

**INDEPENDENT SCHOOL  
DISTRICT #624**



**SCHOOL BOARD  
AGENDA**

December 10, 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: December 1, 2012

A Student Recognition will be held on Monday, December 10, 2012, at 6:30 p.m. in the Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN and a reception for students beginning at 6:15 p.m.

A meeting of the White Bear Lake Area School Board will be held on **Monday, December 10, 2012** at 7:00 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

**AGENDA**

**A. PROCEDURAL ITEMS**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve Agenda
5. Consent Agenda
  - a) Approval of Minutes
  - b) Payment of Invoices
  - c) Correspondence
  - d) Acceptance of Gifts
  - e) Approve Field Trips
  - f) Human Resources Items

**B. PUBLIC FORUM**

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open up to 30 minutes (3minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those wishing to address the Board should fill out the Public Forum Speaker Card and submit the card to the School Board clerk or other district official at the meeting
4. Questions may be asked on any topic, including those on the agenda.
5. School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Under School Board Policy 206, complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.

6. An attempt will be made to answer questions addressed to the Board. In those cases where an answer is not provided, a phone call from an appropriate school district official will be made as a follow-up.
7. A handout on the purpose of School Board meetings and the meeting process is available at each School Board meeting.
8. Citizens may be asked to address the school board on a particular subject during the discussion of that item.
9. The School Board chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

**C. INFORMATION ITEMS**

1. Introduction of Exchange Teacher from Hangzhou Foreign Languages School
2. Superintendent's Report

**D. DISCUSSION ITEMS**

1. Presentation of Information Relating to the Truth in Taxation Hearing Requirements
2. Open Forum for Public Input on Truth-in-Taxation Presentation
3. Audit Report June 30, 2012
4. First Reading of Policy 516, Student Medication
5. First Reading of Policy 518, DNR-DNI Orders
6. First Reading of Policy 521, Student Disability Nondiscrimination
7. First Reading of Policy 530, Immunization Requirements, and Form

**E. OPERATIONAL ITEMS**

1. Action on Phase II of Elementary World Language Program
2. Action on District Technology Plan for 2013-2015
3. Acceptance of June 30, 2012 Audit
4. Action on 2012 Payable 2013 Property Tax Levy
5. Action on Resolution to Obtain Commercial Card Account With Commerce Bank
6. Action on the Facilities Study
7. Second Reading of School Board Policy Policy205, Open Meeting and Closed Meetings
8. Second Reading of Policy 206, Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations

9. Second Reading of Policy 301, School District Administration
10. Second Reading of Policy 302, Superintendent
11. Second Reading of Policy 305, Policy Implementation
12. Second Reading of Policy 306, Administrator Code of Ethics
13. Second Reading of Policy 602, Organization of School Calendar and School Day
14. Second Reading of Policy 611, Home Schooling
15. Second Reading of Policy 701, Establishment and Adoption of School District Budget
16. Second Reading of Policy 701.1, Modification of School District Budget
17. Second Reading of Policy 702, Accounting
18. Second Reading of Policy 703, Annual Audit

**F. BOARD FORUM**

**G. ADJOURNMENT**

# **A. PROCEDURAL ITEMS**

AGENDA ITEM: **Consent Agenda**  
MEETING DATE: **December 10, 2012**  
SUGGESTED DISPOSITION: **Procedural Items**  
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

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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: December 10, 2012  
SUGGESTED DISPOSITION: Consent Agenda  
CONTACT PERSON(S): Cathy Storey, School Board Clerk

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**Background:**

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

**Recommendation:** Approve the minutes.

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

A meeting of the White Bear Lake Area School Board was held on Monday, November 12, 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 7:01 p.m.
- 2 Roll Call- Present: **Storey, Swanson, Hiniker, Kimball, Newberg, Shevik**  
Absent: **Chapman**  
Ex-Officio: Lovett  
Cabinet: Present – Daniels, Guenther, Law, Picha, Vette, Willcoxon
- 3 Pledge of Allegiance
- 4 Hiniker moved, Newberg seconded to approve the agenda. ***Voice vote: all ayes. Motion carried.***
- 5 Storey moved, Kimball seconded to approve the consent agenda consisting of:
  - approval of minutes of regular meeting on October 8, and work-study session on October 22;
  - 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 trips;
  - passage of resolution to approve personnel issues to include:
    - **RESIGNATIONS/TERMINATION - CLASSIFIED STAFF**  
Diane Baglio – Van Driver, High School  
Employed by District 624 since 02/14/2008  
Effective Date: 10/02/2012  
Tasha Lehner – AVID Tutor, High School  
Employed by District 624 since 09/26/2012  
Effective Date: 11/01/2012  
Timothy Setala – Pupil Support Assistant, Normandy Park  
Employed by District 624 since 10/09/2012  
Effective Date: 11/01/2012  
Thomas Tuchfarber – Bus Aide, Bus Garage  
Employed by District 624 since 01/02/2008  
Effective Date: 10/29/2012  
Peter Wagner – Custodian, District Center  
Employed by District 624 since 08/30/2010  
Effective Date: 10/08/2012
    - **RETIREMENTS - CLASSIFIED STAFF**  
Gregory Pitlick – Head Custodian Engineer, Multiple Buildings  
Employed by District 624 since 01/08/1985, Effective Date: 12/31/2012

*School Board Minutes – November 12, 2012*

- **LEAVES OF ABSENCE - CERTIFIED STAFF**
  - Danielle Mickelson – Early Childhood Supervisor, Normandy Park  
Employed by District 624 since 08/08/2011  
Effective Dates: 08/24/2012 through 10/31/2012
  - Lindsey Thomas – Elementary Teacher, Hugo Elementary  
Employed by District 624 since 08/26/2010  
Effective Dates: 09/04/2012 through 11/02/2012
- **NEW PERSONNEL - CLASSIFIED STAFF**
  - Robert Edwards III – Program Assistant Leader, Matoska International/Hugo  
\$12.45 /hr. 5.75 hrs. /day 187 days \$13,386.86  
Effective Date: 10/08/2012
  - Terry Hayes – Custodian, Central Middle School/District Center  
\$16.16 /hr. + .25 SD 8.00 hrs. / day, 168 days \$22,055.04  
Effective Date: 11/07/2012
  - Jackie Hook – Part-Time Cook, Birch Lake Elementary  
\$13.41 /hr. 3.00 hrs. /day 154 days \$6,195.42  
Effective Date: 10/10/2012
  - Nicole Kendall – Computer/Playground Assistant, Lincoln Elementary  
\$16.05 /hr. 5.75 hrs. /day and \$15.55 /hr. 1.75 hrs. 146 days \$17,447.00  
Effective Date: 10/29/2012
  - Anna Schletty – Pupil Support Assistant-ECSE, Normandy Park  
\$16.65 /hr. 5.80 hrs. /day 125 days \$12,071.25  
Effective Date: 10/29/2012
  - Timothy Setala – Pupil Support Assistant-ECSE, Normandy Park  
\$16.65 /hr. 5.80 hrs. /day 135 days \$13,036.95  
Effective Date: 10/09/2012
  - Danny Spors – Communications Intern, District Center  
\$15.00 per hour  
Effective Dates: 10/14/2012 through 06/30/2013
  - Lucy Sweeney – Pupil Support Assistant, Birch Lake/Central Middle School  
\$16.65 /hr. 5.00 hrs. /day 135 days \$11,238.75  
Effective Date: 11/08/2012
  - Bor Xiong – Communications Intern, District Center  
\$15.00 per hour  
Effective Date: 10/25/2012 through 06/30/2013  
Consent Agenda Item A5 (f)
- **LONG TERM SUBSTITUTES - CERTIFIED STAFF**
  - Christine Carney – Mathematics Teacher, High School  
BA, Step 2 \$9,076.77  
Effective Dates: 10/31/2012 through 01/25/2013
  - Megan Church – Elementary Teacher, Lincoln Elementary  
BA, Step 1 \$11,013.62  
Effective Dates: 11/14/2012 through 02/08/2013
  - Daniel Greene – Administrative Intern, High School  
\$200.00 per day  
Effective Dates: 10/04/2012 through 12/21/2013

Haley Halverson – Elementary Teacher, Otter Lake Elementary  
BA, Step 1 \$11,393.40

Effective Dates: 10/29/2012 through 01/25/2013

Kimberly Johnson – Elementary Teacher, Lincoln Elementary  
MA, Step 2 \$24,058.48

Effective Dates: 10/16/2012 through 03/22/2013

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

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

**C. INFORMATION ITEMS**

1. International Partnership Student Visit from Leipzig, Germany – Fay Kotilinek and Karla Booth, German teachers, Jan Darling, parent, and three students from South Campus described the highlights of their recent experiences hosting students from our partnership school in Leipzig, Germany.
2. Update on Secondary Guidance Model Implementation – Brian Merhar and Rochelle Vavricka, high school guidance counselors, provided an update on the significant changes and improvements made this year to our high school guidance program. This effort is consistent with our Strategic Plan. Sarah Fuhrman, middle school social worker, spoke to the emphasis on post-secondary education beginning in sixth grade.
3. Superintendent's Report – Dr. Lovett reported on the following:
  - Prior this evening's meeting the following groups were recognized by the Board: White Bear Lake Area High School (WBLAHS) boys' and girls' cross country members who competed at the state meet, WBLAHS girls' soccer team which took 2<sup>nd</sup> place in the state championship game and our WBLAHS cheerleaders who won a state competition. Congratulations to all!
  - A variety of musical events and concerts are happening in December. Find event details at the individual school and District websites or in your Activities Calendar. Calendars are available by contacting the Superintendent's office.
  - In the event of an emergency snow closing, the following modes of communication will be used: Voicemail message through our parent alert system, note on the District website, message on the School Closing Hotline (651-407-7540) as well as media alerts.

Frankie Rossini, our Student Board Representative, encouraged all to attend the fall high school musical, "Anything Goes" which continues through November 17. She also thanked the students who participated in the annual fall food drive. Over 14,000 pounds of food were collected at the middle and high schools.

Additional information on the above may be found on the District website:  
[www.isd624.org](http://www.isd624.org).

**D. DISCUSSION ITEMS**

1. First Reading of School Board Policy 205, Open Meeting and Closed Meetings

*School Board Minutes – November 12, 2012*

2. First Reading of Policy 206, Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
3. First Reading of Policy 301, School District Administration
4. First Reading of Policy 302, Superintendent
5. First Reading of Policy 305, Policy Implementation
6. First Reading of Policy 306, Administrator Code of Ethics
7. First Reading of Policy 602, Organization of School Calendar and School Day
8. First Reading of Policy 611, Home Schooling
9. First Reading of Policy 701, Establishment and Adoption of School District Budget
10. First Reading of Policy 701.1, Modification of School District Budget
11. First Reading of Policy 702, Accounting
12. First Reading of Policy 703, Annual Audit

The policies listed above have been reviewed by the School Board Policy Committee. Policy 701.1 is a new policy recommended by our auditor. The changes recommended in the other policies are consistent with those recommended by MSBA, and clarifications recommended by the Policy Committee. The above policies will be placed on the December 10 School Board or subsequent meeting agenda as an operational item for action.

#### **E. OPERATIONAL ITEMS**

1. Hiniker motioned and Shevik seconded to approve the Social Studies 9-12 course realignment as presented at the October 22 work-study session and at tonight's meeting. **Roll call vote: ayes: Storey, Swanson, Hiniker, Kimball, Newberg, Shevik; nays- none; motion carried.**
2. Newberg motioned and Storey seconded to approve the course proposals for 2013-14 as recommended by the administration. **Roll call vote: ayes: Storey, Swanson, Hiniker, Kimball, Newberg, Shevik; nays- none; motion carried.**
3. Kimball motioned and Newberg seconded Application for Student Activities Grant. *Whereas the Minnesota State High School League Foundation has offered a grant opportunity to assist, recognize, promote and fund extra-curricular participation of high school students in an athletic or fine arts program, the White Bear Lake Area Public Schools School Board supports this grant application.* **Roll call vote: ayes: Storey, Swanson, Hiniker, Kimball, Newberg, Shevik; nays- none; motion carried.**
4. Hiniker motioned and Shevik seconded to approve the resolution establishing procedures for reimbursement of certain expenditures from proceeds of future bond issues or other borrowing. **Roll call vote: ayes: Storey, Swanson, Hiniker, Kimball, Newberg, Shevik; nays- none; motion carried.**
- 5-6. Newberg motioned and Shevik seconded to approve action on lease levy for administrative space at Lakeaires Elementary School and Willow Lane Elementary School.

*Be it hereby resolved that the School Board of Independence School District #624 formally requests that the Commissioner of Education grant the school district authority to enter*

*into a lease levy agreement to fund the proposed addition to Lakeaires Elementary School and Willow Lane Elementary School;*

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

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

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

7. Hiniker motioned and Shevik seconded to recommend the White Bear Lake School Board support the community facility study with an amount not to exceed \$10,000. ***Roll call vote: ayes: Storey, Swanson, Hiniker, Kimball, Newberg, Shevik; nays- none; motion carried.***
8. Storey motioned and Hiniker seconded to accept the Brosious Teaching Grants as recommended in the total amount of \$20,955. ***Roll call vote: ayes: Storey, Swanson, Hiniker, Kimball, Newberg, Shevik; nays- none; motion carried.***

- F. **BOARD FORUM** – Newberg advised, as our Board Representative to Northeast Metro District 916, that the preliminary design for the new northwest consolidated K-8 special education facility is impressive in how it will house students with special needs. Kimball commended the students who attended this evening's meeting. Kimball also thanked our custodians who work so diligently to maintain our buildings.
- G. **ADJOURNMENT** - Newberg motioned; Kimball seconded to adjourn the meeting at 8:12 p.m. ***Voice vote: All ayes. Motion carried.***

Submitted by: Cathy Storey, Clerk

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

A work-study session of the White Bear Lake Area School Board was held on Monday, November 26, 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 5:31 p.m.
2. Roll Call – Present: ***Storey, Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik***  
Ex-Officio: Lovett  
Cabinet: Present – Daniels, Guenther, Law, Picha, Willcoxon

**B. DISCUSSION ITEMS**

1. School Board and Superintendent Goals and Strategic Plan Updates
  - a. II.2 – Phase 2 Preliminary Recommendations on Elementary World Language – Ann Malwitz, Professional Learning and Development Coordinator, and David Law, Assistant Superintendent, provided an update on the most recent work that has been completed so far to prepare for phase two of the Elementary World Language Program Review to be implemented in 2013-2014. Dave Guenther, Director of Community Services, shared a preliminary plan to provide world language experiences within the Early Childhood Program.
  - b. Goal 5C – String Orchestra – Preliminary Recommendations Presented to School Board – Lisa Switzer, Curriculum and Program Development Coordinator, Shannon Anderson and Jeremy Rockford, high school band teachers, presented initial recommendations for consideration in implementing a String Orchestra Program beginning in the 2013-2014 school year.
  - c. Goal 5B – Gifted and Talented Review – Ann Malwitz and David Law shared Elementary Gifted and Talented program recommendations under consideration for the 2013-2014 school year.
2. Preliminary Review of District Technology Plan – Mark Garrison, Instructional Technology Coordinator, provided a review of the White Bear Lake Area Schools 2015 Technology Plan prepared for the Minnesota Department of Education as well as goals and strategies for the 2013-2015 school years.
3. Recap of 2011 Referendum Renewal Levy Election – Don Lifo, Springstead, provided a review of an analysis of our 2011 Referendum Renewal Levy Election.
4. Questions on Tax Increment Financing Proposal – Pete Willcoxon, Executive Director of Business Services, provided information on the Tax Increment Financing Proposal provided for White Bear Township.

- C. ADJOURNMENT** - Newberg motioned; Chapman seconded to adjourn the meeting at 8:20 p.m. **Voice vote: All ayes. Motion carried.**

Submitted by: Cathy Storey, Clerk

AGENDA ITEM: **Monthly Check Registers**  
MEETING DATE: **December 10, 2012**  
SUGGESTED DISPOSITION: **Consent Agenda**  
CONTACT PERSON(S): **Pete Willcoxon Sr., Executive Director of Business Services**  
**Mary Vaske, Accountant**

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**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 - November

|                                             | <u>11/15/2012</u> | <u>11/30/2012</u> |
|---------------------------------------------|-------------------|-------------------|
| Direct Deposit 339442-340832                | 1,641,749.79      |                   |
| U.S. Treasury (FICA, Medicare, withholding) | 548,689.10        |                   |
| MN State Income Tax                         | 98,364.70         |                   |
| PERA                                        | 92,504.16         |                   |
| TRA                                         | 233,296.86        |                   |
| ING                                         | 3,833.69          |                   |
| American Funds                              | 65,809.88         |                   |
| White Bear Lake Teacher's Association       | 33,271.34         |                   |
| Direct Deposit 340833-342218                |                   | 1,679,783.86      |
| U.S. Treasury (FICA, Medicare, withholding) |                   | 554,305.38        |
| MN State Income Tax                         |                   | 99,020.33         |
| PERA                                        |                   | 91,980.64         |
| TRA                                         |                   | 235,581.60        |
| ING                                         |                   | 3,833.69          |
| American Funds                              |                   | 65,333.03         |
| White Bear Lake Teacher's Association       |                   | 32,846.01         |

| Check Nbr | Vendor Name                    | Check Date | Check Amount |
|-----------|--------------------------------|------------|--------------|
| 36091     | \$5 PIZZA                      | 11/01/2012 | 170.00       |
| 36092     | AUTISM ASPERGER PUBLISHING CO  | 11/01/2012 | 60.00        |
| 36093     | AARP DRIVER SAFETY PROGRAM     | 11/01/2012 | 450.00       |
| 36094     | AARP DRIVER SAFETY PROGRAM     | 11/01/2012 | 256.00       |
| 36095     | ADAMS, LINDA J                 | 11/01/2012 | 41.98        |
| 36096     | AGATE SR, DERRICK              | 11/01/2012 | 62.00        |
| 36097     | ALBRECHT, GARY                 | 11/01/2012 | 73.00        |
| 36098     | ALLEN, JAMES                   | 11/01/2012 | 83.00        |
| 36099     | ALTENDORFER, JANE              | 11/01/2012 | 90.00        |
| 36100     | AMAZON                         | 11/01/2012 | 211.35       |
| 36101     | ANDERSON, MARGARET ANN         | 11/01/2012 | 197.03       |
| 36102     | APEX LAMPS                     | 11/01/2012 | 133.22       |
| 36103     | APPLE COMPUTER INC             | 11/01/2012 | 11,370.00    |
| 36104     | APPLIED ENVIRONMENTAL SCI INC  | 11/01/2012 | 3,777.96     |
| 36105     | ARCHIPELAGO LEARNING INC       | 11/01/2012 | 3,105.78     |
| 36106     | ARROWWOOD RESORT AND CONFERENC | 11/01/2012 | 285.33       |
| 36107     | ASPEX SOLUTIONS                | 11/01/2012 | 250.00       |
| 36108     | ASTLEFORD INTERNATIONAL TRUCKS | 11/01/2012 | 34.16        |
| 36109     | AT & T MOBILITY                | 11/01/2012 | 1,432.70     |
| 36110     | AVHS CHEERLEADING BOOSTER CLUB | 11/01/2012 | 210.00       |
| 36111     | AVON BUSINESS FORMS & PROMOTIO | 11/01/2012 | 119.18       |
| 36112     | BABIASH, JENNIFER MAE          | 11/01/2012 | 48.12        |
| 36113     | BARTHOLD                       | 11/01/2012 | 1,809.00     |
| 36114     | BATTLE OF THE MIDWEST          | 11/01/2012 | 315.00       |
| 36115     | BEGE, LAURA M                  | 11/01/2012 | 270.00       |
| 36116     | BERRY BLENDZ - EDEN PRAIRIE    | 11/01/2012 | 1,072.50     |
| 36117     | BEST WESTERN PLUS INN ON THE P | 11/01/2012 | 265.86       |
| 36118     | BEYOND PLAY LLC                | 11/01/2012 | 634.81       |
| 36119     | BLUEBIRD SCREEN PRINT          | 11/01/2012 | 288.75       |
| 36120     | BOND, JENNIFER A               | 11/01/2012 | 43.01        |
| 36121     | BOYER TRUCKS                   | 11/01/2012 | 35.26        |
| 36122     | BRODT, STACY ANN               | 11/01/2012 | 548.67       |
| 36123     | BROWN INDUSTRIES INC           | 11/01/2012 | 72.75        |
| 36124     | BUREAU OF EDUCATION & RESEARCH | 11/01/2012 | 450.00       |
| 36125     | BURNS, AMANDA K                | 11/01/2012 | 165.54       |
| 36126     | BUTTERS, CRYSTAL L             | 11/01/2012 | 43.00        |
| 36127     | CARLSON WAGONLIT TRAVEL        | 11/01/2012 | 3,625.00     |
| 36128     | CARTRIDGE CARE                 | 11/01/2012 | 137.00       |
| 36129     | CARTRIDGE WORLD                | 11/01/2012 | 209.98       |
| 36130     | CCP INDUSTRIES INC             | 11/01/2012 | 252.45       |
| 36131     | CENGAGE LEARNING               | 11/01/2012 | 446.14       |
| 36132     | THE CENTER FOR EFFICIENT SCHOO | 11/01/2012 | 15,000.00    |
| 36133     | THE CHILDREN'S THEATRE COMPANY | 11/01/2012 | 1,609.00     |
| 36134     | CLINICARE CORP                 | 11/01/2012 | 2,646.89     |
| 36135     | CONSTRUCTION MANAGEMENT BUILDI | 11/01/2012 | 29,704.90    |
| 36136     | THE COLLEGE BOARD              | 11/01/2012 | 985.00       |
| 36137     | COMCAST                        | 11/01/2012 | 5.27         |
| 36138     | COMMAND CENTER                 | 11/01/2012 | 1,916.64     |
| 36139     | COMMERICAL KITCHEN SERVICES    | 11/01/2012 | 2,435.00     |
| 36140     | COMMUNICATION MAILING SERVICES | 11/01/2012 | 737.96       |

