Any audits requested by District shall take place during normal business hours and shall be conducted at Beverage Provider's place of business.

Modifications. No modification or waiver of any of the terms and conditions of this Agreement shall be effective unless such modification or waiver is expressed in writing and executed by each of the parties hereto. This Agreement may be amended only in writing signed by each of the parties hereto.

Relationship of Parties. The parties are acting herein as independent contractors and independent employers. Nothing herein contained shall create or be construed as creating a partnership, joint venture or agency relationship between any of the parties and no party shall have the authority to bind the other in any respect.

Retention of Rights. District shall not obtain, by this Agreement, any right, title or interest in the trademarks of The Coca-Cola Company, nor shall this Agreement give District the right to use, refer to, or incorporate in marketing or other materials the name, logos, trademarks or copyrights of The Coca-Cola Company.

Governing Law. This Agreement and any dispute arising out of or relating to this Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

Applicable Law. Each of the parties hereto agrees that it will, in its performance of its obligations hereunder, fully comply with all applicable laws, regulations and ordinances of all relevant authorities and shall obtain all licenses, registrations or other approvals required in order to fully perform its obligations hereunder.

Captions. The captions used in this Agreement are for convenience only and shall not affect in any way the meaning or interpretation of the provisions set forth herein.

Entire Agreement. This Agreement shall constitute the complete and exclusive written expression of the intentions of the parties hereto and shall supersede all previous communications, representations, Agreements, promises or statements, either oral or written, by and between either party.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be duly executed as of the date last below written.

Beverage Provider:

By: _____

Printed Name: _____

Title: _____

Date: _____

District:

By: _____

Printed Name: _____

Title: _____

Date: _____

AGENDA ITEM: **Action on Award of Bids – North Campus Auditorium Renovations**

MEETING DATE: **June 14, 2010**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON: **Pete Willcoxon Sr.**
 Executive Director of Business Services

.....

Bids were opened for the North Campus Auditorium Renovations project on May 25, 2010.

There were eleven bidders submitting for the project, with bids ranging from \$792,900 to \$1,094,500. However, the two lowest bidders have withdrawn their bids due to a major calculation error. Of the remaining nine bidders, the lowest remaining bid was submitted by Parkos Construction, in the amount of \$888,500.

This project will be completed during the summer of 2010 and 2011. The complete project was let for bids at this time due to the required lead time to obtain certain materials.

Funding for the project will be through the district's alternative facilities program. The project has been previously approved by the Minnesota Department of Education.

.....

Recommendation:

It is recommended that the Board approve the bid recommendation as submitted.



PHIL FISHER

Manager of Building Operations

4855 Bloom Avenue
White Bear Lake, MN 55110-2731
(651) 407-7534 • Fax (651) 407-7539
pefish@wbl.whitebear.k12.mn.us

To: Peter Willcoxon Sr.
From: Phil Fisher 
Subject: WBHS North Campus Auditorium Renovations Bid
Date: May 25, 2010

Bids were opened for the WBHS North Campus Auditorium Renovation project on May 25, 2010. This is a board approved "Alternative Facilities" deferred maintenance project.

The base bid work for this project includes the removal and replacement of aged stage and auditorium components including seating and lighting. Alternate work included in the bid documents were for replacement of fixed sound equipment, curtains, stage rigging and ADA improvements. MLA Architects and Hallberg Engineering provided specifications for this project.

The apparent low bidder for this work with all alternates accepted is Parkos Construction Company. Their base bid of \$661,700.00 and a combined bid for Alternates #1, 2, 3, 4 of \$226,800.00.

The base bid and the alternates bid are both within budget for this work. Work will be done during the summers of 2010 and 2011. This project was bid over two years because of lead time for certain materials.

