INDEPENDENT SCHOOL DISTRICT #624

SCHOOL BOARD AGENDA

July 12, 2010

Independent School District No. 624

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.

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

To: Members of the School Board

From: Dr. Michael J. Lovett
Superintendent of Schools

Date: July 6, 2010

A meeting of the White Bear Lake Area School Board will be held on **Monday, July 12, 2010** at 7:00 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

AGENDA

A. PROCEDURAL ITEMS

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve Agenda
5. Consent Agenda – page 1
   a) Approval of Minutes – pages 2-6
   b) Payment of Invoices – pages 7 - 25
   c) Correspondence
   d) Acceptance of Gifts – pages 26 - 27
   e) Approve Field Trips – page 28
   f) Terminations – Retirements – Resignation – pages 29 - 30
   g) Leaves of Absence – page 30
   h) New Personnel – pages 31-32

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

1. Superintendent's Report – page 33

D. DISCUSSION ITEMS

1. School Board/Superintendent Goals for 2010-11 – pages 34 - 42

2. Presentation of Communications and Marketing Plan – pages 43 - 56

3. Discussion on SEE Energy Proposal – page 57

E. OPERATIONAL ITEMS

1. Resolution Approving Northeast Metro Intermediate School District #916's Health & Safety Program Budget and Authorizing the Inclusion of a Proportionate Share of Those Projects in the District's Application for Health & Safety Revenue – pages 58 - 62

2. Resolution approving "Attachment 10" for the Health & Safety Program – pages 63 - 67

3. Action on Membership with Association of Metropolitan School Districts (A.M.S.D.) – page 68

4. Action on School Board Liaison for 2010-11 and 2011-12 – page 69 - 70

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM:	**Consent Agenda**
MEETING DATE:	**July 12, 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:	**July 12, 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, June 14, 2010 at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1 Chair Swanson called the meeting to order at 7:10 p.m.

2. Roll Call- Present: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey
Ex-Officio: Lovett
Cabinet: Present – Daniels, Picha, 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, Kimball seconded to approve the consent agenda consisting of:
- approval of minutes of regular meeting on May 10, 2010 and work-study minutes of May 24, 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;
- approve field trip, June 29 – July 2, 2010 to Audubon Center of the North Woods, Standstone, MN
- passage of resolution to approve personnel issues to include:
  - Resignations – Classified Staff
    Scott Clark, Program Assistant Leader, effective date: 6/11/10
    Melinda Daugherty, Pupil Support Assistant, effective date: 6/11/10
    Linda Ficcadenti, Registrar Secretary, effective date: 6/11/10
    Aaron Goude, Custodian, effective date: 5/18/10
    Theresa Joyce, Program Assistant, effective date: 6/10/10
    David Neubeck, Bus Driver, effective date: 6/11/10
    Terry Niemczycki, Bus Driver, effective date: 6/11/10
  - Retirements – Classified Staff
    Cheryl Burback, Part-time Cook, effective date: 6/15/10
    Pamela Rautenberg, Clerk Typist, effective date: 6/15/10
  - Resignation – Certified Staff
    Dean Shawbold, Work Experience Teacher, effective date: 6/15/10
  - Unpaid Leave – Classified Staff
    Deborah Olson, Pupil Support Assistant
  - Unpaid Child Care Leave – Certified Staff
    Carrie Carlson, Elementary Teacher, effective dates: 6/3/10 through 6/14/10
    Julie Hopkins, Mathematics Teacher, effective dates: 4/7/10 through 5/31/10
    Melissa Kallas, ECSE Teacher, 5/26/10 through 5/31/10
  - Part-Time Leave – Certified Staff
    Nichole Ahrens, Equity/Integration Program Coordinator, .20 leave (.30 position)
  - Full-Time Leave – Certified Staff
    Terri Engstrom, Elementary Teacher, effective 2010-11 school year
    Gretchen Harriman, Curriculum/Grad Coordinator, effective 2010-11 school year
    Ann Malwitz, Coordinator Staff Development, effective 2010-11 school year

- Change in Full-Tim Leave Request – Certified Staff
  Deborah Butters, Secondary Physical Education, effective date: 2010-11 school year
- Change in Continuing Contracts – Certified Staff
  Alexander Carlson, Social Studies Teacher, from .50 f.t.e. to 1.00 f.t.e., effective date: 2010-11 school year.
  Sarah Cohen, Secondary Music Teacher, from .90 f.t.e. to 1.00 f.t.e., effective date: 2010-11 school year.
  Janice Darling, School Nurse, from .80 f.t.e. to .90 f.t.e., effective date: 2010-11 school year.
  Thomas Determan, Mathematics Teacher, from .40 f.t.e. to .80 f.t.e., effective date: 2010-11 school year.
  Shannon Fulton, Elementary Teacher, from 1.00 f.t.e. to .50 f.t.e., effective date: 2010-11 school year.
  Jessica Hosmer, Elementary Teacher, from .70 f.t.e. to .50 f.t.e., effective date: 2010-11 school year.
- New Personnel – Classified Staff
  Jeffrey Fontano, Bus Driver, effective date: 5/24/10
  Kathleen Sorenson, Pupil Support Assistant, effective date: 5/17/10
- New Personnel – Certified Staff for 2010-11 School Year
  Robert Anderson, .8 ELL Teacher, South Campus
  Erin Dodor, Science Teacher, Central Middle School
  Abigale Eikenbary, Spanish Teacher, Matoska International
  Theresa Filarsky, .8 Life Science Teacher, North Campus
  Kelly Knutson, .45 Business Education Teacher, Central/South
  Kristin Kusche, .7 Instrumental Music Teacher, Central
  Jennifer Reckinger, Elementary Teacher, Matoska International
  Dean Shawbold, .5 Transition Plus Work Coordinator
  Amy Tulbreg, ECSE Teacher, Normandy Park
  Anthony Walfoort, Social Studies Teacher, North Campus
- New Personnel – Administration
  Timothy Hermann, Director of Student Activities, effective date: 7/1/10
- Other – Change in Assignments
  David Law, Assistant Superintendent, effective date: 7/1/10
  Madelyne Benson, .5 Student and Instructional Assessment and Accountability Coordinator, effective date: 7/1/10
  Gretchen Harriman, Curriculum and Program Development Coordinator, effective date: 7/1/10
  Ann Malwitz, Professional Learning and Development Coordinator, effective date: 7/1/10

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

B. PUBLIC FORUM

No one requested to speak during Public Forum.

C. INFORMATION ITEMS

1. Superintendent's Report – Dr. Lovett reported on the following:
   - District graduations for 19 students at Transition Plus, 79 students at the Area Learning Center and 580 students at White Bear Lake Area High School were held this past week. Congratulations to all.
   - The District will once again host a booth at Marketfest beginning June 17. All are welcome to stop by to meet District and Board representatives.

- Project Lead the Way Gateway Academy, a week long engineering camp for boys and girls to be held this summer, is currently accepting registrations. More information may be obtained by contacting the Community Services and Recreation office.
- The District will be implementing a Centralized Registration Process this summer. Families wishing to register for any grade can do so at the District Center.
- White Bear Lake High School Theater students who performed in the fall musical are performing at the Orpheum Theatre this evening. This productions was chosen for a Spotlight Award. The group also received the Community Engagement Award for their efforts with the H2O for Life and outreach to senior citizens and middle school students in the area.
- Before tonight's meeting, the Board recognized the Archery team members who represented White Bear Lake Area Schools at the state and national competitions. White Bear Lake High School track and field athletes who competed at the recent state meet were also recognized. The 4x200 relay team set a new state record. Several athletes will also be competing at Nationals this month.

D. DISCUSSION ITEMS

1. School Board/Superintendent Goals for 2009-10 – School Board/Superintendent goals provide a framework for identifying current and future priorities for District operations and for future strategic directions. These goals are discussed monthly in detail at Board Work Study sessions. Goals were briefly overviewed.

2. Technology Audit Follow-Up Plan – This item was tabled and will be discussed at the July 12 Board meeting.

E. OPERATIONAL ITEMS

1. Storey motioned and Chapman seconded to accept the technology grant from Qwest, in the amount of seven thousand five hundred dollars ($7,500). ***Roll call vote: ayes: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey; nays – none. Motion carried.***

2. Hiniker motioned and Newberg seconded to approve the adoption of revised 2009-2010 budget. ***Roll call vote: ayes: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey; nays – none. Motion carried.***

3. Chapman motioned and Storey seconded to approve the administrative recommendations for budget management and efficiency measures for 2010-11. ***Roll call vote: ayes: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey; nays – none. Motion carried.***

4. Shevik motioned and Hiniker seconded to approve the changes recommended to the District administrative restructuring. ***Roll call vote: ayes: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey; nays – none. Motion carried.***

5. Newberg motioned and Chapman seconded to approve the revisions to School Board Policy 416, Drug and Alcohol Testing. ***Roll call vote: ayes: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey; nays – none. Motion carried.***

6. Kimball motioned and Chapman seconded to approve action on the School District Insurance Package for July 1, 2010 through June 30, 2011 to Indiana Insurance Company. ***Roll call vote: ayes: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey; nays – none. Motion carried.***

7. Storey motioned and Hiniker seconded to approve Workers Compensation Insurance package for fiscal year 2010-2011 be awarded to SFM Companies. ***Roll call vote: ayes: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey; nays – none. Motion carried.***

8. Chapman motioned and Newberg seconded to approve the 2010-2011 paper bid to Duffy Paper Company. ***Roll call vote: ayes: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey; nays – none. Motion carried.***

9. Hiniker motioned and Chapman seconded to approve the adoption of the 2010-2011 Budget. ***Roll call vote: ayes: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey; nays none. Motion carried.***

10. Newberg motioned and Storey seconded to award the new five year District-wide vending machine contract to Coca-Cola. ***Roll call vote: ayes: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey; nays – none. Motion carried.***

11. Action on Bids for Auditorium Renovations:

    11a. Kimball motioned and Shevik seconded to award the bid for North Campus Auditorium to Parkos Construction. ***Roll call vote: ayes: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey; nays – none. Motion carried.***

    11b. Newberg motioned and Hiniker seconded to award the bid for South Campus Auditorium to Terra General Contractors. ***Roll call vote: ayes: Swanson, Chapman,*** Hiniker, Kimball, Newberg, Shevik, Storey; nays – none. Motion carried.

12. Storey motioned and Chapman seconded to approve the changes to the Reserve Teacher Handbook for 2010-11. ***Roll call vote: ayes: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey; nays – none. Motion carried.***

13. Chapman motioned and Hiniker seconded to approve the Student Teacher Agreement with Luther College. ***Roll call vote: ayes: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey; nays – none. Motion carried.***

F. **BOARD FORUM** – Storey congratulated our recent graduates and thanked parents who were involved in planning and working the Senior All-Night Party. Kimball thanked Cao Li, our Chinese exchange teacher, for her wonderful efforts working here in the District. Cao Li returns to China on June 15. Swanson congratulated graduates and thanked the District for preparing our students so well. She also thanked the White Bear Lake South Campus Student Council for organizing the Angel Dash in support of the Foundation Angel Fund. $4000 was raised. Kimball also acknowledged and congratulated graduates from the Transition Plus and Area Learning Center.

