

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

November 8, 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: November 3, 2010

A Student Recognition will be held on Monday, November 8, at 6:15 p.m. in the Community Room 112 at the District Center.

A meeting of the White Bear Lake Area School Board will be held on **Monday, November 8, 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
 - a) Approval of Minutes
 - b) Payment of Invoices
 - c) Correspondence
 - d) Acceptance of Gifts
 - e) Approve Field Trips
 - f) Human Resources Items

B. PUBLIC FORUM

During the Public Forum any person may address the School Board on a topic of interest or concern. Listed below are the procedures for Public Forum.

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open 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. Presentation from the White Bear Lake Area Education Foundation
2. Superintendent's Report

D. DISCUSSION ITEMS

1. First Reading of Policy 207, Public Hearings
2. First Reading of Policy 209, Code of Ethics
3. First Reading of Policy 499, Student Teaching
4. First Reading of Policy 503, Student Attendance
5. First Reading of Policy 904, Distribution of Materials on School District Property by Nonschool Persons
6. First Reading of Policy 704, Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System

E. OPERATIONAL ITEMS

1. Action on Summer Academy Joint Powers Agreement
2. Second Reading of Policy 201, Legal Status of the School Board
3. Second Reading of Policy 202, School Board Officers
4. Second Reading of Policy 203, Operation of the School Board – Governing Rules
5. Second Reading of Policy 203.5, School Board Meeting Agenda
6. Second Reading of Policy 205, Open Meetings and Closed Meetings
7. Second Reading of Policy 206, Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations
8. Second Reading of Policy 513, Student Promotion, Retention and Program Design
9. Second Reading of Policy 605, Alternative Programs
10. Second Reading of Policy 608, Instructional Services – Special Education
11. Second Reading of Policy 609, Religion

12. Second Reading of Policy 615, Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plan, and LEP Students
13. Action on Course Proposals for 2011-12
14. Action on Application for Student Activities Grant
15. Action on AYP District Plans
16. Action on SHIP Grant Partnership with Washington County

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: Consent Agenda
MEETING DATE: November 8, 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) Human Resources Items

RECOMMENDATION:

Approve the items listed on the Consent Agenda.

AGENDA ITEM: School Board Minutes
MEETING DATE: November 8, 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.

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

A meeting of the White Bear Lake Area School Board was held on Monday, November 8, 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 7:01 p.m.
 2. Roll Call- Present: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg
Absent: Shevik
Ex-Officio: Lovett
Cabinet: Present – Daniels, Guenther, Law, Picha, and Vette
 3. Pledge of Allegiance
 4. Hiniker moved, Newberg 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 the regular meeting on October 12, 2010 and work-study meetings on October 26, 2010;
 - payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - approval of field trips;
 - passage of resolution to approve personnel issues to include:
 - Resignations – Classified Staff
Sue Huebl, Food Service, effective date: 11/2/10
 - Retirement – Classified Staff
Sandra Briggs, Pupil Support Assistant, effective date: 12/15/10
 - Retirement – Certified Staff
John Grundstrom, Teacher, effective date: 06/10/11
 - Leave of Absence – Certified Staff
Jane Briggs, Elementary Teacher, effective dates: 8/31/10 through 10/13/10
Beth Clymer, Elementary Teacher, effective dates: 8/31/10 through 11/01/10
Catherine Hira, Elementary Teacher, effective dates: to be determined
Carolyn Lounsberry, Communications Teacher, effective dates: 9/07/10 through 11/11/10
Jennifer Kirkham, Communications Teacher, effective dates: 9/08/10 through 10/25/10
 - Change in Continuing Contract – Certified Staff
Janet Ehrlich, ECFE Teacher, from .60 f.t.e. to a .40 f.t.e. effective date: 10/29/10
 - New Personnel – Classified Staff
Jennifer Bletz, School Readiness Teacher, effective date: 11/2/10 through 6/1/11
Robyn Engen, Pupil Support Assistant, effective date: 10/25/10
- Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none; Motion carried.***

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

C. INFORMATION ITEMS

1. Presentation from the White Bear Lake Area Educational Foundation – Kim Schoonover, President of the White Bear Lake Area Educational Foundation (WBLAEF) and Jenny Nadeau, Vice-president Community Relations for the WBLAEF provided an overview of the financial and on-going support provided to the District. A video highlighted the WBLAEF's five-year strategic plan.
2. Superintendent's Report – Dr. Lovett reported on the following:
 - Student Recognition – Prior to tonight's Board meeting, the following groups of White Bear Lake Area High School students and coaches were recognized: State tournament tennis team representatives, state representatives to the state girls' and boys' cross country meet, varsity cheerleading team which took first place in the State Finals Cheer-Off. Congratulations to all.
 - Strategic Planning Event – The Strategic Planning kick-off meeting will be held on November 9 and is open to all community members. Along with an overview of the plan, State Demographer Dr. Tom Gillaspay will be presenting.
 - West Side Story – This year's high school musical will be held in the upcoming weeks at the North Campus Theater. This award winning theatre group has also been recognized for their community engagement efforts and will focus on Home (anti-bullying), Local (Metro Homeless Youth Christmas wish lists) and Global (pillow case dresses for Third World countries) efforts. Monetary donations or newly purchased pillow cases are gratefully accepted and may be brought to the shows or dropped off at North Campus.
 - Kao Kalia Yang – The District welcomed back author Kao Kalia Yang last week as she continued the conversation with our community members, staff and students from her presentation at Opening Convocation in September.
 - Upcoming events include: YMCA Grand Opening of the Senior and Teen Centers at the White Bear Area YMCA. In an initiative being piloted, the District is providing transportation to the Teen Center two days per week for middle and high school students. Vadnais Heights Sports Center is now open with our girls' hockey team now practicing at the center and the boys' to begin next week. A grand opening will be held on November 20. This state-of-the-art facility is a welcome addition to our District's growing list of partnerships.
 - Student Liaison Maraki Ketema provided the following update: The recent food drive was again very successful. More details on the amount will soon be available. The Superintendent's Student Advisory Board recently met. It was a great and productive conversation with students from both North and South Campus present.

Additional information may be found on the District website: www.whitebear.k12.mn.us.

D. DISCUSSION ITEMS

1. First Reading of Policy 207, Public Hearings - This policy has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by the Minnesota School Boards Association (MSBA). Policy will be placed on an upcoming Board meeting agenda as an operational item for action.
2. First Reading of Policy 209, Code of Ethics - This policy has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. Policy will be placed on an upcoming Board meeting agenda as an operational item for action.
3. First Reading of Policy 499, Student Teaching - This policy has been reviewed by the School Board Policy Committee. The Director of Human Resources is recommending the changes.

Policy will be placed on an upcoming Board meeting agenda as an operational item for action.

4. First Reading of Policy 503, Student Attendance - This policy has been reviewed by the School Board Policy Committee. This policy has been updated with recommendations from MSBA and then put through a multiple step review process with elementary, middle school and high school administrators as well as students. Policy will be placed on an upcoming Board meeting agenda as an operational item for action.
5. First Reading of Policy 904, Distribution of Materials on School District Property by Nonschool Persons - This policy has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. Policy will be placed on an upcoming Board meeting agenda as an operational item for action.
6. First Reading of Policy 704, Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System - This policy has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. Policy will be placed on an upcoming Board meeting agenda as an operational item for action.

E. OPERATIONAL ITEMS

1. Newberg motioned and Hiniker seconded to approve the Summer Academy Joint Powers Agreement for school years 2010-11 through 2012-13. **Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none; Motion carried.**
- 2-12. Hiniker motioned and Chapman seconded to approve the following School Board Policies as recommended:
 - Policy 201, Legal Status of the School Board
 - Policy 202, School Board Officers
 - Policy 203, Operation of the School Board – Governing Rules
 - Policy 203.5, School Board Meeting Agenda
 - Policy 205, Open Meetings and Closed Meetings
 - Policy 206, Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations
 - Policy 513, Student Promotion, Retention and Program Design
 - Policy 605, Alternative Programs
 - Policy 608, Instructional Services – Special Education
 - Policy 609, Religion
 - Policy 615, Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plan, and LEP Students**Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none; Motion carried.**
13. Storey motioned and Kimball seconded to approve the Course Proposals for 2011-12. **Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none; Motion carried.**
14. Newberg motioned and Hiniker seconded to approve the application for Student Activities Grant. **Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none; Motion carried.**
15. Kimball motioned and Storey seconded to approve the AYP District Plans. **Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none; Motion carried.**

16. Hiniker motioned and Newberg seconded to approve the SHIP Grant Partnership with Washington County. ***Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none; Motion carried.***

- F. **BOARD FORUM** – Kimball acknowledged a Birch Lake teacher who is retiring; Chapman encouraged all to attend the Strategic Planning Kick-off this Tuesday evening and commented that he was a part of the initial planning team and felt the process was going very well; Swanson thanked the District staff for their support of the WBLAEF's staff appeal and advised that the annual Holiday Angels program will kick-off soon.
- G. **ADJOURNMENT** - Newberg moved, Hiniker seconded to adjourn the meeting at 8:02 p.m. .
Voice vote: all ayes. Motion carried.

Submitted by: Cathy Storey

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

A work-study session of the White Bear Lake Area School Board was held on Monday, October 25, 2010 at 5:30 p.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

Call To Order – Swanson called the meeting to order at 5:43 p.m.

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

Ex-Officio - Lovett

Cabinet – Daniels, Guenther, Law, Picha, Vette

Note: Due to construction meeting room was changed to Room 206.

B. DISCUSSION ITEMS

1. Review of Course Proposals for 2011-2012 – David Law, Assistant Superintendent, and Gretchen Harriman, Curriculum and Program Development Coordinator, presented course proposals, course title changes and courses under discussion for the 2011-12 school year.
2. School Board/Superintendent Goals Update
 - a. Goal 1e – Gifted and Talented Program Review – David Law and Ann Malwitz, Professional Learning and Development Coordinator, overviewed the K-12 Gifted and Talented Program comprehensive review that recently begun.
 - b. Goals 3 and 4 – Discussion of Planning for a Potential Levy Campaign – Dr. Lovett, Pete Willcoxon, Executive Director of Business Services (who joined us via telephone) and Dr. Rolf Parsons, former School Board member, provided an overview of previous levy campaigns and provided thoughts on planning for a potential upcoming levy campaign.
 - c. Goal 5 – Strategic Planning – Dr. Lovett updated the Board on the kick-off of the Strategic Planning Committee on October 26-27. An excellent team has been assembled to include school board, administration, staff, parents and community members. A White Bear Lake Area Schools Strategic Planning Kick-off community meeting will be held on November 9.
3. School Board Evaluation – Board chair Swanson led the discussion on the recently completed Board Self-Evaluation. It was agreed that our next Board retreat be held on July 11.

- C. ADJOURNMENT** - Newberg motioned; Shevik seconded to adjourn the meeting at 8:12 p.m. Voice vote: *All ayes. Motion carried.*

Submitted by: Cathy Storey, Clerk

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

A special meeting of the White Bear Lake Area School Board will be held on Monday, November 22, 2010 at 7:30 p.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

SPECIAL MEETING AGENDA

A. PROCEDURAL ITEMS

1. Call to Order – Swanson called the meeting to order at 7:29 p.m.
2. Roll Call– Present: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg,
Ex-Officio - Lovett
Cabinet – Picha

B. OPERATIONAL ITEMS

1. Consideration of Employee Resignation – Chapman motioned; Newberg seconded to accept the employee letter of resignation. ***Roll call vote; ayes: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none. Motion carried.***

C. ADJOURNMENT - Newberg moved; Shevik seconded to adjourn the meeting at 7:32 p.m. Voice vote: ***All ayes. Motion carried.***

Submitted by: Cathy Storey, Clerk

AGENDA ITEM: Monthly Check Registers

MEETING DATE: November 8, 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 - October

	10/13/2010	10/15/2010	10/29/2010
State of MN - Unemployment Insurance	37,409.52		
Direct Deposit 279068-280399		1,505,502.63	
U.S. Treasury (FICA, Medicare, withholding)		534,020.33	
MN State Income Tax		88,898.35	
PERA		86,992.59	
TRA		184,107.44	
ING		1,611.09	
White Bear Lake Teacher's Association		27,686.68	
Direct Deposit 280400-281735			1,497,666.72
U.S. Treasury (FICA, Medicare, withholding)			525,384.31
MN State Income Tax			87,328.15
PERA			86,096.85
TRA			182,102.76
ING			1,611.09
White Bear Lake Teacher's Association			27,714.11
Extended Day Dues			597.50

PAYROLL

Check Nbr	Vendor Name	Check Date	Check Amount
12139	AIG	10/08/2010	5,283.11
12140	AMERICAN FUNDS	10/08/2010	68,891.23
12141	AMERICAN UNITED LIFE	10/08/2010	44,720.36
12142	AMERIPRISE	10/08/2010	10,385.17
12143	AXA EQUITABLE	10/08/2010	11,289.21
12144	COPY IMAGES INC	10/08/2010	10,994.65
12145	ECMC	10/08/2010	178.00
12146	EDUCATION MN ESI BILLING TRUST	10/08/2010	19,630.33
12147	GE MONEY BANK	10/08/2010	56.03
12148	INSTITUTE FOR MULTI SENSORY ED	10/08/2010	3,900.00
12149	INTERNAL REVENUE SERVICE	10/08/2010	1,144.43
12150	IUOE #70	10/08/2010	2,078.06
12151	METROPOLITAN LIFE	10/08/2010	4,054.59
12152	MN CHILD SUPPORT	10/08/2010	2,098.52
12153	MN DEPT OF REVENUE	10/08/2010	681.00
12154	PITNEY BOWES PURCHASE POWER	10/08/2010	120.95
12155	RAMSEY COUNTY SHERIFF	10/08/2010	85.91
12156	THE ROSE LAW FIRM, PLLC	10/08/2010	274.97
12157	SCHOOL SERVICE EMPLOYEES	10/08/2010	5,643.23
12158	TRAVEL LEADERS	10/08/2010	7,739.23
12159	US DEPT OF EDUCATION	10/08/2010	329.70
12160	VANGUARD SMALL BUSINESS SERVIC	10/08/2010	18,144.40

22	Computer	Check(s) For a Total of	217,723.08
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	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
	22	Computer	Checks For a Total of	217,723.08
Total For	22	Manual, Wire Tran, ACH & Computer	Checks	217,723.08
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		217,723.08

Check Nbr	Vendor Name	Check Date	Check Amount
12161	AARP DRIVER SAFETY PROGRAM	10/14/2010	646.00
12162	ABBOTT PAINT & CARPET INC	10/14/2010	1,342.99
12163	ABLENET INC	10/14/2010	398.00
12164	ACP DIRECT	10/14/2010	1,837.16
12165	ACSPA-MPA LEADERSHIP SERIES	10/14/2010	240.00
12166	Vendor Continued Check	10/14/2010	0.00
12167	ACTIVE.COM	10/14/2010	602.00
12168	ADAMS, LINDA	10/14/2010	393.34
12169	ALL CITIES CLEANING LLC	10/14/2010	1,693.95
12170	AMERICAN MESSAGING	10/14/2010	131.21
12171	AMERICAN RED CROSS MN	10/14/2010	60.00
12172	AMERIPRIDE SERVICES	10/14/2010	677.36
12173	ANDERSON, REBECCA	10/14/2010	9.95
12174	ANOKA COUNTY PARKS & RECREATIO	10/14/2010	655.00
12175	API SUPPLY LIFTS	10/14/2010	805.00
12176	APPLE COMPUTER INC	10/14/2010	538.00
12177	APPLECREST ORCHARDS	10/14/2010	153.00
12178	APPLIED ENVIRONMENTAL SCI INC	10/14/2010	250.00
12179	ASPEN PUBLISHERS INC	10/14/2010	245.70
12180	Vendor Continued Check	10/14/2010	0.00
12181	AV AVENUE LLC	10/14/2010	4,150.00
12182	BACH, BILL	10/14/2010	117.00
12183	BAILEY, LUANN	10/14/2010	35.00
12184	BANCE, SHEREEN	10/14/2010	30.00
12185	BARNES & NOBLE	10/14/2010	1,869.51
12186	BARNETT WB CHRYSLER JEEP DODGE	10/14/2010	100.00
12187	BARNHART, DUANE CECIL	10/14/2010	125.00
12188	BATENHORST, LYNSEY K	10/14/2010	29.00
12189	BATTERIES PLUS	10/14/2010	1,439.94
12190	BAUER BUILT TIRE	10/14/2010	305.40
12191	BEAMAN, LOUISE A	10/14/2010	80.00
12192	BEILKE, RICK	10/14/2010	150.00
12193	BELL, NORMAN	10/14/2010	100.00
12194	BELL, ROYCE	10/14/2010	150.00
12195	BENCHMARK EDUCATION COMPANY	10/14/2010	2,172.50
12196	BENDER, JANE	10/14/2010	57.26
12197	BENNETT, RANDY	10/14/2010	54.00
12198	BERNARD FOOD INDUSTRIES INC	10/14/2010	2,040.54
12199	BERNSTEIN, NANCY	10/14/2010	59.94
12200	BIX PRODUCE COMPANY INC	10/14/2010	10,158.88
12201	BJURSTROM, PETER EMIL	10/14/2010	240.00
12202	BOELTL, JOSEPH	10/14/2010	150.00
12203	BRAKE & EQUIPMENT WAREHOUSE, I	10/14/2010	140.78
12204	BROCKWAY, TOM	10/14/2010	250.00
12205	BROWN, EMILY	10/14/2010	117.00
12206	BUESING, EMILIE C	10/14/2010	261.60
12207	BUREAU OF CRIMINAL APPREHENSIO	10/14/2010	15.00
12208	BUREAU OF EDUCATION & RESEARCH	10/14/2010	430.00
12209	BURKE, ERIN	10/14/2010	43.00
12210	BURRIS, LEANN K	10/14/2010	55.00

Check Nbr	Vendor Name	Check Date	Check Amount
12211	BUSBY, TREVOR	10/14/2010	81.00
12212	BUSS, SYDNEY	10/14/2010	142.00
12213	CALCULATORS INC	10/14/2010	299.25
12214	CAMBIUM LEARNING INC	10/14/2010	6,048.12
12215	CAMP ST CROIX	10/14/2010	630.00
12216	CANNIFF, AMY E	10/14/2010	120.00
12217	CAP ELECTRIC INC	10/14/2010	398.50
12218	CARLSON, CARRIE E	10/14/2010	66.87
12219	CARNEY, ALYSSA	10/14/2010	9.25
12220	CARPENTER, RONALD	10/14/2010	20.00
12221	CARTER, MICHAEL D	10/14/2010	70.00
12222	CARTRIDGE CARE	10/14/2010	69.00
12223	CCP INDUSTRIES INC	10/14/2010	160.05
12224	CDW GOVERNMENT INC	10/14/2010	4,087.97
12225	CHAPMAN, DOUGLAS C	10/14/2010	12.50
12226	CHARAI, AHMED	10/14/2010	117.00
12227	CHARLEY WYSER MUSICAL SERVICES	10/14/2010	57.00
12228	CHENERY, RICHARD	10/14/2010	62.00
12229	THE CHILDREN'S THEATRE COMPANY	10/14/2010	70.00
12230	CHURCH, CAROLYN	10/14/2010	33.25
12231	Vendor Continued Check	10/14/2010	0.00
12232	CIRCUIT ELECTRONICS / NOW MICR	10/14/2010	766.99
12233	CJ DUFFY PAPER CO	10/14/2010	16,968.07
12234	CLEVELAND, ROLAND	10/14/2010	80.00
12235	CLYNE, KRIS	10/14/2010	140.99
12236	COCA-COLA BOTTLING MIDWEST CO	10/14/2010	2,419.65
12237	THE COLLEGE BOARD-MRO	10/14/2010	175.00
12238	COMCAST	10/14/2010	33.95
12239	COMCAST	10/14/2010	5.26
12240	COMO PARK ZOO AND CONSERVATORY	10/14/2010	100.00
12241	COMPASSLEARNING INC	10/14/2010	1,121.00
12242	CONSTRUCTION MANAGEMENT BUILDI	10/14/2010	93,085.75
12243	CONTINENTAL RESEARCH CORP	10/14/2010	454.21
12244	COOL AIR MECHANICAL	10/14/2010	4,534.09
12245	COOLIDGE, DENNIS	10/14/2010	20.00
12246	COOPS SPORTSWEAR	10/14/2010	685.00
12247	COPY IMAGES INC	10/14/2010	1,236.30
12248	Vendor Continued Check	10/14/2010	0.00
12249	Vendor Continued Check	10/14/2010	0.00
12250	Vendor Continued Check	10/14/2010	0.00
12251	COPY IMAGES INC	10/14/2010	4,259.79
12252	COUILLARD, TOM	10/14/2010	135.00
12253	CRISIS PREVENTION INSTITUTE IN	10/14/2010	328.90
12254	CTB INC	10/14/2010	3,622.22
12255	CULLEN, CRAIG	10/14/2010	147.50
12256	CURRICULUM ASSOCIATES LLC	10/14/2010	141.67
12257	D&H DISTRIBUTING CO	10/14/2010	362.49
12258	DAHLEM, TERESA	10/14/2010	279.40
12259	Vendor Continued Check	10/14/2010	0.00
12260	Vendor Continued Check	10/14/2010	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
12261	Vendor Continued Check	10/14/2010	0.00
12262	Vendor Continued Check	10/14/2010	0.00
12263	Vendor Continued Check	10/14/2010	0.00
12264	DALCO CORPORATION	10/14/2010	13,868.38
12265	DARTS VMS INC	10/14/2010	45.36
12266	DEDRICK, POLLY	10/14/2010	45.00
12267	DEEP PORTAGE	10/14/2010	10,550.00
12268	DEGARDNER, RICK	10/14/2010	250.00
12269	DELL MARKETING LP	10/14/2010	2,489.26
12270	DISCOUNT SCHOOL SUPPLY	10/14/2010	400.84
12271	DIVERSIFIED SNACK DISTRIBUTION	10/14/2010	12,374.65
12272	DON STEVENS INC	10/14/2010	992.47
12273	DOOR SERVICE COMPANY	10/14/2010	165.00
12274	DOW, BRIAN	10/14/2010	61.00
12275	DURACO EXPRESS CHICAGO	10/14/2010	19.99
12276	DUSTIN, JOSEPH J	10/14/2010	119.94
12277	DYMIT, MARIE	10/14/2010	85.50
12278	E.L. REINHARDT COMPANY INC	10/14/2010	11.14
12279	EBERT CONSTRUCTION	10/14/2010	55,690.23
12280	ECKROTH MUSIC	10/14/2010	63.00
12281	Vendor Continued Check	10/14/2010	0.00
12282	ECOLAB	10/14/2010	3,429.21
12283	ELECTRIC MOTOR REPAIR	10/14/2010	745.00
12284	ELLSWORTH, ANNE M	10/14/2010	159.16
12285	ENGSTRAN, PAUL	10/14/2010	40.00
12286	EPS/SCHOOL SPEC INTERVENTION	10/14/2010	11.75
12287	ESKOW, LYNN	10/14/2010	27.32
12288	EUROPEAN STUDENT PROGRAMS INC	10/14/2010	696.50
12289	EVAN-MOOR	10/14/2010	225.27
12290	FAME AWARDS	10/14/2010	2,125.00
12291	FASTENAL COMPANY	10/14/2010	643.69
12292	FESTIVAL FOODS-KNOWLAN'S	10/14/2010	298.36
12293	FINK, AVIS	10/14/2010	156.46
12294	FISHER SCIENTIFIC	10/14/2010	942.15
12295	FLINN SCIENTIFIC INC	10/14/2010	27.22
12296	FOREIGN CANDY COMPANY INC	10/14/2010	1,493.70
12297	FRANCONIA SCULPTURE PARK	10/14/2010	100.00
12298	FRATTALONES HARDWARE STORES	10/14/2010	1,486.19
12299	FREDRICK, TRACEY	10/14/2010	80.00
12300	FREE SPIRIT PUBLISHING CO	10/14/2010	130.61
12301	FREEDMAN, LARRY A	10/14/2010	81.00
12302	FRIESE, TIM	10/14/2010	61.00
12303	FROGNER, JANINE	10/14/2010	71.96
12304	FULTON RYAN	10/14/2010	192.28
12305	FUTURA LANGUAGE PROFESSIONALS	10/14/2010	490.00
12306	G&K SERVICES INC	10/14/2010	1,547.93
12307	G&K SERVICES INC	10/14/2010	600.29
12308	GA CONSTRUCTION INC	10/14/2010	2,746.93
12309	GALLAGHERS NORTHWESTERN TIRE C	10/14/2010	1,241.78
12310	GCS SERVICE INC	10/14/2010	448.83