| Check Nbr | Vendor Name                    | Check Date | Check Amount |
|-----------|--------------------------------|------------|--------------|
| 36141     | CONNEY SAFETY                  | 11/01/2012 | 1,795.95     |
| 36142     | CONTINENTAL RESEARCH CORP      | 11/01/2012 | 97.15        |
| 36143     | COOPS SPORTSWEAR               | 11/01/2012 | 985.00       |
| 36144     | Vendor Continued Check         | 11/01/2012 | 0.00         |
| 36145     | COPY IMAGES INC                | 11/01/2012 | 778.00       |
| 36146     | CP CHEER                       | 11/01/2012 | 378.00       |
| 36147     | CRISIS PREVENTION INSTITUTE IN | 11/01/2012 | 125.00       |
| 36148     | CRHS SPIRIT BOOSTER CLUB       | 11/01/2012 | 315.00       |
| 36149     | CTB INC                        | 11/01/2012 | 1,448.00     |
| 36150     | CUB FOODS OF WHITE BEAR TWSHP  | 11/01/2012 | 297.04       |
| 36151     | CULLEN, CRAIG J                | 11/01/2012 | 82.14        |
| 36152     | CUMMINS NPOWER LLC             | 11/01/2012 | 666.00       |
| 36153     | Vendor Continued Check         | 11/01/2012 | 0.00         |
| 36154     | Vendor Continued Check         | 11/01/2012 | 0.00         |
| 36155     | DALCO CORPORATION              | 11/01/2012 | 9,533.65     |
| 36156     | DELASALLE HIGH SCHOOL          | 11/01/2012 | 315.00       |
| 36157     | DELL MARKETING LP              | 11/01/2012 | 6,234.20     |
| 36158     | DESIGNER SIGN SYSTEMS INC      | 11/01/2012 | 2,593.02     |
| 36159     | DESTACHE, DANIEL JAMES         | 11/01/2012 | 49.95        |
| 36160     | DISCOVERY EDUCATION            | 11/01/2012 | 20,840.00    |
| 36161     | DOOR SERVICE COMPANY           | 11/01/2012 | 749.00       |
| 36162     | DYMIT, MARIE S                 | 11/01/2012 | 94.91        |
| 36163     | EARL F ANDERSEN INC            | 11/01/2012 | 87.67        |
| 36164     | ECKROTH MUSIC                  | 11/01/2012 | 33.82        |
| 36165     | EDUCATIONAL RESEARCH AND DEV   | 11/01/2012 | 1,008.18     |
| 36166     | ELECTRIC MOTOR REPAIR          | 11/01/2012 | 183.05       |
| 36167     | ELIAS, JENNIFER J              | 11/01/2012 | 190.84       |
| 36168     | ENCHANTED LEARNING LLC         | 11/01/2012 | 125.00       |
| 36169     | ENGSTRAN, PAUL A               | 11/01/2012 | 40.00        |
| 36170     | ENTERTAINMENT PUBLICATIONS LLC | 11/01/2012 | 6,050.30     |
| 36171     | ERICKSON, PATRICE M            | 11/01/2012 | 5.00         |
| 36172     | ERICKSON, STEVE                | 11/01/2012 | 60.00        |
| 36173     | EVERT, ELIZABETH M             | 11/01/2012 | 2,400.00     |
| 36174     | EXPANDING EXPRESSION           | 11/01/2012 | 290.40       |
| 36175     | FARLEY, LYNN T                 | 11/01/2012 | 25.99        |
| 36176     | FASTENAL COMPANY               | 11/01/2012 | 25.43        |
| 36177     | FESTIVAL FOODS-KNOWLAN'S       | 11/01/2012 | 488.63       |
| 36178     | FLANAGAN SALES INC             | 11/01/2012 | 340.00       |
| 36179     | FLOCABULARY                    | 11/01/2012 | 63.00        |
| 36180     | FLORIN, JOLYN A                | 11/01/2012 | 496.65       |
| 36181     | FOLLETT SOFTWARE COMPANY       | 11/01/2012 | 206.65       |
| 36182     | FRATTALONES HARDWARE STORES    | 11/01/2012 | 42.48        |
| 36183     | FRONTRUNNER EVENTS             | 11/01/2012 | 188.50       |
| 36184     | FULTON, KYLE                   | 11/01/2012 | 500.00       |
| 36185     | FUTURA LANGUAGE PROFESSIONALS  | 11/01/2012 | 960.00       |
| 36186     | GALLAGHERS NORTHWESTERN TIRE C | 11/01/2012 | 1,303.25     |
| 36187     | GALLAGHER, LARRY               | 11/01/2012 | 62.00        |
| 36188     | GALLAGHER, MATT                | 11/01/2012 | 83.00        |
| 36189     | GAMBONI, RICHARD A             | 11/01/2012 | 80.00        |
| 36190     | GAME WORLD                     | 11/01/2012 | 1,460.00     |

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| 36191     | GARDEN & ASSOCIATES INC        | 11/01/2012 | 220.00       |
| 36192     | GARRISON, MARK S               | 11/01/2012 | 702.27       |
| 36193     | GASTHAUS BAVARIAN HUNTER       | 11/01/2012 | 711.65       |
| 36194     | GENERAL PARTS LLC              | 11/01/2012 | 283.10       |
| 36195     | GENERAL SHEET METAL            | 11/01/2012 | 1,193.70     |
| 36196     | GERARD, CHEYA                  | 11/01/2012 | 45.00        |
| 36197     | GESE, SANDRA JEANNE            | 11/01/2012 | 25.41        |
| 36198     | GIBBS MUSEUM OF PIONEER &      | 11/01/2012 | 360.00       |
| 36199     | GONZALEZ, CARMEN ORTIZ         | 11/01/2012 | 60.00        |
| 36200     | GOOGLE INC                     | 11/01/2012 | 234.67       |
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| 36202     | GRAINGER                       | 11/01/2012 | 2,370.19     |
| 36203     | GRANDMA'S BAKERY INC           | 11/01/2012 | 119.74       |
| 36204     | GREAT RIVER OFFICE PRODUCTS    | 11/01/2012 | 160.19       |
| 36205     | GREEN, BRYAN                   | 11/01/2012 | 62.00        |
| 36206     | GROTH MUSIC CO                 | 11/01/2012 | 88.14        |
| 36207     | GROUP HEALTH INC - WORKSITE    | 11/01/2012 | 181.50       |
| 36208     | GULBRANSEN, THERESA J          | 11/01/2012 | 40.80        |
| 36209     | GUNDERSON, ELIZABETH           | 11/01/2012 | 60.00        |
| 36210     | HAAS MUSICAL INSTRUMENT REPAIR | 11/01/2012 | 149.00       |
| 36211     | HAFNER, LORI B                 | 11/01/2012 | 35.00        |
| 36212     | HAMMER CONSULTING LLC          | 11/01/2012 | 753.00       |
| 36213     | HANDY HITCH & WELDING CO INC   | 11/01/2012 | 464.95       |
| 36214     | HANKINS, RYAN                  | 11/01/2012 | 90.00        |
| 36215     | HANSON, MARILYN LOUCKS         | 11/01/2012 | 119.35       |
| 36216     | HAUFEK, BRIAN                  | 11/01/2012 | 17.65        |
| 36217     | HAUGEN, CHRIS                  | 11/01/2012 | 62.00        |
| 36218     | HAWLEY, ELIZABETH              | 11/01/2012 | 100.00       |
| 36219     | HEALTH ED                      | 11/01/2012 | 189.00       |
| 36220     | HISDAHL INC                    | 11/01/2012 | 1,120.88     |
| 36221     | HOANG, CONG                    | 11/01/2012 | 90.00        |
| 36222     | HOEFER, SHANE                  | 11/01/2012 | 73.00        |
| 36223     | Vendor Continued Check         | 11/01/2012 | 0.00         |
| 36224     | HOGLUND BUS AND TRUCK CO       | 11/01/2012 | 790.37       |
| 36225     | HOOK, JACKIE M                 | 11/01/2012 | 78.25        |
| 36226     | HOOLEY, MEG                    | 11/01/2012 | 57.60        |
| 36227     | HOUCHEN BINDERY LTD            | 11/01/2012 | 2,197.25     |
| 36228     | HUGO CITY OF                   | 11/01/2012 | 3,929.58     |
| 36229     | HUMPHREY, KELLY J              | 11/01/2012 | 717.84       |
| 36230     | HUTCHINGS, KARLIE A            | 11/01/2012 | 30.78        |
| 36231     | INTERCULTURAL DEVT INVENTORY   | 11/01/2012 | 660.00       |
| 36232     | Vendor Continued Check         | 11/01/2012 | 0.00         |
| 36233     | IFD                            | 11/01/2012 | 78,143.56    |
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| 36235     | INNOVATIVE OFFICE SOLUTIONS    | 11/01/2012 | 32,675.20    |
| 36236     | INSTITUTE FOR MULTI SENSORY ED | 11/01/2012 | 160.49       |
| 36237     | INTL BACCALAUREATE ORGANIZATIO | 11/01/2012 | 2,097.00     |
| 36238     | IRONDALE HIGH SCHOOL           | 11/01/2012 | 3,450.00     |
| 36239     | ISD #622 NO ST PAUL/MAPLEWOOD  | 11/01/2012 | 7,373.66     |
| 36240     | ISD #623 ROSEVILLE AREA SCHOOL | 11/01/2012 | 409.69       |

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| 36241     | ISD #2144 CHISAGO LAKES AREA S | 11/01/2012 | 1,552.98     |
| 36242     | IXL LEARNING                   | 11/01/2012 | 199.00       |
| 36243     | J.R.'S ADVANCED RECYCLERS      | 11/01/2012 | 346.65       |
| 36244     | JACOBS, HEATHER A              | 11/01/2012 | 158.62       |
| 36245     | JIMMY JOHNS #869               | 11/01/2012 | 35.00        |
| 36246     | JOHN DEERE LANDSCAPES          | 11/01/2012 | 23.49        |
| 36247     | JOHN WILEY & SONS INC          | 11/01/2012 | 1,733.82     |
| 36248     | K PEARSON MECHANICAL LLC       | 11/01/2012 | 627.50       |
| 36249     | KACHEL, ALAN                   | 11/01/2012 | 48.00        |
| 36250     | KAPLAN                         | 11/01/2012 | 178.71       |
| 36251     | KC BEVCO                       | 11/01/2012 | 143.75       |
| 36252     | KELLER, KARLA M                | 11/01/2012 | 100.00       |
| 36253     | KELVIN LP                      | 11/01/2012 | 392.59       |
| 36254     | KEYSTONE CONTRACTING INC       | 11/01/2012 | 350.00       |
| 36255     | KITTELSON MARKETING CO INC     | 11/01/2012 | 2,496.00     |
| 36256     | KLEIN, JACKIE                  | 11/01/2012 | 1,080.00     |
| 36257     | KNOPS, ROXANNE                 | 11/01/2012 | 68.92        |
| 36258     | KNUTSON, CASSANDRA M           | 11/01/2012 | 87.25        |
| 36259     | KOEHNEN, KAY                   | 11/01/2012 | 10.00        |
| 36260     | KOEPPEN, KIM                   | 11/01/2012 | 60.00        |
| 36261     | KORNEY BOARD AIDS INC (KBA)    | 11/01/2012 | 497.75       |
| 36262     | KUPFERSCHMIDT, ROBERT B        | 11/01/2012 | 120.00       |
| 36263     | Vendor Continued Check         | 11/01/2012 | 0.00         |
| 36264     | L'ALLIER CONCRETE INC          | 11/01/2012 | 23,522.00    |
| 36265     | LACASSE, KIM S                 | 11/01/2012 | 54.00        |
| 36266     | LAKESHORE LEARNING MATERIALS   | 11/01/2012 | 252.67       |
| 36267     | LANGUAGE LINE SERVICES         | 11/01/2012 | 161.31       |
| 36268     | LARSON, SCOTT A                | 11/01/2012 | 595.08       |
| 36269     | LASHOMB, BRIAN                 | 11/01/2012 | 62.00        |
| 36270     | LEARNING A-Z                   | 11/01/2012 | 89.95        |
| 36271     | LEARNING FORWARD               | 11/01/2012 | 628.00       |
| 36272     | LEE, CHARLOTTE L               | 11/01/2012 | 239.00       |
| 36273     | LENDTS PUMPKIN PATCH           | 11/01/2012 | 1,158.00     |
| 36274     | LEVINE, ANNE E                 | 11/01/2012 | 211.46       |
| 36275     | LIBRARY VIDEO COMPANY          | 11/01/2012 | 66.85        |
| 36276     | LIGHTHOUSE MANAGEMENT GROUP    | 11/01/2012 | 6,617.00     |
| 36277     | LILLIE, KRISTEN                | 11/01/2012 | 72.93        |
| 36278     | LOPEZ, ANGELA                  | 11/01/2012 | 150.00       |
| 36279     | LOVETT, MICHAEL J              | 11/01/2012 | 55.50        |
| 36280     | MACKIN EDUCATIONAL RESOURCES   | 11/01/2012 | 1,046.86     |
| 36281     | MAHS/MASC                      | 11/01/2012 | 100.00       |
| 36282     | MAHS/MASC                      | 11/01/2012 | 200.00       |
| 36283     | MALWITZ, REBECCA ANN           | 11/01/2012 | 433.99       |
| 36284     | MANKATO WEST ATHLETICS         | 11/01/2012 | 180.00       |
| 36285     | MARBLE SOFT                    | 11/01/2012 | 157.00       |
| 36286     | MARNI LLC                      | 11/01/2012 | 90.00        |
| 36287     | MARSH, KATHERINE M             | 11/01/2012 | 67.43        |
| 36288     | MN ASSOC OF SECONDARY SCHOOL P | 11/01/2012 | 150.00       |
| 36289     | MN ASSOC OF SECONDARY SCHOOL P | 11/01/2012 | 793.00       |
| 36290     | MCBRIDE, STACIE R              | 11/01/2012 | 160.66       |

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| 36291     | MCDONOUGH'S WATERJETTING AND   | 11/01/2012 | 1,352.00     |
| 36292     | MCDOWELL, ROBERT C             | 11/01/2012 | 397.75       |
| 36293     | MN COMMUNITY EDUC ASSOC (MCEA) | 11/01/2012 | 299.00       |
| 36294     | MCGIVERN, FRANK                | 11/01/2012 | 56.00        |
| 36295     | MCGRAW-HILL COMPANIES          | 11/01/2012 | 761.84       |
| 36296     | MCPAHON, MARGARET A            | 11/01/2012 | 45.98        |
| 36297     | MED COMPASS                    | 11/01/2012 | 1,444.00     |
| 36298     | MENARDS-MAPLEWOOD              | 11/01/2012 | 279.33       |
| 36299     | MENTORING MINDS                | 11/01/2012 | 145.45       |
| 36300     | MERZER MALP, SHEILA            | 11/01/2012 | 2,565.00     |
| 36301     | METRO COMMUNITY EDUC DIRECTORS | 11/01/2012 | 100.00       |
| 36302     | METRO DINING CLUB              | 11/01/2012 | 1,729.00     |
| 36303     | METRO ECSU                     | 11/01/2012 | 4,787.49     |
| 36304     | MIDAMERICA ADMIN & RETIREMENT  | 11/01/2012 | 2,100.00     |
| 36305     | MIDWEST BUS PARTS INC          | 11/01/2012 | 47.70        |
| 36306     | MINDWING CONCEPTS              | 11/01/2012 | 379.90       |
| 36307     | MINVALCO INC                   | 11/01/2012 | 739.67       |
| 36308     | MN APSE                        | 11/01/2012 | 100.00       |
| 36309     | MN ASSOC OF IB WORLD SCHOOLS   | 11/01/2012 | 705.00       |
| 36310     | MN DEPT OF HEALTH              | 11/01/2012 | 45.00        |
| 36311     | MN DEPT OF HEALTH              | 11/01/2012 | 35.00        |
| 36312     | MN HISTORICAL SOCIETY          | 11/01/2012 | 75.00        |
| 36313     | MN READING ASSOC               | 11/01/2012 | 265.00       |
| 36314     | MN STATE COLLEGES & UNIV       | 11/01/2012 | 65.00        |
| 36315     | MOBILE RADIO ENGINEERING INC   | 11/01/2012 | 196.00       |
| 36316     | MODERN FENCE & CONST INC       | 11/01/2012 | 194.00       |
| 36317     | MOHN, MONICA                   | 11/01/2012 | 140.00       |
| 36318     | MOORE, CYNTHIA A               | 11/01/2012 | 919.00       |
| 36319     | MOULTON, DAVID                 | 11/01/2012 | 90.00        |
| 36320     | MUNDELL, GERALD K              | 11/01/2012 | 598.31       |
| 36321     | NAC MECHANICAL & ELECTRICAL SE | 11/01/2012 | 30,618.62    |
| 36322     | NADA CHAIR                     | 11/01/2012 | 161.00       |
| 36323     | NASCO                          | 11/01/2012 | 200.30       |
| 36324     | NASVIK, CRAIG S                | 11/01/2012 | 1,451.00     |
| 36325     | NASVIK, JULIE A                | 11/01/2012 | 113.76       |
| 36326     | NATL GEOGRAPHIC SCHOOL PUBLISH | 11/01/2012 | 373.50       |
| 36327     | NATL TICKET CO                 | 11/01/2012 | 414.50       |
| 36328     | NCPERS MINNESOTA               | 11/01/2012 | 416.00       |
| 36329     | NCS PEARSON INC                | 11/01/2012 | 230.00       |
| 36330     | NEXTEL COMMUNICATIONS          | 11/01/2012 | 920.01       |
| 36331     | NIKKEL, DIANE L                | 11/01/2012 | 76.48        |
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| 36333     | NORTH CENTRAL TRUCK EQUIPMENT  | 11/01/2012 | 1,036.85     |
| 36334     | O'REILLY AUTOMOTIVE INC        | 11/01/2012 | 3,679.77     |
| 36335     | Vendor Continued Check         | 11/01/2012 | 0.00         |
| 36336     | OFFICE DEPOT                   | 11/01/2012 | 108.11       |
| 36337     | OJILE, JANE K                  | 11/01/2012 | 42.46        |
| 36338     | Vendor Continued Check         | 11/01/2012 | 0.00         |
| 36339     | ON SITE SANITATION INC         | 11/01/2012 | 20.00        |
| 36340     | ONE SOURCE FITNESS LLC         | 11/01/2012 | 552.00       |

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| 36341     | OPEN ARMS OF MN                | 11/01/2012 | 5,470.47     |
| 36342     | ORIENTAL TRADING CO INC        | 11/01/2012 | 158.48       |
| 36343     | ORIX PUBLIC FINANCE LLC        | 11/01/2012 | 55,831.80    |
| 36344     | OXYGEN SERVICE CO INC          | 11/01/2012 | 21.84        |
| 36345     | PACKOWSKI, MATTHEW KAZIMIERZ   | 11/01/2012 | 83.00        |
| 36346     | PAI, ANANTH P                  | 11/01/2012 | 89.95        |
| 36347     | PARADIGM COURSE RESOURCE       | 11/01/2012 | 135.40       |
| 36348     | PARK SQUARE THEATRE            | 11/01/2012 | 2,380.00     |
| 36349     | PCI EDUCATIONAL PUBLISHING     | 11/01/2012 | 91.94        |
| 36350     | PEARSON, JILL M                | 11/01/2012 | 1,111.24     |
| 36351     | PICHA, CHRISTINA K             | 11/01/2012 | 79.35        |
| 36352     | PIERRE, CHRISTINA K            | 11/01/2012 | 459.14       |
| 36353     | PITLICK, GREGORY K             | 11/01/2012 | 625.51       |
| 36354     | PLAISTED, KAYNA R              | 11/01/2012 | 46.62        |
| 36355     | PM ENTERPRISES                 | 11/01/2012 | 425.00       |
| 36356     | POSITIVE PROMOTIONS            | 11/01/2012 | 325.09       |
| 36357     | POWER LIFT INC                 | 11/01/2012 | 85.00        |
| 36358     | PRESS PUBLICATIONS             | 11/01/2012 | 573.09       |
| 36359     | PROJECT LEAD THE WAY           | 11/01/2012 | 670.00       |
| 36360     | PROJECTUS                      | 11/01/2012 | 1,320.92     |
| 36361     | PSAT/NMSQT                     | 11/01/2012 | 5,572.00     |
| 36362     | PUMP AND METER SERVICE INC     | 11/01/2012 | 103.00       |
| 36363     | QUILL CORPORATION              | 11/01/2012 | 215.99       |
| 36364     | R & R SPECIALTIES INC          | 11/01/2012 | 33.50        |
| 36365     | RANDY SHAVER RESEARCH & COMM F | 11/01/2012 | 679.73       |
| 36366     | RASMUSSEN, JEAN H              | 11/01/2012 | 177.60       |
| 36367     | RATWIK ROSZAK & MALONEY PA     | 11/01/2012 | 2,295.37     |
| 36368     | READ NATURALLY INC             | 11/01/2012 | 283.80       |
| 36369     | REEM, BRETT                    | 11/01/2012 | 83.00        |
| 36370     | RISDALL MARKETING GROUP        | 11/01/2012 | 1,900.00     |
| 36371     | ROBERT HALF TECH               | 11/01/2012 | 10,117.00    |
| 36372     | ROBINSON, KATHRYN M            | 11/01/2012 | 128.22       |
| 36373     | ROSE, DIANA                    | 11/01/2012 | 178.96       |
| 36374     | ROSSITER, DANIEL J             | 11/01/2012 | 460.09       |
| 36375     | ROTO ROOTER SERVICE CO         | 11/01/2012 | 426.15       |
| 36376     | SALZMAN-HANKINS, SHARI         | 11/01/2012 | 90.00        |
| 36377     | SAM'S CLUB                     | 11/01/2012 | 70.00        |
| 36378     | SAM'S CLUB/GEMB                | 11/01/2012 | 1,189.49     |
| 36379     | SAM'S CLUB #6309               | 11/01/2012 | 35.00        |
| 36380     | SCHERTZ, CLETUS                | 11/01/2012 | 105.45       |
| 36381     | SCHMIDT, DANIEL Q              | 11/01/2012 | 129.47       |
| 36382     | SCHMITT MUSIC COMPANY          | 11/01/2012 | 25.30        |
| 36383     | SCHOLASTIC BOOK FAIRS          | 11/01/2012 | 1,015.51     |
| 36384     | SCHOLASTIC MAGAZINES           | 11/01/2012 | 331.87       |
| 36385     | SCHOOL OUTFITTERS.COM          | 11/01/2012 | 249.88       |
| 36386     | SCHOOL SPECIALTY               | 11/01/2012 | 1,938.68     |
| 36387     | SCHOOLFINANCES.COM             | 11/01/2012 | 125.00       |
| 36388     | SCHWARTZ, ANN                  | 11/01/2012 | 28.00        |
| 36389     | SECURE GATEWAY LLC             | 11/01/2012 | 34,900.00    |
| 36390     | SECURITAS SEC SVCS USA INC     | 11/01/2012 | 2,366.93     |