G. **ADJOURNMENT** - Newberg motioned and Kimball seconded to adjourn the School Board meeting at 8:10 p.m. *Voice vote: all ayes. Motion carried.*

Submitted by: Cathy Storey, Clerk

Consent Agenda Item A-5(b)
July 12, 2010
School Board Meeting

AGENDA ITEM:	**Monthly Check Registers**
MEETING DATE:	**July 12, 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 - June

	6/11/2010	6/30/2010
Direct Deposit 271086-273807	5,445,303.53	
U.S. Treasury (FICA, Medicare, withholding)	1,923,725.90	
MN State Income Tax	323,881.61	
PERA	135,638.59	
TRA	774,611.94	
ING	5,671.07	
Direct Deposit 273808-274575		594,647.65
U.S. Treasury (FICA, Medicare, withholding)		204,122.07
MN State Income Tax		33,084.63
PERA		63,720.22
TRA		34,246.40
ING		1,180.82
Extended Day Association		557.05

Check Nbr	Vendor Name	Check Date	Check Amount
362511	ACHIEVEMENT PRODUCTS	06/17/2010	364.85
362512	HAMLINE UNIVERSITY	06/17/2010	4,400.00
362513	HOLIDAY INN EXPRESS & SUITES	06/17/2010	410.55
362514	LOGOS SCHOOL	06/17/2010	765.00
362515	NATL MIDDLE SCHOOL ASSOC	06/17/2010	498.85
362516	NATL MIDDLE SCHOOL ASSOC	06/17/2010	349.00
362517	POSTMASTER	06/17/2010	600.00
362518	SAM'S CLUB	06/17/2010	1,077.16
362519	WOODDALE FUN ZONE	06/17/2010	2,545.00

9 Computer Check(s) For a Total of 11,010.41

	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
	9	Computer	Checks For a Total of	11,010.41
Total For	9	Manual, Wire Tran, ACH & Computer Checks		11,010.41
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	11,010.41

Check Nbr	Vendor Name	Check Date	Check Amount
362572	A M LEONARD INC	06/24/2010	193.94
362573	AARP DRIVER SAFETY PROGRAM	06/24/2010	286.00
362574	AARP DRIVER SAFETY PROGRAM	06/24/2010	420.00
362575	ABLENET INC	06/24/2010	361.00
362576	ACCESS COMMUNICATIONS INC	06/24/2010	108,054.73
362577	Vendor Continued Check	06/24/2010	0.00
362578	ACTIVE.COM	06/24/2010	904.00
362579	ACTIVITIES FOR LEARNING INC	06/24/2010	352.00
362580	ADAMS, LINDA	06/24/2010	356.25
362581	ADVANCED WIRELESS COMMUNICATIO	06/24/2010	77.98
362582	ALLPOSTERS.COM	06/24/2010	99.84
362583	AMAZON	06/24/2010	382.08
362584	AMAZON	06/24/2010	1,449.75
362585	AMAZON	06/24/2010	665.83
362586	AMERICAN RED CROSS MN	06/24/2010	105.00
362587	AMERICAN TIME & SIGNAL CO	06/24/2010	1,101.87
362588	ANDERSON, JENNIFER	06/24/2010	29.00
362589	ANDERSON, MARGARET M	06/24/2010	111.00
362590	ANOKA COUNTY PARKS & RECREATIO	06/24/2010	480.00
362591	Vendor Continued Check	06/24/2010	0.00
362592	APPLE COMPUTER INC	06/24/2010	4,267.10
362593	APPLIED ENVIRONMENTAL SCI INC	06/24/2010	2,667.33
362594	ARCAND, CARRIE	06/24/2010	50.00
362595	ARIN PIANO CO	06/24/2010	375.00
362596	ARTHUR, BOBI JO	06/24/2010	22.00
362597	ASTLEFORD INTERNATIONAL TRUCKS	06/24/2010	160.74
362598	AUTISM ASPERGER PUBLISHING CO	06/24/2010	57.00
362599	BABIASH, JENNIFER MAE	06/24/2010	40.24
362600	BAILEY, LUANN	06/24/2010	52.23
362601	BARNES & NOBLE	06/24/2010	1,831.49
362602	BARNHART PERCUSSION SERVICES	06/24/2010	253.00
362603	BARTH, CARRIE M	06/24/2010	2,747.00
362604	BARTHOLD	06/24/2010	1,462.50
362605	BARTON, KATHLEEN	06/24/2010	3.95
362606	BATTERIES PLUS	06/24/2010	511.17
362607	BAUER, ROBERT	06/24/2010	150.00
362608	BECKER, JILL	06/24/2010	46.99
362609	BECKERS SCHOOL SUPPLIES	06/24/2010	83.06
362610	BECKIUS, KELLY	06/24/2010	26.45
362611	BEGE, JEFF	06/24/2010	218.88
362612	BENSON, MADELYNE S	06/24/2010	68.51
362613	THE BIG PICTURE	06/24/2010	3,095.00
362614	BINSFIELD, JEANNE OR NEAL	06/24/2010	1,505.00
362615	BIO CORPORATION	06/24/2010	3,163.60
362616	BLICK ART MATERIALS	06/24/2010	294.34
362617	BLODGETT, TRACY	06/24/2010	1,974.31
362618	BOCOCK, GARY R	06/24/2010	240.00
362619	BOOTH, KARLA J	06/24/2010	42.87
362620	BRADLEY, LYDIA	06/24/2010	90.00
362621	BRANSON ELECTRONICS	06/24/2010	544.95

Check Nbr	Vendor Name	Check Date	Check Amount
362622	BRENK, BARBARA ANN	06/24/2010	330.25
362623	BREWER, ROBERT G	06/24/2010	1,913.38
362624	BRICHACEK, LISA	06/24/2010	233.50
362625	BROSH, LADONNA	06/24/2010	5.00
362626	BROSIOUS, MICHELLE	06/24/2010	17.00
362627	BROWN INDUSTRIES INC	06/24/2010	171.75
362628	BROWN, PAMELA S	06/24/2010	14.96
362629	BROZ, MICHELLE	06/24/2010	18.00
362630	BRUTON, SANDRA R	06/24/2010	19.98
362631	BUCHOLZ, BILL	06/24/2010	127.50
362632	BUCHTA, JESSICA S	06/24/2010	50.00
362633	THE BUG COMPANY	06/24/2010	48.00
362634	BURKE, ERIN	06/24/2010	73.25
362635	BURRIS, LEANN K	06/24/2010	23.25
362636	CAMPBELL, GREGORY M	06/24/2010	45.00
362637	CAPSTONE PRESS INC	06/24/2010	79.15
362638	CARLSON, LINDA R	06/24/2010	45.41
362639	CARLSON, REBECCA C	06/24/2010	368.47
362640	CARNEY, KIM	06/24/2010	15.00
362641	CARSON-DELLOSA PUBLISHING CO I	06/24/2010	27.93
362642	CASHMAN ENTERPRISES	06/24/2010	94.00
362643	CASS STREET PUBLISHERS INC	06/24/2010	100.00
362644	CDW GOVERNMENT INC	06/24/2010	933.50
362645	THE CENTER FOR EFFICIENT SCHOO	06/24/2010	10,530.00
362646	CHLEBECEK, ROGER J	06/24/2010	132.00
362647	CITI-CARGO & STORAGE CO INC	06/24/2010	210.00
362648	CJ DUFFY PAPER CO	06/24/2010	1,120.00
362649	CLARINDA YOUTH CORP	06/24/2010	835.92
362650	CLARK, BRIANA	06/24/2010	70.00
362651	CLOSING THE GAP	06/24/2010	60.00
362652	COCA-COLA BOTTLING MIDWEST CO	06/24/2010	311.04
362653	CODY, SHANE T	06/24/2010	66.65
362654	COHEN, SARAH ML	06/24/2010	36.60
362655	COMCAST	06/24/2010	63.95
362656	COMCAST	06/24/2010	63.95
362657	COMMUNITY SERVICES & RECREATIO	06/24/2010	875.00
362658	CONSTRUCTION MANAGEMENT BUILDI	06/24/2010	11,160.00
362659	CONTINENTAL CLAY CO	06/24/2010	87.00
362660	Vendor Continued Check	06/24/2010	0.00
362661	COPY IMAGES INC	06/24/2010	18,190.99
362662	Vendor Continued Check	06/24/2010	0.00
362663	COPY IMAGES INC	06/24/2010	2,428.90
362664	CRYSTAL CAVE INC	06/24/2010	407.50
362665	CTB INC	06/24/2010	539.00
362666	CUB FOODS OF WHITE BEAR TWSHP	06/24/2010	756.95
362667	CULLEN, CRAIG	06/24/2010	52.50
362668	DAHL, MARY	06/24/2010	396.59
362669	DAHLEM, TERESA	06/24/2010	1,034.50
362670	Vendor Continued Check	06/24/2010	0.00
362671	Vendor Continued Check	06/24/2010	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
362672	Vendor Continued Check	06/24/2010	0.00
362673	Vendor Continued Check	06/24/2010	0.00
362674	Vendor Continued Check	06/24/2010	0.00
362675	Vendor Continued Check	06/24/2010	0.00
362676	Vendor Continued Check	06/24/2010	0.00
362677	DALCO CORPORATION	06/24/2010	28,807.69
362678	DANIELSON, MATTHEW C	06/24/2010	24.00
362679	DARTS VMS INC	06/24/2010	150.11
362680	DCX LLC (TORNADO SLUSH)	06/24/2010	575.00
362681	DEEP ROCK WATER CO	06/24/2010	113.70
362682	DELTA EDUCATION	06/24/2010	264.31
362683	DEMCO INC	06/24/2010	205.23
362684	DENUCCI, KRISTINA E	06/24/2010	48.70
362685	DERAAD, MAX D	06/24/2010	580.00
362686	DEROSIER, JOHN	06/24/2010	161.23
362687	DESMET, KELLY	06/24/2010	1,246.04
362688	DESTACHE, DAN	06/24/2010	491.97
362689	DISCOUNT SCHOOL SUPPLY	06/24/2010	471.93
362690	DOLD, PATRICK	06/24/2010	16.75
362691	DOMINOS PIZZA	06/24/2010	613.50
362692	DONATELLI'S	06/24/2010	770.00
362693	DOOR SERVICE COMPANY	06/24/2010	450.00
362694	DREYLING, KIM	06/24/2010	71.00
362695	DRIELING, CAROL	06/24/2010	70.25
362696	DYMIT, MARIE	06/24/2010	54.00
362697	E.L. REINHARDT COMPANY INC	06/24/2010	298.50
362698	CITY OF EAGAN PARKS & REC	06/24/2010	135.00
362699	EAST METRO INTEGRATION DIST 60	06/24/2010	65,370.37
362700	ECKROTH MUSIC	06/24/2010	168.43
362701	ECOLAB	06/24/2010	1,097.90
362702	EDGELL, JANE	06/24/2010	85.34
362703	EDUCATION TO GO	06/24/2010	244.50
362704	EHRLICH, JANET	06/24/2010	125.00
362705	ELECTRONIC LEARNING PRODUCTS	06/24/2010	1,798.20
362706	EMI AUDIO	06/24/2010	638.80
362707	ENCORE PRODUCTIONS	06/24/2010	240.00
362708	ENROTH, JUDY O	06/24/2010	85.00
362709	ESSON, ANN	06/24/2010	46.00
362710	EVANS, KAYE	06/24/2010	5.00
362711	EVENT SOUND & LIGHTING	06/24/2010	1,000.00
362712	FACILITY OFFICE FURNITURE INC	06/24/2010	2,980.19
362713	FEDEX	06/24/2010	9.47
362714	FERRERI, LOU	06/24/2010	29.95
362715	FESTIVAL FOODS-KNOWLAN'S	06/24/2010	989.02
362716	FIRST STUDENT INC	06/24/2010	10,930.20
362717	FISCHER, KAREN	06/24/2010	38.15
362718	FITZGERALD, CLAUDIA	06/24/2010	6.50
362719	FLACK, KATHRYN	06/24/2010	144.50
362720	FLETCHER, VICKI MARIE	06/24/2010	45.50
362721	FLORAL TRUNK & GIFTS	06/24/2010	82.00

