

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

July 9, 2012

MISSION STATEMENT

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

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

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

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

To: Members of the School Board

From: Dr. Michael J. Lovett
Superintendent of Schools

Date: July 1, 2012

A Student Recognition will be held on Monday, July 9, 2012, at 6:20 p.m. in the Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A meeting of the White Bear Lake Area School Board will be held on **Monday, July 9, 2012** 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.

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open up to 30 minutes (3minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those wishing to address the Board should fill out the Public Forum Speaker Card and submit the card to the School Board clerk or other district official at the meeting
4. Questions may be asked on any topic, including those on the agenda.
5. School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Under School Board Policy 206, complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.
6. An attempt will be made to answer questions addressed to the Board. In those cases where an answer is not provided, a phone call from an appropriate school district official will be made as a follow-up.
7. A handout on the purpose of School Board meetings and the meeting process is available at each School Board meeting.
8. Citizens may be asked to address the school board on a particular subject during the discussion of that item.

9. The School Board chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

C. INFORMATION ITEMS

1. Recap of 2011-12 School Year
2. Superintendent's Report

D. DISCUSSION ITEMS

1. First Reading of Policy 496, Faculty and Staff Dress and Appearance
2. First Reading of Policy 505, Distribution on Non-School Sponsored Materials on School Premises by Students and Employees

E. OPERATIONAL ITEMS

1. Resolution Approving Northeast Metro Intermediate School District #916's Health & Safety Program Budget and Authorizing the Inclusion of a Proportionate Share of Those Projects in the District's Application for Health & Safety Revenue
2. Action on Certifying Resolution Related to 403(b) Amendment for HEART and WRERA
3. Action on Lease Levy Administrative Space
4. Action on Change in Control of Extracurricular Activities
5. Action on School Board Meeting Dates for 2012-13
6. Action on School Board Liaison Assignments for 2012-13 and 2013-14
7. Second Reading of Policy 721, Minnesota Post-Issuance Debt Compliance
8. Second Reading of Policy 805, Waste Reduction and Recycling
9. Second Reading of Policy 807, Health and Safety
10. Action on Tentative Contract with SEIU Local 284 Paraprofessional Association of District 624
11. Action on Acceptance of Society of American Military Engineers Grant

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **July 9, 2012**
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: July 9, 2012
SUGGESTED DISPOSITION: Consent Agenda
CONTACT PERSON(S): Cathy Storey, School Board Clerk

Background:

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

Recommendation: Approve the minutes.

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

A meeting of the White Bear Lake Area School Board was held on Monday, June 11, 2012 at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEM

- 1 Chair Swanson called the meeting to order at 7:20 p.m.
- 2 Roll Call- Present: ***Chapman, Hiniker, Kimball, Newberg, Shevik, Storey, Swanson***
Ex-Officio: Lovett
Cabinet: Present – Daniels, Law, Picha, Vette, Willcoxon
- 3 Pledge of Allegiance
- 4 Hiniker moved, Newberg seconded to approve the agenda with change to Consent Agenda Af(5) under part-time leave request (page 48) and MacPhail contract (page 186).
Voice vote: all ayes. Motion carried.
- 5 Storey moved, Kimball seconded to approve the consent agenda consisting of:
 - approval of minutes of regular meeting on May 14 and work-study session on May 21, 2012;
 - payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - passage of resolution to approve field trip;
 - passage of resolution to approve personnel issues to include:
 - **Resignations/Terminations - Classified Staff**
Tracey Montgomery – Bus Driver, Bus Garage, employed by District 624 since 09/14/2011. Effective Date: 06/07/2012.
Kelly Sax-Parades – Pupil Support Assistant, High School, employed by District 624 since 10/22/2001. Effective Date: 05/11/2012.
 - **Leave Of Absence - Classified Staff**
Sandy Douglas – Administrative Assistant- Special Services, District, employed by District 624 since 01/10/2000. Effective Date: 06/01/2012 through 06/28/2013.
 - **Resignations - Certified Staff**
Rebecca Carlson – Science Teacher, High School, employed by District 624 since 08/24/2006. Effective Date: 06/08/2012
 - **Change In Continuing Contracts - Certified Staff**
Leigh Anderson – Learning Skills Teacher, Elementary. From a .65 f.t.e to a .70 f.t.e. Effective Date: 2012-2013 School Year.
Deborah Draeger – SPED Teacher, Elementary. From a .80 f.t.e to a .60 f.t.e. Effective Date: 2012-2013 School Year.
Anne Ellsworth – FACS Teacher, Central/Sunrise Middle Schools. From a .75 f.t.e to a .90 f.t.e. Effective Date: 2012-2013 School Year.
Heather Grebe – Science Teacher, ALC/High School. From a .90 f.t.e to a 1.00 f.t.e. Effective Date: 2012-2013 School Year.

Sadie Johnson – FACS Teacher, High School. From a .90 f.t.e to a 1.00 f.t.e. Effective Date: 2012-2013 School Year.

Benjamin Kirkham – Communications Teacher, High School.

From a .80 f.t.e to a 1.00 f.t.e. Effective Date: 2012-2013 School Year.

Christopher Lyons – Industrial Tech Teacher, Sunrise/High School.

From a .60 f.t.e to a .75 f.t.e. Effective Date: 2012-2013 School Year.

➤ **Change In Part-Time Leave Request - Certified Staff**

Emily Gallatin – TITLE Teacher, Elementary. .20 Leave (.80 position)

Effective Date: 2012-2013 School Year.

➤ **Part-Time Leave Requests - Certified Staff**

Stephanie Tollison – Psychologist, Sunrise Middle School.

.20 Leave (.80 position). Effective Date: 2012-2013 School Year.

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

Ryan Poepard – Guidance Counselor, High School.

First Year General Leave Request. Effective Date: 2012-2013 School Year.

➤ **Sabbatical Leave Of Absence - Certified Staff**

Louis Ferreri – Art Teacher, High School. Employed by District 624 since 08/23/1999. Effective Dates: 01/18/2013 through 06/07/2013.

➤ **Leave Of Absence - Certified Staff**

Michele Greenhalgh – .70 LTS Communications, ALC. Employed by District 624 since 08/24/2011. Effective Dates: 05/10/2012 through 06/08/2012.

➤ **Leave Of Absence - Certified Staff**

Josephine Robinson – Guidance Counselor, Secondary. Employed by District 624 since 08/24/2004. Effective Dates: 04/26/2012 through 06/08/2012.

➤ **New Personnel - Classified Staff**

Paula Larson – Pupil Support Assistant, Matoska International

\$17.25/hr. 6.5 hrs. / day @ 180 days \$20,182.50

Effective Date: 09/04/2012.

Phillip Stier – Assistant Head Custodian, Matoska International

\$18.05/hr. + .25 SD 8.00 hrs. / day @ 12 days \$1,756.80

Effective Date: 06/14/2012.

➤ **New Personnel - Certified Staff**

Angela Bianco – Elementary Classroom Teacher, Matoska International.

BA+45, Step 1 \$39,769.00. Effective Date: 2012-2013 School Year.

Cortney Bystrom – Kindergarten Plus Teacher, Otter Lake Elementary

BA, Step 1 \$37,219.00. Effective Date: 2012-2013 School Year.

Lara Conrad – Mathematics Teacher, High School. BA, Step 3 \$39,085.00

Effective Date: 2012-2013 School Year.

Kristin Frey – Science Teacher, High School. BA+60, Step 1 \$40,620.00

Effective Date: 2012-2013 School Year.

Jenny Gough – .80 American Sign Language Teacher, High School

MA+60, Step 9 \$48,896.00. Effective Date: 2012-2013 School Year.

Jillian Hautman – .70 Spanish Teacher, Birch Lake/Oneka Elementary

BA, Step 3 \$27,359.50. Effective Date: 2012-2013 School Year.

Marjorie Hay – Spanish Teacher, High School. MA+15, Step 12 \$69,302.00

Effective Date: 2012-2013 School Year.

➤ **New Personnel - Certified Staff**

Samantha Howard – Elementary Classroom Teacher, Hugo Elementary

BA+45, Step 1 \$39,769.00. Effective Date: 2012-2013 School Year.

Lisa Jacobs – Intervention Teacher, Vadnais Heights/Willow Elementary

BA, Step 1 \$37,219.00. Effective Date: 2012-2013 School Year.

John Kovacs – .80 Social Studies Teacher, Sunrise Middle School/High School
BA+15, Step 3 \$32,045.60. Effective Date: 2012-2013 School Year.

Lai Lau – .80 Chinese Teacher, Vadnais Heights/Lincoln Elementary
BA+60, Step 4 \$35,709.60. Effective Date: 2012-2013 School Year.

Heather Leaf – Elementary Classroom Teacher, Matoska International
BA, Step 2 \$38,342.00. Effective Date: 2012-2013 School Year.

Molly Miller – .80 School Nurse, Golfview-ALC/Lakeaires/Vadnais/Willow
BA, Step 2 \$30,673.60. Effective Date: 2012-2013 School Year.

Danielle Olsrud – .70 Spanish Teacher, Oneka/Otter Elementary
BA, Step 1 \$26,053.30. Effective Date: 2012-2013 School Year.

Travis Pelinka – .50 PE Teacher, Sunrise Middle School
BA+30, Step 8 \$23,938.00. Effective Date: 2012-2013 School Year.

Daniel Polski – Kindergarten Teacher, Willow Lane Elementary
BA+60, Step 1 \$40,620.00. Effective Date: 2012-2013 School Year.

Theresa Wells – SPED Teacher, Otter Lake Elementary
MA, Step 1 \$41,848.00. Effective Date: 2012-2013 School Year.

➤ **Re-Assignment – At Will**

Sandra Douglas – SPED Finance Support/3rd Party Billing Specialist, District
Annual basic salary of \$50,000.00 for 260 days. Effective: 06/01/2012.

➤ **Long Term Substitutes – Certified Staff**

Bridget Heussler – .50 German Teacher, Sunrise Middle School/High School
BA+60, Step 1 \$20,310.00. Effective Date: 2012-2013 School Year.

Jane Ojile – EL Teacher, Birch Lake Elementary/Matoska International
MA, Step 1 \$41,848.00. Effective Date: 2012-2013 School Year.

Leah Sitka – Elementary Classroom Teacher, Hugo Elementary
BA+45, Step 1 \$39,769.00. Effective Date: 2012-2013 School Year.

Annie Sjöholm – .90 Social Studies Teacher, Central Middle School/High School
BA, Step 4 \$36,472.50. Effective Date: 2012-2013 School Year.

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

C. INFORMATION ITEMS

1. Overview of Summer Offerings - Marisa Vette, Director of Communications and Community Relations, provided an overview of summer educational programming occurring in the District. These programs provide innovative experiences and support for our students.
2. Update on New Website - Marisa Vette provided an overview of our new District website which was launched the first week of June. There are many significant improvements including the integration of our building sites and programs into this new website.
3. Superintendent's Report - Dr. Lovett reported on the following:
 - Graduation ceremonies were held throughout the District this last week. We celebrated the 2012 graduates from our Transition Plus program, the White Bear Lake Area Learning Center and White Bear Lake Area High School (WBLAHS). There were also many fifth grade graduations ceremonies held at our elementary schools. Congratulations to all!
 - Prior to tonight's Board meeting, the following students and their coaches/mentors were recognized for their accomplishments: State Bus Safety Poster Contest winners, Sailing team, Girls' Golf State competition participants, Girls' Track State meet participants,

Boys' True Team State meet participants, WBLAHS South Campus Student Council. Congratulations to all!

- School Board members recently honored 25 staff members who announced their retirement during the 2011-12 academic year at a special retirement dinner.
- MMR - Information and ratings are based upon testing results from the last two years. Three of our five Title I elementary schools are designated by the state as Reward Schools, an honor reserved for the top 15% of the 850 Title I schools state-wide. For 2011 all of our elementary, middle and high school campuses received the maximum number of points available in the MMR Proficiency category.
- The District recently received word we received an excellence in financial reporting award from the Association of School Business Officials for the twelfth consecutive year. Many thanks to our financial team lead by Pete Willcoxon, Executive Director of Business Services.
- White Bear Lake Area Schools recently received three Awards of Merit from the Minnesota Association of Government Communicators in the following categories: Individual Photography Award for Climbing Wall photo, Use of Photography Award for the 2010-11 Annual Report and Informational Brochure Award for the 2010-11 Annual Report. Many thanks to Marisa Vette who led this effort.
- Marketfest begins this Thursday evening. All are encouraged to stop by to visit with District administration and Board members, pick up information, enjoy activities at the Early Childhood activity station and see highlights of innovative student programming run by our students.

Additional information may be found at the District website: www.isd624.org.

D. DISCUSSION ITEMS

1. Report on 2011-12 School Board/Superintendent Goals – Dr. Lovett provided a brief overview of accomplishments for this year with individual cabinet members highlighting accomplishments in their area of responsibility.
2. First Reading of Policy 721, Minnesota Post-Issuance Debt Compliance, was reviewed by the School Board Policy Committee. This policy has been recommended for inclusion by our financial advisors, Ehlers and Associates. Policy 721 will be placed on the July 9 School Board meeting agenda or subsequent meeting agenda as an operational item for action.
3. First Reading of Policy 805, Waste Reduction and Recycling, was reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by the Minnesota School Boards Association (MSBA). Policy 805 will be placed on the July 9 School Board meeting agenda or subsequent meeting agenda as an operational item for action.
4. First Reading of Policy 807, Health and Safety, was reviewed by the School Board Policy Committee. This policy will take the place of the “Attachment 99” requirement that was previously required by the Minnesota Department of Education. Policy 807 will be placed on the July 9 School Board meeting agenda or subsequent meeting agenda as an operational item for action.

E. OPERATIONAL ITEMS

1. Chapman motioned and Newberg seconded to approve the Elementary Literacy Framework and Core Curriculum as recommended. **Roll call vote: ayes: Chapman, Hiniker, Kimball, Newberg, Shevik, Storey, Swanson; nays- none; motion carried.**
2. Hiniker motioned and Storey seconded to approve the Middle School Social Studies Framework as recommended. **Roll call vote: ayes: Chapman, Hiniker, Kimball, Newberg, Shevik, Storey, Swanson; nays- none; motion carried.**
3. Kimball motioned and Newberg seconded to approve the contract with MacPhail Center for Music for the 2012-13 school year. **Roll call vote: ayes: Chapman, Hiniker, Kimball, Newberg, Shevik, Storey, Swanson; nays- none; motion carried.**
4. Chapman motioned and Hiniker seconded to approve the agreement with Vadnais Lake Area Water Management Organization for work at Central Middle School. **Roll call vote: ayes: Chapman, Hiniker, Kimball, Newberg, Shevik, Storey, Swanson; nays- none; motion carried.**
5. Hiniker motioned and Newberg seconded to award the School District's Insurance Package, for the period of July 1, 2012 to June 30, 2013, to Indiana Insurance Company. **Roll call vote: ayes: Chapman, Hiniker, Kimball, Newberg, Shevik, Storey, Swanson; nays- none; motion carried.**
6. Newberg motioned and Kimball seconded to award the Workers Compensation Insurance, for the period of July 1, 2012 to June 30, 2013, to SFM Insurance Company. **Roll call vote: ayes: Chapman, Hiniker, Kimball, Newberg, Shevik, Storey, Swanson; nays- none; motion carried.**
7. Storey motioned and Shevik seconded to adopt the 2012-2013 budget as presented. **Roll call vote: ayes: Chapman, Hiniker, Kimball, Newberg, Shevik, Storey, Swanson; nays- none; motion carried.**
8. Hiniker motioned and Newberg seconded to approve School Board Policy 712, Video Surveillance Other Than on Buses. **Roll call vote: ayes: Chapman, Hiniker, Kimball, Newberg, Shevik, Storey, Swanson; nays- none; motion carried.**
9. Newberg motioned and Shevik seconded to approve the Agreement – 2011-13 Contract International Union of Operating Engineers Local 70, Custodians/Maintenance Employees. **Roll call vote: ayes: Chapman, Hiniker, Kimball, Newberg, Shevik, Storey, Swanson; nays- none; motion carried.**
10. Chapman motioned and Hiniker seconded to approve the Agreement – 2011-13 Contract White Bear Lake Area Schools Extended Day Program Association. **Roll call vote: ayes: Chapman, Hiniker, Kimball, Newberg, Shevik, Storey, Swanson; nays- none; motion carried.**

F. BOARD FORUM – No one spoke at the Board Forum.

G. ADJOURNMENT - Newberg moved and Kimball seconded to adjourn the meeting at 8:37 p.m. Voice vote: All ayes. Motion carried.

Submitted by: Cathy Storey, Clerk 7

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **July 9, 2012**

SUGGESTED DISPOSITION: **Consent Agenda**

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

Background:

Enclosed in this packet are the monthly check registers for the previous period.

Recommendation:

Administration recommends that the Board approve the payments itemized in the check registers.

White Bear Lake Area Schools

Electronic Transfers - June

	<u>6/15/2012</u>	<u>6/29/2012</u>
Direct Deposit 329933-331346	5,887,714.57	
U.S. Treasury (FICA, Medicare, withholding)	1,996,666.04	
MN State Income Tax	363,167.93	
PERA	143,696.00	
TRA	901,955.92	
ING	6,762.82	
Direct Deposit 331347-332020		538,236.82
U.S. Treasury (FICA, Medicare, withholding)		181,814.96
MN State Income Tax		32,697.20
PERA		63,890.29
TRA		28,245.00
ING		445.83
Extended Day Dues		667.50

Check Nbr	Vendor Name	Check Date	Check Amount
31538	916 EDUC FOUNDATION	06/06/2012	200.00
31539	A-1 HYDRAULIC SALES & SERVICE	06/06/2012	26.64
31540	AARP DRIVER SAFETY PROGRAM	06/06/2012	322.00
31541	AARP DRIVER SAFETY PROGRAM	06/06/2012	208.00
31542	ACCESS COMMUNICATIONS INC	06/06/2012	107.50
31543	AGROPUR INC	06/06/2012	20,544.96
31544	ALLEN, STEVEN	06/06/2012	50.00
31545	AMAZE	06/06/2012	1,336.00
31546	AMAZON	06/06/2012	196.43
31547	AMEGANKPOE, MRS	06/06/2012	15.00
31548	AMERICAN MESSAGING	06/06/2012	107.76
31549	ANDERSON, JON C	06/06/2012	105.75
31550	ANDERSON, MARGARET M	06/06/2012	40.81
31551	ANDERSON, SHANNON A M	06/06/2012	156.54
31552	AP EXAMS	06/06/2012	49,308.00
31553	APPLE COMPUTER INC	06/06/2012	131.90
31554	ASCA	06/06/2012	350.00
31555	AT & T MOBILITY	06/06/2012	1,418.36
31556	ATCHISON, DENNIS	06/06/2012	73.00
31557	B W T & F ENTERPRISES LLP	06/06/2012	1,035.00
31558	BACKSTROM, RICHARD A	06/06/2012	250.00
31559	BADEN SPORTS INC	06/06/2012	1,127.03
31560	BARNES & NOBLE	06/06/2012	383.00
31561	BARTHOLD	06/06/2012	1,881.00
31562	BAUDVILLE	06/06/2012	79.85
31563	BEGE, JEFF	06/06/2012	128.17
31564	BELISLE, JENNIFER	06/06/2012	25.00
31565	BERCKES, MRS	06/06/2012	15.00
31566	BERNIER, CARYN S	06/06/2012	109.89
31567	BERRY BLENDZ - EDEN PRAIRIE	06/06/2012	1,410.00
31568	BEST BUY BUSINESS ADVANTAGE AC	06/06/2012	1,470.00
31569	BIO CORPORATION	06/06/2012	1,021.98
31570	BIRDIE MARKETING INC	06/06/2012	6,280.00
31571	BIRDIE MARKETING INC	06/06/2012	1,120.00
31572	BLAINE HIGH SCHOOL	06/06/2012	3,092.00
31573	BLAINE RAY WORKSHOPS INC	06/06/2012	299.00
31574	BOLDT, MARY	06/06/2012	35.00
31575	BONA, MARG	06/06/2012	159.46
31576	BOND, JENNIFER A	06/06/2012	35.34
31577	BONINE, ROBERT	06/06/2012	60.00
31578	BORDSEN, DON	06/06/2012	200.00
31579	BOYER TRUCKS	06/06/2012	158.80
31580	BRABENEC, JACOB	06/06/2012	192.00
31581	BRADDOCK, JULIE	06/06/2012	126.86
31582	BRANSON ELECTRONICS	06/06/2012	514.00
31583	BREAKDOWN SPORTS USA	06/06/2012	180.00
31584	BRENK, BARBARA ANN	06/06/2012	492.29
31585	BRIGGS, JANE	06/06/2012	78.08
31586	BRINGGOLD, COLLEEN	06/06/2012	60.00
31587	BROVOLD, LAURA B	06/06/2012	59.77