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| 36391     | SEEVER, GRAY                   | 11/01/2012 | 165.00       |
| 36392     | SENSORY GOODS                  | 11/01/2012 | 569.68       |
| 36393     | SENTRY SYSTEMS INC             | 11/01/2012 | 1,049.00     |
| 36394     | SIMMONS, CHERYL                | 11/01/2012 | 265.70       |
| 36395     | SKOGEN, MATTHEW K              | 11/01/2012 | 95.50        |
| 36396     | SMITH HOUSE PRESS              | 11/01/2012 | 120.00       |
| 36397     | SMITH, MARK                    | 11/01/2012 | 83.00        |
| 36398     | SNAP-ON TOOLS                  | 11/01/2012 | 120.70       |
| 36399     | SOUTHWEST BINDING & LAMINATING | 11/01/2012 | 503.24       |
| 36400     | SPANISH SPECIALISTS AND CONSUL | 11/01/2012 | 435.00       |
| 36401     | SPECIAL ED RULES               | 11/01/2012 | 564.00       |
| 36402     | STRATEGIC EQUIPMENT & SUPPLY C | 11/01/2012 | 49,500.00    |
| 36403     | STUCYNSKI, JILL L              | 11/01/2012 | 120.61       |
| 36404     | SUPER DUPER PUBLICATIONS       | 11/01/2012 | 335.79       |
| 36405     | SVIR, SARA A                   | 11/01/2012 | 542.20       |
| 36406     | SWANSON, JILL R                | 11/01/2012 | 500.00       |
| 36407     | SWENDELL LLC                   | 11/01/2012 | 429.00       |
| 36408     | SYNAN, ERIN K                  | 11/01/2012 | 15.00        |
| 36409     | THE TALENT CENTER              | 11/01/2012 | 117.00       |
| 36410     | TAMARACK NATURE CENTER         | 11/01/2012 | 390.25       |
| 36411     | TARGET BANK                    | 11/01/2012 | 230.69       |
| 36412     | TEXTBOOK WAREHOUSE INC         | 11/01/2012 | 523.23       |
| 36413     | THEISSEN, MARK N               | 11/01/2012 | 162.88       |
| 36414     | TIES                           | 11/01/2012 | 530.00       |
| 36415     | TIME FOR KIDS                  | 11/01/2012 | 15.40        |
| 36416     | TOP TALENT SOLUTIONS           | 11/01/2012 | 3,239.89     |
| 36417     | TOTAL ALIGNMENT SERVICES LLC   | 11/01/2012 | 420.00       |
| 36418     | TOTINO-GRACE CHEER             | 11/01/2012 | 378.00       |
| 36419     | TOUSSAINT, JANEL PHYLLIS       | 11/01/2012 | 44.45        |
| 36420     | TRADE PRESS INC                | 11/01/2012 | 1,165.00     |
| 36421     | TRAVEL LEADERS                 | 11/01/2012 | 1,473.66     |
| 36422     | TROSKE, CARRIE                 | 11/01/2012 | 62.72        |
| 36423     | TRUCK UTILITIES MFG CO         | 11/01/2012 | 175.69       |
| 36424     | Vendor Continued Check         | 11/01/2012 | 0.00         |
| 36425     | TWIN CITY JANITOR SUPPLY CO    | 11/01/2012 | 15,577.00    |
| 36426     | U.S. ENERGY SERVICES INC       | 11/01/2012 | 4,626.24     |
| 36427     | UHL CO INC                     | 11/01/2012 | 1,340.00     |
| 36428     | UNIVERSITY OF MINNESOTA        | 11/01/2012 | 4,350.00     |
| 36429     | US FOODS CULINARY EQUIP & SUPP | 11/01/2012 | 162.04       |
| 36430     | VANDERBILT UNIVERSITY          | 11/01/2012 | 205.00       |
| 36431     | VER-TECH INC                   | 11/01/2012 | 300.40       |
| 36432     | VERIZON WIRELESS               | 11/01/2012 | 492.05       |
| 36433     | VISI                           | 11/01/2012 | 525.00       |
| 36434     | WADES CUSTOM CREATIONS LLC     | 11/01/2012 | 734.00       |
| 36435     | WASTE MANAGEMENT OF WI-MN      | 11/01/2012 | 12,968.76    |
| 36436     | WATERS, FAITH                  | 11/01/2012 | 160.66       |
| 36437     | WAYFAIR LLC                    | 11/01/2012 | 225.09       |
| 36438     | WHITE BEAR GLASS INC           | 11/01/2012 | 1,096.00     |
| 36439     | WHITE BEAR RENTAL EQUIPMENT    | 11/01/2012 | 98.06        |
| 36440     | CITY OF WHITE BEAR LAKE        | 11/01/2012 | 100.00       |

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| 36441     | WBLAHS CHEERLEADING          | 11/01/2012              | 378.00       |
| 36442     | WILDMAN HILAL, ANDREA L      | 11/01/2012              | 102.12       |
| 36443     | WL HALL COMPANY              | 11/01/2012              | 2,600.00     |
| 36444     | WORTHLEY, SUZANNE            | 11/01/2012              | 175.00       |
| 36445     | XCEL ENERGY                  | 11/01/2012              | 85,759.70    |
| 36446     | YOGA DEVOTION LLC            | 11/01/2012              | 1,480.00     |
| 36447     | YOUTH FRONTIERS              | 11/01/2012              | 750.00       |
| 36448     | YOUTH SERVICES INTERNATIONAL | 11/01/2012              | 1,710.00     |
| 36449     | YOUTHLIGHT INC               | 11/01/2012              | 66.85        |
| 36450     | ZELENAK, MARK                | 11/01/2012              | 62.00        |
| 36451     | ZHUANG, JIN                  | 11/01/2012              | 800.00       |
| 361       | Computer                     | Check(s) For a Total of | 740,438.08   |

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| 31388     | POSSEHL, KIRK K              | 11/01/2012              | 75.00        |
| 35391     | ROBINSON, KATHRYN M          | 11/01/2012              | 128.22       |
| 35690     | GAMBONI, PATRICIA J          | 11/01/2012              | 40.00        |
| 35910     | PHI DELTA KAPPA INTL         | 11/01/2012              | 90.00        |
| 36022     | UNIV OF NORTHERN IOWA        | 11/01/2012              | 225.00       |
| 36059     | YOUTH SERVICES INTERNATIONAL | 11/01/2012              | 170.00       |
| 6         | Void                         | Check(s) For a Total of | 728.22       |

|           |     |                                          |                       |            |
|-----------|-----|------------------------------------------|-----------------------|------------|
|           | 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       |
|           | 361 | Computer                                 | Checks For a Total of | 740,438.08 |
| Total For | 361 | Manual, Wire Tran, ACH & Computer Checks |                       | 740,438.08 |
| Less      | 6   | Voided                                   | Checks For a Total of | 728.22     |
|           |     | Net Amount                               |                       | 739,709.86 |

| Check Nbr | Vendor Name                    | Check Date              | Check Amount |
|-----------|--------------------------------|-------------------------|--------------|
| 36452     | AIG                            | 11/09/2012              | 5,233.83     |
| 36453     | AMERICAN UNITED LIFE           | 11/09/2012              | 51,484.38    |
| 36454     | AMERIPRISE FINANCIAL SERVICES  | 11/09/2012              | 10,267.97    |
| 36455     | AXA EQUITABLE                  | 11/09/2012              | 27,757.61    |
| 36456     | EDUCATION MN ESI BILLING TRUST | 11/09/2012              | 17,222.11    |
| 36457     | GURSTEL CHARGO ATTORNEYS AT LA | 11/09/2012              | 448.00       |
| 36458     | HOME DEPOT CREDIT SERVICES     | 11/09/2012              | 918.37       |
| 36459     | IUOE LOCAL 70                  | 11/09/2012              | 2,185.63     |
| 36460     | KLEIN, JACKIE                  | 11/09/2012              | 922.50       |
| 36461     | MESSERLI & KRAMER PA           | 11/09/2012              | 625.75       |
| 36462     | METROPOLITAN LIFE              | 11/09/2012              | 3,528.12     |
| 36463     | MN CHILD SUPPORT               | 11/09/2012              | 1,665.91     |
| 36464     | MN DEPT OF REVENUE             | 11/09/2012              | 84.00        |
| 36465     | MOHN, MONICA                   | 11/09/2012              | 98.00        |
| 36466     | POSTMASTER                     | 11/09/2012              | 500.00       |
| 36467     | SAM'S CLUB/GEMB                | 11/09/2012              | 1,162.40     |
| 36468     | SCHOOL SERVICE EMPLOYEES       | 11/09/2012              | 5,488.26     |
| 36469     | SUCCESS BEYOND THE CLASSROOM   | 11/09/2012              | 1,110.00     |
| 36470     | US DEPT OF EDUCATION           | 11/09/2012              | 350.64       |
| 36471     | Vendor Continued Check         | 11/09/2012              | 0.00         |
| 36472     | VANGUARD SMALL BUSINESS SERVIC | 11/09/2012              | 19,250.29    |
| 36473     | WBLA EDUCATIONAL FOUNDATION    | 11/09/2012              | 100.00       |
| 22        | Computer                       | Check(s) For a Total of | 150,403.77   |

| Check Nbr | Vendor Name  | Check Date              | Check Amount |
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| 36317     | MOHN, MONICA | 11/09/2012              | 140.00       |
| 1         | Void         | Check(s) For a Total of | 140.00       |

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| 36474     | 1ST PLACE VOLLEYBALL           | 11/15/2012 | 1,949.32     |
| 36475     | 3D SPECIALTIES                 | 11/15/2012 | 2,498.52     |
| 36476     | AARP DRIVER SAFETY PROGRAM     | 11/15/2012 | 238.00       |
| 36477     | AARP DRIVER SAFETY PROGRAM     | 11/15/2012 | 110.00       |
| 36478     | ABBOTT PAINT & CARPET INC      | 11/15/2012 | 1,460.78     |
| 36479     | ACKERKNECHT, CATHYANN M        | 11/15/2012 | 53.26        |
| 36480     | ADAMS, LINDA J                 | 11/15/2012 | 71.68        |
| 36481     | AGROPUR INC                    | 11/15/2012 | 34,135.95    |
| 36482     | AMERICAN MESSAGING             | 11/15/2012 | 135.76       |
| 36483     | AMERICAN TIME & SIGNAL CO      | 11/15/2012 | 183.60       |
| 36484     | AMERIPRIDE SERVICES            | 11/15/2012 | 711.82       |
| 36485     | ANDERSON, BARCLAY H            | 11/15/2012 | 15.51        |
| 36486     | ANDERSON, PETER MICHAEL        | 11/15/2012 | 56.00        |
| 36487     | ANDERSON'S                     | 11/15/2012 | 574.70       |
| 36488     | ANDRESEN, LYDIA                | 11/15/2012 | 50.00        |
| 36489     | ANFANG, SALLY G                | 11/15/2012 | 109.89       |
| 36490     | APPLE COMPUTER INC             | 11/15/2012 | 12,168.00    |
| 36491     | APPLIED ENVIRONMENTAL SCI INC  | 11/15/2012 | 3,393.10     |
| 36492     | ARENA SYSTEMS                  | 11/15/2012 | 10.50        |
| 36493     | ARTS & CUSTOM PUBLISHING CO IN | 11/15/2012 | 875.00       |
| 36494     | ASHLEY FURNITURE               | 11/15/2012 | 267.79       |
| 36495     | AUDIO ENHANCEMENT              | 11/15/2012 | 175.00       |
| 36496     | AVON BUSINESS FORMS & PROMOTIO | 11/15/2012 | 59.94        |
| 36497     | BABIASH, JENNIFER MAE          | 11/15/2012 | 41.35        |
| 36498     | BARNITT, JUDITH                | 11/15/2012 | 11.90        |
| 36499     | BARTH, CARRIE M                | 11/15/2012 | 260.00       |
| 36500     | BARTHOLD                       | 11/15/2012 | 1,647.00     |
| 36501     | BAUER, CARA C                  | 11/15/2012 | 190.36       |
| 36502     | BENCHMARK EDUCATION COMPANY    | 11/15/2012 | 8,473.00     |
| 36503     | BENDEL, BETTY                  | 11/15/2012 | 18.04        |
| 36504     | BENILDE ST MARGARETS SCHOOL    | 11/15/2012 | 120.00       |
| 36505     | BENJAMIN-BECK, KAREN P         | 11/15/2012 | 166.98       |
| 36506     | BERNIER, CARYN S               | 11/15/2012 | 155.68       |
| 36507     | BERNSTEIN, NANCY J             | 11/15/2012 | 401.29       |
| 36508     | BERRY BLENDZ - EDEN PRAIRIE    | 11/15/2012 | 630.00       |
| 36509     | BLICK ART MATERIALS            | 11/15/2012 | 1,236.04     |
| 36510     | BLUE TARP FINANCIAL INC        | 11/15/2012 | 503.66       |
| 36511     | BRADLEY, LYDIA                 | 11/15/2012 | 107.55       |
| 36512     | BRAKE & EQUIPMENT WAREHOUSE, I | 11/15/2012 | 46.48        |
| 36513     | BRAMSCHER, JUDEE               | 11/15/2012 | 24.65        |
| 36514     | BRENNAN INDUSTRIES             | 11/15/2012 | 240.00       |
| 36515     | BRIH DESIGN                    | 11/15/2012 | 4,227.50     |
| 36516     | BRUSKI, JERRILYN A             | 11/15/2012 | 68.98        |
| 36517     | BUREAU OF EDUCATION & RESEARCH | 11/15/2012 | 1,763.00     |
| 36518     | BYSTROM, CORTNEY K             | 11/15/2012 | 40.90        |
| 36519     | CAMBRIDGE STRATEGIC SERVICES   | 11/15/2012 | 3,200.00     |
| 36520     | CAMP ST CROIX                  | 11/15/2012 | 862.00       |
| 36521     | CANFIELD, KARI                 | 11/15/2012 | 90.00        |
| 36522     | CAPAN, NANCY A                 | 11/15/2012 | 100.00       |
| 36523     | CARTRIDGES DIRECT              | 11/15/2012 | 202.98       |

| Check Nbr | Vendor Name                    | Check Date | Check Amount |
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| 36524     | CDI                            | 11/15/2012 | 2,501.93     |
| 36525     | CDW GOVERNMENT INC             | 11/15/2012 | 3,376.40     |
| 36526     | CENTURYLINK                    | 11/15/2012 | 266.12       |
| 36527     | CHAMBERLIN, JAN                | 11/15/2012 | 54.10        |
| 36528     | CHEF MARSHALL O'BRIEN LLC      | 11/15/2012 | 600.00       |
| 36529     | CHRISTENSEN, JOSEPH C          | 11/15/2012 | 58.94        |
| 36530     | CITI-CARGO & STORAGE CO INC    | 11/15/2012 | 85.00        |
| 36531     | CJ DUFFY PAPER CO              | 11/15/2012 | 23,828.75    |
| 36532     | CONSTRUCTION MANAGEMENT BUILDI | 11/15/2012 | 2,400.00     |
| 36533     | COCA-COLA BOTTLING MIDWEST CO  | 11/15/2012 | 1,449.24     |
| 36534     | CODY, SHANE T                  | 11/15/2012 | 37.12        |
| 36535     | COMCAST                        | 11/15/2012 | 40.95        |
| 36536     | COMCAST                        | 11/15/2012 | 5.27         |
| 36537     | COMMERICAL KITCHEN SERVICES    | 11/15/2012 | 581.31       |
| 36538     | COMMITTEE FOR CHILDREN         | 11/15/2012 | 31,360.50    |
| 36539     | COMPUTER EXPLORERS             | 11/15/2012 | 378.00       |
| 36540     | CONNEY SAFETY                  | 11/15/2012 | 610.83       |
| 36541     | CONRAD, LARA M                 | 11/15/2012 | 137.42       |
| 36542     | CONTINENTAL CLAY CO            | 11/15/2012 | 425.15       |
| 36543     | CONTINENTAL RESEARCH CORP      | 11/15/2012 | 461.07       |
| 36544     | COOPS SPORTSWEAR               | 11/15/2012 | 1,622.50     |
| 36545     | Vendor Continued Check         | 11/15/2012 | 0.00         |
| 36546     | COPY IMAGES INC                | 11/15/2012 | 19,011.19    |
| 36547     | Vendor Continued Check         | 11/15/2012 | 0.00         |
| 36548     | COPY IMAGES INC                | 11/15/2012 | 1,575.66     |
| 36549     | COSNEY CORP                    | 11/15/2012 | 5,000.00     |
| 36550     | CUB FOODS OF WOODBURY          | 11/15/2012 | 304.31       |
| 36551     | CULLIGAN BOTTLED WATER         | 11/15/2012 | 104.02       |
| 36552     | CUMMINS NPOWER LLC             | 11/15/2012 | 319.68       |
| 36553     | CUSTOM EXPRESSIONS INC         | 11/15/2012 | 3,461.85     |
| 36554     | DAHL, CHRISTINE S              | 11/15/2012 | 185.93       |
| 36555     | Vendor Continued Check         | 11/15/2012 | 0.00         |
| 36556     | Vendor Continued Check         | 11/15/2012 | 0.00         |
| 36557     | Vendor Continued Check         | 11/15/2012 | 0.00         |
| 36558     | DALCO CORPORATION              | 11/15/2012 | 12,316.31    |
| 36559     | DALTON, JEANETTE M             | 11/15/2012 | 43.80        |
| 36560     | DATA MANAGEMENT INC            | 11/15/2012 | 98.00        |
| 36561     | DAVY, MARY                     | 11/15/2012 | 15.30        |
| 36562     | DELL MARKETING LP              | 11/15/2012 | 1,091.50     |
| 36563     | DELLWOOD HILLS GOLF CLUB       | 11/15/2012 | 1,116.71     |
| 36564     | DENUCCI, KRISTINA E            | 11/15/2012 | 180.41       |
| 36565     | DESIGNER SIGN SYSTEMS INC      | 11/15/2012 | 196.10       |
| 36566     | DH IT CONSULTING LLC           | 11/15/2012 | 933.75       |
| 36567     | DISCOUNT SCHOOL SUPPLY         | 11/15/2012 | 752.41       |
| 36568     | DIVERSIFIED SNACK DISTRIBUTION | 11/15/2012 | 2,677.19     |
| 36569     | DOMINOS PIZZA                  | 11/15/2012 | 958.45       |
| 36570     | DONATELLI'S                    | 11/15/2012 | 414.94       |
| 36571     | DOOR SERVICE COMPANY           | 11/15/2012 | 2,484.00     |
| 36572     | DOUGLAS, SANDRA L              | 11/15/2012 | 37.19        |
| 36573     | DURITSA, HELEN                 | 11/15/2012 | 14.00        |

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| 36574     | DYMIT, MARIE S                 | 11/15/2012 | 84.92        |
| 36575     | E L REINHARDT                  | 11/15/2012 | 333.00       |
| 36576     | EARLY, SHERRY                  | 11/15/2012 | 22.31        |
| 36577     | EBSCO SUBSCRIPTION SERVICES    | 11/15/2012 | 453.14       |
| 36578     | ECKROTH MUSIC                  | 11/15/2012 | 6,809.80     |
| 36579     | EGEMO, PATRICIA ANN            | 11/15/2012 | 37.46        |
| 36580     | EMEDCO COMPANY INC             | 11/15/2012 | 572.75       |
| 36581     | EMERGICARE MEDICAL TRAINING    | 11/15/2012 | 160.00       |
| 36582     | EDGEWOOD MARKETING GROUP       | 11/15/2012 | 171.60       |
| 36583     | ERICKSON, KELLY A              | 11/15/2012 | 100.00       |
| 36584     | ERIKS BIKE SHOP                | 11/15/2012 | 268.80       |
| 36585     | ESKOW, LYNN K                  | 11/15/2012 | 103.41       |
| 36586     | FASTENAL COMPANY               | 11/15/2012 | 79.03        |
| 36587     | FEDEX                          | 11/15/2012 | 55.31        |
| 36588     | FELTON, LORI A                 | 11/15/2012 | 56.95        |
| 36589     | FERNANDEZ, KEVIN M             | 11/15/2012 | 80.14        |
| 36590     | FERRELLGAS                     | 11/15/2012 | 69.98        |
| 36591     | FINK, AVIS A                   | 11/15/2012 | 90.00        |
| 36592     | FINNEGAN, MOLLY                | 11/15/2012 | 45.00        |
| 36593     | FIRST STUDENT INC              | 11/15/2012 | 129,038.97   |
| 36594     | FLINN SCIENTIFIC INC           | 11/15/2012 | 405.30       |
| 36595     | FLIPPED EDUC                   | 11/15/2012 | 750.00       |
| 36596     | THE FLORAL TRUNK               | 11/15/2012 | 51.00        |
| 36597     | FNS METRIX                     | 11/15/2012 | 440.40       |
| 36598     | FOLLETT LIBRARY RESOURCES      | 11/15/2012 | 996.52       |
| 36599     | FORCIER, ELSIE                 | 11/15/2012 | 15.30        |
| 36600     | FOSTER, CATHERINE A            | 11/15/2012 | 132.37       |
| 36601     | FOY, DENNIS J                  | 11/15/2012 | 1,760.00     |
| 36602     | FRATTALONES HARDWARE STORES    | 11/15/2012 | 1,311.77     |
| 36603     | FRATTALONES HARDWARE STORES    | 11/15/2012 | 195.15       |
| 36604     | FREDERICKSON, PETER            | 11/15/2012 | 53.80        |
| 36605     | FROGNER, JANINE M              | 11/15/2012 | 54.81        |
| 36606     | FRONTRUNNER EVENTS             | 11/15/2012 | 13.00        |
| 36607     | FULLER, DONNA                  | 11/15/2012 | 12.75        |
| 36608     | G&K SERVICES                   | 11/15/2012 | 623.78       |
| 36609     | GABRIELSON, JACKIE             | 11/15/2012 | 55.96        |
| 36610     | GALLAGHERS NORTHWESTERN TIRE C | 11/15/2012 | 972.65       |
| 36611     | GAMBONI, RICHARD A             | 11/15/2012 | 40.00        |
| 36612     | GARDEN & ASSOCIATES INC        | 11/15/2012 | 550.00       |
| 36613     | GARRISON, MARK S               | 11/15/2012 | 262.99       |
| 36614     | GEFRE, DEBRA L                 | 11/15/2012 | 79.94        |
| 36615     | GEIKEN, BRENDA                 | 11/15/2012 | 75.00        |
| 36616     | GENERAL PARTS LLC              | 11/15/2012 | 3,387.15     |
| 36617     | GENERAL SHEET METAL            | 11/15/2012 | 24,005.95    |
| 36618     | GEVERS, ELLEN M                | 11/15/2012 | 69.00        |
| 36619     | GILLUND ENTERPRISES            | 11/15/2012 | 444.46       |
| 36620     | GINESIS                        | 11/15/2012 | 134.50       |
| 36621     | GONZALEZ, CARMEN ORTIZ         | 11/15/2012 | 20.00        |
| 36622     | GRAFFIC TRAFFIC LLC            | 11/15/2012 | 267.50       |
| 36623     | Vendor Continued Check         | 11/15/2012 | 0.00         |

