

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

October 8, 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: October 1, 2012

A meeting of the White Bear Lake Area School Board will be held on **Monday, October 8, 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 (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 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. Update on Elementary World Language Program
2. Superintendent's Report

D. DISCUSSION ITEMS

1. Report on Enrollment Trends
2. Update on Proposed Tax Levy for 2013
3. First Reading of School Board Policy 205, Open Meeting and Closed Meetings Policy
4. First Reading of 206, Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
5. First Reading of 301, School District Administration
6. First Reading of 302, Superintendent
7. First Reading of 602, Organization of School Calendar and School Day
8. Annual Review of Superintendent

E. OPERATIONAL ITEMS

1. Action on Bullying Prevention Curriculum
2. Action on Student Teacher Agreement for Southwest Minnesota State University
3. Second Reading of School Board Policy 101, Legal Status of the School District
4. Second Reading of School Board Policy 202, School Board Officers
5. Second Reading and Annual Review of Policy 404, Employment Background Checks, and Criminal Background Check Forms - Employees and Volunteers

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **October 8, 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: **October 8, 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.

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

A meeting of the White Bear Lake Area School Board was held on Monday, September 10, 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 7:02 p.m.
2. Roll Call- Present: ***Newberg, Shevik, Storey, Swanson, Chapman, Hiniker, Kimball;***
Ex-Officio: Lovett
Cabinet: Present – Daniels, Guenther, Law, Picha, Vette, Willcoxon
3. Pledge of Allegiance
4. Hiniker moved, Kimball seconded to approve the agenda. ***Voice vote: all ayes. Motion carried.***
5. Seating of Student Representative – Swanson introduced and welcomed Frankie Rossini our 2012-13 School Board Student Representative. Our 2012-13 School Board Alternate is Alex Berlin.
6. Storey moved, Newberg seconded to approve the consent agenda consisting of:
 - approval of minutes of regular meeting on August 13, and work-study session on August 27;
 - 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 - Classified Staff**
Michelle Granat – Pupil Support Assistant, Normandy Park
Employed by District 624 since 04/26/1999
Effective Date: 08/31/2012
Nicole Gehrman – Program Assistant Leader, Matoska International
Employed by District 624 since 02/01/2011
Effective Date: 08/17/2012
Linda Murphy – Nurse Paraprofessional, Transition Plus
Employed by District 624 since 09/08/2009
Effective Date: 08/21/2012
Teresa Sommerhause – Part-Time Cook, South Campus
Employed by District 624 since 11/21/2011
Effective Date: 08/22/2012
Philip Stier – Assistant Head Custodian, Matoska International
Employed by District 624 since 06/14/2012
Effective Date: 08/31/2012
Samantha Wiener – Program Assistant Leader, Oneka Elementary
Employed by District 624 since 10/07/2009, Effective Date: 09/19/2012

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- **Retirements - Classified Staff**
 - Ann Heffelbower – Pupil Support Assistant, Birch Lake Elementary
Employed by District 624 since 05/22/1997
Effective Date: 08/31/2012
 - Kay McDaniel – ELL Assistant, Willow Lane Elementary
Employed by District 624 since 05/22/1997
Effective Date: 08/23/2012
 - Beverly Sorenson – AA- Associate Principal/Scheduler, North High School,
Employed by District 624 since 10/03/1998, Effective Date: 09/28/2012
- **Resignations - Certified Staff**
 - Jennifer Beltz – Play and Learn Teacher, Normandy Park
Employed by District 624 since 06/13/2006
Effective Date: 08/27/2012
- **Resignations - Certified Staff**
 - Shannon McCarthy – SPED Teacher, Lakeaires Elementary
Employed by District 624 since 08/22/2012
Effective Date: 08/23/2012
 - Michael Mullin – Elementary Teacher, Willow Lane Elementary
Employed by District 624 since 03/25/1991
Effective Date: 08/27/2012
- **Change In Continuing Contract - Certified Staff**
 - Susanna Elliot – Science Teacher, Sunrise Middle School
From a .40 f.t.e. to a .80 f.t.e.
Effective Date: 2012-2013 School Year
 - Jennifer Gere – Instrumental Music Teacher, Sunrise Middle School
From a .80 f.t.e. to a .90 f.t.e.
Effective Date: 2012-2013 School Year
 - John Kovacs – Social Studies Teacher, Sunrise MS/High School
From a .80 f.t.e. to a 1.00 f.t.e.
Effective Date: 2012-2013 School Year
 - Margaret Nelson – Art Teacher, High School
From a .90 f.t.e. to a 1.00 f.t.e.
Effective Date: 2012-2013 School Year
 - Shannon Nicholas – Kindergarten Teacher, Lincoln Elementary
From a .50 f.t.e. to a 1.00 f.t.e.
Effective Date: 2012-2013 School Year
 - Danielle Perrier-Miller – Psychologist, Lincoln Elementary
From a .80 f.t.e. to a .85 f.t.e.
Effective Date: 2012-2013 School Year
 - Aimie Pollard – Speech-Language Pathologist, Birch Lake Elementary
From a 1.00 f.t.e. to a .80 f.t.e.
Effective Date: 2012-2013 School Year
 - Debra Thibault – Learning Skills, Lincoln Elementary
From a .80 f.t.e. to a .85 f.t.e.
Effective Date: 2012-2013 School Year
- **Leave Of Absence - Certified Staff**
 - Timothy Brown – Communications Teacher, High School
Employed by District 624 since 01/26/2004
Effective Date: 08/27/2012 through January 21, 2013

- Annette Smith – Elementary Teacher, Willow Lane Elementary
Employed by District 624 since 08/28/2009
Effective Date: 08/27/2012 through June 7, 2013
- **New Personnel - Classified Staff**
Samantha Finnegan – LTS Instructional Assistant, Willow Lane Elementary
\$16.25 /hr. 6.25 hrs. /day 175 days \$18,484.38
Effective Date: 09/10/2012
- Doriles Happe – Program Assistant Leader, Birch Lake Elementary
\$12.45 /hr. 5.50 hrs. /day 217 days \$14,859.08
Effective Date: 08/27/2012
- May Lee Heu – LTS Instructional Assistant, Lincoln Elementary
\$16.25 /hr. 5.50 hrs. /day 180 days \$16,087.50
Effective Date: 09/04/2012
- Margaret Krueger – Program Assistant Leader, Matoska International
\$12.95 /hr. 5.50 hrs. /day 217 days \$15,455.83
Effective Date: 08/27/2012
- Brittney Milligan – Program Assistant Leader, Hugo Elementary
\$12.45 /hr. 3.00 hrs. /day 217 days \$8,104.95
Effective Date: 08/27/2012
- Jane Peterson – Media Clerk/Playground Assistant, Lakeaires Elementary
\$15.55 /hr. 3.25 hrs. /day 185 days \$9,349.44
Effective Date: 08/29/2012
- Virginia Price – Custodian, North Campus High School
\$16.16 /hr. 8.00 hrs. /day 214 days \$28,093.92
Effective Date: 09/04/2012
- Zachary Przybylski – Program Assistant Leader, Matoska International
\$12.45 /hr. 5.75 hrs. /day 217 days \$15,534.49
Effective Date: 08/27/2012
- **New Personnel - Classified Staff**
Matthew Riebow – Program Assistant Leader, Vadnais Heights Elementary
\$12.45 /hr. 3.00 hrs. /day 217 days \$8,104.95
Effective Date: 08/27/2012
- **New Personnel - Certified Staff**
Elly Johnson – Intervention Teacher, Oneka/Otter Elementary
BA, Step 1 \$37,219.00
Effective Date: 2012-2013 School Year
- Amanda Kobs – Science Teacher, High School
MA, Step 1 \$43,262.00
Effective Date: 2012-2013 School Year
- Lauren Rheault – French Teacher, Central MS/High School
BA, Step 1 \$37,219.00
Effective Date: 2012-2013 School Year
- **Long Term Substitutes - Certified Staff**
Ryan Fitzpatrick – Social Studies Teacher, Sunrise Middle School
BA, Step 2 \$10,367.86
Effective Dates: 08/27/2012 through 01/18/2013
- Dustin Holman – PE Teacher, High School
BA, Step 1 \$11,583.29
Effective Dates: 09/04/2012 through 11/21/2012

Ken Kapphahn – SPED Teacher, Lakeaires Elementary
BA+45, Step 12 \$58,603.00

Effective Dates: 08/27/2012 through 06/07/2012

Christine Maravich – Elementary Teacher, Willow Lane Elementary
BA, Step 6 \$43,300.00

Effective Date: 2012-2013 School Year

Tyler McCormick – American Sign Language Teacher, High School
BA, Step 2 \$38,342.00

Effective Date: 2012-2013 School Year

Sara Martin – Language Arts Teacher, High School
BA+45, Step 1 \$19,884.50

Effective Dates: 08/27/2012 through 01/18/2013

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

B. OPEN FORUM – No one spoke at the Open Forum.

C. INFORMATION ITEMS

1. Opening School Report - The following presentations were made to overview our opening school information:
 - a. Summary/Highlights of August Workshops – David Law, Assistant Superintendent, highlighted support and training activities which occurred during the month of August, 2012 to prepare teachers, administrators, and support staff for the new school year.
 - b. New Staff Profile – Chris Picha, Director of Human Resources, provide a listing of teachers, their background and assignments as well as an overall profile of our new staff.
 - c. Facilities Report – Phil Fisher, Director of Building Operations, highlighted the building and grounds projects that were completed over the summer and updates on those still under progress.
 - d. Opening School Enrollment – Pete Willcoxon, Executive Director of Business Services, provided opening day enrollment figures.
2. Presentation of ASBO and GFOA Awards - For twelve consecutive year, White Bear Lake Area Schools has received these prestigious awards for excellence in financial reporting from both the Association for School Business Officials (ASBO) and the Government Finance Officers Association (GFOA). Our District is the only Minnesota school district to have won both of these awards for twelve consecutive years. Pete Willcoxon acknowledged and thanked the District Finance Committee and his staff including Mary Vaske, Ginny Arcand and Julie Wodicka.
3. Superintendent's Report – Dr. Lovett reported on the following:
 - Staff members are excited to welcome our students back and look forward to a successful school year. All classes from pre-school through grade 12 are now in session.
 - There are many ways to stay connected to District happenings including: Our new website, community e-Newsletter, Facebook, Twitter and YouTube, and the community cable channel. Marisa Vette, Director of Communications and Community Relations, shared videos first presented at Convocation. Activities

Calendars are now available and the Annual Report to the Community will be available later this fall to District residents.

- Free Senior Passes remain available to those in the community who are 65 or older. Contact the Superintendent's office for more information.

Frankie Rossini, Student Board Representative, provided an overview of upcoming homecoming activities. Festivities begin on Monday, September 17 and include Coronation, Homecoming Parade, many athletic activities and spirit days. The Homecoming Dance will be held on Saturday, September 22.

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

D. DISCUSSION ITEMS

1. Follow-up on Strategic Plan Updates
 - a. I.2 Student Academic Proficiency – Mary McGrane, Assessment and Accountability Coordinator, and David Law provided a presentation and a detailed explanation on recent test results, proficiency and student academic achievement. White Bear Area Schools is very proud to have made AYP for the third straight year, one of only two Districts in the east metro to have done so.
 - b. I.4 Report on Middle School IB Planning for 2012-13- Dr. Noel Schmidt, principal at Central Middle School, Jill Pearson, Middle School IB Coordinator, and David Law presented an overview on the progress of the implementation and gave the school community a sense of what the parents and students can expect during the school year.
2. First Reading of School Board Policy 101, Legal Status of the School District – Policy was reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. Policy 101 will be placed on the October 8 School Board meeting agenda or subsequent meeting agenda as an operational item for action.
3. First Reading of School Board Policy 202, School Board Officers – - Policy was reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. Policy 202 will be placed on the October 8 School Board meeting agenda or subsequent meeting agenda as an operational item for action.
4. Annual Review of Policy 404, Employment Background Checks, and Criminal Background Check Forms - Employees and Volunteers - Policy was reviewed by the School Board Policy. No changes were made to Policy 404, but minor changes were made to the forms. Policy 404 will be placed on the October 8 School Board meeting agenda or subsequent meeting agenda as an operational item for action.

E. OPERATIONAL ITEMS

1. Chapman motioned and Hiniker seconded to approve the School Board/Superintendent Goals and Strategic Plan Priorities for 2012-13. **Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker, Kimball; nays- none; motion carried.**

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2. Newberg motioned and Kimball seconded to approve the 2011-12 Annual Report on Curriculum, Instruction, and Student Achievement as required by the State of Minnesota. **Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker, Kimball; nays- none; motion carried.**
3. Storey motioned and Chapman seconded to approve the annual review and second reading of School Board Policy 406, Public and Private Personnel Data, no changes were recommended. **Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker, Kimball; nays- none; motion carried.**
4. Storey motioned and Chapman seconded to approve annual review and second reading of School Board Policy 410, Family and Medical Leave Policy, with changes recommended by MSBA and our administration. **Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker, Kimball; nays- none; motion carried.**
5. Storey motioned and Chapman seconded to approve the annual review and second reading of School Board Policy 413, Harassment and Violence, no changes were recommended by MSBA or administration. **Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker, Kimball; nays- none; motion carried.**
6. Storey motioned and Chapman seconded to approve the Annual Review and Second Reading of School Board Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse, no changes were recommended by MSBA or our administration. **Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker, Kimball; nays- none; motion carried.**
7. Storey motioned and Chapman seconded to approve the Annual Review and Second Reading of School Board Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults, as recommended by MSBA and our administration. **Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker, Kimball; nays- none; motion carried.**
8. Storey motioned and Chapman seconded to approve the annual review and second reading of School Board Policy 424, License Status, no changes were recommended. **Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker, Kimball; nays- none; motion carried.**

- F. BOARD FORUM** – Kimball welcomed those who were recently hired and wished all staff a great school year. Shevik expressed appreciation to all who took technical classes on their own time over the summer and is happy to see the number of staff who are now using Schoology.
- G. ADJOURNMENT** - Newberg moved and Kimball seconded to adjourn the meeting at 8:35 p.m. Voice vote: All ayes. Motion carried.