Check Nbr	Vendor Name	Check Date	Check Amount
31588	BROWN INDUSTRIES INC	06/06/2012	253.50
31589	BROWN, JIM P	06/06/2012	35.00
31590	BUCHOLZ, BILL	06/06/2012	140.24
31591	BUCHTA, JESSICA S	06/06/2012	150.00
31592	BURMEISTER, JANE M	06/06/2012	96.33
31593	BURRIS, LEANN K	06/06/2012	276.65
31594	BYSTROM, CORTNEY K	06/06/2012	38.74
31595	CAMBRIDGE STRATEGIC SERVICES	06/06/2012	243.41
31596	CANVAS HEALTH	06/06/2012	1,875.00
31597	CAPAN, NANCY	06/06/2012	55.82
31598	CARLS ELECTRONICS	06/06/2012	517.60
31599	CATALYST INSTITUTE	06/06/2012	525.00
31600	CDW GOVERNMENT INC	06/06/2012	393.21
31601	CENGAGE LEARNING	06/06/2012	443.14
31602	CHAKOLIS, RICHARD A	06/06/2012	93.84
31603	CHAMPION YOUTH	06/06/2012	735.00
31604	CHAMPION, MAURICE	06/06/2012	300.00
31605	CHRISTIANSON, STACY	06/06/2012	25.00
31606	CLARK, CINDY	06/06/2012	25.50
31607	CLASSROOM PRODUCTS WAREHOUSE	06/06/2012	161.28
31608	COMCAST	06/06/2012	40.95
31609	COMSTOCK & SONS INC	06/06/2012	3,339.00
31610	CONNEY SAFETY	06/06/2012	158.43
31611	COOK, BEKI	06/06/2012	200.00
31612	COPY IMAGES INC	06/06/2012	5,197.78
31613	Vendor Continued Check	06/06/2012	0.00
31614	COPY IMAGES INC	06/06/2012	726.73
31615	CREATIVE FUNDRAISING SOLUTIONS	06/06/2012	5,052.00
31616	CROSS COUNTRY EDUCATION	06/06/2012	597.00
31617	CUB FOODS OF WOODBURY	06/06/2012	483.96
31618	CULLEN, CRAIG	06/06/2012	29.94
31619	CUMMINS NPOWER LLC	06/06/2012	2,439.23
31620	CUSTOM INK LLC	06/06/2012	580.07
31621	DALCO CORPORATION	06/06/2012	4,749.54
31622	DEJARLAIS, MARILYN	06/06/2012	23.59
31623	DELL MARKETING LP	06/06/2012	451.40
31624	DEMCO INC	06/06/2012	842.88
31625	DESIGNER SIGN SYSTEMS INC	06/06/2012	128.48
31626	DEVON	06/06/2012	95.00
31627	DIVERSIFIED SNACK DISTRIBUTION	06/06/2012	3,180.02
31628	DOFFING, SHARON	06/06/2012	35.00
31629	DOMINOS PIZZA	06/06/2012	248.50
31630	DONATELLI'S	06/06/2012	1,256.88
31631	DR DON'S BUTTONS, BADGES AND M	06/06/2012	49.87
31632	E-FILLIATE INCORPORATED	06/06/2012	246.70
31633	E.L. REINHARDT COMPANY INC	06/06/2012	188.36
31634	EBSCO SUBSCRIPTION SERVICES	06/06/2012	364.00
31635	EDBERG, JACKIE	06/06/2012	94.91
31636	EDUCATION TO GO	06/06/2012	122.25
31637	EHRlich, JANET	06/06/2012	452.45

Check Nbr	Vendor Name	Check Date	Check Amount
31638	ELLSWORTH, ANNE M	06/06/2012	147.95
31639	ENGSTRAN, PAUL	06/06/2012	40.00
31640	FAHEY, ELLEN	06/06/2012	33.77
31641	FASTENAL COMPANY	06/06/2012	164.82
31642	FEED MY STARVING CHILDREN	06/06/2012	650.00
31643	FESTIVAL FOODS-KNOWLAN'S	06/06/2012	442.54
31644	FINK, AVIS	06/06/2012	588.36
31645	FIRST STUDENT INC	06/06/2012	165,460.57
31646	FOLLETT LIBRARY RESOURCES	06/06/2012	387.17
31647	FORESTELL, JOHN C	06/06/2012	44.96
31648	FREBURG, BETH R	06/06/2012	169.84
31649	FREDRICKSON, CINDY	06/06/2012	25.00
31650	FRONTLINE TECHNOLOGIES INC	06/06/2012	19,844.00
31651	FROST, LORI J	06/06/2012	103.25
31652	FUN AND FUNCTION	06/06/2012	71.03
31653	FUN SCIENCE INC	06/06/2012	55.43
31654	GALLAGHERS NORTHWESTERN TIRE C	06/06/2012	115.30
31655	GALLOWAY, CRYSTAL	06/06/2012	37.50
31656	GARVEY, PATRICIA	06/06/2012	20.55
31657	GEAR WEST SKI & RUN	06/06/2012	59.99
31658	GEARB/AMAZON	06/06/2012	169.03
31659	GETZ, MARI	06/06/2012	93.24
31660	GILLUND ENTERPRISES	06/06/2012	188.76
31661	GOLDCOM INC	06/06/2012	6,158.81
31662	GOOGLE INC	06/06/2012	160.28
31663	GOPHER	06/06/2012	2,270.62
31664	GRAFFIC TRAFFIC LLC	06/06/2012	206.00
31665	GRAINGER	06/06/2012	938.99
31666	GRANDMA'S BAKERY INC	06/06/2012	653.04
31667	GREATAMERICA LEASING CORP	06/06/2012	945.46
31668	GRITZMACHER, SHAWN	06/06/2012	114.61
31669	GROTH MUSIC CO	06/06/2012	600.00
31670	GUENTHER, DAVID A	06/06/2012	784.38
31671	GUSCETTI, JOEL	06/06/2012	146.00
31672	HAAS MUSICAL INSTRUMENT REPAIR	06/06/2012	104.00
31673	HAMERNICK, MIKE	06/06/2012	702.53
31674	HANNIGAN ROBERT	06/06/2012	66.69
31675	HARRIMAN, GRETCHEN	06/06/2012	381.84
31676	HARVARD UNIVERSITY	06/06/2012	500.00
31677	HAUGEN, ANNETTE M	06/06/2012	172.70
31678	HEANEY, MONROE	06/06/2012	1,000.00
31679	HERC-U-LIFT	06/06/2012	110.84
31680	HILLYARD INC MINNEAPOLIS	06/06/2012	876.90
31681	HISDAHL INC	06/06/2012	172.00
31682	HISTORY EDUCATION	06/06/2012	314.95
31683	HOERNEMANN, WENDY	06/06/2012	119.44
31684	Vendor Continued Check	06/06/2012	0.00
31685	HOGLUND BUS AND TRUCK CO	06/06/2012	1,036.10
31686	HOLEMAN, GREGORY	06/06/2012	73.00
31687	HOUGHTON MIFFLIN HARCOURT	06/06/2012	2,050.18

Check Nbr	Vendor Name	Check Date	Check Amount
31688	HOUSE MARILYN	06/06/2012	64.19
31689	HUBER, GARY A	06/06/2012	177.48
31690	HUGO ANIMAL FARM	06/06/2012	441.00
31691	HUGO EQUIPMENT CO	06/06/2012	123.98
31692	HULTMAN, CAROL LINDA	06/06/2012	2,949.63
31693	Vendor Continued Check	06/06/2012	0.00
31694	IFD	06/06/2012	61,075.17
31695	IMAGE BUILDERS	06/06/2012	349.53
31696	IMMEL, COLLEEN	06/06/2012	38.02
31697	INCREDIBLE YEARS INC	06/06/2012	2,652.00
31698	THE INSTRUMENTALIST PRODUCTS C	06/06/2012	64.00
31699	INTEGRITY INTERPRETING LLC	06/06/2012	110.00
31700	IPARADIGMS	06/06/2012	300.00
31701	ISD #833 SOUTH WASHINGTON CO	06/06/2012	110.00
31702	JIMMY'S CONFERENCE & BANQUET C	06/06/2012	848.00
31703	JOHN DEERE LANDSCAPES	06/06/2012	1,261.76
31704	JOHNSON, AMY	06/06/2012	136.53
31705	JORGENSEN, AMY	06/06/2012	167.87
31706	K PEARSON MECHANICAL LLC	06/06/2012	250.00
31707	K12 TRANSPORTATION MGMT SERVIC	06/06/2012	31,120.82
31708	KASPRISIN, MICHELLE	06/06/2012	99.72
31709	KATH, ABBY J	06/06/2012	59.94
31710	KATH FUEL OIL SERVICE CO	06/06/2012	26,688.72
31711	KEARN, BARBARA	06/06/2012	227.69
31712	KEY CURRICULUM PRESS	06/06/2012	77.31
31713	KIRKPATRICK, MEGAN E	06/06/2012	12.84
31714	KITTELSON, LOU ANN	06/06/2012	53.97
31715	KNORR, SARAH A	06/06/2012	102.18
31716	KNUTH, BECKY	06/06/2012	23.00
31717	KNUTSON, CASSANDRA M	06/06/2012	46.48
31718	KNUTSON, SANDRA J	06/06/2012	31.44
31719	KOWALSKIS MARKET	06/06/2012	162.70
31720	KOWITZ, MARY J	06/06/2012	106.87
31721	KRALEWSKI, MARIANA	06/06/2012	90.00
31722	L & D SIGN	06/06/2012	323.50
31723	L'ALLIER CONCRETE INC	06/06/2012	2,075.00
31724	LAKE COUNTRY BOOKSELLERS	06/06/2012	87.25
31725	LAMINATOR.COM	06/06/2012	96.95
31726	LANDS BEST FOODS	06/06/2012	2,457.90
31727	LARSON, KAY	06/06/2012	35.00
31728	LARSON, SHANTELLE	06/06/2012	10.93
31729	LEARNERS EDGE INC	06/06/2012	99.00
31730	LEE, KIMBERLY J	06/06/2012	164.30
31731	LEICK, LINDA M	06/06/2012	50.25
31732	LETOURNEAU, SHANNON	06/06/2012	125.00
31733	LHB INC	06/06/2012	2,605.90
31734	LIGHTHOUSE MANAGEMENT GROUP	06/06/2012	6,617.00
31735	LITTLEFIELD, TRAVIS	06/06/2012	26.62
31736	LOHMANN, EGON	06/06/2012	25.00
31737	LORENZ, JODI	06/06/2012	70.00

Check Nbr	Vendor Name	Check Date	Check Amount
31738	LORENZ RECOGNITION CO	06/06/2012	251.00
31739	L T G POWER EQUIPMENT	06/06/2012	140.36
31740	LUFT, MAGGIE	06/06/2012	28.12
31741	LYONS, CHRISTOPHER A	06/06/2012	168.84
31742	MAD SCIENCE OF MINNESOTA	06/06/2012	2,455.20
31743	MALWITZ, ANN	06/06/2012	47.94
31744	MANITOU RIDGE GOLF CLUB	06/06/2012	72.00
31745	CITY OF MAPLEWOOD	06/06/2012	3,213.11
31746	MARIS LLC	06/06/2012	700.00
31747	MARKETFEST	06/06/2012	210.00
31748	MARSHALL CAVENDISH CORP	06/06/2012	1,200.00
31749	MASA	06/06/2012	1,246.00
31750	THE MASTER TEACHER	06/06/2012	51.55
31751	MCCARTHY, GRANT	06/06/2012	50.00
31752	MCDANIEL, KAYANN	06/06/2012	151.06
31753	MCDONALD, MARIE	06/06/2012	26.77
31754	MCDONOUGH'S WATERJETTING AND	06/06/2012	1,079.25
31755	MCGRW, TIM	06/06/2012	54.00
31756	MERHAR, BRIAN	06/06/2012	302.00
31757	METRO ECSU	06/06/2012	160.00
31758	MICKELSON, DANIELLE M	06/06/2012	62.80
31759	MIDWEST BUS PARTS INC	06/06/2012	72.50
31760	MILLIGAN, THERESA J	06/06/2012	33.15
31761	MISGEN, MARK	06/06/2012	1,245.00
31762	MN ASSOC OF SECRETARIES TO THE	06/06/2012	170.00
31763	MN DEPT OF EDUCATION	06/06/2012	295.00
31764	MN HISTORICAL SOCIETY	06/06/2012	750.00
31765	MN ZOO	06/06/2012	1,110.00
31766	MONTESSORI RESOURCES & EQUIP	06/06/2012	34.50
31767	MN OFFICE TECH GROUP	06/06/2012	37.08
31768	MUMBLEAU, RICHARD THOMAS	06/06/2012	35.00
31769	MUSIC CONNECTION INC	06/06/2012	1,799.00
31770	NAKAGAKI, BENJAMIN P	06/06/2012	79.32
31771	NATL RECOGNITION PRODUCTS	06/06/2012	895.95
31772	NAVIS, NANCY L	06/06/2012	52.00
31773	NCA RESORT/HOTEL CAMPS	06/06/2012	9,908.00
31774	NCPERS MINNESOTA	06/06/2012	464.00
31775	NEOPOST INC	06/06/2012	202.99
31776	NIKKEL, DIANE L	06/06/2012	99.90
31777	NOHR, KATIE J	06/06/2012	31.57
31778	Vendor Continued Check	06/06/2012	0.00
31779	Vendor Continued Check	06/06/2012	0.00
31780	Vendor Continued Check	06/06/2012	0.00
31781	NORTH CENTRAL TRUCK EQUIPMENT	06/06/2012	7,295.02
31782	NORTHERN DOOR COMPANY	06/06/2012	3,479.45
31783	NORTON, EMILY L	06/06/2012	253.01
31784	O'NEIL, LOIS	06/06/2012	11.89
31785	O'REILLY AUTOMOTIVE INC	06/06/2012	2,945.52
31786	O'ROURKE, JULIE	06/06/2012	21.95
31787	OAK GLEN	06/06/2012	179.20

Check Nbr	Vendor Name	Check Date	Check Amount
31788	OGDEN, TERESA	06/06/2012	376.74
31789	OLSON, ELIZABETH A	06/06/2012	125.57
31790	OLSON, MARK	06/06/2012	47.45
31791	OLSON, VICKI S	06/06/2012	169.65
31792	OMAN, MARY	06/06/2012	142.35
31793	ON SITE SANITATION INC	06/06/2012	144.00
31794	OXYGEN SERVICE CO INC	06/06/2012	91.36
31795	PALUMBO, JOSEPH L	06/06/2012	375.00
31796	PAMS LUNCHROOM LLC	06/06/2012	6,843.70
31797	PARSONS, SALLY ANN	06/06/2012	111.20
31798	PAULSON, KELLY	06/06/2012	10.00
31799	PAULSON, TOM	06/06/2012	479.91
31800	PAXTON/PATTERSON	06/06/2012	40.60
31801	PCS REVENUE CONTROL SYSTEMS IN	06/06/2012	1,301.16
31802	PETERSON, BETSY J	06/06/2012	320.94
31803	PIERRE, CHRISTINA	06/06/2012	59.52
31804	PLAISTED, KAYNA R	06/06/2012	51.06
31805	POLAR CHEVROLET MAZDA	06/06/2012	34.16
31806	POLAR CHEVROLET MAZDA	06/06/2012	12.90
31807	POSTMASTER	06/06/2012	88.00
31808	POSTMASTER	06/06/2012	45.00
31809	POTTER, JACKIE	06/06/2012	19.97
31810	POWERS, LAURENE	06/06/2012	100.00
31811	PRESS PUBLICATIONS	06/06/2012	162.05
31812	PRESTIGE PROD/WB DANCE CENTER	06/06/2012	416.00
31813	RAMSEY COUNTY PARKS/REC DEPT	06/06/2012	17,937.92
31814	RECORDED BOOKS LLC	06/06/2012	3,173.79
31815	RED BALLOON BOOKSHOP	06/06/2012	212.09
31816	REITAN PIANO SERVICE	06/06/2012	70.00
31817	RICOH AMERICAS CORP	06/06/2012	361.27
31818	ROCKFORD, KRISTY	06/06/2012	610.00
31819	ROGERS, SABRINA	06/06/2012	19.00
31820	ROSEVILLE AREA MIDDLE SCHOOL	06/06/2012	110.00
31821	ROSS ATHLETIC SUPPLY	06/06/2012	5,956.00
31822	SAM'S CLUB/GEMB	06/06/2012	1,473.46
31823	SAM'S CLUB/GEMB	06/06/2012	134.08
31824	SAM'S CLUB/GEMB	06/06/2012	263.51
31825	SAM'S CLUB/GEMB	06/06/2012	453.97
31826	SCANTRON CORPORATION	06/06/2012	321.38
31827	SCHIMKE, DAVID	06/06/2012	15.00
31828	SCHLAGER, KAYE G	06/06/2012	13.60
31829	SCHMITT MUSIC COMPANY	06/06/2012	30.03
31830	SCHOLASTIC INC	06/06/2012	30,133.94
31831	SCHOOL HEALTH CORPORTION	06/06/2012	125.25
31832	SCHOOL SPECIALTY	06/06/2012	133.15
31833	SCHOOLLOGY INC	06/06/2012	5,600.00
31834	SECURITAS SEC SVCS USA INC	06/06/2012	3,624.00
31835	SELB, MICHAEL R	06/06/2012	1,869.83
31836	SENTRY SYSTEMS INC	06/06/2012	185.00
31837	SHANEDLING, JENNIFER	06/06/2012	47.50

Check Nbr	Vendor Name	Check Date	Check Amount
31838	SIEBENALER, KEVIN R	06/06/2012	412.78
31839	SIKORA, PAUL	06/06/2012	73.00
31840	SIMSHAUSER, KIMBERLY P	06/06/2012	250.86
31841	SKUPA, NANCY	06/06/2012	263.93
31842	SCHOOL NUTRITION ASSOC (SNA)	06/06/2012	95.50
31843	SNAP-ON TOOLS	06/06/2012	442.95
31844	SOCIAL STUDIES SCHOOL SERVICE	06/06/2012	218.69
31845	SOCIAL THINKING PUBLISHING	06/06/2012	2,079.00
31846	SOMMERS, MICHON LEE	06/06/2012	94.83
31847	SOMORA, LORI	06/06/2012	180.00
31848	SPENCER, DOROTHY	06/06/2012	34.00
31849	SPL INTEGRATED SOLUTIONS	06/06/2012	599.00
31850	ST PAUL RIVER CENTRE	06/06/2012	1,450.58
31851	STEADLAND, KEITH	06/06/2012	894.18
31852	STONE KATHY	06/06/2012	81.29
31853	STREAMLINE DESIGN INC	06/06/2012	20.00
31854	SWENSON, CYNTHIA L	06/06/2012	222.95
31855	SWITZER, LISA MARIE	06/06/2012	40.97
31856	TALLY'S DOCKSIDE	06/06/2012	194.40
31857	TAMARACK NATURE CENTER	06/06/2012	262.50
31858	TANGWALL, DEANNA	06/06/2012	99.00
31859	TESSIER, TAMMY	06/06/2012	65.00
31860	THOMPSON KATHRYN	06/06/2012	263.62
31861	TIES	06/06/2012	240.00
31862	TOP 20 TRAINING LLC	06/06/2012	400.00
31863	TRADE PRESS INC	06/06/2012	1,479.58
31864	TRAEGER, MARY	06/06/2012	17.00
31865	TRAINING ABC LLC	06/06/2012	110.95
31866	TRANS-MISSISSIPPI BIO SUPPLY	06/06/2012	73.51
31867	TRAVER, SHAWNA J	06/06/2012	137.09
31868	TRIO SUPPLY COMPANY	06/06/2012	12,010.68
31869	TRUSKOLASKI, MATTHEW	06/06/2012	50.00
31870	TRUSTED EMPLOYEES	06/06/2012	3,085.00
31871	TSCHESTER, DANA	06/06/2012	244.20
31872	TUAOLO, ESERA	06/06/2012	300.00
31873	TURNER, RASHAD A	06/06/2012	2,405.49
31874	U.S. ENERGY SERVICES INC	06/06/2012	26,033.36
31875	UNIVERSITY OF MN	06/06/2012	100.00
31876	US FOODS CULINARY EQUIP & SUPP	06/06/2012	840.19
31877	VASKE, MARY	06/06/2012	89.95
31878	VERIZON WIRELESS	06/06/2012	566.41
31879	VINCENT A RESTAURANT	06/06/2012	702.00
31880	VISI	06/06/2012	485.00
31881	WACKERFUSS, ISABELLA	06/06/2012	13.99
31882	WADES CUSTOM CREATIONS LLC	06/06/2012	422.50
31883	WALD, TIM	06/06/2012	24.95
31884	WALTERS REBUILDERS	06/06/2012	320.95
31885	WANLESS, TAMELA K	06/06/2012	20.00
31886	WARGO NATURE CENTER	06/06/2012	450.00
31887	WASTE MANAGEMENT OF WI-MN	06/06/2012	1,033.16

Check Nbr	Vendor Name	Check Date	Check Amount
31888	WATCH ME DRAW! LLC	06/06/2012	952.00
31889	WHITE BEAR MONTESSORI	06/06/2012	102.95
31890	WHITE BEAR TOWNSHIP THEATRE	06/06/2012	959.00
31891	WHITE BEAR YACHT CLUB	06/06/2012	913.79
31892	WHITE BEAR AREA CHAMBER	06/06/2012	70.00
31893	WHITE BEAR LAKE CITY	06/06/2012	9,337.56
31894	WHITE BEAR LAKE SPORTS CENTER	06/06/2012	280.00
31895	WHELAN, KATE	06/06/2012	129.31
31896	WHITE, DOUG	06/06/2012	35.00
31897	WILLIAM MITCHELL COLLEGE OF LA	06/06/2012	150.00
31898	WILLIAMS, LAURA L	06/06/2012	57.00
31899	WINDSTREAM	06/06/2012	2,606.10
31900	YOGA DEVOTION LLC	06/06/2012	1,045.00
31901	YORKOVICH, JULIE	06/06/2012	162.80
31902	YU, XIA	06/06/2012	800.00
31903	ZITZOW, RACHEL A	06/06/2012	259.53
366	Computer	Check(s) For a Total of	694,469.30

Check Nbr	Vendor Name	Check Date	Check Amount
30671	COMO PARK ZOO AND CONSERVATORY	06/06/2012	244.50
31236	GREENWOOD, KORTNEY	06/06/2012	19.00
31326	MIDWEST TECHNOLOGY PRODUCTS	06/06/2012	278.03
3	Void	Check(s) For a Total of	541.53