| Check Nbr | Vendor Name                    | Check Date | Check Amount |
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| 36624     | Vendor Continued Check         | 11/15/2012 | 0.00         |
| 36625     | Vendor Continued Check         | 11/15/2012 | 0.00         |
| 36626     | GRAINGER                       | 11/15/2012 | 4,282.63     |
| 36627     | GRANDMA'S BAKERY INC           | 11/15/2012 | 422.24       |
| 36628     | GRAPHIC OPTIONS LLC            | 11/15/2012 | 300.00       |
| 36629     | GRAVLEY, STEPHEN               | 11/15/2012 | 914.20       |
| 36630     | GREAT RIVER OFFICE PRODUCTS    | 11/15/2012 | 223.21       |
| 36631     | Vendor Continued Check         | 11/15/2012 | 0.00         |
| 36632     | GREATAMERICA LEASING CORP      | 11/15/2012 | 1,705.26     |
| 36633     | GREEN, BARBARA J               | 11/15/2012 | 177.01       |
| 36634     | GROPPOLI, KADI L               | 11/15/2012 | 188.75       |
| 36635     | HAAG, LOIS                     | 11/15/2012 | 42.50        |
| 36636     | HAAG, WAYNE                    | 11/15/2012 | 270.00       |
| 36637     | HALLBERG ENGINEERING INC       | 11/15/2012 | 21,387.00    |
| 36638     | HANKINS, RYAN                  | 11/15/2012 | 180.00       |
| 36639     | HANSON, DONNA                  | 11/15/2012 | 15.30        |
| 36640     | HASS, AMY                      | 11/15/2012 | 90.00        |
| 36641     | HAWKINSON, STEVEN A            | 11/15/2012 | 525.48       |
| 36642     | HAZELDEN                       | 11/15/2012 | 1,785.00     |
| 36643     | HEALTH ED                      | 11/15/2012 | 179.00       |
| 36644     | HEALY, JASON CHARLES           | 11/15/2012 | 97.68        |
| 36645     | HEANEY, CYNTHIA L              | 11/15/2012 | 32.88        |
| 36646     | HENRY SIBLEY HIGH SCHOOL       | 11/15/2012 | 30.00        |
| 36647     | HILLYARD INC MINNEAPOLIS       | 11/15/2012 | 169.00       |
| 36648     | HIRSCH, JAMES                  | 11/15/2012 | 56.00        |
| 36649     | HISDAHL INC                    | 11/15/2012 | 389.50       |
| 36650     | HOFTIEZER, MICHELLE R          | 11/15/2012 | 84.36        |
| 36651     | Vendor Continued Check         | 11/15/2012 | 0.00         |
| 36652     | HOGLUND BUS AND TRUCK CO       | 11/15/2012 | 2,546.03     |
| 36653     | HOUGH, SAMUEL                  | 11/15/2012 | 150.00       |
| 36654     | HOUGHTON MIFFLIN HARCOURT      | 11/15/2012 | 37.16        |
| 36655     | HUBBARD, MICHELLE K            | 11/15/2012 | 118.75       |
| 36656     | HUMBERT, DAN                   | 11/15/2012 | 4.95         |
| 36657     | IDC AUTOMATIC                  | 11/15/2012 | 330.81       |
| 36658     | Vendor Continued Check         | 11/15/2012 | 0.00         |
| 36659     | Vendor Continued Check         | 11/15/2012 | 0.00         |
| 36660     | Vendor Continued Check         | 11/15/2012 | 0.00         |
| 36661     | Vendor Continued Check         | 11/15/2012 | 0.00         |
| 36662     | IFD                            | 11/15/2012 | 133,366.25   |
| 36663     | INDIANA DEV TRAINING CTR OF LA | 11/15/2012 | 3,263.19     |
| 36664     | INDUSTRIAL ARTS SUPPLY         | 11/15/2012 | 120.71       |
| 36665     | INSIGHT INVESTMENTS LLC        | 11/15/2012 | 589.49       |
| 36666     | INTEGRA TELECOM                | 11/15/2012 | 319.02       |
| 36667     | INTERMEDIATE DISTRICT 287      | 11/15/2012 | 3,750.41     |
| 36668     | INTL BACCALAUREATE ORGANIZATIO | 11/15/2012 | 9,500.00     |
| 36669     | IRGENS, LINDA S                | 11/15/2012 | 100.29       |
| 36670     | JACOBS, LISA L                 | 11/15/2012 | 117.39       |
| 36671     | JC ENVIRONMENTAL & DEMOLITION  | 11/15/2012 | 4,289.00     |
| 36672     | JIMMY'S CONFERENCE & BANQUET C | 11/15/2012 | 1,000.00     |
| 36673     | JOHNSON, AMANDA                | 11/15/2012 | 115.00       |

| Check Nbr | Vendor Name                    | Check Date | Check Amount |
|-----------|--------------------------------|------------|--------------|
| 36674     | JOHNSON, JUDITH ANN            | 11/15/2012 | 251.00       |
| 36675     | JOHNSON, LYNDIA I              | 11/15/2012 | 93.80        |
| 36676     | JOHNSON, ROBIN                 | 11/15/2012 | 19.00        |
| 36677     | JOHNSON, SADIE R               | 11/15/2012 | 49.95        |
| 36678     | JOSTENS INC                    | 11/15/2012 | 5,000.00     |
| 36679     | JUNIOR LIBRARY GUILD           | 11/15/2012 | 342.00       |
| 36680     | K PEARSON MECHANICAL LLC       | 11/15/2012 | 1,518.34     |
| 36681     | K12 TRANSPORTATION MGMT SERVIC | 11/15/2012 | 36,744.19    |
| 36682     | KAISER, PHYLLIS                | 11/15/2012 | 38.25        |
| 36683     | KALLGREN, BETH                 | 11/15/2012 | 75.00        |
| 36684     | KANEKO, SHINICHI               | 11/15/2012 | 195.00       |
| 36685     | KATH FUEL OIL SERVICE CO       | 11/15/2012 | 27,944.64    |
| 36686     | KIMBALL MIDWEST                | 11/15/2012 | 1,571.91     |
| 36687     | KINNE, MATTHEW                 | 11/15/2012 | 80.00        |
| 36688     | KITTELSON MARKETING CO INC     | 11/15/2012 | 2,489.50     |
| 36689     | KITTS, HARRY                   | 11/15/2012 | 251.00       |
| 36690     | KNUTSON, CASSANDRA M           | 11/15/2012 | 561.02       |
| 36691     | KOEHLER, AMANDA L              | 11/15/2012 | 31.64        |
| 36692     | KRAMLINGER, TRACEY A           | 11/15/2012 | 100.00       |
| 36693     | KRAUS ANDERSON CONSTRUCTION CO | 11/15/2012 | 10,646.00    |
| 36694     | KULENKAMP, DAVID               | 11/15/2012 | 534.60       |
| 36695     | LAKESHORE LEARNING MATERIALS   | 11/15/2012 | 593.40       |
| 36696     | LANDS BEST FOODS               | 11/15/2012 | 4,285.90     |
| 36697     | LANGERS                        | 11/15/2012 | 9,625.00     |
| 36698     | LAW, DAVID W                   | 11/15/2012 | 218.67       |
| 36699     | LEARNING A-Z                   | 11/15/2012 | 749.50       |
| 36700     | LIFETIME MEMORY PRODUCTS       | 11/15/2012 | 467.44       |
| 36701     | LINGUISYSTEMS INC              | 11/15/2012 | 175.80       |
| 36702     | LOFFLER COMPANIES INC          | 11/15/2012 | 310.00       |
| 36703     | LOOKOUT BOOKS                  | 11/15/2012 | 470.25       |
| 36704     | LOVEGREEN RISK MANAGMENT LLC   | 11/15/2012 | 84.15        |
| 36705     | LOVETT, MICHAEL J              | 11/15/2012 | 796.75       |
| 36706     | L T G POWER EQUIPMENT          | 11/15/2012 | 92.44        |
| 36707     | LYONS, CHRISTOPHER A           | 11/15/2012 | 122.10       |
| 36708     | MN ASSOC OF ADMIN OF STATE &   | 11/15/2012 | 295.00       |
| 36709     | MAD SCIENCE OF MINNESOTA       | 11/15/2012 | 350.00       |
| 36710     | MALWITZ, REBECCA ANN           | 11/15/2012 | 600.71       |
| 36711     | MANDILE, RICHARD J             | 11/15/2012 | 56.00        |
| 36712     | MARIS LLC                      | 11/15/2012 | 260.00       |
| 36713     | MARTINSON, KARA S              | 11/15/2012 | 91.30        |
| 36714     | MARTIN-MCALLISTER              | 11/15/2012 | 250.00       |
| 36715     | MATHIESON, SARA                | 11/15/2012 | 17.00        |
| 36716     | MATTHEWS, MEGAN                | 11/15/2012 | 315.00       |
| 36717     | MATTSON, CARLA RUTH            | 11/15/2012 | 100.00       |
| 36718     | MAYER-JOHNSON LLC              | 11/15/2012 | 349.00       |
| 36719     | MAYER, ANTHONY G               | 11/15/2012 | 549.85       |
| 36720     | MN CHEERLEADING COACHES ASSOC  | 11/15/2012 | 535.00       |
| 36721     | MCCHESNEY, D PAT               | 11/15/2012 | 13.60        |
| 36722     | MCDONALD, MARIE                | 11/15/2012 | 73.10        |
| 36723     | MCGARTHWAITE, NICOLE M         | 11/15/2012 | 114.89       |

| Check Nbr | Vendor Name                    | Check Date | Check Amount |
|-----------|--------------------------------|------------|--------------|
| 36724     | MCGOURTY, LESLIE R             | 11/15/2012 | 49.95        |
| 36725     | MCGRATH, LEE G                 | 11/15/2012 | 1,054.97     |
| 36726     | MENARDS-MAPLEWOOD              | 11/15/2012 | 1,493.93     |
| 36727     | MERHAR, BRIAN P                | 11/15/2012 | 156.38       |
| 36728     | MERZER MALP, SHEILA            | 11/15/2012 | 500.00       |
| 36729     | MN ELEMENTARY SCH PRIN ASSOC   | 11/15/2012 | 877.00       |
| 36730     | METRO ECSU                     | 11/15/2012 | 190.00       |
| 36731     | METRO ECSU                     | 11/15/2012 | 185.00       |
| 36732     | MEUWISSEN, PAUL WILLIAM        | 11/15/2012 | 85.02        |
| 36733     | MID CITY SERVICES - INDUSTRIAL | 11/15/2012 | 2,214.41     |
| 36734     | MIDAMERICA ADMIN & RETIREMENT  | 11/15/2012 | 2,190.00     |
| 36735     | MIDWEST BUS PARTS INC          | 11/15/2012 | 238.35       |
| 36736     | MIDWEST HYDRAULIC              | 11/15/2012 | 427.47       |
| 36737     | MINNSPRA                       | 11/15/2012 | 224.00       |
| 36738     | MINVALCO INC                   | 11/15/2012 | 1,536.54     |
| 36739     | MN ASSOC OF STUDENT COUNCILS   | 11/15/2012 | 100.00       |
| 36740     | MN DEPT OF HEALTH              | 11/15/2012 | 70.00        |
| 36741     | MN DEPT OF HUMAN RIGHTS        | 11/15/2012 | 70.00        |
| 36742     | MN DEPT OF EDUC                | 11/15/2012 | 290.00       |
| 36743     | MN DEPT OF LABOR & INDUSTRY    | 11/15/2012 | 57.00        |
| 36744     | MN ELEVATOR INC                | 11/15/2012 | 290.77       |
| 36745     | Vendor Continued Check         | 11/15/2012 | 0.00         |
| 36746     | MN HISTORICAL SOCIETY          | 11/15/2012 | 580.00       |
| 36747     | MN STATE COLLEGES & UNIV       | 11/15/2012 | 130.00       |
| 36748     | MN ASSOC FOR FAMILY & EARLY ED | 11/15/2012 | 120.00       |
| 36749     | MN NONPUBLIC SCHOOL ACCREDITIN | 11/15/2012 | 80.00        |
| 36750     | MN SCHOOL AGE CARE ALLIANCE    | 11/15/2012 | 25.00        |
| 36751     | MOGREN TURF LLP                | 11/15/2012 | 520.00       |
| 36752     | MORITZ, CLAIRE S               | 11/15/2012 | 73.63        |
| 36753     | MP NEXLEVEL LLC                | 11/15/2012 | 130.00       |
| 36754     | MULTI-SOURCE CONSULTANT LLC    | 11/15/2012 | 195.00       |
| 36755     | MUNDELL, GERALD K              | 11/15/2012 | 40.00        |
| 36756     | MURPHY, LYNNE                  | 11/15/2012 | 90.00        |
| 36757     | MURPHY, MARY W                 | 11/15/2012 | 119.95       |
| 36758     | MUSIC CONNECTION INC           | 11/15/2012 | 95.80        |
| 36759     | N2Y                            | 11/15/2012 | 429.00       |
| 36760     | NAC MECHANICAL & ELECTRICAL SE | 11/15/2012 | 8,284.06     |
| 36761     | NADEAU, TARI T                 | 11/15/2012 | 100.00       |
| 36762     | NORTH AMER ASSOC OF EDUC NEGOT | 11/15/2012 | 390.00       |
| 36763     | NATL RECREATION & PARK ASSOC   | 11/15/2012 | 150.00       |
| 36764     | NATL RECOGNITION PRODUCTS      | 11/15/2012 | 2,091.35     |
| 36765     | NEWELL, MARGARET MARY          | 11/15/2012 | 100.00       |
| 36766     | NGUYEN, HUY K                  | 11/15/2012 | 754.00       |
| 36767     | Vendor Continued Check         | 11/15/2012 | 0.00         |
| 36768     | NORTH CENTRAL TRUCK EQUIPMENT  | 11/15/2012 | 2,253.23     |
| 36769     | NORTON, EMILY L                | 11/15/2012 | 188.09       |
| 36770     | NOVINSKA, TOD                  | 11/15/2012 | 250.00       |
| 36771     | NOW MICRO INC                  | 11/15/2012 | 1,486.98     |
| 36772     | NORTHWEST EVALUATION ASSOC     | 11/15/2012 | 80,990.00    |
| 36773     | O'NEIL, LOIS                   | 11/15/2012 | 21.45        |

| Check Nbr | Vendor Name                    | Check Date | Check Amount |
|-----------|--------------------------------|------------|--------------|
| 36774     | O'REILLY AUTOMOTIVE INC        | 11/15/2012 | 2,523.67     |
| 36775     | OFFICE DEPOT                   | 11/15/2012 | 629.14       |
| 36776     | OJILE, JANE K                  | 11/15/2012 | 39.41        |
| 36777     | OLMSTEAD, DIANE M              | 11/15/2012 | 100.00       |
| 36778     | OLSON, DAVID J                 | 11/15/2012 | 103.28       |
| 36779     | OLSON, VICKI S                 | 11/15/2012 | 195.00       |
| 36780     | OLSRUD, DANIELLE Y             | 11/15/2012 | 63.82        |
| 36781     | OLYMPIC COMMUNICATIONS, INC.   | 11/15/2012 | 137.50       |
| 36782     | ON SITE SANITATION INC         | 11/15/2012 | 52.00        |
| 36783     | OPEN ARMS OF MN                | 11/15/2012 | 6,911.12     |
| 36784     | OXYGEN SERVICE CO INC          | 11/15/2012 | 22.32        |
| 36785     | PACKOWSKI, MATTHEW KAZIMIERZ   | 11/15/2012 | 83.00        |
| 36786     | PAMS LUNCHROOM LLC             | 11/15/2012 | 6,632.81     |
| 36787     | PAN-O-GOLD                     | 11/15/2012 | 4,343.73     |
| 36788     | PASQUALINI, LISA M             | 11/15/2012 | 100.00       |
| 36789     | PCS REVENUE CONTROL SYSTEMS IN | 11/15/2012 | 5,280.00     |
| 36790     | PENCILS.COM                    | 11/15/2012 | 123.68       |
| 36791     | PERCIVAL, PATRICIA A           | 11/15/2012 | 93.00        |
| 36792     | PERFECTION LEARNING CORP       | 11/15/2012 | 613.80       |
| 36793     | PERRON, CORISSA                | 11/15/2012 | 65.00        |
| 36794     | PETERSON BROS ROOFING & CONST  | 11/15/2012 | 447.84       |
| 36795     | PICHA, CHRISTINA K             | 11/15/2012 | 28.31        |
| 36796     | PINNOW, PAIGE E                | 11/15/2012 | 106.84       |
| 36797     | PIONEER PRESS                  | 11/15/2012 | 109.25       |
| 36798     | PIONEER ATHLETICS              | 11/15/2012 | 90.00        |
| 36799     | PODANY'S OFFICE EQUIPMENT      | 11/15/2012 | 3,929.70     |
| 36800     | POLLARD, AIMIE N               | 11/15/2012 | 54.99        |
| 36801     | POWER LIFT INC                 | 11/15/2012 | 465.00       |
| 36802     | PRAXAIR DISTRIBUTION INC       | 11/15/2012 | 113.85       |
| 36803     | PROJECTUS                      | 11/15/2012 | 298.00       |
| 36804     | R & R SPECIALTIES INC          | 11/15/2012 | 31.40        |
| 36805     | RAMSEY COUNTY COMM HUMAN SVCS  | 11/15/2012 | 30,226.00    |
| 36806     | READ NATURALLY INC             | 11/15/2012 | 882.80       |
| 36807     | REED, TAMMY L                  | 11/15/2012 | 46.87        |
| 36808     | REGION 4AA                     | 11/15/2012 | 6,176.50     |
| 36809     | REINHARDT & SONS PAINTING      | 11/15/2012 | 1,026.00     |
| 36810     | THE RETROFIT COMPANIES INC     | 11/15/2012 | 130.75       |
| 36811     | RHUDE, MARY JO D               | 11/15/2012 | 108.23       |
| 36812     | RICOH AMERICAS CORP            | 11/15/2012 | 426.07       |
| 36813     | RM COTTON COMPANY              | 11/15/2012 | 653.00       |
| 36814     | ROBERT HALF TECH               | 11/15/2012 | 5,360.00     |
| 36815     | ROBERTS BUSINESS FORMS         | 11/15/2012 | 107.30       |
| 36816     | ROESER, CHARLES                | 11/15/2012 | 15.29        |
| 36817     | ROMOSER, CALEB R               | 11/15/2012 | 36.91        |
| 36818     | RUDDYS PARTY TOWN INC          | 11/15/2012 | 45.10        |
| 36819     | RULLI, CYNTHIA JO              | 11/15/2012 | 66.32        |
| 36820     | RUNNING, BOB                   | 11/15/2012 | 390.15       |
| 36821     | RYAN, DENISE M                 | 11/15/2012 | 90.23        |
| 36822     | SAFEWAY DRIVING SCHOOL         | 11/15/2012 | 6,930.00     |
| 36823     | SAGDALEN, NATALIE R            | 11/15/2012 | 100.00       |

| Check Nbr | Vendor Name                    | Check Date | Check Amount |
|-----------|--------------------------------|------------|--------------|
| 36824     | SAIKO, KATHY                   | 11/15/2012 | 40.80        |
| 36825     | SALENGER, SETH A               | 11/15/2012 | 200.00       |
| 36826     | SALZMAN-HANKINS, SHARI         | 11/15/2012 | 180.00       |
| 36827     | SAM'S CLUB/GEMB                | 11/15/2012 | 1,510.15     |
| 36828     | SCHLOSSER, GABRIELLE           | 11/15/2012 | 179.48       |
| 36829     | SCHMECKPEPER, ELLIE            | 11/15/2012 | 8.50         |
| 36830     | SCHMID, RITA                   | 11/15/2012 | 71.30        |
| 36831     | SCHOLASTIC INC                 | 11/15/2012 | 454.66       |
| 36832     | SCHOOL CHECK IN                | 11/15/2012 | 125.00       |
| 36833     | SCHOOL SPECIALTY               | 11/15/2012 | 1,397.30     |
| 36834     | SCHWARTZ, DAVID A              | 11/15/2012 | 42.18        |
| 36835     | STAFF DEVELOPMENT RESOURCES    | 11/15/2012 | 458.00       |
| 36836     | SECURITAS SEC SVCS USA INC     | 11/15/2012 | 2,899.20     |
| 36837     | SEEVER, GRAY                   | 11/15/2012 | 165.00       |
| 36838     | SENSORY EDGE                   | 11/15/2012 | 381.85       |
| 36839     | SENTRY SYSTEMS INC             | 11/15/2012 | 975.00       |
| 36840     | SHIFFLER EQUIPMENT SALES INC   | 11/15/2012 | 1,296.37     |
| 36841     | SIDELINE MVP                   | 11/15/2012 | 524.80       |
| 36842     | SIEBENALER, KEVIN R            | 11/15/2012 | 285.00       |
| 36843     | SIMMONS, CHERYL                | 11/15/2012 | 75.88        |
| 36844     | SIMSHAUSER, KIMBERLY P         | 11/15/2012 | 244.88       |
| 36845     | SKOGEN, MATTHEW K              | 11/15/2012 | 433.54       |
| 36846     | SKYWARD INC                    | 11/15/2012 | 134.80       |
| 36847     | SMITH HOUSE PRESS              | 11/15/2012 | 160.00       |
| 36848     | SMITH MALLETS                  | 11/15/2012 | 176.10       |
| 36849     | SNAP-ON TOOLS                  | 11/15/2012 | 28.95        |
| 36850     | SOCIAL STUDIES SCHOOL SERVICE  | 11/15/2012 | 301.17       |
| 36851     | SOLARWINDS                     | 11/15/2012 | 3,390.00     |
| 36852     | SOMORA, LORI M                 | 11/15/2012 | 112.00       |
| 36853     | SOUTHEASTERN PERFORMANCE APPAR | 11/15/2012 | 530.72       |
| 36854     | SPIESS, LISA M                 | 11/15/2012 | 6.00         |
| 36855     | ST PAUL LINOLEUM & CARPET COMP | 11/15/2012 | 2,344.12     |
| 36856     | STAFF DEVELOPMENT FOR EDUCATOR | 11/15/2012 | 199.00       |
| 36857     | STAPLES ADVANTAGE              | 11/15/2012 | 8,691.68     |
| 36858     | STAR TRIBUNE NIE               | 11/15/2012 | 395.60       |
| 36859     | STEFFEL, KAREN L               | 11/15/2012 | 180.00       |
| 36860     | STIRLING, CONNIE               | 11/15/2012 | 128.21       |
| 36861     | STREAMLINE DESIGN INC          | 11/15/2012 | 260.00       |
| 36862     | SUNQUIST, JAMES                | 11/15/2012 | 56.00        |
| 36863     | SUOJA, WENDY T                 | 11/15/2012 | 376.72       |
| 36864     | SVIR, SARA A                   | 11/15/2012 | 494.98       |
| 36865     | SWITZER, LISA MARIE            | 11/15/2012 | 311.20       |
| 36866     | TATGE, DEBBIE                  | 11/15/2012 | 55.00        |
| 36867     | TAYLOR, TRINA                  | 11/15/2012 | 38.97        |
| 36868     | THOMPSON, MARUTA A             | 11/15/2012 | 85.47        |
| 36869     | TIERNEY BROTHERS INC           | 11/15/2012 | 894.96       |
| 36870     | TIES                           | 11/15/2012 | 260.00       |
| 36871     | TOP TALENT SOLUTIONS           | 11/15/2012 | 585.00       |
| 36872     | TOTAL TOOL SUPPLY INC          | 11/15/2012 | 176.40       |
| 36873     | TOUSSAINT, JANEL PHYLLIS       | 11/15/2012 | 49.95        |