Submitted by: Cathy Storey, Clerk

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

A special meeting of the White Bear Lake Area School Board was held on Monday, September 24, 2012 at 5:15 p.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Call To Order – Swanson called the meeting to order at 5:21 p.m.
2. Roll Call – Present: ***Shevik, Storey, Swanson, Chapman, Hiniker, Kimball***
Absent: ***Newberg***

Ex-Officio: Lovett

Cabinet: Present – Daniels, Law, Picha Vette, Willcoxon

B. OPERATIONAL ITEMS

1. Approval of 2012 Payable 2013 Proposed Property Tax Levy – Pete Willcoxon, Executive Director of Business Services, presented the recommendation for the 2012 Payable 2013 proposed property tax levy. ***Roll call vote: ayes: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball; nays- none; motion carried.***

C. ADJOURNMENT

Shevik motioned; Hiniker seconded to adjourn the meeting at 5:35p.m. **Voice vote: All ayes. Motion carried.**

Submitted by: Cathy Storey, Clerk

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

A work-study session of the White Bear Lake Area School Board was held on Monday, September 24, 2012 at 5:30 p.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Call To Order – Swanson called the meeting to order at 5:36 p.m.
2. Roll Call – Present: ***Shevik, Storey, Swanson, Chapman, Hiniker, Kimball***
Absent: ***Newberg***
Ex-Officio: Lovett
Cabinet: Present – Daniels, Law, Picha, Willcoxon, Vette

B. DISCUSSION ITEMS

1. Social Studies 9-12 Standards and Course Alignment – Tim Wald, principal at South Campus, Nicole McGarthwaite, teacher at South Campus, Matt McGlothlin, teacher at South Campus and Joe Christensen, teacher at North Campus, provided an update on grades 9-12 state standard's changes and options for course alignment for Social Studies.
2. School Board and Superintendent Goals and Strategic Plan Updates
 - a. 5c – Overview of Planning Process for String Orchestra – Lisa Switzer, Curriculum and Program Development Coordinator, Shannon Anderson, teacher at South Campus, Jeremy Rockford, teacher at North Campus and Mike Mason, president of the Band Boosters, shared an update on the planning currently in process to implement an orchestra program in our District.
 - b. 5b – Follow-up on Gifted and Talented Program Review and Process Overview for 2012-13 – Ann Malwitz, Professional Learning and Development Coordinator, and David Law, Assistant Superintendent, provided an update on the status of the elementary Gifted and Talented program and recommendations for 2013-14.
 - c. VI.1 Comprehensive Bullying Prevention, Intervention and Support – Lyle Helke, Student Safety, Health and School Success Coordinator, Tami Van Overbeke, principal at Birch Lake Elementary, Karen Voss, psychologist at Oneka Elementary, Karen Schmitz, counselor at Central Middle School and Kathleen Daniels, Director of Special Services, updated the Board on recommendations on curriculum and protocols for a comprehensive bullying prevention program.
3. Evaluation of Superintendent – Board Members met with Dr. Lovett to discuss his recent evaluation.

- C. **ADJOURNMENT** - Shevik motioned; Hiniker seconded to adjourn the meeting at 8:48 p.m. **Voice vote: All ayes. Motion carried.**

Submitted by: Cathy Storey, Clerk

AGENDA ITEM: **Monthly Check Registers**
MEETING DATE: **October 8, 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 - September

	<u>9/14/2012</u>	<u>9/28/2012</u>
Direct Deposit 334267-335469	1,618,062.21	
U.S. Treasury (FICA, Medicare, withholding)	553,368.83	
MN State Income Tax	100,185.45	
PERA	89,995.07	
TRA	231,983.32	
ING	3,833.69	
Direct Deposit 335470-336740		1,618,908.11
U.S. Treasury (FICA, Medicare, withholding)		543,068.46
MN State Income Tax		97,500.82
PERA		89,650.64
TRA		229,501.90
ING		3,833.69

Check Nbr	Vendor Name	Check Date	Check Amount
34150	3P LEARNING INC	09/06/2012	299.00
34151	4IMPRINT INC	09/06/2012	305.64
34152	ABBOTT PAINT & CARPET INC	09/06/2012	89.97
34153	ADAMS, LINDA	09/06/2012	322.29
34154	ADLER, GREGG	09/06/2012	64.00
34155	AGATE SR, DERRICK	09/06/2012	62.00
34156	AMERICAN MESSAGING	09/06/2012	107.60
34157	AMER RED CROSS	09/06/2012	321.26
34158	AMI IMAGING SYSTEMS INC	09/06/2012	948.75
34159	ANDERSON'S	09/06/2012	564.85
34160	AP EXAMS	09/06/2012	79.00
34161	APPLE COMPUTER INC	09/06/2012	3,790.00
34162	APPLIED ENVIRONMENTAL SCI INC	09/06/2012	3,427.70
34163	ARCADE ASPHALT CO	09/06/2012	5,605.00
34164	ARENA SYSTEMS	09/06/2012	535.50
34165	ARTS & CUSTOM PUBLISHING CO IN	09/06/2012	2,625.00
34166	AT & T MOBILITY	09/06/2012	1,366.70
34167	B & H PHOTO VIDEO	09/06/2012	1,438.50
34168	B W T & F ENTERPRISES LLP	09/06/2012	160.00
34169	BABIASH, JENNIFER MAE	09/06/2012	159.93
34170	BAHR, PETER	09/06/2012	64.00
34171	BAILEY, LUANN	09/06/2012	45.00
34172	BALLARD, CHRISTOPHER	09/06/2012	28.80
34173	BARNETT WB CHRYSLER JEEP DODGE	09/06/2012	307.80
34174	BARTH, CARRIE M	09/06/2012	109.42
34175	BAUDVILLE	09/06/2012	1,303.06
34176	BAUER, DONALD V	09/06/2012	41.07
34177	BAXTER, JANE M	09/06/2012	60.00
34178	Vendor Continued Check	09/06/2012	0.00
34179	BENCHMARK EDUCATION COMPANY	09/06/2012	163,685.00
34180	BERLIN, ALLISON	09/06/2012	22.48
34181	BERNIER, TIMMY G	09/06/2012	172.61
34182	BILL WEIGEL SIGNS	09/06/2012	182.25
34183	BINSFIELD, JEANNE OR NEAL	09/06/2012	136.00
34184	BLAINE RAY WORKSHOPS INC	09/06/2012	1,175.00
34185	BLB CONSULTING LLC	09/06/2012	760.00
34186	BLICK ART MATERIALS	09/06/2012	28.32
34187	BLUEBIRD SCREEN PRINT	09/06/2012	1,392.11
34188	BRAATEN, HAROLD A	09/06/2012	73.00
34189	BRADLEY, LYDIA	09/06/2012	200.39
34190	BRAKE & EQUIPMENT WAREHOUSE, I	09/06/2012	58.70
34191	BRODT, STACY ANN	09/06/2012	173.60
34192	THE BUG COMPANY	09/06/2012	16.00
34193	BURRIS, LEANN K	09/06/2012	27.74
34194	CAMBROOKE FOODS LLC	09/06/2012	121.94
34195	CARLSON, CARRIE E	09/06/2012	36.97
34196	CDW GOVERNMENT INC	09/06/2012	3,299.94
34197	CENTRUM SOUND SYSTEMS	09/06/2012	27.00
34198	CERTIFIED LABORATORIES	09/06/2012	492.04
34199	CHAKOLIS, RICHARD A	09/06/2012	58.71

Check Nbr	Vendor Name	Check Date	Check Amount
34200	CHENERY, RICHARD	09/06/2012	64.00
34201	CLARK, CINDY	09/06/2012	26.35
34202	CLINICARE CORP	09/06/2012	3,482.75
34203	CONSTRUCTION MANAGEMENT BUILDI	09/06/2012	200,099.96
34204	CMI EDUCATION INSTITUTE INC	09/06/2012	189.99
34205	COCHRAN, JESSICA	09/06/2012	11.70
34206	COMCAST	09/06/2012	40.95
34207	COMMERICAL KITCHEN SERVICES	09/06/2012	3,143.37
34208	CONNEY SAFETY	09/06/2012	276.57
34209	CONTINENTAL RESEARCH CORP	09/06/2012	484.28
34210	COPY IMAGES INC	09/06/2012	449.00
34211	COURCHANE, ROBYN	09/06/2012	82.00
34212	CRADDOCK, ANDREW M	09/06/2012	62.00
34213	CTB INC	09/06/2012	6,324.00
34214	CULLIGAN BOTTLED WATER	09/06/2012	109.50
34215	CUMMINS NPOWER LLC	09/06/2012	602.44
34216	Vendor Continued Check	09/06/2012	0.00
34217	Vendor Continued Check	09/06/2012	0.00
34218	Vendor Continued Check	09/06/2012	0.00
34219	DALCO CORPORATION	09/06/2012	22,344.84
34220	DARTS VMS INC	09/06/2012	456.18
34221	DECKER INC	09/06/2012	596.20
34222	DELLWO, COLLEEN F	09/06/2012	49.70
34223	DELTA EDUCATION	09/06/2012	154.22
34224	DESIGN IN MIND INC	09/06/2012	27.00
34225	DISCOUNT SCHOOL SUPPLY	09/06/2012	65.78
34226	DONATELLI'S	09/06/2012	277.42
34227	DUSTIN, JOSEPH J	09/06/2012	49.87
34228	E.L. REINHARDT COMPANY INC	09/06/2012	475.37
34229	EAT! @ BANNING AND 5TH	09/06/2012	154.70
34230	ECKROTH MUSIC	09/06/2012	5,883.00
34231	EDUCATION WEEK	09/06/2012	64.94
34232	EKEREKE, OTORO	09/06/2012	64.00
34233	ENGSTRAN, PAUL	09/06/2012	40.00
34234	ESSON, ANN	09/06/2012	25.00
34235	FAHEY & FARRELL SALES LLC	09/06/2012	2,375.00
34236	FASTENAL COMPANY	09/06/2012	250.69
34237	FEDEX	09/06/2012	18.46
34238	FERGUSON, DORIS	09/06/2012	82.00
34239	FESTIVAL FOODS-KNOWLAN'S	09/06/2012	1,068.29
34240	FILIP, LOU	09/06/2012	62.00
34241	FINIS	09/06/2012	451.79
34242	FLORIN, JOLYN A	09/06/2012	651.35
34243	FOY, DENNIS	09/06/2012	120.00
34244	FRANCE	09/06/2012	49.90
34245	FUHRMAN, SARAH	09/06/2012	29.43
34246	FULTON, KYLE	09/06/2012	500.00
34247	FULTON, KYLE	09/06/2012	500.00
34248	GA CONSTRUCTION INC	09/06/2012	19,254.60
34249	Vendor Continued Check	09/06/2012	0.00

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34250	GALLAGHERS NORTHWESTERN TIRE C	09/06/2012	6,085.97
34251	GARDEN & ASSOCIATES INC	09/06/2012	120.00
34252	GENERAL SHEET METAL	09/06/2012	152,622.00
34253	GEPHART TRUCKING	09/06/2012	450.00
34254	GOLDCOM INC	09/06/2012	4,170.27
34255	GONZALEZ, CARMEN ORTIZ	09/06/2012	160.00
34256	GRAFFIC TRAFFIC LLC	09/06/2012	279.00
34257	Vendor Continued Check	09/06/2012	0.00
34258	GRAINGER	09/06/2012	3,737.37
34259	GRANDMA'S BAKERY INC	09/06/2012	305.10
34260	GREEN VALUE NURSERY INC	09/06/2012	422.00
34261	GREEN, BARBARA J	09/06/2012	72.15
34262	GRITZMACHER, SHAWN	09/06/2012	649.11
34263	GTM SPORTSWEAR	09/06/2012	337.50
34264	HAAG, LOIS	09/06/2012	14.44
34265	HAAS MUSICAL INSTRUMENT REPAIR	09/06/2012	44.84
34266	HANSON, DONNA	09/06/2012	30.60
34267	HANSON, EINAR	09/06/2012	64.00
34268	HARRINGTON SR, JOSEPH	09/06/2012	90.00
34269	HEALY AWARDS INC	09/06/2012	442.16
34270	HEALY, JASON	09/06/2012	1,273.71
34271	HEDBERG AGGREGATES	09/06/2012	469.50
34272	HEICHERT, MICHAEL	09/06/2012	82.00
34273	HEJNY RENTALS INC	09/06/2012	34.88
34274	HELDER, STEPHEN	09/06/2012	64.00
34275	HIEP, VU	09/06/2012	64.00
34276	HIGGINS, CONNIE	09/06/2012	142.00
34277	HILDI INC	09/06/2012	3,017.00
34278	HISDAHL INC	09/06/2012	55.75
34279	HOGLUND BUS AND TRUCK CO	09/06/2012	88,599.91
34280	Vendor Continued Check	09/06/2012	0.00
34281	HOGLUND BUS AND TRUCK CO	09/06/2012	7,661.45
34282	HOME DEPOT CREDIT SERVICES	09/06/2012	516.25
34283	HOOLEY, MEG	09/06/2012	120.05
34284	Vendor Continued Check	09/06/2012	0.00
34285	Vendor Continued Check	09/06/2012	0.00
34286	HOUGHTON MIFFLIN HARCOURT	09/06/2012	30,395.88
34287	HOWARD, JOAN A	09/06/2012	38.25
34288	HOYE, THELMA	09/06/2012	60.00
34289	HSBC BUSINESS SOLUTIONS	09/06/2012	511.46
34290	INTEGRA TELECOM	09/06/2012	544.02
34291	ISD #181 BRAINERD	09/06/2012	1,157.64
34292	ISD #347 WILLMAR PUBLIC SCHS	09/06/2012	68.00
34293	ISD #621 MOUNDS VIEW PUBLIC SC	09/06/2012	36,223.50
34294	JAYTECH INC	09/06/2012	92.00
34295	JC ENVIRONMENTAL & DEMOLITION	09/06/2012	1,275.00
34296	JESSEN, CHRIS	09/06/2012	82.00
34297	JOARNT, WENDY	09/06/2012	29.15
34298	Vendor Continued Check	09/06/2012	0.00
34299	JOHN DEERE LANDSCAPES	09/06/2012	3,880.37

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34300	K PEARSON MECHANICAL LLC	09/06/2012	4,967.16
34301	K12 TRANSPORTATION MGMT SERVIC	09/06/2012	672.33
34302	KAISER, PHYLLIS	09/06/2012	15.30
34303	KEEPER GOALS	09/06/2012	5,240.00
34304	KIRKHAM, JENNIFER KD	09/06/2012	152.83
34305	KLEIN, KELLI	09/06/2012	600.00
34306	KNIGHT, MARTY C	09/06/2012	73.00
34307	KOWALSKIS MARKET	09/06/2012	92.23
34308	KOWITZ, PAUL R	09/06/2012	31.08
34309	KRUMM, PATRICIA ANN	09/06/2012	144.95
34310	KULLY SUPPLY COMPANY	09/06/2012	365.21
34311	LANGE, COREY	09/06/2012	48.00
34312	LANGERS	09/06/2012	7,010.00
34313	LARSON, JOHN	09/06/2012	259.74
34314	LAW, DAVID W	09/06/2012	160.95
34315	LEININGER, JOHN	09/06/2012	79.54
34316	LEROY AND JOSEPH HOULE CONTRAC	09/06/2012	4,950.00
34317	LIDS TEAM SPORTS	09/06/2012	1,087.14
34318	LIGHTHOUSE MANAGEMENT GROUP	09/06/2012	6,617.00
34319	LORENZ RECOGNITION CO	09/06/2012	192.75
34320	LUFT, MAGGIE	09/06/2012	37.19
34321	MN ADAPTED ATHLETICS ASSOC	09/06/2012	240.00
34322	MAPLEWOOD COMMUNITY CENTER	09/06/2012	335.50
34323	MARIS LLC	09/06/2012	320.00
34324	MARTIN-MCALLISTER	09/06/2012	2,525.00
34325	MASA	09/06/2012	275.00
34326	MN ASSOC OF SECONDARY SCHOOL P	09/06/2012	1,656.00
34327	THE MASTER TEACHER	09/06/2012	1,211.80
34328	MCCORMACK, MARTA	09/06/2012	40.00
34329	MCDERMOTT, MARTY	09/06/2012	48.00
34330	MCDONALD, MARIE	09/06/2012	51.00
34331	MCDOWELL, ROBERT C	09/06/2012	103.22
34332	MENTORING MINDS	09/06/2012	164.30
34333	MERZER MALP, SHEILA	09/06/2012	1,065.00
34334	MN ELEMENTARY SCH PRIN ASSOC	09/06/2012	425.00
34335	METRO ECSU	09/06/2012	835.00
34336	MICHEL, ROCHELLE N	09/06/2012	79.70
34337	MIDWEST BUS PARTS INC	09/06/2012	280.28
34338	MIDWEST MUSICAL IMPORTS	09/06/2012	3,900.00
34339	MIDWEST SPEC INSTRUMENTS	09/06/2012	10,956.92
34340	MN JUNIOR HIGH SCHOOL	09/06/2012	180.00
34341	MN STATE HIGH SCHOOL LEAGUE	09/06/2012	3,746.00
34342	MODERN FENCE & CONST INC	09/06/2012	11,300.00
34343	MOUA, CHIA	09/06/2012	100.60
34344	MN PARK & SPORTS TURF MANAGERS	09/06/2012	40.00
34345	MUMBLEAU, ANGELA C	09/06/2012	31.00
34346	MUNDY, WILLIAM THEODORE	09/06/2012	64.00
34347	NARDINI FIRE EQUIPMENT CO INC	09/06/2012	1,209.25
34348	NCPERS MINNESOTA	09/06/2012	448.00
34349	NEENAH FOUNDRY	09/06/2012	666.00