	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
	366	Computer	Checks For a Total of	694,469.30
Total For	366	Manual, Wire Tran, ACH & Computer	Checks	694,469.30
Less	3	Voided	Checks For a Total of	541.53
		Net Amount		693,927.77

Check Nbr	Vendor Name	Check Date	Check Amount
31904	YU, XIA	06/08/2012	800.00
1	Computer	Check(s) For a Total of	800.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	800.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	800.00
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		800.00

Check Nbr	Vendor Name	Check Date	Check Amount
31905	AIG	06/12/2012	23,657.11
31906	AMERICAN FUNDS	06/12/2012	271,070.22
31907	AMERICAN UNITED LIFE	06/12/2012	45,293.20
31908	AMERICAN UNITED LIFE	06/12/2012	2,750.00
31909	AMERIPRISE FINANCIAL SERVICES	06/12/2012	36,246.38
31910	ART INSTITUTE INTL	06/12/2012	500.00
31911	AXA EQUITABLE	06/12/2012	91,458.95
31912	BETHEL UNIVERSITY	06/12/2012	500.00
31913	BETHEL UNIVERSITY	06/12/2012	500.00
31914	BETHEL UNIVERSITY	06/12/2012	500.00
31915	BETHEL UNIVERSITY	06/12/2012	500.00
31916	BETHEL UNIVERSITY	06/12/2012	500.00
31917	CARROLL UNIV	06/12/2012	1,500.00
31918	CARROLL UNIV	06/12/2012	2,000.00
31919	CENTRAL LAKES COLLEGE	06/12/2012	1,000.00
31920	CENTURY COLLEGE	06/12/2012	1,000.00
31921	CENTURY COLLEGE	06/12/2012	1,000.00
31922	CENTURY COLLEGE	06/12/2012	500.00
31923	CENTURY COLLEGE	06/12/2012	2,000.00
31924	CONCORDIA COLLEGE - MOORHEAD	06/12/2012	3,000.00
31925	EDUCATION MN ESI BILLING TRUST	06/12/2012	72,674.14
31926	IOWA STATE UNIV	06/12/2012	2,000.00
31927	IOWA STATE UNIV	06/12/2012	3,000.00
31928	IOWA STATE UNIV	06/12/2012	250.00
31929	ISD #621 MOUNDS VIEW PUBLIC SC	06/12/2012	32,920.44
31930	IUOE LOCAL 70	06/12/2012	2,106.17
31931	LOGOS SCHOOL	06/12/2012	1,000.00
31932	MARQUETTE UNIV	06/12/2012	500.00
31933	MESSERLI & KRAMER PA	06/12/2012	1,202.95
31934	METROPOLITAN LIFE	06/12/2012	16,138.59
31935	MICHIGAN TECH UNIV	06/12/2012	1,000.00
31936	MN CHILD SUPPORT	06/12/2012	3,555.40
31937	MN STATE UNIV MANKATO	06/12/2012	500.00
31938	NORTH DAKOTA STATE UNIVERSITY	06/12/2012	4,000.00
31939	POSTMASTER	06/12/2012	519.42
31940	SCHOOL SERVICE EMPLOYEES	06/12/2012	10,923.63
31941	COLLEGE OF ST BENEDICT	06/12/2012	500.00
31942	STATE OF FUN	06/12/2012	300.00
31943	TRANSYLVANIA UNIVERSITY	06/12/2012	250.00
31944	UNIV OF CHICAGO	06/12/2012	1,000.00
31945	UNIVERSITY OF MINNESOTA	06/12/2012	2,000.00
31946	UNIVERSITY OF MINNESOTA	06/12/2012	250.00
31947	UNIVERSITY OF MINNESOTA-MORRIS	06/12/2012	1,200.00
31948	UNIVERSITY OF MINNESOTA DULUTH	06/12/2012	1,500.00
31949	UNIVERSITY OF MINNESOTA DULUTH	06/12/2012	1,500.00
31950	UNIVERSITY OF NORTH DAKOTA	06/12/2012	1,000.00
31951	UNIVERSITY OF NORTH DAKOTA	06/12/2012	3,000.00
31952	UNIV OF NOTRE DAME	06/12/2012	1,000.00
31953	UNIVERSITY OF ST THOMAS	06/12/2012	2,000.00
31954	UNIVERSITY OF WI EAU CLAIRE	06/12/2012	1,000.00

Check Nbr	Vendor Name	Check Date	Check Amount
31955	UNIVERSITY OF WI EAU CLAIRE	06/12/2012	1,000.00
31956	UNIVERSITY OF WI EAU CLAIRE	06/12/2012	1,000.00
31957	UNIVERSITY OF WI EAU CLAIRE	06/12/2012	1,500.00
31958	UNIVERSITY OF WI EAU CLAIRE	06/12/2012	500.00
31959	UNIVERSITY OF WI EAU CLAIRE	06/12/2012	1,500.00
31960	UNIVERSITY OF WI LACROSSE	06/12/2012	1,000.00
31961	UNIVERSITY OF WI LACROSSE	06/12/2012	500.00
31962	UNIVERSITY OF WI LACROSSE	06/12/2012	500.00
31963	UNIVERSITY OF WI MADISON	06/12/2012	5,000.00
31964	UNIVERSITY OF WI MADISON	06/12/2012	1,000.00
31965	US DEPT OF EDUCATION	06/12/2012	2,076.00
31966	VANGUARD SMALL BUSINESS SERVIC	06/12/2012	51,470.88
31967	VERMILION COMM COLLEGE	06/12/2012	1,500.00
31968	WHITE BEAR AREA YMCA	06/12/2012	3,099.00
31969	WHITE BEAR LAKE TEACHERS ASSOC	06/12/2012	3,202.00
31970	WINONA STATE UNIVERSITY	06/12/2012	1,000.00
66	Computer	Check(s) For a Total of	730,114.48

Check Nbr	Vendor Name	Check Date	Check Amount
29325	WHITE BEAR LAKE CITY	06/12/2012	100.00
1	Void	Check(s) For a Total of	100.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	66	Computer	Checks For a Total of	730,114.48
Total For	66	Manual, Wire Tran, ACH & Computer	Checks	730,114.48
Less	1	Voided	Checks For a Total of	100.00
		Net Amount		730,014.48

Check Nbr	Vendor Name	Check Date	Check Amount
31971	WHITE BEAR TOWNSHIP THEATRE	06/13/2012	625.00
1	Computer	Check(s) For a Total of	625.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	625.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	625.00
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		625.00

Check Nbr	Vendor Name	Check Date	Check Amount
31972	4IMPRINT INC	06/21/2012	274.77
31973	A-1 HYDRAULIC SALES & SERVICE	06/21/2012	95.47
31974	AARP DRIVER SAFETY PROGRAM	06/21/2012	236.00
31975	AARP DRIVER SAFETY PROGRAM	06/21/2012	372.00
31976	ACKERKNECHT, CATHY	06/21/2012	99.42
31977	AFDJEIE, ARIA	06/21/2012	74.49
31978	ALBRECHT, JENNIFER	06/21/2012	60.00
31979	AMAZON	06/21/2012	725.82
31980	AMAZON	06/21/2012	3,254.98
31981	AMERICAN SCHOOL COUNSELOR	06/21/2012	750.00
31982	AMERIPRIDE SERVICES	06/21/2012	854.95
31983	AMI IMAGING SYSTEMS INC	06/21/2012	86.55
31984	ANDERSON, AMY C	06/21/2012	650.00
31985	ANDERSON, CHRISTINE E	06/21/2012	217.26
31986	ANDERSON, EDWARD	06/21/2012	404.65
31987	ANDERSON, JEANNE MARIE	06/21/2012	116.70
31988	ANDERSON, JON C	06/21/2012	276.39
31989	ANDERSON, LEIGH A	06/21/2012	578.46
31990	ANDERSON, MARGARET M	06/21/2012	132.64
31991	ANDERSON, SHANNON A M	06/21/2012	144.59
31992	ANFANG, SALLY G	06/21/2012	84.38
31993	APK SALES INC	06/21/2012	1,799.98
31994	APPLE COMPUTER INC	06/21/2012	15,160.00
31995	APPLIED ENVIRONMENTAL SCI INC	06/21/2012	3,632.92
31996	AUGUSTANA COLLEGE	06/21/2012	500.00
31997	BADE, BARBARA	06/21/2012	528.98
31998	BAILEY, LUANN	06/21/2012	124.32
31999	BAKER, ROBERT	06/21/2012	20.00
32000	BALE CO	06/21/2012	162.00
32001	BARNES, JOHN D	06/21/2012	150.00
32002	BARNETT WB CHRYSLER JEEP DODGE	06/21/2012	18,779.94
32003	BARTHOLD	06/21/2012	1,642.50
32004	BARTNESS, JAMES	06/21/2012	37.45
32005	BARTON, NEVETTA	06/21/2012	17.00
32006	BATENHORST, LYNSEY K	06/21/2012	885.23
32007	BATTERIES PLUS	06/21/2012	35.90
32008	BAUER, CARA C	06/21/2012	138.75
32009	BAZOOBAND, SIMA	06/21/2012	75.00
32010	BEAR PATCH QUILTING CO	06/21/2012	119.90
32011	BEGE, JEFF	06/21/2012	192.07
32012	BELISLE, JENNIFER	06/21/2012	45.00
32013	BELL, CATHERINE	06/21/2012	20.00
32014	BENJAMIN-BECK, KAREN	06/21/2012	55.00
32015	BERRY BLENDZ - EDEN PRAIRIE	06/21/2012	45.00
32016	BEST WESTERN WB COUNTRY INN	06/21/2012	1,871.99
32017	BIG BELL ICE CREAM CO	06/21/2012	201.50
32018	BIRCHER, BARBARA	06/21/2012	20.00
32019	BLB CONSULTING LLC	06/21/2012	345.00
32020	BLICK ART MATERIALS	06/21/2012	1,646.53
32021	BLODGETT, TRACY	06/21/2012	847.46

Check Nbr	Vendor Name	Check Date	Check Amount
32022	BOCOCK, GARY R	06/21/2012	240.00
32023	BOGENHOLM, SHERRY J	06/21/2012	195.00
32024	BOISEN, MICHAEL	06/21/2012	60.00
32025	BOOTH, KARLA J	06/21/2012	88.52
32026	BOSCH, DONALD	06/21/2012	528.80
32027	BOWERMASTER, TRACI	06/21/2012	213.53
32028	BRABENEC, KAREN E	06/21/2012	30.14
32029	BREDENBECK, KAREN M	06/21/2012	277.97
32030	BRENNAN, MICHELLE	06/21/2012	34.60
32031	BREWER, ROBERT G	06/21/2012	1,190.08
32032	BRICHACEK, LISA	06/21/2012	174.60
32033	BRIGGS, JANE	06/21/2012	481.53
32034	BROWN, PAMELA S	06/21/2012	85.00
32035	BRUSKI, JERRILYN	06/21/2012	60.00
32036	BRUTON, SANDRA R	06/21/2012	143.43
32037	THE BUG COMPANY	06/21/2012	16.00
32038	BURKE, ERIN	06/21/2012	33.52
32039	BURMEISTER, JANE M	06/21/2012	202.02
32040	BUTTERS, CRYSTAL	06/21/2012	384.44
32041	CAMMACK, MARTY	06/21/2012	60.00
32042	CARLSON, LINDA R	06/21/2012	58.38
32043	CARLSON, REBECCA C	06/21/2012	60.74
32044	CARLSON, TOM	06/21/2012	60.00
32045	CARTRIDGE WORLD	06/21/2012	98.99
32046	CATALYST INSTITUTE	06/21/2012	4,391.00
32047	CDW GOVERNMENT INC	06/21/2012	1,171.98
32048	THE CENTER FOR EFFICIENT SCHOO	06/21/2012	15,000.00
32049	CHASE, KRISTINA	06/21/2012	20.00
32050	CHESSON, SIETA	06/21/2012	5.00
32051	CHRISTON, SHAYNA	06/21/2012	32.50
32052	CIERNIA, RICHARD	06/21/2012	27.25
32053	CITI-CARGO & STORAGE CO INC	06/21/2012	210.00
32054	CONSTRUCTION MANAGEMENT BUILDI	06/21/2012	8,530.00
32055	COCA-COLA BOTTLING MIDWEST CO	06/21/2012	1,745.88
32056	COCHRAN, NOLAN	06/21/2012	8.30
32057	COLEMAN, MARY JO	06/21/2012	133.65
32058	COMCAST	06/21/2012	5.27
32059	COMO POOL	06/21/2012	770.00
32060	CONCORDIA COLLEGE - MOORHEAD	06/21/2012	500.00
32061	Vendor Continued Check	06/21/2012	0.00
32062	CONNEY SAFETY	06/21/2012	673.74
32063	CONSTANT CONTACT INC	06/21/2012	714.00
32064	CONSTRUCTIVE PLAYTHINGS	06/21/2012	837.80
32065	CONSTRUCTION RESULTS CORP	06/21/2012	1,425.00
32066	CONTINENTAL CLAY CO	06/21/2012	72.90
32067	CONTINENTAL RESEARCH CORP	06/21/2012	701.64
32068	Vendor Continued Check	06/21/2012	0.00
32069	COPY IMAGES INC	06/21/2012	13,254.05
32070	Vendor Continued Check	06/21/2012	0.00
32071	Vendor Continued Check	06/21/2012	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
32072	Vendor Continued Check	06/21/2012	0.00
32073	COPY IMAGES INC	06/21/2012	3,298.40
32074	COSNEY CORP	06/21/2012	3,012.45
32075	CUB FOODS OF WHITE BEAR TWSHP	06/21/2012	825.23
32076	CUB FOODS OF WHITE BEAR TWSHP	06/21/2012	269.74
32077	CULLEN, CRAIG	06/21/2012	91.00
32078	CUMMINS NPOWER LLC	06/21/2012	762.75
32079	CUMMINGS, SPENCER	06/21/2012	150.00
32080	CUSTOM REFRIGERATION	06/21/2012	489.12
32081	D'ENTREMONT, ELISE	06/21/2012	197.50
32082	DAHLEM, TERESA	06/21/2012	333.00
32083	Vendor Continued Check	06/21/2012	0.00
32084	Vendor Continued Check	06/21/2012	0.00
32085	Vendor Continued Check	06/21/2012	0.00
32086	Vendor Continued Check	06/21/2012	0.00
32087	DALCO CORPORATION	06/21/2012	22,730.85
32088	DANIELS, KATHLEEN	06/21/2012	505.18
32089	DANIELSON, MATTHEW C	06/21/2012	16.96
32090	DARR, SHELLY	06/21/2012	18.59
32091	DARTS VMS INC	06/21/2012	953.53
32092	DAWSON, DANNY	06/21/2012	5.00
32093	DELL MARKETING LP	06/21/2012	84,672.00
32094	DELLWOOD HILLS GOLF CLUB	06/21/2012	1,276.25
32095	DELOACH, MARY	06/21/2012	36.35
32096	DEMCO INC	06/21/2012	382.72
32097	DENNE, MICHAEL	06/21/2012	45.00
32098	DENUCCI, KRISTINA E	06/21/2012	211.47
32099	DERAUF, JAKE	06/21/2012	12.50
32100	DESMET, KELLY	06/21/2012	206.46
32101	DETTLOFF, STEVE	06/21/2012	60.00
32102	DEUEL, LYN	06/21/2012	8.58
32103	DEUTSCH, CATHERINE	06/21/2012	109.00
32104	DIAMOND VOGEL PAINT CENTER	06/21/2012	221.89
32105	DILLER, BRADLEY	06/21/2012	45.00
32106	DILLON, BERNICE	06/21/2012	19.00
32107	DISCOUNT SCHOOL SUPPLY	06/21/2012	587.54
32108	DISNEY EDUCATIONAL PRODUCTIONS	06/21/2012	119.94
32109	DOEBLER, DAYNE	06/21/2012	195.53
32110	DOMINOS PIZZA	06/21/2012	337.75
32111	DOMINOS PIZZA	06/21/2012	486.99
32112	DOTTE, BRENDA L	06/21/2012	113.43
32113	DRAKE, THOMAS	06/21/2012	91.58
32114	DRAMM, MATTHEW R	06/21/2012	47.18
32115	DRUCKER, SUE	06/21/2012	13.30
32116	DUBOSE, MARCELINE	06/21/2012	500.00
32117	DUFFNEY, BEVERLY	06/21/2012	17.00
32118	DUSTERHOFT, JILL	06/21/2012	5.00
32119	DYMIT, MARIE	06/21/2012	124.88
32120	DYSTHE, CINDY	06/21/2012	71.25
32121	E.L. REINHARDT COMPANY INC	06/21/2012	335.85

Check Nbr	Vendor Name	Check Date	Check Amount
32122	EAST METRO INTEGRATION DIST 60	06/21/2012	225,530.63
32123	Vendor Continued Check	06/21/2012	0.00
32124	ECKROTH MUSIC	06/21/2012	11,033.00
32125	EDWARD DON & COMPANY	06/21/2012	57.90
32126	EGGERS, DANIEL	06/21/2012	11.04
32127	EHRlich, JANET	06/21/2012	76.04
32128	EINCK, ROBERT	06/21/2012	60.00
32129	ELIAS, JENNIFER J	06/21/2012	115.84
32130	ENCORE PRODUCTIONS	06/21/2012	215.00
32131	ESKOW, LYNN	06/21/2012	131.54
32132	ETA HAND2MIND	06/21/2012	376.43
32133	EVAN-MOOR	06/21/2012	158.87
32134	EVGEN, KATHY	06/21/2012	45.00
32135	FAIRVIEW	06/21/2012	7,000.00
32136	FARLEY LYNN T	06/21/2012	19.43
32137	FARMER, BRYAN J	06/21/2012	60.00
32138	FASTENAL COMPANY	06/21/2012	16.99
32139	FAT BRAIN TOYS	06/21/2012	102.78
32140	FELLMAN, DOUG	06/21/2012	70.97
32141	FERRERI, LOU	06/21/2012	402.57
32142	Vendor Continued Check	06/21/2012	0.00
32143	FESTIVAL FOODS-KNOWLAN'S	06/21/2012	897.68
32144	FIEBING, CORY	06/21/2012	20.00
32145	FIRST STUDENT INC	06/21/2012	15,930.28
32146	FISCHER, KAREN	06/21/2012	61.56
32147	FISH, SUSAN M	06/21/2012	21.00
32148	FISHER SCIENTIFIC	06/21/2012	882.36
32149	FITCH, KATHLEEN K	06/21/2012	1,079.09
32150	FITZPATRICK, ANNE-DENISE	06/21/2012	20.00
32151	FITZPATRICK, DANIEL	06/21/2012	60.00
32152	FLETSCOCK, CYNTHIA	06/21/2012	60.00
32153	FLINN SCIENTIFIC INC	06/21/2012	899.75
32154	THE FLORAL TRUNK	06/21/2012	147.00
32155	FOLLETT LIBRARY RESOURCES	06/21/2012	2,825.54
32156	FORD & HARRISON LLP	06/21/2012	76.76
32157	FORESTELL, JOHN C	06/21/2012	32.46
32158	FRANCONIA SCULPTURE PARK	06/21/2012	100.00
32159	FRANTA, BRIAN	06/21/2012	60.00
32160	FRATTALONES HARDWARE STORES	06/21/2012	1,057.47
32161	FREE SPIRIT PUBLISHING CO	06/21/2012	87.93
32162	FRIEDERS, STEPHANIE	06/21/2012	7.00
32163	FUHRMAN, SARAH	06/21/2012	22.54
32164	G&K SERVICES	06/21/2012	757.72
32165	GALLATIN, EMILY K	06/21/2012	18.00
32166	GALLAGHERS NORTHWESTERN TIRE C	06/21/2012	2,464.44
32167	GARCIA ANDERSON, ODELIS M	06/21/2012	247.87
32168	GARDEN & ASSOCIATES INC	06/21/2012	360.00
32169	GARRISON, MARK S	06/21/2012	728.96
32170	GEBEKE, KATHLEEN M	06/21/2012	20.00
32171	GENERAL PARTS LLC	06/21/2012	5,686.97