Recommendations: *That the White Bear Lake Area Public School Board accepts the base bid of Six Hundred Sixty One Thousand, Seven Hundred Dollars, (\$661,700.00) and the Alternate Bids #1, 2, 3, 4 in the amount of Two Hundred Twenty Six Thousand, Eight Hundred Dollars, (\$226,800) from Parkos Construction Company for the WBHS North Campus Auditorium Renovation project. The total bid award is: Eight Hundred Eighty Eight Thousand, Five Hundred Dollars, \$888,500.00.*

Attachments



MLA
Architects

**North Campus H.S. Theater Upgrades
White Bear Lake Public Schools**

**Bids Opened: 3:00 pm
Date: 5/20/2010**

CONTRACTOR	Bid Bond	Addenda's 1 thru 6	Base Bid		Total Base Bid	Alt #1 Motor W.	Alt #2 Pit	Alt #3 Sound	Alt #4 Curtains	Total w/ all Alt's
			Phase I	Phase II						
Meisinger Constr.	X	X	216,000	567,500	783,500	64,000	71,000	103,000	7000	1,028,500
Parkos Constr	X	X	210,000	451,700	661,700	62,000	58,000	100,000	6800	888,500
Morcon Constr	X	X	225,000	467,000	692,000	63,000	63,000	105,000	7300	930,300
Martens- Brenny	X	X	268,089	416,214	684,303	63,300	50,900	102,700	6800	908,003
McFarland Constr	X	X	230,200	489,600	719,800	65,800	53,300	101,700	6400	947,000
Gen-Con Constr	X	X	325,000	310,900	635,900	58,000	10,500	82,000	6500	792,900
Ebert Construction	X	X	275,000	333,800	608,800	64,500	60,800	116,100	5300	855,500
Gladstone Constr	X	X	N.B.	N.B.	705,000	66,000	49,000	120,000	7000	947,000
Weber Constr	X	X	515,000	335,000	850,000	70,000	53,000	115,000	6500	1,094,500
A & L	X	X	390,000	258,500	648,500	65,000	68,000	108,000	7000	896,500
Graystone	X	X	283,254	420,717	703,971	63,490	65,413	102,956	6630	942,460

*** Withdrew Their Bid



May 21, 2010

MLA Architects
12 Long Lake Road
St. Paul, MN 55115

Re: White Bear Lake North Campus Theater Remodel

Mark:

Due to a calculation error in our estimate for the Alternate #2 Gen Con Construction will unfortunately have to withdraw our bid. Gen Con Construction is requesting that are bid be removed from consideration due to this error. Please feel free to contact me if you have any questions in regards to the above mentioned matter.

Thank you.

Sincerely,

Patrick J. Rauch
Project Manager
952-641-1407 direct dial

12940 Harriet Ave. South, Burnsville, MN 55337
Phone 952-808-9300 Fax 952-808-0510



23350 COUNTY ROAD 10 CORCORAN, MINNESOTA 55357

EST. 1968

PH (763) 498 7844

FAX (763) 498 9951

(800) 627 1669

Mr. Mark Lenz
MLA Architects, Inc.
12 Long Lake Road
Suite #17
St. Paul, MN 55115

May 21, 2010

RE: Theater Upgrades North High School Campus

Dear Mr. Lenz,

Per our discussion of this morning, there is an error in our bid. There was a data entry keying error by our estimator. On bid day, our low electrical bidder listed a break down for Phase 1 and Phase 2 of \$76,750 for Phase 1 and \$115,125 for Phase 2. This information was entered into our spread sheet correctly for Phase 1. However, Phase 2 was incorrectly keyed in to our bid tabulation sheet at a value of \$11,512.00. This error creates a shortfall in our bid of \$103,613.00. Copies of our bid tabulation sheets and other documentation can be provided if necessary.

Please consider this our written request to remove our bid from consideration. Thank you in advance for your cooperation and we sincerely apologize for any inconvenience this causes.

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Bradley J. Averill', is written over the printed name.

Bradley J. Averill

AGENDA ITEM: Action on Award of Bids – South Campus Auditorium Renovations

MEETING DATE: June 14, 2010

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON: Pete Willcoxon Sr.
Executive Director of Business Services

.....

BACKGROUND:

Bids were opened for the South Campus Auditorium Renovations project on June 3, 2010.

Unlike the North Campus project, the work included in this bid recommendation is scheduled to be completed over this summer. There will be another bid package for Phase II of this project next year.