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34350	NEOPOST INC	09/06/2012	168.48
34351	NOLAN, KEITH	09/06/2012	180.00
34352	Vendor Continued Check	09/06/2012	0.00
34353	Vendor Continued Check	09/06/2012	0.00
34354	NORTH CENTRAL TRUCK EQUIPMENT	09/06/2012	2,156.80
34355	NORTHERN LANDSCAPE & IRRIGATIO	09/06/2012	4,580.00
34356	O'NEIL, LOIS	09/06/2012	17.82
34357	OCONNOR, TIMOTHY D	09/06/2012	41.90
34358	OFFICE DEPOT	09/06/2012	1,490.48
34359	OFFICE SYSTEMS AND DESIGN INC	09/06/2012	1,949.89
34360	OFFICEMAX INCORPORATED	09/06/2012	53.05
34361	OKLOBZIJA, LUANNE P	09/06/2012	135.90
34362	OLSON, VICKI S	09/06/2012	176.64
34363	Vendor Continued Check	09/06/2012	0.00
34364	ON SITE SANITATION INC	09/06/2012	936.00
34365	ORBELL, RAY	09/06/2012	156.00
34366	ORIENTAL TRADING CO INC	09/06/2012	341.72
34367	PASQUALINI, LISA M	09/06/2012	159.15
34368	PETERSEN, MARY ANN	09/06/2012	60.00
34369	PHI DELTA KAPPA INTL	09/06/2012	95.00
34370	PICHA, CHRISTINA K	09/06/2012	65.00
34371	PITNEY BOWES PURCHASE POWER	09/06/2012	39.99
34372	PLANA, CHRISTINE M	09/06/2012	240.80
34373	POON, BELINDA M	09/06/2012	77.41
34374	POSTMASTER	09/06/2012	135.00
34375	POULTER, CASSANDRA A	09/06/2012	118.02
34376	POWELLS BOOKS	09/06/2012	7.99
34377	PREMIER AGENDAS INC	09/06/2012	678.50
34378	PRESTIGE PROD/WB DANCE CENTER	09/06/2012	480.00
34379	PRIGGE, JONATHAN	09/06/2012	90.00
34380	PROGRESS PUBLICATIONS	09/06/2012	261.00
34381	THE RAINBOW WORKS	09/06/2012	733.00
34382	RAK CONSTRUCTION INC	09/06/2012	40,353.15
34383	RATWIK ROSZAK & MALONEY PA	09/06/2012	13.95
34384	RATWIK ROSZAK & MALONEY PA	09/06/2012	2,049.00
34385	RICHTER, BRET	09/06/2012	8.60
34386	RIDDELL INC	09/06/2012	3,078.12
34387	RIKE-LEE ELECTRIC INC	09/06/2012	20,070.65
34388	ROBERT BROOKE & ASSOC	09/06/2012	175.92
34389	ROGNEY, CHERI	09/06/2012	96.58
34390	S & T OFFICE PRODUCTS INC	09/06/2012	164.60
34391	SAFETYFIRST PLAYGROUND SURFACI	09/06/2012	2,758.50
34392	SAIKO, KATHY	09/06/2012	51.00
34393	SAM'S CLUB/GEMB	09/06/2012	43.53
34394	SANTI, JAIME	09/06/2012	60.00
34395	SANTI, MARY	09/06/2012	60.00
34396	SCHAEFFER MFG CO	09/06/2012	479.60
34397	SCHINDLER ELEVATOR CORP	09/06/2012	651.39
34398	SCHLAGER, KAYE G	09/06/2012	13.60
34399	SCHMIDT, NOEL	09/06/2012	5,813.21

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34400	SCHOLASTIC MAGAZINES	09/06/2012	78.99
34401	SCHOOLMART	09/06/2012	1,924.80
34402	SENTRY SYSTEMS INC	09/06/2012	495.00
34403	SHIFFLER EQUIPMENT SALES INC	09/06/2012	208.40
34404	SHOUP, ANDREA J	09/06/2012	22.00
34405	SHRED-IT USA - MINNEAPOLIS	09/06/2012	198.00
34406	SKYWARD INC	09/06/2012	990.00
34407	SLATOR, KEVIN T	09/06/2012	48.00
34408	SCHOOL NUTRITION ASSOC (SNA)	09/06/2012	9.00
34409	SNAP-ON TOOLS	09/06/2012	92.10
34410	SNYDER, SCOTT	09/06/2012	48.00
34411	SOCIAL THINKING PUBLISHING	09/06/2012	708.60
34412	SORENSEN, JOAN	09/06/2012	12.74
34413	ST GEORGE, WARREN	09/06/2012	80.00
34414	ST PAUL LINOLEUM & CARPET COMP	09/06/2012	6,650.00
34415	STAPLES ADVANTAGE	09/06/2012	1,190.26
34416	STARTECH TELECOMMUNICATIONS	09/06/2012	428.99
34417	Vendor Continued Check	09/06/2012	0.00
34418	STATE SUPPLY CO	09/06/2012	1,835.77
34419	STEELE CYNTHIA	09/06/2012	142.00
34420	STOWE, LISA	09/06/2012	36.00
34421	STREAMLINE DESIGN INC	09/06/2012	4,611.00
34422	STROHBEHN-BEHM, STEPHANIE	09/06/2012	37.55
34423	SUNLIGHT PROMOTIONS	09/06/2012	368.00
34424	SUPERIOR STRIPING INC	09/06/2012	1,850.00
34425	SUPERIOR AUTOMOTIVE	09/06/2012	150.00
34426	SUPREME SCHOOL SUPPLY CO	09/06/2012	265.19
34427	SURPLUS SERVICES	09/06/2012	240.00
34428	SWANBERG, JOANN	09/06/2012	180.00
34429	TAHO SPORTSWEAR INC	09/06/2012	464.00
34430	TAMARACK NATURE CENTER	09/06/2012	9,973.07
34431	TARGET BANK	09/06/2012	66.27
34432	TELIN TRANSPORTATION GROUP LLC	09/06/2012	3,060.00
34433	THAO, JUHA L	09/06/2012	160.00
34434	Vendor Continued Check	09/06/2012	0.00
34435	THYSSENKRUPP ELEVATOR CORP	09/06/2012	4,448.64
34436	TOUSLEY FORD INC	09/06/2012	15.00
34437	TOYOTA-LIFT OF MINNESOTA	09/06/2012	395.00
34438	TRADE PRESS INC	09/06/2012	379.00
34439	TRAEGER, MARY	09/06/2012	18.01
34440	TRIO SUPPLY COMPANY	09/06/2012	6,606.85
34441	TRUSTED EMPLOYEES	09/06/2012	1,855.00
34442	TURFWERKS INC	09/06/2012	444.77
34443	TWIN CITY JANITOR SUPPLY CO	09/06/2012	106.65
34444	TWIN CITY NURSERY INC	09/06/2012	52.00
34445	U.S. ENERGY SERVICES INC	09/06/2012	3,881.34
34446	Vendor Continued Check	09/06/2012	0.00
34447	US FOODS CULINARY EQUIP & SUPP	09/06/2012	2,191.96
34448	VANG, CHA	09/06/2012	392.58
34449	VERIZON WIRELESS	09/06/2012	727.49

Check Nbr	Vendor Name	Check Date	Check Amount
34450	VERTIS COMMUNICATIONS	09/06/2012	5,771.14
34451	VIKING ELECTRIC SUPPLY	09/06/2012	11,125.05
34452	WAGNER, PETER J	09/06/2012	31.91
34453	WALBRIDGE, GERILYNN	09/06/2012	13.80
34454	WARWICK, ALIZA LOGAN	09/06/2012	60.00
34455	WARWICK, BEN	09/06/2012	60.00
34456	WASTE MANAGEMENT OF WI-MN	09/06/2012	1,650.36
34457	WHITE BEAR LOCKSMITH INC	09/06/2012	70.08
34458	WHITE BEAR RENTAL EQUIPMENT	09/06/2012	276.48
34459	WHITE BEAR TOWNSHIP	09/06/2012	1,444.65
34460	WBHS SOCCER BOOSTER CLUB	09/06/2012	450.00
34461	WEBER, CRAIG	09/06/2012	88.00
34462	WEBER, MARK	09/06/2012	52.00
34463	WELSH, SUE	09/06/2012	113.61
34464	WEST MUSIC COMPANY	09/06/2012	2,534.25
34465	WILLCOXON JR, PETE	09/06/2012	726.69
34466	WINDSTREAM	09/06/2012	2,603.18
34467	WTG TERRAZZO & TILE INC	09/06/2012	1,960.00
34468	WURZER, MARY JO	09/06/2012	68.82
34469	XCEL ENERGY	09/06/2012	54.92
34470	YOKOM, BRIAN K	09/06/2012	64.00
34471	ZHUANG, JIN	09/06/2012	800.00
34472	ZIEGLER INC	09/06/2012	173.11
34473	ZINTER, CAROL	09/06/2012	50.00
324	Computer	Check(s) For a Total of	1,069,556.49

Check Nbr	Vendor Name	Check Date	Check Amount
31490	WHITE BEAR LAKE CITY	09/06/2012	300.00
32812	WHITE BEAR LAKE CITY	09/06/2012	75.00
33179	WARGO NATURE CENTER	09/06/2012	450.00
3	Void	Check(s) For a Total of	825.00

	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
	324	Computer	Checks For a Total of	1,069,556.49
Total For	324	Manual, Wire Tran, ACH & Computer Checks		1,069,556.49
Less	3	Voided	Checks For a Total of	825.00
		Net Amount		1,068,731.49

Check Nbr	Vendor Name	Check Date	Check Amount
34474	AIG	09/12/2012	5,052.99
34475	AMAZON	09/12/2012	826.90
34476	AMERICAN FUNDS	09/12/2012	62,830.49
34477	AMERICAN UNITED LIFE	09/12/2012	52,644.62
34478	AMERIPRISE FINANCIAL SERVICES	09/12/2012	10,968.42
34479	AXA EQUITABLE	09/12/2012	24,118.60
34480	EDUCATION MN ESI BILLING TRUST	09/12/2012	16,826.77
34481	GURSTEL CHARGO ATTORNEYS AT LA	09/12/2012	78.09
34482	INNOVATIVE OFFICE SOLUTIONS	09/12/2012	30,992.19
34483	IUOE LOCAL 70	09/12/2012	2,096.12
34484	LEARNING FORWARD	09/12/2012	805.64
34485	MESSERLI & KRAMER PA	09/12/2012	433.75
34486	METROPOLITAN LIFE	09/12/2012	3,528.12
34487	MN CHILD SUPPORT	09/12/2012	1,871.71
34488	MN DEPT OF REVENUE	09/12/2012	477.87
34489	RATWIK ROSZAK & MALONEY PA	09/12/2012	13.95
34490	SAM'S CLUB/GEMB	09/12/2012	766.52
34491	SCHOOL SERVICE EMPLOYEES	09/12/2012	5,500.63
34492	US DEPT OF EDUCATION	09/12/2012	350.64
34493	VANGUARD SMALL BUSINESS SERVIC	09/12/2012	18,294.15
34494	VERIZON WIRELESS	09/12/2012	52.04
34495	WHITE BEAR LAKE FOOD SERV	09/12/2012	20.00
22	Computer	Check(s) For a Total of	238,550.21

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	22	Computer	Checks For a Total of	238,550.21
Total For	22	Manual, Wire Tran, ACH & Computer Checks		238,550.21
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		238,550.21

Check Nbr	Vendor Name	Check Date	Check Amount
34496	1ST LINE/LEEWES VENTURES LLC	09/20/2012	692.50
34497	A-1 HYDRAULIC SALES & SERVICE	09/20/2012	54.51
34498	AARP DRIVER SAFETY PROGRAM	09/20/2012	340.00
34499	ABBOTT PAINT & CARPET INC	09/20/2012	4,009.46
34500	ABRAHAMSON, KRISTINE A	09/20/2012	83.60
34501	ACCESS COMMUNICATIONS INC	09/20/2012	1,353.25
34502	ADDERLEY, DONALD	09/20/2012	83.00
34503	AKUM, STANLEY	09/20/2012	119.00
34504	AMAZON	09/20/2012	379.07
34505	AMAZON	09/20/2012	1,042.61
34506	AMAZON	09/20/2012	14.40
34507	AMAZON	09/20/2012	1,255.95
34508	ANDERSON, JON C	09/20/2012	54.00
34509	ANDERSON, JULIE C	09/20/2012	45.00
34510	ANDERSON, TODD	09/20/2012	119.00
34511	ANDRAJACK, NICK	09/20/2012	119.00
34512	ANDREWS, PORTIA	09/20/2012	45.85
34513	ANFANG, SALLY G	09/20/2012	30.83
34514	ARCADE ASPHALT CO	09/20/2012	1,150.00
34515	ARENIVAR, JOHN D	09/20/2012	119.00
34516	ASTLEFORD INTERNATIONAL TRUCKS	09/20/2012	174.58
34517	AV AVENUE LLC	09/20/2012	1,075.00
34518	AVID CENTER	09/20/2012	474.95
34519	AVON BUSINESS FORMS & PROMOTIO	09/20/2012	1,429.35
34520	BACIGALUPO, STACEY MM	09/20/2012	191.23
34521	BARNETT WB CHRYSLER JEEP DODGE	09/20/2012	978.20
34522	BARTH, CARRIE M	09/20/2012	107.88
34523	BARTZ, SANDY	09/20/2012	216.28
34524	BATENHORST, LYNSEY K	09/20/2012	144.30
34525	BATTERIES PLUS	09/20/2012	166.45
34526	BEGE, LAURA	09/20/2012	694.40
34527	BENCHMARK EDUCATION COMPANY	09/20/2012	2,695.00
34528	BERENDS, LEANNE	09/20/2012	4.99
34529	BERNDT, MICHELE	09/20/2012	144.86
34530	BEST BUY BUSINESS ADVANTAGE AC	09/20/2012	186.98
34531	BUSINESS IMPACT GROUP	09/20/2012	243.11
34532	BLICK ART MATERIALS	09/20/2012	1,902.06
34533	BLOMQUIST, EVAN	09/20/2012	13.95
34534	BRAY, CHERYL RAE	09/20/2012	179.55
34535	BRIDGEMAN, KARLA	09/20/2012	10.95
34536	BROCKWAY, TOM	09/20/2012	156.00
34537	BROWN, ANNA	09/20/2012	38.00
34538	BROWN, JIM P	09/20/2012	30.00
34539	BROWN, SANDRA	09/20/2012	30.00
34540	BRUSKI, JERRILYN	09/20/2012	43.25
34541	BUCHTA, JESSICA S	09/20/2012	80.00
34542	CAMERON, BRENDA	09/20/2012	45.00
34543	CAPAN, NANCY	09/20/2012	90.90
34544	CARDENAS, DAVID A	09/20/2012	39.30
34545	CARLSON, ANDRE	09/20/2012	62.00