Check Nbr	Vendor Name	Check Date	Check Amount
362722	FLORIN, JOLYN A	06/24/2010	529.55
362723	FLR SANDERS INC	06/24/2010	15,270.00
362724	FOLLETT LIBRARY RESOURCES	06/24/2010	489.02
362725	FRATTALONES HARDWARE STORES	06/24/2010	781.22
362726	FREBURG, BETH R	06/24/2010	157.50
362727	FREE SPIRIT PUBLISHING CO	06/24/2010	112.99
362728	FREY	06/24/2010	242.38
362729	FROST, LORI J	06/24/2010	155.84
362730	FULTON, SHANNON S	06/24/2010	120.69
362731	G&K SERVICES INC	06/24/2010	1,483.10
362732	GA CONSTRUCTION INC	06/24/2010	9,007.87
362733	GALLATIN, EMILY K	06/24/2010	138.68
362734	GARDEN & ASSOCIATES INC	06/24/2010	70.00
362735	GCS SERVICE INC	06/24/2010	69.98
362736	GENERAL SECURITY SERVICES CORP	06/24/2010	221.00
362737	GOLD'N SATIN RIBBONS	06/24/2010	303.36
362738	GOLDCOM INC	06/24/2010	103.73
362739	GONION, MELISSA	06/24/2010	28.00
362740	GOPHER	06/24/2010	1,013.90
362741	GRAINGER	06/24/2010	921.56
362742	GRANDMA'S BAKERY INC	06/24/2010	268.23
362743	GREEN, BARBARA J	06/24/2010	65.93
362744	GRITZMACHER, SHAWN	06/24/2010	1,050.12
362745	GROTH MUSIC CO	06/24/2010	146.47
362746	GUMDROP BOOKS	06/24/2010	1,324.45
362747	HAAS MUSICAL INSTRUMENT REPAIR	06/24/2010	120.00
362748	HALDEMAN HOMME INC	06/24/2010	1,676.00
362749	HALLAND, SHAUN T	06/24/2010	300.00
362750	HALLBERG ENGINEERING	06/24/2010	2,457.60
362751	HAMERNICK, MIKE	06/24/2010	43.94
362752	HAMILTON, CONNIE	06/24/2010	45.50
362753	HAMLINE UNIVERSITY	06/24/2010	2,324.00
362754	HAMMEKEN, GRACIELA E	06/24/2010	607.00
362755	HANDWRITING WITHOUT TEARS	06/24/2010	385.00
362756	HANSEN, DICK	06/24/2010	120.00
362757	HANSON, MARILYN	06/24/2010	180.25
362758	HAUTMAN, CHRISTOPHER M	06/24/2010	3,379.35
362759	HAWLEY, SHERIDAN	06/24/2010	29.00
362760	HEALTHYMN	06/24/2010	876.00
362761	HEALY AWARDS INC	06/24/2010	3,309.25
362762	HEALY, JASON	06/24/2010	357.20
362763	HEISE CHERI	06/24/2010	872.48
362764	HERNANDEZ, MICHELLE	06/24/2010	22.00
362765	HICKS, SUSAN L	06/24/2010	111.72
362766	HISDAHL INC	06/24/2010	63.00
362767	Vendor Continued Check	06/24/2010	0.00
362768	HOGLUND BUS AND TRUCK CO	06/24/2010	962.05
362769	HOLMES, JEFF	06/24/2010	425.00
362770	HOWE, CHERI	06/24/2010	425.00
362771	HSBC BUSINESS SOLUTIONS	06/24/2010	282.67

Check Nbr	Vendor Name	Check Date	Check Amount
362772	HUGHES, VALERIE	06/24/2010	17.00
362773	HUGO MILL OUTDOOR POWER	06/24/2010	94.57
362774	HUMAN SERVICES INC	06/24/2010	18,680.84
362775	HUMPHREY KELLY	06/24/2010	46.83
362776	HUTCHINGS, KARLIE A	06/24/2010	288.17
362777	IDEAS UNLIMITED SEMINARS INC	06/24/2010	199.00
362778	INDIANAPOLIS ZOO	06/24/2010	80.00
362779	INNOVATIVE OFFICE SOLUTIONS	06/24/2010	7,482.87
362780	INNOVATIVE LEARNING CONCEPTS	06/24/2010	116.60
362781	INTA JUICE	06/24/2010	268.25
362782	ISD #279 OSSEO AREA SCHOOLS	06/24/2010	50.00
362783	ISD #625 ST PAUL PUBLIC SCHOOL	06/24/2010	2,692.92
362784	JILEK, JULIA	06/24/2010	1,378.80
362785	JODL, JOSEPH	06/24/2010	27.90
362786	JOHN MERGES LICSW	06/24/2010	1,055.00
362787	JOHNSON, CRYSTAL	06/24/2010	30.00
362788	JOHNSON, KIRK	06/24/2010	7.75
362789	JOHNSON, SADIE R	06/24/2010	201.58
362790	JOHNSON, SHARON ANNE	06/24/2010	451.71
362791	JORGENSON, AMY	06/24/2010	383.29
362792	JORGENSEN, DIANE L	06/24/2010	417.74
362793	JOSTENS	06/24/2010	5,106.48
362794	JW PEPPER & SON INC	06/24/2010	72.98
362795	KAISER, JAMES	06/24/2010	29.00
362796	KASS, DONA	06/24/2010	166.10
362797	KATH COMPANIES	06/24/2010	19,360.20
362798	KAY, CAROLYN	06/24/2010	725.00
362799	KEARN, BARBARA	06/24/2010	34.95
362800	KELLEY, JOANNE	06/24/2010	4.10
362801	KELVIN LP	06/24/2010	825.64
362802	KENNEDY & GRAVEN SCHOOL LAW SE	06/24/2010	150.00
362803	KHALIF, ISMID	06/24/2010	375.00
362804	KIESLING, JENNIFER J	06/24/2010	119.76
362805	KIESLING, SUSAN A	06/24/2010	95.45
362806	KIMBALL MIDWEST	06/24/2010	194.50
362807	KINDLIEN, CYNTHIA J	06/24/2010	46.50
362808	KINNEL, ALESHA	06/24/2010	29.00
362809	KITTELSON, LOU ANN	06/24/2010	25.00
362810	KNUTH, BECKY	06/24/2010	17.00
362811	KOTA PAINTING LLC	06/24/2010	6,550.00
362812	KOTILINEK, FAY	06/24/2010	13.00
362813	KOWITZ, MARY J	06/24/2010	96.00
362814	KRALEWSKI, MARIANA	06/24/2010	90.00
362815	KRAUS ANDERSON CONSTRUCTION CO	06/24/2010	22,970.00
362816	KROCAK, NANCY J	06/24/2010	1,957.99
362817	KRUSEMARK, CARY L	06/24/2010	576.50
362818	KWAPICK, LINDA M	06/24/2010	30.40
362819	L'ALLIER CONCRETE INC	06/24/2010	1,850.00
362820	LAKES COUNTRY SERVICE COOP	06/24/2010	99.00
362821	LAKESHORE LEARNING MATERIALS	06/24/2010	357.31

Check Nbr	Vendor Name	Check Date	Check Amount
362822	LAKEVILLE NORTH HIGH SCHOOL	06/24/2010	185.00
362823	LANGUAGE LINE SERVICES	06/24/2010	53.09
362824	LARSON, BOBBIE JEAN	06/24/2010	168.08
362825	LARSON, KAREN L	06/24/2010	59.88
362826	LARSON, LESLIE	06/24/2010	36.90
362827	LAW, DAVID W	06/24/2010	1,466.99
362828	LAW, JUSTIN	06/24/2010	150.00
362829	LEARNING OPPORTUNITIES INC	06/24/2010	37.45
362830	LEARNING SERVICES	06/24/2010	727.18
362831	LEE, SE YANG	06/24/2010	29.00
362832	LEININGER, JOHN	06/24/2010	33.21
362833	LEMERE, JAMES F	06/24/2010	77.98
362834	LEONARD, BRIAN	06/24/2010	34.99
362835	LIBBY, BRANDON	06/24/2010	14.74
362836	LIFESPAN	06/24/2010	3,452.40
362837	LINGUISYSTEMS INC	06/24/2010	167.80
362838	LITTLEFIELD, MANDAIN L	06/24/2010	39.00
362839	LIVINGSTON, MILES	06/24/2010	5.00
362840	LOCH, STACEY	06/24/2010	233.75
362841	LOCKBEAM, SHIRLEY	06/24/2010	34.36
362842	LUSK, DAVID	06/24/2010	29.00
362843	MACKIN EDUCATIONAL RESOURCES	06/24/2010	128.43
362844	MAGNA-MATIC	06/24/2010	66.49
362845	MAGNETO POWER	06/24/2010	639.92
362846	MALWITZ, ANN	06/24/2010	141.93
362847	MAPLE GROVE COMM CTR	06/24/2010	204.00
362848	MAPLEWOOD BOWL	06/24/2010	178.50
362849	MARTINSON, KARA	06/24/2010	43.75
362850	MARX, HEIDI	06/24/2010	29.00
362851	MN ASSOC OF SCHOOL MAINTENANCE	06/24/2010	477.00
362852	THE MASTER TEACHER	06/24/2010	41.10
362853	MATTHEWS, KATHLEEN	06/24/2010	130.00
362854	MAYER, ANTHONY G	06/24/2010	387.50
362855	MCCLUNG, TRISTAN	06/24/2010	20.00
362856	MCCORMICK, JUDY	06/24/2010	27.27
362857	MCDONOUGH'S WATERJETTING AND	06/24/2010	258.00
362858	MCGARTHWAITE, NICOLE M	06/24/2010	68.00
362859	MCGINLEY MYERS, NANCY J	06/24/2010	476.27
362860	MCGRAW, ANN R	06/24/2010	51.20
362861	MCGRAW, TIM	06/24/2010	751.24
362862	MCKENZIE, MICHAEL	06/24/2010	253.72
362863	MCMAHON, MARGARET	06/24/2010	854.98
362864	MCNEELY, ROBERT J	06/24/2010	620.00
362865	MCSORLEY, BARBARA	06/24/2010	31.10
362866	MENGEL, MARY H	06/24/2010	77.50
362867	MERHAR BRIAN	06/24/2010	11.94
362868	MERZER MA, SHEILA	06/24/2010	250.00
362869	METROPOLITAN STATE UNIV	06/24/2010	759.00
362870	MICHAEL BASICH INC	06/24/2010	2,125.00
362871	MICHEL, ROCHELLE N	06/24/2010	206.92

Check Nbr	Vendor Name	Check Date	Check Amount
362872	MIDWEST BUS PARTS INC	06/24/2010	127.20
362873	MIELKE, SUSAN	06/24/2010	123.89
362874	MILES, MARY T	06/24/2010	878.25
362875	MILL CITY MUSEUM	06/24/2010	906.00
362876	MILLER KATHERINE	06/24/2010	118.20
362877	MILLIGAN, THERESA J	06/24/2010	42.38
362878	MINVALCO INC	06/24/2010	255.83
362879	MISGEN, MARK	06/24/2010	157.50
362880	MN DEPT OF HEALTH	06/24/2010	60.00
362881	MN HISTORICAL SOCIETY	06/24/2010	660.00
362882	MN HISTORICAL SOCIETY	06/24/2010	290.00
362883	MN REC & PARK ASSN (MRPA)	06/24/2010	1,890.00
362884	MN TWINS	06/24/2010	1,715.00
362885	MN ZOO	06/24/2010	1,070.00
362886	MOODY, CATHRYN E	06/24/2010	9.45
362887	MOORE, CYNTHIA	06/24/2010	1,038.26
362888	MOORE, JEFFREY B	06/24/2010	48.00
362889	MOORHOUSE, JAMES	06/24/2010	50.00
362890	MORRIS, KAY S	06/24/2010	55.00
362891	MOUA, CHIA	06/24/2010	5.99
362892	CITY OF MPLS BUS PARKING	06/24/2010	100.00
362893	MUCKALA, NANCY	06/24/2010	19.54
362894	MULLALY, BECKY	06/24/2010	325.25
362895	MURRAY, DANIEL J	06/24/2010	39.60
362896	MUSIC CONNECTION INC	06/24/2010	5,708.00
362897	NADEAU, MARY B	06/24/2010	25.00
362898	NATL COUNCIL FOR THE SOCIAL ST	06/24/2010	164.00
362899	NATL GEOGRAPHIC SCHOOL PUBLISH	06/24/2010	192.93
362900	NATL STAFF DEVELOPMENT COUNCIL	06/24/2010	149.00
362901	NAVIANCE, A HOBSONS CO	06/24/2010	1,290.00
362902	NCS PEARSON INC	06/24/2010	125.00
362903	NELSON, SUSAN	06/24/2010	22.83
362904	NEWSTRAND, JILL	06/24/2010	6.99
362905	NEXTEL COMMUNICATIONS	06/24/2010	742.32
362906	NGUYEN, HUY	06/24/2010	316.49
362907	NICOL, BARBARA	06/24/2010	2,519.93
362908	NIENHUIS MONTESSORI	06/24/2010	203.96
362909	NORBY, JACOB M	06/24/2010	1,014.70
362910	NORTH CAMPUS STUDENT ACTIVITY	06/24/2010	100.00
362911	Vendor Continued Check	06/24/2010	0.00
362912	NORTH CENTRAL TRUCK EQUIPMENT	06/24/2010	1,216.80
362913	NORTHEAST YMCA	06/24/2010	1,490.00
362914	NORTHEAST YMCA	06/24/2010	180.00
362915	NORTHEAST METRO INTERMEDIATE D	06/24/2010	27,856.17
362916	NORTHERN VOICES	06/24/2010	6,861.00
362917	O'GRADY, CATHY	06/24/2010	22.51
362918	O'NEILL, TAMMY	06/24/2010	165.14
362919	O'REILLY AUTOMOTIVE INC	06/24/2010	1,278.96
362920	O'ROURKE, JULIE	06/24/2010	160.62
362921	OFFICE DEPOT	06/24/2010	147.82