There were twelve bidders submitting for the project, the bids ranging from \$444,000 to \$879,000. Administration is recommending that the award be made to the lowest bidder, Terra General Contractors, in the amount of \$444,000.

Funding for the project will be through the District's alternative facilities program. The project has been previously approved by the Minnesota Department of Education.

.....

Recommendation:

It is recommended that the Board approve the bid recommendation as submitted.

PHIL FISHER
Manager of Building Operations

4855 Bloom Avenue
White Bear Lake, MN 55110-2731
(651) 407-7534 • Fax (651) 407-7539
pefish@wbl.whitebear.k12.mn.us

To: Peter Willcoxon Sr.
From: Phil Fisher 
Subject: WBHS South Campus Auditorium Renovations Bid
Date: June 7, 2010

Bids were opened for phase one of the WBHS North Campus Auditorium Renovation project on June 3, 2010. This is a board approved "Alternative Facilities" deferred maintenance project.

The base bid work for this project includes the removal and replacement of aged stage equipment and flooring. Alternate work included in the bid documents were for installation of a wood flooring system, additional painting and installation of a glass divider system.

The apparent low bidder for this work with all alternates accepted is Terra General Contractors. Their base bid of \$425,000.00 and a combined bid for Alternates # 2, 4, 5, and 7 of \$19,000.00.

The base bid and the alternates bid are both within budget for this work. Work will be done during the summers of 2010. This project has a second phase which will focus on the house side of the auditorium.

Recommendations: That the White Bear Lake Area Public School Board accepts the base bid of Four Hundred Twenty Five Dollars, (\$425,000.00) and the Alternate Bids #2, 4, 5, 7 in the amount of Nineteen Thousand Dollars, (\$19,000) from Terra General Contractors for the WBHS South Campus Auditorium Renovation project. The total bid award is: Four Hundred Forty Four Thousand Dollars, \$444,000.00.

Attachments



ARMSTRONG TORSETH SKOLD & RYDEEN INC

June 7, 2010

Mr. Phil Fisher, CPE, Manager of Building Operations
Independent School District 624
White Bear Lake Area Public Schools
4855 Bloom Avenue
White Bear Lake, Minnesota 55110

Re: South Campus Auditorium Upgrades
3551 McKnight Road
White Bear Lake, Minnesota 55110
Project Number: 09083.1

Dear Mr. Fisher:

On Thursday, June 3, 2010, bids were received for the South Campus Auditorium Upgrades. Twelve bidders submitted bids for the Project. Refer to the attached Tabulation of Bids for a summary of the bid results.

There were seven requested Alternate Bids for the Project. Four alternates have been selected for recommendation. The first recommended Alternate Bid was to paint the existing auditorium ceiling. The second recommended Alternate Bid was to revise the hardwood spieces to Maple to lighten up the space visually. The third alternate is to provide glass panels at the side stage access stairs which will have the school logo frosted onto the panels. The fourth alternate is to paint the back stage walls and ceilings. The prices quoted for the four Alternates are considered a good value for the project.

After the opening of the bids, ATS&R contacted Terra General Contractors, who was the apparent low bidder. They indicated that the bid they submitted is representative to the work described in the Contract Documents.

ATS&R is currently working with Terra General Contractors in a nearby School District. ATS&R has reviewed Terra General Contractors - AIA A305 Contractors Qualification Statement, discussed Terra General Contractors with Pate Bonding Company, and called several local general contractors. Based on the findings, ATS&R recommends that a contract be awarded to Terra General Contractors based on their being the low bidder. We recommend accepting Alternates 2,4,5,7 described above. Based on this recommendation, the Contract Amount would be \$444,000.00.