Check Nbr	Vendor Name	Check Date	Check Amount
34546	CARLSON, CASANDRA	09/20/2012	45.00
34547	CAROLINA BIOLOGICAL SUPPLY	09/20/2012	93.42
34548	CARTRIDGE WORLD	09/20/2012	319.97
34549	CATES, TAMMY J	09/20/2012	52.72
34550	CDI	09/20/2012	6,660.04
34551	CDW GOVERNMENT INC	09/20/2012	638.40
34552	CENGAGE LEARNING	09/20/2012	8,186.39
34553	THE CENTER FOR EFFICIENT SCHOO	09/20/2012	15,000.00
34554	CENTURYLINK	09/20/2012	262.24
34555	CHAMPIONS CHOICE	09/20/2012	10,764.80
34556	CHAPPELL CENTRAL INC	09/20/2012	86,255.97
34557	CHINASPROUT INC	09/20/2012	87.80
34558	CHRISTIAN, MATT	09/20/2012	62.00
34559	CITI-CARGO & STORAGE CO INC	09/20/2012	210.00
34560	CLIMB THEATRE	09/20/2012	1,241.00
34561	COCA-COLA BOTTLING MIDWEST CO	09/20/2012	1,068.40
34562	COLANGELO, MILICENT A	09/20/2012	45.00
34563	THE COLLEGE BOARD-MRO	09/20/2012	180.00
34564	COMCAST	09/20/2012	70.95
34565	COMCAST	09/20/2012	70.95
34566	COMMERICAL KITCHEN SERVICES	09/20/2012	895.70
34567	COMMISSIONER OF EDUCATION	09/20/2012	30.00
34568	COMMUNICATION MAILING SERVICES	09/20/2012	469.88
34569	CONDON, JERRY	09/20/2012	62.00
34570	CONNEY SAFETY	09/20/2012	364.17
34571	CONSTRUCTION RESULTS CORP	09/20/2012	57,959.50
34572	CONTINENTAL RESEARCH CORP	09/20/2012	398.82
34573	COOPER, CHESTER	09/20/2012	83.00
34574	COOPS SPORTSWEAR	09/20/2012	1,299.00
34575	Vendor Continued Check	09/20/2012	0.00
34576	Vendor Continued Check	09/20/2012	0.00
34577	COPY IMAGES INC	09/20/2012	20,486.33
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34579	COPY IMAGES INC	09/20/2012	1,966.86
34580	COSNEY CORP	09/20/2012	46,588.80
34581	CRAIGAN, JENNIFER M	09/20/2012	73.99
34582	CROSSROAD CONSTRUCTION	09/20/2012	13,066.30
34583	CTB INC	09/20/2012	930.00
34584	CUB FOODS OF WHITE BEAR TWSHP	09/20/2012	570.20
34585	CUMMINS NPOWER LLC	09/20/2012	539.31
34586	CUSTOM IMAGE	09/20/2012	115.00
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34592	DALCO CORPORATION	09/20/2012	25,938.19
34593	DALTON, JEANETTE M	09/20/2012	76.59
34594	DANAMI	09/20/2012	1,000.00
34595	THE DARRON MORRIS GROUP	09/20/2012	133.40

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34596	DECKER INC	09/20/2012	691.31
34597	DEGARDNER, RICK	09/20/2012	52.00
34598	DELTA EDUCATION	09/20/2012	43.45
34599	DENUCCI, MARY A	09/20/2012	33.22
34600	DESTACHE, DAN	09/20/2012	163.64
34601	DEUEL, LYN	09/20/2012	85.70
34602	DEVANEY, JAMES A	09/20/2012	36.91
34603	DISCOUNT SCHOOL SUPPLY	09/20/2012	1,879.99
34604	DIVERSIFIED SNACK DISTRIBUTION	09/20/2012	1,905.31
34605	DOMINOS PIZZA	09/20/2012	322.97
34606	DONATELLI'S	09/20/2012	414.53
34607	DOW, BRIAN	09/20/2012	62.00
34608	DURACO EXPRESS CHICAGO	09/20/2012	61.78
34609	DVORAK, NATHAN RYAN	09/20/2012	119.00
34610	DVORAK, RON	09/20/2012	119.00
34611	E-Z UP DIRECT.COM	09/20/2012	417.18
34612	EDUCATION TO GO	09/20/2012	182.25
34613	EGEMO, PATRICIA ANN	09/20/2012	50.00
34614	ENCORE PRODUCTIONS	09/20/2012	458.00
34615	END ZONE VIDEO	09/20/2012	415.00
34616	ENGMAN, JENNIFER A	09/20/2012	107.97
34617	F&N OPERATIONS LLC	09/20/2012	170.70
34618	FAME AWARDS	09/20/2012	1,767.50
34619	Vendor Continued Check	09/20/2012	0.00
34620	FASTENAL COMPANY	09/20/2012	633.49
34621	FEIG, STACEY A	09/20/2012	59.15
34622	FESTIVAL FOODS-KNOWLAN'S	09/20/2012	640.24
34623	FISCHER, KAREN	09/20/2012	187.98
34624	FISHER SCIENTIFIC	09/20/2012	81.34
34625	FLEET GRAPHICS SERVICES INC	09/20/2012	1,201.72
34626	FLR SANDERS INC	09/20/2012	5,720.00
34627	FOLLETT LIBRARY RESOURCES	09/20/2012	68.20
34628	FRANTA, TOM	09/20/2012	62.00
34629	FRATTALONES HARDWARE STORES	09/20/2012	1,677.96
34630	FREDERICKSON, CINDY	09/20/2012	60.00
34631	FRIESE, TIM	09/20/2012	62.00
34632	FROILAND, JANE C	09/20/2012	145.00
34633	FULL SPECTRUM FINISHING INC	09/20/2012	10,925.00
34634	G&K SERVICES	09/20/2012	750.40
34635	GA CONSTRUCTION INC	09/20/2012	7,543.95
34636	GALLAGHERS NORTHWESTERN TIRE C	09/20/2012	2,974.01
34637	GALVIN, RENEE	09/20/2012	100.00
34638	GARDEN & ASSOCIATES INC	09/20/2012	240.00
34639	GENERAL PARTS LLC	09/20/2012	645.32
34640	GENERAL SHEET METAL	09/20/2012	150,195.00
34641	GENUINE PARTS COMPANY-MPLS (NA	09/20/2012	6.95
34642	GILLUND ENTERPRISES	09/20/2012	232.70
34643	GOLDCOM INC	09/20/2012	138.30
34644	GOOGLE INC	09/20/2012	27,005.07
34645	GOPHER	09/20/2012	315.01

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34646	GRAFFIC TRAFFIC LLC	09/20/2012	1,460.00
34647	GRAHAM, LISA	09/20/2012	45.00
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34649	Vendor Continued Check	09/20/2012	0.00
34650	GRAINGER	09/20/2012	6,207.01
34651	GRAMS, SCOTT	09/20/2012	62.00
34652	GRANT, SHANNON	09/20/2012	58.84
34653	GREAT RIVER OFFICE PRODUCTS	09/20/2012	565.73
34654	Vendor Continued Check	09/20/2012	0.00
34655	GREATAMERICA LEASING CORP	09/20/2012	1,780.01
34656	GREEN, PAT	09/20/2012	134.98
34657	GREEN, THOM	09/20/2012	82.89
34658	GRITZMACHER, SHAWN	09/20/2012	327.99
34659	GROTH MUSIC CO	09/20/2012	1,358.22
34660	GROUP HEALTH INC - WORKSITE	09/20/2012	181.50
34661	GTM SPORTSWEAR	09/20/2012	2,511.00
34662	HACHEM, DRISS	09/20/2012	64.00
34663	Vendor Continued Check	09/20/2012	0.00
34664	HALLBERG ENGINEERING INC	09/20/2012	42,439.79
34665	HAY, MARJORIE P	09/20/2012	53.12
34666	HAYDEN MCNEIL SPEC PRODUCTS	09/20/2012	331.44
34667	HEAD/PENN RACQUET SPORTS	09/20/2012	439.20
34668	HEALY, JASON	09/20/2012	641.18
34669	HEANEY, CYNTHIA	09/20/2012	103.41
34670	HEANEY, MONROE	09/20/2012	33.00
34671	HERFF JONES INC	09/20/2012	276.81
34672	HITTESDORF, ANNE M	09/20/2012	105.87
34673	HMONG EDUC & RESOURCES TODAY	09/20/2012	150.00
34674	HOEFER, SHANE	09/20/2012	73.00
34675	Vendor Continued Check	09/20/2012	0.00
34676	HOGLUND BUS AND TRUCK CO	09/20/2012	6,711.97
34677	HOOLEY, MEG	09/20/2012	330.00
34678	Vendor Continued Check	09/20/2012	0.00
34679	HOUGHTON MIFFLIN HARCOURT	09/20/2012	27,968.18
34680	HUBERT COMPANY	09/20/2012	102.58
34681	HUNSTIGER, NATHAN A	09/20/2012	23.49
34682	HUNT, TODD	09/20/2012	35.00
34683	HUSNICK-SCHWARTZ, TAMARA	09/20/2012	10.00
34684	Vendor Continued Check	09/20/2012	0.00
34685	Vendor Continued Check	09/20/2012	0.00
34686	Vendor Continued Check	09/20/2012	0.00
34687	IFD	09/20/2012	61,960.80
34688	IMAGE BUILDERS	09/20/2012	3,577.13
34689	IMMEL, COLLEEN	09/20/2012	106.28
34690	INDUSTRIAL ARTS SUPPLY	09/20/2012	453.34
34691	Vendor Continued Check	09/20/2012	0.00
34692	INNOVATIVE OFFICE SOLUTIONS	09/20/2012	58,865.55
34693	INTEGRA TELECOM	09/20/2012	450.00
34694	INTERMEDIATE DISTRICT 287	09/20/2012	14,829.03
34695	IRGENS, LINDA S	09/20/2012	336.90

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34696	ISD #11 ANOKA-HENNEPIN SCHOOLS	09/20/2012	4,325.25
34697	ISD #200 HASTINGS SCHOOLS	09/20/2012	2,686.08
34698	ISD #709 DULUTH	09/20/2012	1,506.72
34699	ISD #834 STILLWATER AREA SCHOO	09/20/2012	6,578.70
34700	JENSEN, KATHLEEN A	09/20/2012	245.13
34701	JOHN SWANSON WORKSHOPS	09/20/2012	390.00
34702	JOHNSON, JUDITH ANN	09/20/2012	251.00
34703	JOHNSON, KIRK	09/20/2012	85.71
34704	JOHNSON, SHARON ANNE	09/20/2012	95.76
34705	JORGENSEN, AMY	09/20/2012	98.91
34706	K PEARSON MECHANICAL LLC	09/20/2012	7,706.00
34707	KATH, ABBY J	09/20/2012	131.98
34708	KENDALL HUNT PUBLISHING	09/20/2012	1,195.90
34709	KIRK ACOUSTICS INC	09/20/2012	4,940.00
34710	KIRKPATRICK, MEGAN E	09/20/2012	121.05
34711	KITTS, HARRY	09/20/2012	251.00
34712	KNIGHT, MARTY C	09/20/2012	73.00
34713	KNIGHT, SHAWNA	09/20/2012	45.00
34714	KOECKERITZ, JEANNE	09/20/2012	114.31
34715	KOLB, JENNIFER	09/20/2012	45.00
34716	KRALEWSKI, MARIANA	09/20/2012	135.00
34717	KRAUS ANDERSON CONSTRUCTION CO	09/20/2012	53,755.40
34718	KROCAK, NANCY J	09/20/2012	144.19
34719	KROGMAN, WILLIAM	09/20/2012	52.00
34720	KRUSEMARK, CARY L	09/20/2012	80.00
34721	KULLY SUPPLY COMPANY	09/20/2012	83.40
34722	KUPFERSCHMIDT, ROBERT	09/20/2012	120.00
34723	L'ALLIER CONCRETE INC	09/20/2012	9,325.00
34724	LAHLUM, DAVE	09/20/2012	60.00
34725	LAKE SHORE LEARNING STORE	09/20/2012	283.10
34726	LANDS BEST FOODS	09/20/2012	1,959.40
34727	LANE, JESSICA	09/20/2012	58.30
34728	LANGUAGE LINE SERVICES	09/20/2012	54.87
34729	LARSON, KAY	09/20/2012	30.00
34730	LARSON, SCOTT	09/20/2012	97.15
34731	LARUE, DEBORAH	09/20/2012	18.00
34732	LASHOMB, BRIAN	09/20/2012	62.00
34733	LAWSON PRODUCTS INC	09/20/2012	101.31
34734	LEARNING A-Z	09/20/2012	89.95
34735	LEGO EDUCATION	09/20/2012	1,261.16
34736	LEO, MARIANNE	09/20/2012	60.00
34737	LEONARD, BRIAN	09/20/2012	662.57
34738	LI, JOHN	09/20/2012	125.00
34739	LIBRARY STORE INC	09/20/2012	41.62
34740	LIGHTING PLASTICS OF MN INC	09/20/2012	71.85
34741	LILLIE, KRISTEN	09/20/2012	47.99
34742	LOFFLER COMPANIES INC	09/20/2012	310.00
34743	LOHMANN, JOHN H	09/20/2012	89.64
34744	LOPEZ, ANGELA	09/20/2012	150.00
34745	LOPPNOW, ANDREA	09/20/2012	248.49