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12311	GEPHART ELECTRIC CO INC	10/14/2010	3,962.45
12312	GERTEN, JIM	10/14/2010	96.00
12313	GLS COMPANIES	10/14/2010	8,604.92
12314	GOETZ, JON	10/14/2010	98.00
12315	GOLDCOM INC	10/14/2010	202.89
12316	GOODIN COMPANY	10/14/2010	204.72
12317	GOPHER	10/14/2010	267.90
12318	GOVERNMENT TRAINING SERVICES	10/14/2010	300.00
12319	GRAFFIC TRAFFIC LLC	10/14/2010	2,098.70
12320	Vendor Continued Check	10/14/2010	0.00
12321	Vendor Continued Check	10/14/2010	0.00
12322	GRAINGER	10/14/2010	4,618.35
12323	GRANDMA'S BAKERY INC	10/14/2010	80.69
12324	GREAT RIVER OFFICE PRODUCTS	10/14/2010	149.32
12325	GREATAMERICA LEASING CORP	10/14/2010	812.91
12326	GREEN, BARBARA J	10/14/2010	95.50
12327	GREENEY, NANCY	10/14/2010	100.00
12328	GRUN, SUSAN L	10/14/2010	54.07
12329	GUITAR WORLD MAGAZINE	10/14/2010	14.95
12330	GULBRANSEN, THERESA J	10/14/2010	73.24
12331	GUSTAFSON CONNIE	10/14/2010	30.00
12332	GUSTAFSON, SARAH J	10/14/2010	82.36
12333	HALLBERG ENGINEERING INC	10/14/2010	2,221.09
12334	HANDWRITING WITHOUT TEARS	10/14/2010	195.00
12335	HANKINS, RYAN	10/14/2010	90.00
12336	HANSON, GORDY	10/14/2010	150.00
12337	HANSON, KIM	10/14/2010	69.00
12338	HEAD/PENN RACQUET SPORTS	10/14/2010	420.48
12339	HEAP, WILLIAM H	10/14/2010	320.00
12340	HEINZ DISPENSING CONNECTION	10/14/2010	80.06
12341	HENRY SIBLEY HIGH SCHOOL	10/14/2010	75.00
12342	HICKS, SUSAN L	10/14/2010	26.33
12343	HILL, BILL	10/14/2010	20.00
12344	HILL RICKY	10/14/2010	100.00
12345	HISDAHL INC	10/14/2010	465.75
12346	HISTORICAL PERSPECTIVES FOR CH	10/14/2010	400.00
12347	HOCKENBERGS	10/14/2010	3,218.44
12348	HOEFER, SHANE	10/14/2010	67.00
12349	HOFF, ERIN	10/14/2010	90.90
12350	Vendor Continued Check	10/14/2010	0.00
12351	HOGLUND BUS AND TRUCK CO	10/14/2010	2,090.63
12352	HORAZDOVSKY, LEILA	10/14/2010	368.97
12353	HOUGHTON MIFFLIN HARCOURT	10/14/2010	8,928.99
12354	HUBER, GARY A	10/14/2010	54.00
12355	IN FISHERMAN	10/14/2010	18.00
12356	INTA JUICE	10/14/2010	315.00
12357	INTEGRA TELECOM	10/14/2010	313.20
12358	INTERMEDIATE DISTRICT 287	10/14/2010	2,192.36
12359	ISD #281 ROBBINSDALE	10/14/2010	1,250.33
12360	ISD #480 ONAMIA PUBLIC SCHOOL	10/14/2010	975.80

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12361	JOHNSON CONTROLS INC	10/14/2010	3,321.46
12362	JOHNSON, VIRGINIA C	10/14/2010	708.60
12363	Vendor Continued Check	10/14/2010	0.00
12364	K PEARSON MECHANICAL LLC	10/14/2010	38,157.74
12365	KARLSBURGER FOODS INC	10/14/2010	36.60
12366	KASS, DONA	10/14/2010	25.00
12367	KATH COMPANIES	10/14/2010	23,902.45
12368	KAY, CAROLYN	10/14/2010	130.41
12369	KELLEY, DEBRA	10/14/2010	340.77
12370	KELLER, KARLA	10/14/2010	30.00
12371	KHALIF, ISMID	10/14/2010	100.00
12372	KIBBLE, SHAMARIA	10/14/2010	23.35
12373	KIDWIND PROJECT INC	10/14/2010	95.20
12374	KIRK ACOUSTICS INC	10/14/2010	2,698.00
12375	KLEIN, TIMOTHY	10/14/2010	200.00
12376	KOECKERITZ, JEANNE	10/14/2010	49.82
12377	KOVACICH, DAN	10/14/2010	399.98
12378	KOWITZ, MARY J	10/14/2010	89.94
12379	KUBAL, SARAH	10/14/2010	60.00
12380	KULLY SUPPLY COMPANY	10/14/2010	799.67
12381	LAGERQUIST ELEVATOR INC	10/14/2010	178.00
12382	LAMWERS, DAVID H	10/14/2010	45.63
12383	LANDY, SCOTT	10/14/2010	81.00
12384	LAVALLEY, MITCHELL	10/14/2010	30.00
12385	LAWRENCE SIGN	10/14/2010	1,690.00
12386	LEININGER, JOHN	10/14/2010	219.65
12387	LENDTS PUMPKIN PATCH	10/14/2010	906.00
12388	LINCOLN ELEMENTARY SCHOOL	10/14/2010	65.00
12389	LINDVALL, LISA	10/14/2010	25.00
12390	LINGUISYSTEMS INC	10/14/2010	163.85
12391	LOFFLER COMPANIES INC	10/14/2010	1,195.29
12392	LORENSON, DEB	10/14/2010	80.00
12393	LORINER, TONY	10/14/2010	117.00
12394	LOVETT, MICHAEL J	10/14/2010	17.68
12395	MAAP STARS	10/14/2010	295.00
12396	MAKEMUSIC INC	10/14/2010	140.00
12397	MALLOY/MONTAGUE/KARNOWSKI & CO	10/14/2010	7,500.00
12398	MANKE, ANNE	10/14/2010	73.03
12399	MANKE, KATHLEEN	10/14/2010	176.37
12400	MARSH, KATHERINE M	10/14/2010	30.85
12401	MAYER-JOHNSON LLC	10/14/2010	237.00
12402	MCDONOUGH'S WATERJETTING AND	10/14/2010	1,080.00
12403	MCDOWELL, ROBERT C	10/14/2010	60.23
12404	MCGINLEY MYERS, NANCY J	10/14/2010	231.41
12405	MCKEE FOODS CORPORATION	10/14/2010	340.32
12406	MCKEE, SARA A	10/14/2010	80.00
12407	MELLOUKY, RADOUANE	10/14/2010	117.00
12408	MERSCH, NICOLE A	10/14/2010	35.46
12409	MERZER MA, SHEILA	10/14/2010	250.00
12410	METRO COMMUNITY EDUC DIRECTORS	10/14/2010	100.00

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12411	METRO ECSU	10/14/2010	80.00
12412	METRO ECSU	10/14/2010	30.00
12413	MEUWISSEN, PAUL	10/14/2010	54.95
12414	MHS	10/14/2010	1,242.30
12415	MIDWEST BUS PARTS INC	10/14/2010	1,064.10
12416	MILLER, GERALD ANTHONY	10/14/2010	117.00
12417	MINVALCO INC	10/14/2010	805.63
12418	MISGEN, MARK	10/14/2010	603.14
12419	MITY-LITE INC	10/14/2010	2,333.43
12420	MLA	10/14/2010	3,882.00
12421	MN ASSOC OF STUDENT COUNCILS	10/14/2010	95.00
12422	MN ASSOC OF SCHOOL PERSONNEL A	10/14/2010	225.00
12423	MN CHILDRENS MUSEUM	10/14/2010	280.00
12424	MN COMMUNITY EDUC ASSOC (MCEA)	10/14/2010	149.00
12425	MN COUNCIL OF TEACHERS OF ENGL	10/14/2010	140.00
12426	MN DEPT OF HEALTH	10/14/2010	15.00
12427	MN ELEVATOR INC	10/14/2010	280.04
12428	MN HISTORICAL SOCIETY	10/14/2010	1,141.00
12429	MN INDEPENDENT SCHOOL FORUM (M	10/14/2010	240.00
12430	MN SPORTSMAN	10/14/2010	18.00
12431	MN STATE COLLEGES & UNIV	10/14/2010	65.00
12432	MN STATE UNIV MANKATO	10/14/2010	30.00
12433	MOBILE RADIO ENGINEERING INC	10/14/2010	4,240.78
12434	MODERN FENCE & CONST INC	10/14/2010	277.20
12435	MOORHEAD MACHINERY & BOILER CO	10/14/2010	2,741.89
12436	MN SCHOOL BOARDS ASSN	10/14/2010	200.00
12437	MURPHY, LYNNE	10/14/2010	180.00
12438	MUSTAR, BETH	10/14/2010	29.50
12439	NATL FLAVORS INC	10/14/2010	66.95
12440	NATL GEOGRAPHY CHALLENGE	10/14/2010	70.00
12441	NATL GEOGRAPHIC SCHOOL PUBLISH	10/14/2010	435.46
12442	NATL GEOGRAPHIC BEE	10/14/2010	90.00
12443	NATL SCHOOL PUBLIC RELATIONS A	10/14/2010	90.00
12444	NCS PEARSON INC	10/14/2010	626.46
12445	NELSON, A WILLIAM	10/14/2010	81.00
12446	NELSON, STEVEN	10/14/2010	98.00
12447	NESS ELECTRONICS INC	10/14/2010	327.24
12448	NEW WAY HYPNOSIS CLINC INC	10/14/2010	660.00
12449	NILSEN, ROBERT L	10/14/2010	300.00
12450	NOLAN, KEITH	10/14/2010	185.00
12451	NORCENTRONIX DISTRIBUTING	10/14/2010	340.00
12452	Vendor Continued Check	10/14/2010	0.00
12453	NORTH CENTRAL TRUCK EQUIPMENT	10/14/2010	1,227.58
12454	NORTH RAMSEY CHAPTER #8	10/14/2010	20.00
12455	NORTHSTAR ACCESS LLC	10/14/2010	2,603.18
12456	NORTHWEST YOUTH & FAMILY SERV	10/14/2010	53,472.00
12457	NSDC IS LEARNING FORWARD	10/14/2010	267.96
12458	O'ROURKE, JULIE	10/14/2010	102.83
12459	Vendor Continued Check	10/14/2010	0.00
12460	OFFICE DEPOT	10/14/2010	754.44

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12461	OFFICEMAX INCORPORATED	10/14/2010	318.00
12462	OLD DUTCH FOODS INC	10/14/2010	2,280.96
12463	OLSON, ANGELA	10/14/2010	17.49
12464	ORBELL, RAY	10/14/2010	135.00
12465	ORIENTAL TRADING CO INC	10/14/2010	66.85
12466	ORKIN INC	10/14/2010	45.00
12467	ORUC, DZEVDO	10/14/2010	117.00
12468	PAMS LUNCHROOM LLC	10/14/2010	5,715.40
12469	PAN-O-GOLD	10/14/2010	4,447.28
12470	PAPA MURPHY'S PIZZA	10/14/2010	104.86
12471	PAPA MURPHY'S PIZZA	10/14/2010	29.96
12472	PARKOS CONSTRUCTION CO INC	10/14/2010	120,811.46
12473	PARTS NOW ! LLC	10/14/2010	40.50
12474	PAUL THE PLUMBER INC	10/14/2010	285.00
12475	PAXTON/PATTERSON	10/14/2010	188.70
12476	PAYPAL INC-VPS	10/14/2010	54.10
12477	PERRON, MARGARET M	10/14/2010	101.38
12478	PESI	10/14/2010	189.00
12479	PETERS, JONI	10/14/2010	17.00
12480	PETERSON, WAYNE	10/14/2010	211.00
12481	PIERRE, CHRISTINA	10/14/2010	169.70
12482	PIERRE FOODS INC	10/14/2010	3,875.42
12483	PINE TREE APPLE ORCHARD	10/14/2010	454.50
12484	PINE TREE APPLE ORCHARD	10/14/2010	216.00
12485	PIONEER REVERE	10/14/2010	27.50
12486	PLASTER, MARK A	10/14/2010	123.00
12487	PM ENTERPRISES	10/14/2010	425.00
12488	POCKET NURSE ENTERPRISE INC	10/14/2010	98.75
12489	PODGORSKI, CARRIE J	10/14/2010	24.40
12490	POKORNY MARY	10/14/2010	201.00
12491	PRAXAIR DISTRIBUTION INC	10/14/2010	89.65
12492	PREMIER AGENDAS INC	10/14/2010	712.94
12493	PRESS PUBLICATIONS	10/14/2010	3,185.00
12494	PROGRESS PUBLICATIONS	10/14/2010	2,005.75
12495	PROJECTUS	10/14/2010	1,116.87
12496	PRUFROCK PRESS INC	10/14/2010	255.35
12497	QUIA CORPORATION	10/14/2010	780.00
12498	RA PEARSON & ASSOCIATES LLC	10/14/2010	7,367.00
12499	RAMSEY COUNTY	10/14/2010	96.00
12500	RASMUSSEN, JEAN H	10/14/2010	160.00
12501	REALLY GOOD STUFF INC	10/14/2010	294.05
12502	REASON	10/14/2010	48.00
12503	RED BALLOON BOOKSHOP	10/14/2010	573.49
12504	RESEARCH PRESS CO INC	10/14/2010	215.38
12505	THE RETROFIT COMPANIES INC	10/14/2010	135.29
12506	RICH, SUZANNE	10/14/2010	19.00
12507	RICOH AMERICAS CORP	10/14/2010	406.23
12508	RICOH AMERICAS CORP	10/14/2010	11.50
12509	RIEDESEL RAINA	10/14/2010	178.00
12510	RITTENHOUSE, PAUL D	10/14/2010	61.00

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12511	ROSENTHAL BROS INC	10/14/2010	540.00
12512	ROSEVILLE AREA HIGH SCHOOL	10/14/2010	75.00
12513	ROSSITER, DANIEL J	10/14/2010	157.20
12514	RULLI, CYNTHIA JO	10/14/2010	38.00
12515	RYAN, SARA	10/14/2010	58.50
12516	SADDLEBACK EDUC PUBLISHING	10/14/2010	225.56
12517	SAFE AIR SYSTEMS LLC	10/14/2010	1,415.73
12518	SAFWAY DRIVING SCHOOL	10/14/2010	4,650.00
12519	SAM'S CLUB	10/14/2010	195.99
12520	SAM'S CLUB	10/14/2010	798.74
12521	SAM'S CLUB	10/14/2010	195.40
12522	SANDAH, JOHN	10/14/2010	35.00
12523	SANNES, EMILY	10/14/2010	80.00
12524	SAVE	10/14/2010	300.00
12525	SCAN AIR FILTER INC	10/14/2010	1,933.89
12526	SCHERR, MARY B	10/14/2010	31.50
12527	SCHLEUSNER, SUSAN	10/14/2010	19.00
12528	SCHOLASTIC MAGAZINES	10/14/2010	546.39
12529	SCHOOL HEALTH CORP	10/14/2010	351.80
12530	SCHOOL PROJECT	10/14/2010	4,152.75
12531	SCHROEDER MILK CO INC	10/14/2010	15,032.49
12532	SCOPE SHOPPE INC	10/14/2010	800.00
12533	SECOND HARVEST FARM CENTRAL	10/14/2010	450.00
12534	SECURITAS SEC SVCS USA INC	10/14/2010	2,403.20
12535	SEHR, DEBRA	10/14/2010	28.00
12536	SENTRY SYSTEMS INC	10/14/2010	4,717.50
12537	SHAWBOLD, DEAN	10/14/2010	205.50
12538	SHIFFLER EQUIPMENT SALES INC	10/14/2010	532.04
12539	SILK, JUDY	10/14/2010	69.00
12540	SIMPLEXGRINNELL LP	10/14/2010	409.00
12541	SIMSHAUSER, KIMBERLY P	10/14/2010	238.00
12542	SKYWARD INC	10/14/2010	875.00
12543	SLATOR, KEVIN T	10/14/2010	270.00
12544	SMITH MICRO TECHNOLOGIES INC	10/14/2010	299.00
12545	SNAP ON TOOLS	10/14/2010	237.55
12546	SNYDER, SCOTT	10/14/2010	70.00
12547	SONUS INTERIORS INC	10/14/2010	109.50
12548	SOUTH CAMPUS STUDENT ACTIVITY	10/14/2010	805.00
12549	SOUTHEASTERN PERFORMANCE APPAR	10/14/2010	134.00
12550	SPECIAL ED RULES	10/14/2010	597.00
12551	ST CATHERINE UNIVERSITY	10/14/2010	800.00
12552	ST CROIX TREE SERVICE INC	10/14/2010	1,381.92
12553	ST MARTIN, ANN E	10/14/2010	352.85
12554	ST PIUS X HOLY FAMILY SCHOOL	10/14/2010	200.00
12555	STAFF DEVELOPMENT FOR EDUCATOR	10/14/2010	199.00
12556	STAR TRIBUNE	10/14/2010	81.70
12557	STATE NEGOTIATORS	10/14/2010	250.00
12558	STATE SUPPLY CO	10/14/2010	3,503.28
12559	STIRLING, CONNIE	10/14/2010	376.57
12560	SUBURBAN FLOOR COVERING	10/14/2010	150.00

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12561	SUNTEX INTL INC	10/14/2010	199.50
12562	TAMARACK NATURE CENTER	10/14/2010	1,422.50
12563	TBS-MN	10/14/2010	111.00
12564	TEACHERS CURRICULUM INSTITUTE	10/14/2010	1,155.40
12565	TEACHERS DISCOVERY	10/14/2010	137.98
12566	TELIN TRANSPORTATION GROUP LLC	10/14/2010	336.32
12567	TERRA GENERAL CONTRACTORS	10/14/2010	127,240.20
12568	THILL, MARYCLARE R	10/14/2010	38.00
12569	THOMPSON PUBLISHING GROUP	10/14/2010	542.45
12570	THOMPSON PUBLISHING GROUP	10/14/2010	278.50
12571	THUNDER COMMUNICATIONS DESIGN	10/14/2010	297.50
12572	THYSSENKRUPP ELEVATOR CORP	10/14/2010	569.52
12573	TIERNEY BROTHERS INC	10/14/2010	442.45
12574	TIME FOR KIDS	10/14/2010	225.42
12575	TODAYS CLASSROOM	10/14/2010	207.87
12576	TOP TEMPORARY INC	10/14/2010	828.75
12577	TOSHIBA FINANCIAL SERVICES	10/14/2010	111.00
12578	TOUSSAINT, JANEL PHYLLIS	10/14/2010	42.75
12579	TRADE PRESS INC	10/14/2010	582.00
12580	TRANE US INC	10/14/2010	432.50
12581	TRAVEL LEADERS	10/14/2010	608.80
12582	TREETOP PUBLISHING	10/14/2010	35.00
12583	TREND ENTERPRISES INC	10/14/2010	62.40
12584	T.R.F. SUPPLY CO	10/14/2010	660.70
12585	TRI STATE BOBCAT	10/14/2010	530.88
12586	TRIO SUPPLY COMPANY	10/14/2010	2,035.88
12587	TROBEC BUS SERVICE INC	10/14/2010	1,500.00
12588	TRUSTED EMPLOYEES	10/14/2010	9,530.00
12589	TWIN CITY JANITOR SUPPLY CO	10/14/2010	472.72
12590	U.S. ENERGY SERVICES INC	10/14/2010	759.00
12591	UHL CO INC	10/14/2010	912.40
12592	US BANK	10/14/2010	285.00
12593	USA TODAY	10/14/2010	195.00
12594	CITY OF VADNAIS HEIGHTS	10/14/2010	1,906.03
12595	VERIZON WIRELESS	10/14/2010	34.75
12596	VIKING INDUSTRIAL CENTER	10/14/2010	254.00
12597	VIRCO INC	10/14/2010	296.62
12598	VISIONS INC	10/14/2010	7,606.96
12599	W E NEAL SLATE CO	10/14/2010	8,560.85
12600	WABASH VALLEY MFG INC	10/14/2010	2,849.69
12601	WAISWA, MOSES	10/14/2010	117.00
12602	WALLACE CARLSON PRINTING	10/14/2010	15,004.20
12603	WARNER, GENE	10/14/2010	117.00
12604	Vendor Continued Check	10/14/2010	0.00
12605	WASTE MANAGEMENT OF WI-MN	10/14/2010	15,260.45
12606	WHITE BEAR GLASS INC	10/14/2010	400.00
12607	WHITE BEAR LOCKSMITH INC	10/14/2010	170.15
12608	WHITE BEAR LAKE (CITY OF)	10/14/2010	123,500.18
12609	WHITE BEAR LAKE (CITY OF)	10/14/2010	29,900.00
12610	WHITE BEAR LAKE ROTARY CLUB	10/14/2010	231.50

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12611	WESTERN PSYCHOLOGICAL SERVICES	10/14/2010	320.44
12612	WET PAINT	10/14/2010	419.81
12613	WIGHTMAN, NOVA	10/14/2010	250.00
12614	WILDMAN HILAL, ANDREA L	10/14/2010	45.93
12615	WILLIAMS, LAURA L	10/14/2010	121.33
12616	WIMER, MARY KATHRYN	10/14/2010	150.00
12617	WITTFITT LLC	10/14/2010	135.00
12618	WORTHINGTON DIRECT INC	10/14/2010	374.73
12619	XEROX CORPORATION	10/14/2010	950.81
12620	YOGA DEVOTION LLC	10/14/2010	4,080.00
12621	ZARAMBO, MARIA	10/14/2010	67.00
12622	ZWONITZER, LORA JEANNE	10/14/2010	229.73

462	Computer	Check(s) For a Total of	1,088,387.28
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Check Nbr	Vendor Name	Check Date	Check Amount
10951	CULVERS	10/14/2010	50.00
11912	MED-DIET LABORATORIES INC	10/14/2010	57.26
12110	ULTIMATE ELECTRONICS CORP	10/14/2010	529.95
12138	ZWONITZER, KATHY L	10/14/2010	229.73
4	Void	Check(s) For a Total of	866.94

	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
	462	Computer	Checks For a Total of	1,088,387.28
Total For	462	Manual, Wire Tran, ACH & Computer	Checks	1,088,387.28
Less	4	Voided	Checks For a Total of	866.94
			Net Amount	1,087,520.34

3apckp15.p	WHITE BEAR LAKE MN	IDS #624	1:13 PM	10/14/10
04.10.06.00.00-010000	<u>US Bank Voided Check Number Report</u>			PAGE: 1
CHECK DATE 10/14/2010 POSTING DATE 10/14/2010				
DUE DATE 10/14/2010 BATCHES 14 THRU 14 BANK CASH CODE BNK0				

<u>CHECK NUMBER</u>	<u>ORIGIN</u>	<u>TYPE</u>	<u>VENDOR KEY</u>	<u>CHECK DATE</u>	<u>CHECK AMOUNT</u>
361620	Budgetary R		SVIR SAR000	05/13/2010	204.93
363464	Budgetary R		ST PIUS 000	07/08/2010	850.00

***** End of report *****

PAYROLL

Check Nbr	Vendor Name	Check Date	Check Amount
12623	AIG	10/22/2010	5,283.11
12624	AMERICAN FUNDS	10/22/2010	69,966.23
12625	AMERICAN UNITED LIFE	10/22/2010	44,815.10
12626	AMERICAN UNITED LIFE	10/22/2010	500.00
12627	AMERIPRISE	10/22/2010	10,385.17
12628	AXA EQUITABLE	10/22/2010	11,665.07
12629	ECMC	10/22/2010	178.00
12630	EDUCATION MN ESI BILLING TRUST	10/22/2010	19,630.33
12631	INTERNAL REVENUE SERVICE	10/22/2010	1,595.90
12632	IUOE #70	10/22/2010	2,078.06
12633	METROPOLITAN LIFE	10/22/2010	4,054.59
12634	MN CHILD SUPPORT	10/22/2010	1,931.40
12635	MN DEPT OF REVENUE	10/22/2010	681.00
12636	PITNEY BOWES PURCHASE POWER	10/22/2010	1,519.99
12637	PITNEY BOWES PURCHASE POWER	10/22/2010	3,030.00
12638	QWEST	10/22/2010	255.90
12639	RAMSEY COUNTY SHERIFF	10/22/2010	85.91
12640	THE ROSE LAW FIRM, PLLC	10/22/2010	274.97
12641	SAM'S CLUB/GEMB	10/22/2010	287.56
12642	SCHOOL SERVICE EMPLOYEES	10/22/2010	5,622.86
12643	US DEPT OF EDUCATION	10/22/2010	329.70
12644	VANGUARD SMALL BUSINESS SERVIC	10/22/2010	18,144.40
22	Computer	Check(s) For a Total of	202,315.25