Sincerely,

Dean S. Beening, AIA, LEED-AP
Partner

cc: Debbie Erickson, ATS&R

ARCHITECTURE • ENGINEERING • PLANNING • TECHNOLOGY • LANDSCAPE ARCHITECTURE • INTERIOR DESIGN
8501 GOLDEN VALLEY ROAD SUITE 300 MINNEAPOLIS MINNESOTA 55427
PHONE 763.545.3731 763.525.3289 FAX

WHITE BEAR LAKE SCHOOLS - CAMPUS AUDITORIUM UPGRADES
 ATSR PROJECT NUMBER: 09083.1
 BID DATE: June 3, 2010 @ 2:00 PM

CONTRACTOR	*Terra General Contractors	A & L Construction	CM Construction	GenCon Construction	Langer Construction	Lund Martin Construction	Maertens-Bremy Construction	McFarland Construction	Merrimac Construction	Morcon Construction	Parkos Construction	Prestige Builders of MN	Averages
BID BOND/CHECK	x	x	x	x	x	x	x	x	x	x	x	x	
BASE BID	\$425,000.00	\$608,400.00	\$510,000.00	\$435,900.00	\$570,000.00	\$500,000.00	\$586,596.00	\$478,200.00	\$799,999.00	\$418,000.00	\$667,700.00	\$442,000.00	\$515,562.00
Alternate No. 1 Porcelain Tile (PCT Walls)	\$13,600.00	\$6,000.00	\$9,400.00	\$3,500.00	\$10,820.00	\$14,262.00	\$3,728.00	\$4,200.00	\$17,100.00	(\$19,000.00)	(\$19,000.00)	\$4,900.00	\$4,491.67
Alternate No. 2 Paint Ceiling	\$2,700.00	\$9,700.00	\$5,500.00	\$2,500.00	\$7,860.00	\$8,710.00	\$8,506.00	\$8,660.00	\$8,500.00	\$6,860.00	\$6,700.00	\$6,200.00	\$6,891.08
Alternate No. 3 Theatrical Lights	\$4,400.00	\$4,700.00	\$4,400.00	\$4,300.00	\$4,100.00	\$7,215.00	\$4,497.00	\$4,510.00	\$4,400.00	\$4,600.00	\$4,500.00	\$4,200.00	\$4,286.17
Alternate No. 4 Maple Wood	\$6,300.00	\$5,000.00	\$3,000.00	\$1,000.00	\$10,600.00	\$3,052.00	\$3,142.00	\$8,860.00	\$53,060.00	\$3,100.00	\$1,000.00	\$21,000.00	\$9,924.50
Alternate No. 5 Glass Panels in Auditorium	\$7,000.00	\$11,000.00	\$7,000.00	\$5,000.00	\$6,500.00	\$11,077.00	\$14,055.00	\$1,050.00	\$11,070.00	\$10,500.00	\$6,400.00	\$6,400.00	\$8,393.50
Alternate No. 6 Translucent Resin Panels in Auditorium	\$11,500.00	\$16,000.00	\$11,700.00	\$11,500.00	\$20,000.00	\$15,457.00	\$22,735.00	\$15,450.00	\$5,400.00	\$12,500.00	\$11,770.00	\$10,600.00	\$12,769.33
Alternate No. 7 Painting Back Staps and Storage	\$3,000.00	\$4,000.00	\$2,100.00	\$2,500.00	\$3,210.00	\$3,500.00	\$3,710.00	\$3,530.00	\$3,500.00	\$2,300.00	\$1,200.00	\$2,100.00	\$2,726.08
Addendums 1 & 2	x	x	x	x	x	x	x	x	x	x	x	x	
Base Bid Plus Recommended Alternates *	\$444,000.00	\$637,100.00	\$538,100.00	\$511,900.00	\$597,590.00	\$527,328.00	\$616,309.00	\$510,240.00	\$878,999.00	\$540,700.00	\$686,000.00	\$477,700.00	
	Low Bidder												
	Recommended Alternates and Totals												

00000-END BID TABULATIONS

AIA Document A305

Contractor's Qualification Statement

1986 EDITION

This form is approved and recommended by The American Institute of Architects (AIA) and The Associated General Contractors of America (AGC) for use in evaluating the qualifications of contractors. No endorsement of the submitting party or verification of the information is made by the AIA or AGC.