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34746	LSI CORP OF AMERICA INC	09/20/2012	22,101.75
34747	LUBRANT, NANCY JEAN	09/20/2012	180.00
34748	LUND, BARBARA A	09/20/2012	73.92
34749	LUSTIG, SHELLY A	09/20/2012	96.40
34750	MN ASSOC OF ADMIN OF STATE &	09/20/2012	295.00
34751	MADL, DENNIS S	09/20/2012	128.70
34752	MAGNUSON, MARK	09/20/2012	60.00
34753	MAHN, KRISTI M	09/20/2012	135.14
34754	MAILFINANCE INC	09/20/2012	225.54
34755	MALLOY/MONTAGUE/KARNOWSKI & CO	09/20/2012	17,500.00
34756	MALWITZ, ANN	09/20/2012	249.60
34757	MANITOU STATION	09/20/2012	674.88
34758	MN ASSOC OF SECONDARY SCHOOL P	09/20/2012	170.00
34759	THE MASTER TEACHER	09/20/2012	180.00
34760	MAYER-JOHNSON LLC	09/20/2012	319.20
34761	MAYNARD, KARA	09/20/2012	45.00
34762	MCCORMICK, REBEKKA ANNE	09/20/2012	44.46
34763	MCCORMICK, TYLER J	09/20/2012	100.60
34764	MCDERMOTT, MARTY	09/20/2012	44.00
34765	MCDONOUGH'S WATERJETTING AND	09/20/2012	2,728.92
34766	MCGOWAN, TIM	09/20/2012	62.00
34767	MCGRAW-HILL COMPANIES	09/20/2012	2,430.35
34768	MCCMAHON, MARGARET	09/20/2012	71.50
34769	MCNABB, MIKE	09/20/2012	62.00
34770	MCQUISTON, LAURIE	09/20/2012	20.00
34771	MN COUNCIL ON THE TEACHING	09/20/2012	250.00
34772	MERRITT ANN	09/20/2012	248.80
34773	MERZER MALP, SHEILA	09/20/2012	605.00
34774	MN ELEMENTARY SCH PRIN ASSOC	09/20/2012	642.00
34775	Vendor Continued Check	09/20/2012	0.00
34776	METRO ECSU	09/20/2012	225.00
34777	METRO ECSU	09/20/2012	245.00
34778	METRO ECSU	09/20/2012	40.00
34779	METRO ECSU	09/20/2012	4,587.49
34780	METROPOLITAN PRINCIPALS ACADEM	09/20/2012	1,800.00
34781	MHS	09/20/2012	233.20
34782	MICKELSON, DANIELLE M	09/20/2012	130.00
34783	MID CITY SERVICES - INDUSTRIAL	09/20/2012	1,120.66
34784	MIDWEST BUS PARTS INC	09/20/2012	309.44
34785	MIEURE, MARY ELLEN	09/20/2012	50.62
34786	MINDWARE	09/20/2012	96.25
34787	MINVALCO INC	09/20/2012	1,202.14
34788	MN ASSOC OF IB WORLD SCHOOLS	09/20/2012	250.00
34789	MN COUNCIL OF TEACHERS OF ENGL	09/20/2012	438.00
34790	MN DEPT OF HEALTH	09/20/2012	35.00
34791	MN DEPT OF HEALTH	09/20/2012	35.00
34792	MN DEPT OF HEALTH	09/20/2012	35.00
34793	MN ELEVATOR INC	09/20/2012	290.77
34794	MN JUNIOR HIGH SCHOOL	09/20/2012	180.00
34795	MN STATE HIGH SCHOOL MATH LEAG	09/20/2012	500.00

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34796	MN STATE COLLEGES & UNIV	09/20/2012	130.00
34797	MN SCHOOL AGE CARE ALLIANCE	09/20/2012	585.00
34798	MN SCHOOL AGE CARE ALLIANCE	09/20/2012	600.00
34799	MOLINARI, ROXANE L	09/20/2012	100.00
34800	MONACO & ASSOCIATES INC	09/20/2012	94.00
34801	MOORE, KATHERINE D	09/20/2012	551.73
34802	MOSLEY, ZEBBIE	09/20/2012	83.00
34803	MOUNTAIN MATH/LANGUAGE LLC	09/20/2012	759.50
34804	MN REC & PARK ASSN (MRPA)	09/20/2012	160.00
34805	NAC MECHANICAL & ELECTRICAL SE	09/20/2012	78,634.35
34806	NAKAGAKI, BENJAMIN P	09/20/2012	47.78
34807	NARDINI FIRE EQUIPMENT CO INC	09/20/2012	1,397.55
34808	NARLOCH, PETER	09/20/2012	60.00
34809	NASCO	09/20/2012	334.78
34810	NASVIK, CRAIG S	09/20/2012	146.84
34811	NCS PEARSON INC	09/20/2012	1,520.87
34812	NEUMANN, RYAN	09/20/2012	104.00
34813	NEVCO INC	09/20/2012	54.38
34814	NEW LEAF FITNESS	09/20/2012	2,779.00
34815	NEW VISION PRINTING	09/20/2012	187.55
34816	NOHR, KATIE J	09/20/2012	87.90
34817	NOLAN, KEITH	09/20/2012	44.00
34818	Vendor Continued Check	09/20/2012	0.00
34819	Vendor Continued Check	09/20/2012	0.00
34820	Vendor Continued Check	09/20/2012	0.00
34821	NORTH CENTRAL TRUCK EQUIPMENT	09/20/2012	2,772.40
34822	NORTHERN GLASS & GLAZING	09/20/2012	28,000.00
34823	NOVELL INC	09/20/2012	2,600.00
34824	NYSTROM PUBLISHING CO INC	09/20/2012	35,661.85
34825	O'REILLY AUTOMOTIVE INC	09/20/2012	1,799.21
34826	ODMARK, LISA	09/20/2012	50.00
34827	Vendor Continued Check	09/20/2012	0.00
34828	OFFICE DEPOT	09/20/2012	915.58
34829	OFFICE SYSTEMS AND DESIGN INC	09/20/2012	569.05
34830	OKONGWU, ANTHONY	09/20/2012	148.00
34831	OLMSTEAD, DIANE M	09/20/2012	89.99
34832	OLSEN FIRE PROTECTION	09/20/2012	2,910.00
34833	OLSON, GLENN	09/20/2012	106.34
34834	OLSRUD, DANIELLE Y	09/20/2012	41.48
34835	OLYMPIC COMMUNICATIONS, INC.	09/20/2012	210.00
34836	ON SITE SANITATION INC	09/20/2012	1,741.36
34837	OPEN ARMS OF MN	09/20/2012	6,604.64
34838	ORBELL, RAY	09/20/2012	132.00
34839	ORTHAUS, SARA L	09/20/2012	49.00
34840	ORUC, DZEVD0	09/20/2012	64.00
34841	OXYGEN SERVICE CO INC	09/20/2012	22.32
34842	OYEKUNLE, OLAWUNMI	09/20/2012	142.00
34843	PACKER, ROGER	09/20/2012	102.00
34844	PAMS LUNCHROOM LLC	09/20/2012	1,688.64
34845	PAN-O-GOLD	09/20/2012	279.03

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34846	PAR INC	09/20/2012	1,845.72
34847	PARKOS CONSTRUCTION CO INC	09/20/2012	101,905.52
34848	PARTS NOW ! LLC	09/20/2012	53.80
34849	PCI EDUCATIONAL PUBLISHING	09/20/2012	105.63
34850	PELCO CONSTRUCTION LLC	09/20/2012	370.00
34851	PELTIER, JESSICA	09/20/2012	45.00
34852	PELTIER, NANCY	09/20/2012	86.50
34853	PESCOSLIDO, GABRIEL	09/20/2012	694.40
34854	PETERSON BROS ROOFING & CONST	09/20/2012	2,591.11
34855	PEW, MARION B	09/20/2012	45.00
34856	PHELPS MUSIC CO	09/20/2012	120.00
34857	PHOENIX SCHOOL COUNSELING LLC	09/20/2012	6,984.75
34858	PICHA, CHRISTINA K	09/20/2012	102.68
34859	PIONEER PRESS	09/20/2012	155.00
34860	PITNEY BOWES INC	09/20/2012	2,019.99
34861	PITNEY BOWES INC	09/20/2012	271.00
34862	PLAIN, LORI	09/20/2012	24.20
34863	PM ENTERPRISES	09/20/2012	425.00
34864	POCKET NURSE	09/20/2012	362.25
34865	PODGORSKI, CARRIE J	09/20/2012	93.68
34866	POLACEK, DOUG	09/20/2012	62.00
34867	POMS 4 LESS	09/20/2012	85.81
34868	POSTMASTER	09/20/2012	180.00
34869	POSTMASTER	09/20/2012	360.00
34870	POULTER, CASSANDRA A	09/20/2012	108.96
34871	PRATT, KEVIN	09/20/2012	45.00
34872	PRAXAIR DISTRIBUTION INC	09/20/2012	116.98
34873	PREMIER AGENDAS INC	09/20/2012	1,350.00
34874	PRESTIGE PROD/WB DANCE CENTER	09/20/2012	224.70
34875	PRISSEL, JESSIE L	09/20/2012	54.00
34876	PROGRESS PUBLICATIONS	09/20/2012	31.57
34877	PROVENZANO, PAUL	09/20/2012	104.00
34878	PURINTON, JIM	09/20/2012	52.00
34879	PURINTON, KEVIN	09/20/2012	52.00
34880	PUSH PEDAL PULL	09/20/2012	741.00
34881	RAINMAKER PAINT CONTRACTING	09/20/2012	4,940.00
34882	RAMSEYER, JEAN	09/20/2012	65.00
34883	REALLY GOOD STUFF INC	09/20/2012	485.54
34884	REGION 4AA	09/20/2012	100.00
34885	RICOH AMERICAS CORP	09/20/2012	426.07
34886	RIDDELL INC	09/20/2012	3,700.69
34887	RIGHTWAY GLASS INC	09/20/2012	200.00
34888	RIKE-LEE ELECTRIC INC	09/20/2012	19,867.35
34889	RINK-TEC INTERNATIONAL INC	09/20/2012	24,430.01
34890	RISDALL MARKETING GROUP	09/20/2012	1,900.00
34891	ROBERTS, STANLEY	09/20/2012	104.00
34892	ROBERTS BUSINESS FORMS	09/20/2012	369.85
34893	ROBINSON, DAVID M	09/20/2012	135.00
34894	ROOF SPEC INC	09/20/2012	1,800.00
34895	ROSEMOUNT SAW & TOOL CORP	09/20/2012	391.40

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34896	ROTHER, JULIE N	09/20/2012	292.00
34897	S & T OFFICE PRODUCTS INC	09/20/2012	420.62
34898	SAGRASSE, ABDELAZIZ	09/20/2012	64.00
34899	SALAHIDDINE, OTHMONE	09/20/2012	64.00
34900	SAM'S CLUB/GEMB	09/20/2012	440.45
34901	SAM'S CLUB/GEMB	09/20/2012	774.64
34902	SCAN AIR FILTER INC	09/20/2012	469.23
34903	SCHINDLER ELEVATOR CORP	09/20/2012	622.31
34904	SCHMITT, ALYSSA A	09/20/2012	78.81
34905	SCHMIT, JEFF	09/20/2012	82.00
34906	SCHMITZ, KAREN M	09/20/2012	199.75
34907	SCHMIDT, NOEL	09/20/2012	2,130.47
34908	SCHOCHET, HANNAH M	09/20/2012	133.54
34909	SCHOLASTIC INC	09/20/2012	10,191.25
34910	SCHOLASTIC MAGAZINES	09/20/2012	161.95
34911	SCHOLASTIC INC	09/20/2012	2,100.00
34912	Vendor Continued Check	09/20/2012	0.00
34913	SCHOOL HEALTH CORP	09/20/2012	364.15
34914	SCHOOL PROJECT	09/20/2012	10,597.50
34915	SCHOOL SPECIALTY	09/20/2012	57.71
34916	SCHOOLSIN.COM	09/20/2012	373.90
34917	SCHRIEBER, BENJAMIN J	09/20/2012	62.00
34918	SCHWANTES, DONALD R	09/20/2012	36.08
34919	SEBASTIANO FIONNA	09/20/2012	6.00
34920	SEEVER, GRAY	09/20/2012	640.00
34921	SEHR, DEBRA	09/20/2012	176.37
34922	Vendor Continued Check	09/20/2012	0.00
34923	SENTRY SYSTEMS INC	09/20/2012	3,635.00
34924	SFM	09/20/2012	164,507.00
34925	SHARLOW, MELISSA	09/20/2012	45.00
34926	SHELHORN, JAMES F	09/20/2012	74.37
34927	SHOUP, ANDREA J	09/20/2012	44.30
34928	SINGLETON, EVAN	09/20/2012	79.00
34929	SIZER, JENNIFER	09/20/2012	22.50
34930	SLATOR, KEVIN T	09/20/2012	96.00
34931	SMITH, JEFF	09/20/2012	70.00
34932	SMITH, TAMMY L	09/20/2012	117.66
34933	SNAP-ON TOOLS	09/20/2012	202.25
34934	SOFTERWARE	09/20/2012	120.00
34935	SORENSEN, KATHLEEN M	09/20/2012	45.00
34936	SOUTHWEST BINDING & LAMINATING	09/20/2012	509.98
34937	SPOONER, JAMES A	09/20/2012	150.00
34938	SPORTS NUTRITION WORKSHOP	09/20/2012	229.00
34939	ST CROIX RECREATION CO INC	09/20/2012	905.00
34940	ST ELIZABETH ANN SETON SCHOOL	09/20/2012	1,545.00
34941	Vendor Continued Check	09/20/2012	0.00
34942	ST PAUL LINOLEUM & CARPET COMP	09/20/2012	39,217.55
34943	STANLEY SECURITY SOLUTIONS INC	09/20/2012	44.56
34944	Vendor Continued Check	09/20/2012	0.00
34945	STAPLES ADVANTAGE	09/20/2012	9,681.47

Check Nbr	Vendor Name	Check Date	Check Amount
34946	STATE SUPPLY CO	09/20/2012	751.19
34947	STEWART, SCOTT	09/20/2012	165.95
34948	STONE, KATHY	09/20/2012	101.83
34949	STOTTLEMYER, JEFF	09/20/2012	47.96
34950	STUCYNSKI, JILL L	09/20/2012	56.00
34951	STURGES, SHANE	09/20/2012	82.00
34952	SUBSCRIPTION SERV OF AMER INC	09/20/2012	1,211.23
34953	SUBURBAN FLOOR COVERING	09/20/2012	370.00
34954	SUBWAY	09/20/2012	792.94
34955	SUNTEX INTL INC	09/20/2012	428.40
34956	SUPERIOR STRIPING INC	09/20/2012	961.00
34957	SUPREME SCHOOL SUPPLY CO	09/20/2012	125.63
34958	SYNAN, ERIN K	09/20/2012	14.95
34959	TATGE, DAVID A	09/20/2012	135.70
34960	TAYLOR, DONALD	09/20/2012	104.00
34961	TAYLOR SALES INC	09/20/2012	14,974.00
34962	Vendor Continued Check	09/20/2012	0.00
34963	TEACHERS CURRICULUM INSTITUTE	09/20/2012	12,378.45
34964	TDS METROCOM - MN	09/20/2012	5,933.30
34965	TELIN TRANSPORTATION GROUP LLC	09/20/2012	3,060.00
34966	TEXTBOOK WAREHOUSE INC	09/20/2012	401.63
34967	THAO, AMANDA	09/20/2012	19.70
34968	THIMJON, KARI	09/20/2012	91.43
34969	TIGER OAK PUBLICATIONS	09/20/2012	1,520.00
34970	TIME FOR KIDS	09/20/2012	318.24
34971	TOP TALENT SOLUTIONS	09/20/2012	370.50
34972	Vendor Continued Check	09/20/2012	0.00
34973	TRADE PRESS INC	09/20/2012	7,827.34
34974	TRAVER, SHAWNA J	09/20/2012	70.31
34975	TWIN CITY ACOUSTICS INC	09/20/2012	32,670.50
34976	UBBINGA, NEIL	09/20/2012	61.95
34977	UNDERWOOD, PETER J	09/20/2012	64.00
34978	UNLIMITED SUPPLIES	09/20/2012	303.64
34979	US FOODS CULINARY EQUIP & SUPP	09/20/2012	330.83
34980	UTAH STATE UNIV	09/20/2012	195.00
34981	VACATION SPORTS	09/20/2012	1,351.00
34982	VADNAIS, MOLLY A	09/20/2012	111.77
34983	VICKERMAN, SUSAN	09/20/2012	33.99
34984	WACHLAROWICZ, JOHN	09/20/2012	54.00
34985	WALKER, STEVE	09/20/2012	62.00
34986	Vendor Continued Check	09/20/2012	0.00
34987	WASTE MANAGEMENT OF WI-MN	09/20/2012	15,070.27
34988	WHITE BEAR BOWL	09/20/2012	613.50
34989	WHITE BEAR LAKE (CITY OF)	09/20/2012	1,016.70
34990	WI CENTER FOR EDUC PRODUCTS &	09/20/2012	453.00
34991	WEBER, CRAIG	09/20/2012	128.00
34992	WEBER, MARK	09/20/2012	136.00
34993	WELSH, JOHN	09/20/2012	83.00
34994	WET PAINT	09/20/2012	213.98
34995	WHITCOMB-BREMER, JACLYN ANN	09/20/2012	133.07