	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
	22	Computer	Checks For a Total of	202,315.25
Total For	22	Manual, Wire Tran, ACH & Computer	Checks	202,315.25
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		202,315.25

Check Nbr	Vendor Name	Check Date	Check Amount
12645	AARP DRIVER SAFETY PROGRAM	10/28/2010	420.00
12646	AARP DRIVER SAFETY PROGRAM	10/28/2010	234.00
12647	ACADEMIC THERAPY PUBLICATIONS	10/28/2010	744.70
12648	ACCESS COMMUNICATIONS INC	10/28/2010	95.00
12649	ACDA OF MN	10/28/2010	189.00
12650	ADAMS, LINDA	10/28/2010	179.73
12651	AMAZON	10/28/2010	153.49
12652	AMAZON	10/28/2010	3,155.94
12653	AMAZON	10/28/2010	1,889.14
12654	AMAZON	10/28/2010	721.46
12655	AMER DIABETES ASSOC	10/28/2010	122.00
12656	ANDERSON, LEIGH A	10/28/2010	97.46
12657	ANDERSON, MARGARET M	10/28/2010	140.25
12658	ANOKA COUNTY PARKS & RECREATIO	10/28/2010	560.00
12659	ANYTIME FITNESS	10/28/2010	100.00
12660	API SUPPLY LIFTS	10/28/2010	921.88
12661	APPERSON	10/28/2010	128.77
12662	APPLIED ENVIRONMENTAL SCI INC	10/28/2010	2,071.00
12663	AQUA ENGINEERING INC	10/28/2010	290.00
12664	ARCADE ASPHALT CO	10/28/2010	450.00
12665	ARMSTRONG TORSETH SKOLD & RYDE	10/28/2010	1,540.15
12666	ASTLEFORD INTERNATIONAL TRUCKS	10/28/2010	680.00
12667	AUDIO ENHANCEMENT	10/28/2010	158.75
12668	AUTISM ASPERGER PUBLISHING CO	10/28/2010	292.90
12669	AVON BUSINESS FORMS & PROMOTIO	10/28/2010	58.74
12670	BABIASH, JENNIFER MAE	10/28/2010	745.41
12671	BADE, BARBARA	10/28/2010	150.68
12672	BANERDT, BARBARA A	10/28/2010	123.00
12673	BARNETTE, THOMAS L	10/28/2010	81.00
12674	BARNHART PERCUSSION SERVICES	10/28/2010	125.00
12675	BARTHOLD	10/28/2010	1,161.00
12676	BATENHORST, LYNSEY K	10/28/2010	168.50
12677	BATTERIES PLUS	10/28/2010	137.37
12678	BEGE, LAURA	10/28/2010	119.50
12679	BERNARD FOOD INDUSTRIES INC	10/28/2010	1,258.24
12680	BIRDSALL, RACHEL	10/28/2010	50.00
12681	BLUMENTHAL, JODEL A	10/28/2010	271.72
12682	BOHL, STEVE	10/28/2010	61.00
12683	BOOKS ARE FUN	10/28/2010	77.00
12684	BOSCH, DONALD	10/28/2010	114.86
12685	BRAKE & EQUIPMENT WAREHOUSE, I	10/28/2010	97.62
12686	BRENNAN INDUSTRIES	10/28/2010	1,332.00
12687	BROCKWAY, TOM	10/28/2010	50.00
12688	BROWN UNIVERSITY	10/28/2010	582.40
12689	BROWN, MATT M	10/28/2010	61.00
12690	BUESING, EMILIE C	10/28/2010	244.94
12691	BUREAU OF EDUCATION & RESEARCH	10/28/2010	1,075.00
12692	BUTTERS, CRYSTAL	10/28/2010	264.61
12693	CABLES TO GO	10/28/2010	66.53
12694	CAMBIUM LEARNING INC	10/28/2010	151.75

Check Nbr	Vendor Name	Check Date	Check Amount
12695	CAMP ST CROIX	10/28/2010	896.00
12696	CARLSON, KEVIN	10/28/2010	39.00
12697	CARTRIDGE CARE	10/28/2010	93.75
12698	CAVE, LISA	10/28/2010	100.00
12699	CCP INDUSTRIES INC	10/28/2010	118.29
12700	CDW GOVERNMENT INC	10/28/2010	2,798.83
12701	CENTENNIAL HIGH SCHOOL ISD #12	10/28/2010	100.00
12702	CENTURY POWER EQUIPMENT	10/28/2010	59.00
12703	CHAMPION YOUTH	10/28/2010	133.00
12704	CHARAI, AHMED	10/28/2010	62.00
12705	CIAO	10/28/2010	240.00
12706	CITI-CARGO & STORAGE CO INC	10/28/2010	210.00
12707	CJ DUFFY PAPER CO	10/28/2010	10,194.68
12708	CLIMB THEATRE	10/28/2010	75.00
12709	COHEN, SARAH ML	10/28/2010	45.00
12710	COMCAST	10/28/2010	127.90
12711	COMCAST	10/28/2010	63.95
12712	COMCAST	10/28/2010	67.90
12713	CONTINENTAL CLAY CO	10/28/2010	537.68
12714	CONTINENTAL RESEARCH CORP	10/28/2010	810.92
12715	COOPER, GARY	10/28/2010	90.00
12716	COOPS SPORTSWEAR	10/28/2010	352.00
12717	Vendor Continued Check	10/28/2010	0.00
12718	COPY IMAGES INC	10/28/2010	14,200.99
12719	Vendor Continued Check	10/28/2010	0.00
12720	COPY IMAGES INC	10/28/2010	1,593.43
12721	COPY SERVICE CORP	10/28/2010	198.00
12722	COULTER, AMY	10/28/2010	30.00
12723	COVER, MARSHALL	10/28/2010	61.00
12724	CRAGG, RICHARD	10/28/2010	88.90
12725	CROSS COUNTRY EDUCATION	10/28/2010	537.00
12726	CRYSTEEL TRUCK EQUIPMENT	10/28/2010	386.96
12727	CTB INC	10/28/2010	964.00
12728	CUB FOODS OF WHITE BEAR TWSHP	10/28/2010	1,823.13
12729	CUB FOODS OF WOODBURY	10/28/2010	423.38
12730	CULLIGAN BOTTLED WATER	10/28/2010	5.39
12731	CULVERS VADNAIS HEIGHTS	10/28/2010	150.00
12732	CURRICULUM ASSOCIATES LLC	10/28/2010	728.75
12733	Vendor Continued Check	10/28/2010	0.00
12734	Vendor Continued Check	10/28/2010	0.00
12735	Vendor Continued Check	10/28/2010	0.00
12736	DALCO CORPORATION	10/28/2010	3,923.39
12737	DAROSA, JAMES	10/28/2010	90.00
12738	DECKER INC	10/28/2010	483.41
12739	DEGARDNER, RICK	10/28/2010	50.00
12740	DELLWO, COLLEEN F	10/28/2010	142.99
12741	DELTA EDUCATION	10/28/2010	125.37
12742	DELTA DENTAL PLAN OF MN	10/28/2010	64,856.50
12743	DEMCO INC	10/28/2010	366.84
12744	DENNISTOUN, DAVID	10/28/2010	81.00

Check Nbr	Vendor Name	Check Date	Check Amount
12745	DESIGN TRANSFORMATIONS	10/28/2010	150.00
12746	DESIGNER SIGN SYSTEMS INC	10/28/2010	66.70
12747	DESTACHE, DAN	10/28/2010	34.50
12748	DODOR, ERIN K	10/28/2010	41.63
12749	DOMINOS PIZZA	10/28/2010	302.07
12750	DONATELLI'S	10/28/2010	116.21
12751	DOOR SERVICE COMPANY	10/28/2010	1,760.00
12752	DOW, BRIAN	10/28/2010	61.00
12753	DUOOS, KIRSTEN M	10/28/2010	144.26
12754	DYNAVOS SYSTEMS LLC	10/28/2010	86.00
12755	E.L. REINHARDT COMPANY INC	10/28/2010	40.50
12756	EBSCO SUBSCRIPTION SERVICES	10/28/2010	457.46
12757	ECKERT, BARB	10/28/2010	169.32
12758	ECKROTH MUSIC	10/28/2010	52.67
12759	ECOLAB	10/28/2010	2,124.59
12760	EDUCATION TO GO	10/28/2010	369.00
12761	EDWARD DON & COMPANY	10/28/2010	364.47
12762	EESCO UNITED ELECTRIC	10/28/2010	274.55
12763	ELLISON EDUC EQUIP INC	10/28/2010	56.60
12764	ELLSWORTH, ANNE M	10/28/2010	30.90
12765	EMEDCO COMPANY INC	10/28/2010	979.73
12766	ENGSTRAN, STEVE	10/28/2010	140.00
12767	ENGSTRAN, TOM	10/28/2010	45.00
12768	ENTERTAINMENT PUBLICATIONS LLC	10/28/2010	3,280.00
12769	ERBERT & GERBERTS SUBS & CLUBS	10/28/2010	49.40
12770	ERHARDT, GARY	10/28/2010	120.00
12771	ERHARDT, SCOTT D	10/28/2010	120.00
12772	ESPRESSO MIDWEST INC	10/28/2010	152.15
12773	ESSON, ANN	10/28/2010	57.50
12774	FASTENAL COMPANY	10/28/2010	53.52
12775	FEDEX	10/28/2010	52.31
12776	FESTIVAL FOODS-KNOWLAN'S	10/28/2010	441.88
12777	FIRST STUDENT INC	10/28/2010	139,219.46
12778	FLORIN, JOLYN A	10/28/2010	669.25
12779	FOLLETT SOFTWARE COMPANY	10/28/2010	126.69
12780	FOLLETT LIBRARY RESOURCES	10/28/2010	0.09
12781	FOSTER, CATHERINE A	10/28/2010	59.25
12782	FREE SPIRIT PUBLISHING CO	10/28/2010	70.78
12783	FUITAK, TOM	10/28/2010	61.00
12784	GARRISON, MARK S	10/28/2010	118.31
12785	GENERAL ASP	10/28/2010	125.00
12786	GILLUND, THOMAS E	10/28/2010	81.00
12787	GL SPORTS	10/28/2010	340.00
12788	GLASER, AMY	10/28/2010	20.00
12789	GOODIN COMPANY	10/28/2010	84.64
12790	GOPHER	10/28/2010	78.25
12791	Vendor Continued Check	10/28/2010	0.00
12792	Vendor Continued Check	10/28/2010	0.00
12793	GRAINGER	10/28/2010	1,916.87
12794	GRANDMA'S BAKERY INC	10/28/2010	70.10

Check Nbr	Vendor Name	Check Date	Check Amount
12795	GRAY, DONALD E	10/28/2010	213.00
12796	GREEK N' STUFF	10/28/2010	39.90
12797	GREEN VALUE NURSERY INC	10/28/2010	613.45
12798	GRIFFITH, SUSAN	10/28/2010	7.34
12799	GROTH MUSIC CO	10/28/2010	1,738.51
12800	THE GUIDANCE GROUP INC	10/28/2010	261.92
12801	HALLBERG ENGINEERING INC	10/28/2010	907.50
12802	HAMLIN UNIVERSITY	10/28/2010	150.00
12803	HAMMEKEN, GRACIELA E	10/28/2010	914.55
12804	HANKINS, RYAN	10/28/2010	90.00
12805	HANSON, MARILYN	10/28/2010	157.75
12806	Vendor Continued Check	10/28/2010	0.00
12807	Vendor Continued Check	10/28/2010	0.00
12808	HEALTHPARTNERS	10/28/2010	1,128,379.12
12809	HEALTHSOURCE SOLUTIONS	10/28/2010	620.00
12810	HEALY AWARDS INC	10/28/2010	1,047.75
12811	HEALY, JASON	10/28/2010	118.00
12812	HEGGESTAD, MARK	10/28/2010	81.00
12813	HEIDE, SHERRY	10/28/2010	169.32
12814	HEJNY RENTALS INC	10/28/2010	34.88
12815	HERDER JIM	10/28/2010	54.00
12816	HERMANN, TIM	10/28/2010	34.47
12817	HERRINGSHAW, JILL	10/28/2010	84.66
12818	HI-NOTE FUNDRAISING LLC	10/28/2010	2,415.00
12819	HILL, RICKY	10/28/2010	50.00
12820	HIRSCH, JAMES	10/28/2010	54.00
12821	HOCKENBERGS	10/28/2010	230.00
12822	HODD, ROY	10/28/2010	158.90
12823	HOEFER, SHANE	10/28/2010	67.00
12824	Vendor Continued Check	10/28/2010	0.00
12825	HOGLUND BUS AND TRUCK CO	10/28/2010	1,880.92
12826	Vendor Continued Check	10/28/2010	0.00
12827	HOUGHTON MIFFLIN HARCOURT	10/28/2010	13,591.67
12828	HOULE, EUGENE	10/28/2010	30.00
12829	HSBC BUSINESS SOLUTIONS	10/28/2010	185.84
12830	HUBER, KIMBERLY J	10/28/2010	54.00
12831	HUBERT COMPANY	10/28/2010	1,559.76
12832	HUGO ANIMAL FARM	10/28/2010	861.00
12833	HUGO CITY OF	10/28/2010	4,601.58
12834	HUGO MILL OUTDOOR POWER	10/28/2010	88.78
12835	HUMPHREY, KELLY	10/28/2010	103.59
12836	IDSUPERSTORE.COM	10/28/2010	230.00
12837	IKI INC	10/28/2010	150.00
12838	Vendor Continued Check	10/28/2010	0.00
12839	INNOVATIVE OFFICE SOLUTIONS	10/28/2010	8,567.90
12840	INSTITUTE FOR MULTI SENSORY ED	10/28/2010	289.32
12841	INSTITUTE FOR EDUCATIONAL DEV	10/28/2010	199.00
12842	INTEGRITY INTERPRETING LLC	10/28/2010	848.00
12843	INTERMEDIATE DISTRICT 287	10/28/2010	34,694.19
12844	INTERNAL REVENUE SERVICE	10/28/2010	1,144.43

Check Nbr	Vendor Name	Check Date	Check Amount
12845	INTL BACCALAUREATE ORGANIZATIO	10/28/2010	2,700.00
12846	JAGUAR EDUCATIONAL	10/28/2010	43.75
12847	JAH SCHEDULING LLC	10/28/2010	240.00
12848	JOHN DEERE LANDSCAPES	10/28/2010	66.91
12849	JOHNSTON, LINDA	10/28/2010	133.98
12850	JOHNSON, SHARON ANNE	10/28/2010	116.66
12851	JUVLAND, DENNIS	10/28/2010	72.00
12852	K PEARSON MECHANICAL LLC	10/28/2010	4,736.96
12853	KARLSBURGER FOODS INC	10/28/2010	62.40
12854	KASCO MARINE INC	10/28/2010	314.88
12855	KASSETH, NANCY	10/28/2010	169.33
12856	KATH COMPANIES	10/28/2010	188.75
12857	KEARN, BARBARA	10/28/2010	437.39
12858	KEMP, TRISTAN	10/28/2010	76.00
12859	KEMPENICH, STEVE	10/28/2010	472.72
12860	KHALIF, ISMID	10/28/2010	150.00
12861	KIMBALL MIDWEST	10/28/2010	684.69
12862	KINDLIEN, CYNTHIA J	10/28/2010	119.00
12863	KITTELSON, LOU ANN	10/28/2010	120.00
12864	KITTS, HARRY	10/28/2010	260.10
12865	KLIER, BECKY	10/28/2010	54.00
12866	KNUTSON, CRAIGE L	10/28/2010	208.07
12867	KNUTSON FLYNN & DEANS PA	10/28/2010	2,576.50
12868	KOCHER, SUSAN	10/28/2010	64.23
12869	KOVACICH, DAN	10/28/2010	149.98
12870	KOWALSKIS MARKET	10/28/2010	86.13
12871	KRUEGER, LAURA	10/28/2010	245.00
12872	L'ALLIER CONCRETE INC	10/28/2010	15,700.00
12873	LAKESHORE LEARNING MATERIALS	10/28/2010	36.58
12874	LAKEVILLE NORTH HIGH SCHOOL	10/28/2010	154.00
12875	LANGUAGE LINE SERVICES	10/28/2010	184.30
12876	LARSON, KAY	10/28/2010	30.00
12877	LASHOMB, BRIAN	10/28/2010	61.00
12878	LAWSON PRODUCTS INC	10/28/2010	225.64
12879	LEARNING LAW AND DEMOCRACY FOU	10/28/2010	65.00
12880	LEARNING A-Z	10/28/2010	424.75
12881	LEARNING FORWARD	10/28/2010	649.00
12882	LEARNING A-Z	10/28/2010	241.60
12883	LEDER, JARROD	10/28/2010	61.00
12884	LETTERTECH INC	10/28/2010	221.10
12885	LINCOLN ELEMENTARY PTA	10/28/2010	599.29
12886	LINO LAKES LANDSCAPING INC	10/28/2010	2,140.00
12887	LOEHL, KIMBERLY	10/28/2010	25.00
12888	LORENZ, JODI	10/28/2010	53.99
12889	LOTITO-MEIER, VANESSA L	10/28/2010	113.05
12890	LOUCKS, CORRINE	10/28/2010	76.00
12891	LOVAS, MICHAEL	10/28/2010	61.00
12892	Vendor Continued Check	10/28/2010	0.00
12893	Vendor Continued Check	10/28/2010	0.00
12894	Vendor Continued Check	10/28/2010	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
12895	MADISON NATIONAL LIFE INS CO I	10/28/2010	56,510.19
12896	MAILFINANCE INC	10/28/2010	308.45
12897	MALWITZ, ANN	10/28/2010	114.88
12898	MARIN, RODRIGO	10/28/2010	90.00
12899	MARNI LLC	10/28/2010	90.00
12900	MCDONOUGH'S WATERJETTING AND	10/28/2010	549.34
12901	MCGRAW, TIM	10/28/2010	69.08
12902	MCGRAW-HILL COMPANIES	10/28/2010	2,091.95
12903	MCKINNON, CASSANDRA	10/28/2010	50.00
12904	MCKINNON, MARK	10/28/2010	50.00
12905	MCNEELY, ROBERT J	10/28/2010	220.00
12906	MEDCO SUPPLY CO	10/28/2010	16.38
12907	MICHEL, ROCHELLE N	10/28/2010	40.00
12908	MIDAMERICA ADMIN & RETIREMENT	10/28/2010	1,900.00
12909	MIDAMERICA ADMIN & RETIREMENT	10/28/2010	732.00
12910	MIDAMERICA ADMIN & RETIREMENT	10/28/2010	3,543.75
12911	MIDWEST BUS PARTS INC	10/28/2010	902.60
12912	MILLIGAN, THERESA J	10/28/2010	38.50
12913	MINNETONKA HIGH SCHOOL	10/28/2010	75.00
12914	MINVALCO INC	10/28/2010	303.04
12915	MN ASSOC OF SECONDARY SCHOOL P	10/28/2010	792.00
12916	MN ASSOC FOR CAREER & TECH ED	10/28/2010	200.00
12917	MN ASSOC OF IB WORLD SCHOOLS	10/28/2010	250.00
12918	MN ELEVATOR INC	10/28/2010	453.60
12919	MN HISTORICAL SOCIETY	10/28/2010	250.00
12920	MN READING ASSOC	10/28/2010	265.00
12921	MN STATE COLLEGES & UNIV	10/28/2010	100.00
12922	MN SWORD PLAY	10/28/2010	480.00
12923	MOBILE RADIO ENGINEERING INC	10/28/2010	326.00
12924	MOORE, CYNTHIA	10/28/2010	761.96
12925	MOORE, KATHERINE D	10/28/2010	242.01
12926	MOORHEAD MACHINERY & BOILER CO	10/28/2010	550.38
12927	MOVIE LICENSING USA	10/28/2010	350.00
12928	MULLALY, BECKY	10/28/2010	284.00
12929	MUNDELL, GERALD	10/28/2010	130.25
12930	MYRLIE, MARIE M	10/28/2010	69.98
12931	NADEAU, PEGGY	10/28/2010	198.00
12932	NATL GEOGRAPHIC SCHOOL PUBLISH	10/28/2010	78.10
12933	NATL RECREATION & PARK ASSOC	10/28/2010	145.00
12934	Vendor Continued Check	10/28/2010	0.00
12935	NATL SCHOOL BOARDS ASSOC	10/28/2010	4,125.00
12936	NCS PEARSON INC	10/28/2010	1,353.38
12937	NEVCO INC	10/28/2010	1,200.02
12938	NEWELL, MARGARET	10/28/2010	180.00
12939	NEXTWAREHOUSE INC	10/28/2010	115.84
12940	NIKKEL, DIANE L	10/28/2010	68.63
12941	NOLAN, KEITH	10/28/2010	50.00
12942	NORCENTRONIX DISTRIBUTING	10/28/2010	114.00
12943	NORDENSTROM, CARLA L	10/28/2010	189.00
12944	Vendor Continued Check	10/28/2010	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
12945	NORTH CENTRAL TRUCK EQUIPMENT	10/28/2010	2,519.75
12946	NORTHEAST METRO INTERMEDIATE D	10/28/2010	19,793.56
12947	O'GRADY, CATHY	10/28/2010	525.09
12948	O'REILLY AUTOMOTIVE INC	10/28/2010	3,161.97
12949	OFFICE DEPOT	10/28/2010	225.99
12950	OLYMPUS IMAGING AMERICA INC	10/28/2010	23.99
12951	Vendor Continued Check	10/28/2010	0.00
12952	ON SITE SANITATION INC	10/28/2010	566.00
12953	ORBELL, RAY	10/28/2010	50.00
12954	ORCA BOOK PUBLISHERS	10/28/2010	36.84
12955	ORIX PUBLIC FINANCE LLC	10/28/2010	55,831.80
12956	OXYGEN SERVICE CO INC	10/28/2010	18.90
12957	PARK SQUARE THEATRE	10/28/2010	2,070.00
12958	PARTS ASSOC INC	10/28/2010	169.19
12959	PAVEMENT RESOURCES	10/28/2010	100.00
12960	PELTIER, NANCY	10/28/2010	180.00
12961	PETERSON, BETSY J	10/28/2010	407.70
12962	PETERSON BROS ROOFING & CONST	10/28/2010	746.37
12963	PFEFFER'S CLEANERS	10/28/2010	222.48
12964	PICHA, CHRISTINA K	10/28/2010	87.00
12965	PIERRE, CHRISTINA	10/28/2010	102.01
12966	PINE TREE APPLE ORCHARD	10/28/2010	1,276.00
12967	PITLICK, GREG	10/28/2010	445.50
12968	PITNEY BOWES	10/28/2010	651.00
12969	POLAR CHEVROLET MAZDA	10/28/2010	178.90
12970	PONTIOUS, JODY	10/28/2010	181.01
12971	POSSEHL, KIRK K	10/28/2010	410.00
12972	POSTMASTER	10/28/2010	17.00
12973	POSTMASTER	10/28/2010	88.00
12974	PRO-ED INC	10/28/2010	378.40
12975	PROBLEM SOLVING SOLUTIONS	10/28/2010	1,000.00
12976	PROFESSIONAL TURF & RENOVATION	10/28/2010	750.00
12977	PROJECTUS	10/28/2010	1,926.15
12978	PRUFROCK PRESS INC	10/28/2010	768.90
12979	R & R SPECIALTIES INC	10/28/2010	1,486.45
12980	RA PEARSON & ASSOCIATES LLC	10/28/2010	6,617.00
12981	RAIOLO, ERIN	10/28/2010	67.00
12982	RAMP & ROLL INC	10/28/2010	1,900.00
12983	Vendor Continued Check	10/28/2010	0.00
12984	RAMSEY COUNTY	10/28/2010	3,098.00
12985	RAMSEY COUNTY	10/28/2010	75.00
12986	RBG FOODS LLC	10/28/2010	3,560.76
12987	READ NATURALLY INC	10/28/2010	955.90
12988	REASON	10/28/2010	147.00
12989	RED BALLOON BOOKSHOP	10/28/2010	2,386.37
12990	REDWOOD TOXICOLOGY LABORATORY	10/28/2010	282.91
12991	REFRIGERATION HARDWARE SUPPLY	10/28/2010	214.69
12992	REGENTS OF THE UNIV OF MN	10/28/2010	144.00
12993	RELIABLE OFFICE SUPPLIES	10/28/2010	120.76
12994	RENAISSANCE LEARNING INC	10/28/2010	403.65