| Check Nbr | Vendor Name                    | Check Date              | Check Amount |
|-----------|--------------------------------|-------------------------|--------------|
| 36874     | TOWN LIFE                      | 11/15/2012              | 1,215.00     |
| 36875     | TRADE PRESS INC                | 11/15/2012              | 275.00       |
| 36876     | TRAEGER, MARY                  | 11/15/2012              | 11.05        |
| 36877     | TRANS-MISSISSIPPI BIO SUPPLY   | 11/15/2012              | 45.50        |
| 36878     | T.R.F. SUPPLY CO               | 11/15/2012              | 572.70       |
| 36879     | TRIO SUPPLY COMPANY            | 11/15/2012              | 9,553.51     |
| 36880     | TRUSTED EMPLOYEES              | 11/15/2012              | 3,888.00     |
| 36881     | TWIN CITIES MAGIC AND COSTUME  | 11/15/2012              | 283.90       |
| 36882     | U.S. ENERGY SERVICES INC       | 11/15/2012              | 821.00       |
| 36883     | UKPOKOLO, JOVITA               | 11/15/2012              | 100.00       |
| 36884     | US FOODS CULINARY EQUIP & SUPP | 11/15/2012              | 474.39       |
| 36885     | VADNAIS HEIGHTS SPORTS COMPLEX | 11/15/2012              | 1,237.50     |
| 36886     | VAIL, GAYLE J                  | 11/15/2012              | 82.45        |
| 36887     | VALLEY TROPHY INC              | 11/15/2012              | 171.00       |
| 36888     | VAVRICKA, ROCHELLE L           | 11/15/2012              | 197.78       |
| 36889     | VERIZON WIRELESS               | 11/15/2012              | 108.06       |
| 36890     | W E NEAL SLATE CO              | 11/15/2012              | 4,906.75     |
| 36891     | WALL, MICHAEL                  | 11/15/2012              | 21.50        |
| 36892     | WASTE MANAGEMENT OF WI-MN      | 11/15/2012              | 2,374.24     |
| 36893     | WHITE BEAR CENTER FOR THE ARTS | 11/15/2012              | 12,900.00    |
| 36894     | WHITE BEAR GLASS INC           | 11/15/2012              | 352.00       |
| 36895     | WHITE BEAR LOCKSMITH INC       | 11/15/2012              | 36.63        |
| 36896     | WHITE BEAR AREA CHAMBER        | 11/15/2012              | 260.00       |
| 36897     | Vendor Continued Check         | 11/15/2012              | 0.00         |
| 36898     | WHITE BEAR LAKE (CITY OF)      | 11/15/2012              | 9,364.63     |
| 36899     | WHITE BEAR LAKE (CITY OF)      | 11/15/2012              | 130,000.00   |
| 36900     | WELLNER LAW PLLC               | 11/15/2012              | 300.00       |
| 36901     | WET PAINT                      | 11/15/2012              | 589.27       |
| 36902     | WHITE, THOMAS R                | 11/15/2012              | 120.48       |
| 36903     | WILDMAN HILAL, ANDREA L        | 11/15/2012              | 73.50        |
| 36904     | WILLIAM V MACGILL & CO         | 11/15/2012              | 49.95        |
| 36905     | WILLIAMSON, MARLYS             | 11/15/2012              | 90.00        |
| 36906     | WIMER, MARY KATHRYN            | 11/15/2012              | 300.00       |
| 36907     | WINDSTREAM                     | 11/15/2012              | 190.00       |
| 36908     | XEROX CORPORATION              | 11/15/2012              | 485.83       |
| 36909     | XEROX FINANCIAL SERVICES       | 11/15/2012              | 271.31       |
| 36910     | XU, HUI                        | 11/15/2012              | 168.66       |
| 36911     | YMCA CAMP WIDJIWAGAN           | 11/15/2012              | 12,601.30    |
| 36912     | ZAPPA'S SPORTING GOODS         | 11/15/2012              | 2,535.00     |
| 36913     | ZEP SALES & SERVICE            | 11/15/2012              | 195.81       |
| 440       | Computer                       | Check(s) For a Total of | 1,115,473.42 |

| Check Nbr | Vendor Name                  | Check Date              | Check Amount |
|-----------|------------------------------|-------------------------|--------------|
| 35151     | ERIKS BIKE SHOP              | 11/15/2012              | 268.80       |
| 36311     | MN DEPT OF HEALTH            | 11/15/2012              | 35.00        |
| 36345     | PACKOWSKI, MATTHEW KAZIMIERZ | 11/15/2012              | 83.00        |
| 3         | Void                         | Check(s) For a Total of | 386.80       |

|           |     |                                          |                       |              |
|-----------|-----|------------------------------------------|-----------------------|--------------|
|           | 0   | Manual                                   | Checks For a Total of | 0.00         |
|           | 0   | Wire Transfer                            | Checks For a Total of | 0.00         |
|           | 0   | ACH                                      | Checks For a Total of | 0.00         |
|           | 440 | Computer                                 | Checks For a Total of | 1,115,473.42 |
| Total For | 440 | Manual, Wire Tran, ACH & Computer Checks |                       | 1,115,473.42 |
| Less      | 3   | Voided                                   | Checks For a Total of | 386.80       |
|           |     | Net Amount                               |                       | 1,115,086.62 |

| Check Nbr | Vendor Name                    | Check Date              | Check Amount |
|-----------|--------------------------------|-------------------------|--------------|
| 36914     | AIG                            | 11/21/2012              | 5,233.83     |
| 36915     | AMERICAN UNITED LIFE           | 11/21/2012              | 51,397.54    |
| 36916     | AMERIPRISE FINANCIAL SERVICES  | 11/21/2012              | 10,267.97    |
| 36917     | ASSOC OF METROPOLITAN SCHOOL D | 11/21/2012              | 75.00        |
| 36918     | AXA EQUITABLE                  | 11/21/2012              | 28,806.02    |
| 36919     | THE CENTER FOR EFFICIENT SCHOO | 11/21/2012              | 15,000.00    |
| 36920     | CUB FOODS OF WHITE BEAR TWSHP  | 11/21/2012              | 235.65       |
| 36921     | EDUCATION MN ESI BILLING TRUST | 11/21/2012              | 17,222.11    |
| 36922     | EMEDCO COMPANY INC             | 11/21/2012              | 2,438.04     |
| 36923     | THE FLORAL TRUNK               | 11/21/2012              | 50.00        |
| 36924     | GURSTEL CHARGO ATTORNEYS AT LA | 11/21/2012              | 448.00       |
| 36925     | IUOE LOCAL 70                  | 11/21/2012              | 2,152.32     |
| 36926     | MESSERLI & KRAMER PA           | 11/21/2012              | 498.11       |
| 36927     | METROPOLITAN LIFE              | 11/21/2012              | 3,528.12     |
| 36928     | MINNSPRA                       | 11/21/2012              | 199.00       |
| 36929     | MN CHILD SUPPORT               | 11/21/2012              | 1,665.91     |
| 36930     | MN DEPT OF REVENUE             | 11/21/2012              | 94.00        |
| 36931     | Vendor Continued Check         | 11/21/2012              | 0.00         |
| 36932     | RAMSEY COUNTY                  | 11/21/2012              | 3,076.00     |
| 36933     | RAMSEY COUNTY PUBLIC HEALTH    | 11/21/2012              | 75.00        |
| 36934     | SCHOOL SERVICE EMPLOYEES       | 11/21/2012              | 5,602.75     |
| 36935     | US DEPT OF EDUCATION           | 11/21/2012              | 350.64       |
| 36936     | VANGUARD SMALL BUSINESS SERVIC | 11/21/2012              | 19,552.92    |
| 36937     | WHITE BEAR LAKE FOOD SERV      | 11/21/2012              | 1,873.75     |
| 36938     | WBLA EDUCATIONAL FOUNDATION    | 11/21/2012              | 100.00       |
| 25        | Computer                       | Check(s) For a Total of | 169,942.68   |

|           |    |                                          |                       |            |
|-----------|----|------------------------------------------|-----------------------|------------|
|           | 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       |
|           | 25 | Computer                                 | Checks For a Total of | 169,942.68 |
| Total For | 25 | Manual, Wire Tran, ACH & Computer Checks |                       | 169,942.68 |
| Less      | 0  | Voided                                   | Checks For a Total of | 0.00       |
|           |    | Net Amount                               |                       | 169,942.68 |

| Check Nbr | Vendor Name   | Check Date              | Check Amount |
|-----------|---------------|-------------------------|--------------|
| 36939     | ANTRIM, LAURA | 11/27/2012              | 100.00       |
| 1         | Computer      | Check(s) For a Total of | 100.00       |

|           |   |                          |                       |        |
|-----------|---|--------------------------|-----------------------|--------|
|           | 0 | Manual                   | Checks For a Total of | 0.00   |
|           | 0 | Wire Transfer            | Checks For a Total of | 0.00   |
|           | 0 | ACH                      | Checks For a Total of | 0.00   |
|           | 1 | Computer                 | Checks For a Total of | 100.00 |
| Total For | 1 | Manual, Wire Tran, ACH & | Computer Checks       | 100.00 |
| Less      | 0 | Voided                   | Checks For a Total of | 0.00   |
|           |   | Net Amount               |                       | 100.00 |

| Check Nbr | Vendor Name                    | Check Date | Check Amount |
|-----------|--------------------------------|------------|--------------|
| 36940     | 1ST LINE/LEEWES VENTURES LLC   | 11/29/2012 | 960.90       |
| 36941     | A-1 HYDRAULIC SALES & SERVICE  | 11/29/2012 | 438.27       |
| 36942     | AARP DRIVER SAFETY PROGRAM     | 11/29/2012 | 152.00       |
| 36943     | AARP DRIVER SAFETY PROGRAM     | 11/29/2012 | 88.00        |
| 36944     | ABRAHAMSON, MARIA L            | 11/29/2012 | 10.00        |
| 36945     | ABRAM, AMY                     | 11/29/2012 | 39.54        |
| 36946     | ACP DIRECT                     | 11/29/2012 | 99.95        |
| 36947     | ADRENALINE FUNDRAISING         | 11/29/2012 | 1,641.00     |
| 36948     | AED SUPERSTORE ALLIED 100 LCC  | 11/29/2012 | 108.90       |
| 36949     | ALWIN, JODIE                   | 11/29/2012 | 10.00        |
| 36950     | AMAZON                         | 11/29/2012 | 0.99         |
| 36951     | AMAZON                         | 11/29/2012 | 704.28       |
| 36952     | AMAZON                         | 11/29/2012 | 660.80       |
| 36953     | AMAZON                         | 11/29/2012 | 671.53       |
| 36954     | AMAZON                         | 11/29/2012 | 543.32       |
| 36955     | AMAZON                         | 11/29/2012 | 874.87       |
| 36956     | AMAZON                         | 11/29/2012 | 33.75        |
| 36957     | AMAZON                         | 11/29/2012 | 3,842.65     |
| 36958     | ASSOC OF METROPOLITAN SCHOOL D | 11/29/2012 | 25.00        |
| 36959     | ANDERSON, JON C                | 11/29/2012 | 695.60       |
| 36960     | ANDERSON, JULIE C              | 11/29/2012 | 90.00        |
| 36961     | ANFANG, SALLY G                | 11/29/2012 | 80.00        |
| 36962     | ANGELLIS, DEEDRA K             | 11/29/2012 | 93.48        |
| 36963     | APPLE COMPUTER INC             | 11/29/2012 | 2,894.00     |
| 36964     | APPLIED ENVIRONMENTAL SCI INC  | 11/29/2012 | 1,625.70     |
| 36965     | ATLAS SCHOOL SUPPLY            | 11/29/2012 | 271.25       |
| 36966     | ATTITUDE CONCEPTS FOR TODAY IN | 11/29/2012 | 870.00       |
| 36967     | AUDIOQUIP INC                  | 11/29/2012 | 914.82       |
| 36968     | AVHS CHEERLEADING BOOSTER CLUB | 11/29/2012 | 360.00       |
| 36969     | BARTELS, JESSICA               | 11/29/2012 | 5.00         |
| 36970     | BARTZ, SANDY                   | 11/29/2012 | 145.03       |
| 36971     | BATTLE OF THE MIDWEST          | 11/29/2012 | 540.00       |
| 36972     | BECK, SUEANN K                 | 11/29/2012 | 50.00        |
| 36973     | BERGERSON, RUTH                | 11/29/2012 | 10.00        |
| 36974     | BERNDT, MICHELE R              | 11/29/2012 | 177.39       |
| 36975     | BIERMAN, CHERYL A              | 11/29/2012 | 49.95        |
| 36976     | BLE GROUP FINANCIAL            | 11/29/2012 | 4,000.00     |
| 36977     | BLICK ART MATERIALS            | 11/29/2012 | 137.99       |
| 36978     | BLUEBIRD SCREEN PRINT          | 11/29/2012 | 754.73       |
| 36979     | BOWERMASTER, TRACI G           | 11/29/2012 | 60.00        |
| 36980     | BRADDOCK, JULIE ANN            | 11/29/2012 | 32.47        |
| 36981     | BRAKE & EQUIPMENT WAREHOUSE, I | 11/29/2012 | 47.16        |
| 36982     | BRAUN INTERTEC CORPORATION     | 11/29/2012 | 435.00       |
| 36983     | BROOKSHAW, SUSAN ELIZABETH     | 11/29/2012 | 202.53       |
| 36984     | BROWN, NATALIE J               | 11/29/2012 | 25.00        |
| 36985     | BROWN, PAMELA S                | 11/29/2012 | 25.00        |
| 36986     | BURMEISTER, JANE M             | 11/29/2012 | 27.75        |
| 36987     | CAMBIUM LEARNING INC           | 11/29/2012 | 120.00       |
| 36988     | CARLSON, DENISE L              | 11/29/2012 | 180.00       |
| 36989     | CARTRIDGE CARE                 | 11/29/2012 | 552.00       |

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| 36991     | CDW GOVERNMENT INC             | 11/29/2012 | 16,226.74    |
| 36992     | CENTURY RESOURCES INC          | 11/29/2012 | 6,884.97     |
| 36993     | CHAKOLIS, RICHARD A            | 11/29/2012 | 850.01       |
| 36994     | CHAMPION YOUTH                 | 11/29/2012 | 654.50       |
| 36995     | CHAPLIN, MARILEE A             | 11/29/2012 | 179.48       |
| 36996     | CHRISTENSEN, MARIA             | 11/29/2012 | 115.00       |
| 36997     | CITI-CARGO & STORAGE CO INC    | 11/29/2012 | 125.00       |
| 36998     | CONSTRUCTION MANAGEMENT BUILDI | 11/29/2012 | 25,943.00    |
| 36999     | COMCAST                        | 11/29/2012 | 70.95        |
| 37000     | COMCAST                        | 11/29/2012 | 70.95        |
| 37001     | COMMITTEE FOR CHILDREN         | 11/29/2012 | 3,308.40     |
| 37002     | CONNEY SAFETY                  | 11/29/2012 | 98.21        |
| 37003     | CONSTANTINE DANCE CLASSES      | 11/29/2012 | 1,274.00     |
| 37004     | COOK, BEKI                     | 11/29/2012 | 200.00       |
| 37005     | COOPS SPORTSWEAR               | 11/29/2012 | 374.50       |
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| 37007     | COPY IMAGES INC                | 11/29/2012 | 1,436.00     |
| 37008     | COUNTRY INN & SUITES           | 11/29/2012 | 530.34       |
| 37009     | CP CHEER                       | 11/29/2012 | 540.00       |
| 37010     | CREATIVE PRODUCT SOURCING INC  | 11/29/2012 | 1,166.15     |
| 37011     | CREGO, CHELAINE M              | 11/29/2012 | 54.00        |
| 37012     | CRHS SPIRIT BOOSTER CLUB       | 11/29/2012 | 450.00       |
| 37013     | CTB INC                        | 11/29/2012 | 979.00       |
| 37014     | CUB FOODS OF WHITE BEAR TWSHP  | 11/29/2012 | 44.94        |
| 37015     | D&S DISTRIBUTING LLC           | 11/29/2012 | 7,565.40     |
| 37016     | D'ENTREMONT, ELISE             | 11/29/2012 | 197.50       |
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| 37020     | DALCO CORPORATION              | 11/29/2012 | 11,639.36    |
| 37021     | DELASALLE HIGH SCHOOL          | 11/29/2012 | 450.00       |
| 37022     | DELLWO, COLLEEN F              | 11/29/2012 | 107.75       |
| 37023     | DELTA EDUCATION                | 11/29/2012 | 1,600.02     |
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| 37025     | DELTA DENTAL PLAN OF MN        | 11/29/2012 | 62,248.70    |
| 37026     | DENUCCI, MARY A                | 11/29/2012 | 98.63        |
| 37027     | DEUEL, LYN                     | 11/29/2012 | 62.00        |
| 37028     | DOOR SERVICE COMPANY           | 11/29/2012 | 10,602.00    |
| 37029     | E L REINHARDT                  | 11/29/2012 | 66.84        |
| 37030     | EARLY CHILDHOOD PROGRAM        | 11/29/2012 | 30.00        |
| 37031     | ECKROTH MUSIC                  | 11/29/2012 | 126.02       |
| 37032     | ECKTON, DANA MP                | 11/29/2012 | 64.68        |
| 37033     | EDUCATION TO GO                | 11/29/2012 | 62.25        |
| 37034     | ELLISON EDUC EQUIP INC         | 11/29/2012 | 208.93       |
| 37035     | EMI AUDIO                      | 11/29/2012 | 2,086.08     |
| 37036     | ENCHANTED LEARNING LLC         | 11/29/2012 | 125.00       |
| 37037     | ENGMAN, JENNIFER A             | 11/29/2012 | 59.98        |
| 37038     | ENGSTRAN, PAUL A               | 11/29/2012 | 356.32       |
| 37039     | ESTR PUBLICATIONS              | 11/29/2012 | 424.00       |

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| 37040     | EYE ON EDUCATION               | 11/29/2012 | 33.95        |
| 37041     | FAHEY, ELLEN M                 | 11/29/2012 | 131.87       |
| 37042     | FAIRMAN, MICHELE               | 11/29/2012 | 10.00        |
| 37043     | FASTENAL COMPANY               | 11/29/2012 | 509.63       |
| 37044     | FERRERI, LOUIS                 | 11/29/2012 | 444.99       |
| 37045     | FESTIVAL FOODS-KNOWLAN'S       | 11/29/2012 | 755.69       |
| 37046     | FINNEGAN, MOLLY                | 11/29/2012 | 45.00        |
| 37047     | FIRST STUDENT INC              | 11/29/2012 | 19,375.45    |
| 37048     | FITNESS FINDERS INC            | 11/29/2012 | 87.95        |
| 37049     | FITZSIMMONS, WENDY SUE         | 11/29/2012 | 99.99        |
| 37050     | FLAGHOUSE INC                  | 11/29/2012 | 145.00       |
| 37051     | FLANAGAN SALES INC             | 11/29/2012 | 1,393.30     |
| 37052     | FLORIN, JOLYN A                | 11/29/2012 | 818.20       |
| 37053     | FOLLETT LIBRARY RESOURCES      | 11/29/2012 | 2,586.42     |
| 37054     | FOY, DENNIS J                  | 11/29/2012 | 55.00        |
| 37055     | FRICK, JANELLE                 | 11/29/2012 | 10.00        |
| 37056     | FRIEDERS, STEPHANIE            | 11/29/2012 | 6.00         |
| 37057     | GALE                           | 11/29/2012 | 1,941.29     |
| 37058     | GALLAGHERS NORTHWESTERN TIRE C | 11/29/2012 | 1,008.65     |
| 37059     | GARDEN & ASSOCIATES INC        | 11/29/2012 | 390.00       |
| 37060     | GENERAL PARTS LLC              | 11/29/2012 | 518.03       |
| 37061     | GEVERS, ELLEN M                | 11/29/2012 | 127.82       |
| 37062     | GILLUND ENTERPRISES            | 11/29/2012 | 932.80       |
| 37063     | GOPHER STAGE LIGHTING          | 11/29/2012 | 353.45       |
| 37064     | GRADY, LORI J                  | 11/29/2012 | 40.00        |
| 37065     | GRAFFIC TRAFFIC LLC            | 11/29/2012 | 704.00       |
| 37066     | GRAINGER                       | 11/29/2012 | 2,195.56     |
| 37067     | GRANDMA'S BAKERY INC           | 11/29/2012 | 23.18        |
| 37068     | GRATZ, MICHELLE C              | 11/29/2012 | 45.48        |
| 37069     | GRAY, DONALD E                 | 11/29/2012 | 222.57       |
| 37070     | GREAT RIVER OFFICE PRODUCTS    | 11/29/2012 | 114.75       |
| 37071     | GREENHALGH, MICHELE S          | 11/29/2012 | 25.26        |
| 37072     | GROTH MUSIC CO                 | 11/29/2012 | 58.05        |
| 37073     | GROTHER, DAVID D               | 11/29/2012 | 127.82       |
| 37074     | GROUP HEALTH INC - WORKSITE    | 11/29/2012 | 181.50       |
| 37075     | GROUP TRAVEL PLANNERS          | 11/29/2012 | 2,280.00     |
| 37076     | GROVER, JAN ZITA               | 11/29/2012 | 262.50       |
| 37077     | HAMMEKEN, GRACIELA E           | 11/29/2012 | 597.31       |
| 37078     | HANDWRITING WITHOUT TEARS      | 11/29/2012 | 799.10       |
| 37079     | HANKINS, RYAN                  | 11/29/2012 | 90.00        |
| 37080     | HANSEN, DIANE                  | 11/29/2012 | 125.00       |
| 37081     | HANSEN, JENNIFER L             | 11/29/2012 | 42.96        |
| 37082     | HANSON, MARILYN LOUCKS         | 11/29/2012 | 150.47       |
| 37083     | HARPER, KATHLEEN N             | 11/29/2012 | 229.10       |
| 37084     | HARVARD EDUCATION PRESS        | 11/29/2012 | 29.95        |
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| 37087     | HEALTHPARTNERS                 | 11/29/2012 | 978,082.38   |
| 37088     | HEALY, JASON CHARLES           | 11/29/2012 | 322.15       |
| 37089     | HEANEY, CYNTHIA L              | 11/29/2012 | 115.96       |