Check Nbr	Vendor Name	Check Date	Check Amount
32172	GENERAL SHEET METAL	06/21/2012	1,425.00
32173	GENERATIVE LEARNING	06/21/2012	980.00
32174	GERMANN, GREG	06/21/2012	5.00
32175	GERTENS	06/21/2012	5,560.95
32176	GOHL, MADISON	06/21/2012	7.99
32177	GOLDCOM INC	06/21/2012	719.19
32178	GOODWAY TECHNOLOGIES CORP	06/21/2012	711.64
32179	GRADY, LORI J	06/21/2012	43.29
32180	GRAFFIC TRAFFIC LLC	06/21/2012	720.00
32181	Vendor Continued Check	06/21/2012	0.00
32182	GRAINGER	06/21/2012	2,703.02
32183	GRANDMA'S BAKERY INC	06/21/2012	98.92
32184	GRATZ, MICHELLE C	06/21/2012	128.97
32185	GRAVLEY, STEPHEN	06/21/2012	110.08
32186	GREATAMERICA LEASING CORP	06/21/2012	699.92
32187	GREEN, BARBARA J	06/21/2012	998.77
32188	GREER, MATTHEW J	06/21/2012	151.25
32189	GRITZMACHER, SHAWN	06/21/2012	2,566.99
32190	GROCHOWSKI, RICHARD A	06/21/2012	1,115.55
32191	GROPPOLI, KADI L	06/21/2012	236.99
32192	GROTH MUSIC CO	06/21/2012	149.62
32193	GOVERNMENT TRAINING SERVICES	06/21/2012	195.00
32194	GUENTHER, LAURA L	06/21/2012	20.00
32195	GULLICK, DANIEL E	06/21/2012	53.28
32196	GUSTAFSON, SARAH J	06/21/2012	60.00
32197	Vendor Continued Check	06/21/2012	0.00
32198	HALLBERG ENGINEERING INC	06/21/2012	15,786.95
32199	HAMILTON, CONNIE	06/21/2012	97.90
32200	HANDWRITING WITHOUT TEARS	06/21/2012	891.77
32201	HANDY HITCH & WELDING CO INC	06/21/2012	27.70
32202	HANSON, LORI	06/21/2012	10.35
32203	HANSON, MARILYN	06/21/2012	80.00
32204	HARRIMAN, DION D	06/21/2012	780.00
32205	HARRIMAN, GRETCHEN	06/21/2012	780.00
32206	HAWKINSON, STEVEN A	06/21/2012	217.79
32207	HEALY, JASON	06/21/2012	652.24
32208	HEISE, CHERYL	06/21/2012	646.57
32209	HERC-U-LIFT	06/21/2012	675.58
32210	HICKS, SUSAN L	06/21/2012	100.08
32211	HIETPAS, BARB	06/21/2012	15.99
32212	HILLYARD INC MINNEAPOLIS	06/21/2012	145.65
32213	HISDAHL INC	06/21/2012	152.00
32214	HOFF, ERIN	06/21/2012	59.52
32215	HOGLUND BUS AND TRUCK CO	06/21/2012	1,042.96
32216	HOLMES, JEFF	06/21/2012	978.25
32217	HOME DEPOT CREDIT SERVICES	06/21/2012	373.88
32218	HORAZDOVSKY, LEILA	06/21/2012	200.23
32219	HOSMER, JESSICA A	06/21/2012	55.00
32220	HOUGHTON MIFFLIN HARCOURT	06/21/2012	2,290.00
32221	HOYLAND, SOPHIA	06/21/2012	5.00

Check Nbr	Vendor Name	Check Date	Check Amount
32222	HSBC BUSINESS SOLUTIONS	06/21/2012	54.99
32223	HUBBARD, MICHELLE K	06/21/2012	37.85
32224	HULTMAN, CAROL LINDA	06/21/2012	200.00
32225	HYLEN, JENNIFER	06/21/2012	108.78
32226	IDC AUTOMATIC	06/21/2012	201.59
32227	Vendor Continued Check	06/21/2012	0.00
32228	IFD	06/21/2012	51,503.95
32229	INDIAN HILLS GOLF CLUB	06/21/2012	627.32
32230	INKS, KRISTINE	06/21/2012	12.00
32231	INNOVATION IN MOTION	06/21/2012	1,237.80
32232	INSTITUTE FOR MULTI SENSORY ED	06/21/2012	925.00
32233	INTEGRA TELECOM	06/21/2012	313.20
32234	ISD #621 MOUNDS VIEW PUBLIC SC	06/21/2012	2,500.00
32235	ISD #622 COMMUNITY EDUC	06/21/2012	576.65
32236	ISD #625 ST PAUL PUBLIC SCHOOL	06/21/2012	1,144.38
32237	ISS FACILITY SERVICES-MPLS	06/21/2012	983.50
32238	JACOBS, HEATHER A	06/21/2012	710.40
32239	JAKKOLA, BRYON	06/21/2012	27.00
32240	JANZEN, KARI	06/21/2012	87.47
32241	JAYTECH INC	06/21/2012	67.20
32242	JILEK, JULIA	06/21/2012	1,859.25
32243	JIMMY JOHNS #869	06/21/2012	508.79
32244	JOHANNECK, PATRICIA C	06/21/2012	28.86
32245	JOHN DEERE LANDSCAPES	06/21/2012	145.68
32246	JOHN MERGES LICSW	06/21/2012	486.78
32247	JOHN WILEY & SONS INC	06/21/2012	2,957.60
32248	JOHNSON, KIRK	06/21/2012	66.57
32249	JOHNSON, LINETTE L	06/21/2012	479.54
32250	JOHNSON, SADIE R	06/21/2012	169.84
32251	JOHNSON, SHARON ANNE	06/21/2012	455.09
32252	JOSTENS INC	06/21/2012	4,666.24
32253	JW PEPPER & SON INC	06/21/2012	452.99
32254	Vendor Continued Check	06/21/2012	0.00
32255	K PEARSON MECHANICAL LLC	06/21/2012	10,165.85
32256	KALLAS, MELISSA LEE	06/21/2012	39.41
32257	KAPLAN	06/21/2012	2,540.18
32258	KASS, DONA	06/21/2012	167.05
32259	KATH FUEL OIL SERVICE CO	06/21/2012	25,497.24
32260	KEARN, BARBARA	06/21/2012	209.20
32261	KELLEY, DEBRA K	06/21/2012	166.46
32262	KENDALL HUNT PUBLISHING	06/21/2012	9,335.11
32263	KENNEDY & GRAVEN	06/21/2012	340.00
32264	KING, BRIAN	06/21/2012	20.00
32265	KIRKHAM, JENNIFER KD	06/21/2012	371.60
32266	KIRSCH-HIGGS, NANCY	06/21/2012	211.46
32267	KLEIN, JACKIE	06/21/2012	2,352.00
32268	KNORR, SARAH A	06/21/2012	291.01
32269	KNUTSON, BILLIE	06/21/2012	13.95
32270	KNUTSON FLYNN & DEANS PA	06/21/2012	370.00
32271	KOECKERITZ, JEANNE	06/21/2012	86.35

Check Nbr	Vendor Name	Check Date	Check Amount
32272	KOWALSKI, JOSEPH	06/21/2012	85.00
32273	KOWALSKIS MARKET	06/21/2012	261.70
32274	KOWITZ, MARY J	06/21/2012	265.72
32275	KROCAK, NANCY J	06/21/2012	108.33
32276	KROGMAN, WILLIAM	06/21/2012	75.00
32277	KRUEGER, LAURA	06/21/2012	135.42
32278	KULLMAN, BETH	06/21/2012	20.00
32279	L & D SIGN	06/21/2012	750.30
32280	LABOR ARBITRATION INSTITUTE	06/21/2012	95.00
32281	LAKESHORE LEARNING MATERIALS	06/21/2012	2,120.29
32282	LAMMINEN, JERIMIE	06/21/2012	70.00
32283	LANDSCAPE STRUCTURES	06/21/2012	198.00
32284	LANGUAGE LINE SERVICES	06/21/2012	97.42
32285	LARSON, BOBBIE JEAN	06/21/2012	149.58
32286	LARSON, DEBBIE	06/21/2012	60.00
32287	LARSON, SCOTT	06/21/2012	106.56
32288	LAW, DAVID W	06/21/2012	721.89
32289	LAWSON PRODUCTS INC	06/21/2012	734.43
32290	LEEMAN, NICHOLAS	06/21/2012	75.00
32291	LEONARD, BRIAN	06/21/2012	780.00
32292	LEVERTY, SANDRA	06/21/2012	20.00
32293	LEVERTY, WILLIAM	06/21/2012	14.55
32294	LIBERTY CLASSICAL ACADEMY	06/21/2012	931.00
32295	LIEKIS, KEN	06/21/2012	490.62
32296	LINDORFF, LAUREN	06/21/2012	5.00
32297	LINDORFF, MADISON	06/21/2012	5.00
32298	LINGUISYSTEMS INC	06/21/2012	179.95
32299	LITTLEFIELD, TRAVIS	06/21/2012	77.14
32300	LOCH, STACEY	06/21/2012	46.82
32301	LOFFLER COMPANIES INC	06/21/2012	310.00
32302	LOHMANN, EGON	06/21/2012	45.00
32303	LORENZ, JODI	06/21/2012	95.00
32304	L T G POWER EQUIPMENT	06/21/2012	23.88
32305	LUCIO, KIM	06/21/2012	60.00
32306	LUND, LEE	06/21/2012	45.00
32307	LYONS, CHRISTOPHER A	06/21/2012	93.24
32308	MACH, GEORGE	06/21/2012	60.00
32309	MACK, JEANNE C	06/21/2012	510.00
32310	MACKIN EDUCATIONAL RESOURCES	06/21/2012	620.00
32311	MADSEN, BRANDY	06/21/2012	70.00
32312	MAHONEY, SUSAN	06/21/2012	117.89
32313	MAILFINANCE INC	06/21/2012	671.25
32314	MALWITZ, ANN	06/21/2012	68.01
32315	MANITOU RIDGE GOLF CLUB	06/21/2012	2,424.30
32316	MARTINS, ARINOLA	06/21/2012	6.00
32317	MARTINSON, KARA	06/21/2012	69.93
32318	MARTINEZ, MARIA	06/21/2012	28.00
32319	MARTIN-MCALLISTER	06/21/2012	2,850.00
32320	MASA	06/21/2012	249.00
32321	MN ASSOC OF SCH BUSINESS OFFIC	06/21/2012	411.00

Check Nbr	Vendor Name	Check Date	Check Amount
32322	MASLOWSKI, WAYNE	06/21/2012	63.25
32323	MASTERGRAPHICS	06/21/2012	1,750.00
32324	MATHEWSON, BRIAN	06/21/2012	12.25
32325	MATTSON, CARLA	06/21/2012	95.00
32326	MATZKE, ANNE M	06/21/2012	41.07
32327	MCGINLEY MYERS, NANCY J	06/21/2012	25.42
32328	MCGOURTY, LESLIE R	06/21/2012	54.95
32329	MCGRANE, MARY E	06/21/2012	130.00
32330	MCGRAB-HILL COMPANIES	06/21/2012	2,650.58
32331	MEDCO SUPPLY CO	06/21/2012	70.10
32332	THE MEDI-KID CO	06/21/2012	282.38
32333	MEJIA-MURCIA, MARIA	06/21/2012	5.00
32334	MENOPAUSE CENTER OF MN	06/21/2012	66.50
32335	MERZER MALP, SHEILA	06/21/2012	1,750.00
32336	METRO-CLEANING SERVICES INC	06/21/2012	1,775.00
32337	MIDWEST BUS PARTS INC	06/21/2012	621.14
32338	MILL CITY MUSEUM	06/21/2012	702.00
32339	MILLER, PATRICIA	06/21/2012	20.00
32340	MINER, JOEL	06/21/2012	60.00
32341	MISGEN, MARK	06/21/2012	573.04
32342	MITTELBRUN LAURA	06/21/2012	14.30
32343	MLA	06/21/2012	1,760.00
32344	MN ASSOC OF STUDENT COUNCILS	06/21/2012	1,785.00
32345	MN CENTER FOR BOOK ARTS	06/21/2012	351.50
32346	MN CHILDRENS MUSEUM	06/21/2012	475.00
32347	MN COACHES INC	06/21/2012	4,700.00
32348	MN DEPT OF HEALTH	06/21/2012	15.00
32349	MN ELEVATOR INC	06/21/2012	290.77
32350	MN HISTORICAL SOCIETY	06/21/2012	355.00
32351	MN HISTORICAL SOCIETY	06/21/2012	430.00
32352	MN INDEPENDENT SCHOOL FORUM (M	06/21/2012	100.00
32353	MN ZOO	06/21/2012	900.00
32354	Vendor Continued Check	06/21/2012	0.00
32355	MN SCHOOL AGE CARE ALLIANCE	06/21/2012	525.00
32356	MOBILE RADIO ENGINEERING INC	06/21/2012	192.00
32357	MOHN, MONICA	06/21/2012	140.00
32358	MONK, JIM	06/21/2012	25.16
32359	MONTROSSI SERVICES	06/21/2012	394.46
32360	MOORE, KATHERINE D	06/21/2012	37.03
32361	MOREN, JACKIE	06/21/2012	17.00
32362	MORITKO JENNIFER	06/21/2012	18.75
32363	MORTENSEN, KIM	06/21/2012	95.00
32364	MOSER, CYNTHIA	06/21/2012	16.60
32365	MN REC & PARK ASSN (MRPA)	06/21/2012	1,717.00
32366	MULLALY, REBECCA L	06/21/2012	863.85
32367	N I MAGNUSON CHRISTIAN SCHOOL	06/21/2012	2,968.13
32368	NADEAU, MARGARET	06/21/2012	458.00
32369	NASCO	06/21/2012	204.64
32370	NASVIK, CRAIG S	06/21/2012	69.93
32371	NATL RECOGNITION PRODUCTS	06/21/2012	16,330.83

Check Nbr	Vendor Name	Check Date	Check Amount
32372	NELSON, MARK	06/21/2012	60.00
32373	NEOFUNDS BY NEOPOST	06/21/2012	1,000.00
32374	NESS ELECTRONICS INC	06/21/2012	44.59
32375	NEW LEAF FITNESS	06/21/2012	840.00
32376	NEWPOWER, HEIDI S	06/21/2012	156.93
32377	NGUYEN, HUY	06/21/2012	196.50
32378	NIENHUIS MONTESSORI USA INC	06/21/2012	306.11
32379	NINAS, SHANNON	06/21/2012	20.00
32380	NORDAHL, JENNIFER	06/21/2012	20.00
32381	Vendor Continued Check	06/21/2012	0.00
32382	Vendor Continued Check	06/21/2012	0.00
32383	NORTH CENTRAL TRUCK EQUIPMENT	06/21/2012	1,792.06
32384	NORTHEAST METRO INTERMEDIATE D	06/21/2012	3,799.50
32385	NOWAK, JEFFREY W	06/21/2012	75.00
32386	O'GRADY, CATHY	06/21/2012	323.73
32387	O'REILLY AUTOMOTIVE INC	06/21/2012	1,653.15
32388	O'ROURKE, JULIE	06/21/2012	66.69
32389	OAK GLEN	06/21/2012	60.00
32390	OFFICE DEPOT	06/21/2012	580.28
32391	OLD DUTCH FOODS INC	06/21/2012	886.20
32392	OLSON, ANGELA	06/21/2012	102.95
32393	OLSON, MARK	06/21/2012	122.65
32394	OLSON, PAULETTE M	06/21/2012	87.32
32395	Vendor Continued Check	06/21/2012	0.00
32396	ON SITE SANITATION INC	06/21/2012	1,079.64
32397	OPEN ARMS OF MN	06/21/2012	6,007.15
32398	ORIENTAL TRADING CO INC	06/21/2012	595.38
32399	ORIGINS	06/21/2012	695.00
32400	OSOWSKI, DIANE RENEE	06/21/2012	27.73
32401	OXYGEN SERVICE CO INC	06/21/2012	22.32
32402	PALMER, THOMAS	06/21/2012	60.00
32403	PAN-O-GOLD	06/21/2012	4,041.09
32404	P B B S EQUIPMENT CORP	06/21/2012	459.34
32405	PEACE, DANIEL S	06/21/2012	218.02
32406	PEARSON EDUCATION	06/21/2012	6,380.78
32407	PEPER, ALLISON L	06/21/2012	157.07
32408	PERCIVAL, PATTI	06/21/2012	160.67
32409	PERRON, MARGARET M	06/21/2012	180.00
32410	PERRON, MARK	06/21/2012	45.00
32411	PERRON, MEGAN M	06/21/2012	47.81
32412	PETERSON, BETSY J	06/21/2012	79.92
32413	PHILBRICK, TAMARA	06/21/2012	225.00
32414	PHILIP, PATRICIA	06/21/2012	240.00
32415	PICHA, CHRISTINA K	06/21/2012	109.96
32416	PIERSON, CATHERINE A	06/21/2012	42.74
32417	PINNOW, PAIGE	06/21/2012	213.79
32418	PIZZA MAN	06/21/2012	105.00
32419	PLADSON ENVIRONMENTAL INC	06/21/2012	5,400.00
32420	PLAISTED, KAYNA R	06/21/2012	18.65
32421	PLANA, CHRISTINE M	06/21/2012	67.20

Check Nbr	Vendor Name	Check Date	Check Amount
32422	PLANK ROAD PUBLISHING INC	06/21/2012	127.20
32423	PLASTER, MARK A	06/21/2012	130.70
32424	PODEWILS, KATIE	06/21/2012	60.00
32425	POKORNY, MARY	06/21/2012	1,451.02
32426	PONTIOUS, JODY	06/21/2012	814.69
32427	POTTS, KRISTIN E	06/21/2012	60.00
32428	POWELLS BOOKS	06/21/2012	1,400.07
32429	PRAXAIR DISTRIBUTION INC	06/21/2012	113.85
32430	PREMIER LIGHTING INC	06/21/2012	448.90
32431	PREMIUM WATERS INC	06/21/2012	56.85
32432	PRESS PUBLICATIONS	06/21/2012	510.00
32433	QUELLO, LORI E	06/21/2012	294.42
32434	QUINN, AUBREY	06/21/2012	6.00
32435	RABER, NICHOLAS	06/21/2012	20.00
32436	RADD, SHARON	06/21/2012	500.00
32437	REGENTS OF THE UNIV OF MN	06/21/2012	2,460.00
32438	REGNIER, LYNN	06/21/2012	60.00
32439	REICHOW, JOEL	06/21/2012	20.00
32440	REITAN PIANO SERVICE	06/21/2012	70.00
32441	RENAISSANCE LEARNING INC	06/21/2012	1,539.00
32442	RESLER, CAROLINE B	06/21/2012	120.99
32443	RHODES, KIZJUANA	06/21/2012	20.75
32444	RICCI, SHELLIE	06/21/2012	5.00
32445	RILEY SONJA	06/21/2012	180.00
32446	ROBBINS TABLE TENNIS SPECIALIT	06/21/2012	1,996.00
32447	ROMANOWSKI, CHARLENE	06/21/2012	20.00
32448	ROOF SPEC INC	06/21/2012	650.00
32449	ROSSITER, DANIEL J	06/21/2012	491.77
32450	RUDIE, ANN	06/21/2012	46.62
32451	RUSH, ELIZABETH	06/21/2012	5.00
32452	S & S WORLDWIDE	06/21/2012	243.44
32453	S & T OFFICE PRODUCTS INC	06/21/2012	1,430.70
32454	SAFETY-KLEEN CORP	06/21/2012	688.34
32455	SAFEWAY DRIVING SCHOOL	06/21/2012	16,430.00
32456	SAM'S CLUB/GEMB	06/21/2012	521.37
32457	SAMMON BRENDA	06/21/2012	28.28
32458	SARGE, KENNA	06/21/2012	400.00
32459	SARPONG, FRIEDA	06/21/2012	17.99
32460	SAUERWEIN, CASSANDRA	06/21/2012	45.00
32461	Vendor Continued Check	06/21/2012	0.00
32462	SCAN AIR FILTER INC	06/21/2012	4,617.19
32463	SCANTRON CORPORATION	06/21/2012	96.04
32464	SCHERTZ, CLETUS	06/21/2012	65.49
32465	SCHINDLER ELEVATOR CORP	06/21/2012	651.39
32466	SCHMIDT, HEATHER	06/21/2012	53.84
32467	SCHMITT MUSIC COMPANY	06/21/2012	1,808.20
32468	SCHOLASTIC BOOK FAIRS	06/21/2012	1,981.60
32469	SCHOLASTIC INC	06/21/2012	106.13
32470	SCHOLASTIC BOOK CLUBS	06/21/2012	423.40
32471	THE SCHOOL OF FLYFISHING	06/21/2012	1,119.50

Check Nbr	Vendor Name	Check Date	Check Amount
32472	SCHOOL SPECIALTY	06/21/2012	111.62
32473	SCHOOL-CONNECT	06/21/2012	319.93
32474	SCHWALBE, ANNE L	06/21/2012	197.02
32475	SCHWARTZ, DAVID A	06/21/2012	68.42
32476	SCIENCE MUSEUM OF MINNESOTA	06/21/2012	1,198.00
32477	SCOTT, LAURIE	06/21/2012	20.00
32478	SECURITAS SEC SVCS USA INC	06/21/2012	2,174.40
32479	SEEVER, GRAY	06/21/2012	165.00
32480	SERVATIUS LISA	06/21/2012	45.00
32481	SHIFFLER EQUIPMENT SALES INC	06/21/2012	62.78
32482	SICARD, HEIDI M	06/21/2012	115.02
32483	SIMMONS, CARRIE J	06/21/2012	180.00
32484	SIMSHAUSER, KIMBERLY P	06/21/2012	54.95
32485	SKOGEN, MATTHEW K	06/21/2012	71.88
32486	SMITH, ANNETTE M	06/21/2012	215.62
32487	SCHOOL NUTRITION ASSOC (SNA)	06/21/2012	216.25
32488	SNAP-ON TOOLS	06/21/2012	294.39
32489	SOBOTA, JENNIFER	06/21/2012	45.00
32490	SOMMERS, MICHON LEE	06/21/2012	98.49
32491	SOMORA, LORI	06/21/2012	265.00
32492	SONKA, RENEE	06/21/2012	104.35
32493	SORENSEN, CHRISTOPHER	06/21/2012	84.79
32494	SOS FOR YOUTH	06/21/2012	225.00
32495	SOUTH WASHINGTON COUNTY SCHOOL	06/21/2012	6,000.00
32496	SPERRY, DEAN	06/21/2012	60.00
32497	SPIESS, SCOTT B	06/21/2012	60.00
32498	SPL INTEGRATED SOLUTIONS	06/21/2012	6,791.56
32499	SPSI INC	06/21/2012	58.33
32500	ST MARY OF THE LAKE SCHOOL	06/21/2012	3,325.00
32501	ST PAUL LINOLEUM & CARPET COMP	06/21/2012	1,211.60
32502	STANTON, TRACI	06/21/2012	17.00
32503	STAPLES ADVANTAGE	06/21/2012	3,964.63
32504	STATE SUPPLY CO	06/21/2012	1,378.33
32505	STEPHAN, SUSAN K	06/21/2012	104.90
32506	STEWART, JENNIFER	06/21/2012	24.00
32507	STIRLING, CONNIE	06/21/2012	54.95
32508	SUBURBAN/GREEN & WHITE TAXI	06/21/2012	56.40
32509	SUBWAY	06/21/2012	57.85
32510	SUKO, PETER	06/21/2012	60.00
32511	SUMMERS, ANDREW	06/21/2012	14.95
32512	SUOJA, WENDY	06/21/2012	691.98
32513	SVENDSEN, KEIF	06/21/2012	127.36
32514	SVIR, SARA A	06/21/2012	380.45
32515	TEACHERS CURRICULUM INSTITUTE	06/21/2012	312.00
32516	TEACHERS DISCOUNT	06/21/2012	768.78
32517	TEACHERS DISCOVERY	06/21/2012	15.00
32518	TELIN TRANSPORTATION GROUP LLC	06/21/2012	670.74
32519	TESSIER, BART	06/21/2012	120.00
32520	TEXTBOOK WAREHOUSE INC	06/21/2012	6,166.25
32521	THIMJON, KARI	06/21/2012	55.47