Check Nbr	Vendor Name	Check Date	Check Amount
362922	OLIVE, JEANETTE	06/24/2010	17.00
362923	Vendor Continued Check	06/24/2010	0.00
362924	ON SITE SANITATION INC	06/24/2010	520.00
362925	ORIENTAL TRADING CO INC	06/24/2010	173.44
362926	ORIGINS	06/24/2010	695.00
362927	OXYGEN SERVICE CO INC	06/24/2010	59.51
362928	PAMS LUNCHROOM LLC	06/24/2010	4,554.57
362929	PARKVIEW PTO	06/24/2010	100.00
362930	PARTS ASSOC INC	06/24/2010	163.09
362931	PARTS NOW ! LLC	06/24/2010	146.79
362932	PAULSON, TOM	06/24/2010	323.77
362933	Vendor Continued Check	06/24/2010	0.00
362934	PEARSON MECHANICAL SERVICES IN	06/24/2010	10,448.07
362935	Vendor Continued Check	06/24/2010	0.00
362936	PEARSON EDUCATION INC	06/24/2010	96,803.74
362937	PEIRCE, SUZANNE E	06/24/2010	82.25
362938	PETERSON BROS ROOFING & CONST	06/24/2010	1,022.40
362939	PETERSEN, NANCY BUNDLIE	06/24/2010	65.87
362940	PETERSON, WAYNE	06/24/2010	39.00
362941	PETTY CASH	06/24/2010	100.00
362942	PETTY CASH	06/24/2010	279.26
362943	PETTY CASH	06/24/2010	142.00
362944	PHI DELTA KAPPA INTL	06/24/2010	75.00
362945	PIECES OF LEARNING	06/24/2010	118.25
362946	PINNOW, PAIGE	06/24/2010	50.80
362947	PITNEY BOWES PURCHASE POWER	06/24/2010	1,518.99
362948	PITSCO INC	06/24/2010	321.43
362949	PLANA, CHRISTINE M	06/24/2010	42.49
362950	PLASTER, MARK A	06/24/2010	49.50
362951	PONTIOUS, JODY	06/24/2010	725.46
362952	PRAXAIR DISTRIBUTION INC	06/24/2010	86.76
362953	PREMENTINE, ROSALIA T	06/24/2010	54.55
362954	PREMIER LIGHTING INC	06/24/2010	516.44
362955	PRESTWICK HOUSE INC	06/24/2010	3,299.87
362956	QUILL CORPORATION	06/24/2010	145.41
362957	RAMSEY COUNTY PARKS/REC DEPT	06/24/2010	648.00
362958	RAMSEY COUNTY PARKS/REC DEPT	06/24/2010	67.00
362959	RANDALL, JODY M	06/24/2010	118.98
362960	RATWIK ROSZAK & MALONEY PA	06/24/2010	2,572.80
362961	READ NATURALLY INC	06/24/2010	1,309.00
362962	REBER, JODY ANN	06/24/2010	23.00
362963	RED BALLOON BOOKSHOP	06/24/2010	160.69
362964	REGENTS OF THE UNIV OF MN	06/24/2010	8,307.00
362965	REITAN PIANO SERVICE	06/24/2010	75.00
362966	REMIARZ, RICHARD	06/24/2010	908.00
362967	RESOURCES FOR READING	06/24/2010	90.09
362968	REYNOLDS, MARC A	06/24/2010	163.00
362969	RITTENHOUSE, PAULA	06/24/2010	96.25
362970	ROCKFORD, KRISTY	06/24/2010	300.00
362971	ROSENTHAL BROS INC	06/24/2010	395,613.00

Check Nbr	Vendor Name	Check Date	Check Amount
362972	ROSSITER, DANIEL J	06/24/2010	180.00
362973	RUDDY, JACQUELINE M	06/24/2010	32.25
362974	RUDIE, ANN	06/24/2010	12.87
362975	RULLI, CYNTHIA JO	06/24/2010	38.00
362976	RUOPSA, LORI J	06/24/2010	179.20
362977	RUPAR, ROBERT T	06/24/2010	28.80
362978	S & T OFFICE PRODUCTS INC	06/24/2010	1,963.96
362979	SAFEWAY DRIVING SCHOOL	06/24/2010	15,190.00
362980	SAINTS NORTH MAPLEWOOD	06/24/2010	266.00
362981	SAM'S CLUB	06/24/2010	108.26
362982	SAMMON BRENDA	06/24/2010	52.45
362983	SAN DIEGO SCALE CO	06/24/2010	1,840.00
362984	SCAN AIR FILTER INC	06/24/2010	161.24
362985	SCANTRON CORPORATION	06/24/2010	104.11
362986	SCHAEFFER MFG CO	06/24/2010	260.40
362987	SCHARBER & SONS	06/24/2010	2,580.00
362988	SCHMIDT, DANIEL Q	06/24/2010	962.25
362989	SCHMIDT, NOEL	06/24/2010	1,706.75
362990	SCHMITT MUSIC COMPANY	06/24/2010	191.70
362991	SCHOLASTIC BOOK FAIRS	06/24/2010	2,333.16
362992	SCHOLASTIC INC	06/24/2010	34.50
362993	SCHOLASTIC BOOK CLUBS INC	06/24/2010	72.00
362994	SCHOMMER, ELIZABETH THERESA	06/24/2010	44.00
362995	SCHOOL SPECIALTY	06/24/2010	612.67
362996	SCHWALBE, ANNE L	06/24/2010	106.25
362997	SEA LIFE MN INC	06/24/2010	327.85
362998	SECURITAS SEC SVCS USA INC	06/24/2010	2,388.96
362999	SEEVER, GRAY	06/24/2010	242.00
363000	SELECTACCOUNT	06/24/2010	1,365.00
363001	SELLARDS, THERESA	06/24/2010	29.00
363002	SENTRY SYSTEMS INC	06/24/2010	115.00
363003	SEVERSON, LAUREL	06/24/2010	1,050.00
363004	SHELP, MICHELLE	06/24/2010	252.60
363005	SHRED-IT	06/24/2010	138.00
363006	SIEMENS BUILDING TECHNOLOGIES	06/24/2010	242.50
363007	SIGNATURE CONCEPTS INC	06/24/2010	1,136.75
363008	SILKWORTH, CYNTHIA K	06/24/2010	83.50
363009	SIMSHAUSER, KIMBERLY P	06/24/2010	275.74
363010	SKOGSBERG, KATHERINE	06/24/2010	90.00
363011	SMITH, CAROLINE	06/24/2010	22.75
363012	SMITH, CHERYL A	06/24/2010	63.20
363013	SOMMERS, MICHON LEE	06/24/2010	84.33
363014	SORENSON, BEVERLY ANN	06/24/2010	62.97
363015	SPRINGSTED INCORPORATED	06/24/2010	14,750.00
363016	ST PIUS X HOLY FAMILY SCHOOL	06/24/2010	850.00
363017	STAPLES ADVANTAGE	06/24/2010	2,948.99
363018	STAR TRIBUNE	06/24/2010	145.00
363019	STATE OF FUN	06/24/2010	1,470.00
363020	STATE SUPPLY CO	06/24/2010	593.14
363021	STEADLAND, KEITH	06/24/2010	13.47

Check Nbr	Vendor Name	Check Date	Check Amount
363022	STEICHENS SPORTING GOODS	06/24/2010	21.00
363023	STEWART, SCOTT	06/24/2010	67.25
363024	STONEHOUSE, JULIA L	06/24/2010	724.79
363025	STREAMLINE DESIGN INC	06/24/2010	105.00
363026	STROBEL, MARSHA	06/24/2010	1,104.61
363027	STUCYNSKI, JILL L	06/24/2010	119.00
363028	STUDENT SUPPLY	06/24/2010	134.32
363029	STUDY ISLAND	06/24/2010	9,805.60
363030	SUOJA, WENDY	06/24/2010	88.00
363031	SWEATEQUITY FITNESS	06/24/2010	135.00
363032	TAHER INC	06/24/2010	4,718.22
363033	TATGE, DAVID A	06/24/2010	114.94
363034	TAUTGES, LYNSEY K	06/24/2010	256.00
363035	TAYLOR MUSIC INC	06/24/2010	400.00
363036	TDS METROCOM - MN	06/24/2010	4,812.80
363037	TEACHERS DISCOVERY	06/24/2010	254.02
363038	TEACHERS RETIREMENT ASSOC	06/24/2010	46.20
363039	THELEN, JILL ANNE	06/24/2010	311.00
363040	THIBAULT, DEB	06/24/2010	52.77
363041	THUNDER COMMUNICATIONS DESIGN	06/24/2010	318.75
363042	TIERNEY, ANTHONY	06/24/2010	4.99
363043	TIES	06/24/2010	320.00
363044	TILSNER CARTON CO	06/24/2010	279.00
363045	TITLER, JILL A	06/24/2010	94.77
363046	TOLONEN, CLAY	06/24/2010	151.53
363047	TOUSSAINT, JANEL PHYLLIS	06/24/2010	38.25
363048	TOVAR, MARIA	06/24/2010	295.00
363049	TOWNLEY, PAT	06/24/2010	32.85
363050	TRADE PRESS INC	06/24/2010	361.00
363051	TRANE US INC	06/24/2010	409.00
363052	TRANS-MISSISSIPPI BIO SUPPLY	06/24/2010	19.55
363053	TRAVEL LEADERS	06/24/2010	1,751.00
363054	TREETOP PUBLISHING	06/24/2010	38.50
363055	TRIO SUPPLY COMPANY	06/24/2010	1,602.93
363056	TSCHIDA, MARC	06/24/2010	25.00
363057	TURFWERKS INC	06/24/2010	53.21
363058	TWIN CITY NURSERY INC	06/24/2010	220.00
363059	TWINS BALLPARK LLC	06/24/2010	1,050.00
363060	UHL CO INC	06/24/2010	1,112.50
363061	URBAN GREENHOUSES	06/24/2010	1,728.00
363062	VACATION SPORTS	06/24/2010	495.00
363063	VAIL, ANNE B	06/24/2010	394.00
363064	VANARRAGON, JANEL L	06/24/2010	75.00
363065	VARNEY, JULIE	06/24/2010	10.45
363066	VERNIER SOFTWARE	06/24/2010	5,281.08
363067	VIAVATTINE, JOSEPH	06/24/2010	908.00
363068	VIKING ELECTRIC SUPPLY	06/24/2010	1,362.73
363069	VIKING INDUSTRIAL CENTER	06/24/2010	272.00
363070	WABASH VALLEY MFG INC	06/24/2010	1,677.12
363071	WAGONER, SARAH J	06/24/2010	105.35