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| 37090     | HEIKKINEN, JEFF             | 11/29/2012 | 1,200.50     |
| 37091     | HENRY, MARY                 | 11/29/2012 | 10.00        |
| 37092     | HERC-U-LIFT                 | 11/29/2012 | 1,273.50     |
| 37093     | HERMANN, TIMOTHY J          | 11/29/2012 | 526.77       |
| 37094     | HEUSSLER, BRIDGET K         | 11/29/2012 | 45.78        |
| 37095     | HISDAHL INC                 | 11/29/2012 | 850.50       |
| 37096     | HJELM, GREGORY M            | 11/29/2012 | 63.23        |
| 37097     | HOERNEMANN, WENDY S         | 11/29/2012 | 103.25       |
| 37098     | Vendor Continued Check      | 11/29/2012 | 0.00         |
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| 37100     | HOGLUND BUS AND TRUCK CO    | 11/29/2012 | 6,899.46     |
| 37101     | HOPKINS HIGH SCHOOL         | 11/29/2012 | 50.00        |
| 37102     | HORAZDOVSKY, LEILA          | 11/29/2012 | 207.67       |
| 37103     | HOUGHTON MIFFLIN HARCOURT   | 11/29/2012 | 314.65       |
| 37104     | HSBC BUSINESS SOLUTIONS     | 11/29/2012 | 551.06       |
| 37105     | HUGO EQUIPMENT CO           | 11/29/2012 | 153.72       |
| 37106     | HUMANEX VENTURES            | 11/29/2012 | 2,880.00     |
| 37107     | HUTCHINGS, KARLIE A         | 11/29/2012 | 36.62        |
| 37108     | IKI INC                     | 11/29/2012 | 60.00        |
| 37109     | Vendor Continued Check      | 11/29/2012 | 0.00         |
| 37110     | INNOVATIVE OFFICE SOLUTIONS | 11/29/2012 | 17,122.59    |
| 37111     | INTELISOL                   | 11/29/2012 | 210.35       |
| 37112     | INTERMEDIATE DISTRICT 287   | 11/29/2012 | 150.00       |
| 37113     | ISD #181 BRAINERD           | 11/29/2012 | 311.61       |
| 37114     | JACKSON, HEIDI              | 11/29/2012 | 11.98        |
| 37115     | JAYTECH INC                 | 11/29/2012 | 507.00       |
| 37116     | JENSEN, SUSAN               | 11/29/2012 | 10.00        |
| 37117     | JIMMY JOHNS #869            | 11/29/2012 | 180.08       |
| 37118     | JOHNSON, BETH               | 11/29/2012 | 10.00        |
| 37119     | JOHNSON, ERIC               | 11/29/2012 | 10.00        |
| 37120     | JORGENSEN, AMY L            | 11/29/2012 | 293.10       |
| 37121     | JW PEPPER & SON INC         | 11/29/2012 | 944.52       |
| 37122     | K PEARSON MECHANICAL LLC    | 11/29/2012 | 2,917.93     |
| 37123     | KAPLAN                      | 11/29/2012 | 632.44       |
| 37124     | KATH, ABBY J                | 11/29/2012 | 404.62       |
| 37125     | KATH FUEL OIL SERVICE CO    | 11/29/2012 | 27,922.88    |
| 37126     | KEESE, JENNIFER R           | 11/29/2012 | 136.99       |
| 37127     | KEESE, MATTHEW D            | 11/29/2012 | 133.48       |
| 37128     | KIMBALL MIDWEST             | 11/29/2012 | 1,059.97     |
| 37129     | KNUTSON, CASSANDRA M        | 11/29/2012 | 52.89        |
| 37130     | KOREAN QUARTERLY            | 11/29/2012 | 22.00        |
| 37131     | KOTILINEK, FAY P            | 11/29/2012 | 101.84       |
| 37132     | KOWALSKIS MARKET            | 11/29/2012 | 48.20        |
| 37133     | KRAMLINGER, TRACEY A        | 11/29/2012 | 125.88       |
| 37134     | KRUSEMARK, CARY L           | 11/29/2012 | 382.38       |
| 37135     | KUPFERSCHMIDT, ROBERT B     | 11/29/2012 | 50.00        |
| 37136     | LAKE COUNTRY BOOKSELLERS    | 11/29/2012 | 234.05       |
| 37137     | LANDSCAPE STRUCTURES        | 11/29/2012 | 1,071.00     |
| 37138     | LANGUAGE LINE SERVICES      | 11/29/2012 | 241.16       |
| 37139     | LANIGAN CHERYL              | 11/29/2012 | 10.00        |

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| 37140     | LARSON, JOHN FRANCIS           | 11/29/2012 | 582.76       |
| 37141     | LAWSON PRODUCTS INC            | 11/29/2012 | 261.16       |
| 37142     | LEE, CHARLOTTE L               | 11/29/2012 | 239.00       |
| 37143     | LEVINE, ANNE E                 | 11/29/2012 | 349.51       |
| 37144     | LIBRARIANS BOOK EXPRESS LLC    | 11/29/2012 | 454.70       |
| 37145     | LIBRARY STORE INC              | 11/29/2012 | 195.58       |
| 37146     | LIFETIME MEMORY PRODUCTS       | 11/29/2012 | 464.42       |
| 37147     | LIGHTHOUSE MANAGEMENT GROUP    | 11/29/2012 | 6,617.00     |
| 37148     | LINGUISYSTEMS INC              | 11/29/2012 | 239.75       |
| 37149     | LOCKWOOD, KEITH H              | 11/29/2012 | 194.61       |
| 37150     | LOPEZ, ANGELA                  | 11/29/2012 | 150.00       |
| 37151     | L T G POWER EQUIPMENT          | 11/29/2012 | 919.20       |
| 37152     | LUGER, BRIANNA                 | 11/29/2012 | 55.00        |
| 37153     | MAAP STARS                     | 11/29/2012 | 370.00       |
| 37154     | MAD SCIENCE OF MINNESOTA       | 11/29/2012 | 8,010.00     |
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| 37159     | MADISON NATIONAL LIFE          | 11/29/2012 | 56,171.63    |
| 37160     | MALEK, DAVID                   | 11/29/2012 | 10.00        |
| 37161     | MALEK, KATIE                   | 11/29/2012 | 10.00        |
| 37162     | MALLOY/MONTAGUE/KARNOWSKI & CO | 11/29/2012 | 3,500.00     |
| 37163     | MALMBORGS INC                  | 11/29/2012 | 1,823.25     |
| 37164     | MANITOU RIDGE GOLF CLUB        | 11/29/2012 | 123.50       |
| 37165     | MAPLE LEAF CENTER              | 11/29/2012 | 121.65       |
| 37166     | MARINE DOCK & LIFT             | 11/29/2012 | 225.00       |
| 37167     | MARSHALL CAVENDISH CORP        | 11/29/2012 | 660.78       |
| 37168     | MARTINSON, KARA S              | 11/29/2012 | 155.90       |
| 37169     | MATHCOUNTS FOUNDATION          | 11/29/2012 | 100.00       |
| 37170     | MATZKE, ANNE M                 | 11/29/2012 | 249.75       |
| 37171     | MN CHEERLEADING COACHES ASSOC  | 11/29/2012 | 880.00       |
| 37172     | MCDOWELL, ROBERT C             | 11/29/2012 | 1,086.19     |
| 37173     | MN COMMUNITY EDUC ASSOC (MCEA) | 11/29/2012 | 1,360.00     |
| 37174     | MCPAHON, MARGARET A            | 11/29/2012 | 217.42       |
| 37175     | MCRAE, MARCIA E                | 11/29/2012 | 80.00        |
| 37176     | MENARDS-MAPLEWOOD              | 11/29/2012 | 64.92        |
| 37177     | MENGEL, MARY H                 | 11/29/2012 | 24.00        |
| 37178     | MERSCH, NICOLE A               | 11/29/2012 | 45.62        |
| 37179     | MERZER MALP, SHEILA            | 11/29/2012 | 510.00       |
| 37180     | MICHAEL BASICH INC             | 11/29/2012 | 175.00       |
| 37181     | MID CITY SERVICES - INDUSTRIAL | 11/29/2012 | 113.89       |
| 37182     | MIDTHUN, CAROL J               | 11/29/2012 | 89.98        |
| 37183     | MIDWEST BUS PARTS INC          | 11/29/2012 | 1,270.38     |
| 37184     | MILLER, MOLLY M                | 11/29/2012 | 33.02        |
| 37185     | MINNETONKA HIGH SCHOOL         | 11/29/2012 | 195.00       |
| 37186     | MINVALCO INC                   | 11/29/2012 | 121.16       |
| 37187     | MN COACHES INC                 | 11/29/2012 | 3,878.60     |
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| 37190     | MN DEPT OF LABOR & INDUSTRY    | 11/29/2012 | 1,050.00     |
| 37191     | MOBILE RADIO ENGINEERING INC   | 11/29/2012 | 335.00       |
| 37192     | MODERN FENCE & CONST INC       | 11/29/2012 | 2,600.00     |
| 37193     | MOORE, CYNTHIA A               | 11/29/2012 | 919.00       |
| 37194     | MURPHY, MARY W                 | 11/29/2012 | 70.05        |
| 37195     | MUSIC ALIVE!                   | 11/29/2012 | 300.00       |
| 37196     | NAC MECHANICAL & ELECTRICAL SE | 11/29/2012 | 1,415.50     |
| 37197     | NASCO                          | 11/29/2012 | 70.48        |
| 37198     | NASVIK, CRAIG S                | 11/29/2012 | 580.14       |
| 37199     | NATL CHEERLEADERS ASSOC        | 11/29/2012 | 3,750.00     |
| 37200     | NCPERS MINNESOTA               | 11/29/2012 | 416.00       |
| 37201     | NCS PEARSON INC                | 11/29/2012 | 574.20       |
| 37202     | NELSON, PATRICIA ANN           | 11/29/2012 | 55.00        |
| 37203     | NEVALA, BETH A                 | 11/29/2012 | 54.00        |
| 37204     | NEWELL, MARGARET MARY          | 11/29/2012 | 122.96       |
| 37205     | NORCOSTCO                      | 11/29/2012 | 90.50        |
| 37206     | Vendor Continued Check         | 11/29/2012 | 0.00         |
| 37207     | NORTH CENTRAL TRUCK EQUIPMENT  | 11/29/2012 | 306.70       |
| 37208     | NORTHEAST METRO INTERMEDIATE D | 11/29/2012 | 1,708.50     |
| 37209     | NORTHERN FOREST PRODUCTS LLC   | 11/29/2012 | 1,790.25     |
| 37210     | NORTHLAND ERECTORS INC         | 11/29/2012 | 850.00       |
| 37211     | NORTON, MARTHA C               | 11/29/2012 | 40.00        |
| 37212     | O'GRADY, CATHY                 | 11/29/2012 | 782.93       |
| 37213     | OFFICE DEPOT                   | 11/29/2012 | 999.47       |
| 37214     | OLSEN, JAMIE                   | 11/29/2012 | 133.00       |
| 37215     | OLSON, ANDREA                  | 11/29/2012 | 38.40        |
| 37216     | OLSON, ANGELA D                | 11/29/2012 | 98.98        |
| 37217     | ORCA BOOK PUBLISHERS           | 11/29/2012 | 68.68        |
| 37218     | ORIENTAL TRADING CO INC        | 11/29/2012 | 21.49        |
| 37219     | PAR INC                        | 11/29/2012 | 337.88       |
| 37220     | PARADIGM COURSE RESOURCE       | 11/29/2012 | 56.43        |
| 37221     | PARTS NOW ! LLC                | 11/29/2012 | 129.00       |
| 37222     | PAUL VADNAIS PLUMBING & WELL   | 11/29/2012 | 150.00       |
| 37223     | PAXTON/PATTERSON               | 11/29/2012 | 85.65        |
| 37224     | PEARSON, KATHRYN               | 11/29/2012 | 148.35       |
| 37225     | PEARSON EDUCATION INC          | 11/29/2012 | 660.00       |
| 37226     | PEARSON EDUCATION              | 11/29/2012 | 1,381.05     |
| 37227     | PELTIER, NANCY L               | 11/29/2012 | 238.30       |
| 37228     | PFEFFER'S CLEANERS             | 11/29/2012 | 219.77       |
| 37229     | PROFESSIONAL GROUNDS MGMT SOCI | 11/29/2012 | 175.00       |
| 37230     | PICHA, CHRISTINA K             | 11/29/2012 | 133.20       |
| 37231     | PIONEER PRODUCTS               | 11/29/2012 | 1,152.76     |
| 37232     | PITNEY BOWES INC               | 11/29/2012 | 256.80       |
| 37233     | PLADSON ENVIRONMENTAL INC      | 11/29/2012 | 450.00       |
| 37234     | PLASTER, MARK ANTHONY          | 11/29/2012 | 123.21       |
| 37235     | POCKET FULL OF THERAPY         | 11/29/2012 | 183.93       |
| 37236     | POSITIVE PROMOTIONS            | 11/29/2012 | 273.40       |
| 37237     | POSTMASTER                     | 11/29/2012 | 98.00        |
| 37238     | POSTMASTER                     | 11/29/2012 | 190.00       |
| 37239     | PRO-ED INC                     | 11/29/2012 | 123.20       |

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| 37240     | PROW, KENNETH W                | 11/29/2012 | 183.71       |
| 37241     | PUMP AND METER SERVICE INC     | 11/29/2012 | 1,055.65     |
| 37242     | PUSH PEDAL PULL                | 11/29/2012 | 332.50       |
| 37243     | QUARFOTH, LYNN MARIE           | 11/29/2012 | 100.00       |
| 37244     | R & R SPECIALTIES INC          | 11/29/2012 | 32.45        |
| 37245     | RAMSEY COUNTY                  | 11/29/2012 | 210.00       |
| 37246     | RAMSEY COUNTY PARKS/REC DEPT   | 11/29/2012 | 250.00       |
| 37247     | RAMSEY COUNTY PARKS/REC DEPT   | 11/29/2012 | 17,967.04    |
| 37248     | RATLIFF, GERALD                | 11/29/2012 | 93.24        |
| 37249     | RATWIK ROSZAK & MALONEY PA     | 11/29/2012 | 1,984.24     |
| 37250     | THE RETROFIT COMPANIES INC     | 11/29/2012 | 216.21       |
| 37251     | RHODY, BILL                    | 11/29/2012 | 76.00        |
| 37252     | RISDALL MARKETING GROUP        | 11/29/2012 | 650.00       |
| 37253     | RITTENHOUSE, PAULA             | 11/29/2012 | 479.07       |
| 37254     | ROCKFORD, KRISTY               | 11/29/2012 | 980.00       |
| 37255     | ROMAN MARKET INC               | 11/29/2012 | 1,122.00     |
| 37256     | ROSE, DIANA                    | 11/29/2012 | 234.05       |
| 37257     | ROSSITER, DANIEL J             | 11/29/2012 | 714.66       |
| 37258     | S & T OFFICE PRODUCTS INC      | 11/29/2012 | 206.64       |
| 37259     | SAFESWAY DRIVING SCHOOL        | 11/29/2012 | 2,835.00     |
| 37260     | SAGE PUBLICATIONS INC          | 11/29/2012 | 114.00       |
| 37261     | SALZMAN-HANKINS, SHARI         | 11/29/2012 | 90.00        |
| 37262     | SAM'S CLUB/GEMB                | 11/29/2012 | 70.00        |
| 37263     | SANDBERG, MARGARET R           | 11/29/2012 | 24.50        |
| 37264     | SCHINDLER ELEVATOR CORP        | 11/29/2012 | 1,116.69     |
| 37265     | SCHLUENDER, LINDA              | 11/29/2012 | 240.99       |
| 37266     | SCHMITT MUSIC COMPANY          | 11/29/2012 | 79.22        |
| 37267     | SCHOLASTIC BOOK FAIRS          | 11/29/2012 | 2,602.02     |
| 37268     | SCHOLASTIC INC                 | 11/29/2012 | 650.00       |
| 37269     | SCHOLASTIC INC                 | 11/29/2012 | 144.63       |
| 37270     | SCHOOL SPECIALTY               | 11/29/2012 | 787.91       |
| 37271     | SCHREIER, LESLIE               | 11/29/2012 | 37.66        |
| 37272     | SECURITAS SEC SVCS USA INC     | 11/29/2012 | 1,192.90     |
| 37273     | SELBY, MARY JANE               | 11/29/2012 | 100.00       |
| 37274     | SENTRY SYSTEMS INC             | 11/29/2012 | 165.00       |
| 37275     | SHIFFLER EQUIPMENT SALES INC   | 11/29/2012 | 862.18       |
| 37276     | SICARD, HEIDI M                | 11/29/2012 | 100.00       |
| 37277     | SIMPLE TRUTHS                  | 11/29/2012 | 179.00       |
| 37278     | SKUPA, NANCY A                 | 11/29/2012 | 81.92        |
| 37279     | SCHOOL NUTRITION ASSOC (SNA)   | 11/29/2012 | 10.00        |
| 37280     | SNAP-ON TOOLS                  | 11/29/2012 | 29.45        |
| 37281     | SOLBERG, BEVERLY JEAN          | 11/29/2012 | 300.00       |
| 37282     | SOLBERG, RYAN                  | 11/29/2012 | 42.50        |
| 37283     | SOLUTION TREE                  | 11/29/2012 | 114.85       |
| 37284     | SOS FOR YOUTH                  | 11/29/2012 | 1,150.00     |
| 37285     | SOUTH ST PAUL HIGH SCHOOL      | 11/29/2012 | 245.00       |
| 37286     | ST PIUS X                      | 11/29/2012 | 1,311.00     |
| 37287     | STAFF DEVELOPMENT FOR EDUCATOR | 11/29/2012 | 199.00       |
| 37288     | STANLEY SECURITY SOLUTIONS INC | 11/29/2012 | 847.38       |
| 37289     | STATE SUPPLY CO                | 11/29/2012 | 690.19       |

| Check Nbr | Vendor Name                     | Check Date | Check Amount |
|-----------|---------------------------------|------------|--------------|
| 37290     | STATION 51 PRODUCTIONS          | 11/29/2012 | 4,200.00     |
| 37291     | STEADLAND, KEITH DAVID          | 11/29/2012 | 107.48       |
| 37292     | STREAMLINE DESIGN INC           | 11/29/2012 | 100.00       |
| 37293     | SUBURBAN/GREEN & WHITE TAXI     | 11/29/2012 | 49.00        |
| 37294     | SUPREME SCHOOL SUPPLY CO        | 11/29/2012 | 116.08       |
| 37295     | SZYMANSKI, RYAN                 | 11/29/2012 | 111.00       |
| 37296     | TDS METROCOM - MN               | 11/29/2012 | 6,859.15     |
| 37297     | TEACHERS DISCOUNT               | 11/29/2012 | 66.96        |
| 37298     | Vendor Continued Check          | 11/29/2012 | 0.00         |
| 37299     | TIERNEY BROTHERS INC            | 11/29/2012 | 11,566.98    |
| 37300     | TIES                            | 11/29/2012 | 610.00       |
| 37301     | TOP TALENT SOLUTIONS            | 11/29/2012 | 2,861.28     |
| 37302     | TOTINO-GRACE CHEER              | 11/29/2012 | 540.00       |
| 37303     | TRADE PRESS INC                 | 11/29/2012 | 1,448.77     |
| 37304     | TRANE US INC                    | 11/29/2012 | 262.00       |
| 37305     | TRANS-MISSISSIPPI BIO SUPPLY    | 11/29/2012 | 84.29        |
| 37306     | TRAYER, SHAWNA J                | 11/29/2012 | 127.82       |
| 37307     | TRI STATE BOBCAT                | 11/29/2012 | 77.86        |
| 37308     | TRUCK UTILITIES MFG CO          | 11/29/2012 | 46.20        |
| 37309     | TWIN CITIES TRANSPORT & RECOVER | 11/29/2012 | 175.00       |
| 37310     | TWIN CITIES MAGIC AND COSTUME   | 11/29/2012 | 38.00        |
| 37311     | UNIVERSITY OF MINNESOTA         | 11/29/2012 | 32,770.00    |
| 37312     | US FOODS CULINARY EQUIP & SUPP  | 11/29/2012 | 519.59       |
| 37313     | VARSITY PHOTOS INC              | 11/29/2012 | 69.50        |
| 37314     | VAUGHAN SAFETY INC              | 11/29/2012 | 51.76        |
| 37315     | VETTE, MARISA AA                | 11/29/2012 | 194.00       |
| 37316     | VISI                            | 11/29/2012 | 525.00       |
| 37317     | WALD, TIMOTHY A                 | 11/29/2012 | 69.22        |
| 37318     | WARD, DARRELL E                 | 11/29/2012 | 249.35       |
| 37319     | WASHINGTON CO PUBLIC HEALTH     | 11/29/2012 | 1,302.00     |
| 37320     | WATTERS, LAURA J                | 11/29/2012 | 200.00       |
| 37321     | WHITE BEAR GLASS INC            | 11/29/2012 | 385.00       |
| 37322     | WHITE BEAR RENTAL EQUIPMENT     | 11/29/2012 | 480.60       |
| 37323     | WEAPONS OF CHOICE               | 11/29/2012 | 117.24       |
| 37324     | WELLNER LAW PLLC                | 11/29/2012 | 200.00       |
| 37325     | WELLS FARGO SECURITIES LLC      | 11/29/2012 | 47,542.29    |
| 37326     | WEST MUSIC COMPANY              | 11/29/2012 | 49.00        |
| 37327     | WESTMARK                        | 11/29/2012 | 135.00       |
| 37328     | WHITLOW-COOPER, DANIELLE        | 11/29/2012 | 40.00        |
| 37329     | WILDMAN HILAL, ANDREA L         | 11/29/2012 | 398.99       |
| 37330     | WITTFITT LLC                    | 11/29/2012 | 75.00        |
| 37331     | WOLTERS, MERRILY J              | 11/29/2012 | 376.57       |
| 37332     | WOLTERS KLUWER LAW & BUSINESS   | 11/29/2012 | 300.30       |
| 37333     | XCEL ENERGY CENTER              | 11/29/2012 | 478.00       |
| 37334     | XCEL ENERGY                     | 11/29/2012 | 72,829.30    |
| 37335     | YOUTH SERVICES INTERNATIONAL    | 11/29/2012 | 5,580.00     |
| 37336     | ZHUANG, JIN                     | 11/29/2012 | 800.00       |

|     |          |                         |              |
|-----|----------|-------------------------|--------------|
| 397 | Computer | Check(s) For a Total of | 1,632,008.90 |
|-----|----------|-------------------------|--------------|

| Check Nbr | Vendor Name                    | Check Date              | Check Amount |
|-----------|--------------------------------|-------------------------|--------------|
| 36493     | ARTS & CUSTOM PUBLISHING CO IN | 11/29/2012              | 875.00       |
| 1         | Void                           | Check(s) For a Total of | 875.00       |

|           |     |                                          |                       |              |
|-----------|-----|------------------------------------------|-----------------------|--------------|
|           | 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         |
|           | 397 | Computer                                 | Checks For a Total of | 1,632,008.90 |
| Total For | 397 | Manual, Wire Tran, ACH & Computer Checks |                       | 1,632,008.90 |
| Less      | 1   | Voided                                   | Checks For a Total of | 875.00       |
|           |     | Net Amount                               |                       | 1,631,133.90 |