Check Nbr	Vendor Name	Check Date	Check Amount
12995	RENAISSANCE LEARNING	10/28/2010	279.00
12996	RICK, CHRIS	10/28/2010	61.00
12997	RIGHTWAY GLASS INC	10/28/2010	95.00
12998	RIO ALL-SUITE HOTEL & CASINO	10/28/2010	728.00
12999	RITTENHOUSE, PAUL D	10/28/2010	61.00
13000	RM COTTON COMPANY	10/28/2010	5,282.00
13001	ROW-LOFF PRODUCTIONS	10/28/2010	175.00
13002	RUDDYS RENTAL EQUIPMENT	10/28/2010	40.00
13003	S & T OFFICE PRODUCTS INC	10/28/2010	543.77
13004	SALZMAN, SHARI	10/28/2010	90.00
13005	SAMTANI, AMIT	10/28/2010	76.00
13006	SCAN AIR FILTER INC	10/28/2010	440.14
13007	SCANTRON CORPORATION	10/28/2010	2,291.70
13008	SCHERTZ, CLETUS	10/28/2010	78.00
13009	SCHLOSSER, GABRIELLE	10/28/2010	180.00
13010	SCHMITT MUSIC COMPANY	10/28/2010	180.59
13011	SCHOOL SPECIALTY	10/28/2010	392.21
13012	SCHOOLDUDE.COM INC	10/28/2010	3,822.08
13013	SCHUMER PAT	10/28/2010	50.00
13014	SCHWAB-VOLLHABER-LUBRATT	10/28/2010	3,535.00
13015	SEARS, PETER R	10/28/2010	81.00
13016	SECURITAS SEC SVCS USA INC	10/28/2010	1,201.60
13017	SEEVER, GRAY	10/28/2010	130.00
13018	SEHR, DEBRA	10/28/2010	38.70
13019	Vendor Continued Check	10/28/2010	0.00
13020	SENTRY SYSTEMS INC	10/28/2010	2,000.00
13021	SIEMBACK, DAVE F	10/28/2010	80.00
13022	SILVER STRONG & ASSOC LLC	10/28/2010	30.95
13023	SMITH, SYBIL	10/28/2010	90.00
13024	SOFTERWARE	10/28/2010	158.95
13025	SORENSEN, CHRISTOPHER	10/28/2010	27.80
13026	SOUTHEASTERN PERFORMANCE APPAR	10/28/2010	195.00
13027	SOUTHPAW ENTERPRISES	10/28/2010	99.00
13028	SOUTHWEST PREFERRED FINISHING	10/28/2010	213.52
13029	SPECTRUM SOLUTIONS INC	10/28/2010	712.50
13030	SPIEGL MUSIC PUBLICATIONS	10/28/2010	184.98
13031	ST CROIX TREE SERVICE INC	10/28/2010	1,290.00
13032	STAMSON, LIZ	10/28/2010	519.30
13033	STANGLEIN, PAUL	10/28/2010	120.00
13034	STAPLES ADVANTAGE	10/28/2010	5,553.02
13035	STAR TRIBUNE	10/28/2010	81.70
13036	STARFALL PUBLICATIONS	10/28/2010	45.60
13037	STATE OF MN DRIVER & VEHICLE S	10/28/2010	1,307.74
13038	STATE SUPPLY CO	10/28/2010	1,354.80
13039	STEINKE, WILLIAM S	10/28/2010	81.00
13040	STREAMLINE DESIGN INC	10/28/2010	465.00
13041	STROZ FRIEDBERG LLC	10/28/2010	2,065.19
13042	STUCYNSKI, JILL L	10/28/2010	86.99
13043	SUCCESS BEYOND THE CLASSROOM	10/28/2010	1,020.00
13044	SUNDBERG, STEVEN M	10/28/2010	66.50

Check Nbr	Vendor Name	Check Date	Check Amount
13045	SUPER DUPER PUBLICATIONS	10/28/2010	194.35
13046	SURPLUS SERVICES	10/28/2010	25.00
13047	SVENDSON, PAT	10/28/2010	13.50
13048	SVIR, SARA A	10/28/2010	517.19
13049	TACHENY, DEBRA A	10/28/2010	21.75
13050	TAHER INC	10/28/2010	7,621.60
13051	TAHO SPORTSWEAR INC	10/28/2010	303.84
13052	TARGET BANK	10/28/2010	3.29
13053	TECHNOLOGY FOR EDUCATION	10/28/2010	493.00
13054	TELIN TRANSPORTATION GROUP LLC	10/28/2010	57.05
13055	THERMO-DYNE INC	10/28/2010	292.00
13056	THINK SOCIAL PUBLISHING INC	10/28/2010	35.00
13057	THOMAS, BOB	10/28/2010	61.00
13058	TIERNEY BROTHERS INC	10/28/2010	19,792.87
13059	TIME TIMER LLC	10/28/2010	35.00
13060	TIMM, KEVIN	10/28/2010	61.00
13061	TOP TEMPORARY INC	10/28/2010	780.00
13062	TOWNLEY, ELAINA	10/28/2010	279.00
13063	TRANE US INC	10/28/2010	677.68
13064	TRANS-MISSISSIPPI BIO SUPPLY	10/28/2010	144.50
13065	TRI STATE BOBCAT	10/28/2010	235.83
13066	TRIO SUPPLY COMPANY	10/28/2010	5,144.94
13067	TRUCK UTILITIES MFG CO	10/28/2010	265.59
13068	TURFWERKS INC	10/28/2010	14.16
13069	TURNER, RASHAD A	10/28/2010	536.85
13070	U.S. ENERGY SERVICES INC	10/28/2010	4,808.96
13071	UHL CO INC	10/28/2010	6,523.50
13072	UNITED RENTALS NORTHWEST INC	10/28/2010	22.50
13073	UNITED TRUCK & EQUIPMENT	10/28/2010	617.48
13074	UNIVERSITY OF MINNESOTA	10/28/2010	24.00
13075	UNIVERSITY OF MINNESOTA	10/28/2010	6,380.00
13076	US TREASURY	10/28/2010	451.47
13077	VAIL, STEVE	10/28/2010	61.00
13078	VENBURG TIRE CO	10/28/2010	1,177.49
13079	VIDLAK, WENDY	10/28/2010	84.66
13080	VIKING ELECTRIC SUPPLY	10/28/2010	9,326.50
13081	VIKING INDUSTRIAL CENTER	10/28/2010	337.55
13082	VIRCO INC	10/28/2010	563.92
13083	WALTERS REBUILDERS	10/28/2010	269.95
13084	WATERS, FAITH	10/28/2010	169.32
13085	WHITE BEAR GLASS INC	10/28/2010	1,080.00
13086	WHITE BEAR LOCKSMITH INC	10/28/2010	64.05
13087	WHITE BEAR LAKE (CITY OF)	10/28/2010	3,197.03
13088	WEBER, JASON	10/28/2010	61.00
13089	WEST MUSIC COMPANY	10/28/2010	684.84
13090	WESTERN PSYCHOLOGICAL SERVICES	10/28/2010	466.40
13091	WET PAINT	10/28/2010	116.18
13092	WILLIAM V MACGILL & CO	10/28/2010	97.51
13093	WILLIAMS, JOHN	10/28/2010	25.00
13094	WILLIAMS, LAURA L	10/28/2010	524.50

Check Nbr	Vendor Name	Check Date	Check Amount
13095	WORDMASTERS	10/28/2010	118.64
13096	WORLD'S FINEST CHOCOLATE	10/28/2010	1,300.00
13097	XCEL ENERGY	10/28/2010	74,605.90
13098	XEROX CORPORATION	10/28/2010	276.41
13099	ZELENAK, MARK	10/28/2010	61.00
13100	ZIEGLER INC	10/28/2010	219.39
456	Computer	Check(s) For a Total of	1,917,577.93

Check Nbr	Vendor Name	Check Date	Check Amount
10076	FEDERAL LICENSING INC	10/28/2010	124.00
12187	BARNHART, DUANE CECIL	10/28/2010	125.00
12631	INTERNAL REVENUE SERVICE	10/28/2010	1,595.90
3	Void	Check(s) For a Total of	1,844.90

	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
	456	Computer	Checks For a Total of	1,917,577.93
Total For	456	Manual, Wire Tran, ACH & Computer	Checks	1,917,577.93
Less	3	Voided	Checks For a Total of	1,844.90
			Net Amount	1,915,733.03

04.10.06.00.00-010000

US Bank Voided Check Report

PAGE: 1

CHECK DATE 10/28/2010 POSTING DATE 10/28/2010

DUE DATE 12/31/9999 BATCHES THRU ZZZZZZZZ BANK CASH CODE BNK0

<u>CHECK NUMBER</u>	<u>ORIGIN</u>	<u>TYPE</u>	<u>VENDOR KEY</u>	<u>CHECK DATE</u>	<u>CHECK AMOUNT</u>
358373	Budgetary R		CHAMPION001	02/04/2010	133.00
358381	Budgetary R		COILELYN000	02/04/2010	18.95
358668	Budgetary R		SEM KEN000	02/04/2010	6.68
358763	Budgetary R		YAMAMJAN000	02/04/2010	4.00
358808	Budgetary R		BADE BAR001	02/18/2010	150.68
359234	Budgetary R		BURDIJAM000	03/04/2010	13.00
359289	Budgetary R		EDGELEDAN000	03/04/2010	11.00
359797	Budgetary R		HARRILOR000	03/18/2010	30.00
360326	Budgetary R		ANYTIME 001	04/15/2010	100.00
360370	Budgetary R		COACH NA000	04/15/2010	45.84
360852	Budgetary R		CHANGMAI000	04/29/2010	4.99
361550	Budgetary R		QUIA COR000	05/13/2010	147.00
362296	Budgetary R		LEARNING001	06/08/2010	160.00
362718	Budgetary R		FITZGCLA000	06/24/2010	6.50
362839	Budgetary R		LIVINMIL000	06/24/2010	5.00
362891	Budgetary R		MOUA CHI000	06/24/2010	5.99
363472	Budgetary R		TACHEDEB000	07/08/2010	21.75

***** End of report *****

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: **November 8, 2010**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

Donation	Donor	Recipient
\$500	Sylvia and Michael Lovett	White Bear Lake Area Public Schools

RECOMMENDATION: Accept donations.

AGENDA ITEM: **Field Trip Request**

MEETING DATE: **November 8, 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
Friday, 11/19/10 - Sunday, 11/21/10 Grand Rapids and Hibbing, Minnesota	Jerry Kwapick, Coach	Grades 9-12 Girls Varsity and JV Hockey Teams	1	34-37	Cost to student: \$0 Balance: Covered by Fund-raisers	Coach Bus, Richfield Bus Lines	Play two non-conference hockey games; build team unity and set annual goals.
Wednesday, 12/15/10-Friday, 12/17/10 Long Lake Conservation Center Palisade, Minnesota	Rick Hansen and Jane Barnett	Grade 5 Oneka Elementary	3	120	Cost to student: \$135 Balance: Covered by Fund-raisers	District Transportation	The goal is to develop and encourage understanding of how humans and our natural environment are interdependent and how they can be wise stewards of our natural resources. The classes align with the MN State Science Standards.
Monday, 12/27/10-Wednesday, 12/29/10 Maplewag Ski Resort Callaway, Minnesota	Jeff Nowak, Coach	Grades 11-12 Nordic Ski Team	0	35	Cost to student: \$130 Balance: Covered by Fund-raisers	Parent carpool	Winter training for Nordic Ski Team.
Tuesday, 12/28/10 - Thursday, 12/30/10 Rochester, Minnesota	Jeremy Post	Grades 11-12 Girls Basketball	0	20	Cost to student: \$0 Balance: Covered by Fund-raisers	District Transportation	Provide team-building experience.

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
Wednesday, 12/29/10 - Thursday 12/30/10 Winona, Minnesota	Keith Lockwood	Grades 11-12 Boys Basketball	0	18	Cost to student: \$0 Balance: Covered by Fund-raisers	District Transportation	Provide team-building experience.
Saturday, 4/9/11 - Monday, 4/11/11 Walker, Minnesota	Mary Dahle	Grades 11-12 Student Council	1	6-10	Cost to student: \$90 Balance: Covered by Fund-raisers	District Transportation	Student Council State Convention
Thursday, 4/14/11 - Sunday, 4/17/11 Chicago, Illinois	Wendy Suoja	Grades 9-10 Choir	2	50	Cost to student: \$525	Coach Bus (organized by Group Planner Travels)	Students will participate in a choir contest and see the musical, <i>Aida</i> . The goal is to facilitate camaraderie and expose them to musical theater.
Thursday, 4/28/11 - Sunday, 5/1/11 Los Angeles and San Diego, California	Marie Dymit	Grades 11-12 Mariners Choir	2	22	Cost to student: \$1,100 Balance: Covered by Fund-raisers	Airline to Los Angeles and Coach Bus in California	Annual trip which includes: • an exchange concert with a high school choir; • a clinic with a university vocal music instructor; • possible performances at Sea World and Disneyland; • a symphony performance

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

RESOLUTION FOR HUMAN RESOURCES 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), as revised be approved on the premise that they conform to previously Board approved actions or contractual agreements.

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

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATIONS - CLASSIFIED STAFF

SUE HUEBL – Food Service Satellite Supervisor, Matoska International
Employed by District 624 since 09/02/1998
Effective Date: 11/02/2010

RETIREMENT - CLASSIFIED STAFF

SANDRA BRIGGS – Pupil Support Assistant, Willow Lane Elementary
Employed by District 624 since 05/22/1997
Effective Date: 12/15/2010

RETIREMENT - CERTIFIED STAFF

JOHN GRUNDSTROM – Teacher and President of WBLTA, Central MS
Employed by District 624 since 08/23/1984
Effective Date: 06/10/2011

LEAVE OF ABSENCE – CERTIFIED STAFF

JANE BRIGGS – Elementary Teacher, Oneka Elementary
Employed by district 624 since 08/24/1998
Effective Dates: 08/31/2010 through 10/13/2010

BETH CLYMER – Elementary Teacher, Lakeaires Elementary
Employed by district 624 since 08/24/2006
Effective Dates: 08/31/2010 through 11/01/2010

CATHERINE HIRA – Elementary Teacher, Birch Lake Elementary
Employed by District 624 since 08/24/2009
Effective Date: To be determined when a qualified and suitable replacement is found.

CAROLYN LOUNSBERRY – Communications Teacher, Golfview ALC
Employed by district 624 since 08/23/2001
Effective Dates: 09/07/2010 through 11/11/2010

JENNIFER KIRKHAM – Communications Teacher, South Campus
Employed by district 624 since 08/21/2008
Effective Dates: 09/08/2010 through 10/25/2010

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

CHANGE IN CONTINUING CONTRACT – CERTIFIED STAFF

JANET EHRLICH – ECFE Teacher, Normandy Park
From .60 f.t.e. to a .40 f.t.e.
Effective Date: 10/29/2010

NEW PERSONNEL – CLASSIFIED STAFF

JENNIFER BELTZ – School Readiness Teacher, Normandy
\$5,565.00
Effective Date: 11/02/2010 through 06/01/2011

ROBYN ENGEN – Pupil Support Assistant, South Campus
\$15.85/hr., + .25 CP 6.50 hrs. / day, 149 days \$15,592.85
Effective Date: 10/25/2010

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: **Presentation from the White Bear Lake Area Educational Foundation**

MEETING DATE: **November 8, 2010**

SUGGESTED DISPOSITION: **Information Items**

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

BACKGROUND:

The mission of the White Bear Lake Area Educational Foundation is to enhance the White Bear Lake Area School District's ability to provide excellence in education for all students. During the past 15 years, the Foundation has invested over \$1 million in the school district through innovative classroom teaching grants, International Baccalaureate programming, technology grants, fine arts programming, professional development opportunities for educators, district-wide curricular initiatives, scholarships, and student support and recognition.

We have invited representatives from the White Bear Lake Area Educational Foundation to present a brief update on the Foundation's support of the school district and the community during the past year, and to share a video which helps communicate the story of the Foundation and its partnership with the school district.

The Foundation has also recently completed a five-year strategic plan, which will be shared with the School Board.

RECOMMENDATION:

To receive a presentation from the White Bear Lake Area Educational Foundation, and to ask questions and request follow-up as appropriate.

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **November 8, 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 Policy 207, Public Hearings
MEETING DATE: November 8, 2010
SUGGESTED DISPOSITION: Discussion Item
CONTACT PERSON(S): Michael J. Lovett, Superintendent

Background:

School Board Policy #207, Public Hearings, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 13 School Board meeting agenda or subsequent meeting as an operational item for action.

207 PUBLIC HEARINGS

I. PURPOSE

The school board recognizes the importance of obtaining public input on matters properly before the school board. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

In order for the school board to efficiently receive public input on matters properly before the school board, the procedures set forth in this policy are established by the school board.

III. PROCEDURES

A. Public Hearings

Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minn. Stat. § ~~123.36~~ 123B.51), ~~truth-in-taxation~~ (Minn. Stat. § ~~275.065~~), education district establishment (Minn. Stat. § ~~122.91~~ 123A.15), and agreements for secondary education (Minn. Stat. § ~~122.535~~ 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the discretion of the school board.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

C. Public Participation

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card or sign up on a sign up sheet prior to the commencement of the hearing if the school board utilizes this procedure. In that case, any request to address the school board after the commencement of the hearing will be granted only at the discretion of the school board.

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name and address of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.
2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.
3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. In the event that the school board requires the designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as otherwise determined by the school board.
4. Privilege to Speak: A school board member should direct any remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
5. Personal Attacks: Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.

Legal References: Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § ~~422.94~~ 123A.15 (education district establishment)
Minn. Stat. § ~~423.36~~ 123B.51 (school closings)
Minn. Stat. § ~~275.065~~ (truth and taxation)

Cross References: WBLASB Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

AGENDA ITEM: School Board Policy 209, Code of Ethics

MEETING DATE: November 8, 2010

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): Michael J. Lovett, Superintendent
Chris Picha, Director of Human Resources

BACKGROUND:

School Board Policy #209, Code of Ethics, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 13 School Board meeting agenda or subsequent meeting as an operational item for action.

209 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist ~~the individual~~ school board members in ~~recognizing understanding the his or her role of individual as part of a school board members and in recognizing~~ the contribution that each ~~member~~ must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
- 1 3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
- 2 6. Recognize the integrity of my predecessors and associates and appreciate their work.
3. ~~Appreciate the merit of their work.~~
- 4 7. Be primarily motivated only by a desire to serve provide the best possible education for the pupils students of my school district.
- 5 8. ~~Attempt to inform~~ Inform myself on about the proper duties and functions of a school board member.
6. ~~Recognize that it is my responsibility, together with other school board members, to see that the schools are properly run, not to run them myself.~~

- ~~7. Work through the administration employees of the school board not over or around them.~~
- ~~8. Recognize that school business may be legally transacted only in an open meeting of the school board.~~

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

- ~~1. Perform under Focus on education policies unless necessity requires otherwise policy as much as possible.~~
- ~~2. Function in meeting the legal responsibility that is mine as part of a policy forming body not as an administrative officer.~~
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
- ~~4. Recognize that to promise in advance of a meeting~~ Keep an open mind about how I will vote on any proposition ~~is to close my mind and agree~~

~~not to think through other points of view which may be presented to the meeting until the board has met and fully discussed the issue.~~

5. Make decisions by voting in school board meetings ~~only~~ after all sides of debatable questions have been presented.
- ~~6. Delegate details of school board action to administrative employees.~~
- ~~7~~ 6. Insist that ~~special~~ committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
- ~~3. Interpret the needs and attitudes of the community and do my best to translate them into the educational program of the school district.~~
- ~~4. Consider it an important responsibility to interpret the educational program of the school as it relates to the needs of the community.~~
- ~~5~~ 3. Insist that business transactions of the school district be ~~on an~~ ethical, and open, and above board basis.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with ~~the responsibility~~ his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in ~~the appointment of~~ hiring all employees.

5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. ~~Expect~~ Insist the superintendent to keep the school board adequately informed at all times ~~through both oral and written reports.~~
7. ~~—Spend adequate time in school board meetings on educational policies.~~
- 8 ~~7.~~ ~~Give~~ Offer the superintendent counsel and advice.
- 9 ~~8.~~ Recognize the status of the superintendent as ~~an~~ the chief executive officer and a non-voting, ex officio member of the school board.
- 10 ~~9.~~ Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
- 11 ~~10.~~ Present any personal criticisms of employees to the superintendent.
- 12 ~~11.~~ Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my ~~function~~ work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal ~~and state~~ agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.

7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

AGENDA ITEM: School Board Policy 499, Student Teaching

MEETING DATE: November 8, 2010

SUGGESTED DISPOSITION: Discussion Item

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

BACKGROUND:

School Board Policy #499, Student Teaching, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The Director of Human Resources is recommending the changes

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 13 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: November 10, 2008

*White Bear Lake Area School District
Policy 499*

Revised: _____

499 STUDENT TEACHING

I. PURPOSE

It is the policy of the White Bear Lake Area School District to encourage the utilization of student teachers through agreements with approved teacher preparation institutions.

II. ADMISSION TO STUDENT TEACHING IN THE DISTRICT

1. All requests for student teaching in the school district shall be made to the Department of Human Resources.
2. An applicant for a student teaching opportunity in the district shall:
 - a. Have completed the necessary requirements of an approved teacher education program;
 - b. Comply with the Minnesota Code of Ethics for Teachers;
 - c. Have and maintain throughout the student teaching experience good academic standing at the cooperating teacher preparation institution;
 - d. Meet all requirements of the cooperating teacher preparation institution for participation in its student teacher program.
3. The cooperating teacher preparation institution must enter into a school district approved agreement and the agreement must approved by the school board.
4. The school district reserves the right to deny a student teaching opportunity to an applicant who is not qualified pursuant to II-2 or II-3, or for whom there is no student teaching position available, for whom no supervising teacher is available, or for any other good and valid reason.
5. The Department of Human Resources shall determine the placement of all student teachers.

III. PERFORMANCE OF THE STUDENT TEACHER

1. A student teacher shall, during the course of the student teaching experience, be exposed to and give an opportunity to participate in the duties and activities of the teaching experience given the time available, including primary

responsibility for substantial meaningful classroom instruction and its attendant preparation and evaluation.

2. A student teacher shall not act as a substitute teacher in the district. This provision shall not be construed to preclude a student teacher from performing teaching services alone in a classroom as a part of the student teaching experience so long as the student teacher remains under general supervision as provided in Section III-3.
3. While student teaching in the district, a student teacher shall be under the supervision of a fully qualified teacher or principal.
4. A copy of any written evaluation generated from within the district which is intended to contribute to a student teacher's grade or evaluation for the student teaching course or program at the teacher preparation institution may, at the option of the evaluator, be provided to the student teacher. Otherwise, the availability of the evaluation shall be determined by the teacher preparation institution.

IV. CONDUCT OF THE STUDENT TEACHER

While serving as a student teacher in the district, the student teacher shall:

1. Obey all reasonable directives of administrative and supervisory personnel;
2. Obey all school district rules, regulations, policies, and directives;
3. Not engage in conduct which disrupts, or could reasonably be expected to disrupt the educational process, or which is detrimental to the educational process.

V. TERMINATION OF STUDENT TEACHING ASSIGNMENT

A student teacher assignment may be terminated by the district for those reasons and causes applicable to a probationary teacher in the school district, or for any other good and sufficient grounds rendering the student teacher unfit to perform assigned duties, including those described in Section IV.

VI. BACKGROUND CHECK

The district shall perform the background check as required by Minnesota law for district employees. The cost of the background check shall be paid by the student

teacher or the placing institution, in accord with the school district agreement with the respective placing institution.

VII. COPY OF POLICY

A student teacher shall be provided a copy of this policy upon acceptance for a student teaching experience in the district.

VIII. FINANCIAL ARRANGEMENTS

Stipends to supervising teachers from cooperating colleges and universities will be paid in accordance with the agreement that the district has with the cooperating college and university. The amount of payment may vary depending on the policy of the college.

Legal References: Minn. Stat. ~~§ 125.185, Subd 1~~ § 122A.09

Cross References: WBLASB Policy 404 – Employment Background Checks
WBLASB Policy 423 – Employee - Student Relationships

AGENDA ITEM: **School Board Policy 503, Student Attendance**

MEETING DATE: **November 8, 2010**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy #503, Student Attendance, has been reviewed by the School Board Policy Committee and is recommended for a first reading. During the past few months, this policy has been updated with recommendations from MSBA and then put through a multiple step review process with elementary, middle school, and high school administrators as well as students.