Check Nbr	Vendor Name	Check Date	Check Amount
363072	WAHOO! ADVENTURES	06/24/2010	309.00
363073	WALLACE, TINA	06/24/2010	5.00
363074	WALSWORTH PUBLISHING CO	06/24/2010	3,502.03
363075	WARD, SIAN C	06/24/2010	29.80
363076	WASTE MANAGEMENT BLAINE	06/24/2010	395.07
363077	WATTERS, LAURA J	06/24/2010	71.30
363078	WHITE BEAR DANCE CENTER	06/24/2010	1,260.00
363079	WHITE BEAR GLASS INC	06/24/2010	455.00
363080	WHITE BEAR LOCKSMITH INC	06/24/2010	46.20
363081	WHITE BEAR RENTAL EQUIPMENT	06/24/2010	37.80
363082	WHITE BEAR LAKE (CITY OF)	06/24/2010	12,617.28
363083	WHITE BEAR LAKE CITY	06/24/2010	4,250.00
363084	WEIR, NATHAN	06/24/2010	29.00
363085	WENDLAND, TERESA	06/24/2010	29.00
363086	WEST MUSIC COMPANY	06/24/2010	512.05
363087	WEST PHOTO	06/24/2010	2,782.03
363088	WHELAN, KATE	06/24/2010	167.02
363089	WHITBY, KEVIN	06/24/2010	800.00
363090	WILDER, KATHLEEN A	06/24/2010	37.95
363091	WILHEMY, MICHELE	06/24/2010	110.02
363092	WILLCOXON SR, PETER	06/24/2010	160.00
363093	WILLIAM V MACGILL & CO	06/24/2010	346.89
363094	WIRTH, SARA	06/24/2010	17.00
363095	WISE, PATRICIA G	06/24/2010	48.10
363096	WOODBERRY, JEAN	06/24/2010	31.75
363097	WOOTEN, KATE	06/24/2010	20.00
363098	WORLD BOOK INC	06/24/2010	799.00
363099	XCEL ENERGY	06/24/2010	71,905.16
363100	XIONG, JEFF	06/24/2010	837.08
363101	YANG-XIONG, MALIA	06/24/2010	100.00
363102	YMCA OF GREATER SAINT PAUL	06/24/2010	24,360.00
363103	ZABADAL, DARLENE	06/24/2010	125.00
363104	ZAHL PETROLEUM MAINTENANCE CO	06/24/2010	669.86

533 Computer Check(s) For a Total of 1,306,732.12

Check Nbr	Vendor Name	Check Date	Check Amount
360951	HANSON, SARA	06/24/2010	153.00
1	Void	Check(s) For a Total of	153.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	533	Computer	Checks For a Total of	1,306,732.12
Total For	533	Manual, Wire Tran, ACH & Computer Checks		1,306,732.12
Less	1	Voided	Checks For a Total of	153.00
			Net Amount	1,306,579.12

PAYROLL

Check Nbr	Vendor Name	Check Date	Check Amount
363105	AIG	06/28/2010	156.25
363106	AMERICAN FUNDS	06/28/2010	13,036.00
363107	AMERICAN UNITED LIFE	06/28/2010	4,449.96
363108	AMERICAN UNITED LIFE	06/28/2010	7,500.00
363109	AMERIPRISE	06/28/2010	2,424.89
363110	AXA EQUITABLE	06/28/2010	2,159.35
363111	EDUCATION MN ESI BILLING TRUST	06/28/2010	3,708.31
363112	IUOE #70	06/28/2010	1,238.25
363113	METROPOLITAN LIFE	06/28/2010	912.50
363114	MN CHILD SUPPORT	06/28/2010	1,283.50
363115	SCHOOL SERVICE EMPLOYEES	06/28/2010	884.19
363116	VANGUARD SMALL BUSINESS SERVIC	06/28/2010	3,166.67
12	Computer Check(s) For a Total of		40,919.87

	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
	12	Computer	Checks For a Total of	40,919.87
Total For	12	Manual, Wire Tran, ACH & Computer Checks		40,919.87
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	40,919.87

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: **July 12, 2010**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
$1,000	Peter Siddons	Sunrise Park Middle School
$1,137.28	Wells Fargo Community Support Campaign	Willow Lane Elementary
$1,500 for playground garden and maintenance. Volunteers from Kohl's and Early Childhood staff cleaned the playground and garden on April 24, 2010.	Kohl's	Early Childhood Program
$1,000 for WBHS Trap Team	L'Allier Concrete, Inc.	White Bear High School Trap Team

RECOMMENDATION: Accept donations.

AGENDA ITEM: **Field Trip Request**

MEETING DATE: **July 12, 2010**

SUGGESTED DISPOSITION: **Consent Agenda**

CONTACT PERSON(S): **David Law, Assistant Superintendent**

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

Date of Trip and Destination	Requesting Staff Member	Grade/ Team	Number of School Days Missed	Number of Students Attending	Cost and Source of Revenue	Means of Transportation	Purpose of Field Trip
Monday, 8/16/10 – Friday, 8/20/10 Whitewater State Park, Elba, MN	Dan Kovacich	White Bear Lake Boys Cross Country Team	None	20	$65 Parents and Cross Country Student Activity Account	Parent Vehicles	Team bonding and training.
Friday, 9/3/10 – Saturday, 9/4/10 Marshfield, WI	Patti Percival Jenny Kasten Sue Wurl	White Bear Lake Girls Cross Country Team	None	40-60	$50 - $75 Hotel room and food paid by students.	Trobec Charter Bus	An opportunity to compete in a unique cross country invitational in Wisconsin.
Wednesday, 9/22/10 - Friday, 9/24/10 Deep Portage, MN	Max DeRaad	5th Grade	3	95	$185 Students and fund-raiser (selling cards)	Chartered bus	Environmental studies that tie into the 5th grade Science curriculum.
Friday, 9/24/10- Saturday, 9/23/10 Milaca, MN	Dan Kovacich	White Bear Lake Boys Cross Country Team	None	30	$25 Parents and CC Fund.	Parent Vehicles	This is one of the biggest Cross Country meets in the state. This provides our athletes to compete against top schools and teams we normally do not compete against.

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

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

RESIGNATION - CERTIFIED STAFF

JILL A. TITLER - Speech Clinician, Birch Lake Elementary
Employed by District 624 since 08/26/2004
Effective Date: 06/15/2010

RECOMMEND APPROVAL

RETIREMENTS - CERTIFIED STAFF

DARLYS C. ERICKSON - Elementary Teacher, Otter Lake Elementary
Employed by District 624 since 08/26/1968
Effective Date: 06/15/2010

RECOMMEND APPROVAL

SUSAN E. NELSON - Language Arts Teacher, Central Middle School
Employed by District 624 since 09/03/1999
Effective Date: 06/15/2010

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

UNPAID LEAVES - CLASSIFIED STAFF

ANDREA WILDMAN HILAL - Adult Enrichment Coordinator, District Center
Employed by District 624 since 10/17/2005
Effective Dates: 06/10/2010 through 06/30/2010

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

CHANGE IN CONTINUING CONTRACTS - CERTIFIED STAFF

SARA H. BROMELAND - Special Education Teacher, Willow Elementary
From .60 f.t.e. to a .50 f.t.e.
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

DENISE T. DEEN - ECSE Teacher, Normandy Park
From .50 f.t.e. to a .70 f.t.e.
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

THOMAS S. DETERMAN - Mathematics Teacher, Central/Sunrise MS
From .80 f.t.e. to a 1.00 f.t.e.
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

CATHERINE A. FOSTER - School Nurse, Lakeaires, Normandy and St. Mary's
From .60 f.t.e. to a 1.00 f.t.e.
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

KELLY D. KNUTSON - Business Education Teacher, North/South Campuses
From .45 f.t.e. to a .50 f.t.e.
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

Consent Agenda Item A5 (h)
July 12, 2010
School Board Meeting

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

NEW PERSONNEL - CLASSIFIED STAFF

JEANETTE M. DALTON - Principal's Secretary/Elementary Assistant, Oneka
New Position
$16.25/hr., 5.00 hrs. / day, 206 days
$14.75/hr., 3.00 hrs. / day, 206 days $25,853.00
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

CHRISTINE L. LARSON - Health Assistant/Child Study Secretary, Hugo
Replacing P. Beach, who resigned
$15.75/hr., 6.50 hrs. / day, 185 days $18,939.38
Effective Date: 2010-2011 School Year

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

NEW PERSONNEL - CERTIFIED STAFF

DEREK E. DEGROTE - .5 Social Studies Teacher, Sunrise Middle School
Effective Date: 2010-2011 School Year
BA+45, Step 1 ($37,875.00 x .5) $18,938.00
RECOMMEND APPROVAL

ANGELA C. MUMBLEAU - .5 Kindergarten Teacher, Otter Lake Elementary
Effective Date: 2010-2011 School Year
BA, Step 3 ($37,198.00 x .5) $18,599.00
RECOMMEND APPROVAL

BRIETTA M. SCHLUENDER - Mathematics Teacher, South Campus
Effective Date: 2010-2011 School Year
BA, Step 2 $36,462.00
RECOMMEND APPROVAL

BETH A. SOLENSKY - Elementary Teacher, Oneka Elementary
Effective Date: 2010-2011 School Year
MA, Step 10 $55,198.00
RECOMMEND APPROVAL

LINDSEY J. THOMAS - Elementary Teacher, Oneka Elementary
Effective Date: 2010-2011 School Year
BA, Step 5 $40,047.00
RECOMMEND APPROVAL

ERIC S. YOST - .8 Industrial Technology Teacher, North/South Campuses
Effective Date: 2010-2011 School Year
BA, Step 4 ($38,624.00 x .8) $30,899.20
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:	**July 12, 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 2010-11**
MEETING DATE:	**July 1, 2010**
SUGGESTED DISPOSITION:	**Discussion Item**
CONTACT PERSON(S):	**Dr. Michael J. Lovett, Superintendent**

Background

During the 2009-10 school year the School Board and Superintendent were guided by School Board/Superintendent goals identified in the summer and early fall of 2009 and regularly updated throughout the course of the school year. An updated copy is attached.

In preparation for 2010-11 school year, the School Board discussed an initial list of goals at our May 24 work-study session, and more extensively at a work-study session on the afternoon of July 12. This evening we will provide the public with an update on goals currently being considered, with further discussion at the August regular meeting and work-study session as needed, and with action on the goals anticipated no later than the September 13 School Board meeting.

These goals are important in that they establish a clear framework for instructional programmatic and financial accountability, and ongoing improvements.

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: Completed with the release of the MCA data on June 30, 2010. 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 reviewed all building data related to the building goals and building improvement plans. Building teams reviewed 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.

On June 30, the administration reviewed the MCA results and on July 1 the results were made available to the public. A news release published on July 1 highlighted significant gains in student achievement. Final AYP data will be released in August.

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 and June, we 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: Goals for year completed. 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: Completed with report to the School Board on July 12, 2010. 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: Carried over to 2010-11 for implementation. 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: Audits and protocols completed. Elementary program review carried over to 2010-11. The **Secondary Student Activities audit** was completed in the 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.

AGENDA ITEM:	**Presentation of Communications and Marketing Plan**
MEETING DATE:	**July 1, 2010**
SUGGESTED DISPOSITION:	**Discussion Item**
CONTACT PERSON(S):	**Marisa Vette, Director of Communications and Community Relations**

Background:

One of the School Board/Superintendent Goals for 2009-2010 was to develop a Communications and Marketing Plan for the District.

The Communications Office worked with Barb Nicol Public Relations to facilitate the process of analyzing district data and gathering constituent input to create a marketing plan.

A Marketing Advisory Committee was formed, with representation from parents, staff, administration, community members and business leaders groups. The group met during the spring semester to provide direction and insight in the process.

The extensive process resulted in the marketing plan being presented this evening.