**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: **December 10, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

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| <b>Donation</b>             | <b>Donor</b>                  | <b>Recipient</b>                                    |
|-----------------------------|-------------------------------|-----------------------------------------------------|
| \$1,000 for Mr. Pai's class | Gabriel Zichermann            | White Bear Lake Area Public Schools                 |
| \$58.86                     | Kristin Halvorson             | Otter Lake Elementary School                        |
| \$161.53                    | Community Shares of Minnesota | White Bear Lake Area High School South Campus       |
| \$78                        | Kristin Hansen                | Sunrise Park Middle School                          |
| \$50                        | Mary Dahl                     | White Bear Lake Area High School Theatre Department |
| \$99                        | Angus Meats                   | White Bear Lake Area High School Theatre Department |
| \$50                        | Laura Hansen                  | Community Services Senior Program                   |
| \$1,000 for needy families  | Anonymous                     | White Bear Lake Area Public Schools                 |

**RECOMMENDATION:** Accept donations.

AGENDA ITEM: Field Trip Request

MEETING DATE: December 10, 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 trip is being presented by the administration to the School Board for approval.

| Date of Trip and Destination                                                                                | Requesting Staff Member     | Grade/Team                      | Number of School Days Missed | Number of Students Attending | Total Cost per Student and Source of Revenue                                                                  | Means of Transportation | Purpose of Field Trip                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------------|------------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Wednesday, 2/6/13-Thursday, 2/7/13<br>Concordia Language Villages,<br>Marine on the St. Croix,<br>Minnesota | Marjie Hay and<br>Liz Evert | North Campus<br>Spanish 3 class | 2                            | 60                           | Total cost per student:<br>Approx. \$72<br>Student Portion: \$69<br>Other Source (s): Student<br>fund-raising | Bus                     | This pseudo-immersion trip offers students a fun and interactive overview of Spanish-speaking countries and peoples' cultures. It allows students to practice their Spanish in an authentic setting with native speakers. |

**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**

**ANTHONY ARTHAUD** – Bus Aide, Bus Garage  
Employed by District 624 since 04/30/2007  
Effective Date: 11/30/2012

**SIR CURTIS KIRBY III** – School Campus Security, High School  
Employed by District 624 since 01/03/2011  
Effective Date: 11/21/2012

**RESIGNATION AGREEMENT & RELEASE OF ALL CLAIMS - CLASSIFIED STAFF**

**KELLIE SAX-PARADES** – Pupil Support Assistant, High School  
Employed by District 624 since 10/22/2001  
Effective Date: 05/11/2012 Settlement amount of \$4,000.00

**RETIREMENTS - CLASSIFIED STAFF**

**JANICE SCHALLER** – Administrative Assistant-Registrar/Records, High School  
Employed by District 624 since 06/11/1984  
Effective Date: 01/25/2013

**KENNETH VENZKE** – Bus Driver, Bus Garage  
Employed by District 624 since 10/23/2000  
Effective Date: 12/31/2012

**PHASED RETIREMENT OPTION & AGREEMENT - ADMINISTRATIVE**

**PETER WILLCOXON, SR.** – Executive Director of Business Services, District Center  
Employed by District 624 since 03/02/1998  
Effective Date: 07/01/2013 through 12/31/2013

**LEAVES OF ABSENCE - CLASSIFIED STAFF**

**ALYSIA BUCKINGHAM** – Pupil Support Assistant, Central Middle School  
Employed by District 624 since 11/13/1995  
Effective Dates: 09/04/2012 through 11/16/2012

**MARY LARSON** –Pupil Support Assistant, Birch Lake Elementary  
Employed by District 624 since 09/03/2001  
Effective Dates: 09/04/2012 through 10/31/2012

**MARGARET NADEAU** –Systems Manager, District Center  
Employed by District 624 since 08/24/1998  
Effective Dates: 10/09/2012 through 11/21/2012

**INDEPENDENT SCHOOL DISTRICT NO.624**  
**Department of Human Resources**

**LEAVES OF ABSENCE - CERTIFIED STAFF**

**SARA BRABEC** – Play and Learn Teacher, Normandy Park  
Employed by District 624 since 05/19/2008  
Effective Dates: 09/04/2012 through 11/12/2012

**TIMOTHY BROWN** – Communications Teacher, High School  
Employed by District 624 since 01/26/2004  
Effective Dates: 01/22/2012 through 06/07/2013

**RACHAEL HOVEY** – Kindergarten Teacher, Willow Lane Elementary  
Employed by District 624 since 08/24/2006  
Effective Dates: 09/12/2012 through 11/11/2012

**MICHELLE SHELP** – PE Teacher, High School  
Employed by District 624 since 08/24/1998  
Effective Dates: 09/04/2012 through 11/21/2012

**CHA VANG** – Elementary Teacher, Lakeaires Elementary  
Employed by District 624 since 08/25/2005  
Effective Dates: 09/26/2012 through 11/09/2012

**NEW PERSONNEL - CLASSIFIED STAFF**

**MARSHA JACOBSON-SCHMIDT** – Bus Aide, Bus Garage  
Annual Salary \$9,007.44  
Effective Date: 11/19/2012

**MONICA SCHLAIS** – LTS Instructional Assistant, Birch Lake Elementary  
\$16.25 /hr. 6.5 hrs. /day, 121 days \$12,780.63  
Effective Date: 11/29/2012

**JACQUELINE THULIN** – Bus Aide, Bus Garage  
Annual Salary \$10,242.61  
Effective Date: 11/19/2012

**CAROLYN YOUNGBAUER** – Writing Center Coordinator, High School  
\$20.00 per hour  
Effective Date: 12/03/2012 through 06/07/2013

**INDEPENDENT SCHOOL DISTRICT NO.624**  
**Department of Human Resources**

|                                        |
|----------------------------------------|
| <b>NEW PERSONNEL - CERTIFIED STAFF</b> |
|----------------------------------------|

**ANN BERGMANN EWING** – SPED Teacher, Sunrise Middle School  
BA+60, Step 12 \$36,485.40  
Effective Date: 12/12/2012

|                                                |
|------------------------------------------------|
| <b>LONG TERM SUBSTITUTES - CERTIFIED STAFF</b> |
|------------------------------------------------|

**ASHLEE ELLEFSEN** – Elementary Teacher, Oneka Elementary  
BA, Step 1 \$8,924.83  
Effective Date: 11/15/2012 through 01/25/2013

**SARA MARTIN** –Communications Teacher, High School  
BA+45, Step 1 \$19,884.50  
Effective Date: 01/21/2013 through 06/07/2013

**BRIAN MIELKE** – Art Teacher, High School  
BA, Step 6 \$21,650.50  
Effective Date: 01/22/2013 through 06/07/2013

## Winter Athletics 2012-2013

| <u>Adaptive Floor Hockey (CI)</u> | <u>Advisor/Coach</u> | <u>Length of Activity</u> | <u>Pay</u> |
|-----------------------------------|----------------------|---------------------------|------------|
| Head Coach (step 3)               | Jon Hurt             | Winter                    | \$3,090    |
| Asst Coach (step 3)               | Nate Hunstiger       | Winter                    | \$2,163    |

### Boys Basketball

|                           |                 |        |         |
|---------------------------|-----------------|--------|---------|
| Head Coach (step 3)       | Keith Lockwood  | Winter | \$6,335 |
| Asst Coach (step 1)       | Josh Lehr       | Winter | \$3,991 |
| Asst Coach (step 3)       | Dustin Hayes    | Winter | \$4,434 |
| Asst Coach (step 3)       | Tom Paulson     | Winter | \$4,434 |
| Asst Coach (step 3)       | Jacob Zisla     | Winter | \$4,434 |
| Asst Coach (step 1) (SAA) | Robert Anderson | Winter | \$3,991 |

### Girls Basketball

|                           |                   |        |         |
|---------------------------|-------------------|--------|---------|
| Head Coach (step 3)       | Jeremy Post       | Winter | \$6,335 |
| Asst Coach (step 3)       | Dave Ashley       | Winter | \$4,434 |
| Asst Coach (step 1)       | Noah Dombrowski   | Winter | \$3,991 |
| Asst Coach (step 3)       | Joe Dimeglio      | Winter | \$4,434 |
| Asst Coach (step 1) (SAA) | Brian Doughty     | Winter | \$2,500 |
| Asst Coach (step 3)       | Brietta Schuender | Winter | \$4,434 |

### Danceline-Winter

|                     |                |        |         |
|---------------------|----------------|--------|---------|
| Head Coach (step 2) | Amanda Frogner | Winter | \$2,074 |
| Asst Coach (step 2) | Katie Morales  | Winter | \$1,452 |

### Boys Hockey

|                                    |                |        |         |
|------------------------------------|----------------|--------|---------|
| Head Coach (step 3)                | Tim Sager      | Winter | \$6,180 |
| Asst Coach Varsity (step 2) (SAA)  | Matt Greer     | Winter | \$4,000 |
| Asst Coach Varsity (step 3) (SAA)  | Chris Anderson | Winter | \$4,000 |
| Asst Coach JV (step 3)             | Joe Dustin     | Winter | \$4,326 |
| Asst Coach JV (step 3)             | Steve Collova  | Winter | \$4,326 |
| Asst Coach (step 1) (SAA) goalie c | Zach Faust     | Winter | \$2,500 |

### Girls Hockey

|                                    |                 |        |         |
|------------------------------------|-----------------|--------|---------|
| Head Coach (step 3)                | Gerald Kwapick  | Winter | \$6,180 |
| Asst Coach (step 3)                | Randy Kieger    | Winter | \$4,326 |
| Asst Coach (step 3)                | Shane Krey      | Winter | \$4,326 |
| Asst Coach (step 3) (SAA)          | Kayla Hill      | Winter | \$500   |
| Asst Coach (step 3) (SAA) goalie c | Scott Parenteau | Winter | \$1,500 |
| Asst Coach (step 1) (SAA)          | Mark Domschott  | Winter | \$2,000 |

### Gymnastics

|                     |                      |        |         |
|---------------------|----------------------|--------|---------|
| Head Coach (step 3) | Stefani Neubeck      | Winter | \$5,577 |
| Asst Coach (step 3) | Jamie Nash           | Winter | \$3,904 |
| Asst Coach (step 3) | Jennifer Muras (.75) | Winter | \$2,928 |

|                           |              |        |         |
|---------------------------|--------------|--------|---------|
| Asst Coach (step 1) (SAA) | Kendra Klein | Winter | \$1,757 |
|---------------------------|--------------|--------|---------|

**Alpine Ski**

|                            |               |        |         |
|----------------------------|---------------|--------|---------|
| Head Coach (step 3)        | Fred Feirn    | Winter | \$5,562 |
| Asst Coach <b>(step 3)</b> | Tony Walfoort | Winter | \$3,893 |

**Nordic Ski**

|                     |                   |        |         |
|---------------------|-------------------|--------|---------|
| Head Coach (step 2) | Seth Salenger     | Winter | \$4,697 |
| Asst Coach (step 2) | Jack Sloan (.75)  | Winter | \$2,466 |
| Asst Coach (step 2) | Matt Skogen (.25) | Winter | \$822   |

**Boys Swim Team**

|                          |               |        |         |
|--------------------------|---------------|--------|---------|
| Head Coach (step 3)      | Jacob Mueller | Winter | \$5,496 |
| Assistant Coach (Step 3) | Joshua Franz  | Winter | \$3,847 |

**Wrestling**

|                           |                |        |         |
|---------------------------|----------------|--------|---------|
| Head Coach (step 3)       | Craig Nasvik   | Winter | \$5,886 |
| Asst Coach (step 3)       | Dave Meuwissen | Winter | \$4,121 |
| Asst Coach (step 3)(SAA)  | Donovan Bates  | Winter | \$3,000 |
| Asst Coach (step 3)       | Dane Bates     | Winter | \$4,121 |
| Asst Coach (step 1) (SAA) | Elliot Fischer | Winter | \$3,000 |

# **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: **Introduction of Exchange Teacher from Hangzhou Foreign Languages School**

MEETING DATE: **December 10, 2012**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**Background:**

Jin Zhuang (Stephanie) is our exchange teacher from the Hangzhou Foreign Languages School in China. She is the fifth teacher that we have hosted as part of a special partnership through the Minnesota State Department of Education and the Hangzhou Foreign Languages School, one of the prominent secondary (grades 7-12) schools in China which prepares Chinese students in the study of English. Cao Li was our first exchange teacher in 2009-2010 and since then we have hosted Lin Cunfu ("Luke"), Aijing Sun ("Anna"), Xin Yu (Bella),

The program is an exchange in the sense that Minnesota teachers have an opportunity to teach at the Hangzhou Foreign Languages School for six months or one year, and Hangzhou sends their English teachers to Minnesota for six months or one year terms. The advantage for the Chinese teachers is that they have an opportunity to learn first-hand about American language and culture, and it is an exciting opportunity for them. Minnesota teachers have an opportunity to teach English in the Foreign Languages School and meet some of the brightest and most motivated students in Zhejiang Province, a province of more than 40 million, southwest of Shanghai. Last year Jessica Buchta, South Campus Social Studies Teacher, taught at Hangzhou Foreign Languages School, and this year we have two teachers teaching at Hangzhou Foreign Languages School. They are: first semester Lisa Brichacek, Sunrise Health Teacher, and second semester Lou Ferreri, South Campus Art Teacher.

As part of broader efforts to give our students exposure to language and culture at the elementary school, Stephanie Zhuang has "residencies" at our elementary schools and serves as a resource at the secondary level, including social studies, language arts, and elective and other classes.

AGENDA ITEM: **Superintendent's Report**  
MEETING DATE: **December 10, 2012**  
SUGGESTED DISPOSITION: **Information Item**  
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

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**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:**                      **Presentation of Information relating to the Truth in  
Taxation Hearing Requirements.**

**MEETING DATE:**                      **December 10, 2012**

**SUGGESTED DISPOSITION:** **Discussion Item**

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

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**Prior to 2009, school districts were required to hold a separate truth-in-taxation  
hearing annually.**

**Legislative changes have eliminated the requirement for school districts to conduct  
these as a separate hearing.**

**However, truth in taxation information must now be presented at this meeting and  
the public must be allowed the opportunity to speak on this issue.**

**The School Board will adopt the certified property tax levy payable 2013 as an  
operational item later on this agenda.**

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**Recommendation:**

**None.**

**AGENDA ITEM:** Open Forum for Public Input on Truth-in-Taxation  
Presentation.

**MEETING DATE:** December 10, 2012

**SUGGESTED DISPOSITION:** Discussion Item

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

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As required by the legislative changes enacted during this past session,  
the public must be allowed the opportunity to speak at the presentation of the truth-  
in-taxation information.

This agenda item will allow for that input.

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**Recommendation:**

Conduct a public forum allowing people to address issues related to the truth-in-  
taxation presentation.

**AGENDA ITEM:** June 30, 2012 Audit Report

**MEETING DATE:** December 10, 2012

**SUGGESTED DISPOSITION:** Discussion Item

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

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**Background:**

Jim Eichten, from our audit firm of MMKR, will present the results of our audit for the year ending June 30, 2012.

Jim met with the Finance Committee on November 15th and reviewed this information.

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**Recommendation:**

None.

AGENDA ITEM: **School Board Policy 516, Student Medication**  
MEETING DATE: **December 10, 2012**  
SUGGESTED DISPOSITION: **Discussion Item**  
CONTACT PERSON(S): **Kathleen Daniels, Director of Special Services**

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**Background:**

School Board Policy 515, Student Medication, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

The school district acknowledges that some students require medication during the school day. Policy 516 provides guidance to the licensed school nurse or designee on how to administer medications in accordance with law and district procedure.

**RECOMMENDATION:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 14 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: September 8, 1997  
Revised: August 27, 2001  
Revised: September 9, 2002  
Revised: February 10, 2003  
Revised: May 9, 2005

White Bear Lake Area  
School Board Policy 516

## 516 STUDENT MEDICATION

### I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

### II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse or trained designee will administer medications in accordance with law and school district procedures.

### III. DEFINITION

A. "Parent" for students 18 years old or older is the student.

### IV. REQUIREMENTS

- A. The administration of prescription and nonprescription medication requires a completed signed authorization from the student's parent or guardian. The school district may rely on an oral parent/guardian request to administer medication for up to two school days, after which a written authorization is required.
- B. ~~Medication prescribed for longer than a two week period requires written authorization from a physician, to be updated annually and/or when a change in the prescription or requirements for administration occurs. An "Administration of Prescription Medication" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.~~
- C. Prescription medication must come to school in the original container labeled for the student by an physician or pharmacist authorized medical professional in accordance with law, and must be administered in a manner consistent with the instructions on the label. ~~Non-prescription medications to be administered by the school district must come in the original container with written directions for age appropriate administration from the pharmacist, physician or parent.~~
- D. The school nurse may request to receive further information about the medication prescription, if needed, prior to administration of the substance.

- E. Prescription medications are not to be carried by the student, but will be left with the school nurse or designee appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (Individual Education Program), Section 504 plan, or IHP (Individual Health Plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization and container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medication used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the ~~authorization for administration of medications at school~~ Administration of Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such authorization form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21).
- J. Specific Exceptions:
1. Special health treatments and health procedures functions such as catheterization, tracheostomy suctioning, and gastrostomy feeding do not constitute administration of drugs and medicine.
  2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.
  3. Drugs or medication provided or administered by a public health agency to prevent or control an illness or a disease outbreak is not governed by this policy.
  4. Drugs or medication used at school in connection with services for which a minor may give effective consent are not governed by this policy.
  5. Drugs or medicines that are prescription asthma or reactive airway disease medications may be self-administered by a student with an asthma inhaler if:

- a. the school district has received a written authorization from the pupil's parent/guardian permitting the student to self-administer the medication;
- b. the inhaler is properly labeled for that student; and
- c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, ~~T~~the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's health record a plan to implement safe possession and use of asthma inhalers.

6. Medications:

- a) that are used off school grounds;
- b) that are used in connection with athletics or extracurricular activities; or
- c) that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those

responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed nonsyringe injectors of epinephrine that enables the student to:

- a. possess nonsyringe injectors of epinephrine; or
- b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to nonsyringe injectors of epinephrine in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering nonsyringe injectors of epinephrine when required, consistent with state law. This health plan may be included in a student's § 504 plan.

**Legal References:** Minn. Stat. § 13.32 (Student Health Records)  
Minn. Stat. §121A.21 (Hiring of Health Personnel)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. § 121A.2205 (Possession and Use of Non-Syringe Injectors of Epinephrine; Model Policy)  
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)  
20 U.S.C. 1400, et seq. (~~IDEA~~ Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. 794, et. seq. (~~Section~~ Rehabilitation Act of 1973, §504)

**Cross References:** WBLAS Policy 418 (Drug-Free Workplace/Drug Free School)

## **PROCEDURE FOR POLICY 516 - STUDENT MEDICATION**

### **I. Medication Procedure**

The purpose of administering medications in school is to assist students who require medication to be taken during school hours to maintain an optimal state of health, therefore, enhancing their educational program.

The intent of this procedure is to assure safe administration of medication(s) in school for those students who require them. This procedure applies to both prescription and over-the-counter medication.

A written statement shall be required **annually**.

### **II. Long Term Medications: (Prescribed for more than two weeks.)**

- A. The physician will indicate the name of the medication, the route, the dosage, frequency and time of administration, the reason the medication needs to be given (diagnosis), possible side effects, and termination date.
- B. The parent will request and authorize the school to give the medication in the dosage prescribed by the physician.
- C. Parents/guardians are required to supply the medication in the original container labeled by the pharmacy or physician. The container will be labeled with the student's name, name of medication, dose to be given, frequency and time it is to be given, the name of the prescribing physician and date the medication was obtained.

### **III. Short Term Medications: (Prescribed for less than two weeks.)**

- A. A written statement will be required from the parent/guardian giving permission to give the medication in school. The statement must include: the name of the medication, the reason for the medication, the route, the dosage, the time and date the medication is to be given.
- B. Parents/guardians are required to supply the medication in the original container labeled by the pharmacy or physician. The container will be labeled with the student's name, name of the medication, dose to be given, frequency and time it is to be given, the name of the prescribing physician, and the date the medication was obtained.

### **IV. Supervision Of Administration Of Medication**

Medication will be given by the school nurse or trained designee.

**V. Administration Of Medications**

A. Medication will be administered according to the following:

- Right student
- Right medication
- Right dose
- Right time
- Right route

**VI. Documentation Of Medication Administration**

Each dose of medication will be documented on the “Medication Card Documentation” to include: the name of student, name of the medication, dosage, time, route, date, reason for the medication, and the initials of the person administering the medication or monitoring the student self-administering the medication.

**V. Storage Of Medication**

Medication will be stored in a locked drawer or cabinet. Medications requiring refrigeration will be refrigerated in a secure area or lock box in the refrigerator. (Except as listed in Self-Administration of Medication.)

**VI. Medications That Are Controlled Substances**

Medications that are categorized as controlled substances will be counted when they arrive at school and before they are sent home. These medications include, but not limited to: methylphenidate (ex. Ritalin, Concerta, Methylin), Dexedrine/Amphetamine (ex: Tylenol #3, Darvocet, Vicodin, and Percoset).

**VII. Self-Administration Of Medication**

The objective of some medication programs includes facilitating self-responsibility for medication. Prior to any self-medication program, the student needs to be knowledgeable about his/her specific health condition and the medications used to manage his/her condition.

After health counseling with his/her physician and the school nurse, self-administration of medication may be considered as an option.

If the student can demonstrate proper administration of the medication and if the student, his/her parent/guardian, physician and school nurse agree it is appropriate for the student to self-administer the medication, the student will be allowed to carry and self-administer the medication.

**VIII. Unauthorized Use Of Medication At School**

Students observed by school personnel self-administering unauthorized medications will be reported to their parent/guardian, and school administrator.

**IX. Medication Sent Home At The End Of The Year**

All student medications will be sent home at the end of the school year. Medications may be picked up by parents/guardians or sent home with the student. If the student is participating in ESY summer school programming, the medication may remain in school until the ESY summer school program has ended.

**X. Medication Errors**

If a medication error is made, (wrong student, wrong medication, wrong dose, wrong time, wrong route) it must be reported to the school nurse and the student's parent/guardian as soon as possible. The medication error and follow-up are to be documented on the student's medication card.

**XI. Administration of Medication On Field Trips And During Extracurricular Activities**

The administration of medication to pupils on field trips, and during extracurricular activities shall be done only when the pupil's health may be jeopardized without the medication. Written permission from the student's parent or guardian, separate from that given for administration of medication on school grounds during the regular school day, shall be required for the administration of medication on field trips and during extracurricular activities.