Check Nbr	Vendor Name	Check Date	Check Amount
34996	WIGGINS, JAMIE	09/20/2012	45.00
34997	WITTMAN, DAVID W	09/20/2012	62.00
34998	WL HALL COMPANY	09/20/2012	40,281.90
34999	WORLD'S FINEST CHOCOLATE INC	09/20/2012	1,300.00
35000	WYGANOWSKI, RENAE	09/20/2012	45.00
35001	XEROX CORPORATION	09/20/2012	286.04
35002	XEROX FINANCIAL SERVICES	09/20/2012	271.31
35003	XIONG, YANG	09/20/2012	46.95
35004	XU, HUI	09/20/2012	49.00
35005	YOUTH FRONTIERS	09/20/2012	1,740.00
35006	ZAPPA'S SPORTING GOODS	09/20/2012	1,414.00
35007	ZARAMBO, MARIA	09/20/2012	73.00
35008	ZELENAK, MARK	09/20/2012	62.00
35009	ZOUAD, BADR	09/20/2012	64.00
514	Computer	Check(s) For a Total of	1,704,574.03

Check Nbr	Vendor Name	Check Date	Check Amount
26100	PRUNTY, KELLY	09/20/2012	50.00
28960	CARDENAS, DAVID A	09/20/2012	40.55
30104	WHITE BEAR LAKE CITY	09/20/2012	100.00
30554	WAHLIN SUE	09/20/2012	14.00
31004	SIMMONS, SYDNEY	09/20/2012	7.96
31071	WHITE BEAR LAKE CITY	09/20/2012	300.00
31376	PACKER, ROGER	09/20/2012	65.00
31474	VANDEBERG, ANGELA	09/20/2012	5.00
33915	GOOGLE INC	09/20/2012	12,903.07
34038	PHETTEPLACE, DANA M	09/20/2012	69.52
10	Void	Check(s) For a Total of	13,555.10

	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
	514	Computer	Checks For a Total of	1,704,574.03
Total For	514	Manual, Wire Tran, ACH & Computer Checks		1,704,574.03
Less	10	Voided	Checks For a Total of	13,555.10
		Net Amount		1,691,018.93

Check Nbr	Vendor Name	Check Date	Check Amount
35010	AIG	09/24/2012	5,212.99
35011	AMAZON	09/24/2012	197.07
35012	AMERICAN FUNDS	09/24/2012	63,645.91
35013	AMERICAN UNITED LIFE	09/24/2012	51,424.30
35014	AMERICAN UNITED LIFE	09/24/2012	79,250.00
35015	AMERIPRISE FINANCIAL SERVICES	09/24/2012	11,135.08
35016	AXA EQUITABLE	09/24/2012	24,856.30
35017	DELTA DENTAL PLAN OF MN	09/24/2012	62,843.90
35018	EDUCATION MN ESI BILLING TRUST	09/24/2012	17,249.58
35019	GURSTEL CHARGO ATTORNEYS AT LA	09/24/2012	526.09
35020	Vendor Continued Check	09/24/2012	0.00
35021	Vendor Continued Check	09/24/2012	0.00
35022	HEALTHPARTNERS	09/24/2012	989,424.23
35023	IUOE LOCAL 70	09/24/2012	2,077.95
35024	Vendor Continued Check	09/24/2012	0.00
35025	Vendor Continued Check	09/24/2012	0.00
35026	Vendor Continued Check	09/24/2012	0.00
35027	MADISON NATIONAL LIFE	09/24/2012	55,456.63
35028	MESSERLI & KRAMER PA	09/24/2012	433.75
35029	METROPOLITAN LIFE	09/24/2012	3,528.12
35030	MN CHILD SUPPORT	09/24/2012	1,871.71
35031	MN DEPT OF REVENUE	09/24/2012	192.00
35032	NORTHERN STAR COUNCIL, BSA	09/24/2012	165.00
35033	SCHOOL SERVICE EMPLOYEES	09/24/2012	5,472.57
35034	US DEPT OF EDUCATION	09/24/2012	350.64
35035	VANGUARD SMALL BUSINESS SERVIC	09/24/2012	18,460.81
35036	WBLA EDUCATIONAL FOUNDATION	09/24/2012	100.00
27	Computer	Check(s) For a Total of	1,393,874.63

	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
	27	Computer	Checks For a Total of	1,393,874.63
Total For	27	Manual, Wire Tran, ACH & Computer Checks		1,393,874.63
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,393,874.63

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: **October 8, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
\$99	Beatrice Werenicz	Willow Lane
\$100	Wade and Lynn Johnson	Oneka Elementary School
\$36	Kristin Hansen	Sunrise Park Middle School
\$500	White Bear Lake Lions Club	White Bear Lake Area High School Cheerleading Program
\$1,000	White Bear Lake Lions Club	White Bear Lake Area High School Boys' Track and Field
\$2,680 Proceeds from Gamboni Memorial Shoot	Bald Eagle Sportsmen	White Bear Lake Area High School Trapshooting Team
\$138.47	Community Shares of Minnesota Campaign Management	White Bear Lake Area High School – South Campus
\$4,429.81	Target Take Charge of Education	White Bear Lake Area High School – South Campus

RECOMMENDATION: Accept donations.

AGENDA ITEM: **Field Trip Request**

MEETING DATE: **October 8, 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
Sunday, 11/4/12 - Monday, 11/5/12 MASC Presidents' Forum Arrowwood Resort Alexandria, Minnesota	John Forestell	White Bear Lake Area High School Student Council	1	4	Total cost per student: Approx. \$30 Student Portion: \$30 Other Source (s): Student Council funds	Personal vans (approved by parents and Dave Johnson)	An opportunity for Student Council officers to receive specialized training to help them lead, and professional development for the advisor to grow as well.
Friday, 12/28/12 - Saturday 12/29/12 Virginia, Minnesota and Grand Rapids, Minnesota	Tim Sager	White Bear Lake Area High School Boys Hockey	0	37	Total cost per student: Approx. \$190 Student Portion: \$0 Other Source (s): Blueline Club will cover all costs	Coach buses (6)	To compete against the best in the state.
Tuesday, 1/22/13 - Friday, 1/25/13 Wolf Ridge ELC in Finland, Minnesota	Greg Hjelm	Birch Lake 5th grade students	4	28	Total cost per student: Approx. \$200 Student Portion: \$200 Other Source (s): Fund-raising & PTA	Voigt Bus Company	Science and environmental education

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
Sunday, 2/17/13 - Saturday, 2/23/13 Florida Sea Base in the Florida Keys Islamorada, Florida	Brian Merhar	White Bear Lake Area High School South Campus Adventure Club/ Crew	4	6	Total cost per student: Approx. \$300 Student Portion: \$300 Other Source (s): Fund-raising	Airline to Miami airport, then flight and shuttle to Sea Base in the Florida Keys	Fulfilling mission statement and curriculum, targeting students at-risk, by using outdoor experiential adventures to move toward academic success.

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

EMY HARRINGTON – Part-Time Cook, Hugo Elementary
Employed by District 624 since 02/27/2012
Effective Date: 09/28/2012

HOLLY JORISSEN – Bus Driver, Bus Garage
Employed by District 624 since 09/15/2011
Effective Date: 08/06/2012

KYLE STRAITON – Cultural Liaison, Normandy Park
Employed by District 624 since 07/01/2012
Effective Date: 09/05/2012

MANDYN WILSON – Health Assistant/Child Study, Matoska International
Employed by District 624 since 11/21/2011
Effective Date: 09/07/2012

RELEASE FROM CONTRACT AND RESIGNATION - CERTIFIED STAFF

KATHLEEN FITCH – .6 Deaf/Hard of Hearing Teacher, Normandy Park
Employed by District 624 since 06/11/2007
Effective Date: If a suitable replacement is found.

NEW PERSONNEL – CLASSIFIED STAFF

KRISTINE ANDERSON – Health Assistant/Child Study, Matoska International
\$16.55 /hr. 7.00 hrs. /day 149 days \$17,261.65
Effective Date: 09/24/2012

CRISTINA CASTRO – Part-Time Cook, Hugo Elementary
\$13.41 /hr. 2.50 hrs. /day 160 days \$5,364.00
Effective Date: 10/02/2012

CLAIRE DETERS – Program Assistant Leader, Lakeaires/Oneka Elementary
\$12.45 /hr. 5.75 hrs. /day 192 days \$13,744.80
Effective Date: 10/01/2012

RAY FLINT III – Program Assistant Leader, Vadnais Heights Elementary
\$12.45 /hr. 2.75 hrs. /day 192 days \$6,573.60
Effective Date: 10/01/2012

AMBER FORTIER – Nurse Paraprofessional, North Campus
\$17.15 /hr. 6.50 hrs. /day 155 days \$17,278.63
Effective Date: 10/08/2012

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

NEW PERSONNEL – CLASSIFIED STAFF

DANIEL GRANGER – Bus Driver, Bus Garage
Annual Salary \$13,206.68
Effective Date: 08/29/2012

KELLY GRANT – LTS Instructional Assistant, Lakeaires Elementary
\$16.25 /hr. 5.00 hrs. /day 165 days \$13,406.25
Effective Date: 09/24/2012

HALEY HALVERSON – LTS Instructional Assistant, Otter Lake Elementary
\$16.25 /hr. 5.00 hrs. /day 168 days \$13,650.00
Effective Date: 09/19/2012

MICHELE KONISZCZUK – EL Assistant, Vadnais Hgts. /Willow Lane Elementary
\$16.25 /hr. 4.00 hrs. /day 121 days \$7,865.00
Effective Date: 10/01/2012

NICOLE LAVALLEY – Computer/Playground Assistant/, Matoska International
\$16.05 /hr. 3.00 hrs. /day + \$15.55/ hr. 1.75 hrs. / day 178 days \$13,414.53
Effective Date: 09/10/2012

ROBERT MACCORNAK – Bus Driver, Bus Garage
Annual Salary \$14,191.02
Effective Date: 08/29/2012

STEPHEN MACIEJNY – Assistant Head Custodian Engineer – Matoska International
\$19.01 /hr. 8.00 hrs. / day + .25 SD 190 days \$29,275.20
Effective Date: 10/08/2012

PATTI PRICE – Administrative Assistant-Senior Center, Normandy Park
\$16.55 /hr. 8.00 hrs. /day 200 days \$26,480.00
Effective Date: 09/24/2012

ORVILLE VAUGHN – Bus Driver, Bus Garage
Annual Salary \$15,104.84
Effective Date: 08/29/2012

THAI YANG – Custodian, Sunrise Middle School
\$16.16 /hr. 8.00 hrs. / day + .25 SD 193 days \$25,337.04
Effective Date: 10/03/2012

NEW PERSONNEL – FOREIGN EXCHANGE TEACHER

JIN ZHUANG – Chinese Exchange Teacher, Various Buildings
Stipend \$4,000.00
Effective Dates: 09/10/2012 through 02/05/2013

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

NEW PERSONNEL – CERTIFIED STAFF

MEGAN LUKE – Play & Learn Teacher, Normandy Park
Annual Salary \$5,460.00
Effective Date: 10/01/2012

LONG TERM SUBSTITUTES – CERTIFIED STAFF

LISA ESBOLDT – Elementary Teacher, Matoska International
Annual Salary \$6,836.04
Effective Dates: 11/05/2012 through 12/21/2012

SUSAN FISH – Elementary Teacher, Lakeaires Elementary
Annual Salary \$6,259.85
Effective Dates: 09/26/2012 through 11/09/2012

YEAR LONG ACTIVITIES AND FALL ATHLETICS

<u>Activities</u>	<u>Advisor/Coach</u>	<u>Length of Activity</u>	<u>Pay</u>
<u>Band</u>			
Pep Band-South (step 3)	Shannon Anderson	Year Long	\$1,236
Jazz Band-South (step 3)	Shannon Anderson	Year Long	\$1,700
High School Band-South (step 3)	Shannon Anderson	Year Long	\$2,627
Pep Band-North (step 3)	Jeremy Rockford	Year Long	\$1,236
Jazz Band - North (step 3)	Jeremy Rockford	Year Long	\$1,700
High School Band - North (step 3)	Jeremy Rockford	Year Long	\$2,627
Band - Sunrise (step 3)	Michael Snell	Year Long	\$1,506
Band - Sunrise (step 2)	Jennifer Gere	Year Long	\$1,431
Jazz Band - Sunrise (step 3)	Michael Snell	Year Long	\$927
Band - Central (step 2)	Kristina Kuehn	Year Long	\$1,431
Jazz Band - Central (step 2-2)	Kristina Kuehn	Year Long	\$1,762
Band - Central (step 3)	Kristin Kusche	Year Long	\$1,506
Jazz Band - Central (step 3)	Kristin Kusche	Year Long	\$927
<u>Chemistry Club</u>			
No/So Campus (step 3)	Cassandra Knutson	Year Long	\$1,391
<u>Chess Club</u>			
South Campus (step 2)	Jacob Montgomery	Year Long	\$1,174
<u>Choir</u>			
High School Choir-South (step 3)	Marie Dymit	Year Long	\$2,627
Choir - Mariners (step 3)	Marie Dymit	Year Long	\$1,700
High School Choir-North (step 3)	Marie Dymit	Year Long	\$2,627
High School Choir-North (step 3)	Wendy Suoja	Year Long	\$2,627
Choir - Sunrise (step 3)	Connie Hamilton	Year Long	\$1,506
Choir - Central (step 1)	Tonya Murchy	Year Long	\$1,356
Choir - Central (step 3)	Wendy Suoja	Year Long	\$1,506
<u>Class Advisor</u>			
Sr. Class Advisor	Bob Hannigan	Year Long	\$3,399
Junior Class (step 3) Co-Advisor	Katie Marsh	Year Long	\$1,321
Junior Class (step 3) Co-Advisor	Nicole McGarhwaite	Year Long	\$1,321
<u>Debate</u>			
Head Coach (step 3)	Paul Seeba	Fall	\$4,850
Asst Coach (step 3)	Annika Pittman	Fall	\$3,395
Lincoln Douglas (step 2)	Ben Kirkham	Year Long	\$4,607

Drama

Head Full Length Theatre (step 3)	Wendy Suoju	Fall	\$2,209
Stage Mangaer Theatre (step 3)	Connie Hamilton	Fall	\$1,190
Stage Mangaer Theatre (step 3)	OPEN	Fall	\$1,190
Stage Mangaer Theatre (step 3)	Jeff Willey	Fall	\$1,190
Musical Director Theatre (step 3)	OPEN	Fall	\$1,530
Choreographer Theatre (step 3)	Kayla Schiltgen	Fall	\$1,190
Head Full Length Theatre (step 3)	Chris Sorenson	Spring	\$2,209
Play - Middle School (step 3)	Connie Hamilton	Year Long	\$1,657
Middle School Musical - Sunrise	Wayne Morton	Year Long	\$1,657
Middle School Musical - set design	Don Copeland	Year Long	\$1,190

Drumline

Drumline Advisor	Eric Richardson	Summer/Fall	\$1,190
Drumline Advisor (step 3)	Jeremy Rockford	Summer/Fall	\$1,700