Check Nbr	Vendor Name	Check Date	Check Amount
32522	THOM, SHEILA	06/21/2012	109.00
32523	THOMPSON, JEAN	06/21/2012	37.96
32524	THOMPSON, MARUTA A	06/21/2012	222.00
32525	THOMPSON, TAYLOR	06/21/2012	5.00
32526	THUNDER COMMUNICATIONS DESIGN	06/21/2012	595.00
32527	Vendor Continued Check	06/21/2012	0.00
32528	THYSSENKRUPP ELEVATOR CORP	06/21/2012	4,448.64
32529	TILSNER CARTON CO	06/21/2012	1,853.00
32530	TOUSSAINT, JANEL PHYLLIS	06/21/2012	49.95
32531	TRADE PRESS INC	06/21/2012	3,136.64
32532	TRANE US INC	06/21/2012	2,991.50
32533	TRANS-MISSISSIPPI BIO SUPPLY	06/21/2012	83.20
32534	TRAVER, SHAWNA J	06/21/2012	81.98
32535	TRIGGS, CARLA	06/21/2012	253.08
32536	TRIO SUPPLY COMPANY	06/21/2012	2,961.08
32537	TROSKE, CARRIE	06/21/2012	65.49
32538	TRUCK UTILITIES MFG CO	06/21/2012	10.86
32539	TRYGG, BRIAN	06/21/2012	28.85
32540	TUCKNER, KIM	06/21/2012	60.00
32541	TURFWERKS INC	06/21/2012	619.08
32542	TWIN CITIES TRANSPORT & RECOVE	06/21/2012	150.00
32543	UDSTUEN, ROBIN	06/21/2012	63.95
32544	UNIV OF CHICAGO	06/21/2012	500.00
32545	UNIV OF NOTRE DAME	06/21/2012	500.00
32546	URBAN, KARI	06/21/2012	20.00
32547	VACATION SPORTS	06/21/2012	522.00
32548	VAN ARRAGON, JANEL L	06/21/2012	24.95
32549	VANOVERBEKE, TAMERA S	06/21/2012	249.99
32550	VAUGHN, DEBRA	06/21/2012	218.34
32551	VETTE, MARISA AA	06/21/2012	424.88
32552	VIKING ELECTRIC SUPPLY	06/21/2012	1,841.57
32553	VINSON, BERNARD	06/21/2012	5.00
32554	VORT CORPORATION	06/21/2012	252.00
32555	WACHLAROWICZ, JOHN	06/21/2012	33.90
32556	WAGNER, MICHELLE	06/21/2012	20.00
32557	WALD, TIM	06/21/2012	278.33
32558	WALKER, DEBBIE	06/21/2012	59.09
32559	WALSWORTH PUBLISHING CO	06/21/2012	3,432.60
32560	WANLESS, TAMELA K	06/21/2012	41.53
32561	WARD, SIAN C	06/21/2012	16.65
32562	Vendor Continued Check	06/21/2012	0.00
32563	WASTE MANAGEMENT OF WI-MN	06/21/2012	13,495.29
32564	WHITE BEAR BOWL	06/21/2012	191.75
32565	WHITE BEAR CENTER FOR THE ARTS	06/21/2012	7,800.00
32566	WHITE BEAR GLASS INC	06/21/2012	545.00
32567	WHITE BEAR MONTESSORI	06/21/2012	399.49
32568	WHITE BEAR TOWNSHIP	06/21/2012	1,583.96
32569	WHITE BEAR AREA YMCA	06/21/2012	1,875.50
32570	WHITE BEAR LAKE (CITY OF)	06/21/2012	24,138.84
32571	WHITE BEAR LAKE (CITY OF)	06/21/2012	444.00

Check Nbr	Vendor Name	Check Date	Check Amount
32572	WBL PRINCIPALS ASSOC	06/21/2012	710.00
32573	WHITE BEAR LAKE ROTARY CLUB	06/21/2012	16.55
32574	WHITE BEAR LAKE UMPIRES ASSN	06/21/2012	5,100.00
32575	WEDELL, THERESA	06/21/2012	207.01
32576	WELCH, DEBORAH	06/21/2012	25.00
32577	WENZEL, RAYMOND	06/21/2012	5.50
32578	WHITE, LINDA	06/21/2012	58.50
32579	WHITE, THOMAS R	06/21/2012	84.40
32580	WHITE, TYLER	06/21/2012	60.00
32581	WIKLE, TINA	06/21/2012	17.00
32582	WILDMAN HILAL, ANDREA L	06/21/2012	55.94
32583	WILLIAMS, MARY	06/21/2012	85.00
32584	WILSON-WORSLEY, TIFFANY R	06/21/2012	500.00
32585	WISE, PATRICIA G	06/21/2012	46.90
32586	WL HALL COMPANY	06/21/2012	570.00
32587	WOLFLEY SANDRA	06/21/2012	20.00
32588	WOLTERS, MERRILY J	06/21/2012	124.82
32589	WOODBERRY, GEOFFREY	06/21/2012	26.70
32590	XEROX CORPORATION	06/21/2012	286.04
32591	XEROX FINANCIAL SERVICES	06/21/2012	271.31
32592	YONKER, SUE	06/21/2012	20.00
32593	ZABADAL, DARLENE	06/21/2012	250.00
32594	ZAPPA, FRED	06/21/2012	35.00
32595	Vendor Continued Check	06/21/2012	0.00
32596	ZIROMEDIA	06/21/2012	10,026.25
32597	ZITZOW, RACHEL A	06/21/2012	18.66
626	Computer	Check(s) For a Total of	970,051.79

Check Nbr	Vendor Name	Check Date	Check Amount
31809	POTTER, JACKIE	06/21/2012	19.97
1	Void	Check(s) For a Total of	19.97

	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
	626	Computer	Checks For a Total of	970,051.79
Total For	626	Manual, Wire Tran, ACH & Computer	Checks	970,051.79
Less	1	Voided	Checks For a Total of	19.97
		Net Amount		970,031.82

Check Summary
PAYROLL

Check Nbr	Vendor Name	Check Date	Check Amount
32598	AMERICAN FUNDS	06/26/2012	8,368.54
32599	AMERIPRISE FINANCIAL SERVICES	06/26/2012	2,557.89
32600	AXA EQUITABLE	06/26/2012	4,370.51
32601	EDUCATION MN ESI BILLING TRUST	06/26/2012	2,883.48
32602	IUOE LOCAL 70	06/26/2012	1,311.24
32603	METROPOLITAN LIFE	06/26/2012	901.51
32604	MN CHILD SUPPORT	06/26/2012	953.00
32605	MN DEPT OF REVENUE	06/26/2012	216.00
32606	SCHOOL SERVICE EMPLOYEES	06/26/2012	932.57
32607	VANGUARD SMALL BUSINESS SERVIC	06/26/2012	3,275.83
10	Computer	Check(s) For a Total of	25,770.57

	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
	10	Computer	Checks For a Total of	25,770.57
Total For	10	Manual, Wire Tran, ACH & Computer	Checks	25,770.57
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		25,770.57

Check Nbr	Vendor Name	Check Date	Check Amount
32608-32643		06/28/2012	VOID
32644	AARP DRIVER SAFETY PROGRAM	06/28/2012	154.00
32645	ACCESS COMMUNICATIONS INC	06/28/2012	646.15
32646	ADAMS, LINDA	06/28/2012	293.76
32647	AMAZON	06/28/2012	2,102.20
32648	AMAZON	06/28/2012	194.34
32649	AMAZON	06/28/2012	1,320.77
32650	AMAZON	06/28/2012	49.95
32651	AT & T MOBILITY	06/28/2012	1,418.36
32652	ATLAS PEN & PENCIL CORP	06/28/2012	1,068.75
32653	AYD, RHONDA	06/28/2012	16.48
32654	BALD EAGLE SPORTSMANS ASSOC	06/28/2012	3,360.00
32655	BANERDT, BARBARA A	06/28/2012	228.11
32656	BARNES & NOBLE	06/28/2012	343.25
32657	BARNETT WB CHRYSLER JEEP DODGE	06/28/2012	704.00
32658	BUSINESS IMPACT GROUP	06/28/2012	1,685.31
32659	BINSFIELD, JEANNE OR NEAL	06/28/2012	923.50
32660	BIO-RAD LABORATORIES	06/28/2012	245.94
32661	BLICK ART MATERIALS	06/28/2012	248.40
32662	BOCOCK, GARY R	06/28/2012	629.93
32663	BRABEC, SARA A	06/28/2012	30.14
32664	BRUNSWICK ZONE XL BLAINE	06/28/2012	2,074.11
32665	CALCULATORS INC	06/28/2012	539.15
32666	CDW GOVERNMENT INC	06/28/2012	2,827.08
32667	CENTRUM SOUND SYSTEMS	06/28/2012	1,129.00
32668	CENTURYLINK	06/28/2012	266.12
32669	COMCAST	06/28/2012	70.95
32670	COMCAST	06/28/2012	70.95
32671	CONNEY SAFETY	06/28/2012	157.00
32672	CONTINENTAL CLAY CO	06/28/2012	595.40
32673	COOPER, DEREK	06/28/2012	92.68
32674	COPY IMAGES INC	06/28/2012	12.00
32675	CUB FOODS OF WHITE BEAR TWSHP	06/28/2012	228.91
32676	DAHLEM, TERESA	06/28/2012	537.25
32677	Vendor Continued Check	06/28/2012	0.00
32678	DALCO CORPORATION	06/28/2012	860.74
32679	DELLWO, COLLEEN F	06/28/2012	364.00
32680	DENUCCI, KRISTINA E	06/28/2012	305.75
32681	DONATELLI'S	06/28/2012	1,314.30
32682	EDUCATION TO GO	06/28/2012	242.25
32683	EDVOTEK	06/28/2012	267.84
32684	ETA HAND2MIND	06/28/2012	33.25
32685	FASTENAL COMPANY	06/28/2012	5.18
32686	FESTIVAL FOODS-KNOWLAN'S	06/28/2012	51.43
32687	FIRST STUDENT INC	06/28/2012	3,888.00
32688	FISHER SCIENTIFIC	06/28/2012	98.00
32689	FLIGHT DECK ATHLETICS INC	06/28/2012	518.00
32690	FOLLETT LIBRARY RESOURCES	06/28/2012	582.16
32691	GALLAGHERS NORTHWESTERN TIRE C	06/28/2012	228.05
32692	GARRISON, MARK S	06/28/2012	168.72
32693	GEFRE, DEB	06/28/2012	106.98

Check Nbr	Vendor Name	Check Date	Check Amount
32694	GERGER, KAY	06/28/2012	3.05
32695	GILLUND ENTERPRISES	06/28/2012	654.04
32696	GOLDCOM INC	06/28/2012	2,678.56
32697	GOOGLE INC	06/28/2012	160.28
32698	GOPHER	06/28/2012	175.32
32699	GRAINGER	06/28/2012	513.39
32700	GRITZMACHER, SHAWN	06/28/2012	236.70
32701	GROUP HEALTH INC - WORKSITE	06/28/2012	181.50
32702	H2O FOR LIFE	06/28/2012	250.41
32703	HAINEY, KATHLEEN	06/28/2012	180.00
32704	HAMILTON, CONNIE	06/28/2012	250.51
32705	HARRIMAN, GRETCHEN	06/28/2012	1,000.00
32706	HASSEL, SAM	06/28/2012	88.96
32707	HAUTMAN, CHRISTOPHER M	06/28/2012	847.43
32708	HEALY, JASON	06/28/2012	780.00
32709	HISDAHL INC	06/28/2012	320.40
32710	HOGLUND BUS AND TRUCK CO	06/28/2012	842.07
32711	HOUGHTON MIFFLIN HARCOURT	06/28/2012	2,977.00
32712	HSBC BUSINESS SOLUTIONS	06/28/2012	176.58
32713	HUBER, GARY A	06/28/2012	118.27
32714	HUMANEX VENTURES	06/28/2012	1,440.00
32715	INK JET SUPERSTORE INC	06/28/2012	260.99
32716	INNOVATIVE OFFICE SOLUTIONS	06/28/2012	4,761.14
32717	ION INC	06/28/2012	328.00
32718	JIMMY JOHNS #869	06/28/2012	54.68
32719	K12 TRANSPORTATION MGMT SERVIC	06/28/2012	49,169.79
32720	KAPLAN	06/28/2012	3,520.53
32721	KATH FUEL OIL SERVICE CO	06/28/2012	70.96
32722	KIRKHAM, JENNIFER KD	06/28/2012	38.16
32723	KOECKERITZ, JEANNE	06/28/2012	73.99
32724	KOWALSKIS MARKET	06/28/2012	11.78
32725	KRUSEMARK, CARY L	06/28/2012	701.83
32726	LEININGER, JOHN	06/28/2012	918.75
32727	MACKIN EDUCATIONAL RESOURCES	06/28/2012	500.00
32728	MARSHALL CAVENDISH CORP	06/28/2012	1,800.00
32729	MATTSON, CARLA	06/28/2012	67.00
32730	MCCORMICK, JUANITA H	06/28/2012	77.94
32731	MCDONOUGH'S WATERJETTING AND	06/28/2012	913.00
32732	MCGRAW, TIM	06/28/2012	5,002.09
32733	MEDICAL GRAPHICS CORP	06/28/2012	3,500.00
32734	MEDTOX LABORATORIES	06/28/2012	504.36
32735	MEUWISSEN DAVID	06/28/2012	19.98
32736	MICHEL, ROCHELLE N	06/28/2012	93.20
32737	MIDAMERICA ADMIN & RETIREMENT	06/28/2012	3,787.50
32738	MN DEPT OF HEALTH	06/28/2012	525.00
32739	MN RECREATION AND PARK	06/28/2012	1,407.00
32740	MUSIC CONNECTION INC	06/28/2012	389.98
32741	NASCO	06/28/2012	215.53
32742	NASVIK, CRAIG S	06/28/2012	593.46
32743	NELSON, MARGARET R	06/28/2012	32.22

Check Nbr	Vendor Name	Check Date	Check Amount
32744	NEWELL, MARGARET	06/28/2012	15.72
32745	NGUYEN, HUY	06/28/2012	930.00
32746	NOONAN, CHRISTINE	06/28/2012	830.00
32747	Vendor Continued Check	06/28/2012	0.00
32748	NORTH CENTRAL TRUCK EQUIPMENT	06/28/2012	1,667.10
32749	NORTH MEMORIAL URGENT CARE	06/28/2012	732.00
32750	NORTHEAST METRO INTERMEDIATE D	06/28/2012	57,483.80
32751	Vendor Continued Check	06/28/2012	0.00
32752	OFFICE DEPOT	06/28/2012	1,455.61
32753	OLSON, ANGELA	06/28/2012	22.05
32754	ON SITE SANITATION INC	06/28/2012	11.43
32755	PAULSON, TOM	06/28/2012	389.35
32756	P B B S EQUIPMENT CORP	06/28/2012	10.07
32757	PHOENIX ALTERNATIVES INC	06/28/2012	433.50
32758	PLADSON ENVIRONMENTAL INC	06/28/2012	2,882.50
32759	PROM MANAGEMENT GRP INC	06/28/2012	8,307.55
32760	RAMSEY COUNTY PARKS/REC DEPT	06/28/2012	25.00
32761	RASMUSSEN, JEAN H	06/28/2012	228.75
32762	RATWIK ROSZAK & MALONEY PA	06/28/2012	1,806.97
32763	REITAN PIANO SERVICE	06/28/2012	140.00
32764	RENAISSANCE LEARNING INC	06/28/2012	4,870.60
32765	RITTENHOUSE, PAULA	06/28/2012	438.53
32766	ROBINSON, KATHRYN M	06/28/2012	23.88
32767	ROLLERBLADE SKATE IN SCHOOL	06/28/2012	2,520.00
32768	ROSEVILLE SPEECH	06/28/2012	183.00
32769	SAINTS NORTH MAPLEWOOD	06/28/2012	283.50
32770	SAM'S CLUB/GEMB	06/28/2012	959.25
32771	SAMUELSON, RICHARD T	06/28/2012	287.10
32772	SCAN AIR FILTER INC	06/28/2012	181.60
32773	SCHMIDT, DANIEL Q	06/28/2012	1,140.37
32774	SCHOOL CHECK IN	06/28/2012	433.40
32775	SCHOOL HEALTH CORP	06/28/2012	886.41
32776	SCHOOL PROJECT	06/28/2012	2,922.75
32777	SCHOOL SPECIALTY	06/28/2012	982.33
32778	SCHUESSLER EILEEN L	06/28/2012	3.05
32779	SECURITAS SEC SVCS USA INC	06/28/2012	1,026.80
32780	SHELP, MICHELLE	06/28/2012	93.00
32781	SK SCIENCE KIT & BOREAL LAB	06/28/2012	86.35
32782	SNAP-ON TOOLS	06/28/2012	86.15
32783	SOAR LEARNING LLC	06/28/2012	248.88
32784	SOUTH ST PAUL HIGH SCHOOL	06/28/2012	144.00
32785	SOUTHWEST BINDING & LAMINATING	06/28/2012	600.12
32786	ST MARTIN, ANN E	06/28/2012	393.00
32787	STEADLAND, KEITH	06/28/2012	106.24
32788	SUKO, PAT	06/28/2012	390.00
32789	TALLY'S DOCKSIDE	06/28/2012	540.00
32790	TAMARACK NATURE CENTER	06/28/2012	50.00
32791	TARSA, CAROL LYNN	06/28/2012	382.95
32792	TDS METROCOM - MN	06/28/2012	4,960.69
32793	TEACHERS DISCOUNT	06/28/2012	109.32

Check Nbr	Vendor Name	Check Date	Check Amount
32794	TEACHING SUPPLY STORE	06/28/2012	77.34
32795	TELIN TRANSPORTATION GROUP LLC	06/28/2012	67.90
32796	TENNIS COURT DOCTOR	06/28/2012	1,700.00
32797	TRADE PRESS INC	06/28/2012	372.00
32798	T.R.F. SUPPLY CO	06/28/2012	506.55
32799	TRUCK UTILITIES MFG CO	06/28/2012	391.66
32800	UNIVERSITY OF IA	06/28/2012	3,000.00
32801	UNIVERSITY OF MINNESOTA	06/28/2012	290.00
32802	US FOODS CULINARY EQUIP & SUPP	06/28/2012	110.57
32803	VACATION SPORTS	06/28/2012	604.00
32804	VERIZON WIRELESS	06/28/2012	337.02
32805	VERTICAL ENDEAVORS INC	06/28/2012	300.00
32806	VIRCO INC	06/28/2012	300.18
32807	WALD, TIM	06/28/2012	1,443.33
32808	WATT WIRE	06/28/2012	1,733.00
32809	WHITE BEAR BOWL	06/28/2012	409.75
32810	WHITE BEAR LAKE (CITY OF)	06/28/2012	4,015.20
32811	WHITE BEAR LAKE CITY	06/28/2012	25.00
32812	WHITE BEAR LAKE CITY	06/28/2012	75.00
32813	WBL PRINCIPALS ASSOC	06/28/2012	15.00
32814	WESTERN PSYCHOLOGICAL SERVICES	06/28/2012	2,448.60
32815	WILLIAMS JR, LEE E	06/28/2012	119.32
32816	WOLFS DEN GUN SHOP	06/28/2012	156.00
32817	XCEL ENERGY	06/28/2012	67,700.44
174	Computer	Check(s) For a Total of	315,414.45

Check Nbr	Vendor Name	Check Date	Check Amount
32028	BRABENEC, KAREN E	06/29/2012	30.14
1	Void	Check(s) For a Total of	30.14

	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
	174	Computer	Checks For a Total of	315,414.45
Total For	174	Manual, Wire Tran, ACH & Computer Checks		315,414.45
Less	1	Voided	Checks For a Total of	30.14
		Net Amount		315,384.31

RESOLUTION FOR ACCEPTANCE OF GIFTS

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

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

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

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

AGENDA ITEM: **Acceptance of Gifts**

MEETING DATE: **July 9, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
\$500	Medtronic Foundation	White Bear Lake Area High School Robotics Team
\$100	Ryan and Elyse Sienko	White Bear Lake Area School District
\$100	Alerus Financial	White Bear Lake Area School District

RECOMMENDATION: Accept donations.