The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

SUBMITTED TO: **Armstrong, Torseth, Skold & Rydeen, Inc.**

ADDRESS: **Attn: Dean S. Beeninga
8501 Golden Valley Road
Suite 300
Minneapolis, MN 55427-4414**

SUBMITTED BY:

☐ Corporation ☒ Partnership ☐ Individual ☐ Joint Venture ☐ Other

NAME: **Terra General Contractors**

ADDRESS: **21025 Commerce Blvd, Suite 1000, Rogers, MN 55374**

PRINCIPAL OFFICE: **21025 Commerce Blvd, Suite 1000, Rogers, MN 55374**

NAME OF PROJECT: **White Bear Lake Schools – South Campus Auditorium Upgrades**

TYPE OF WORK (file separate form for each Classification of Work):

☒ General Construction ☐ HVAC
☐ Plumbing ☐ Electrical
☐ Other (please specify):

Copyright 1964, 1969, 1979, 1986 by The American Institute of Architects, 1735 New York Avenue N.W., Washington, D.C. 20006. Reproduction of the material herein or substantial quotation of its provisions without written permission of the AIA violates the copyright laws of the United States and will be subject to legal prosecution.

1. ORGANIZATION

- 1.1 How many years has your organization been in business as a Contractor? **6 years**
- 1.2 How many years has your organization been in business under its present business name?
3 years
- 1.2.1 Under what other or former names has your organization operated?
Christian Commercial, LLC
- 1.3 If your organization is a corporation, answer the following:
- 1.3.1 Date of incorporation:
- 1.3.2 State of incorporation:
- 1.3.3 President's name:
- 1.3.4 Vice-president's name(s):
- 1.3.5 Secretary's name:
- 1.3.6 Treasurer's name:
- 1.4 If your organization is a partnership, answer the following:
- 1.4.1 Date of organization: **April, 2004**
- 1.4.2 Type of partnership (if applicable): **LLC**
- 1.4.3 Name(s) of general partner(s):
Thomas Brown
Kirk Lau
Brad Richardson
Todd Plaisted
- 1.5 If your organization is individually owned, answer the following:
- 1.5.1 Date of organization:
- 1.5.2 Name of owner:
- 1.6 If the form of your organization is other than those listed above, describe it and name the principals:

2. LICENSING

- 2.1 List jurisdictions and trade categories in which your organization is legally qualified to do business, indicate registration or license numbers, and enclose proof of licensure.

License Identification Number: 20455828

- 2.2 List jurisdictions in which your organization's partnership or trade name is filed.

Minnesota

3. EXPERIENCE

- 3.1 List the categories of work that your organization normally performs with its own forces.

Supervision
Labor
Demolition
Carpentry

- 3.2 Claims and Suits. (If the answer to any of the questions below is yes, please attach details)

3.2.1 Has your organization ever failed to complete any work awarded to it? No

3.2.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? No

3.2.3 Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five years? No

- 3.3 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details) No

- 3.4 On a separate sheet, list major construction projects your organization has in progress, giving the name of project, owner, architect, contract amount, percent complete and scheduled completion date.

3.4.1 State total worth of work in progress and under contract: see attachment

3.5 [omitted]

3.6 [omitted]

4. **REFERENCES**

4.1 Trade References (include contact name and phone number for three references):

Muska Electric
Mike Collins
1985 Oakcrest Ave
St Paul, MN 55113
#651-636-5820

Master Mechanical
Rob Lund
1027 Gemini Rd
Eagan, MN 55121
#651-905-1600

Summit Fire Protection
Chris Gillen
575 Minnehaha Ave W
St Paul, MN 55103
#651-251-1860

4.2 Bank References (include contact name and phone number for reference):

Thomas McNair
Bank of Elk River
630 Main St
Elk River, MN 55330
p. 763-441-4100

4.3 Surety:

4.3.1 Name of bonding company:

Pate Bonding, Inc.

4.3.2 Name and address of agent:

Jon Pate
Pate Bonding, Inc.
1276 So. Robert St
West St Paul, MN 55118

5. **FINANCING**

5.1 Financial Statement.

5.1.1 Attach - **last three fiscal years** financial statements, preferably audited, including your organization's latest balance sheet and income statement showing the following items:

- Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses);
- Net Fixed Assets;
- Other Assets;
- Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes).