History Club

History Club Advisor-Central (step 3)	Carrie Kearney Yee	Year Long	\$1,604
History Club Advisor - Central (step 3)	Kari Janzen	Year Long	\$1,604
History Club Advisor - Sunrise (step 3)	Huy Nguyen	Year Long	\$3,207

Homecoming

Homecoming (step 3)	Brietta Schluender	Fall	\$1,214.00
Homecoming (step 2)	Lara Conrad	Fall	\$1,168.00
Homecoming (step 2)	Ben Drexler	Fall	\$1,168.00

Math Team

Math Team - North (step 3)	Amanda Vernon	Year Long	\$1,391
Asst Math Team - North (step 2)	Ben Drexler	Year Long	\$925
Math Team - Sunrise (step 3)	Wayne Ostlund	Year Long	\$1,391
Math Team - Central (step 3)	Shane Cody	Year Long	\$1,391

Mock Trial

Mock Trial (step 3)	Keif Svendsen	Year Long	\$2,426
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National Honor Society

National Honor Society - South (step 3)	Rita Leonard	Year Long	\$2,426
National Honor Society - Sunrise (step 3)	Huy Nguyen	Year Long	\$1,820
National Honor Society - Central (step 3)	Vicky Olson	Year Long	\$1,820

Newspaper

Bear Tracks - South	Chris Sorenson(.5-3/Ben Kii	Year Long	\$2,140/\$2,033
Newspaper - Sunrise (step 3)	Anne Levine	Year Long	\$2,911
Newspaper - Central (step 3)	Sue Hicks	Year Long	\$2,911

Robotics

Robotics (Lego) - Sunrise (step 2)	Chris Lyons	Year Long	\$1,321
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Service Learning Club

Service Club (step 2)	Matt Skogen/Lisa Brichacek	Year Long	\$661/\$661
Service Club (step 2)	Amber Rustand	Year Long	\$1,391

Strength & Conditioning

Strength & Conditioning (step 1)	Scott Hinz	Fall	\$2,700
Strength & Conditioning (step 1)	Scott Hinz	Winter	\$4,050
Strength & Conditioning (step 1)	Scott Hinz	Spring	\$2,916

One Act

Director (step 3)	Chris Sorenson	Winter	\$1,377
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Speech

Speech (step 2)	Jane Froiland	Year Long	\$3,457
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Student Council

Student Council - South (step 3)	John Forestell	Year Long	\$4,280
Student Council - North (step 3)	Cindy Swenson	Year Long	\$4,280
Student Council - Sunrise (step 2)	Matt Skogen/Lisa Brichacek	Year Long	\$1524/\$1524
Student Council - Central (step 3)	Carol Hultman	Year Long	\$3,207

Yearbook

Yearbook - Secondary (step 3)	Jennifer Kirkham	Year Long	\$4,280
Yearbook - Sunrise (step 3)	Paul Meuwissen	Year Long	\$2,770
Yearbook - Central (step 3)	Katie Nohr	Year Long	\$2,770

ATHLETICS**Cheer**

Head Coach (step 3)	Heather Leaf	Fall/Winter	\$4,172
Asst Coach (step 2)	Lacie Morgan	Fall/Winter	\$2,774

Boys Cross Country

Head Coach (step 3)	Dan Kovacich	Fall	\$4,318
Asst Coach (SAA)	Doug Hicks	Fall	\$1,500
Asst High School (step 2)	Tony Walfoort	Fall	\$2,872

Girls Cross Country

Head Coach (step 3)	Patti Percival	Fall	\$4,318
.75 Asst Coach (step 2)	Shannon Grant	Fall	\$2,154
Asst Coach (step 3)	Sue Wurl	Fall	\$3,023

Danceline

Co-Head Coach (step 2)	Katie Morales	Fall	\$1,763
Co-Asst Coach (step 2)	Amanda Frogner	Fall	\$1,763

Football

Head Coach (step 1)	Ryan Bartlett	Fall	\$5,979
Asst Coach (step 3)	Brad Engen	Fall	\$4,650
Asst Coach (step 3)	Marc Braeger	Fall	\$4,650
Asst Coach (step 3)	Dave Meuwissen	Fall	\$4,650
Asst Coach (step 3)	Keith Lockwood	Fall	\$4,650
Asst Coach (step 3)	Craig Nasvik	Fall	\$4,650
Asst Coach (step 3)	Jeremy Post	Fall	\$4,650
Asst Coach (step 3)	Tom Determan	Fall	\$4,650
Asst Coach (step 3)	Connor Luby	Fall	\$4,650
Asst Coach (step 2)	Noah Drombrovski	Fall	\$4,418
Asst Coach (Step 3)	Dane Bates	Fall	\$4,650
Asst Coach (SAA)	Andrew Fink	Fall	\$3,000
Asst Coach (SAA)	Ryan Konrath	Fall	\$3,000
Asst Coach (SAA)	Adam Holman	Fall	\$2,000
Asst Coach (VOL)	Fred Konrath	Fall	Vol
Asst Coach (SAA)	Steve Nasvik	Fall	\$800
Asst Coach (SAA)	Brett Borowske	Fall	\$1,000
Asst Coach (SAA)	Ryan Fitzpatrick	Fall	\$2,000
Asst Coach (SAA)	Mike Rausch	Fall	\$2,300

Boys Soccer

Head Coach (step 3)	Ben Vulu	Fall	\$5,253
Asst Coach (step 3) (.75/.25 SAA)	Mike Knutson	Fall	\$3,508
Asst Coach JV (step 3)	Karl Jende	Fall	\$3,677
Asst Coach B (step 3)	Keith Steadland	Fall	\$3,677
Asst Coach (SAA)	Ryan Manning	Fall	\$2,500

Girls Soccer

Co-Head Coach (step 3)	David Ashley	Fall	\$4,465
Co- Head Coach (step 3)	John Dierkhising	Fall	\$4,465
Asst Coach (step 1)	Megan Church	Fall	\$3,309
Asst Coach (step 2 - .5 Dist/.5 SAA)	Sarah Swoboda	Fall	\$2,300
Asst Coach (SAA)	Kayla Hill	Fall	\$1,900

Girls Swim

Head Coach (step 3)	John Suchomel	Fall	\$5,496
Asst Coach (step 2)	Karen Mitchell	Fall	\$3,655
Diving Coach	Tim Baden	Fall	\$2,000

Girls Tennis

Head Coach (step 3)	John Sanny	Fall	\$4,326
Asst Coach JV (step 1)	Rachel Clark	Fall	\$2,725
Asst Coach C (step 1 FR)	Leah Hogle	Fall	\$1,500

Volleyball

Head Coach (step 1)	Nathan Anderson	Fall	\$4,718
Asst Coach JV (step 1)	Lynda Johnson	Fall	\$3,303
Asst Coach B (step 2)	Norah Antil	Fall	\$3,486
Asst Coach 9 (step 3 .75/.25 FR)	Erin Synan	Fall	\$3,670

Adaptive Soccer (CI)

Head Coach (step 3)	Joseph Dustin	Fall	\$3,090
Asst Coach (step 3)	Lori Fontano	Fall	\$2,163

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: **Update on Elementary World Language Program**
MEETING DATE: **September 24, 2012**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON: **Michael Lovett, Superintendent**

Background:

Beginning this fall, each of our elementary schools includes a world language as an integral component of the educational program. This fall Matoska continues their past model of providing 45 minutes of Spanish every third day from kindergarten through grade five.

For the 2012-13 school year our other elementary school students in grades four and five receive 45 minutes of either Spanish or Chinese. Vadnais Heights and Lincoln teach Chinese and Spanish is being taught at Lakeaires, Willow, Birch, Otter Lake, and Oneka.

In addition to the languages taught for fourth and fifth grade, we are working with Concordia Language Villages to provide an in-school language experience for children in grades kindergarten through three for this year.

This fall the Elementary World Language Review Committee is developing recommendations for Phase II of our Elementary World Language Program, which will include determining how students in grades kindergarten through three will have more significant access to elementary world language. In addition, the committee is examining potential recommendations to develop one or more immersion programs beginning in 2013-14 school year. The School Board will receive a more detailed update on this from our review committee at our October work-study session.

Monday evening we will have a brief presentation to give our School Board and community an idea of what students are experiencing this fall in the White Bear Lake Area Elementary Schools.

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **October 8, 2012**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

BACKGROUND:

Dr. Lovett will provide information on current issues and events pertaining to the White Bear Lake Area Public School District.

D. DISCUSSION ITEMS

AGENDA ITEM: **Report on Enrollment Trends 2012**
MEETING DATE: **October 8, 2012**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Pete Willcoxon Sr.**
Executive Director of Business Services

Background:

Enrollment trends for the School District are quite encouraging. Overall, elementary enrollment increases for the fourth time in the past five years and secondary enrollment is stabilizing.

The northern elementary schools continue to grow in enrollment. But, for the first time in many years, enrollment growth in the southern elementary schools is positive and actually exceeds the enrollment growth in the northern elementary schools.

Our secondary enrollment remains quite stable when compared to last year, changing less than 1% from last year. The variance between last year's graduating class and this year's incoming kindergartners continues to shrink. The five year projections for secondary enrollment shows slow but steady growth beginning in 2014.

Recommendation:

None.

Opening of School Report

October, 2012

Secondary School Enrollment Information

- **For this year secondary enrollment remains stable, varying less than 1% from last year.**
- **The variance between last year's graduating seniors and this year's kindergarten class is shrinking.**
- **Over the next five years secondary enrollment numbers will slowly begin to grow.**

Elementary School Enrollment Data

Schools	Opening of School 2011	Opening of School 2012	Change	% Change
Southern	2238	2302	64	2.9%
Northern	1415	1429	14	1.0%
Total	3653	3731	78	2.1%

Elementary School Enrollment Analysis

	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Northern Elementary Schools (3)	4.8%	1.6%	4.4%	2.9%	1.9%
Southern Elementary Schools (6)	-1.0%	-3.4%	0.4%	-1.5%	4.8%
Totals	1.0%	-1.6%	1.9%	0.1%	3.7%

Enrollment Trend Analysis

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
12 - K	(216)	(178)	(235)	(145)	(136)	(87)
Total Migration	43	53	102	133	81	146
Total Change	(173)	(125)	(133)	(12)	(55)	59

AGENDA ITEM: **Update on Proposed 2013 Property Tax Levy**
MEETING DATE: **September 24, 2012**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON: **Pete Willcoxon Sr.**
Executive Director of Business Services

Background:

At the special school board meeting of September 24, 2012, the School Board approved the proposed levy for 2013.

The District Finance Committee met on Thursday September 20th and forwarded its recommendation to the board for their consideration.

The District's "Truth in Taxation" information will be presented at the December 10th regular school board meeting and during that presentation the public will have the opportunity to speak. The School Board will adopt the certified property tax levy payable 2013 as an operational item later on that agenda.

Mr. Willcoxon will review the proposed tax levy information at this meeting.

Recommendation:

No action is required on this discussion item.

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

MEETING DATE: **October 8, 2012**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy 205, Open Meeting and Closed Meetings Policy, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

RECOMMENDATION: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 12 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: November 13, 1995

White Bear Lake Area School Board Policy 205

Revised: August 25, 2003

Revised: May 9, 2005

Revised: December 14, 2009

Revised: November 8, 2010

205 OPEN MEETINGS AND CLOSED MEETINGS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITION

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

IV. PROCEDURES

A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular

meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

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

3. Emergency Meetings

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

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

4. Recessed or Continued Meetings

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

5. Closed Meetings

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

6. Actual Notice

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

7. Health Pandemic or Declared Emergency

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

B. Votes

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

C. Written Materials

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

D. Data

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

E. Closed Meetings

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

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

2. Sessions Closed by Bureau of Mediation Services

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

3. Preliminary Consideration of Charges

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

4. Performance Evaluations

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

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning

litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

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

7. Coaches; Opportunity to Respond

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

8. Meetings to Discuss Certain Not Public Data

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

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

9. Purchase and Sale of Property

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

closed meeting must be made available to the public after the closed meeting.

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

10. Security Matters

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

11. Other Meetings

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

F. Procedures for Closing a Meeting

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)

Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
 Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
 Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Minn. Rules CH.5510 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W. 2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993).
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988).
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983).
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
 Dept. of Admin. Advisory Op. No. 09-00 (September 8, 2009)
 Dept. of Admin. Advisory Op. No.08-015 (July 9, 2008)
 Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

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

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

MEETING DATE: **October 8, 2012**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

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

RECOMMENDATION: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 12 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: November 13, 1995

White Bear Lake Area School Board Policy 206

Revised: August 25, 2003

Revised: January 10, 2005

Revised: November 8, 2007

Revised: April 13, 2009

Revised: November 8, 2010

Revised: October 10, 2011

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer, an independent contractor, and a member of an advisory board.

- 1) Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the **employee's** social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in

addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the terms of any agreement settling any dispute arising out of the employment relationship, including a superintendent buyout agreement, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; a work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

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

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

- B. "Educational data" means data maintained by the school district which relates to a student.
- C. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.
- D. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; and prior government service; and any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. §15.0597. Once an individual has been appointed to a public body, the following additional items of data are public: residential address and either a telephone

number or electronic mail address where the appointee can be reached, or both at the request of the appointee; provided, however, any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

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

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

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

VI. PROCEDURES

A. Agenda items

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

restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.

B. Complaints

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

C. Open Forum

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

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

D. No Board Action at Same Meeting

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

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

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

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

AGENDA ITEM: **School Board Policy 301, School District Administration**
MEETING DATE: **October 8, 2012**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

Background:

School Board Policy 301, School District Administration, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

RECOMMENDATION: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 12 School Board meeting agenda or subsequent meeting as an operational item for action.

*Adopted: December 11, 1995
Revised: December 10, 2001*

*White Bear Lake Area School District
School Board Policy 301*

301 SCHOOL DISTRICT ADMINISTRATION

I. PURPOSE

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services.
- B. The school board expects all activities related to the operation of the school district to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes responsibility of cabinet office administrators and principals for educational results and effective administration, supervisory, and instructional leadership at the district and school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

Legal References: Minn Stat 123B.143 (Superintendents)
Minn Stat 123B.147 (Principals)

Cross References: MSBA Service Manual, Chapter 5, School Board-Staff Relationships

AGENDA ITEM: **School Board Policy 302, Superintendent**
MEETING DATE: **October 8, 2012**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

Background:

School Board Policy 302, Superintendent, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

RECOMMENDATION: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 12 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: December 11, 1995

*White Bear Lake Area School District
School Board Policy 302*

Revised: December 10, 2001

302 SUPERINTENDENT

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- C. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. 123B.143 (Superintendent)

Cross References: WBLASB Policy 202 (School Board Officers)
WBLASB Policy 208 (Development, Adoption, and Implementation of Policies)
WBLASB Policy 214 (Out-of-State Travel by School Board Members)
WBLASB Policy 301 (School District Administration)
WBLASB Policy 303 (Superintendent Selection)
WBLASB Policy 304 (Superintendent Contract, Duties, and Evaluation)
WBLASB Policy 305 (Policy Implementation)
WBLASB Policy 306 (Administrator Code of Ethics)
WBLASB Policy 412 (Expense Reimbursement)
WBLASB Policy 510 (School Activities)
WBLASB Policy 511 (Student Fundraising)

WBLASB Policy 513 (Student Promotion, Retention, and Program Design)
WBLASB Policy 602 (Organization of School Calendar and School Day)
WBLASB Policy 605 (Alternative Programs)
WBLASB Policy 701 (Establishment and Adoption of School District Budget)
WBLASB Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
WBLASB Policy 802 (Disposition of Obsolete Equipment and Material)
WBLASB Policy 903 (Visitors to School District Buildings and Sites)
WBLASB Policy 905 (Advertising)
WBLASB Policy 906 (Community Notification of Predatory Offenders)
WBLASB Policy 907 (Rewards)
MSBA Service Manual, Chapter 3, Superintendent of Schools

AGENDA ITEM: **School Board Policy 602, Organization of School Calendar and School Day**

MEETING DATE: **October 8, 2012**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Chris Picha, Director of Human Resources**
David Law, Assistant Superintendent

Background:

School Board Policy 602, Organization of School Calendar and School Day, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

RECOMMENDATION: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 12 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: September 8, 1997
Revised: June 11, 2001
Revised: May 9, 2005

White Bear Lake Area
School Board Policy 602

602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

~~It is~~ The school calendar and schedule are important to parents, students, employees, and the general public ~~to have as means to allow advance, and knowledge of the school calendar and school day to effectively planning for of the school year.~~

III. CALENDAR RESPONSIBILITY

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff and parents.
- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before ~~September 1~~ Labor Day, ~~unless beginning the school year earlier will accommodate a construction or remodeling project of \$400,000 or more, which affects a district's school facility. Days devoted to teacher's workshops may be held before September 1 except as provided in Section III.B.1., III.B.2., or III.B.3. Teacher workshop days may be held before Labor Day.~~
 - 1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
 - 2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minn. Stat. § 123A.30, § 123A.32, or § 123A.35 with a school district that qualifies under Section III.B.1.
 - 3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.
- C. ~~The school board shall adopt the school calendar for the following school year in a timely fashion.~~ Employee and advisory groups shall be provided an opportunity

to participate in school calendar considerations through a meet and confer process.

IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider the ~~installed progress~~ successful implementation of the current calendar and such factors as cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, school bus schedules, and other concerns deserving of attention.
- C. ~~Proposed changes in the school day shall be subject to review and approval by the school board.~~

Legal References: Minn. Stat. § 120A.40 (School Calendar)
Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § ~~126.13~~ 120A.42 (Holidays)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment, Contracts; Termination)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class, Definitions)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.32 (Interdistrict Cooperation)
Minn. Stat. § 123A.35 (Cooperation and Combination)
Minn. Stat. § 124D.11, Subd. 9 (Revenue for Results-Oriented Charter School)
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)

Cross References: WBLASB Policy 425 (Staff Development)

AGENDA ITEM: **Superintendent's Evaluation**
MEETING DATE: **October 8, 2012**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Lori Swanson, School Board Chair**

BACKGROUND:

At the work-study session of September 24, 2012, the School Board reviewed the results of the 2011-12 performance evaluation with the superintendent.

This evening, the School Board will publicly comment on that evaluation to the extent permitted by law.

E. OPERATIONAL ITEMS

AGENDA ITEM: **Action on Bullying Prevention Curriculum**

MEETING DATE: **October 8, 2012**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Lyle Helke, Student Safety, Health and School Success Coordinator**
Kathleen Daniels, Director of Special Services
David Law, Assistant Superintendent

BACKGROUND: Grounded in the words and expectations of Strategy VI of our Strategic Plan, our district is committed to “fostering connections with and among students and staff members to ensure all feel valued, supported and understood” and “establishing an environment that cultivates understanding and respect for differences among people.” Embedded within this commitment is our district’s goal of preventing bullying by adopting a comprehensive bullying prevention, intervention and support program.

Our focus this evening is on the student instruction recommendations developed by committee members. The recommended curriculum in grades K-2, and 6-8, Second Step, provides instruction in social and emotional learning with units on learning skills, empathy, emotion management, friendship skills and problem solving. Steps to Respect, recommended for implementation in grades 3-5, focuses on topics such as how to make friends, understanding and recognizing feelings, and dealing with bullying. Second Step and Steps to Respect curricula have been evaluated in multiple randomized studies with similar outcomes: increased positive social behavior, reduced conduct problems, improved climate, and improved social and emotional skill performance.

In grades 9-12, three lessons developed by our Counseling Department will be covered during Advisory Period. These lessons will reinforce information that has been covered in our K-8 curricula and will focus on cyber bullying and dating and relational violence.

RECOMMENDATION: The administration recommends approval of the curriculum as described within the established 2012-13 curriculum budget.

Bullying Prevention Curriculum Recommendations

Grade Level	Recommended Curriculum	Program Skills and Topics	Number of Lessons	Classroom Time
K-2	<i>Second Step</i>	Skills For Learning Empathy Emotion Management Friendship Skills and Problem Solving	Kindergarten: 25 Grade 1: 22 Grade 2: 22	Kindergarten: 20-25 minutes Grade 1: 25-30 minutes Grade 2: 30-35 minutes
3-5	<i>Steps To Respect</i>	Friendship Skills Recognizing Conflict Recognizing Bullying Behaviors Refusing Bullying Controlling Rumors Reporting Bullying Bystanders Are The Key	Grade 3: 11 Grade 4: 11 Grade 5: 11	25-30 minutes at each grade level
6-8	<i>Second Step: Middle School</i>	Empathy and Communication Bullying Prevention Emotion Management Problem Solving/Decision Making/Goal Setting Substance Abuse Prevention	Grade 6: 15 Grade 7: 13 Grade 8: 13	Each 50 minute lesson will be split up into two 25-minute sessions and taught during Homebase.
9-12	<i>Advisory Based Lessons Developed By Counseling Team</i>	What Is Bullying? Cyberbullying Dating/Relational Bullying	Three lessons that focus on individual topics at each grade level with reinforcement in additional advisory periods	Each lesson will be 30 minutes in length and taught during Advisory Period.

AGENDA ITEM: **Action on Student Teacher Agreement with
Southwest Minnesota State University**

MEETING DATE: **October 8, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

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

RECOMMENDATION:

The administration recommends the School Board to accept the student teacher agreement with Southwest Minnesota State University.

RESOLUTION OF SCHOOL DISTRICT

Be it Resolved, that this school district entered into an agreement with the State of Minnesota, MnSCU, for the purpose of providing student teaching experiences for students from Southwest Minnesota State University.

Be it Resolved, that the chairman and the clerk be and they hereby are authorized to execute such agreement:

CERTIFICATION

State of Minnesota

County of **Ramsey**

I hereby certify that the foregoing Resolution is a true and correct copy of this resolution adopted by the board of **White Bear Lake School District, No. 624** of **Ramsey** County, at a duly authorized meeting thereof held on the _____ day of _____, 20____, as shown by the minutes of said meeting.

Clerk

(SEAL)

Minnesota State Colleges & Universities System
Southwest Minnesota State University
STUDENT TEACHER AGREEMENT

White Bear Lake School District, No. 624, of Ramsey County, **White Bear Lake, MN**, Minnesota, agrees with the State of Minnesota, acting through the Minnesota State College and University System, as follows:

During the school years beginning August 2012 and ending July 2015, Southwest Minnesota State University agrees to pay at a rate, not to exceed \$10.00 per semester credit hour for each student teacher placed in the White Bear Lake School District located in White Bear Lake, MN, Minnesota.

The school district agrees to supply to the student teacher opportunity to work in a teaching-learning situation cooperatively with teachers certified at standards equal or superior to the regulations of the State of Minnesota during the student teaching assignment.

White Bear Lake School District, No. 624
of **Ramsey** County, Minnesota.

By _____
Chairman

By _____
Clerk

Recommended for approval
Southwest Minnesota State University

By _____
Provost

AGENDA ITEM: **School Board Policy 101, Legal Status of the
School District**

MEETING DATE: **October 8, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

School Board Policy 101, Legal Status of the School District, has been reviewed by the School Board Policy Committee, had a first reading in September, and is being recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

RECOMMENDATION: Approve Policy 101, Legal Status of the School District, as recommended.

101 LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

A ~~It is a~~ primary principle of this nation **is** that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school district's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the counties in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

- A. Funds
 - 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools, and authority to manage and expend such funds, subject to applicable law.

2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. § 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.

4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

Legal References: Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B (School Districts, Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations)
Minn. Stat. § 465.035 (Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties of Political Subdivisions)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d 374 (1966)
Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138 N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References: WBLASB Policy 201 (Legal Status of School Board)
WBLASB Policy 603 (Curriculum Development)
WBLASB Policy 604 (Instructional Curriculum)
WBLASB Policy 606 (Textbooks and Instructional Materials)
WBLASB Policy 705 (Investments)
WBLASB Policy 706 (Acceptance of Gifts)
WBLASB Policy 801 (Equal Access to Facilities of Secondary Schools)
MSBA Service Manual, Chapter 3, Employee Negotiations
MSBA Service Manual, Chapter 13, School Law Bulletin "F" (Contract and Bidding Procedures)

AGENDA ITEM: **School Board Policy 202, School Board Officers**
MEETING DATE: **October 8, 2012**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

Background:

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

RECOMMENDATION: Approve Policy 202, School Board Officers, as recommended.

202 SCHOOL BOARD OFFICERS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. ORGANIZATION

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

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

IV. OFFICER'S RESPONSIBILITIES

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

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

B. Treasurer.

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

C. Clerk.

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

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

D. Vice-Chair

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

E. Superintendent.

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

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

Cross References: WBLASB Policy 101 (Legal Status of the School District)
 WBLASB Policy 201 (Legal Status of the School Board)
 WBLASB Policy 203 (Operation of the School Board-Governing Rules)

MSBA/MASA Service Manual, Chapter 1, School District Governance,
Powers and Duties

AGENDA ITEM: **Annual Review of Policy 404, Employment Background Checks, and Criminal Background Check Forms - Employees and Volunteers**

MEETING DATE: **October 8, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

School Board Policy 404, Employment Background Checks and Criminal Background Check Forms - Employees and Volunteers, have been reviewed by the School Board Policy Committee, had a first reading in September, and is recommended for a second reading. No changes were made to Policy 404, but minor changes were made to the forms.

RECOMMENDATION: Approve Board Policy 404, Employment Background Checks and Criminal Background Check Forms - Employees and Volunteers, as recommended by the administration.

Adopted: April 29, 1996
Revised: January 11, 2010
Revised: October 11, 2010

White Bear Lake Area
School District #624 Policy 404

404 EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or providing services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. An individual will not commence employment until the school district receives the results of the criminal history background check. However, the school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check, but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be

performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minn. Stat. § 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and/or the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer or granted permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.
- C. The school district, at its discretion, may elect not to request a criminal history background check on an individual who holds an initial teaching license issued by the state board of teaching or the commissioner of education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
 - 1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 - 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 - 3. the individual executes a written consent form giving the school district access to the results of the check; and
 - 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all non-state residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the individual's resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment

or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or providing services to, the school district. Such individuals must provide an executed criminal history consent form.

- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office and will be distributed, upon request, to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services. The requirement to submit to a criminal history background check may be included with the basic criteria for employment or providing services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes the individual from employment with, or providing services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal History Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References:

CRIMINAL BACKGROUND CHECK - MS 123B.03
COMBINED DISCLOSURE AND INFORMED CONSENT FORM FOR VOLUNTEERS

(Important: Please read carefully before signing.)

White Bear Lake School District 624
District Center
4855 Bloom Avenue
White Bear Lake, MN 55110
651-407-7549

The Fair Credit Reporting Act requires that we inform you that a background investigation may be conducted as part of our volunteer screening process. This may include an inquiry to obtain information regarding your employment history, police record, education, qualifications, motor vehicle record, and/or credit and indebtedness. The primary objective of any investigation will be to verify information you provided on your application or consent form to volunteer with this district (includes paid and unpaid positions). A consumer report and/or an investigative consumer report may be obtained at any time during the background process or during your volunteer time with the district. Upon timely written request to our HR department, and within 5 days of the request, the name, address and phone number of the reporting agency and the nature and scope of the report (if one is made) will be provided to you. You have the right to request details of the report from the consumer reporting agency.

Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, a summary of your rights under the Fair Credit Reporting Act, as well as additional information on your rights under the law.

The items of information requested below are required to process your background investigation. They are intended solely for that purpose and will not be used in a discriminatory manner for the making of business decisions.

For the purpose of volunteering, the School District will only conduct a criminal background check. Are you willing to let us do a criminal background check on you? YES _____ NO _____

The following named individual has made application with this School District as a volunteer at

School

Full Legal Name of Applicant (*please print*):

First

Middle

Last

Maiden, Previous or Alias:

Address: _____ City/State/Zip _____

Date of Birth: _____ Social Security Number: _____ - _____ - _____
Month/Day/Year

I hereby authorize White Bear Lake Area Schools ISD 624 and/or Trusted Employees Employment Screening and their agents, without any reservation, to investigate my background as it pertains to criminal history pursuant to Minnesota Statute 123B.03 for the purpose of volunteering with the School District. I hereby release all persons, companies or other entities furnishing such information from liability and responsibility in connection herewith.

This authorization shall be for a period of no longer than one year from the date of my signature.

Signature of Applicant/Volunteer

Date

REQUEST FOR EXEMPTION FROM CRIMINAL BACKGROUND CHECK

I hereby request exemption from the criminal background check at this time based on the following:

_____ I am *less* than 18 years of age. (Date of Birth: _____)

Print Full Name: _____

Signature of Applicant/Volunteer

Date

CRIMINAL BACKGROUND CHECK - MS 123B.03
COMBINED DISCLOSURE AND INFORMED CONSENT FORM FOR EMPLOYEES

(Important: Please read carefully before signing.)

White Bear Lake School District 624
District Center
4855 Bloom Avenue
White Bear Lake, MN 55110
651-407-7549

The Fair Credit Reporting Act requires that we inform you that a background investigation may be conducted as part of our employee screening process. This may include an inquiry to obtain information regarding your employment history, police record, education, qualifications, motor vehicle record, and/or credit and indebtedness. The primary objective of any investigation will be to verify information you provided on your application or consent form for employment with this district (includes paid and unpaid positions). A consumer report and/or an investigative consumer report may be obtained at any time during the background process or during your time of employment with the district. Upon timely written request to our HR department, and within 5 days of the request, the name, address and phone number of the reporting agency and the nature and scope of the report (if one is made) will be provided to you. You have the right to request details of the report from the consumer reporting agency.

Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, a summary of your rights under the Fair Credit Reporting Act, as well as additional information on your rights under the law.

The items of information requested below are required to process your background investigation. They are intended solely for that purpose and will not be used in a discriminatory manner for the making of business decisions.

Are you willing to let us do a criminal background check on you? YES _____ NO _____

The following named individual has made application with this School District for employment as a

_____:

Full Legal Name of Applicant (***please print***):

First

Middle

Last

Maiden, Previous or Alias: _____

Address: _____ City/State/Zip _____

Date of Birth: _____ Social Security Number: _____ - _____ - _____
Month/Day/Year

I hereby authorize White Bear Lake Area Schools ISD 624 and/or Trusted Employees Employment Screening and their agents, without any reservation, to investigate my background as it pertains to criminal history pursuant to Minnesota Statute 123B.03 for the purpose of employment with the School District. I hereby release all persons, companies or other entities furnishing such information from liability and responsibility in connection herewith.

This authorization shall be for a period of no longer than one year from the date of my signature.

Signature of Applicant

Date

REQUEST FOR EXEMPTION FROM CRIMINAL BACKGROUND CHECK

I hereby request exemption from the criminal background check at this time based on the following:

_____ I am *less* than 18 years of age. (Date of Birth: _____)

Print Full Name: _____

Signature of Applicant

Date