White Bear Lake Area Schools Marketing Plan

Prepared by Barb Nicol, Barbara Nicol Public Relations

June 10, 2010

4025 QUEEN AVENUE SOUTH • MINNEAPOLIS, MN 55410
PHONE: (612) 920-2279 • FAX: (612) 926-6224 • E-MAIL: bnpr@isd.net

Table of Contents

	Page
Background	3
Marketing plan goals	3
Planning process	4
Target audiences	4
Brand character • Tone • Approach • Key message points	5
Strategies and tactics • Actively recruit school shoppers • Get them young and keep them connected • Accentuate the positives • Influence the influencers • Use data to help inform decision-making	6
Evaluation	11
Implementation grid	13

Appendix - Marketing Advisory Committee meeting materials

- List of members
- Meeting agendas
- Meeting notes
- Meeting handouts

White Bear Lake Area Schools Marketing Plan

Background

White Bear Lake Area Schools enroll approximately 8,100 students in a suburb northeast of the Twin Cities metropolitan area. The district serves all or part of ten communities: Birchwood, Gem Lake, Hugo, Lino Lakes, Little Canada, Maplewood, North Oaks, Vadnais Heights, White Bear Lake and White Bear Township. Key points:

- While the number of students living in the district has remained relatively constant over the past several years, the district's market share and total enrollment has been declining - resulting in a capture rate that has decreased from 84% in 2003-04 to 79% in 2008-09.
- Approximately 13% of resident students enroll in private schools, 6% open enroll to other districts and 1% enroll in charter schools.
- The majority of district non-public students attend religiously-affiliated schools – St Mary of the Lake, St Pius X/Holy Family and Hill Murray enroll the largest numbers of district students.
- While the number of resident students attending charter schools is relatively small, that number has more than tripled in the past five years (155 in 2008-09).
- Since 2005-06, there has been a net loss of students to open enrollment (271 net loss in 2008-09), with the largest net loss to the Mahtomedi School District. Other districts that result in a net open enrollment loss for WBLAS are Mounds View, Roseville and Centennial. WBLAS traditionally has a small net open enrollment gain from St Paul and North St Paul school districts.
- In the past decade, the district has enrolled an increasing percentage of students of color, English Language Learners and students living in poverty – trends consistent with demographic changes throughout the metro area.
- Since 2000, WBLAS has passed three levy referendums (2000, 2002, 2007) and lost one (2006). The 2007 referendum passed by the highest margin since 1994, with 63% of voters approving the levy.

Marketing plan goals

Marketing is the ongoing process of interesting potential customers in your products and services.

The primary goal of the marketing plan is to *attract and retain families*. The secondary goal is to *prepare for a potential fall 2011 levy referendum*.

This focus of this plan is on influencing enrollment and community pride. It will help lay the groundwork for a referendum campaign should one occur by focusing on development of important community networks and messages – but it is not meant to be a referendum communications plan.

Planning process

This plan was written by Barb Nicol, president of Barbara Nicol Public Relations, based on the following:

- Experience working with the district as part-time interim communications coordinator in fall/winter 2009.
- Discussions with the district communications coordinator and the superintendent.
- Analysis of district data and community surveys.
- Facilitation of two meetings (May 3 and May 26, 2010) with a 15-member Marketing Advisory Committee, where members participated in exercises to review data, identify strengths/weaknesses, discuss target audiences and brainstorm marketing strategies.

Target audiences

Primary audiences and important characteristics:

- PreK families (birth until kindergarten)
    - Increasingly includes two working parents - thus increasing need for full-time care and flexible program scheduling
    - Greatly influenced by neighbors and friends
    - Most important time to attract and retain families – very emotional decision point and usually sets the stage for ongoing enrollment
- Existing families
    - A key group who can serve a critical role as objective ambassadors and influencers
    - Families within 1-2 years of grade transition points are especially vulnerable, due to increase of school choice and WBLAS dual-campus high school
- Families who open enroll elsewhere
    - When they exist in a critical mass within a community, can make it very easy for new families to choose to leave WBLAS as well
    - Their increasing presence feeds on other parents' emotions and concerns about school choice (usually unintentionally), thus making it easier for families to choose to leave

Voters are a critical audience for any future referendums and are addressed in this plan as a secondary audience through the tactics that reach the broader community. As stated earlier, this plan should help lay the groundwork for a referendum campaign – but it is not meant to be a referendum communications plan, thus specific strategies targeted to voters with referendum messages are not included.

Brand character

White Bear Lake Area Schools offer students big school opportunities supported by small town pride.

Tone

- Collegiate
- Academically challenging
- Innovative
- Proud
- Informative/intriguing
- Welcoming and relationship-driven

Approach

- Consistent use of district logo, colors, fonts, tone and messages to help reinforce overall identity.
- Multiple methods for communicating and connecting to broaden reach and provide repetition.
- Messages and materials should inform ... create or reinforce understanding ... change attitudes and elicit action.
- "Did you know?" approach provides easy to share facts in an informal yet informative way.

Key message points

Big school opportunities

- *Academic challenge* for students
    - Example: White Bear Lake Area High School has the highest number of *Advanced Placement* and *College in the Schools* course offerings in the area.
    - Example: Students in the elementary and middle schools average 16 months of academic growth in one year – 33% higher than expected!
    - Example: *Project Lead the Way* provides academically challenging engineering experiences in the middle schools and high schools.
- *Opportunities* for students
    - Example: White Bear Lake Area High School offers students the opportunity to participate in approximately 60 student groups, including fine arts, academic and athletic activities.
    - Example: School-community partnerships with the YMCA, Tamarack Nature Center, MacPhail Center for Music and White Bear Center for the Arts expand opportunities for all students.

Small town pride

- *Personal connections* for students
    - Example: Class sizes are among the smallest in the area – last year's kindergarten class averaged 18 students!
    - Example: Student-to-student mentoring programs ensure students feel welcome, supported and connected at elementary, middle and high school.
- *Pride* to support students
    - Example: Our students boast a nearly 98 percent graduation rate.
    - Example: Go Bears!

Strategies and tactics

The following five strategies form the foundation for the district's marketing efforts.

- Actively recruit school shoppers.
- Get them young and keep them connected.
- Accentuate the positives.
- Influence the influencers.
- Use data to help inform decision-making.

I. Actively recruit school shoppers.

Families have an increasing number of choices for their child's education, thus it is increasingly important to make the school shopping experience a helpful and pleasant one.

a) Maximize the effectiveness of district / school websites.
• Redesign the school websites so they are more parent-friendly and visually similar to the district website. • Consider a student-driven section of content on school sites to demonstrate student skills and drive parents to the sites. • Ensure all websites contain updated, useful and new information that support the key messages. • Revamp the "New Families" and "Welcome to the White Bear Lake Area Schools" portions of the district website to be more welcoming and informative, provide parenting tips, encourage sign-up for the district E-news and promote opportunities to tour and visit schools. Include a short Welcome video featuring students and staff. • Use other e-communication to drive readers to school / district websites via hotlinks, thus increasing the value of those websites. • Ensure school websites include welcome messages in other languages from cultural liaisons, as the district website does. • Incorporate success stories from graduates onto web; utilize these stories with media and in presentations and printed materials as well.

b) Offer a range of opportunities for parents and students to visit and experience WBLAS firsthand.
• Include invitations to school events in the quarterly postcards that are mailed districtwide. • Identify opportunities to increase WBLAS visibility in each of the ten communities served, via festivals, block parties, school artwork displayed in local businesses, student performances in parks, faith community networks, etc. • Work with the cities served by the district to help promote the January "Welcome to White Bear Week" open house opportunities as well as other major school events through their various communication channels. • In neighborhoods on the district borders, ask a current family to host a coffee party with

the superintendent/principals and invite families to come learn more about WBLAS.
- Work with cultural liaisons to offer culturally relevant events for diverse populations.
- Partner with community education and other partners to increase and promote after-school/weekend/summer classes and camps for children to help them connect with WBLAS schools, whether or not they currently attend WBLAS.

c) Follow-up with families who express an interest in WBLAS, or who leave WBLAS for any reason.

- Keep a database of all families who inquire about the district (either through the district office or individual schools) and follow-up with a call or letter 1-2 weeks after initial information was sent out.
- Do an exit survey of any family who leaves the district to learn more about their experiences and why they left. If the family remains as a resident, follow-up with a call or letter six months after they leave to see how their new school choice is working and ask if there is anything the WBLAS can do for them.
- Annually send families who enroll in private schools or open enroll out an invitation to visit the schools and an update on great things happening in WBLAS.

d) Increase personal outreach at critical decision points.

- Have students, parents and / or principals make follow-up calls to new families who receive invitations to open houses at elementary, middle and high schools.
- Provide parents with key talking points about the district and district pride along with messages about the importance of retaining and attracting families.
- Have principals talk about the importance of marketing, customer service and outreach at staff meetings at least twice per year, including key messages for staff to deliver to families.
- Have principals attend meetings / events at their "feeder schools" to meet their future students and families.
- Debrief with families who have been through the registration process to identify ways to make it easier, more friendly and welcoming.
- Work with high school principals and teachers to develop more aggressive and personal outreach efforts to 6-8th graders / families currently enrolled in private schools.

II. Get them young and keep them connected.

It's harder to get a new customer than to keep an existing one, so the sooner a family becomes part of the WBLAS family, the more likely it is they will stay.

a) Redesign early childhood outreach efforts so they are more visible, user-friendly and supportive of K-12 enrollment in WBLAS.

- Update early childhood marketing materials to match district look. Use feedback from early childhood families to develop materials that meet their needs.
- Ensure early childhood materials are sent to all resident families with eligible children.
- Ensure early childhood program and enrollment information is easily accessible online.

- Identify something unique or new about WBLAS early childhood program and pitch the story to *Pioneer Press*, utilizing both in-house and outside early childhood experts.
- Have an early childhood presence at elementary open houses and vice versa.
- Have an elementary principal or kindergarten teacher and a representative from the secondary schools meet with early childhood parents at least once per year to discuss WBLAS K-12 experience.
- Train all early childhood staff in marketing the district's K-12 experience.
- Include registration for WBLAS kindergarten as part of all spring classes offered by district to 4 and 5 year olds.

b) Develop partnerships with area preschools, child cares and mom's groups.

- Improve the mailing list of all area preschools, child cares and mom's groups in the community.
- Include a "how to prepare for kindergarten" brochure in the letter from school principals that invites them to bring their families to visit WBLAS anytime – and offer to have a kindergarten teacher come speak to their parents about preparing for kindergarten.
- Promote special "visit your school" field trip opportunities for preschoolers to come and visit the classroom, have a story time and do a craft.
- Brainstorm with a small group of early childhood caregivers about ways the district could partner with them and their families.

c) Offer a range of opportunities for families with young children to experience WBLAS.

- Host twice yearly open houses to showcase district's early childhood offerings, as well as the great K-12 experience to follow. Include kindergarten families to speak about their great experience entering the district.
- Develop special open houses / events offered to families enrolled in WBLAS early childhood programs so they can experience the elementary schools and hear from district kindergarten teachers.
- Track births in the district and send a special "Welcome to WBLAS" letter from the superintendent to the new parents; include a coupon for early childhood programs.
- Host fun "Welcome to WBLAS" events at the elementary schools targeted to parents of 0-3 year olds.
- Create a spot on district website where parents of 0-5 year olds can sign up for periodic emails of parenting tips and preschool events from the district.
- Ask elementary PTAs / PTOs to host coffee parties at their homes for parents of 2-4 year olds in their neighborhoods to help them learn about the district. Include an ECFE teacher and kindergarten teacher to talk about district opportunities.
- Send invitations to all school events (plays, band, choir, etc) to anyone on early childhood email list and in WBLAS early childhood programs.

d) Increase emphasis on transition points and academic rigor.

- Increase comfort levels with the middle and high schools by identifying additional ways to connect students and parents with the schools 1-2 years before they will attend them, such as regularly inviting all 5-8th graders and their families to north campus

events and regularly inviting all 9th-10th graders and their families to south campus events.
- Develop a College Prep handbook that maps out steps for students beginning in middle school and highlights the various college prep supports WBLAS has to offer. Begin to provide to all families in grade 5 at parent-teacher conferences and other parent events.