During the review process, there were several areas that required considerable attention. I will address each of these areas and include the rationale behind the final recommendation.

Generally, we have revised the organizational structure of the policy.

Section III, Attendance Policies, has been revised to reflect the fact that travel, vacations, and college visits are allowed but not encouraged during the time when school is in session. They are listed under the “unexcused” portion of this section, but provide options for families to have these types of absences excused. In reality, we allow these but want to send a message that we would like to minimize students’ time out of school. This section has also been revised to reflect the fact that we do not automatically punish students academically for their absences, regardless of the reason. While MSBA recommends a correlation between attendance and grades, we are choosing to let the student's work determine the student’s grade, not the attendance.

In Section III, A, 3 “Expectations Following Excused Absences” we have added clarification to the amount of time a student has to complete work following an absence. Students now have two additional days per day of absence to complete work assigned during the absence. We also changed the policy from “no credit” for work that isn’t completed during the additional time frame to “considered late and handled consistent with the teacher’s late work policy.” We also added language that encourages students to use available technology to stay current during the absence rather than waiting until they return to school.

In Section III, B, f “Unexcused Absences” now reflects a change in practice regarding unexcused tardies. After connecting with the Ramsey County attorney’s office, we are implementing a policy that considers three unexcused tardies to be equivalent to one half day unexcused absence. This will primarily be used at the elementary level where tardies are defined as late arrivals up to forty-five minutes after school starts. Three of these could add up to over two hours of school missed and therefore will be considered equivalent to one half day absence.

Section III, C “Excessive Absences” has been added to address students with a pattern of absences, excused or unexcused. The threshold “ten percent” has been added to assist school administration in determining when the issue becomes excessive. While this may seem like a high percentage, it actually allows for school administration to act earlier than the previous practice of waiting for students to miss ten days before addressing the issue. This section also allows school administrators to consider excused absences unexcused if the student continues to miss school after several attempts to remedy the problem working with the parent and student.

Section III, D “Tardiness” has been revised to parallel the absence section. In subsection 3, the unexcused tardy section, several common areas of misunderstanding have been specifically identified.

Section III, E “Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs” has been modified in subsection 6 to discourage students from missing school on the day of an activity or event. The previous policy specifically defined an amount of time that could be missed by a student and still allow participation. By removing this from the policy, the assumption is that students need to be in school all day.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 13 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: October 20, 1975
Revised: March 11, 1991
Revised: September 13, 1993
Revised: August 14, 1996
Revised: March 27, 2000
Revised: June 11, 2001
Revised: August 25, 2003

503 STUDENT ATTENDANCE

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Student's Responsibility

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed the studies ordinarily state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence. It is also the student's responsibility to request and complete any missed assignments due to an absence.

~~It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall.~~

B. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

C. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It

is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

D. Administrator's Responsibility

It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

B. III. ATTENDANCE POLICIES

A. Excused Absences

1. **To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.**
2. **The following reasons shall be sufficient to constitute excused absences:**
 - a. **Illness.**
 - b. **Serious illness in the student's immediate family.**
 - c. **A death or funeral in the student's immediate family or of a close friend or relative.**
 - d. **Medical, dental, or orthodontic treatment, or a counseling appointment.**
 - e. **Court appearances occasioned by family or personal action.**
 - f. **Religious instruction not to exceed three hours in any week.**
 - g. **Physical emergency conditions such as fire, flood, storm, etc.**
 - h. **Official school field trip or other school-sponsored outing.**
 - i. **Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.**
 - j. **Family emergencies.**
 - k. **Active duty in any military branch of the United States.**

l. A student's condition that requires ongoing treatment for a mental health diagnosis.

m. Individual need as approved by school principal.

~~Whenever a student is absent, parents are asked to call the school to report the absence. School notification and/or a written excuse is required when a student returns from the absence.~~

1. Excused Absences

~~a. Absences due to illness, injury or family emergency are legitimate excuses for absence from school. The following reasons shall be sufficient to constitute excused absences:~~

~~(1) Illness~~

~~(2) Medical or dental appointments (length of appointment and reasonable travel time)~~

~~(3) Death or critical illness in student's immediate family or of a close friend or relative~~

~~(4) Religious instruction not to exceed three hours in one week~~

~~(5) Official field trip or other school-sponsored event~~

~~(6) Court appearances occasioned by family or personal action~~

~~(7) Individual need as approved by school principal~~

~~(8) Pre-approved family travel, vacation, or college visitation~~

~~(9) Physical emergency conditions such as fire, flood, storm, etc.~~

~~(10) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.~~

3. b. Consequences of Expectations Following Excused Absences

~~(1) a. Students whose absences are excused are expected to request any work assigned while absent and required to make up all of this work or to complete alternative assignments as deemed appropriate by the classroom teacher.~~

~~(2) b. Work missed because of absence must be made up Student work assigned during the absence must be completed within two (2) days per day of absence from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed~~

assignment will be considered late and will be handled consistent with the teacher's late work practices. However, ~~The~~ building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

- c. Students are encouraged to use available technology, including web-based communication, to stay current while absent.**

2. B. Unexcused Absences

- a. 1. The following are examples of absences which will not be excused:

- (1) a. Truancy. An absence by a student which was not approved by the parent/guardian and/or the school district.
- (2) b. Any absence in which the student failed to comply with any Reporting requirements of the school district's attendance procedures.
- (3) c. Work at home.
- (4) d. Work at a business, except under a school-sponsored work release program.
- (5) e. Vacations with family, personal trips to schools or colleges (If the student and parent/guardian have been warned of an attendance issue or the absence has not been pre-approved by a school administrator.)
- (6) ~~Personal trips to schools or colleges~~
- f. Absences resulting from cumulated unexcused tardies (3 tardies equals one-half day unexcused absence).
- (5)-(7) g. Any other absence not included under the attendance procedures set out in this policy.

- b. 2. Consequences of Unexcused Absences include:

- (1) a. Completing work missed during the absence, but receiving credit only at the discretion of the teacher.
- (2) b. Appropriate discipline from the following list, based on the severity of the issue:
 - (a) (i) Detention
 - (b) (ii) Loss of student privileges
 - (c) (iii) Placement on a supervised attendance program
 - (d) (iv) Truancy petition to juvenile court for those under age 16
 - (e) (v) ~~Failing grade~~
 - (f) (v) Other appropriate consequences as determined by parent/guardian and school personnel.
 - (g) (vi) Loss of parking privileges at secondary level
 - (h) ~~Grade reduction of 1/3 letter grade for each truancy at the high school level (9-12)~~
 - (h) (vii) Restriction from participation in extracurricular activities

- (i) Saturday School
- (j) (ix) Make up time missed from school
- ~~(k)~~ (x) Out of school suspension
- c. Agreed upon goals/plans as determined by the parent/guardian, student and school personnel
- d. Other appropriate consequences
 - 1. (a) After three (3) cumulated unexcused absences, a student will be considered "continuing truant" and parent or guardian will be notified.
 - 2. (b) After five (5) cumulated unexcused absences, the administration may impose the loss of academic credit in the class or classes from which the student has been absent.
- ~~(2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.~~
- e. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- f. In cases of recurring unexcused absences, the administration may request the county attorney to file a petition with the juvenile court, pursuant to Minnesota Statutes.
 - ~~(a) The student may not be allowed to make-up work missed due to an unexcused absence.~~
 - ~~(b) After the eighth cumulated unexcused absence in a semester (fourth cumulated unexcused absence in a high school term), a student's parent or guardian will be notified that his or her child is nearing a total of ten (10) unexcused absences (five (5) unexcused absences in a high school term).~~
 - ~~(c) After ten (10) cumulated unexcused absences in a semester, (five (5) cumulated unexcused absences in a high school term), the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held between the principal, student and parent.~~

C. Excessive Absences:

- 1. Definition: Students who are absent more than ten percent of student contact days at any time during the school year may be considered to have excessive absences.
- 2. Procedures for addressing students with excessive absences
 - a. School calls parent/guardian to communicate attendance concerns
 - b. School will communicate with parents/guardians in writing concerning attendance concerns
 - c. School will schedule a meeting with parents/guardians and other appropriate school staff to create a plan to address attendance concerns.
 - d. If the student continues to have excessive absences, the school may choose to take the following steps:

(i) Consider the absences unexcused according the Minn. Stat. 120A.22, subd 12.

(ii) Refer the student to a truancy intervention program.

Frequent student absences disrupt the continuity of the classroom learning process. Given the limited number of school days, any attendance procedures which condone, excuse, or encourage student absenteeism constitutes non-compliance with the spirit and intent of the Minnesota State Attendance Law and State Board of Education Regulations.

a. Consequences for elementary and middle school (K-8) students:

- ~~(1) After the sixth absence per trimester, or at the time absences impact student achievement, teacher contact will be made with the parent/guardian via written or telephone communications.~~
- ~~(2) After the twelfth absence per trimester, the teacher will confer with the student and contact the administrator. The administrator will notify parent/guardian and set up a conference with the teacher, administrator and parent/guardian. Consequences determined at the conference could include:~~

b. Consequences for high school (9-12) students:

- ~~(1) After the fourth absence per term in any class, the teacher will confer with the student and contact will be made with the parent/guardian via written or telephone communication and the student's counselor is notified.~~
- ~~(2) After the sixth absence per term, a written notice will be sent to the parent/guardian that the student has now dropped below the minimal amount of instructional time. Credit will be held subject to approval. Consequences include one or more of the following:~~
 - ~~(a) Removal from class and no credit earned for the semester. Student continues in class with no credit earned for the quarter grading period.~~
 - ~~(b) After school make-up of time missed~~
 - ~~(c) Loss of student privileges (e.g., parking, work program, early release)~~
 - ~~(d) Restriction from participation in extracurricular activities~~
 - ~~(e) Community/school service time assigned~~
 - ~~(f) Academic probation (i.e. daily or weekly progress reports, student contract)~~
 - ~~(g) Saturday School~~
 - ~~(h) Contact with truancy intervention program~~
 - ~~(i) Any combination of consequences cited previously based on individual circumstances.~~

4. Truancy

~~An absence by a student which was not approved by the parent and/or school district.~~

- ~~a. All truanies will be applied toward the excessive absence guidelines. In addition, students will have immediate consequences for each truancy.~~

C. Appeal Process

~~Parents/guardians and students who believe that extenuating circumstances warrant a review of student removal from class and/or student loss of credit may submit a written appeal to the Attendance Appeals Committee within three (3) days of the notification. The Attendance Appeals Committee will convene after the written appeal has been submitted. Parents/guardians and students will be informed of the decision by the committee.~~

D. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

(a) Elementary: Students who arrive late and within 45 minutes after the start of the school day are considered tardy. After 45 minutes, it is considered a half-day absence.

(b) Secondary: Students are considered tardy if they are late and miss less than ten minutes of any class. If they miss more than ten minutes of class, they are considered absent.

2. Procedures for Reporting Tardiness:

- a. ~~Students tardy at the start of school must report to the school office for an admission slip.~~
- b. ~~Tardiness between periods will be handled by the teacher.~~

2. Excused Tardiness.

Valid excuses for tardiness are:

- a. illness;
- b. serious illness in the student's immediate family;
- c. a death **or funeral** in the student's immediate family or of a close friend or relative;
- d. medical, or dental, **orthodontic, or counseling appointment** treatment;
- e. court appearances occasioned by family or personal action;
- f. physical emergency conditions such as fire, flood, storm, etc.;
- g. any tardiness for which the student has been excused in writing by an administrator or faculty member;
- h. family emergencies;**
- i. individual need as approved by school principal.**

4. 3. Unexcused Tardiness.

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse. Examples of unexcused tardiness include but are not limited to:

- (i) not approved by parent/guardian
- (ii) Failure to comply with reporting requirements of the school district attendance procedures
- (iii) work at home
- (iv) work at a business
- (v) missed bus
- (vi) overslept
- (vii) car trouble
- (viii) doing homework

- b. b. Consequences of tardiness may include:

- ~~(1) (i) Detention~~
- ~~(2) (ii) Saturday School~~
- ~~(3) (iii) Loss of parking~~
- ~~(4) (iv) Suspension~~
- ~~(5) (v) Grade reduction~~
- ~~(6) (v) Other consequences as determined by parent/guardian and school personnel~~
- (vi) Consequences of tardiness may include detention after _____ unexcused tardies. Combining unexcused tardies into an unexcused absence and enforcing consequences accordingly. The district considers **three (3) unexcused tardies are equivalent to one half-day unexcused absence.**

E. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.

1. **If a student is suspended from any class, he or she may not participate in any activity or program that day.**
2. **When students participate in any co-curricular and/or sports activity, they are required to be in attendance at school the entire day of the event, unless they are absent for one of the following reasons:**
 - a. **School related activity**
 - b. **Medical appointment (requires verification by the school office or attendance secretary)**
 - c. **One period (or less) in the school Health Office**
 - d. **Funeral or family medical/legal emergency (requires parent/guardian excuse)**
 - e. **Student safety issues (to be reviewed by the WBL Administrators)**

If the absence is due to any other reason, the student will be declared ineligible for that day's event. The administration retains the right to request verification of any absences presented by a student or parent/guardian.

3. Students must not incur any unverified absence (as outlined in the student attendance policy) the day after an event if the day is the next consecutive school day of the same week. If an unverified absence is incurred for this next consecutive school day of the same week, the student will not participate in the next scheduled co-curricular and/or sports event.
2. ~~School-initiated absences will be accepted and participation permitted.~~
3. ~~A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.~~
5. ~~If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.~~
6. ~~Students who are participating in extracurricular activities must be in school for one-half day (3 1/2 school hours) on the day of the activity or practice. If the activity is during afternoon school hours, the student must be in attendance in the morning.~~

IV. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students, parents/guardians, and staff at the commencement of each school year. This policy shall also be available upon request in each principal's office.

V. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. three days if the child is in elementary school; or
2. three or more class periods on three days if the child is in middle school, junior high school, or high school.

~~A student is not continuing truant if the child is withdrawn from school by the child's parents because of a dispute with the school concerning the provision of special education services under the Individual with Disabilities Education Act or accommodations and modifications~~

~~under the Americans with Disabilities Act, if the parent makes good faith efforts to provide the child educational services from any other source.~~

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. that the child is truant;
2. that the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. that the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. §120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. §120A.34;
4. that this notification serves as the notification required by Minn. Stat. §120A.34;
5. that alternative educational programs and services may be available in the district;
6. that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. that if the child continues to be truant, the parent/guardian and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Legal References: **Minn. Stat. § 120A.05 (Definitions)**
Minn. Stat. § 120A.22 (Compulsory Instruction)

Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.28 (School Boards and Teachers, Duties)
Minn. Stat. § 120A.30 (Attendance Officers)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. § 121A.40 – 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truancy)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: ~~White Bear Lake Area School District Student Discipline Policy 506~~
MSBA/MASA Model Policy 506 (Student Discipline)

AGENDA ITEM: **School Board Policy 503, Student Attendance**

MEETING DATE: **November 8, 2010**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy #503, Student Attendance, has been reviewed by the School Board Policy Committee and is recommended for a first reading. During the past few months, this policy has been updated with recommendations from MSBA and then put through a multiple step review process with elementary, middle school, and high school administrators as well as students.

During the review process, there were several areas that required considerable attention. I will address each of these areas and include the rationale behind the final recommendation.

Generally, we have revised the organizational structure of the policy.

Section III, Attendance Policies, has been revised to reflect the fact that travel, vacations, and college visits are allowed but not encouraged during the time when school is in session. They are listed under the “unexcused” portion of this section, but provide options for families to have these types of absences excused. In reality, we allow these but want to send a message that we would like to minimize students’ time out of school. This section has also been revised to reflect the fact that we do not automatically punish students academically for their absences, regardless of the reason. While MSBA recommends a correlation between attendance and grades, we are choosing to let the student's work determine the student’s grade, not the attendance.

In Section III, A, 3 “Expectations Following Excused Absences” we have added clarification to the amount of time a student has to complete work following an absence. Students now have two additional days per day of absence to complete work assigned during the absence. We also changed the policy from “no credit” for work that isn’t completed during the additional time frame to “considered late and handled consistent with the teacher’s late work policy.” We also added language that encourages students to use available technology to stay current during the absence rather than waiting until they return to school.

In Section III, B, f “Unexcused Absences” now reflects a change in practice regarding unexcused tardies. After connecting with the Ramsey County attorney’s office, we are implementing a policy that considers three unexcused tardies to be equivalent to one half day unexcused absence. This will primarily be used at the elementary level where tardies are defined as late arrivals up to forty-five minutes after school starts. Three of these could add up to over two hours of school missed and therefore will be considered equivalent to one half day absence.

Section III, C “Excessive Absences” has been added to address students with a pattern of absences, excused or unexcused. The threshold “ten percent” has been added to assist school administration in determining when the issue becomes excessive. While this may seem like a high percentage, it actually allows for school administration to act earlier than the previous practice of waiting for students to miss ten days before addressing the issue. This section also allows school administrators to consider excused absences unexcused if the student continues to miss school after several attempts to remedy the problem working with the parent and student.

Section III, D “Tardiness” has been revised to parallel the absence section. In subsection 3, the unexcused tardy section, several common areas of misunderstanding have been specifically identified.

Section III, E “Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs” has been modified in subsection 6 to discourage students from missing school on the day of an activity or event.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 13 School Board meeting agenda or subsequent meeting as an operational item for action.

AGENDA ITEM: School Board Policy 704, Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System

MEETING DATE: November 8, 2010

SUGGESTED DISPOSITION: Discussion Item

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

BACKGROUND:

School Board Policy #704, Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

The district's current threshold for fixed asset inventory is \$2,000, an amount determined after past consultation with our auditor. However in the case of computers and peripherals, all of which fall under the threshold amount, we keep a separate inventory using the factory serial numbers. This would allow us to provide the authorities with information that could assist in recovering any stolen property.

Administration will continue to review the appropriate level of asset value to be included in the inventory software system with our auditors. We will also review protocols for completing regular physical inventories.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 13 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: December 10, 2001

Revised: _____

White Bear Lake Area
School Board Policy 704

704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

~~It is~~ The policy of this school district is that a fixed asset accounting system and an inventory of fixed assets **has been** developed and **will be** maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district, and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board. ~~This inventory may be utilized to prepare the annual report to the Commissioner of Education required by Minn. Stat. 123B.14, Subd. 7.~~

Legal References: Minn. Stat. 123B.02 (School District Powers)
Minn. Stat. 123B.09 (School Board Powers)
~~Minn. Stat. 123B.14, Subd. 7 (Duties of School Board Clerk)~~
Minn. Stat. 123B.51 (Schoolhouse and Sites; Access for Noncurricular Purposes)

Cross References: WBLASB Policy 702 (Accounting)
~~MSBA Service Manual, Chapter 9, Public School Finance~~
MSBA Service Manual, Chapter 7, Education Funding

AGENDA ITEM: School Board Policy 904, Distribution of Materials on
School District Property by Nonschool Persons

MEETING DATE: November 8, 2010

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): Dave Guenther, Director of Community Services
and Recreation

BACKGROUND:

School Board Policy #904, Distribution of Materials on School District Property by Nonschool Persons, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 13 School Board meeting agenda or subsequent meeting as an operational item for action.

904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONS

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting, within the limitations and provisions of this policy.
- B. To provide for orderly and nondisruptive distribution of materials, the school board adopts the following regulations and procedures.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.
- B. "Materials" includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.
- C. "Nonschool person" means any person who is not currently enrolled as a student or employed by the school district.
- D. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- E. "Minor" means any person under the age of eighteen (18).
- F. "Material and substantial disruption" of a normal school activity means:
1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- G. "School activities" means any activity sponsored by the school, including but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, other theatrical productions, and in-school lunch periods.
- H. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him or her in the esteem of the community.

IV. GUIDELINES

- A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.

B. Requests for distribution of materials will be reviewed by the administration on a case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:

1. is obscene to minors;
2. is libelous;
3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended.
4. advertises any product or service not permitted to minors by law;
5. advocates violence or other illegal conduct;
6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin);
7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

C. Permission for nonschool persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such distribution, the administration will consider factors including, but not limited to the following:

1. ~~whether the material is related to the educational needs, health and safety, or welfare of students; whether the material is educationally related;~~
2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline or school activities;
3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment or other resources;

6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

If permission is granted pursuant to this policy for the distribution of any materials, the time, place and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any nonschool person wishing to distribute materials must first submit for approval a copy of the materials to the administration at least five days in advance of desired distribution time, together with the following information:
 1. Name and phone number of the person submitting the request.
 2. Date(s) and time(s) of day of requested distribution.
 3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
 4. The proposed method of distribution.
- B. The administration will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the request whether nonschool persons may be present to distribute the materials. ~~If the request~~ In the event that permission to distribute the materials is denied or limited, the administrator may use any reasonable method to inform the person of the denial; however, the administrator must upon request of the person submitting the request, provide a written denial of the request to distribute, including the reasons for denial.
- C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.
- D. In the event that permission to distribute materials is denied, the nonschool person or organization may request reconsideration of the decision by the superintendent. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be called.

VIII. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir. 2007)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985)
Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)

Cross References: MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)

**White Bear Lake Area
School Board Policy 904
Addendum A**

Policy adopted: November 19, 1973
Policy revised: October 24, 1994
Modified: October 9, 1995

Guidelines for Distribution of Political or Campaign Literature

1. Political literature will not be distributed in the school during school hours, unless it is used as teaching material and is included in the curriculum of that course.
2. Campaign literature shall not be placed in school personnel's school mailboxes, unless it is mailed through regular postal service.
3. Candidates or their agents may pass out campaign literature on school district grounds or within the district's buildings only during non-school hours and only if distributed outside of the room(s) where a school sponsored event is scheduled and with prior notification to the building's principal.

If the principal believes the literature that is to be passed out is questionable in nature and not to the best interest of the school district, the request shall be referred to the School Board for approval. The principal shall give written acknowledgement of the notice or a statement that the request has been referred to the School Board for approval. This policy on passing out literature does not apply to (a) candidates open forums (b) non-school activities or groups, individuals, or organizations utilizing the school facilities on a rental or free use permit when distributing literature to those who attend their meetings.

4. The School Board reserves the right assigned it under law to give or withhold consent for any school activity, program or the distribution of literature according to its judgment as to whether a given activity, program or the distribution of literature is beneficial and for the best interest of the district and the pupils of the district.

Policy adopted: November 19, 1973
Policy revised: October 24, 1994
Policy revised: October 9, 1995
Policy revised: September 9, 2002

Guidelines for Classroom Use of Political Candidates and Political Speakers

A teacher may invite a political candidate or speaker for a presentation to students providing time is also available for a presentation from other political party candidates or speakers. Prior to the presentation the teacher shall secure approval from the principal including materials that may be distributed as per Policy 904.

A political candidate or political speaker may distribute or have distributed literature that identifies his or her position on issues to the class.

**WHITE BEAR LAKE
AREA PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 624**

**GUIDELINES FOR THE DISTRIBUTION OF PRINTED MATERIALS
BY NON SCHOOL ORGANIZATIONS**

PURPOSE

White Bear Lake Area School District recognizes that many organizations foster growth, development, knowledge and understanding in our community. In an effort to cooperate with community organizations and convey useful information to students, families and staff, the school district allows the distribution of certain announcements and informational materials by non-school organizations.

The action is not an endorsement of any event, service or point of view. Instead, it is an attempt to strengthen families and community by assisting in the dissemination of information. Permission to distribute print materials in White Bear Lake Area Schools is a privilege granted to organizations that meet district requirements and follow district procedures. The following guidelines ensure a consistent, equitable and efficient process for the distribution of non-school materials in all district schools.

MATERIAL REQUIREMENTS

Materials accepted for distribution must:

- Offer learning or enrichment opportunities for children, families and/or staff

Materials must NOT:

- Be obscene, indecent or vulgar
- Advocate illegal activities, violence or hate
- Include representations of illegal activities, violence or hate
- Defame an individual's race, gender, sexual, religious or ethnic identity
- Discriminate or inhibit equal opportunity
- Proselytize or promote a particular faith or religious viewpoint

Commercial and Political Advertising

We will not distribute commercial advertising or political advertising.

Religious Organizations

We will accept materials from religious organizations 1) if materials share information about learning or enrichment opportunities for children, families and/or staff and 2) the event and its announcement do not involve proselytizing or promoting a particular faith or religious viewpoint.

REQUESTS FOR DISTRIBUTION

All requests for distribution of materials will be screened as follows:

- All requests for distribution must be approved by the Community Services Director.