***Ownership acquisition occurred during 2007**

5.1.2 Name and address of firm preparing attached financial statement, and date thereof:

Financials attached were Internally prepared – Accounting firm is:

**Ellingson & Ellingson, Ltd.
5101 Vernon Ave South
Suite 501
Edina, MN 55436
Rick Ellingson
(952) 929-0315
Rick@ellingsoncpas.com**

5.1.3 Is the attached financial statement for the identical organization named on page one?

Yes

5.1.4 If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidary).

5.2 Will the organization whose financial statement is attached act as guarantor of the contract for construction? **Yes**

6. SIGNATURE

6.1 Dated at 4:00pm this 3rd day of June 2010.

Name of Organization: Terra General Contractors, LLC

By: Thomas H. Brown

Title: President

Mr. Thomas H. Brown being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this 3rd day of June, 2010.

Notary Public: Sandy L. Schneider

My Commission Expires: January 31, 2013



TERRA GENERAL CONTRACTOR							
WORK IN PROGRESS/UNDER CONTRACT (or Contract Pending)							
As of 03-31-2010							
Proj #	Project	Client/Owner	Architect/Engineer	Contract Amt.	Percentage Complete	Completed	Scheduled Completion Date
07-138	Great River Centre	Appello Group	MFRA	\$ 250,000	6%	\$ 14,498	11/15/2010
08-159	Anna's Bananas Daycare	Anna's Bananas	Miller Dunwiddle	\$ 2,093,448	99%	\$ 2,076,062	3/15/2009
08-170	Key West Int Airport NIP - Phase 6	THC, Inc.	Miller Dunwiddle	\$ 340,000	100%	\$ 340,000	12/15/2009
09-174	LaRive Condo Terrace	LaRive Condo Association	Miller Dunwiddle	\$ 428,987	100%	\$ 428,987	12/3/2009
09-176	SMSU Science Lab Improvement	SMSU		\$ 119,439	48%	\$ 57,915	1/28/2011
09-177,178,180	Carleton College Window Replacement	Carleton College		\$ 90,150	68%	\$ 61,576	12/31/2009
09-186	Delta Airlines - Training Center	Delta Airlines	Miller Dunwiddle	\$ 2,703,706	100%	\$ 2,703,706	1/31/2010
09-187	City of Mound Pump House	City of Mound	Miller Dunwiddle	\$ 48,401	100%	\$ 48,401	11/20/2009
09-189	Metro Transit - Lakeville Roundabout	Met Council		\$ 41,047	55%	\$ 22,748	11/20/2009
09-191	Delta Airlines - Recovery Ctr Installation	Delta Airlines	Miller Dunwiddle	\$ 161,161	100%	\$ 161,161	11/15/2009
09-192	Ellingson & Ellingson Office Remodel	Ellingson & Ellingson Ltd.	Sharratt Design & Co.	\$ 172,979	0%	\$ -	7/31/2010
09-193	ADG1 - Video 3.2.1, Building Demo	ADG1, LLC	none	\$ 13,964	100%	\$ 13,964	12/15/2009
09-194	Metro Transit - AVL Deployment	Met Council		\$ 12,604	34%	\$ 4,263	12/31/2009
09-195	Metro Transit - Ragstock Bldg Demo	Met Council		\$ 49,475	71%	\$ 34,976	2/1/2010
09-196	Metro Transit - I-394 Park & Ride Signs	Met Council		\$ 28,862	59%	\$ 17,026	8/1/2010
09-197	Metro Transit - AVL Bus Installation Insp.	Met Council		\$ 32,763	61%	\$ 20,134	4/1/2010
09-198	SMSU Science Phase II	SMSU		\$ 10,536	42%	\$ 4,475	5/1/2010
09-199	Smyth Building	Como BC, LLC - Wellington	Winther Johnson Robinson	\$ 167,054	83%	\$ 139,209	4/1/2010