AGENDA ITEM: **Field Trip Request**

MEETING DATE: **July 9, 2012**

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	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
Monday, 8/13/12 - Friday, 8/17/12 Whitewater State Park in Saint Charles, Minnesota	Dan Kovacich	White Bear Lake Boys Cross Country Running	0	10-15	Total cost per student: \$100 Student Portion: \$65 Other Source(s): Fund-raising	Parents will drive their children	To build team unity and be able to train on different courses as well as partnering with other schools such as Roseville and Moundsview.
Friday, 8/17/12 - Saturday, 8/18/12 Longview Tennis Club in Duluth, Minnesota	John Sanny	Girls Tennis Team	0	25	Total cost per student: \$70 Student Portion: \$70 Other Source(s): None	Parents	To play in the Duluth Tennis Tournament
Wednesday, 9/19/12 - Friday, 9/21/12 Deep Portage Conservation Camp in Hackensack, Minnesota	Max DeRaad	5th Grade Otter Lake students	3	108	Total cost per student: \$185 Student Portion: \$185 Other Source(s): Fund-raising can be used to pay all or part of student portion	District Bus	Environmental studies that tie in to the 5th grade science curriculum.
Friday, 10/5/12 - Saturday 10/6/12 Meet of Champions in Alexandria, Minnesota	Dan Kovacich	White Bear Lake Boys Cross Country Running	0	15	Total cost per student: \$160 Student Portion: \$60 Other Source(s): Fund-raising	Coach bus	This is the second biggest meet in the state of Minnesota. At this meet, student athletes will see how they match up against other programs in the state.

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

WHEREAS, that human resources items, A-5(f), as revised be approved on the premise that they conform to previously Board approved actions or contractual agreements.

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

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATIONS - CLASSIFIED STAFF

CRAIG CARLSON – Bus Driver, Bus Garage
Employed by District 624 since 01/20/2010
Effective Date: 06/07/2012

GINA MARICH – Program Assistant Leader, Matoska International
Employed by District 624 since 09/06/2011
Effective Date: 06/07/2012

THERESA SHERRICK – Early Childhood Assistant, Normandy Park
Employed by District 624 since 10/26/2000
Effective Date: 06/07/2012

KARI STUTELBERG-HINES – Pupil Support Assistant, Central Middle School
Employed by District 624 since 09/07/2010
Effective Date: 06/12/2012

RESIGNATIONS – CERTIFIED STAFF

EMILIE BUESING – Media Specialist, Central Middle School
Employed by District 624 since 08/25/2005
Effective Date: 06/30/2012

SAMANTHA MEYER – School Psychologist, Elementary
Employed by District 624 since 08/21/2003
Effective Date: 06/26/2012

RETIREMENT – CERTIFIED STAFF

SALLY PARSONS – Elementary Classroom Teacher, Otter Lake Elementary
Employed by District 624 since 10/18/1988
Effective Date: 06/08/2012

CHANGE IN CONTINUING CONTRACT – CERTIFIED STAFF

CHRISTOPHER LYONS – Industrial Tech Teacher, Sunrise/High School
From a .75 f.t.e. to a .95 f.t.e.
Effective Date: 2012-2013 School Year

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

CHANGE IN LEAVE REQUEST – CERTIFIED STAFF

JOSEPHINE ROBINSON – Guidance Counselor, Secondary
From a 1.00 Leave to a .80 Leave (.20 position)
Effective Date: 2012-2013 School Year

LEAVE OF ABSENCE - CERTIFIED STAFF

JEFFREY NOWAK – Guidance Counselor, High School
Employed by District 624 since 08/21/2008
Effective Dates: 2012-2013 School Year

NEW PERSONNEL – CLASSIFIED STAFF

NOAH DOMBROVSKI – Pupil Support Assistant, High School
\$16.40/ hr. 6.5 hrs./day 180 days \$19,188.00
Effective Date: 09/04/2012

JENNIFER MADER – Health Assistant, Birch Lake Elementary
\$16.55/ hr. 5.00 hrs. /day 185 days \$15,308.75
Effective Date: 09/04/2012

MOLLY A. MILLER – Production Clerk, High School
\$16.05/ hr. 4.00 hrs. /day 185 days \$11,877.00
Effective Date: 09/04/2012

GRETCHEN PETERSON – Media Clerk/Playground Assistant, Vadnais Elementary
\$15.55/ hr. 5.50 hrs. /day 185 days \$15,822.13
Effective Date: 09/04/2012

REHIRE FROM NON-RENEWAL – CERTIFIED STAFF

SARAH GUSTAFSON – Language Arts Teacher, Central Middle School
MA, Step 6 \$49,353.00
Effective Date: 08/27/2012

NEW PERSONNEL – CERTIFIED STAFF

MARGARET KOCHEVAR – Play & Learn Teacher, Normandy Park
\$30.00 hr. / 28 hrs. per week on timesheet
Effective Date: 08/22/2012

TAMARA LEMIEUX – .8 ECFE/Parent Educator, Normandy Park
BA, Step 4 \$32,420.00
Effective Date: 08/22/2012

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

NEW PERSONNEL – CERTIFIED STAFF

SHANNON NICHOLAS – .5 Kindergarten Teacher, Otter Lake Elementary
BA, Step 2 \$19,171.00
Effective Date: 08/22/2012

KIMBERLY RASCH – Elementary Classroom Teacher, Otter Lake Elementary
MA, Step 8 \$53,964.00
Effective Date: 08/22/2012

LONG TERM SUBSTITUTES – CERTIFIED STAFF

KATHERINE BERGMAN – Elementary Classroom Teacher, Otter Lake Elementary
BA+60, Step 2 \$41,986.00
Effective Date: 2012-2013 School Year

CHELSEY COLBERT – Health Teacher, Central/Sunrise Middle Schools
BA, Step 1 \$19,558.67
Effective Dates: 08/22/2012 through 01/25/2013

ASHLEE ELLEFSEN – Elementary Classroom Teacher, Hugo Elementary
BA, Step 1 \$8,165.27
Effective Dates: 09/04/2012 through 11/02/2012

CALEB HARDACRE – .9 Mathematics Teacher, High Schools
BA, Step 1 \$33,497.00
Effective Date: 2012-2013 School Year

LISA HOROWICKI – School Counselor, High School
MA, Step 12 \$67,745.00
Effective Date: 2012-2013 School Year

AMANDA KOEHLER – Mathematics Teacher, Sunrise Middle School/Golfview-ALC
BA, Step 1 \$37,219.00
Effective Date: 2012-2013 School Year

STEPHANIE MOSHER – .7 Language Arts Teacher, High School
BA, Step 1 \$26,053.30
Effective Date: 2012-2013 School Year

JEFFREY OPPENHEIM – Elementary Classroom Teacher, Oneka Elementary
MA+45, Step 12 \$72,441.00
Effective Date: 2012-2013 School Year

LACEY SCHIELE – Elementary Classroom or Intervention Teacher, Oneka Elementary
MA, Step 6 \$49,353.00
Effective Date: 2012-2013 School Year

B. PUBLIC FORUM

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open up to 30 minutes (3 minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those wishing to address the Board should fill out the Public Forum Speaker Card and submit the card to the School Board clerk or other district officials at the meeting.
4. Questions may be asked on any topic, including those on the agenda.
5. School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Under School Board Policy 206, complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.
6. An attempt will be made to answer questions addressed to the Board. In those cases where an answer is not provided, a phone call from an appropriate school district official will be made as a follow-up.
7. A handout on the purpose of School Board meetings and the meeting process is available at each School Board meeting.
8. Citizens may be asked to address the School Board on a particular subject during the discussion of that item.
9. The School Board chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

C. INFORMATION ITEMS

AGENDA ITEM: **Recap of 2011-12 School Year**

MEETING DATE: **July 9, 2012**

SUGGESTED DISPOSITION: **Information Item**

CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent of Schools**
Marisa Vette, Director of Communications and
Community Relations

BACKGROUND:

We will present a brief recap of the 2011-12 school year, highlighting student performance, measures of success, student achievements, and our partnerships.

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **July 9, 2012**
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 496, Faculty and Staff Dress and Appearance**

MEETING DATE: **July 9, 2012**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

This is a new policy which has been under discussion for most of the past year. Prior to the past school year, we presented copies of the proposed policy and procedures to our administration and staff. During the year we have had ongoing conversations with administration, teachers, and support staff.

The policy focuses on the importance of establishing expectations of dress and grooming that will enhance the education of students. The policy recognizes that our appearance can have a positive influence on educational goals, and that as adults we set an appropriate example for students.

Professional dress influences higher expectations for student behavior and building climate. The policy goes on to provide general statements of policy, but then directs the administration to work with employees to develop guidelines consistent with the policy.

Over the course of the year, we have had numerous conversations with employees about procedures and protocols. We believe we will be most effective if we work with individual employee groups, including teachers, food service, and so on to develop guidelines appropriate for each employee group and setting. This work is underway and we anticipate that the guidelines will be in place for the beginning of the 2012-13 school year.

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

Adopted: _____
Revised: _____

White Bear Lake Area
School Board Policy 496

496 FACULTY AND STAFF DRESS AND APPEARANCE

I. PURPOSE AND BELIEF

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards, and that set an appropriate example for students. We believe that professionally dressed staff set a higher expectation for student behavior and building climate.

II. GENERAL STATEMENT OF POLICY

- A. The School District recognizes that teachers and other staff members are role models for the students who come in contact with them during and after school hours. As role models, teachers and other staff should be conscious of their dress and grooming and how it may affect and be perceived by students, parents and community members.

Teachers and staff are expected to dress in a professional and appropriate manner that will be ~~most~~ conducive to the educational environment. Employees should be clean, neat, well groomed and dressed in an appropriate manner for their individual work assignments.

A wide variety of teaching styles and activities occur ~~between~~ among subject, age and grade levels. Therefore, activities and/or assignments planned for the day will ~~dictate~~ influence, to a degree, the style of dress considered appropriate attire. Good judgment and common sense should be used in choosing appropriate attire.

The responsibility for determining appropriate grooming and dress consistent with this policy shall be ~~placed~~ under the supervision of the district and school level administrator.

~~B. Minimum Dress and Grooming Standard~~

~~The minimum dress and grooming standard for employees shall meet or exceed the standard required for students in the Policy 504 — Student Dress Code.~~

- ~~C. B.~~ The administration shall develop procedures work with employees to develop guidelines consistent with this policy. ~~and shall review the procedures annually and make adjustments as appropriate.~~

Legal References: U.S. Const., amend. I
Kelley, Comm'r, Suffolk Cnty. Police Dep't v. Johnson, 425 U.S. 238 (1976)

Tardif v. Quinn, 545 F.2d 761 (1st Cir. 1976)
Miller v. Sch. Dist. No. 167, 495 F.2d 658 (7th Cir. 1974)
Morrison v. Hamilton Cnty. Bd. of Educ., 494 S.W.2d 770 (Tenn. 1973)

Cross References: WBLASB Policy 413 (Harassment and Violence)
WBLASB Policy 504 (Student Dress and Appearance)
WBLASB Policy 609 (Religion)

AGENDA ITEM: **School Board Policy 505, Distribution of Non-School Sponsored Materials on School Premises by Students and Employees**

MEETING DATE: **July 9, 2012**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Dave Guenther, Director of Community Services and Recreation**
Marisa Vette, Director of Communications and Public Relations

Background:

School Board Policy School Board Policy 505, Distribution of Non-School Sponsored Materials on School Premises by Students and Employees, 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, with editing as recommended by the School Board Policy Committee and administration.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the June 11 School Board meeting agenda or subsequent meeting as an operational item for action.

505 DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

- A. Independent School District 624 recognizes that students and employees have the right, protected by the First Amendment of the Constitution of the United States, to exercise freedom of expression on school property. Inclusive in this protection is the right to distribute at a reasonable time and place and in a reasonable manner, non-school sponsored written materials, petitions, buttons, badges or similar items.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the district, ~~Independent School District No. 624 adopts and institutes the following regulations regarding the distribution of non-school sponsored material on school property.~~ the school board adopts the following regulations and procedures regarding distribution of non-school-sponsored material on school property and at school activities.

III. DEFINITIONS

~~The terms used in this policy shall have the meanings given to them in this definitions section. Though a word or term may have one or more different meanings outside of this policy, the word or term shall have the meaning given to it in this definitions section when used in this policy.~~

- A. "Approval" by the school district is not the same as, nor does it imply authorization by the school district.
- B. "Community", unless expressly stated otherwise, means the cities, towns, villages or townships in which the district is located. Unless otherwise stated, community does not mean only that group of people associated with the schools in the district.
- C. "Distribute" or "Distribution" means circulation or dissemination of ~~written~~ material by any means, including but not limited to, electronically, or distributing free materials ~~copies~~, selling or offering materials ~~copies~~ for sale, and accepting donations for materials ~~copies~~, posting or displaying material, or placing material in internal staff or student mailboxes.

- D. "Distribution time" is the time a person wishes to begin distributing non-school sponsored material.
- E. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the self esteem of the community.
- F. "Material and substantial disruption" of a normal school activity means:
 - 1. Where the normal school activity is an educational program of the 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 without limitation, 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. "Minor" means any person under the age of eighteen (18).
- H. "Non-school-sponsored material" or "unofficial material" includes all ~~written materials or objects intended for distribution,~~ except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of non-school sponsored materials ~~may~~ include, but are not limited to, leaflets, brochures, badges, flyers, petitions, posters, and non-school underground newspapers whether written by students or employees or others, and tangible objects.
- I. "Obscene to minors" ~~is defined as~~ means:
 - 1. ~~Written material which would cause~~ The average person, applying contemporary community ~~and school~~ standards, ~~to~~ would find that the ~~written~~ material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - 2. ~~Written~~ The material ~~which~~ depicts or describes, in a manner 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 exhibition of the genitals; and

3. The ~~written~~ material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- J. "Posting" means placing material in a conspicuous place for public review. Examples of conspicuous places for public review include, but are not limited to, bulletin boards, lounges, walls, posts and windows that are frequently viewed by the general school population.
- K. "School activities" means any activity of students which is sponsored by the school and includes, but is not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- L. "School property" includes all real property and buildings owned by the School District as well as school buses. It is not limited to any particular school building or to any particular school campus.

IV. GUIDELINES

- A. No person, employee or student may distribute, post, or otherwise display any non-school sponsored written material without first obtaining the approval of the building principal.
- B. ~~Written material which will not be approved includes, but is not limited to, material which:~~ Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
 1. is obscene to minors;
 2. is libelous ~~or slanderous~~;
 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. ~~invades the privacy of another person or endangers the health or safety of another person;~~ 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, ethnic origin, or sexual preference);

7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause:
 - a. a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, ~~will cause~~
 - b. the commission of unlawful acts, or
 - c. the violation of lawful school regulations.

C. Distribution by students and employees of non-school sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to the following:

1. 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, ~~used~~ 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

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.

- D. 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. ~~Persons wishing to distribute non school sponsored written material on school property must have the written material approved, prior to distribution, by the building principal.~~
- B. ~~To have non school sponsored written material approved for distribution on school property a person must submit an exact duplicate of such written material to the building principal at least 48 hours in advance of the desired distribution time.~~
- C. ~~In addition to an exact duplicate of the material desired to be distributed, the person shall submit the following information to the principal:~~
1. ~~The name and phone number of the person submitting the request and, if a student or employee, a schedule of classes or places the student or employee can be contacted during the school day.~~
 2. ~~A list of times, dates and locations the material will be distributed.~~
 3. ~~If intended for students, the grade(s) of students to whom the distribution is intended.~~
 4. ~~The manner in which the material will be distributed.~~
- D. ~~Within 24 hours of the receipt of the information required by letter A and B above, the building principal will inform the person requesting approval whether or not the material may be distributed. If the request for approval is granted, the building principal may use any reasonable method to inform the person of the approval. If the request is denied, the building principal may use any reasonable method to inform the person of the denial; however, the principal must, upon request of the person submitting the request, provide a written denial of the request to distribute, including the reasons for the denial. This written denial must be made available to the person submitting the request within 24 hours of the request for a written denial.~~
- E. ~~If the person submitting the request to distribute material disagrees with the building principal's denial of his or her request, that person may appeal the decision by submitting a written statement to the School District Superintendent, stating the reasons the person disagrees with the denial by the building principal and requesting that the superintendent allow the distribution of the material. This appeal must include an exact copy of the material desired to be distributed and a copy of the building principal's written denial of the original request to distribute the material.~~

- ~~F. Within 48 hours of the receipt of the appeal by the Superintendent, the superintendent shall provide a written response to the request for permission to distribute the material, including the reasons for the decision if the request is denied by the Superintendent.~~
- ~~G. The time periods stated in letter B and D above shall not include Saturdays, Sundays or school holidays.~~
- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least one full school day ~~24 hours~~ in advance of desired distribution time, together with the following information:
1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
 2. Date(s) and time(s) of day intended for distribution.
 3. Location where material will be distributed.
 4. If intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the building administrator ~~principal~~ will review the request and render a decision. 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 or limitation; however, the administrator must upon request of the person submitting the request, provide a written denial of or limitation on the request including the reason(s) for denial.~~In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.~~
- B. If the person submitting the request does not receive a response within one school day, the person may ~~shall~~ contact the office to verify that the lack of response was not due to an inability to locate the person.
- C. If the person is dissatisfied with the decision of the building administrator ~~principal~~, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturday, Sunday, and holidays) of submitting the appeal, the person shall contact the officer of the superintendent to verify that the lack of response is not due to an inability to locate the person.
- D. 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.

VII. DISCIPLINARY ACTION

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and appropriate disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and appropriate disciplinary action will be taken in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave school property immediately and, if necessary, the police will be called.

VIII. PERMISSION TO DISTRIBUTE MATERIAL DOES NOT CONSTITUTE APPROVAL OF CONTENT

- A. By allowing distribution of non-school sponsored material, the School District does not in any way imply that the School District, the superintendent, the principal or any other employee involved in the application procedure approves of the material or its contents.
- B. The contents, views and ideas presented in any non-school sponsored material distributed on school property are exclusively the views and ideas of the persons distributing the material. The School District, superintendent, principal or other employees involved in the application process make no representation, either approving or disapproving of the content of the material, by allowing distribution of the material.

IX. APPLICATION TO OTHER SCHOOL RULES AND POLICIES

Nothing in this policy affects any other policy of School District #624, except that if this policy conflicts with any other school rule or policy (with the exception of District policy 904 Addendum A regarding elections) this policy regarding distribution of non-school sponsored material shall take precedence over the other policy to the extent necessary to carry out the provisions of this policy regarding distribution of non-school sponsored material.

X. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

XI. IMPLEMENTATION

The school district administration may develop 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).
Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986).
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).
Roark v. South Iron R-I School Dist., 573 F.3D 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir.2011)

Cross References: WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 512 (School Sponsored Student Publications)
WBLASB Policy 904 (Distribution of Materials on School District Property by Non-school Persons)

E. OPERATIONAL ITEMS

AGENDA ITEM: Resolution approving Northeast Metro Intermediate School District #916's Health & Safety Program Budget and authorizing the inclusion of a proportionate share of those projects in the District's application for Health & Safety Revenue

MEETING DATE: July 9, 2012

SUGGESTED DISPOSITION: Operational Item

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

Background:

Information attached explains the rationale and need associated with the resolution for approval of #916's Health & Safety plan. This is an annual process that allows for the generation of Health & Safety revenue for 916. The impact on District #624's property tax levy will be \$9,737.01, up \$462 from last year.

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

Recommendation:

It is recommended that the attached resolution be approved.

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

Pursuant to due call and notice thereof, a _____ meeting of School Board of Independent School District No. 624, State of Minnesota, was held on _____, 2012, at _____ o'clock __m., for the purpose, in part, of approving the Northeast Metropolitan Intermediate School District No. 916's health and safety program budget and authorizing the inclusion of a proportionate share of Intermediate School District's health and safety projects in the district's application for health and safety revenue.

Member _____ introduced the following resolution and moved its adoption:

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

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

1. The school board of Northeast Metropolitan Intermediate School District No. 916 has approved a health and safety program budget for its facilities for the 2012-2013 school year in the amount of \$94,037. The various components of this program budget are attached as EXHIBIT A hereto and are incorporated herein by reference. Said budget is hereby approved.
2. Minnesota Statutes, Section 123B.57, Subdivision 1, as amended, provides that if an intermediate school district's health and safety budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its health and safety revenue application.
3. The proportionate share of the costs of the intermediate school district's health and safety program for each member school district to be included in its application shall be determined by utilizing a blended rate where half of the rate is determined by multiplying the total cost of the intermediate school district health and safety program times the ratio of the member school district's net tax capacity to the total net tax capacity of the intermediate school district and half of the rate is determined by multiplying the total cost of the intermediate school district health and safety program times the ratio of ADM utilization by district to the total ADM utilization. The inclusion of this proportionate share in the district's health and safety revenue application for fiscal year

2013 is hereby approved, subject to approval by the Commissioner of the Minnesota Department of Education.

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

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF _____

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

WITNESS MY HAND officially as such Clerk this ____ day of _____, 2012.

Clerk

Independent School District No. 624

EXHIBIT A
Northeast Metro 916
Health and Safety Levy
June 21, 2012

<u>Health and safety category:</u>		FY 13	FY 14	
347 Physical Hazard Control	District wide	7,500.00	7,500.00	Playground fill; PPE; elevator and hoist inspections;
349 Hazardous Substance	District wide	78.00	78.00	Licensing fee
352 H&S Management	District wide	46,709.00	46,709.00	.3 FTE Coordinator; ECSU fee; .1FTE Director
358 Asbestos	District wide	36,000.00	36,000.00	Flooring removal: 4 classrooms (3600 square feet)
363 Fire and Life Safety	District wide	3,750.00	3,750.00	Monitoring and inspection fees: fire safety systems
Indoor air quality	District wide	-	-	
		94,037.00	94,037.00	

Budgets are expected to be consistent between the two school years. It is a new requirement from MDE that multiple year budgets be presented to the school board for budget approval.