III. Accentuate the positives.

The District's size and focus on innovations allows WBLAS to offer a wide range of opportunities not available to students in many neighboring districts. The District also has a strong sense of community pride.

a) Institute a "Did you know?" campaign of positive and interesting facts about the WBLAS – academic, athletic, artistic and alumni-related.

- Communicate these regularly through a wide range of both district and school-level communication vehicles.
- Add "Did you know? - What's Great About WBLAS" section to district web – a laundry list of great offerings, with hotlinks to more information as needed.
- Create a Twitter account and promote it via all district / school e-communication methods to share points of pride and community opportunities in a distinct district voice.

b) Build on existing Bears pride.

- Promote spirit wear and Bear trinkets at all grade levels, including early childhood.
- Encourage all schools to focus on the Bear rather than individual school mascots.
- Use school buildings as billboards by hanging Bears Pride and Did You Know banners on the schools.
- Increase District visibility (Bears Pride) at each early childhood and school site (building, signage, etc.)
- Incorporate athletic highlights into community e-newsletter.
- Hang banners / signs at all partnership sites, indicating connection with WBLAS and Bears Pride.

c) Make "school marketing and community engagement" a regular agenda item at meetings of school staff, Cabinet, principals and Parent Leaders Forum – discussion should focus on ways to better engage community members with the district via two-way relationship building.

IV. Influence the influencers.

Selecting a school is an emotional as well as rational decision, which is easily influenced by what parents hear from those they trust.

a) Offer a range of opportunities for realtors to visit and experience WBLAS firsthand.

- Enhance realtor outreach to include school tours, special information breakfasts, invitations to special school events and a monthly short e-newsletter with quick news

about student / school / district accomplishments. Work with realtor association to offer CEUs when able.

- Ask realtors to alert district to any new families who buy homes in the district; follow-up with a call or letter from their school offering them an opportunity to visit or ask questions.

b) Work with the White Bear Lake Area Educational Foundation to improve alumni outreach.

- Once an alumni database has been developed, keep them informed of great things happening in WBLAS via e-newsletters and invitations to major school events.
- Work with alumni network to develop a Facebook page for all alumni to include ongoing school pride news and events.

c) Increase visibility in the *White Bear Press*.

- Discuss the option of a regular school column in the paper – authored by the superintendent, principals and other school leaders.
- Run monthly "Did you know?" ads on WBLAS accomplishments, paired with alumni testimonials.
- Ask each school to submit at least one letter to the editor per month to the *White Bear Press* about a point of school pride.
- Meet regularly with reporter to discuss district and state funding issues; identify story angles to keep the story current.
- Work with area businesses to highlight "Bears Pride" and other WBLAS support statements in their ads.
- Consider paying for periodic inserts to the paper about upcoming events or periodic financial / academic update reports and also include "Did you know?" messages.
- Use the hiring of a new activities director to help increase coverage of all types of athletics / activities news and events. Establish a relationship between the activities director and the *White Bear Press* so they can develop a process for regular information sharing and story ideas.

d) Connect with key communicators.

- Create a key communicator database of elected officials, business leaders, faith organization leaders and parent leaders and send them bi-weekly "Did you know?" emails of WBLAS good news tidbits, as well as regular updates on financial status.
- Meet with city and business leaders to share firsthand good news about the schools and discuss ways they can support increased communication about and visibility of WBLAS.
- Identify a select group of ten community leaders who will each agree to be active champions for the district by sharing information (as an outside third-party source) with their networks six times per year, via letters to editor, speaking at school board meetings, Facebook posts, emails, etc.
- Take the current "budget management" presentation being shared with schools on the road to local business and civic associations.
- Work with staff to recognize their key role in school marketing and sharing key messages about the district as part of annual customer service training with staff

members.
- Work with community channel to frequently rebroadcast key school board and community presentations.

V. Use data to help inform decision-making.

Using data can increase the efficiency and effectiveness of marketing efforts.

a) Learn more about families that leave the district.

- Create maps showing where families live who open enroll into other districts (past and current), look for patterns and target outreach efforts accordingly.
- Conduct exit surveys with any family that leaves the district; analyze data to look for patterns. Capture data in a way that makes it easy to summarize and analyze.
- Analyze 'reasons for leaving' listed on open enrollment forms and target follow-up efforts / calls / letters accordingly.

b) Institute periodic online surveys to measure satisfaction with school events, marketing efforts and other activities – as well as to identify what parents want in specific areas from early childhood through grade 12. Adjust future efforts accordingly.

Evaluation

The plan's strategies and tactics are all designed to help achieve the goals of attracting and retaining families, while also helping to prepare for a potential fall 2011 levy referendum. Part of the plan's success relies on the synergy of the various strategies – recognizing that some prioritization will need to occur, as everything can't be done at once.

It is important to remember that enrollment patterns are slow to change, with the majority of changes occurring only once a year in the fall. Therefore, the district will need to maintain a long-term commitment to its marketing efforts, monitoring effectiveness over time and making changes as appropriate. It is also critical that a specific referendum communications plan be instituted, once a decision to hold a referendum is made.

The following types of data will be used to monitor progress and drive decisions.

- Enrollment
  - K-12 enrollment increases
  - Student retention from grade to grade
  - Increase in preschool enrollment
  - Increase in preschool retention into Kindergarten
- Market share
  - Increase in percent of market share
  - Decrease in open enrollment out numbers

    - Shift in ratio of open enrollment out to open enrollment in reflecting less loss or a net gain
- Community support and pride
    - Monitor tone and type of articles in *White Bear Press*
    - Conduct periodic surveys measuring aspects of community support, pride and recognition of "Did you know" tidbits
- Passage of future referendums

To help provide continuous support and outside perspective, the district should create an ongoing Marketing Advisory Committee which would meet two to four times per year to review implementation of the marketing plan and offer additional insights, ideas and support. The committee should include staff, a parent from each school and community members.

Implementation Grid

I. Actively recruit school shoppers.

Tactic	Person responsible	Timing
a) Maximize the effectiveness of district / school websites.		
b) Offer a range of opportunities for parents and students to visit and experience WBLAS firsthand.		
c) Follow-up with families who express an interest in WBLAS, or who leave WBLAS for any reason.		
d) Increase personal outreach at critical decision points.		

II. Get them young and keep them connected.

Tactic	Person responsible	Timing
a) Redesign early childhood outreach efforts so they are more visible, user-friendly and supportive of K-12 enrollment in WBLAS.		
b) Develop partnerships with area preschools, child cares and mom's groups.		
c) Offer a range of opportunities for families with young children to experience WBLAS.		
d) Increase emphasis on transition points and academic rigor.		

III. Accentuate the positives.

Tactic	Person responsible	Timing
a) Institute a "Did you know?" campaign of positive and interesting facts about the WBLAS.		
b) Build on existing Bears pride.		
c) Make "school marketing and community engagement" a regular agenda item at meetings of school staff, Cabinet, principals and Parent Leaders Forum.		

IV. Influence the influencers.

Tactic	Person responsible	Timing
a) Offer a range of opportunities for realtors to visit and experience WBLAS firsthand.		
b) Work with the White Bear Lake Area Educational Foundation to improve alumni outreach.		
c) Increase visibility in the *White Bear Press*.		
d) Connect with key communicators.		

V. Use data to help inform decision-making.

Tactic	Person responsible	Timing
a) Learn more about families that leave the district.		
b) Institute periodic online surveys to measure satisfaction with school events, marketing efforts and other activities – as well as to identify what parents want in specific areas from early childhood through grade 12. Adjust future efforts accordingly.		

AGENDA ITEM: **SEE Energy Conservation Proposal**

MEETING DATE: **July 12, 2010**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

For the past several months the District has been in conversation with staff from Hallberg Engineering about developing a partnership to help the District reduce, or slow the increase, in energy costs.

Joe Hallberg has developed a program through *Schools for Energy Efficiency* that uses a combination of education and consulting analysis to help school districts with energy cost avoidance. The program has been successfully implemented in over 600 school buildings throughout the area.

The model that will be discussed at this meeting represents a significant change in the manner in which this program would be implemented.

Based on discussions that have taken place between Joe and his staff and district administrators, this proposal would require no upfront cost on the part of the District. Instead, the District and *Schools for Energy Efficiency* have developed a model whereby the District is provided staff, engineering support, consulting services, utility tracking, *SEE* supplies and materials, along with data validation by an independent third party.

In return, the District would agree to share the cost avoidance savings with *SEE*.

The recommended proposal is being fine-tuned and will be available at the meeting of July 12, 2010.

It is hoped that this recommendation can be forwarded to the August 9,2010 School Board meeting for approval.

Recommendation:

None.

E. OPERATIONAL ITEMS

AGENDA ITEM:	**Resolution approving Northeast Metro Intermediate School District #916's Health & Safety Program Budget and authorizing the inclusion of a proportionate share of those projects in the District's application for Health & Safety Revenue**
MEETING DATE:	**July 12, 2010**
SUGGESTED DISPOSITION:	**Operational Item**
CONTACT PERSON:	**Pete Willcoxon Sr.** **Executive Director of Business Services**

Background:

Information attached explains the rationale and need associated with the resolution for approval of #916's Health & Safety plan. This is an annual process that allows for the generation of Health & Safety revenue for 916. The impact on District #624's property tax levy will be $9,627.00.

District #916 acted on this resolution at their June meeting. Information has been provided to us and is attached.

Recommendation:

It is recommended that the attached resolution be approved.

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT #624
(White Bear Lake)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a _____ meeting of School Board of Independent School District No. 624, State of Minnesota, was held on _____, 2010, at ____-o'clock _.m., for the purpose, in part, of approving the Northeast Metropolitan Intermediate School District No. 916's health and safety program budget and authorizing the inclusion of a proportionate share of Intermediate School District's health and safety projects in the district's application for health and safety revenue.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING NORTHEAST METROPOLITAN INTERMEDIATE SCHOOL DISTRICT NO. 916'S HEALTH AND SAFETY PROGRAM BUDGET AND AUTHORIZING THE INCLUSION OF A PROPORTIONATE SHARE OF THOSE PROJECTS IN THE DISTRICT'S APPLICATION FOR HEALTH AND SAFETY REVENUE

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

1. The school board of Northeast Metropolitan Intermediate School District No. 916 has approved a health and safety program budget for its facilities for the 2010-2011 school year in the amount of $83,159. The various components of this program budget are attached as EXHIBIT A hereto and are incorporated herein by reference. Said budget is hereby approved.

2. Minnesota Statutes, Section 123B.57, Subdivision 1, as amended, provides that if an intermediate school district's health and safety budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its health and safety revenue application.

3. The proportionate share of the costs of the intermediate school district's health and safety program for each member school district to be included in its application shall be determined by utilizing a blended rate where half of the rate is determined by multiplying the total cost of the intermediate school district health and safety program times the ratio of the member school district's net tax capacity to the total net tax capacity of the intermediate school district and half of the rate is determined by multiplying the total cost of the intermediate school district health and safety program times the ratio of ADM utilization by district to the total ADM utilization. The inclusion of this proportionate share in the district's health and safety revenue application for fiscal year

2011 is hereby approved, subject to approval by the Commissioner of the Minnesota Department of Education.

4. Upon receipt of the proportionate share of health and safety revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and, upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF _____

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 624, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Independent School District No. 624_ held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Northeast Metropolitan Intermediate School District No. 916's health and safety program budget and authorizing the inclusion of a proportionate share of the Intermediate School District's health and safety projects in the district's application for health and safety revenue.

WITNESS MY HAND officially as such Clerk this ___ day of _____, 2010.