10-200	SRF	Carlson Real Estate Services	BDH & Young	\$ 1,044,994	47%	\$ 489,985	11/2/2010
10-201	St. Joseph's Church Remodel	City of Rosemount	CNH Architects, Inc	\$ 221,850	36%	\$ 79,022	5/30/2010
10-202	NOVA Care	Nova Cars	WCL	\$ 97,787	0%	\$ -	5/30/2010
10-203	Mahtomedi Southwest Park Facility	City of Mahtomedi	Jack Edwards Anderson Arch	\$ 183,400	17%	\$ 30,962	5/24/2010
10-204	Phillips Community Ctr Remodel	City of Minneapolis	LKPB	\$ 893,500	17%	\$ 153,844	6/1/2010
10-205	MAC Energy Phase 12/13	Parks & Recreation Board	Architectural Alliance	\$ 1,044,000	2%	\$ 17,042.27	10/19/2010
10-206	Advantage Marketing	Advantage Marketing			0%	\$ -	
10-207	Zula Pizza	McKinney Woodfired Pizza, LLC	Mohagen Hansen Archit Grp	\$ 160,918	0%	\$ -	7/1/2010
10-208	The Wellington Spa & Salon	Stuart Management Corp	BDH & Young	\$ 49,237	0%	\$ -	5/1/2010
10-209	Fridley HS/MS Fire Marshall Improve	Fridley Public Schools Dist 14	Armstrong, Torseth, Skold & Ry	\$ 211,395	0%	\$ -	8/20/2010
10-210	Metro Transit - W06 WLAN & AVL	Met Council		\$ 24,736	0%	\$ -	11/1/2010
10-211	Anchor Bank - Eden Prairie	Anchor Bank MN	Mohagen Hansen Archit Grp	\$ 310,589	0%	\$ -	8/13/2010
10-212	Zula Pizza - Landlord Improvements	Sherman Associates	Mohagen Hansen Archit Grp	\$ 98,713	0%	\$ -	7/1/2010
10-213	Clayco - #1040 - Colonnade	ND Properties	WCL	\$ 66,315	0%	\$ -	5/1/2010
				TOTALS	62%	\$ 6,919,955	
Small Jobs							
09-992-011	Suite 365 - 601 Carlson Pkwy	Wellington Management	WCL	\$ 40,168	100%	\$ 40,168	completed
09-993-004	Insight Global - Colonnade	ND Properties	WCL	\$ 68,616	100%	\$ 68,616	completed
10-992-001	Clausen & Hassen #145	Wellington Management	Winther Johnson Robinson	\$ 36,005	100%	\$ 36,005	completed
10-992-002	Anchor Bank - Blaine	Anchor Bank MN	Mohagen Hansen Archit Grp	\$ 21,847	100%	\$ 21,847	completed
10-992-003	Metro Point Office Building	Cushman & Wakefield of MN		\$ 7,780	100%	\$ 7,780	completed
10-992-004	McKinney Law Offices	Wellington Management	WJR Architects	\$ 16,116	100%	\$ 16,116	completed
10-992-005	Mpls Grain Exchange Suite 285			\$ 22,563	0%	\$ -	
10-993-002	Colonnade - Kase Energy	Kase Energy		\$ 11,428	0%	\$ -	
10-994-001	Delta Airlines - Cut Rough Opening	Delta Airlines		\$ 5,034	0%	\$ -	
10-994-002	Delta Airlines - 757 Cabin Ductwork	Delta Airlines		\$ 8,391	0%	\$ -	
				TOTALS	80%	\$ 190,533	

AGENDA ITEM: Reserve Teacher Handbook for 2010-11

DATE: June 14, 2010

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Chris Picha, Director of Human Resources

BACKGROUND:

The standards are high for teachers in this district and in their absence, our reserve teachers are expected to adhere to these same standards of excellence. As a District, we communicate to our reserve teachers that while he/she is a substitute teacher he/she assumes the same responsibility as the regular members of our faculty. One of the methods of communication we have used is the Reserve Teacher Handbook.