•For district approval of materials, send by e-mail, fax or regular mail a sample of your material, a list of schools you want materials distributed to, and the grades to receive the information to:

E-mail: daguen@wbl.whitebear.k12.mn.us

Fax: 651-407-7502

U.S. Mail: White Bear Community Services & Recreation

Dave Guenther, Director

4855 Bloom Ave.

White Bear Lake, MN 55110

DISCLAIMER STATEMENT

The following disclaimer statement (or something similar) must be on each flyer to be distributed. This event, class, activity or matter is not sponsored or endorsed by WBL Area School District #624 and this flyer is not printed at District expense.

ELEMENTARY SCHOOL DISTRIBUTION

Approved materials will be distributed to each elementary student via placement in weekly take-home folders, according to the following procedure.

- Materials must meet the requirements.
- Materials for student take-home folders must be bundled in groups designated on our packet sheet for each classroom.
- For distribution in multiple schools, materials may be delivered to the District production for inner school delivery.
- Materials must be bundled, packed and clearly marked for each school.
- Elementary student enrollment figures are available from the Community Services Department.

SECONDARY SCHOOL DISTRIBUTION

Approved materials will be distributed to secondary students via placement at pick-up locations in district buildings according to these procedures:

- Materials must meet the requirements.
- Approval of materials will be determined by the Community Services Director
- Materials must be bundled, packed and clearly marked for each school.
- For distribution in multiple schools, materials may be delivered to the District production for inner school delivery.
- Approved materials will be placed a pick-up location determined by the principal or building manger. Students will be informed of material's availability through announcements or other means.
- Approved materials must be delivered to the school office or community education program office. Enrollment figures are available from the Community Services Department.

STAFF DISTRIBUTION

Approved materials will be distributed to district staff, according to these procedures:

- Materials must meet the requirements.

- Approval of materials will be determined by the Community Services Director.
- Approved materials will be placed in staff mailboxes or at a pick-up location determined by the principal or building manager.
- Materials must be bundled, packed and clearly marked for each school
- For distribution in multiple schools, materials may be delivered to the District production for inner school delivery.
- Staff counts are available from the Community Services Department.
- In some cases, electronic e-mail distribution will be allowed to share information with staff. This must be approved and facilitated by the Community Services Director.

POSTING MATERIALS IN DISTRICT BUILDINGS

Materials that meet the requirements may be posted in district buildings. Approval, placement and removal of posters will be determined by the school principal or building manager.

E. OPERATIONAL ITEMS

AGENDA ITEM: **Summer Academy Joint Powers Agreement**
MEETING DATE: **November 8, 2010**
SUGGESTED DISPOSITION: **Operational Items**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

BACKGROUND:

For many years, the White Bear Lake Area Schools and many North Suburban and Northeast Metro school districts have jointly cooperated on a Summer Academy for gifted and talented students.

In April of 2009, the School Board approved an administrative recommendation for a new joint powers agreement, arrived at through careful participation of all the districts noted on the attached contract.

At that time the administration recommended and the Board approved our participation with Summer Academy through the school year of 2009-10.

This evening we are recommending continuing to participate for the 2010-11, 2011-12 and 2012-13 school years.

We have been impressed by the improvements in the program over the past year, with new leadership and greater oversight, and we are impressed by the quality of programming offered to our students.

Last July I had an opportunity to visit the program with Kate Whalen, an elementary Reach Program teacher who represents the White Bear Lake Area Public Schools on the Summer Academy Board. The program was hosted at Columbia Heights School District; we met more than sixty of our White Bear Lake students participating in the Summer Academy. This is an important part of our range of services provided to our students and we recommend continuing for the next three school years.

RECOMMENDATION:

Approve the participation in the Summer Academy Joint Powers Agreement, for the school years 2010-11 through 2012-13.

JOINT POWERS AGREEMENT

THIS AGREEMENT, is made and entered into by and between Independent School District No. 11, Anoka-Hennepin School District; Independent School District No. 12, Centennial Public Schools; Independent School District No. 13, Columbia Heights Public Schools; Independent School District No. 831, Forest Lake Area Schools; Independent School District No. 14, Fridley Public Schools; Independent School District No. 832, Mahtomedi Public Schools; Independent School District No. 621, Mounds View Public Schools; Independent School District No. 622, North St. Paul-Maplewood-Oakdale School District; Independent School District No. 623, Roseville Area Schools; Independent School District No. 282, St. Anthony-New Brighton School District; Independent School District No. 15, St. Francis Public Schools; Independent School District No. 16, Spring Lake Park Schools; and Independent School District No. 624, White Bear Lake Area Schools.

WHEREAS, the school districts named above have a mutual desire to continue to provide gifted and talented enrichment opportunities through the North Suburban Summer Academy Program (“Summer Academy”); and

WHEREAS, the parties to this Agreement desire to make available to each participating school district the administrative and financial benefits of cooperative educational enrichment summer programming for students served by their respective school districts; and

WHEREAS, the parties to this Agreement desire to enter into a Joint Powers Agreement to facilitate the provision of educational enrichment summer programming

through Summer Academy, as described below, pursuant to Minn. Stat. § 471.59, as amended, which authorizes political subdivisions to enter into an agreement to exercise jointly the governmental powers and functions each has individually;

THEREFORE, it is hereby agreed, by and between the parties hereto as follows:

I. PURPOSE

- A. The North Suburban Summer Academy for high potential students is established as a cooperative, summer educational program for high potential students from participating school districts.
- B. The general purpose shall be accomplished by the Summer Academy Board, which shall administer the Academy program on behalf of the participating districts. The management and control of the North Suburban Summer Academy for High Potential Students shall be vested in the Summer Academy Board of Directors.

II. ORGANIZATION OF THE SUMMER ACADEMY BOARD

- A. Summer Academy shall be governed by a Board of Directors composed of the Superintendent or designee of each participating school district. In addition, the host district, the school district serving as fiscal agent, and a participating school district employing Summer Academy's Executive Director, if any, shall each have an additional voting administrative representative on the Summer Academy Board of Directors. The Academy's Executive Director shall be an ex-officio member of the Board of Directors.
- B. The Officers of the Summer Academy Board shall be a Chair, Vice-Chair, and recording Secretary who shall be representatives of the participating districts.
- C. The Summer Academy Board officers shall be determined by the members of the Summer Academy Board at its first fall meeting of each school year. A term of an officer is for one year and such term shall expire at the meeting at which the new officers are determined. Officers may serve consecutive terms.
- D. The Summer Academy Board shall meet at least quarterly and at such other times as is deemed necessary. Meetings of the Board shall be called by the Chair or by any two Board Members. At least a five-day notice shall be given for any such meeting. Representatives from the majority of the Districts shall constitute a quorum for the transaction of business. A simple majority vote of

those Board Members present is required for all matters, with the exception of budget adoption and approval of the Executive Director's contract, which shall require a vote by 2/3 of the Board Members.

- E. Representation on the Summer Academy Board is essential to the operation of the Academy. Participating districts are strongly encouraged to make sure they are represented at each meeting.
- F. The Board of Directors shall retain an Executive Director as an independent contractor who shall attend to the daily operations of Summer Academy.
- G. Summer Academy shall have an Executive Committee composed of the following: the Officers of the Summer Academy Board of Directors, the Summer Academy Executive Director, an administrative representative from the school district serving as the fiscal agent of Summer Academy and one at-large administrative representative from a participating school district, designated by the Board of Directors of Summer Academy.
- H. The Executive Committee shall govern the business of the Academy in the absence of the Academy Board. The Board of Directors shall review all action by the Executive Committee and shall be vested with the authority to repeal and/or overrule Executive Committee action.
- I. Superintendents shall receive a copy of the current Summer Academy brochure and an annual written summary of the recently concluded Summer Academy. Included with the summary will be an acknowledgement of each district's intent to participate in Summer Academy for the next year.

III. POWERS AND RESPONSIBILITIES OF THE SUMMER ACADEMY BOARD

- A. The Summer Academy Board is empowered to act in the interest of the participating districts.
- B. The Summer Academy Board may:
 - 1. Take and hold by purchase, lease, grant or assignment, property for its use within the scope of this Agreement, to provide and to dispose of the same when the need for it is ended.
 - 2. Apply for and receive federal, state, local, private or other funds for which it is eligible.

3. Enter into contracts and disburse funds, as it deems appropriate, for the purpose of the Academy programs and in accord with the adopted budget.
4. Retain professional, support staff, and consultants as and when the need arises, but only to the extent that funds have been made available to it for that purpose.
5. Organize and establish educational programs and services.
6. Approve by majority vote the participation of and addition to the Summer Academy Board of Directors additional school districts after the execution of this Agreement.

C. The Summer Academy Board shall:

1. Approve job descriptions, qualifications and compensation for consultants and independent contractors retained by the Board.
2. Contract with the Executive Director who shall be responsible to the Summer Academy Board for the administration of Academy programs.
3. Obtain criminal background checks on all consultants and independent contractors retained by the Board.
4. Establish and adopt policy and guidelines for the operation of the Summer Academy program.
5. Review and approve the Summer Academy annual budget submitted by the Executive Director on or before April 1 each year.
6. Review and approve the Summer Academy financial statements following the conclusion of each Summer Academy program year on or before September 1 each year.

D. The Summer Academy Board shall do what is reasonably necessary to achieve the purpose of this agreement to the extent that such action is within the intent and purpose of this agreement and complies with all state and federal statutory provisions which are applicable to the participating districts.

E. With the exception of those costs that can be addressed through in-kind contributions, student fees shall cover all actual costs.

IV. OBLIGATIONS AND RESPONSIBILITIES OF PARTICIPATING DISTRICTS

- A. Appoint one representative (Superintendent or designee) and provide release time as necessary to serve as a delegate on the Academy Board.
- B. Conduct recruitment of qualified students.
- C. Assist with consultant recruitment. This includes but is not limited to:
 - 1. Summer Academy Board members participating on interview teams to approve course offerings and consultant selections.
 - 2. Posting of consultant or independent contractor staffing needs within member districts.
- D. Shared use of equipment for summer programs.

V. POWERS AND RESPONSIBILITIES OF THE HOST DISTRICT

- A. The Host District shall be Independent School District No. 13, Columbia Heights Schools, until the Summer Academy Board of Directors decides otherwise.
- B. The Host District shall provide facilities and services for the Summer Academy Program. Two and one-half percent (2 ½ %) of the Summer Academy's net tuition shall be paid to the Host District each year.

VI. PROGRAMS AND SERVICES

- A. Summer opportunities for high potential students shall be shared by participating districts. These will be coordinated with district programs to enhance opportunities without conflicting with district programs through duplication of efforts.
- B. Joint research, evaluation and planning related to programs for high potential students shall be carried out when agreed to by the Summer Academy Board.
- C. Summer program attendance for students from non-participating districts shall be permitted on a space available basis, after a specified date, and may be at an alternative fee as determined by the Summer Academy Board.

VII. FINANCING THE NORTH SUBURBAN SUMMER ACADEMY FOR HIGH POTENTIAL STUDENTS

The Summer Academy Board shall be empowered to finance the education programs implemented pursuant to the Agreement as follows:

- A. By payments in the form of student fees to attend the Summer Academy, the amount to be determined by the Summer Academy Board.
- B. By maintaining records, disbursing funds and accepting receipts in accordance with the budget as recommended by the Summer Academy Board.
- C. By recommending that the reserve fund balance be set at 5% of the most recent year's net tuition, to be reviewed annually.
- D. The fiscal year for the North Suburban Summer Academy shall be from July 1 through June 30.

VIII. POWERS AND RESPONSIBILITIES OF THE FISCAL AGENT

- A. The Summer Academy Board shall contract with a fiscal agent. The fiscal agent shall be Independent School District No. 13, Columbia Heights Schools, until the Summer Academy Board decides otherwise.
- B. The fiscal agent shall pay bills, issue payroll checks, and receive monies for the Summer Academy, as well as provide financial statements of revenues and expenditures.
- C. The fiscal agent shall receive 2.5% of the net tuition each year as payment for services rendered.
- D. The Summer Academy Executive Director and /or Summer Academy Board shall approve disbursement of funds.
- E. The fiscal agent shall provide any interest money derived from Summer Academy to the Summer Academy Board.
- F. The duties and obligations of the fiscal agent are further set forth on Exhibit A, attached hereto and made a part hereof.

IX. TERM OF AGREEMENT AND DISPOSITION OF PROPERTY UPON EXPIRATION OF THE JOINT POWERS AGREEMENT

This Joint Powers Agreement shall be effective from November 1, 2009 through June 30, 2013. The Agreement may be renewed for successive three-year terms by a 2/3 majority vote of the members of the Summer Academy Board of Directors, subject to the approval of the School Board of each participating School District. Upon expiration of the Agreement, any property acquired on behalf of Summer Academy as a result of the Joint Powers Agreement shall be sold and the proceeds divided equally amongst the participating school districts.

X. AGREEMENT ADMINISTRATION AND IMPLEMENTATION

The ISD No. 13 administrator and the Academy Executive Director directly involved in providing the facility or services at this time shall be the Superintendent of ISD No. 13, Kathy Kelly, and Mary Carlson Pap, ISD No. 623, respectively.

XI. NOTICES

Any notices to or communication regarding Summer Academy for purposes of this Agreement shall be sent to:

Kathy Kelly, Superintendent
Columbia Heights Public Schools
1440 49th Avenue NE
Columbia Heights, MN 55421

XII. COUNTERPARTS; FACSIMILE COPIES

This Agreement may be executed in two or more counterparts, each of which shall be considered an original, but all of which together shall constitute the same instrument. The parties to this Agreement acknowledge and agree to accept and be bound by facsimile transmitted copies of this Agreement and its counterparts.

IN WITNESS WHEREOF, ISD No.11, ISD No. 12, ISD No.13, ISD No. 831, ISD No. 14, ISD No. 832, ISD No. 621, ISD No. 624, ISD No. 623, ISD No. 282, ISD No. 15, ISD No. 16, ISD No. 834 and ISD No. 624 have executed this Agreement by the signatures below and have approved this Agreement by their respective school boards, on the dates written below.

Independent School District No. 11

Date: _____

Independent School District No. 12

Date: _____

Independent School District No. 13

Date: _____

Independent School District No. 831

Date: _____

Independent School District No. 14

Date: _____

Independent School District No. 832

Date: _____

Independent School District No. 621

Date: _____

Independent School District No. 622

Date: _____

Independent School District No. 623

Date: _____

Independent School District No. 282

Date: _____

Independent School District No. 15

Date: _____

Independent School District No. 16

Date: _____

Independent School District No. 834

Date: _____

Independent School District No. 624

Date: _____

EXHIBIT A

FISCAL AGENCY AGREEMENT BETWEEN ISD NO. 13 AND NORTH SUBURBAN SUMMER ACADEMY FOR HIGH POTENTIAL STUDENTS

THIS AGREEMENT, is made and entered into by and between the North Suburban Summer Academy for High Potential Students, hereinafter known as the "Academy", and Independent School District No. 13, Columbia Heights Minnesota, hereinafter known as the "District".

WHEREAS, the Academy provides summer educational programs for high potential students in accordance with the Joint Powers Agreement by and between the fourteen participating school districts, for the term January 1, 2009 through June 30, 2009; and

WHEREAS, the Academy obtains its funding through tuition, grants and other resources available to it; and

WHEREAS, the District's sole obligation shall be to act as fiscal agent as set forth in this agreement; and

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein and other good and valuable consideration, it is agreed as follows:

1. The District shall serve as the fiscal agent to the Academy. Services shall include the reporting of the financial condition of the Academy in accordance with UFARS and standard financial practices. All funds and accounts of the Academy shall be maintained separate and apart from district funds and accounts.
2. The District shall include the Academy as part of its annual fiscal report, and that report shall be subject to regular District and State audits as required by law.
3. As payment for services provided by the District as fiscal agent, including but not limited to, custodial services provided during regular custodial shift hours, the Academy shall pay the District 2.5% of net tuition revenues received by the Academy for the operation of its programs. Such payments shall be made to the District on an annual basis and shall be received on or before the end of each contract year.

4. The Academy shall have access to District copy and duplication equipment for office and administrative purposes only. Said use shall be subject to mutual agreement by the Academy and the District, and shall be in accordance with duplication procedures in place within the District. The Academy shall provide at its expense all supplies needed for its use of district duplication equipment.
5. The Academy is organized as an independent, self-sustaining educational program through its Joint Powers Agreement, and is not a part of the legal structure of the District. The Academy is governed by its own Board of Directors, which is comprised of participating school districts. The Academy Board of Directors shall enter into whatever contracts it deems necessary to facilitate its purposes and programs.
6. To the extent that any profit or loss is sustained by the Academy, such profit or loss is attributed only to the Academy and its Board of Directors, and not to the District. The Academy Board of Directors shall designate the individual who shall have authority to approve and submit expenditures to the District for payment and shall provide to the District minutes of the Academy Board of Directors meeting(s) at which the Board designated such individual who shall have authority to approve and submit expenditures to the District. The Academy Board of Directors or its designee shall also provide the District with copies of all contracts or agreements, which are submitted to the District for payment, and all such contracts must be signed by the Chairperson or designee of the Summer Academy Board of Directors. As the fiscal agent for the Academy, the District shall not have authority to approve or disapprove expenditures, but shall only function as the conduit of monies received and expenditures made by the Academy, which have been approved by the Summer Academy Board of Directors in accordance with the Joint Powers Agreement.
7. The Academy may use the District's taxpayer identification number to purchase supplies and services necessary for the operation of the Academy.
8. The District shall issue a P-card for the Academy's use, permitting funds to be withdrawn directly from or deposited directly to the Academy's accounts payable and accounts receivable.
9. The District shall bill the Academy for all fiscal agency services provided by the District for the benefit of the Academy including, but not limited to, the District's systems operations employee if contracted as a consultant to the Academy and any overtime for custodial services performed after regular custodial shift hours.

10. The Academy shall acquire and keep in full force and effect liability insurance coverage as is necessary to adequately insure against any and all potential losses resulting directly or indirectly from the operation of the Academy, and shall provide proof of such insurance to the District on an annual basis. The District shall be named as an additional insured on such insurance policy.
11. The Academy shall assume full liability for its activities and programs and shall indemnify and hold harmless the District, its officers, agents, and employees from any suits, claims, or liability arising under this Agreement or arising from the operation of the Academy.
12. The Academy shall determine what programs are offered each year, and shall determine all staffing needs each year, without the consultation or approval of the District.
13. All payments made in the operation of the Academy, shall be made from funds generated by the Academy and it is understood that under no circumstances is the District undertaking or obligated to provide its funds for the operation of the Academy.
14. No employee, independent contractor or agent of the Academy shall be considered an employee of the District for any purpose, including, but not limited to, salaries, wages or other compensation or fringe benefits; worker's compensation; unemployment compensation; teachers' or public employees' retirement; social security; liability; insurance; keeping of personnel records; termination or discharge of employment; individual contracts; and continuing contract rights.
15. The District shall have no authority under any circumstances to hire or retain, discipline, supervise, evaluate, provide work direction, set hours of work or operation of the Academy, or discharge any employee, independent contractor, or agent of the Academy.
16. This agreement may be amended only in writing executed by both parties.
17. This agreement shall be governed by the laws of the State of Minnesota.
18. This agreement shall be in full force and effect for the period from January 1, 2009 through June 30, 2009, and may be extended by mutual agreement for successive three-year terms. Either party wishing to terminate this agreement must give a 90-day notice prior to the expiration date.

IN WITNESS WHEREOF, the parties have hereunto set their hands and each warrants that s/he is empowered and authorized to execute this agreement.

North Suburban Summer Academy

By _____

Its _____

Date: _____

Independent School District No. 13

By _____

Its _____

By _____

Its _____

Date: _____

AGENDA ITEM: School Board Policy 201, Legal Status of the School Board

MEETING DATE: November 8, 2010

SUGGESTED DISPOSITION: Operational Item

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

Background:

School Board Policy #201, Legal Status of the School Board, has been reviewed by the School Board Policy Committee and had a first reading in October. This policy is being recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

RECOMMENDATION:

To approve School Board Policy #201, Legal Status of the School Board, as recommended.

Adopted: November 13, 1995

Revised: September 13, 1999

September 10, 2001

White Bear Lake Area School Board Policy 201

201 LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

The care, management and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties and powers of the school board in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. DEFINITION

“School board” means the governing body of the school district.

III. ORGANIZATION AND MEMBERSHIP

- A. The membership of the school board consists of seven elected directors. The term of office is four years.
- B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

V. POWERS AND DUTIES

- A. The school board has powers and duties specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature.
- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
 - 1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
 - 2. conduct the business of the schools and pay indebtedness and proper expenses;
 - 3. ~~make and authorize contracts;~~
 - 4. 3. employ and contract with necessary qualified teachers and discharge the same for cause;
 - 5. ~~manage the schools; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts;~~
 - 6. 4. provide services to promote the health of its pupils;
 - 7. 5. provide school buildings and erect needed buildings;
 - 8. 6. purchase, sell, lease and exchange school district property and equipment as deemed necessary by the school board for school purposes;
 - 9. 7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;

10. 8. employ and discharge necessary employees and contract for other services;
11. 9. provide for transportation of pupils to and from school, as governed by statute; and
12. 10. procure insurance against liability of the school district, its officers and employees.

F. The school board, at its discretion, may perform the following:

1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs and intersession classes of flexible school year programs;
2. furnish school lunches for pupils and teachers on such terms as the school board determines;
3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
4. lease rooms or buildings for school purposes;
5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
6. authorize co-curricular and extracurricular activities;
7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References: Minn. Stat. § 123A.22 (Cooperative Centers)
Minn. Stat. § 123B.02 (General Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14 (School District Officers)
Minn. Stat. § 123B.23 (Liability Insurance)
Minn. Stat. § 123B.49 (Co-curricular and Extracurricular Activities; Insurance)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Non-curricular Purposes)
Minn. Stat. § 123B.85 (Definition)
Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233, 199 N.W. 911 (1924)

Cross References: WBLASB Policy 101 (Legal Status of the School District)
WBLASB Policy 202 (School Board Officers)
WBLASB Policy 203 (Operation of the School Board-Governing Rules)
WBLASB Policy 205 (Open Meetings and Closed Meetings)
~~MSBA Service Manual, Chapter 3, School Board and its Powers~~
MSBA Service Manual, Chapter 1, School District Governance, Powers
and Duties

201-4

AGENDA ITEM: **School Board Policy 202, School Board Officers**
MEETING DATE: **November 8, 2010**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Michael J. Lovett, Superintendent**

Background:

School Board Policy #202, School Board Officers, has been reviewed by the School Board Policy Committee and had a first reading in October. This policy is being recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation:

To approve School Board Policy #202, School Board Officers, as recommended.

202 SCHOOL BOARD OFFICERS

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, vice-chair, clerk, treasurer, and such other officers as determined by the school board. These officers shall hold office for one-year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

IV. OFFICER'S RESPONSIBILITIES

- A. Chair.
 - 1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions and perform all duties a chair usually performs.
 - 2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk

may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer.

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 124.06.

C. Clerk.

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before ~~August~~ September 15 of each year, the clerk shall:
 - a. file with the school board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the commissioner certified reports, showing:
 - (1) ~~condition and value of school property;~~
 - (2)(1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
 - (3)(2) length of school term and enrollment and attendance by grades; and
 - (4)(3) other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before ~~October 10~~ September 30 of each year, an attested copy of the clerk's record, showing

the amount of ~~money~~ proposed property tax voted by the school district or the school board for school purposes.

6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent.

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;
 - c. superintend school grading practices and examinations for promotions;
 - d. make reports required by the commissioner; and
 - e. perform other duties prescribed by the school board.

Legal References: ~~Minn. Stat. § 123.34 (officers)~~
~~Minn. Stat. § 124.06 (finance))~~
~~Minn. Stat. § 124A.03 (Referendum Revenue)~~
Minn. Stat. § 123B.12 (Finance)
Minn. Stat. § 123B.14 (Officers)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

Cross References: WBLASB Policy 101 (Legal Status of the School District)
WBLASB Policy 201 (Legal Status of the School Board)
WBLASB Policy 203 (Operation of the School Board-Governing Rules)
~~MSBA/MASA Service Manual, Chapter 3, The School Board and its Powers~~
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

AGENDA ITEM: School Board Policy 203, Operation of the School Board – Governing Rules

MEETING DATE: November 8, 2010

SUGGESTED DISPOSITION: Operational Item

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

Background:

School Board Policy #203, Operation of the School Board – Governing Rules, has been reviewed by the School Board Policy Committee and had a first reading in October. This policy is being recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation:

To approve School Board Policy #203, Operation of the School Board – Governing Rules, as recommended.