Northeast Metro 916
Health and Safety Levy Allocation
FY 13

Northeast Metro 916
Health and Safety Levy Allocation
FY 13

District #	District Name	Weighted <u>Average*</u>	FY10 ADM Utilization
12	Centennial	\$ 5,881.62	61.73
13	Columbia Heights	\$ 6,655.83	87.52
832	Mahtomedi	\$ 4,228.39	39.49
621	Moundsview	\$ 9,715.95	47.65
622	North St. Paul	\$ 17,648.47	186.43
623	Roseville	\$ 10,090.89	85.99
833	South Washington County	\$ 15,699.66	135.59
16	Spring Lake Park	\$ 4,483.99	27.23
834	Stillwater	\$ 9,895.18	45.72
624	White Bear Lake	\$ 9,737.01	68.32
		\$ 94,037.00	785.67

* Weighted average calculation of 50% tax capacity and 50% ADM utilization of each member district.

Northeast Metro 916
Health and Safety Levy Allocation
FY 13

Northeast Metro 916
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AGENDA ITEM: **Action on Certifying Resolution related to 403(b)
Amendment for HEART and WRERA**

MEETING DATE: **July 9, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

The IRS continually updates the requirements that employers are required to include within their responsibilities related to 403(b) plans that they have in place.

As our independent third party administrator, MidAmerica, has recommended that the attached amendments be adopted by the school district. Additional explanatory information is included.

Below is the resolution that administration recommends for adoption.

Recommendation:

Be it hereby resolved that the School Board of Independent School District #624 formally adopts the attached amendment for the school district's 403(b) plan as recommended by the district's independent third party administrator, MidAmerica.

RE: 403(b) Amendment for HEART and WRERA

Dear Plan Sponsor:

As your Independent Third Party Administrator (TPA) for your 403(b) Plan, we maintain your Plan Documents and any amendments or changes that are required by the IRS. We are pleased to offer this service to you.

Attached you will find the Amendment for HEART and WRERA needed for your 403(b) Plan. Adoption of this Amendment enables an employer to comply in form with various laws including the Heroes Earnings Assistance and Relief Tax Act of 2008 (HEART Act) and suspension of 2009 Required Minimum Distributions (RMDs) as set forth in the Worker, Retiree, and Employer Recovery Act of 2008 (WRERA).

Please Note: The provision options in Section 2.2 and 2.3 do not need to be selected, unless you are choosing to differ from the default provisions in Section 2.1.

As we wait for the IRS to release a prototype 403(b) plan document and issue guidance regarding interim amendments to 403(b) plan documents, it is unclear whether the amendments must actually be adopted by December 31 or be incorporated once the prototype plan document is released. However, we recommend signing the amendment to remove any doubt. Therefore, we request that you sign the attached amendment no later than **December 31, 2012** in order to incorporate the recent legislative changes.

Please print a copy, sign and date page 3 of the amendment, and attach to your 403(b) Plan Document. Also, please email a copy to Tammy Catlin at tammy.catlin@midamerica.biz or fax a copy to her at (863) 688-4200.

A Certificate of Adopting Resolution has also been enclosed for your convenience. This does not need to be returned but may be completed and retained for your records.

Please contact Tammy Catlin at tammy.catlin@midamerica.biz or (800) 430-7999 extension 166 with any questions.

Respectfully,

403(b) TPA Services Team
MidAmerica Administrative & Retirement Solutions, Inc.

**SUPPLEMENTAL AMENDMENT FOR
HEART AND WRERA
(403(b) Plan)**

What provisions of the law does this Amendment cover?

Adoption of this Amendment enables an employer to comply in form with various laws including the: (1) Heroes Earnings Assistance and Relief Tax Act of 2008 (HEART Act) (including HEART Act guidance contained in IRS Notice 2010-15) and (2) suspension of 2009 Required Minimum Distributions (RMDs) as set forth in the Worker, Retiree, and Employer Recovery Act of 2008 (WRERA).

The Amendment assumes an employer has adopted a SunGard 403(b) plan document that has been updated to reflect the final 403(b) Regulations.

Which plans are required to be amended?

It is not clear whether 403(b) plans must adopt interim amendments to reflect changes in the law occurring after the final 403(b) Regulations were issued. The IRS has not issued guidance regarding interim amendment requirements for 403(b) plans (unlike qualified plans, which are subject to interim amendment rules set forth in Rev. Proc. 2007-44). The only IRS guidance relating to 403(b) plan document requirements is that employers have a document which is a good faith attempt to comply with the final 403(b) regulations. We are providing this amendment due to requests from numerous providers.

When must plans be amended?

As indicated above, there is no IRS guidance on whether an amendment to 403(b) plans is required. With respect to qualified plans, the deadline for adoption of the HEART provisions is the last day of the 2010 plan year (2012 plan year for governmental plans) and the deadline for adoption of WRERA provisions is the last day of the 2011 plan year (2012 plan year for governmental plans).

Can I modify the Amendment?

Yes. Note that WRERA provides that the RMD provisions of Code §401(a)(9) do not apply for 2009. This Amendment includes the IRS model amendment from IRS Notice 2009-82 which provides that Participants and beneficiaries may elect between receiving and not receiving distributions that include 2009 Required Minimum Distributions (RMDs) and, if a Participant or beneficiary makes no election, then the Plan will discontinue making distributions that include 2009 RMDs. **An Employer may still adopt this Amendment even if no one in the Plan was subject to 2009 RMDs (in which case the Amendment would have no effect on the Plan).**

If a Plan used the alternative default set forth in IRS Notice 2009-82 (i.e., absent an election, 2009 RMDs would continue), then the Employer must elect 2.3a. Similarly, if the Employer adopted a different approach to 2009 RMDs than either option provided in Notice 2009-82 (e.g., the plan did not provide an option not to take 2009 RMDs, or changed from one approach to another during 2009), the Employer must select 2.3b or c (as appropriate).

In addition to the Amendment, we have provided a sample Adopting Resolution (for an employer to adopt the Amendment, if applicable).

**AMENDMENT FOR
HEART AND WRERA
(403(b) Plan)**

**ARTICLE I
PREAMBLE**

- 1.1 **Effective date of Amendment.** The Employer adopts this Amendment to the Plan to reflect recent law changes. This Amendment is effective as indicated below for the respective provisions.
- 1.2 **Superseding of inconsistent provisions.** This Amendment supersedes the provisions of the Plan to the extent those provisions are inconsistent with the provisions of this Amendment.
- 1.3 **Employer's election.** The Employer adopts all the default provisions of this Amendment except as otherwise elected in Article II.
- 1.4 **Construction.** Except as otherwise provided in this Amendment, any reference to "Section" in this Amendment refers only to sections within this Amendment, and is not a reference to the Plan. The Article and Section numbering in this Amendment is solely for purposes of this Amendment, and does not relate to any Plan article, section or other numbering designations.
- 1.5 **Effect of restatement of Plan.** If the Employer restates the Plan, then this Amendment shall remain in effect after such restatement unless the provisions in this Amendment are restated or otherwise become obsolete (e.g., if the Plan is restated onto a plan document which incorporates these HEART and WRERA provisions).

**ARTICLE II
EMPLOYER ELECTIONS**

The Employer only needs to complete the questions in Sections 2.2 through 2.3 below in order to override the default provisions set forth below.

- 2.1 **Default Provisions.** Unless the Employer elects otherwise in this Article, the following defaults will apply:
- a. **Continued benefit accruals pursuant to the Heroes Earnings Assistance and Relief Tax Act of 2008 (HEART Act) are not provided.**
 - b. **Differential wage payments are treated as Compensation for all Plan benefit purposes.**
 - c. **The Plan permits distributions pursuant to the HEART Act on account of "deemed" severance of employment.**
 - d. **Required Minimum Distributions (RMDs) for 2009 were suspended unless a Participant or Beneficiary elected to receive such distributions.**

2.2 **HEART ACT provisions (Article III).**

Continued benefit accruals. Amendment Section 3.2 will not apply unless elected below:

- a. ☐ The provisions of Amendment Section 3.2 apply effective as of: (select one)
- 1. ☐ the first day of the 2007 Plan Year
 - 2. ☐ _____ (may not be earlier than the first day of the 2007 Plan Year).

However, the provisions no longer apply effective as of: (select if applicable)

3. ☐ _____.

Differential pay. Differential wage payments (as described in Amendment Section 3.3) will be treated, for Plan Years beginning after December 31, 2008, as compensation for all Plan benefit purposes unless b. is elected below:

- b. ☐ In lieu of the above default provision, the employer elects the following (select all that apply; these selections do not affect the operation of Amendment Section 3.3(ii)):
- 1. ☐ the inclusion is effective for Plan Years beginning after _____ (may not be earlier than December 31, 2008).
 - 2. ☐ the inclusion only applies to Compensation for purposes of Elective Deferrals.

Distributions for deemed severance of employment. The Plan permits distributions pursuant to Amendment Section 3.4 unless otherwise elected below:

- c. ☐ The Plan does not permit such distributions.
- d. ☐ The Plan permits such distributions effective as of _____ (may not be earlier than January 1, 2007).

- 2.3 **WRERA (RMD waivers for 2009).** The provisions of Amendment Section 4.1 apply (RMDs are suspended unless a Participant or

Beneficiary elects otherwise) unless otherwise elected below:

- a. ☐ The provisions of Amendment Section 4.2 apply (RMDs continued unless otherwise elected by a Participant or Beneficiary).
- b. ☐ RMDs continued in accordance with the terms of the Plan without regard to this Amendment (i.e., no election available to Participants or Beneficiaries).
- c. ☐ Other: _____

For purposes of Amendment Section 4.3, the Plan will also treat the following as eligible rollover distributions in 2009: (If no election is made, then a direct rollover will be offered only for distributions that would be eligible rollover distributions without regard to Code §401(a)(9)(H)):

- d. ☐ 2009 RMDs and Extended 2009 RMDs (both as defined in Article IV of this Amendment).
- e. ☐ 2009 RMDs (as defined in Article IV of this Amendment) but only if paid with an additional amount that is an eligible rollover distribution without regard to Code §401(a)(9)(H).

ARTICLE III HEART ACT PROVISIONS

- 3.1 **Death benefits.** In the case of a death occurring on or after January 1, 2007, if a Participant dies while performing qualified military service (as defined in Code §414(u)), the Participant's Beneficiary is entitled to any additional benefits (other than benefit accruals relating to the period of qualified military service) provided under the Plan as if the Participant had resumed employment and then terminated employment on account of death. Moreover, the Plan will credit the Participant's qualified military service as service for vesting purposes, as though the Participant had resumed employment under USERRA immediately prior to the Participant's death.
- 3.2 **Benefit accrual.** If the Employer elects in Amendment Section 2.2 to apply this Section 3.2, then effective as of the date specified in Amendment Section 2.2, for benefit accrual purposes, the Plan treats an individual who dies or becomes disabled (as defined under the terms of the Plan) while performing qualified military service with respect to the Employer as if the individual had resumed employment in accordance with the individual's reemployment rights under USERRA, on the day preceding death or disability (as the case may be) and terminated employment on the actual date of death or disability.
- a. **Determination of benefits.** The Plan will determine the amount of employee contributions and the amount of elective deferrals of an individual treated as reemployed under this Section 3.2 for purposes of applying paragraph Code §414(u)(8)(C) on the basis of the individual's average actual employee contributions or elective deferrals for the lesser of: (i) the 12-month period of service with the Employer immediately prior to qualified military service; or (ii) the actual length of continuous service with the Employer.
- 3.3 **Differential wage payments.** For years beginning after December 31, 2008: (i) an individual receiving a differential wage payment, as defined by Code §3401(h)(2), is treated as an employee of the employer making the payment; (ii) the differential wage payment is treated as compensation for purposes of Code §415(c)(3) and Treasury Reg. §1.415(c)-2 (e.g., for purposes of Code §415, top-heavy provisions of Code §416, determination of highly compensated employees under Code §414(q), and applying the 5% gateway requirement under the Code §401(a)(4) regulations); and (iii) the Plan is not treated as failing to meet the requirements of any provision described in Code §414(u)(1)(C) (or corresponding plan provisions, including, but not limited to, Plan provisions related to the ADP or ACP test) by reason of any contribution or benefit which is based on the differential wage payment. The Plan Administrator operationally may determine, for purposes of the provisions described in Code §414(u)(1)(C), whether to take into account any deferrals, and if applicable, any matching contributions, attributable to differential wages. Differential wage payments (as described herein) will also be considered compensation for all Plan purposes unless otherwise elected at Amendment Section 2.2.

Section 3.3(iii) above applies only if all employees of the Employer performing service in the uniformed services described in Code §3401(h)(2)(A) are entitled to receive differential wage payments (as defined in Code §3401(h)(2)) on reasonably equivalent terms and, if eligible to participate in a retirement plan maintained by the Employer, to make contributions based on the payments on reasonably equivalent terms (taking into account Code §§410(b)(3), (4), and (5)).

- 3.4 **Deemed Severance.** Notwithstanding Section 3.3(i), if a Participant performs service in the uniformed services (as defined in Code §414(u)(12)(B)) on active duty for a period of more than 30 days, the Participant will be deemed to have a severance from employment solely for purposes of eligibility for distribution of amounts not subject to Code §412. However, the Plan will not distribute such a Participant's account on account of this deemed severance unless the Participant specifically elects to receive a benefit distribution hereunder. If a Participant elects to receive a distribution on account of this deemed severance, then the individual may not make an elective deferral or employee contribution during the 6-month period beginning on the date of the distribution. If a Participant would be entitled to a distribution on account of a deemed severance, and a distribution on account of another Plan provision (such as a qualified reservist distribution), then the other Plan provision will control and the 6-month suspension will not apply.

ARTICLE IV
WAIVER OF 2009 REQUIRED DISTRIBUTIONS

- 4.1 **Suspension of RMDs unless otherwise elected by Participant.** This paragraph does not apply if the Employer elected Amendment Section 2.3a, b, or c. Notwithstanding the provisions of the Plan relating to required minimum distributions under Code §401(a)(9), a Participant or Beneficiary who would have been required to receive required minimum distributions for 2009 but for the enactment of Code §401(a)(9)(H) ("2009 RMDs"), and who would have satisfied that requirement by receiving distributions that are (1) equal to the 2009 RMDs or (2) one or more payments in a series of substantially equal distributions (that include the 2009 RMDs) made at least annually and expected to last for the life (or life expectancy) of the Participant, the joint lives (or joint life expectancy) of the Participant and the Participant's designated Beneficiary, or for a period of at least 10 years ("Extended 2009 RMDs"), will not receive those distributions for 2009 unless the Participant or Beneficiary chooses to receive such distributions. Participants and Beneficiaries described in the preceding sentence will be given the opportunity to elect to receive the distributions described in the preceding sentence.
- 4.2 **Continuation of RMDs unless otherwise elected by Participant.** This paragraph applies if Amendment Section 2.3a is selected. Notwithstanding the provisions of the Plan relating to required minimum distributions under Code §401(a)(9), a Participant or Beneficiary who would have been required to receive required minimum distributions for 2009 but for the enactment of Code §401(a)(9)(H) ("2009 RMDs"), and who would have satisfied that requirement by receiving distributions that are (1) equal to the 2009 RMDs or (2) one or more payments in a series of substantially equal distributions (that include the 2009 RMDs) made at least annually and expected to last for the life (or life expectancy) of the Participant, the joint lives (or joint life expectancy) of the Participant and the Participant's designated Beneficiary, or for a period of at least 10 years ("Extended 2009 RMDs"), will receive those distributions for 2009 unless the Participant or Beneficiary chooses not to receive such distributions. Participants and Beneficiaries described in the preceding sentence will be given the opportunity to elect to stop receiving the distributions described in the preceding sentence.
- 4.3 **Direct Rollovers.** Notwithstanding the provisions of the Plan relating to required minimum distributions under Code §401(a)(9), and solely for purposes of applying the direct rollover provisions of the Plan, certain additional distributions in 2009, as elected by the Employer in Amendment Section 2.3, will be treated as eligible rollover distributions. If no election is made by the Employer in Amendment Section 2.3, then a direct rollover will be offered only for distributions that would be eligible rollover distributions without regard to Code §401(a)(9)(H).

* * * * *

This Amendment has been executed this _____ day of _____.

Name of Plan: _____

Name of Employer: _____

By: _____
EMPLOYER

CERTIFICATE OF ADOPTING RESOLUTION

The undersigned authorized representative of _____ (the Employer) hereby certifies that the following resolutions were duly adopted by Employer on _____, _____, and that such resolutions have not been modified or rescinded as of the date hereof;

RESOLVED, the HEART/WRERA Amendment to the _____ Plan (the Amendment) is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the amendment.

The undersigned further certifies that attached hereto is a copy of the Amendment approved and adopted in the foregoing resolution.

Date: _____

Signed: _____

[print name/title]

AGENDA ITEM: Action on Lease Levy Administrative Space

MEETING DATE: July 9, 2012

SUGGESTED DISPOSITION: Operational Item

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

Background:

As a result of the recently concluded legislative session, school districts now have the authority to ask the Commissioner of Education for permission to include administrative space as part of the review and comment request for construction under the lease levy authority.

The language provides that the school board pass a resolution stating its intent to lease instructional space if the commissioner does not grant authority to levy for the lease of administrative space. The language also must include the language that states that the lease cost for administrative space is no greater than the lease cost for the district's proposed instructional space.

For our current project at Matoska IB Elementary School we have proposed to relocate the current administrative space into the new construction area so that we can provide a more contiguous instructional learning area, as well as create a secure entrance for our school.

Below is the resolution that administration recommends for adoption.

This resolution would then be included in our formal request for levy authority for the project.

Recommendation:

Be it hereby resolved that the School Board of Independent School District #624 formally requests that the Commissioner of Education grant the school district authority to enter into a lease levy agreement to fund the proposed addition to Matoska IB Elementary School.

Be it further resolved that the cost associated with the administrative space is no greater than the lease cost for the district's proposed instructional lease and

Be it further resolved that the school board intends to lease instructional space even if the commissioner does not grant authority to levy for the lease of said administrative space.

MEMORANDUM

TO: School District Superintendents
Business Managers

FROM: Tom Melcher, Director
Division of School Finance

DATE: May 31, 2012

SUBJECT: **Levy for Leasing Administrative Space**

The 2012 Omnibus E-12 Education Act (*Laws of Minnesota for 2012*, Chapter 239), Article 2, Section 18, amends Minnesota Statutes, section 126C.40, subdivision 1, by adding a paragraph (j), which reads as follows:

(j) Notwithstanding paragraph (a), a district may levy under this subdivision for the purpose of leasing administrative space if the district can demonstrate to the satisfaction of the commissioner that the lease cost for the administrative space is no greater than the lease cost for instructional space that the district would otherwise lease. The commissioner must deny this levy authority unless the district passes a resolution stating its intent to lease instructional space under this section if the commissioner does not grant authority under this paragraph. The resolution must also certify that the lease cost for administrative space under this paragraph is no greater than the lease cost for the district's proposed instructional lease.

This memorandum is to outline the criteria that the Minnesota Department of Education (MDE) will use in approving levies for leasing administrative space under this new paragraph, and to provide instructions regarding the information that must be submitted by districts requesting this levy authority.

Approval Criteria

Levy authority under this paragraph is limited to school districts where:

- (1) a lease of administrative space will reduce the district's need to lease instructional space;
- (2) the cost of leasing the administrative space is no greater than the savings that will result from not leasing instructional space that the district would otherwise lease; and
- (3) the district school board has passed a resolution stating its intent to lease instructional space if the commissioner does not grant authority to levy for the lease of administrative space, and that the lease cost for administrative

space is no greater than the lease cost for the district's proposed instructional lease.

Information Required

School districts requesting this levy authority, must submit to the department:

- 1) A copy of the board resolution,
- 2) A description of the instructional space that the district will lease if levy authority is not approved for administrative space, that the district will not lease if the administrative space lease is approved, and the rationale for this instructional lease, including:
 - a. What creates the need for leasing instructional space (e.g., growing enrollment)? What other options were considered? Does the district have space in district-owned facilities that could be used for this instruction?
 - b. Is this an existing lease or a new lease?
 - c. What instructional program/class would be housed in the leased space? How many students would be served there?
 - d. How many square feet would be leased and what is the estimated lease cost?
 - e. How will the lease of administrative space reduce the need for leasing instructional space? Will space currently used for administration be converted to instructional use?
 - f. Will the lease of administrative space eliminate the entire instructional lease, or just a portion of it? If just a portion, describe how this would affect (c) and (d) above.
- 3) A description of the administrative space that the district proposes to lease and the rationale for this administrative lease, including:
 - a. What creates the need for leasing administrative space (e.g., administrators must be moved out of a school facility to make room for growing enrollment)? What other options were considered? Does the district have space in district-owned facilities that could be used for this purpose?
 - b. Is this an existing lease or a new lease?
 - c. Who would be housed in the leased space? How many administrators and support staff would be housed there? Where are these administrators and support staff currently housed?
 - d. How many square feet would be leased and what is the estimated lease cost?

This information should be submitted to Bill Kiesow, Division of School Finance. Questions should be directed to Bill Kiesow at bill.kiesow@state.mn.us or 651 582 8801.

AGENDA ITEM: **Action on Change in Control over Student Activity Accounts**

MEETING DATE: **July 9, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

The District has been working diligently on addressing issues that have been cited by our audit firm related to student activity accounts. The District has been methodically moving to bring the financial records into the finance department and under the direct control of the school board.

First the elementary accounts were brought into the department, followed by the middle school accounts. Finally, in June, 2011 both of our high school campus accounts were brought into the finance department.

All along, this process was discussed with both the district Finance Committee and the School Board and both have been in complete agreement with the timing and results of this process.