Administrators and Human Resources are requesting approval of the 2010-2011 Reserve Teacher Handbook. The Handbook is the culmination and result of review of our current policies, practices and procedures by our administrative team. There are a few revisions from the 2009-2010 Reserve Teacher Handbook that reflect some modifications to reserve teacher pay and benefits in a long term substitute position. The components of the Handbook include, but are not limited to the following:

- District Fact Information
- District Policies – Data Privacy, EEO, Harassment, Mandated Reporting, Chemical Abuse, Smoking & Student Discipline
- Specific Building Protocols
- Daily Duties
- Student Support Services/Situations
- AESOP – Automated Sub Calling System

Thanks to all of the reserve teachers who have impacted our students!

RECOMMENDATION:

Approval of 2010-2011 Reserve Teacher Handbook

WHITE BEAR LAKE AREA SCHOOLS RESERVE TEACHER HANDBOOK

Summary of Changes

1. Update of names and telephone numbers
2. Revised language of our substitute calling system to include Aesop protocols which will be our new automated substitute calling system for teachers and paraprofessionals
3. Corrected start and end times for reserve teachers so there is consistency throughout the handbook
4. Amended Application section to include interview in the selection process
5. Added Classroom Management section
6. Amended long-term reserve teaching assignments to the following:
 - Placement on salary schedule after 30 consecutive days in same assignment
 - Eligible for benefits and leave for long term assignments in same assignment for 1 semester or longer
7. Changed daily rate of pay from \$115 to \$120/day
8. Amended ½ day assignment to mean any block of 4 hours

AGENDA ITEM: Student Teacher Agreement with Luther College
DATE: June 14, 2010
SUGGESTED DISPOSITION: Operational Item
CONTACT PERSON(S): Chris Picha, Director of Human Resources

BACKGROUND:

The attached contract allows White Bear Lake Area School District to enter into an agreement with Luther College for the placement of PreK-12 student teachers, which is consistent with School Board Policy 499.

RECOMMENDATION:

The administration recommends the School Board to accept the student teacher agreement with Luther College.

LUTHER COLLEGE

FIELD EXPERIENCE CONTRACTUAL AGREEMENT

This contract is made and entered into by and between the Luther College Department of Education, Decorah, Iowa and White Bear Lake Public School District.

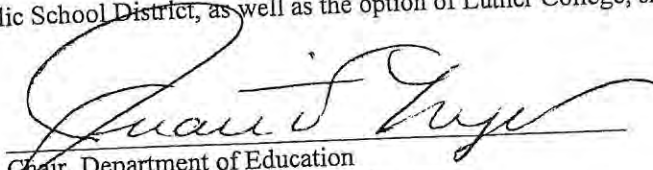
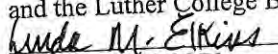
PROVISIONS:

1. Luther College and Foley School District agree to participate, if placements are available, in the district in a field experience program, which includes, but is not limited to: Student Teaching, Student Observations, and other field experiences during the 2010-2011 academic year. This agreement may include assignments in elementary (grades Pre-K-6), secondary (grades 7-12), and special fields [Art, Music, Physical Education, and Health (K-12)].
2. Luther College will provide supervision by one or more of the following: faculty member(s), or trained and credentialed specialists in education, for students participating in Field Experiences who are placed in the school district identified under item 1, above.
3. Luther College agrees to compensate the school district in the amount of \$100 for one-half a semester or \$200 for a full semester for each student placed as a student teacher. Payment is to be made at the end of each semester after the Department of Education receives the written Student Teacher Evaluation from the Cooperating Teacher. Allocation of compensation to each cooperating teacher is to be directly made to the cooperating teacher, unless otherwise specified by the district. Payment for a student teacher who has withdrawn prior to the middle of the term shall be one-half of the normal reimbursement with payment to be made at the end of the period. Other field experiences identified in this agreement will be compensated with regard to time involvement and course objective, and will be stated at the time of the request.
4. Student Teachers and other field experience enrollees of Luther College Department of Education are to comply with all the contracted school district's rules, regulations, and policies. Termination or change in assignment will be the option of White Bear Lake Public School District, as well as the option of Luther College, should circumstances warrant such an action.

May 5, 2010

May 5, 2010

Date


Chair, Department of Education
and the Luther College Board of Regents

Director of Field Placement

Representative for White Bear Lake Public School District