203 OPERATION OF THE SCHOOL BOARD — GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. *Robert's Rules of Order*, Revised (latest edition) where not inconsistent with A and B above.

NOTE: The edition of Robert's Rules of Order differ, so specifying the edition used is important.

Legal References: ~~Minn. Stat. § 123.33, Subds. 5, 6 and 11 (School Board Matters)~~
~~Minn. Stat. § 123.34 (Officers)~~
~~Minn. Stat. § 471.705 (Open Meeting Law)~~
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (School Board Matters)
Minn. Stat. § 123B.14 (Officers)

Cross References:

AGENDA ITEM: School Board Policy 203.5, School Board Meeting Agenda
MEETING DATE: November 8, 2010
SUGGESTED DISPOSITION: Operational Item
CONTACT PERSON(S): Michael J. Lovett, Superintendent

Background:

School Board Policy #203.5, School Board Meeting Agenda, has been reviewed by the School Board Policy Committee and had a first reading in October. This policy is being recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation:

To approve School Board Policy #203.5, School Board Meeting Agenda, as recommended.

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

~~It is the~~ The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the school board members 3 days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. 123B.09, Subd. 7 (School Board Powers)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Cross Reference: WBLASB Policy 203 (Operation of the School Board - Governing Rules)
WBLASB Policy 203.2 (Order of the Regular School Board Meeting)
WBLASB Policy 203.6 (Consent Agenda)
WBLASB Policy 204 (School Board Meeting Minutes)
WBLASB Policy 207 (Public Hearings)

AGENDA ITEM: School Board Policy 205, Open Meetings and Closed Meetings

MEETING DATE: November 8, 2010

SUGGESTED DISPOSITION: Operational Item

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

Background:

School Board Policy #205, Open Meetings and Closed Meetings, has been reviewed by the School Board Policy Committee and had a first reading in October. This policy is being recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation:

To approve School Board Policy #205, Open Meetings and Closed Meetings, as recommended.

Adopted: November 13, 1995

Revised: August 25, 2003

Revised: May 9, 2005

Revised: December 14, 2009

White Bear Lake Area School Board Policy 205

205 OPEN MEETINGS AND CLOSED MEETINGS

I. PURPOSE

- A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

"Meeting" means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering.

IV. PROCEDURES

A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its

schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board, and on the school district website. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be physically posted, and posted on the school district website, and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.
- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.

- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by electronic means or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. State. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

B. Votes

The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public data.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy
 - a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
 - b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor

contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings except when otherwise provided by the Commissioner of the Bureau of Mediation Services. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself,

justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. Data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency; ~~or~~
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data, or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
 - (1) to determine the asking price of real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight (8) years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four (4) years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)

Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
~~Department of Administration Advisory Opinion 04-004 (February 3, 2004)~~
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W. 2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993).
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988).
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983).
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
Dept. of Admin. Advisory Op. No. 09-00 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References: WBLASB Policy 204 (School Board Meeting Minutes)
WBLASB Policy 206 (Public Participation in School Board Meetings/
Complaints about Persons at School Board Meetings and Data Privacy
Considerations)
WBLASB Policy 207 (Public Hearings)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “C”
(Minnesota's Open Meeting Law)

AGENDA ITEM: **School Board Policy 206, Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations**

MEETING DATE: **November 8, 2010**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

School Board Policy #206, Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations, has been reviewed by the School Board Policy Committee and had a first reading in October. This policy is being recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation:

To approve School Board Policy #205, Open Meetings and Closed Meetings, as recommended.

Adopted: November 13, 1995

White Bear Lake Area School Board Policy 206

Revised: August 25, 2003

Revised: January 10, 2005

Revised: November 8, 2007

Revised: April 13, 2009

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Personnel data" means data on individuals collected because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer, an independent contractor, and a member of an advisory board.
- B. Personnel data on current and former employees that is "public" includes:

Name; actual gross salary; salary range; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit, job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the

complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the terms of any agreement settling any dispute arising out of the employment relationship, including a superintendent buyout agreement, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; a work telephone number; badge number; honors and awards received; payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data; and city and county of residence.

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

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

- D. "Educational data" means data maintained by the school district which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.
- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; and prior government service. Once an individual has been appointed to a public body, the following additional items of data are public: residential address and either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; provided, however, any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone

number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
 - 1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 - 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 - 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13.D.05 (Not Public Data).
 - 4. right to private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
 - 1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 - 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 - 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all citizens of the school district an opportunity to be heard and to have complaints considered and evaluated within the limits of the law and this policy and subject to reasonable time, place and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda items

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

B. Complaints

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

C. Open Forum

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

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

D. No Board Action at Same Meeting

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

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy is guilty of a misdemeanor. (Minn. Stat. § 13.09)

- C. In the case of an employee, willful violation constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

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

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

PUBLIC FORUM SPEAKER CARD

	Independent School District #624
SPEAKER	
Name: (Please Print) _____	
Address: _____	
City: _____	
Phone: _____	
Item or topic I will address: _____	

PUBLIC FORUM GUIDELINES

During the Public Forum any person may address the School Board on a topic of interest or concern. Listed below are the new procedures for the Six Month Public Forum Pilot.

1. Public Forum will be continued in its current place on the agenda.
2. Public Forum will be open for 30 minutes (~~4~~3 minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule).
3. Those wishing to address the Board should fill out a card to be turned into the clerk. The card will identify the issue and the speaker's name and address.
4. The chair may ask for a show of hands to determine if anyone else desires to speak.
5. Questions may be asked on any topic, including those on the agenda.
6. 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.
7. A handout on the purpose of School Board meetings and the meeting process is available.
8. School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Under School Board Policy 206, complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person making the complaint.

AGENDA ITEM: School Board Policy 513, Student Promotion, Retention and Program Design

MEETING DATE: November 8, 2010

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): David Law, Assistant Superintendent
Kathleen Daniels, Director of Special Services

Background:

School Board Policy #513, Student Promotion, Retention and Program Design, has been reviewed by the School Board Policy Committee and had a first reading in October. This policy is being recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation:

To approve School Board Policy #513, Student Promotion, Retention and Program Design, as recommended.

513 STUDENT PROMOTION, RETENTION AND PROGRAM DESIGN

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention and program design.

II. GENERAL STATEMENT OF POLICY

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, ~~tutorial~~ interventions and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

III. A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next level at the completion of each school year.

IV. B. Retention

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. The superintendent's decision shall be final.

V. C. Program Design

1. **A.** The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A procedure for screening and identifying students for program assignment can be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options.

B. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:

1. assess a student's readiness and motivation for acceleration; and
2. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Program)
 Minn. Stat. § 123B.143 Subd.1 (Superintendents)

Cross References: WBLASB Policy 613 (Graduation Requirements)
 WBLASB Policy 614 (School District Testing Plan and Procedure)
 WBLASB Policy 615 (Testing Accommodations, Modifications, and
 Exemptions for IEP, Section 504 Plans, and LEP Students)
 WBLASB Policy 618 (Assessment of Student Achievement)
 WBLASB Policy 620 (Credit for Learning)

AGENDA ITEM: School Board Policy 605, Alternative Programs

MEETING DATE: November 8, 2010

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): David Law, Assistant Superintendent
Kathleen Daniels, Director of Special Services

Background:

School Board Policy #605, Alternative Programs, has been reviewed by the School Board Policy Committee and had a first reading in October. This policy is being recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation:

To approve School Board Policy #605, Alternative Programs, as recommended.

Adopted: September 8, 1997
Revised: _____

White Bear Lake Area
School District #624 Policy 605

605 ALTERNATIVE PROGRAMS

I. PURPOSE

The purpose of this policy is to recognize the need for alternative education programs for some school district students.

II. GENERAL STATEMENT OF POLICY

The school board recognizes the importance of alternative program options for some students. ~~It is the policy of the School Board to provide educational alternatives. These alternatives may include the opportunity to learn in a variety of environments and through different learning styles. Circumstances may be such that some students are put at risk of being unable to continue or to complete their education programs.~~ It is the policy of the school board that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style.

III. RESPONSIBILITY

- A. It shall be the responsibility of the superintendent to identify alternative program opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative programs. The superintendent shall, through cooperative efforts with other schools, agencies and organizations, periodically recommend additional or modified alternative educational programs to the school board.
- B. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.

Legal References: Minn. Stat. § 120.062 (Enrollment Options Program)
Minn. Stat. § 120A.22, Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.41, Subd. 11 (Definitions – Alternative Educational Services)
Minn. Stat. § 121A.45, Subd. 1 (Grounds for Dismissal)
Minn. Stat. § 123A.06 (State-Approved Alternative Programs and Services)
Minn. Stat. § 124D.66 (Assurance of Mastery Programs)
Minn. Stat. § 124D.68 (Graduation Incentives Programs)

Minn. Stat. § 124D.74 (American Indian Language and Cultural Educational Programs)

Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)

Cross References: WBLASB Policy 603 (Curriculum Development)
WBLASB Policy 604 (Instructional Curriculum)

AGENDA ITEM: School Board Policy 608, Instructional Services –
Special Education

MEETING DATE: November 8, 2010

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Kathleen Daniels, Director of Special Services

Background:

School Board Policy #608, Instructional Services – Special Education, has been reviewed by the School Board Policy Committee and had a first reading in October. This policy is being recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation:

To approve School Board Policy #608, Instructional Services – Special Education, as recommended.

Adopted: September 8, 1997
Revised: _____

White Bear Lake Area
School District #624 Policy 608

608 INSTRUCTIONAL SERVICES – SPECIAL EDUCATION

I. PURPOSE

The purpose of this policy is to set forth the position of the school board on the need to provide ~~for~~ special educational services ~~on the part of~~ to some students in the school district.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that some students need special education ~~needs exist on the part of some students~~, and further recognizes the importance of providing a free appropriate public education and delivery system for students in need of special education.

III. RESPONSIBILITIES

- A. The school board accepts the responsibility to identify, evaluate and provide special instruction and related services for disabled children who are properly the responsibility of the school district and who meet the criteria to qualify for special ~~instruction~~ education and related services as set forth in Minnesota and federal law.
- B. The school district shall ensure that all disabled children are provided the special instruction and services which are appropriate to their educational needs.
- C. ~~It shall be the ultimate responsibility of the superintendent to see to the development of the administrative procedures and practices necessary to deliver the appropriate special education services.~~
- C. When such services require or result from interagency cooperation, the school district shall participate in such interagency activities in compliance with applicable federal and state law.

Legal References: ~~Minn. Stat. § 120.03 (Definition)~~
Minn. Stat. § 120.062 124D.03 (Enrollment Options Program)
Minn. Stat. § 120.17 125A.02 (Definition of Children with a Disability)
~~Minn. Stat. § 126.22 (High School Graduation Incentives Program)~~
Minn. Stat. § 125A.027, § 125A.03, § 125A.08, § 125A.15, § 125A.29
(District Obligations)
29 U.S.C. § 794 *et seq.* (§ 504 of Rehabilitation Act of 1973)
20 U.S.C. § ~~1401~~ 1400 *et seq.* (~~IDEA~~, Individuals with Disabilities
Education Improvement Act of 2004)

Cross References: WBLASB Policy 402 (Disability Nondiscrimination)
 WBLASB Policy 508 (Extended School Year for Certain Students with
 Individual Education Plans)
 WBLASB Policy 509 (Enrollment of Nonresident Students)
 WBLASB Policy 521 (Student Disability Nondiscrimination)

AGENDA ITEM: **School Board Policy 609, Religion**
MEETING DATE: **November 8, 2010**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **David Law, Assistant Superintendent**

Background:

School Board Policy #609, Religion, has been reviewed by the School Board Policy Committee and had a first reading in October. This policy is being recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation:

To approve School Board Policy #609, Religion, as recommended.

Adopted: September 8, 1997
Revised: June 11, 2001
Revised: December 14, 2009

*White Bear Lake Area
School District #624 Policy 609*

609 RELIGION

I. PURPOSE

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall neither promote nor disparage any religious belief or non belief. Instead, the school district encourages all students and employees to have respect for each other's views.
- B. The school district also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization.
- C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.
- D. The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.
- E. The historical and contemporary values and the origin of various religions, holidays, customs and beliefs may be explained in an unbiased and nonsectarian manner.

III. RESPONSIBILITY

- A. It shall be the responsibility of the superintendent to ensure that the study of religious materials, customs, beliefs and holidays in the school district is in keeping with the following guidelines:
 - 1. The proposed activity must have a secular purpose.
 - 2. The primary objective of the activity must be one that neither advances nor inhibits religion.
 - 3. The activity must not foster excessive governmental relationships with religion.

- B. Notwithstanding the foregoing guidelines, reasonable efforts will be made to accommodate any student who wishes to be excused from attendance at school for the purpose of religious instruction or observance of religious holidays.

Legal References: U. S. Const., amend. I
Minn. Stat. § 120A.22, Subd. 12(3) (Compulsory Instruction)
Minn. Stat. § 120A.35 (Absence From School for Religious Observance)
Minn. Stat. § 121A.10 (Moment of Silence)
Good News Club v. Milford Central School, 533 U.S. 98, 121 S.Ct. 2093, 150 L.Ed.2d 151 (2001)
Santa Fe Indep. Sch. Dist. v. Doe, 530 U.S. 290, 120 S.Ct. 2266 (2000)
Tangipahoa Parish Bd. of Educ. v. Freiler, 530 U.S. 1251, 120 S.Ct. 2706 (2000)
Lemon v. Kurtzman, 403 U.S.602, 91 S.Ct. 2105, 29 L.Ed.2d 745 (1971)
Wigg v. Sioux Falls Sch. Dist., 382 F.3d 807 (8th Cir. 2004)
Doe v. School Dist. of City of Norfolk, 340 F.3d 605 (8th Cir. 2003)
Stark v. Independent Sch. Dist. No. 640, 123 F.3d 1068 (8th Cir. 1997)
Florey v. Sioux Falls Sch. Dist. 49-5, 619 F.2d 1311 (8th Cir. 1980)
Roark v. South Iron R-1 Sch. Dist., 540 F.Supp.2d 1047 (E.D. Mo. 2008)
573 F.3d 556 (8th Cir. 2009)
Child Evangelism Fellowship v. Elk River Area Sch. Dist. No. 728, 599 F.Supp.2d 1136 (D. Minn. 2009)
LeVake v. Independent Sch. Dist. No. 656, 625 N.W.2d 502 (Minn. App. 2001)
Minn. Op. Atty. Gen. 169-J (Feb. 14, 1968)
Minn. Op. Atty. Gen. 169-K (Oct. 21, 1949)
Minn. Op. Atty. Gen. 63 (1940)
Minn. Op. Atty. Gen. 120 (1924)
Minn. Op. Atty. Gen. 121 (1924)

Cross References: WBLASB Policy 801 (Equal Access to Facilities of Secondary Schools)

AGENDA ITEM: **School Board Policy 615, Testing Accommodations, Modifications, and Exemptions for IEP's, Section 504 Plan, and LEP Students**

MEETING DATE: **November 8, 2010**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

School Board Policy #615, Testing Accommodations, Modifications, and Exemptions for IEP's, Section 504 Plan, and LEP Students, has been reviewed by the School Board Policy Committee and had a first reading in October. This policy is being recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation:

To approve School Board Policy #615, Testing Accommodations, Modifications, and Exemptions for IEP's, Section 504 Plan, and LEP Students, as recommended.

Adopted: September 8, 1997

Revised: August 27, 2001

Revised: January 10, 2005

Revised: April 12, 2010

*White Bear Lake Area
School Board Policy 615*

**615 ~~MINNESOTA ACADEMIC STANDARDS TESTING ACCOMMODATIONS,~~
MODIFICATIONS, AND EXEMPTIONS FOR IEPs, SECTION 504
ACCOMMODATION PLANS AND LEP STUDENTS**

I. PURPOSE

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program IEP, Rehabilitation Act of 1973, § Section 504 Plans (~~Section 504~~) accommodation, or limited English proficiency (LEP) needs to meet the graduation requirements of basic skills testing and graduation-required assessments for diploma (GRAD) tests.

II. GENERAL STATEMENT OF POLICY

A. The school district will utilize the existing annual review of IEPs or Section 504 ~~accommodation~~ plans to review, on a case-by-case basis, the extent of student participation in basic ~~standards~~ skills testing and GRAD testing. For students subject to GRAD testing, the student's IEP or Section 504 ~~accommodation~~ plan must identify one of the following decisions for each subject area of GRAD:

1. the student is expected to achieve the statewide standard with or without testing accommodations resulting in a "pass" or "p" notation on the record when achieving a passing score; or
2. the student is expected to achieve the statewide standard at an individually modified level of difficulty, resulting in a "pass" or "p" notation on the record when achieving the modified level. A Minnesota alternative assessment must be used when an IEP team chooses to replace the GRAD. Adoption of modifications for a student must occur concurrently with the adoption of transition goals and objectives as required by Minn. Stat. § 125A.08(a)(1). The IEP or Section 504 ~~accommodation~~ plan must define an appropriate assessment of the statewide standard at a modified level of difficulty. Achievement of the individually modified standard shall be certified only through documented student performance of the defined assessment.

Students subject to GRAD testing also must be tested under standard conditions as specified by the developer of the test except those students whose IEP or Section 504 ~~accommodation~~ plan specifies other decisions consistent with the above stated requirements.

B. Students with LEP needs must be identified and accommodations made for students subject to basic skills testing. Students subject to GRAD testing are required to pass the GRAD if they have been enrolled in any Minnesota school for at least four consecutive years. An English language learner (ELL) student who first enrolls in a Minnesota school in grade 9 or above who completes the coursework and any other state and district requirements to graduate within a four-year period is not required to pass the GRAD.

III. DEFINITION OF TERMS

See the current “Procedures Manual for the Minnesota Assessments” which can be found on the Minnesota Department of Education’s (MDE’s) website at: <http://education.state.mn.us>, then click on “Accountability Programs,” followed by “Assessment and Testing,” and “Policies, Procedures & Guidelines.”

IV. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR BASIC STANDARDS SKILLS AND GRAD TESTING

See the current “Procedures Manual for the Minnesota Assessments” which can be found on MDE’s website at: <http://education.state.mn.us>, then click on “Accountability Programs,” followed by “Assessment and Testing,” and “Policies, Procedures & Guidelines.”

V. RECORDS

All test accommodations, modifications, or exemptions shall be reported to the School District Test Administrator or designee. The School District Test Administrator shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. This will be done annually on December 1. Testing results will be documented and reported.

Legal References: Minn. Stat. § 120B.11 (School District Process)
 Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 125A.08(a)(1) (Individualized Education Programs)
 Minn. Rules Parts 3501.0010-3501.0180 (~~Rules Relating to~~ Graduation Standards – Mathematics and Reading)
 Minn. Rules Parts 3501.0200-3501.0290 (~~Rules Relating to~~ Graduation Standards – Written Composition)
~~Minn. Rules Parts 3501.0505-3501.0745 (K-12 Standards)~~
Minn. Rules Parts 3501.0505-3501.0550 (Graduation Standards – Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Graduation Standards – Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Graduation Standards – Arts)

Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required
Assessment for Diploma)

Cross References:

WBLASB Policy 104 (School District Mission Statement)
WBLASB Policy 601 (School District Curriculum and Instruction Goals)
WBLASB Policy 613 (Graduation Requirements)
WBLASB Policy 614 (School District Testing Plan and Procedure)
WBLASB Policy 616 (School District System Accountability)

Agenda Item: New Course Proposals for School Year 2011-2012

Meeting Date: November 8, 2010

Suggested Disposition: Operational Item

Contact Persons(s): Gretchen Harriman, Curriculum and Program Development Coordinator;
David Law, Assistant Superintendent

BACKGROUND:

Annually, each high school department has the opportunity to submit requests for course additions, deletions and name changes that reflect department review and the need for updates. New course proposals should reflect results of program review and efforts to meet student needs. The proposals are submitted by Curriculum Leaders and Administrative Liaisons for review by secondary principals, the Curriculum and Program Development Coordinator, and Assistant Superintendent. Merit of the proposals is assessed based upon the following:

1. Forwarding the implementation of an approved curriculum framework or program review;
2. Fulfilling a programmatic need as determined by either the department or school; and
3. Increasing rigorous course offerings and pathways to college readiness for students.

The following course proposals meet the criteria: The *Honors Accounting* course would replace *Accounting 2* by increasing the rigor of the course. The Minnesota Department of Education is asking school districts to pilot this course, gather data, and appeal to the College Board to accept *Honors Accounting* as an Advanced Placement course. The two proposals from the math department increase opportunity for college-readiness and the fulfillment of higher levels of mathematics for an increased number of students. For example, the eCIS course provides students the opportunity to earn 3 semester college credits in a math course, while receiving the support of a high school classroom. *Digital Electronics and Biotechnical Engineering* continue the implementation plan for Project Lead the Way, and fulfill obligations of the Kern Family Foundation Funding that has supported the engineering program. Both courses include the opportunity for students to earn transcribed University of Minnesota credit. Students can also use the *Biotechnical Engineering* course to meet the requirement of a high school health elective. *Aviation and Aerospace* is an innovative science elective course proposed in collaboration with a community partnership, in which students can complete the ground school exam required to pursue flight training.

As the result of on-going review of programs and course offerings, the following course additions and changes are proposed for the 2011-12 school year. They were presented at the October 25 School Board work study session for discussion. Approval of the School Board is requested:

NEW COURSES:

- 1. Department:** Business Education
Course Title: Honors Accounting
Term: Full Year
Grade Level: 11-12
Description: The Honors Accounting course is a rigorous and demanding year long course that is designed for any student who is interested in any business field in college. This course will cover the first one and a half accounting courses in the “Business Core” of a college business major by covering three areas of accounting: Also covered are financial accounting, managerial accounting, and financial statements analysis. accounting information systems, merchandising companies, taxes, sales and accounts receivables, time value of money, accounting for fixed assets, accounting for debt, accounting for stockholder’s equity, financial statements, and cost-volume-profit analysis are all covered.
- 2. Department:** Mathematics
Course Title: eC.I.S. Mathematical Modeling and Predictions
Term: Full Year
Grade Level: 11-12
Description: The class introduces students to mathematical prediction through algebraic modeling and elementary probability. The class covers techniques of representing the behavior of real world data with algebraic equations, including linear, polynomial, exponential and logarithmic functions. Students also learn basic probability.
- 3. Department:** Mathematics
Course Title: Pre-Calculus with Trigonometry B
Term: Semester
Grade Level: 12
Description: The student will continue to learn mathematical concepts leading to the study of calculus. This course is a continuation of Pre-Calculus A. Topics covered include exponential and logarithmic functions, trigonometric functions, sequences and series, conic sections, and an examination of limits. Students are encouraged, but not required, to enroll in both Pre-Calculus w/Trigonometry B and Calculus A to be taken in consecutive semesters.
- 4. Department:** Science/Health/Engineering
Course Title: Biotechnical Engineering (Project Lead the Way)
Term: Full Year
Grade Level: 10-12
Description: The major focus of this course is to expose students to the diverse fields of biotechnology including biomedical engineering, molecular genetics, bioprocess engineering, and agricultural and environmental engineering. Lessons engage students in engineering design problems related to biomechanics, cardiovascular engineering, genetic engineering, agricultural biotechnology, tissue engineering, biomedical

devices, forensics and bioethics. Students, usually 11th and 12th grade level, apply biological and engineering concepts to design materials and processes that directly measure, repair, improve and extend living systems.

5. **Department:** Technology Education/Engineering
 Course Title: Digital Electronics ((Project Lead the Way)

Term: Full Year
 Grade Level: 11-12
 Description: Digital Electronics Technology is a course of study in applied digital logic that encompasses the design and application of electronic circuits and devices found in video games, watches, calculators, digital cameras, and thousands of other devices. Instruction includes the application of engineering and scientific principles as well as the use of Boolean algebra to solve design problems. Using computer software that reflects current industry standards, activities provide opportunities for students to design, construct, test, and analyze simple and complex digital circuitry.
6. **Department:** Science
 Course Title: Aviation and Aerospace
 Term: Semester
 Grade Level: 11-12
 Description: Technological advances in air and space flight have made aviation a dynamic and rapidly growing industry. The tagline “Faster, Farther, Cheaper” has never been more appropriate. Aviation and space industries will need educated and skilled workers to not only replace those pilots, technicians, and engineers who will soon be retiring, but also to fill the newly created positions necessitated by invention. This rigorous course will provide the student with an introduction to the science of air and space flight and the career opportunities available following this course of study. Topics covered will include, among others, the history of aviation and space flight, the physics of flight, aviation meteorology, navigation and communications, aircraft systems, instruments and performance, FARs (Federal Aviation Regulations), the history and engineering successes of major NASA human spaceflight missions (including Mercury, Gemini, Apollo, Skylab, Apollo-Soyuz, Space Shuttle, Shuttle-Mir, and International Space Station), and an examination of future NASA missions, technical challenges, and timelines for human spaceflight programs.