Minnesota statute 123B.49 requires that the School Board officially take action on this matter.

Below is administration's recommendation for a formal resolution.

Recommendation:

Be it hereby resolved that the School Board of Independent School District #624 takes official action to take control of all District student activity funds effective June 30, 2011.

AGENDA ITEM: School Board Meeting Dates for 2012-13

MEETING DATE: July 9, 2012

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON: Lori Swanson, School Board Chair
Dr. Michael Lovett, Superintendent

Background:

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

In 2013 we have two months where the work-study session will be scheduled for the third Monday of the month. Those months are:

- Monday, March 18, because Spring Break is the week of March 25; and
- Monday, May 20, because Memorial Day is Monday, May 28, which is the fourth Monday.

The District includes the Board meeting dates in the School Year Activities Calendar, which is mailed to parents/guardians during the first week of September.

The administration is requesting the School Board to review and take action on the official School Board meeting dates for 2012-13.

Recommendation:

Approve the School Board meeting dates for 2012-13 as attached.

**Proposed Dates
2012 - 2013
WHITE BEAR LAKE AREA SCHOOLS
SCHOOL BOARD
MEETING SCHEDULE**

Date	Meeting Type	Time	Location
Monday, July 9, 2012	Regular	7:00 p.m.	District Center – Room 112
Monday, July 9, 2012	Board Retreat	10:00 a.m.	District Center – Room 112
Monday, August 13, 2012	Regular	7:00 p.m.	District Center – Room 112
Monday, August 27, 2012	Work-Study	5:30 p.m.	District Center – Room 201
Monday, September 10, 2012	Regular	7:00 p.m.	District Center – Room 112
Monday, September 24, 2012	Work-Study	5:30 p.m.	District Center – Room 201
Monday, October 8, 2012	Regular	7:00 p.m.	District Center – Room 112
Monday, October 22, 2012	Work-Study	5:30 p.m.	District Center – Room 201
Monday, November 12, 2012	Regular	7:00 p.m.	District Center – Room 112
Monday, November 26, 2012	Work-Study	5:30 p.m.	District Center – Room 201
Monday, December 10, 2012	Regular	7:00 p.m.	District Center – Room 112
Monday, January 14, 2013	Regular	7:00 p.m.	District Center – Room 112
Monday, January 28, 2013	Work-Study	5:30 p.m.	District Center – Room 201
Monday, February 11, 2013	Regular	7:00 p.m.	District Center – Room 112
Monday, February 25, 2013	Work-Study	5:30 p.m.	District Center – Room 201
Monday, March 11, 2013	Regular	7:00 p.m.	District Center – Room 112
Monday, March 18, 2013 **	Work-Study	5:30 p.m.	District Center – Room 201
Monday, April 8, 2013	Regular	7:00 p.m.	District Center – Room 112
Monday, April 22, 2013	Work-Study	5:30 p.m.	District Center – Room 201
Monday, May 13, 2013	Regular	7:00 p.m.	District Center – Room 112
Monday, May 20, 2013 **	Work-study	5:30 p.m.	District Center – Room 201
Monday, June 10, 2013	Regular	7:00 p.m.	District Center – Room 112

Approved at the _____ School Board Meeting

** The work-study session in March will be held on the third Monday, March 18, because Spring Break is the week of March 25.

** In May the work-study session will be held on the third Monday, May 20, because Memorial Day is May 27 (fourth Monday).

AGENDA ITEM: **School Board Liaison Assignments
for 2012-13 and 2013-14 School Years**

MEETING DATE: **July 9, 2012**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Lori Swanson, School Board Chair**

Background:

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

Recommendation:

Approve the School Board liaison assignments for 2012-13 and 2013-14 school years.

INDEPENDENT SCHOOL DISTRICT #624

SCHOOL BOARD LIAISON ASSIGNMENTS 2012-2013 and 2013-2014

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

Approved by the School Board on _____ for the 2012-13 and 2013-14 school years.

AGENDA ITEM: **School Board Policy 721, Minnesota Post-Issuance Debt Compliance**

MEETING DATE: **July 9, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

School Board Policy 721, Minnesota Post-Issuance Debt Compliance, has been reviewed by the School Board Policy Committee and had a first reading in June.

This policy has been recommended for inclusion by our financial advisors, Ehlers & Associates. There have been no changes since the June meeting.

Recommendation: The School Board approved School Board Policy 721, Minnesota Post-Issuance Debt Compliance, as recommended by the administration and our financial advisors.

721 Minnesota Post-Issuance Debt Compliance

I. Purpose

The School Board (the “Board”) of Independent School District No. 624 (White Bear Lake Area Schools), Minnesota (the “District”) has chosen, by policy, to take steps to help ensure that all obligations will be in compliance with all applicable federal regulations. This policy may be amended, as necessary, in the future.

II. Background

The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the “Code”) and regulations promulgated thereunder (“Treasury Regulations”) governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various “Tax Credit” Bonds). The IRS encourages issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

III. Post-Issuance Debt Compliance Policy Objective

The District desires to monitor these obligations to ensure compliance with the Code and Treasury Regulations. To help ensure compliance, the District has developed this policy. The Post-Issuance Debt Compliance policy shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

IV. Post-Issuance Debt Compliance Responsibility

- A. The superintendent or designee is designated as the District’s agent who is responsible for post-issuance compliance of these obligations.
- B. The superintendent or designee shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance as further detailed in corresponding procedures (the “Post-Issuance Debt Compliance Procedures”). At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:
 - 1. General post-issuance compliance;
 - 2. Proper and timely use of obligation proceeds and obligation-financed property;
 - 3. Arbitrage yield restriction and rebate;
 - 4. Timely filings and other general requirements;
 - 5. Additional undertakings or activities that support points 1 through 4 above;
 - 6. Maintenance of proper records related to the obligations and the investment of proceeds of obligations; and
 - 7. Other requirements that become necessary in the future.

- C. The superintendent or designee shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the Executive Director of Business Services will ensure that the Post-Issuance Debt Compliance policy and procedures are updated on a regular and as needed basis.
- D. Individuals responsible for assisting the superintendent or designee in maintaining records needed to ensure post-issuance debt compliance are authorized to expend funds as needed to attend training or secure use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.
- E. Most of the provisions of this Post-Issuance Debt Compliance policy are not applicable to taxable governmental obligations unless there is a reasonable possibility that the District may refund their taxable governmental obligation, in whole or in part, with the proceeds of a tax-exempt governmental obligation. If this refunding possibility exists, then the superintendent or designee shall treat the taxable governmental obligation as if such issue were an issue of tax-exempt governmental obligations and comply with the requirements of this Post-Issuance Debt Compliance policy.

V. Private Activity Bonds

- A. The District may issue tax-exempt obligations that are “private activity” bonds because either (1) the bonds finance a facility that is owned by the District but used by one or more qualified 501(c)(3) organizations, or (2) the bonds are so-called “conduit bonds”, where the proceeds are loaned to a qualified 501(c)(3) organization or another private entity that finances activities eligible for tax-exempt financing under federal law (such as certain manufacturing projects and certain affordable housing projects). Prior to the issuance of either of these types of bonds, the superintendent or designee shall take steps necessary to ensure that such obligations will remain in compliance with the requirements of this Post-Issuance Debt Compliance policy.
- B. In a case where compliance activities are reasonably within the control of a private party (i.e., a 501(c)(3) organization or conduit borrower), the superintendent or designee may determine that all or some portion of compliance responsibilities described in this Post-Issuance Debt Compliance policy shall be assigned to the relevant party. In the case of conduit bonds, the conduit borrower will be assigned all compliance responsibilities other than those required to be undertaken by the District under federal law. In a case where the superintendent or designee is concerned about the compliance ability of a private party, the superintendent or designee may require that a trustee be retained to assist with record keeping for the obligation and/or that the trustee or such third party be responsible for all or some portion of the compliance responsibilities.
- C. The superintendent or designee is additionally authorized to seek the advice, as necessary, of bond counsel and/or its financial advisor to ensure the District is in compliance with this Post-Issuance Debt Compliance policy.

AGENDA ITEM: **School Board Policy 805, Waste Reduction and Recycling**

MEETING DATE: **July 9, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

School Board Policy 805, Waste Reduction and Recycling, has been reviewed by the School Board Policy Committee and had a first reading in June. The changes recommended are consistent with those recommended by MSBA.

Recommendation: The School Board approve School Board Policy 805, Waste Reduction and Recycling, as recommended by the administration.

805 WASTE REDUCTION AND RECYCLING

I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and the establishment of a program of education to develop an awareness of environmentally sound waste management. (Minn. Stat. § 115A.15, Subd. 1)

II. GENERAL STATEMENT OF POLICY

~~It is~~ The policy of the school district is to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

III. DEFINITIONS

A. “Lamp recycling facility” means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps. (Minn. Stat. § 116.93, Subd. 1)

A.B. “Mixed municipal solid waste” means garbage, refuse, ~~source-separated and other solid waste that is aggregated for collection but does not include compostable materials and other solid waste but does not include~~ auto hulks, street sweepings, ash, construction debris, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters and other materials collected, processed, and disposed of as separate waste materials. (Minn. Stat. § 115A.03, Subd. 21)

~~B-C~~ “Packaging” means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels. (Minn. Stat. § 115A.03, Subd. 22b)

C. ~~“Packing materials” means loose foam material, other than an exterior packaging shell, that is used to stabilize, protect, cushion, or brace the contents of a package. (Minn. Stat. § 16B.123, Subd. 2)~~

D. “Post consumer materials” means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item. (Minn. Stat. § 115A.03, Subd. 24b)

- ~~E.~~ “Rechargeable battery” means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the Commissioner of the Pollution Control Agency (PCA) (Commissioner). (Minn. Stat. § 115A.9157)
- ~~E. F~~ “Recyclable commodities” means materials, pieces of equipment, and parts that are not reusable but which contain recoverable resources. (Minn. Stat. § 115A.15, Subd. 1a(a))
- ~~F. G~~ “Recyclable materials” means materials that are separated from mixed municipal solid waste for the purpose of recycling, including paper, glass, plastics, metals, automobile oil and batteries. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material. (Minn. Stat. § 115A.03, Subd. 25a)
- ~~G. H~~ “Recycling” means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use. (Minn. Stat. § 115A.03, Subd. 25b)
- ~~H. I.~~ “Resource conservation” means the reduction in the use of water, energy and raw materials. (Minn. Stat. § 115A.03, Subd. 26a)
- ~~I. J.~~ “Reusable commodities” means materials, pieces of equipment, parts, and used supplies that can be reused for their original purpose in their existing condition. (Minn. Stat. § 115A.15, Subd. 1a(b))
- ~~J. K.~~ “Source-separated compostable materials” means mixed solid waste that:
1. is separated at the source by waste generators for the purpose of preparing it for use as compost;
 2. is collected separately from other mixed municipal solid wastes and are governed by state licensing provisions;
 3. is comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the ~~director~~ Commissioner has determined that no other person is willing to accept the paper for recycling; ~~and~~
 4. is delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the ~~agency’s~~ PCA’s class I or class II, or equivalent, compost standards and where process residues do not exceed 15 percent by weight of the total material delivered to the facility; and

5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials.

~~(Minn. Stat. § 115A.03, Subd. 32(c))~~ (Minn. Stat. § 115A.03, Subd. 32a)

~~K.L.~~ “Waste reduction” or “source reduction” means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:

1. reusing the product in its original form;
2. increasing the life span of a product;
3. reducing material or the toxicity of material used in production or packaging; or
4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

(Minn. Stat. § 115A.03, Subd. 36a)

IV. WASTE DISPOSAL

- A. The school district will attempt to decrease the amount of waste consumable materials by:
1. reduction of the consumption of consumable materials whenever practicable;
 2. full utilization of materials prior to disposal;
 3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility will have containers for at least three of the following recyclable materials: paper, glass, plastic and metal. (Minn. Stat. § 115A.151)
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located. (Minn. Stat. § 115A.151)
- D. Prior to entering into a contract for the management of mixed solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently

employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:

1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
2. develop and implement a plan for managing the potential liability; and
3. submit the information in (1) and (2) above to the Pollution Control Agency (PCA).

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the district prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. (Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4)

- E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle), in or on:

1. solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;

~~1-2.~~ the land unless approved by the PCA; or

~~2.~~ 3. the waters of the state, an individual sewage treatment system, or in a storm water or waste water collection system unless:

~~the school district purchases or uses an annual
average of over 150 gallons of motor vehicle antifreeze per month
for on-site installation and places the uses antifreeze in a waste water
collection system that includes a publicly owned treatment works
that is permitted by law.~~

a. permitted to do so by the operator of the system and the PCA;

b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and

- c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

(Minn. Stat. § 115A.916)

- F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in solid waste; or
2. in a wastewater disposal system.

(Minn. Stat. § 115A.932, Subd. 1(a))

- G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in a solid waste processing facility; or
2. in a solid waste disposal facility.

(Minn. Stat. § 115A.932, Subd. 1(b))

- H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minn. Stat. § 216B.241, Subds. 2 and 4. (Minn. Stat. § 115A.932, Subd. 1(c))

- I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed. (Minn. Stat. § 115A.915; Minn. Stat. § 115A.9155, Subd. 1; Minn. Stat. § 115A.9157, Subd. 2)

J. The school district may not place yard waste:

1. in mixed municipal solid waste;
2. in a disposal facility; ~~or~~
3. in a resource recovery facility, except for the purposes of reuse, composting, or co-composting; or
4. in a plastic bag unless exempt as specified in Minn. Stat. § 115A.931(c), (d), or (e).

(Minn. Stat. § 115A.931)

K. The school district may not place a telephone directory:

1. in solid waste;
2. in a disposal facility; or
3. in a resource recovery facility, except a recycling facility.

(Minn. Stat. § 115A.951, Subd. 2)

L. The school district may not:

1. place major appliances in mixed municipal solid waste; or
2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

(Minn. Stat. § 115A.9561)

M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube. (Minn. Stat. § 115A.9565)

N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries. (Minn. Stat. § 115A.961, Subd. 3)

V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than ten percent, the school district may

purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district. (Minn. Stat. § 16B.122, Subd.3a)

B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste. (Minn. Stat. § 16B.122, Subd. 3(b))

C. Whenever practicable, the school district will:

1. purchase uncoated office paper and printing paper unless the coated paper is made with at least 50 percent postconsumer material;
2. purchase recycled content paper with at least ten percent postconsumer material by weight;
3. purchase paper which has not been dyed with colors, excluding pastel colors;
4. purchase recycled content paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
5. use no more than two colored inks, standard or processed, except in formats where they are necessary to convey meaning;
6. use reusable binding materials or staples and bind documents by methods that do not use glue;
7. use soy-based inks;
8. produce reports, publications and periodicals that are readily recyclable;
9. print documents on both sides of the paper where commonly accepted publishing practices allow; and
10. purchase copier paper that contains at least ten percent post-consumer material by fiber content.

(Minn. Stat. § 16B.122, Subd. 2)

D. ~~Whenever technically feasible, the school district will purchase and use degradable loose foam packing materials manufactured from vegetable starches or other renewable resources, unless the cost of the packing material is more than ten percent greater than the cost of packing material made from nonrenewable resources. (Minn. Stat. § 16B.123, Subd. 1)~~ After July 1, 1998, the school

district may not use a specified product included on the prohibited products list published in the State Register. (Minn. Stat. § 115A. 9651)

- ~~E. Whenever practicable, the school district will specify use of degradable loose foam packing material in contracting for purchase of packaged products, unless the cost of packaging a product with loose foam packing material is more than ten percent greater than the cost of packaging the product with loose foam packing material made from nonrenewable resources. (Minn. Stat. § 16B.123, Subd. 3)~~
- ~~F. The school district may not use any ink, dye, pigment, paint, or fungicide, other than those used as art supplies, manufactured after September 1, 1994, where lead, cadmium, mercury, or hexavalent chromium has been used as an element during the manufacturing or distribution of the item in a concentration which exceeds 100 parts per million. (Minn. Stat. § 115A.9651)~~
- G.E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material. (Minn. Stat. § 16B.122, Subd. 3(b))
- H. F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids. (Minn. Stat. § 16B.122, Subd. 3(b))

VI. OTHER

It is the policy of the school district to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional and state levels.

Legal References: Minn. Stat. § 16B.122 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (State and Local Facilities)
Minn. Stat. § 115A.46 (Requirements)
Minn. Stat. § 115A.471 (Public Entities; Management of Solid Waste)
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
Minn. Stat. § 115A.9155 (Disposal of Certain Dry Cell Batteries)
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.931 (Yard Waste Prohibition)
Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)

Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
Minn. Stat. § 216B.241, Subds. 2 and 4 (Energy Conservation Improvement)
Minn. Stat. § 458D.07 (Sewage Collection and Disposal — ~~Western Lake Superior Sanitary District~~)
National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844 (D. Minn. 1997), ~~aff'd 146 F.3d 595 (8th Cir. 1998)~~

Cross References:

AGENDA ITEM: **School Board Policy 807, Health and Safety**

MEETING DATE: **July 9, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

School Board Policy 807, Health and Safety, has been reviewed by the School Board Policy Committee and had a first reading in June.

This policy will take the place of the “Attachment 99” requirement that was previously required by the Minnesota Department of Education.

Recommendation: The School Board approved Policy 807, Health and Safety, as recommended by the administration.

Adopted: _____

White Bear Lake Area Schools District #624
Policy 807

Revised: _____

807 HEALTH AND SAFETY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws,

rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.

- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
 - 1. Art Safety
 - 2. Asbestos Program
 - 3. AWAIR (A Workplace Accident and Injury Reduction Program - Safety Committee)
 - 4. Bleacher Safety
 - 5. Bloodborne Pathogens/Infectious Waste
 - 6. Community Right-to-Know
 - 7. Compressed Gas Safety
 - 8. Confined Space
 - 9. Electrical Safety
 - 10. Emergency Action and Fire Prevention
 - 11. Emergency Lighting
 - 12. Emergency Response Plan (Crisis Action Plan)
 - 13. Employee Right-to-Know
 - 14. Ergonomics Program
 - 15. Fall Protection – Ladder/Aerial Lifts/Roofs
 - 16. First Aid/CPR/AED Program
 - 17. Food Service Safety Program/Inspections
 - 18. Fork Lift Operations
 - 19. Hazardous Air Emissions Program (Boilers)
 - 20. Hazardous Waste Program
 - 21. Hearing Conservation
 - 22. Hoist/Lift/Elevator Safety
 - 23. Indoor Air Quality Program
 - 24. Integrated Pest Management Program
 - 25. Laboratory Safety – Chemical Hygiene

26. Lead (in Water, Paint) Program
27. Lock/Out Tag/Out – Energy Control Program
28. Machine Guarding
29. Mechanical Ventilation
30. Mercury
31. Mold Cleanup and Abatement
32. OSHA Inspections, OSHA 300 Logs
33. Personal Protective Equipment Program
34. Playground Safety Program
35. Radon Program
36. Respiratory Protection Program
37. Structural Safety
38. Technology Education Safety Program
39. Underground/Above Ground Storage Tanks
40. Welding/Cutting/Brazing
41. Other areas determined to be appropriate by the health and safety advisory committee.

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

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly conduct an accident investigation in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

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

VI. ENFORCEMENT

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

Legal References:

Minn. Stat. §123B.56 (Health, Safety, and Environmental Management)

Minn. Stat. §123B.57 (Capital Expenditure; Health and Safety)

Cross References:

WBLASD #624 Policy 407 - Employee Right to Know – Exposure to Hazardous Substances)

WBLASD #624 Policy 701 – Establishment and Adoption of School District Budget

WBLASD #624 Policy 803 – Warning Systems and Emergency Plans

WBLASD #624 Policy 805 – Waste Reduction and Recycling

WBLASD #624 Policy 806 – Crisis Management Policy

AGENDA ITEM: Tentative Agreement – 2011-13 Contract
 School Service Employees (SEIU)
 Local 284, Paraprofessionals

MEETING DATE: July 9, 2012

SUGGESTED DISPOSITION: Action

CONTACT PERSON(S): Christina Picha, Director of Human Resources
 Peter Willcoxon, Executive Director of Business Services

BACKGROUND:

The District has reached a tentative agreement with Local 284 on behalf of the District's Paraprofessional employees. The paraprofessional unit ratified the agreement on June 28, 2012.

The Board has received a summary sheet of the proposed salary/benefits and language changes.

Christina Picha and Peter Willcoxon will be available to answer questions.

RECOMMENDATION:

Approve the proposed 2011-13 Master Agreement with Local 284 representing the District's Paraprofessional employees by passing the following resolution.

RESOLUTION:

WHEREAS, the parties have reached a tentative agreement on the 2011-2013 contract;

WHEREAS, the union has ratified the contract;

THEN BE IT HEREBY RESOLVED that the School Board of Independent School District 624 approves the 2011-2013 agreement and authorizes the Chair and Clerk to execute the agreement on behalf of the School Board.

AGENDA ITEM: **Action on Acceptance of Society of American Military Engineers Grant**

MEETING DATE: **July 9, 2012**

SUGGESTED DISPOSITION: **Procedural Item**

CONTACT PERSON(S): **Dr. Robert McDowell, Principal, Sunrise Middle School**
David Law, Assistant Superintendent

Background:

This is to notify the School Board we have received official written notification regarding a grant from the Board of Directors of the Minneapolis-St. Paul Post of the Society of American Military Engineers (SAME) in the amount of \$2,500 to support the purchase of additional laptop computers and robotic kits to expand and improve our program utilizing LEGO robotics.

BACKGROUND: Approve the acceptance of the grant from the Society of American Military Engineers (SAME) to be used for purchasing additional laptop computers and robotic kits.