_____
Clerk
Independent School District No. 624

EXHIBIT A
Northeast Metro 916
Health and Safety Levy
July 6, 2010

Health and safety category:

Physical Hazard Control	District wide	6,853.00
Hazardous Substance	District wide	4,288.00
H&S Management	District wide	53,118.00
Asbestos	District wide	13,700.00
Fire and Life Safety	District wide	4,600.00
Indoor air quality	District wide	600.00
		83,159.00

Northeast Metro 916
Health and Safety Levy
FY11

District #	District Name	Weighted Average*
12	Centennial	$ 5,807
13	Columbia Heights	$ 6,550
832	Mahtomedi	$ 2,986
621	Moundsview	$ 9,783
622	North St. Paul	$ 14,042
623	Roseville	$ 9,086
833	South Washington County	$ 12,837
16	Spring Lake Park	$ 4,042
834	Stillwater	$ 8,399
624	White Bear Lake	$ 9,627
		$ 83,159

FY11 expense certified September 2010
Bill to members January 2012

AGENDA ITEM:	**Resolution approving "Attachment 10" for the Health & Safety Program**
MEETING DATE:	**July 12, 2010**
SUGGESTED DISPOSITION:	**Operational Item**
CONTACT PERSON:	**Pete Willcoxon Sr.** **Executive Director of Business Services**

Background:

Each year the School Board is required to review the "Attachment 10" performance criteria for our District Health & Safety program.

The information has been provided by Phil Fisher and Mary Kowitz and is included with this agenda item.

Recommendation:

It is recommended by administration that the Board approve the attached report for submission to the Minnesota Department of Education.

Minnesota Department of Education

HEALTH AND SAFETY PROGRAM REVENUE APPLICATION

In accordance with Minnesota Statutes section 123B.57 Subd. 1(a) the intent of this document is to satisfy the requirement for districts to submit their health and safety program application including hazardous substance removal, fire and life safety code repairs, Labor and Industry-regulated facility and equipment violations, and health, safety, and environmental management, including indoor air quality management.

This completed form with attached school board approved minutes and Management Assistance Physical Hazard/Building Walkthrough report shall be provided to your regional management assistant professional for submittal to the Minnesota Department of Education before July 23, 2010.

District Name and Number – White Bear Lake Area Public Schools – ISD #624

Health and Safety Coordinator Name and Contact Information – Mary Kowitz (651) 407-7633

Signature of Board Chairman – Lori Swanson _____ Date 7/12/10

Accident Investigation (View 29 CFR 1904.32)

Is the annual summary of injuries and illnesses recorded on the OSHA 300 posted from February 1 until April 30 of the following year? Yes, in staff lounge in each building

What is your 2009 Worker's Compensation Experience Modification Rate? 1.2

What is your district's most common injury? Slips, trips & falls

Describe your procedure for accident investigation and implementing corrective action. Procedure is being implemented in conjunction with workers' comp insurance company (SFM).

Bloodborne Pathogens (View 29 CFR 1910.1030)

Name of Exposure Control Plan Coordinator:
Mary Kowitz, Environmental, Health & Safety coordinator in conjunction with district head nurse

Asbestos (View 40 CFR Part 763 Subpart E)

Name of AHERA Designated Person: Scott Larson (651) 248-0828

Do you have current AHERA three-year and six-month inspection records on file?
Yes, at each building and the district health & safety office.

Bleachers (View Minn. Stat. § 326B.112)

How many sets of bleachers (55 inches above grade and higher) are in your district? 19

Have all of your bleachers received the five-year certification? Yes.

Chemical Hygiene (View 29 CFR 1910.1450)

Name of Chemical Hygiene Plan Coordinator:
Mary Kowitz, EHS Coordinator, CHO's Mike Andres, James Christensen, Ellen Fahey &Laura Watters

Fire and Life Safety (View Minn. Stat. § 121A.037)

Are you conducting a minimum of one tornado, five fire and five lock-down drills within a school year per building? Yes.

Indoor Air Quality (View US EPA Tools for Schools Program)

Name of IAQ Coordinator and Certification Number:

Phil Fisher, Manager of Buildings & Grounds, Certification # I 1136,

Mary Kowitz, Environmental, Health & Safety Coordinator, Certification # I 1818.

Date of last IAQ Building Walkthrough:

Building walk-throughs were performed November 2009-February 2010 based on the Tools for Schools checklist. See attached form

Date of last Ventilation and Maintenance Checklist: November 2009-February 2010

Machine Guarding (View 29 CFR 1910.212)

Name of Contact Person and Certification Number:

Phil Fisher, Certification # MG1161,

Mary Kowitz, Certification # MG 2058

Management Assistance

Do you contract with Management Assistance? Yes

Name of Management Assistance Professional: Mike Weigel, Metro ECSU (612) 638-1500

Mercury (View Minn. Stat. § 121A.33)

As of December 31, 2009, are you purchasing, storing or using elemental mercury or an instrument of measurement containing mercury for any purpose? (This does not apply to thermostats for heating, ventilation, and air conditioning in the school.) No.

Safety Committee (View Minn. Stat. § 182.676)

Are you conducting a minimum of four quarterly safety committee meetings per school year?

Yes, 2009-2010 meeting dates12/8/09, 2/9/10, 4/13/10 (Tuesdays)

2010-2011 meeting dates 10/6/10, 12/8/10, 2/9/11, 4/13/11 (Wednesdays)

Individual Hazards Identified In H&S Management Assistance Reports

Location	Equipment/ Location	Brief Description of Hazard	Work to be accomplished	Date Completed/ Anticipated Completion Date
Area Learning Center	1. Room 106	Electrical	Extension cord used as permanent wiring	9-7-10
	2. Room 106	Electrical – drop cords	Knockout gang boxes cannot be used	9-7-10
	3. Room 106	Machine guarding	Table saw is missing guard	9-7-10
	4. Boiler room	Walking & working surfaces	Fall protection needed at top of boilers	9-7-10
Central Middle School	5. Room 269 - refrigerator	Chemical Hygiene	Food items are not to be stored with chemical/ biological items	9-7-10
	6. Custodial office	Egress	Emergency lighting needed	9-7-10
	7. Room 128	Electrical	Blocked electrical panel	9-7-10
	8. Kitchen	Electrical	Exposed electrical wiring	9-7-10
	9. Science & kitchen	First Aid	Emergency eyewash stations are not flushed weekly	9-7-10
North Campus	10. Room 422	Egress	Exit route is blocked	9-7-10
	11. Room 422 – outlets	Electrical	Exposed electrical wiring	9-7-10
	12. Dark Room	First Aid	Emergency eyewash station needed	9-7-10
	13. Room 101	Fire Protection	Items hanging from sprinkler pipes	9-7-10
	14. Wood Shop	Machine Guarding	Radial arm saw does not return to starting position	9-7-10
	15. Wood Shop	Machine Guarding	Table saw missing antikickback/spreader	9-7-10
	16. Kitchen	Personal Protective Equipment	Tight fitting goggles needed in this area	9-7-10
	17. Art Room	Chemical Hygiene	Recommend removing leaded glazes (i.e. Christmas red)	9-7-10

CHECKLIST FOR EVALUATION OF CLASSROOMS

Date:_____ **Person Evaluating:**_____ **School:**_____ **Room:**_____

Q-Trak Readings: *Time:* *CO_2 (ppm)* *Temp. (°F.)* **# Occupants:**

ITEM	DESCRIPTION	Problems Noted
1. *	**Proper cleaning of rooms?** ☐ Yes ☐ No ☐ N/A	☐ Needs sweeping/vacuuming ☐ Trash not removed daily ☐ Food left overnight/Animal food not in tight containers ☐ Signs of pests ☐ Detect odor of scented cleaners ☐ Spills not cleaned properly promptly
2. *	**Room typically comfortable?** ☐ Yes ☐ No ☐ N/A	☐ Too hot ☐ Too cold/drafty ☐ Direct sunlight shining on occupants ☐ Humidity problems
3. *	**Problems with odors?** ☐ Yes ☐ No ☐ N/A	☐ Vehicle exhaust odor ☐ Kitchen/food smells ☐ Chemical smells ☐ Mold or mildew odors
4.	**Proper Animal Handling?** ☐ Yes ☐ No ☐ N/A	☐ Animals allowed to roam ☐ Cage(s) dirty ☐ Animals located close to air vents
5.	**Drain traps operating effectively?** ☐ Yes ☐ No ☐ N/A	☐ Drain traps not filled weekly ☐ Water not run in sinks once per wk. ☐ Toilets not flushed once per wk.
6.	**Signs of water leaks?** ☐ Yes ☐ No ☐ N/A	☐ Moisture/stains around/under sink ☐ Moisture/stains in class restroom ☐ Moisture stains on ceiling tiles/walls
7.	**Signs of condensation?** ☐ Yes ☐ No ☐ N/A	☐ Condensate on window sills, frames ☐ Condensate on cold water pipes ☐ Condensate on indoor surfaces of exterior walls
8.	**Ventilation functioning?** ☐ Yes ☐ No ☐ N/A	☐ Exhaust ventilation not operating ☐ Exhaust airflow is obstructed ☐ Supply ventilation not operating ☐ Supply airflow is obstructed
9.	**Local exhaust fans and fume hoods functioning?** ☐ Yes ☐ No ☐ N/A	☐ Fans do not function ☐ Odors in adjacent areas ☐ Fan is not operated due to noise ☐ Fume hood is cracked, broken or pulling away from ceiling/wall
10.	**Art/Science/Industrial Ed: Proper storage of chemical supplies?** ☐ Yes ☐ No ☐ N/A	☐ Spill supplies not available ☐ Chemical supplies stored in unventilated area
11.	**Locker rooms: Cleaned regularly and properly?** ☐ Yes ☐ No ☐ N/A	☐ Cleaners used when areas still occupied ☐ Exhaust fans do not remove moisture and odors ☐ Wet towels not removed regularly ☐ Soiled uniforms not washed and dried regularly ☐ Students do not take soiled clothes home regularly

* Indicates questions asked to teachers/staff in room

AGENDA ITEM:	**Action on Membership with the Association of Metropolitan School Districts (AMSD)**
MEETING DATE:	**July 1, 2010**
SUGGESTED DISPOSITION:	**Operational Item**
CONTACT PERSON(S):	**Dr. Michael J. Lovett, Superintendent**

Background:

During the 2009-10 school year, the White Bear Lake Area Public Schools continued their membership in Schools for Equity in Education (SEE), and had an associate membership with Association Metropolitan School Districts (AMSD).

Both organizations represent school districts at the legislature and provide critical analysis and support to assure that members of the legislature and executive branch have current information on how legislation affects our schools and our students.

Our district had a long association with both organizations, formally belonging to AMSD prior to the mid-90s, but for the last fifteen years have been an active member with the SEE organization, including 2008-09 when our current School Board Chair Lori Swanson served as chair for the SEE organization.

After a very active Legislative session where members of the White Bear Lake Area School Board and administrative team testified on two bills and were actively involved in Legislative discussions, I recommended to both SEE and AMSD executive directors that I thought it is in the best interest of the organizations to consider some type of a merger that would allow school districts to speak with a common voice on these complex matters of public policy.

For the foreseeable future, I would recommend that the District move to full membership with AMSD as an alternative to continuing the membership with SEE. The demographic and financial characteristics of White Bear Lake have more in common with the AMSD districts and I believe that our interests would be best served in continuing full membership with AMSD. The cost is approximately $11,000 for 2010-11.

Recommendation:

The administration recommends that the School Board approve membership in AMSD for 2010-11.

AGENDA ITEM:	**School Board Liaison Assignments for 2010-11 and 2011-13 School Years**
MEETING DATE:	**July 1, 2010**
SUGGESTED DISPOSITION:	**Operational Item**
CONTACT PERSON(S):	**Lori Swanson, School Board Chair**

Background:

The White Bear Lake Area School Board determines their liaison assignments. Every two years the School Board members rotate their liaison assignments.

Recommendation:

Approve the School Board liaison assignments for 2010-11 and 2011-12 school years.

INDEPENDENT SCHOOL DISTRICT #624

SCHOOL BOARD LIAISON ASSIGNMENTS
2010-2012

School	Chapman	Hiniker	Kimball	Newberg	Shevik	Storey	Swanson
Birch Lake							X
Oneka	X						
Lakeaires						X	
Lincoln							X
Otter Lake	X						
Parkview/ Center point			X				
Vadnais Heights			X				
Willow Lane					X		
Central		X					
Sunrise				X			
North Campus					X		
South Campus		X					
ECFE						X	
ALC & Transition Plus				X			

Approved by the School Board on _____ for the 2010-11 and 2011-12 school years.