TITLE CHANGES:

1. **Department:** Business Education
Course Title: Communications Technologies
Formerly: Powerpoint, Excel, Etc. and Desktop Publishing
Term: Semester
Grade Level: 9-12
2. **Department:** Mathematics
Course Title: Intermediate Algebra
Formerly: Algebra 1
Term: Full Year
Grade Level: 9-10
3. **Department:** Mathematics
Course Title: Intermediate Algebra – Introductory Level
Formerly: Introductory Algebra I
Term: Full Year
Grade Level: 9-10

GRADE LEVEL CHANGE:

1. **Department:** Business Education
Course Title: Marketing (formerly 11-12)
Term: Semester
Grade Level: 9-12

COURSE DELETION:

1. **Department:** Business Education
Course Title: Accounting 2 (Replaced by Honors Accounting)
Term: Semester
Grade Level: 11-12
Rationale: Proposed new course would offer increased rigor and opportunity.

RECOMMENDATION:

Approval of new course proposals for the 2011-12 school year.

AGENDA ITEM: **Application for Student Activities Grant**

MEETING DATE: **November 8, 2010**

SUGGESTED DISPOSITION: **Operational Items**

CONTACT PERSON(S): **Tim Hermann, Activities Director**
Tim Wald, South Campus Principal
Don Bosch, North Campus Principal

BACKGROUND:

This summer Mr. Hermann made a review of our protocols in student activities including our sources of revenue. Upon review he noted that we were not applying for a Minnesota State High School League grant to subsidize the cost of student activities for students who otherwise might not be able to participate because of financial challenges. Currently, within White Bear Lake, some funding is available from private sources to offer partial scholarships to students.

Mr. Hermann has explained that the application process requires the School Board to formally act upon the request noted below. The administration recommends that the School Board approve this grant application.

RECOMMENDATION:

Whereas the Minnesota State High School League Foundation has offered a grant opportunity to assist, recognize, promote, and fund extra-curricular participation of high school students in an athletic or fine arts program, the White Bear Lake Area Public Schools School Board supports this grant application.

AGENDA ITEM: Action on AYP District Plans

MEETING DATE: November 8, 2010

SUGGESTED DISPOSITION: Operational Items

CONTACT PERSON(S): Dr. Michael J. Lovett, Superintendent
David Law, Assistant Superintendent
Madelyne Benson, Student & Instructional
Assessment and Accountability Coordinator

BACKGROUND:

Completed AYP plans for the District and Birch Lake Elementary School are due on November 10, 2010. The administration is recommending the School Board to authorize Dr. Lovett to act as the Local Education Agency (LEA) representative. A summary of the plans are as follows. A more detailed overview of the plans will be provided at this month's School Board work-study session.

2010-2011 AYP PLAN

- **The District made AYP for 2010.** However, the District is in Year 2 of *In Need of Improvement* and must update the 2010 AYP plan.
- **Timeline for Updating the AYP Plan**
 - July: Principals received the MCA-II and preliminary AYP data and initiated data analysis and pre-planning for the 2011 school year.
 - August: Principals participated in AYP plan information sessions; data retreat for data coaches, equity coaches, and principals with Jennifer Unger, national presenter.
 - September/October: Building data retreats for building AYP team (teachers, administrators, support staff). A common data-driven dialog process was used by all buildings. Buildings worked on AYP plans.
 - October/November: Teaching and Learning, Title I, Special Education staff worked to consolidate building information to update the district AYP plan.
- **Highlights of AYP Plan Updates:**
 - Reading**
 - ✓ RTI expanding in breadth and scope at elementary level
 - ✓ All elementary schools implementing AIMs Web assessment to monitor student progress
 - ✓ Continue using "Compass Learning" as an intervention strategy for students in and reading and math at the middle level

- ✓ Initiate literacy review and alignment to the Minnesota Academic Standards in English and Language Arts (Common Core standards) across all grade levels.
- ✓ K-5 professional development focus on instructional strategies to improve reading comprehension.
- ✓ 6-12 professional development focus on reading across the content

Math

- ✓ MAP testing in math has expanded to South Campus
- ✓ K-12 continual focus on math data, staff development, and classroom strategies to continue improvement
- ✓ Use of data in planning and guiding instruction continues to improve instruction and learning
- ✓ Implement new math curriculum at grades 7-8

2010-2011 BIRCH LAKE AYP Plan

Birch Lake Elementary School did not make Adequate Yearly Progress in 2010. The area cited for not making Adequate Yearly Progress (AYP) was Special Education Reading.

Timeline for Completing the Birch Lake AYP Plan:

- July: Principal received the MCA-II and preliminary AYP data and initiated data analysis and pre-planning for the 2011 school year.
- August: Principal participated in AYP plan information sessions; data retreat for building data coach, equity coach and principal with Jennifer Unger, national presenter.
- September/October: Birch Lake building AYP team attended a data retreat sponsored by ECSU to begin work on the required AYP plan. The building AYP team complete a comprehensive needs assessment in early October. Building staff initiated work on the building AYP plan.
- October/November: Building work on comprehensive building AYP plan.

Highlights of Birch Lake AYP Plan:

Reading

- ✓ K-5 ongoing professional development will focus on instructional strategies to improve reading comprehension.
- ✓ Collaboration between general education and special education staff to provide interventions as needed to improve reading achievement of students.
- ✓ Personal Learning Community (PLC) – Using Houghton Mifflin weekly assessments, MAP testing, and AIMS Web assessments staff will analyze data and determine interventions that will best support student achievement in reading (specifically students who are underperforming).
- ✓ RTI is expanding in breadth and scope.
- ✓ AIMSWeb will be implemented to assess and monitor student progress in reading.
- ✓ Building activities/strategies to promote effective parent involvement in the school.

Math

- ✓ Work with staff on second year of implementing the Math Expressions curriculum.
- ✓ K-5 professional development focus on “power standards” and aligning the math curriculum with the new MCA-III Test specifications.
- ✓ Continue the activities/strategies implemented during 2010 that yielded growth in mathematics.
- ✓ Building activities/strategies to promote effective parent involvement in the school.

RECOMMENDATIONS:

The School Board authorize Dr. Michael Lovett to act as the Local Education Agency (LEA) representative in reviewing and filing the AYP plan as provided under P.L. 107-110 for school year 2010-2011.

Minnesota Department of Education	School Improvement Division 1500 Highway 36 West Roseville, MN 55113-4266	DISTRICT LEVEL IMPROVEMENT PLAN	2010-2011
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☐ Yes

☒ No

IMPROVEMENT PLAN ASSURANCES

Related to the consequences for Title I school improvement, the LEA agrees to the following assurances:

1. The identified district will create or revise a current improvement plan with input of AYP Coordinators, teachers, and parents as outlined in P.L. 107-110, Section 1116.
2. The improvement plan will be developed and/or revised within 90 days of identification and shall cover a two-year period.
3. The district identified for AYP status will reserve and spend at least 10% of the district's Title I, Part A allocation for professional development activities related to carrying out the initiatives of the improvement plan in the current school year.
4. The district will ensure that all teachers teaching core content classes meet the requirements of highly qualified.
5. District and school improvement funds/resources will supplement and not supplant state and local funds.
6. A notice of district AYP status must be provided to **all** parents/guardians of enrolled students before the beginning of the school year.
7. The district must maintain the improvement plan and related documentation to be available upon request by MDE as needed, including compliance requirements.
8. If updating an *In Need of Improvement* plan (stages 1.2, 2.1, 2.2) Appendix B of this application must be completed; a district in Corrective Action must complete Appendix C.

We hereby agree to the assurances as printed herein and verify that all the information provided in this school improvement application is true and accurate to the best of my knowledge.

(Signature of Superintendent/Director)

(Date)

(Signature of LEA Representative)

(Date)

LOCAL BOARD OF EDUCATION ACTION

The local Board of Education of White Bear Lake Area Schools (District Name) has authorized Dr. Michael Lovett (Name) at a monthly meeting on November 8, 2010 (date) to act as the Local Education Agency (LEA) representative in reviewing and filing the attached plan as provided under P.L. 107-110 for school year 2010-11. The LEA Representative ensures the school district maintains compliance with the appropriate federal statutes, regulations, and procedures and acts as the responsible authority in all matters relating to the review and administration of this improvement plan. The district ensures that its designee(s) will participate as a member of the improvement team and work in collaboration with the education service cooperative and/or MDE providing technical assistance through the AYP Statewide System of Support.

(Signature of Superintendent/Director)

(Date)

Minnesota Department of Education	School Improvement Division 1500 Highway 36 West Roseville, MN 55113-4266	SCHOOL LEVEL IMPROVEMENT PLAN	2010-2011
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LOCAL BOARD OF EDUCATION ACTION

The local Board of Education of White Bear Lake Area Schools (*District Name*) has authorized

Dr. Michael J. Lovett (*Name*) at a monthly meeting on **Nov. 8, 2010** to act as the Local Education Agency (LEA) representative in reviewing and filing the attached plan as provided under P.L. 107-110 for school year 2010-11. The LEA Representative will ensure that the school district will maintain compliance with the appropriate federal statutes, regulations, and procedures and will act as the responsible authority in all matters relating to the administration of this improvement plan. The district ensures that its designee(s) will participate as a member of the school support team and work in collaboration with the education service cooperative and/or MDE providing technical assistance through the AYP Statewide System of Support.

(Signature of Superintendent/Director

(Date)

Title I schools identified as not making adequate yearly progress (AYP) for two consecutive years are required to develop (or revise) and implement an improvement plan. The improvement plan is based on the following ten elements prescribed under P.L. 107-110 Section 1116:

Ten elements to be included in the *In Need of Improvement* plan:

1. Ensure all students are proficient in core academic subjects by 2013-2014
2. Establish annual measurable objectives for continuous and substantial progress to achieve proficiency
3. Incorporate strategies based on scientifically based research to strengthen core academic subjects
4. Describe how the professional development set aside (10% of Title I) will improve the school status
5. Increase teacher and principal participation in High Quality Professional Development
6. Promote effective parent involvement strategies
7. Incorporate extended day and extended school year activities as appropriate
8. Outline the responsibility of the school, local education agency (LEA), and state education agency (SEA) including the technical assistance provided by the LEA
9. Describe the process of written parent notification of *In Need of Improvement* status
10. Incorporate teacher mentoring in the school improvement process

This can be accomplished as follows:

- Schools must **develop** an improvement plan using the current format and submit the completed and signed form to the assigned agency (see page one of this form for instructions)
- ~OR~
- Schools with an **existing school improvement plan** may attach their previous plan and use this form to indicate where each required element is embedded within the attached plan. The completed and signed form, along with the attached plan, is submitted to the assigned agency (see page one of this form for instructions)
- ~AND~
- Use the attached scoring rubrics (Appendix A) to guide your school improvement planning

AGENDA ITEM: Contract with Washington County for
Distribution of Statewide Health Improvement
Program (SHIP) Funding

MEETING DATE: November 8, 2010

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Dave Guenther
Pete Willcoxon Sr.
Andrea Wildman Hilal

BACKGROUND:

Washington County has approached the White Bear Lake Area Schools to include Hugo and Oneka elementary schools in SHIP grant funding to assess and enhance current nutrition practices. Currently, they have awarded grants to the other school districts in Washington County.

Washington County Ship Grant administrators have offered the White Bear Lake Area School District a grant totaling \$5,000 through June 30, 2011. It will be used to explore enhanced school nutrition at Hugo and Oneka elementary schools.

This grant could also help support the School Board/Superintendent Goal #6. This goal is a program review of the district's food service program, including reviewing the most current research and findings for child nutrition, auditing our current practices and menus, and making recommendations for improvement.

The underlying purpose of the \$5,000 SHIP grant matches up very well with this goal. The grant is for our two schools in Washington County but the results and recommendations that would be developed could be implemented at our other elementary schools.

SHIP was developed in response to a request from the 2007 Minnesota Legislature to develop a statewide health promotion plan that would address the rising cost of health and health care in our state. In health reform legislation that was signed into law in 2008, Governor Pawlenty and the MN State Legislature allocated millions of dollars to fund competitive SHIP Grants over fiscal years 2010 and 2011.

RECOMMENDATION:

Approve the contract with Washington County which will allow the White Bear Lake Area School District to access Statewide Health Improvement Program (SHIP) grant funds.

October 26, 2010

Andrea Wildman Hilal
White Bear Lake School District 624
4855 Bloom Ave
White Bear Lake, MN 55110

Dear Andrea,

Enclosed is the Statewide Health Improvement Program (SHIP) service contract for the School Nutrition intervention. I am extremely pleased to be pursuing an agreement with you to work on the implementation plans for these activities.

The process for the service contract to become official is as follows:

- Please review the final documents which have been approved by the Washington County Attorney's office.
- An official representative from the White Bear Lake School District will need to sign off on the document (flagged on the second page of the contract under "vendor").
- The required copy of insurance documentation, workers comp and the signed agreement can be sent back to the Department, c/o Jean Streetar, Program Manager.
- Once received, the Department will submit for county signatures and notify the District of approval. The signature date will be the official start date.
- A copy of the original signed agreement will be forwarded to your office for your records.
- The Department grant accountant, Maureen Trost, will then be contacting the District to set up the invoice and quarterly payment plans. I will provide a print copy of the state SHIP Financial Guidelines for you and your staff.

If there are any additional questions, please feel free to contact me at your convenience. Our staff looks forward to working with Oneka and Hugo Elementary Schools through the SHIP grant opportunities.

Sincerely,



Jean Streetar, Program Manager
651-430-6786

enc.

The Statewide Health Improvement Program (SHIP), an integral part of Minnesota's nation-leading 2008 health reform law, strives to help Minnesotans lead longer, healthier lives by preventing the chronic disease risk factors of tobacco use and exposure, poor nutrition and physical inactivity. For more information, visit <http://www.health.state.mn.us/healthreform/ship>.

SERVICE CONTRACT

WASHINGTON COUNTY

Contract #

Dept. PHE

Vendor Name White Bear Lake School District ISD 624Fed ID # 41-6008212Address 4855 Bloom AvePhone # 651-407-7507White Bear Lake, MN 55110Date October 12, 2010Term of Agreement From date of signature to June 30, 2011Cost \$5,000

Scope of Service

An agreement between Washington County and White Bear Lake Area School District for the Statewide Health Improvement Program (SHIP) Grant from the Minnesota Department of Health in order to assess and enhance current school nutrition practices. The scope of service will target the Oneka and Hugo Elementary Schools, located in Washington County as outlined in Attachment A.

Indemnification – Notwithstanding any other provision to the contrary, the contractor agrees to indemnify, defend and hold harmless the County, its officers, employees and agents for any and all claims arising out of the contractor's activities related to the services provided under this agreement.

Insurance Requirements The contractor agrees that in order to protect itself, as well as the County, from claims arising out of the contractor's activities under this agreement, it will at all times during the term of this agreement keep in force policies of insurance providing the following checked-off liabilities, in an amount equal to the County's liability limits set forth in Minnesota Statute Chapter 466 and the workers compensation requirements in Minn. Stat. Chapter 176. The Contractor agrees as a condition subsequent to increase the required insurance coverage as the liability limits in section 466.04 increase. Nothing in this Agreement shall constitute a waiver by the County of any statutory limits upon liability. Certificates of insurance showing the coverage listed above shall be provided to the County prior to the effective date of this Agreement. All such policies shall provide that they shall not be canceled, materially changed, or not renewed without thirty days prior notice thereof to the County.

- ☒ General Liability
☒ Automobile Liability
☐ Hired/Non-Owned Liability

- ☒ Professional Liability
☒ Worker's Compensation (if applicable)
☐ Insurance Requirements Waived, except for Worker's Compensation

Data Privacy - All data collected, created, received, maintained or used for any purposes in the course of the contractor's performance of this agreement is governed by Minn. Statutes, Sec. 13.01 et seq., or any other applicable state statutes and federal regulations on data privacy. The contractor agrees to abide by these Statutes, rules and regulations as they may be amended.

Record Disclosures/Monitoring - Pursuant to Minn. Statute 16C.05, Subd. 5, the books, records, documents and accounting procedures and practices of the contractor relevant to the contract are subject to examination by the County, and either the legislative auditor or the state auditor, as appropriate. The contractor agrees to maintain these records for a period of six years from the date of termination of this agreement.

Nondiscrimination - During the performance of this agreement, the contractor agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed to national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

Compliance with Law - The contractor shall abide by all federal, state or local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted insofar as they relate to the contractor's performance of the provisions of this agreement.

Firearms Prohibited - Unless specifically required by the terms of this contract, no provider of services pursuant to this contract, including but not limited to employees, agents or subcontractors of the Vendor or Contractor (depending upon which term is used) shall carry or possess a firearm on County premises or while acting on behalf of Washington County pursuant to the terms of this agreement. Violation of this provision shall be considered a substantial breach of the agreement; and, in addition to any other remedy available to the County under law or equity. Violation of this provision is grounds for immediate suspension or termination of this agreement.

Independent Contractor - Parties agree that the vendor is acting as an independent contractor under this agreement.

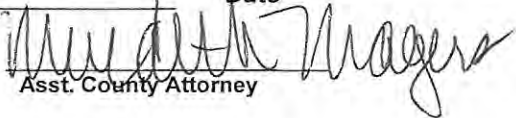
Condition Subsequent - This Agreement may be cancelled by the Vendor or the County at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, the Vendor shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

- It is understood and agreed to by the parties that payments by the County to the Vendor under this Agreement are dependent upon reimbursements to the County from state or federal sources. The parties agree, therefore, that reimbursement to the County from the state and/or federal government for this program is a condition subsequent of this agreement; and, if state and/or federal reimbursement is not obtained or continued or is decreased by any amount, the County may terminate this Agreement by giving the Vendor thirty (30) days notice of termination.
- If the Agreement is terminated because of the occurrence of the aforementioned condition subsequent, the Vendor shall only be entitled to the actual cost of the services rendered up to the date of termination.
- In instances where state and/or federal reimbursements are decreased for this program, the parties may negotiate a decrease in the amount of services provided in the Agreement. The parties agree that the County's decision not to terminate shall be sufficient consideration for any modification of the Agreement.

Subcontracting and Assignment – The contractor shall not enter into any subcontract for performance of any services contemplated under this agreement nor novate or assign any interest in the agreement without the prior written approval of the county. Any assignment or novation may be made subject to such conditions and provisions as the county may impose. The contractor is responsible for the performance of all subcontractors.

Washington County

Vendor

_____/_____
Title Date
Approved as to form: 
Asst. County Attorney

_____/_____
Title Date

Attachment A
Washington County Statewide Health Improvement Program (SHIP) Grant
School Nutrition
October 19, 2010

Program and Intervention Description

SHIP is an integral part of Minnesota's nation-leading 2008 health reform law. The program strives to help Minnesotans lead longer, healthier lives by preventing the chronic disease risk factors of tobacco use and exposure, poor nutrition and physical inactivity. SHIP seeks to create sustainable, systemic changes in schools, worksites, communities and health care organizations that make it easier for Minnesotans to incorporate healthy behaviors into their daily lives.

The vendor, White Bear Lake Area School District, will work with Department SHIP staff and the SHIP coordinator to establish the specific parameters for school based efforts to assess and enhance current nutrition policy guidelines that improve dietary practices as approved in District Policy: Wellness 533. This collaborative effort will utilize the Minnesota Department of Health (MDH) definition of the intervention as described below:

School Nutrition

Implement comprehensive nutrition policies including: breakfast promotion; healthy lunch and snacks, including classroom celebrations and incentives, fundraising, concessions, and vending; school gardens; and Farm-to-School initiatives.

The County's Duties

The County will provide ongoing technical assistance to the project by an assigned staff Coordinator from the Department of Public Health and Environment (PHE). The SHIP Coordinator will be responsible for providing overall guidance to the project and will approve any changes to the work plan and evaluation plan once they are submitted.

Specific duties of the County include:

1. Perform the activities approved in the work plan for the selected intervention.
2. Complete and submit an interim and annual report for FY2010 and FY2011.
3. Participate in site visits from MDH and all MDH-sponsored conference calls.
4. Participate in MDH-sponsored technical assistance calls and trainings.
5. Provide grant summary or other requested information to MDH upon request for incorporation into state level reports.
6. Allow MDH and others to use any products produced with SHIP funds.
7. Convene a diverse representative Community Leadership Team. Convene Local Partnership groups as appropriate. Invite additional contractors or community

- resources as needed.
8. Develop, implement and submit an evaluation plan for each intervention using standardized tools provided by MDH where appropriate.
 9. Ensure that communication plans funded by SHIP conform to the uniform communications standards provided by MDH.
 10. Comply with lobbying requirement provided by MDH.
 11. Work collaboratively with the vendor to:
 - a. Schedule mutually agreed upon meetings when appropriate with vendor.
 - b. Assist vendor with the logistics of implementing the School Nutrition intervention.
 - c. Work collaboratively with vendor to determine a regular communication schedule for questions and progress reports.

Scope of Service

The responsibilities of the White Bear Lake Area School District as a SHIP vendor will include the following services for Oneka and Hugo Elementary Schools:

1. Provide a school nutrition coordinator and appropriate supervision.
2. Conduct an internal environmental assessment of how current nutrition guidelines and practices are working.
3. Conduct an assessment such as the School Health Index, Healthy School Builder or comparable assessment tool.
4. Identify and convene staff, parents, students, and other stakeholders for a school wellness committee.
5. Coordinate the school wellness committee meetings on a regular basis, identify goals and strategies as outlined by the MDH, and develop an action plan and activities that address the identified needs and/or enhance the current nutrition guidelines and practices within the schools.
6. Communicate effectively with SHIP staff, stakeholders and parents to convey steps and progress toward work plans and evaluation goals.
7. Attend planning meetings and appropriate trainings with SHIP staff.

8. Be able to carry out organized business practices such as accounting practices; timely invoicing for reimbursements; completing reporting and evaluation forms; and presentations to stakeholders.
9. Reference the SHIP funding source as required by MDH for all material and events.
10. Comply with lobbying requirement provided by MDH.

Deliverables

By December 30, 2010 the school will:

1. Provide a designated school nutrition coordinator for Oneka/Hugo Elementary Schools.
2. Recruit and convene members to establish a school wellness committee.
3. Determine a regular meeting schedule and the duties of members.
4. Provide required reporting and evaluation information about activities quarterly for fund reimbursement.

By January 31, 2011 the school will:

1. Conduct a review of the current guidelines and practices related to the school nutrition.
2. Determine evidence based methods for assessment of the current practices, select the appropriate tool and conduct an assessment in Oneka and Hugo Elementary Schools.
3. Develop a work plan and strategies for the schools using the assessment results and the review of current practices.
4. Determine appropriate revisions in school practices based on the assessment results.

By March 31, 2010 the school will:

1. Complete school nutrition practices revisions as needed.
2. Develop a communication plan to educate students, parents and staff on intervention efforts and progress.
3. Attend training on best practices for school settings provided by MDH or PHE.
4. Provide school wellness committee and school staff training as needed.
5. Provide required reporting and evaluation information about activities quarterly for fund reimbursement.

By June 30, 2011 the school will:

1. Continue meetings of the school wellness committee.
2. Finalize planning and documentation of progress on work plan activities for current school year.
3. Document communication plan activities.
4. Develop a sustainability plan for school nutrition practices.

5. Provide required reporting and evaluation information on grant activities, for local and state reports and fund reimbursement.

Budget

The total SHIP funding amount for this vendor to address the SHIP School Nutrition intervention will not exceed \$5,000 from the date signature to June 30, 2011. Any adjustment to budget items will be discussed for prior approval with the SHIP Coordinator.

Fiscal year 2010-2011 Budget items	Funding amounts
Staffing: Salary and fringe for school nutrition coordinator	\$5,000
Total	\$5,000

Contact Information

Jean Streetar, Program Manager/SHIP Coordinator
 Washington County Department of Public Health and Environment
 14949 62nd St. N., Room 450
 Stillwater, MN 55082
jean.streetar@co.washington.mn.us
 651-430-6786

Invoices for reimbursements can be directed to:

Maureen Trost, Grant Accountant
 Washington County Department of Public Health and Environment
 14949 62nd St. N., Room 450
 Stillwater, MN 55082
maureen.trost@co.washington.mn.us
 651-430-6687