In determining how medication shall be administered outside the regular school day or on field trips, the school nurse shall consult with the teacher and the student's parent or guardian. When determined by the school nurse, teacher, and the student's parent or guardian that the medication may be administered safely by the student's teacher, aide, or coach while on a field trip or during extracurricular activities, the school nurse shall instruct the teacher, aide, or coach supervising the student how to administer the medication according to directions on the label of the medication and physician's orders, and shall inform the teacher or aide of any possible side effects of the medication. The student's parent or guardian must agree in writing to have medication administered by the student's teacher, aide, or coach. Arrangements should be made in advance with the school nurse regarding medication or other health procedures being provided on a field trip or during extracurricular activities.

If it is determined that the medication cannot be administered safely by the teacher, aide, or coach, or that the medication must be administered through gastrostomy tubes, rectal or by injection, special arrangements must be made with the school nurse.

Any drugs or medication to be administered to a pupil while on a field trip or during extracurricular activities will be kept in the possession of the teacher or health aide accompanying a student on the trip or in an appropriate health care facility on the field trip site. All medication must be clearly marked with the student's name, the medication name, and directions as to the dosage, time and method of administration. If the student is to self-

administer medication on a field trip, or during an extracurricular activity, the same procedure shall be in effect as for the regular school day.



AGENDA ITEM: **School Board Policy 518, DNR-DNI Orders**  
MEETING DATE: **December 10, 2012**  
SUGGESTED DISPOSITION: **Discussion Item**  
CONTACT PERSON(S): **Kathleen Daniels, Director of Special Services**

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**Background:**

School Board Policy 518, DNR-DNI Orders, 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, and clarifications recommended by the Policy Committee.

The school district recognizes that school staff may be requested to withhold emergency care of a student in the event of a life threatening situation at school or a school activity. Policy 518 provides guidance to school district staff in these situations.

**RECOMMENDATION:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 14 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: September 8, 1997  
Revised:

White Bear Lake Area  
School Board Policy 518

## 518 DNR-DNI ORDERS

### I. PURPOSE

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff **and parents or guardians** in these situations.

### II. GENERAL STATEMENT OF POLICY

- A. The primary mission of the school district is education. DNR-DNI ~~Θ~~orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.
- B. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.
- E. Notwithstanding this school district policy, IEP and § Section 504 teams must develop individualized medical emergency care plans for students when **indicated in keeping appropriate in accordance** with state and federal law.
- F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI ~~Θ~~orders shall be advised of and shall be given a copy of this policy.

**Legal References:** 29 U.S.C. § 794 *et seq.* (~~Section 504 of the~~ Rehabilitation Act of 1973, §504 )  
42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

**Cross References:**

AGENDA ITEM: **School Board Policy 521, Student Disability  
Nondiscrimination**

MEETING DATE: **December 10, 2012**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**Background:**

School Board Policy 521, Student Disability Nondiscrimination, 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, and clarifications recommended by the Policy Committee.

The purpose of Policy 521 is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who may need services, accommodations or programs in order for them to receive a free and appropriate public education.

**RECOMMENDATION:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 14 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: September 8, 1997  
Revised: September 11, 2006  
Revised: January 11, 2010

White Bear Lake Area  
School Board Policy 521

## 521 STUDENT DISABILITY NONDISCRIMINATION

### I. PURPOSE

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need ~~special~~ services, accommodations, or programs in order that such learners may receive a free appropriate public education.

### II. GENERAL STATEMENT OF POLICY

- A. Disabled students who meet the criteria of Paragraph C below are protected from discrimination on the basis of a disability.
- B. ~~It is the~~ The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
  - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
  - 2. has a record of such an impairment; or
  - 3. is regarded as having a such impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

### III. COORDINATOR

Persons who have questions, comments, or complaints should contact the Director of Special Services regarding grievances or hearing requests regarding disability issues. This person is the school district's Americans with Disabilities Act/Section 504 Coordinator.

**Legal References:** Pub.L.110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, § 7)  
29 U.S.C. § 794 *et seq.* (§ 504 of Rehabilitation Act of 1973)  
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

**Cross References:** WBLASB Policy 402 (Disability Nondiscrimination)

**WHITE BEAR LAKE AREA SCHOOLS #624****STUDENT DISABILITY DISCRIMINATION GRIEVANCE REPORT FORM**  
**General Statement of Policy 521 Prohibiting Disability Discrimination**

White Bear Lake Area Schools maintain a firm policy prohibiting all forms of discrimination on the basis of a disability. All persons are to be treated with respect and dignity. Discrimination on the basis of a disability will not be tolerated under any circumstances.

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Address \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I have been discriminated against based on (choose one or more):

- \_\_\_\_\_ My disability
- \_\_\_\_\_ Record of my disability
- \_\_\_\_\_ Being regarded as having a disability

Because: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of alleged incident(s): \_\_\_\_\_

Name of person you believe discriminated against you or another person: \_\_\_\_\_

\_\_\_\_\_

If the alleged discrimination was toward another person, identify that person: \_\_\_\_\_

\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: any verbal statements; what, if any, physical contact was involved; etc. (attach additional pages if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of the incident(s): \_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has discriminated against me or another person based on a disability. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Date

AGENDA ITEM: **School Board Policy 530, Immunization Requirements and Form**

MEETING DATE: **December 10, 2012**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**Background:**

School Board Policy 530, Immunization Requirements and form, 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, and clarifications recommended by the Policy Committee.

Policy 530, Immunizations Requirements is consistent with the Minnesota School Immunization Law, section 121A.15. The policy pertains to students who enroll and remain enrolled in the White Bear Lake Area Schools.

**RECOMMENDATION:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 14 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: August 27, 2001  
Revised: May 9, 2005  
Revised: February 9, 2009  
Revised: October 10, 2011

White Bear Lake Area  
School Board Policy 530

## **530 IMMUNIZATION REQUIREMENTS**

### **I. PURPOSE**

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

### **II. GENERAL STATEMENT OF POLICY**

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

### **III. STUDENT IMMUNIZATION REQUIREMENTS**

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
  - 1. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the immunizations required by law, consistent with medically acceptable standards; or
  - 2. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month, day and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the statement of a physician or public clinic that administers immunizations. If such a statement is substituted, this statement must indicate the month, day and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the superintendent of the school district by October 1 of each school year the first year of their home schooling in Minnesota and the grade 7 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III.B., above, or Section IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.

#### **IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS**

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a physician's signed statement stating that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.
- C. If a student who is not a Minnesota resident enrolls in a school district online learning course or program and the program does not require any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

## **V. NOTICE OF IMMUNIZATION REQUIREMENTS**

- A. The school district will develop and implement a procedure to:
1. notify parents and students of the immunization requirements and the consequences for failure to provide the required documentation and exemption requirements by use of a form approved by the Department of Health;
  2. notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
  - 2 3. review student health records to determine whether the required information has been provided; and
  - 3.4. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.
- B. Immunization requirements notice shall contain written information describing the exemptions from immunization as permitted by law. The exemptions information shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

## **VI. IMMUNIZATION RECORDS**

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

## VII. OTHER

By November 1<sup>st</sup> of each year the school district will forward a report to the Minnesota Department of Health summarizing the immunization status (including students that are receiving instruction in the home) of all students in grades kindergarten through 12. A copy of the report will also be sent to the Commissioner of the Minnesota Department of Education.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)  
Minn. Stat. § 121A.17 (School Board Responsibilities)  
Minn. Stat. § 144.29 (Health Records; Children of School Age)  
Minn. Stat. § 144.3351 (Immunization Data)  
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)  
Minn. Stat. § 144.442 (Testing in Schools)  
Minn. Rules Parts 4604.0100-4604.1000 (Immunization)  
*McCarthy v. Ozark Sch. Dist.*, 359 F.3d 1029 (8<sup>th</sup> Cir. 2004)  
Op. Atty Gen. 169-W (Jan.17, 1968)  
Op. Atty Gen. 169-W (July 23, 1980)

**Cross References:** WBLASB Policy 515 (Protection and Privacy of Pupil Records)

**PROCEDURE FOR PROVIDING NOTICE OF  
IMMUNIZATION REQUIREMENTS**  
(Developed to correspond with section V of Policy 530)

**I. Purpose**

This is a procedure for the notification of parents/guardians regarding immunization requirements and consequences for failure to provide the required documentation, per White Bear Lake Area School District School Board Policy #530.

**II. Kindergarten**

- A. A *Kindergarten Registration Parent Information Packet* is mailed home to parents, which includes immunizations needed for entering kindergarten and information describing the exemptions from immunization as permitted by law.
- B. During information and registration nights a *Health Information Packet* is distributed to parents/guardians which includes immunizations needed for entering kindergarten and also includes information describing the exemptions from immunization as permitted by law. All information is also available in Spanish and Hmong.
- C. In August, prior to school starting each year, a *Parent Newsletter* is mailed to families that include information on immunizations needed to enter kindergarten along with, notification describing exemptions from immunizations as permitted by law.

**III. Middle School**

- A. A *Parent Newsletter* is mailed home four times per year which includes information on immunizations needed for entering 7<sup>th</sup> grade along with information describing the exemptions from immunizations as permitted by law.
- B. An *Individual Letter* is mailed with the end of year report card to all parents/guardians of 6<sup>th</sup> grade students, who do not have the required immunizations for entering 7<sup>th</sup> grade in the fall. The letter includes the child's *specific immunizations needed*. The notification includes information describing the exemptions from immunization as permitted by law. The same information is mailed home in Hmong or Spanish for students who speak Hmong or Spanish at home.
- C. In August, prior to the school starting, a *Parent Newsletter* is mailed home which includes information on immunizations needed for entering 7<sup>th</sup> grade along with information describing exemptions from immunizations as permitted by law

**IV. Procedure for Students Arriving on the First Day of School Who Do Not Have Complete Immunization Records:**

- A. A parent/guardian is notified by phone.
- B. A MIIC (Minnesota Immunization Information Connection) check is made by school health personnel regarding student immunization status.
- C. A call is made to the family physicians office to secure dates regarding student's current immunization status.
- D. When needed, a cultural liaison is contacted to assist with student and family communication.
- E. A referral is made to the health care provider or the local public health immunization clinics for those that do not have insurance; this information is also included in all notices sent home to parents/guardians.

**V. Review of Student Health Records to Determine Whether the Required Information Has Been Provided.**

- A. Immunization information on all students shall be reviewed every year, as part of the AISR (Annual Immunization Status Report) required by the Minnesota Department of Health, by November 1<sup>st</sup> of each school year. The school nurse assigned to the school is responsible for completing and submitting the AISR.
- B. Immunization information on enrolling students transferring into the school district is reviewed at the time of enrollment by the school nurse or health assistant. If the enrolling student does not have the information, the school contacts the previous school to get immunization information using phone, fax or written request for immunization records.

**VI. Maintenance of Student Immunization Records.**

- A. All information is entered into Skyward and updated as information is received from parents. District Center personnel maintain data on Skyward.
- B. All immunization information is entered on the front of the Student Health Record and updated as information is received from parents. The Student Health Record follows the student from school to school in the district. Upon graduation, the District Center stores the Student Health Record.
- C. Health Office staff at the current school assists a student and/or the student's parents/guardians to transfer the student's immunization record to a new school within 30 days of the student's transfer.

- D. Upon request from a public or private post-secondary educational institution, designated district center staff assist in the transfer of the student's immunization record to the post-secondary educational institution.

**V. Students Transferring Into the District:**

- A. A student transferring into the district is given a maximum of 30 days to provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization(s). Students who do not provide the appropriate proof of immunizations or exemption documentation within 30 days will be excluded from school until such time as appropriate proof of immunizations or exemption documentation has been provided.
- B. Homeless Students – A federal law requires school districts to immediately enroll students who are homeless, even if they do not have required documents such as immunization or medical records. Since federal law supersedes state law, the state law that says that a school may allow up to 30 days for a transfer student to submit their immunization records does not apply. There is no 30-day limit on submitting records for a homeless student [Minn. Stat. §121A.15, subd.7]

# **E. OPERATIONAL ITEMS**

AGENDA ITEM: **Action on Phase II of Elementary World Language Program**

MEETING DATE: **December 10, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

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#### **BACKGROUND:**

We have attached to this agenda Item B-1a on the Elementary World Language Review presented and discussed at the work-study session of November 26, 2012.

As documented in the timeline attached to that agenda we scheduled final recommendations on Phase II of Elementary World Language Program for our December School Board meeting. This evening's recommendation has five parts:

1. **K-5 Implementation**

Consistent with the strategic plan objective 2.2, effective with the 2013-14 school year all students K-5 will receive elementary world language instruction. The design presented to the School Board last month is as follows:

- Grades four and five will continue 90 minutes of world language every six days, with Chinese at Vadnais Heights and Lincoln, and Spanish at the other elementary schools;
- Students in grades first through third will begin sixty minutes of world language every six days with Chinese at Vadnais Heights and Lincoln, and Spanish at the other elementary schools; and
- For kindergarten, exploratory world languages will be embedded in the school experience throughout the year and may include a combination of direct instruction from the building world language teacher, and experiences from an outside partner such as Concordia Language Villages.
- Matoska will continue their current K-5 model.

This year with the fourth and fifth grade implementation, the District went from a model of having preparation time for classroom teachers covered by a three day rotation of media, music, and physical education, to a model in which world language replaced media in the rotation, with media going to an "embedded resource model" with the media specialist and classroom teacher co-teaching the media outcomes.

For 2013-14, we anticipate that at grades first through third, the portion of media replaced by world language will be delivered in the resource model comparable to this year's fourth and fifth grade model. However, note that media will continue to have thirty minutes of direct instruction each six days.

This is recommended as a model which will be cost-neutral for 2013-14 and beyond. The actual budgetary balance sheet will be provided as part of the development of the 2013-14 budget. We anticipate some improvements in efficiency in physical education and music staffing, and as a result of moving media to a resource model.

The administration has also set aside those funds in our Strategic Planning Innovation fund which we will encumber until we have finalized our model.

Currently the administration is reviewing a revised model of delivering elementary specialists time which delivers specialists time on an everyday basis for thirty minutes for each class (music, physical education, and world language) and gives students more frequent periods with each specialist. We are reviewing schedule options with members of our teaching staff and over the next months will develop a final schedule for 2013-14.

2. Program Framework

Continue to move forward with the development of an elementary world language program framework and adjust the current curriculum scope and sequence to reflect the additional programming for kindergarten through third grade being implemented during the 2013-14 school year.

3. K-12 Scope and Sequence

Begin to develop an overview of a K-12 scope and sequence that reflects essential knowledge and skills across program levels.

4. Immersion

Continue to study the potential of immersion program or programs for implementation in the 2014-15 school year. During the second half of the year we will outline steps to be taken between this spring and fall to identify: the type of program, target language or languages, location(s), model and specific implementation plan for starting an immersion program in the district.

5. Early Childhood

To provide a world language exposure opportunity for Early Childhood students and families. This proposal includes parent-child programming as well as a preschool drop-off component.

**RECOMMENDATION:** Adopt Phase II Elementary World Language improvements as noted above.

AGENDA ITEM: Elementary World Language Review

MEETING DATE: November 26, 2012

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): Ann Malwitz, Professional Learning and Development  
Coordinator  
David Law, Assistant Superintendent  
Dr. Lovett, Superintendent

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**Background:**

During the 2011-2012 school year the Board approved recommendations of an Elementary World Language Program Review to add world language for all district elementary students. Spanish is being offered at five schools and Chinese at two schools to fourth and fifth grade students starting in the 2012-2013 school year (Matoska continues to offer Spanish K-5). Language and cultural exploratory experiences such as the Concordia Language Village experience are offered to students in kindergarten through third grade.

Phase two of the recommendations calls for world language to expand to kindergarten through grade three beginning with the 2013-2014 school year. In addition, the district will consider the potential of adding one or more language immersion programs in the future. The review is an initiative that stems from the Strategic Plan, which call for *“all students will expand their global perspective through the study of world language and culture at the elementary schools.”*

Ann Malwitz and David Law will provide an update on the most recent work that has been done to prepare for phase two of the Elementary World Language Program Review to be implemented in 2013-2014. In addition to the elementary programming update, Dave Guenther, Director of Community Services will share a preliminary plan to provide world language experiences within the Early Childhood Program.

## School Board Work Study Session - Phase II of Elementary World Language Program Implementation (2012-2013)

**Goal:** The goal for phase two of the Elementary World Language Program Review is to continue to study and review exemplary elementary world language programs, examine world language curriculum standards and to further develop program recommendations identified by the Elementary World Language Program Review Committee and the School Board during the 2012-2013 school year.

### Timeline:

| <b>Date:</b>              | <b>Activity:</b>                                                                                                                                                                                                                                                                                                                                                    | <b>Participants:</b>                                                                                                                             |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| June - August, 2012       | <ul style="list-style-type: none"> <li>• Begin program implementation phase one</li> <li>• Develop curriculum scope and sequence</li> <li>• Develop program building schedules</li> <li>• Develop plan for phase two of program recommendations</li> </ul>                                                                                                          | Ann Malwitz<br>David Law<br>John Leininger<br>Elementary World Language Teachers                                                                 |
| August, 2012              | <ul style="list-style-type: none"> <li>• <b>Present overview of phase two planning process to School Board at work study session</b></li> </ul>                                                                                                                                                                                                                     | Ann Malwitz<br>David Law<br>John Leininger                                                                                                       |
| September/October, 2012   | <ul style="list-style-type: none"> <li>• Fine tune recommendations for expanding the program to kindergarten through third grade</li> <li>• Review phase one implementation and continue to develop and refine the curriculum scope and sequence</li> <li>• Study the potential of immersion program or programs effective for the 2013-2014 school year</li> </ul> | Ann Malwitz<br>David Law<br>John Leininger<br>Elementary World Language Teachers<br>Building Administrators<br>Representatives from School Sites |
| November, 2012            | <ul style="list-style-type: none"> <li>• <b>Preliminary recommendations on phase two world language program to the School Board</b></li> </ul>                                                                                                                                                                                                                      | Ann Malwitz<br>David Law<br>John Leininger                                                                                                       |
| December, 2012            | <ul style="list-style-type: none"> <li>• <b>Final recommendations on phase two elementary world language program to the School Board</b></li> </ul>                                                                                                                                                                                                                 | Ann Malwitz<br>David Law<br>John Leininger<br>K-5 Program Review Committee Members<br>School Board Members                                       |
| January - September, 2013 | <ul style="list-style-type: none"> <li>• Begin implementation of phase two program recommendations</li> </ul>                                                                                                                                                                                                                                                       | Ann Malwitz<br>David Law<br>John Leininger<br>Building Administrators                                                                            |

## **Elementary World Language Program Implementation Update School Board Work Study Session – November 26, 2012**

***Since the last Board update on August 27, 2012 the following has been accomplished.***

- Phase one of the program has been implemented in grades four and five.
- Elementary World Language teachers attended TPRS (*Teaching Proficiency through Reading and Storytelling*) workshop (*September, 2012*).
- Elementary World Language teachers attended a workshop presented by the MN Council on the Teaching of Languages and Cultures (*October, 2012*).
- The implementation planning team met to develop a program review process to address the development of a program framework for elementary world language (*October, 2012*).
- Information on elementary world language program was shared with parents at building PTO meetings (*October/November, 2012*).
- Building principals met with district leadership to develop recommendations for expanding the program to grades K-3 (*October/November, 2012*).
- Recommendations are being shared with district leadership and elementary staff for review and feedback.

***During the next phase of implementation the following steps will be taken.***

- Finalize the program recommendations for expanding the elementary world language program to kindergarten through third grade and present them to the Board at the December School Board meeting.
- Continue to move forward with the development of an elementary world language program framework and adjust the current curriculum scope and sequence to reflect the additional programming for kindergarten through third grade being implemented during the 2013-2014 school year.
- Begin to develop an overview of a K-12 scope and sequence that reflects essential knowledge and skills across program levels.
- Continue to study the potential of immersion program or programs to be implemented in the 2014-2015 school year. During the second half of the year we will outline steps to be taken between this spring and fall to identify: the type of program, target language or languages, location(s), model and specific implementation plan for starting an immersion program in the district.

## **PROPOSED ELEMENTARY SPECIALIST MODEL FOR 2013-14**

**GOAL:** How can we deliver a Specialist model of Physical Education, Music, Media, World Language that is comparable to today's model; yet allows the flexibility for developmental appropriateness of Media/Media Resource and World Language?

### **Criteria:**

- Stay within the boundaries of the teacher contract
- Honor time allocated for music and PE
- Add world language instruction in grades 1-3
- Maintain some direct instruction in media and maximize opportunity for media as a resource
- Currently, 45 minutes of prep each day ( $6 \times 45 = 270$  minutes/6 day cycle)
- Maintain current personnel and minimize staffing assignment changes
- Respect building and travel assignments
- Maintain common blocks of time for classrooms to differentiate and/or departmentalize
- Minimize financial impact

### **New Possible Model:**

- Days 1,3,5 ( $3 \times 60 = 180$  minutes), Days 2,4,6 ( $3 \times 30 = 90$  minutes) = 270 minutes/6 day cycle

### **How is this criteria better than today's model?**

- Prioritized more frequent WL, Music, PE in exchange
- Grade 4 & 5 will have WL every other day....right now they have WL once every 3 days,
- Grades 1-3 will have WL twice in 6 days not just once.
- Increase flexibility for media resource (more unscheduled time) and the hope to sustain consistent media for the future
- Align schools for efficient FTE to create a common schedule
- Honor class sizes during Specialist times (not combining classes)
- Developmentally appropriate for Primary vs. Intermediate

### Possible Specialist Schedule

- Grades 4-5 would continue to have World Language during Specialist time.
- Grades 1-3 would have World Language 2 out 6 days and Media Specialist time once every 6th day
- Specialists will transfer students after the first 30 minute block.
- Working in schools of 3 seems to be the most efficient.

|        |        | 1  | 2     | 3  | 4     | 5     | 6     |
|--------|--------|----|-------|----|-------|-------|-------|
| Gr 1-3 | 30 min | WL | PE    | WL | PE    | Media | PE    |
|        | 30 min |    | Music |    | Music |       | Music |
|        |        | 1  | 2     | 3  | 4     | 5     | 6     |
| Gr 4-5 | 30 min | WL | PE    | WL | PE    | WL    | PE    |
|        | 30 min |    | Music |    | Music |       | Music |

**White Bear Lake Area Schools**  
**Early Childhood World Language Experience**  
**Proposal: November 26, 2012**

**Purpose:** To provide a world language exposure opportunity for Early Childhood students and families. This proposal includes parent-child programming as well as a preschool drop-off component.

**Summer 2013**

Early Childhood Family Education (Parent-Child)

Early Childhood with the collaboration of Concordia Language Villages will offer 2, 4 week sessions in July. These classes (1 Chinese Language/Culture and 1 Spanish Language/Culture) will meet once a week and are designed for parents and children ages 2.5 to 4 years.

Preschool Drop-Off

Early Childhood with the collaboration of Concordia Language Villages will offer a 1 week summer day camp experience for children 3.5-5 years of age. Families will be able to choose a Chinese Language/Culture track or Spanish Language/Culture track. This will be offered in June and will run for 4 days (M-Th) from 9am-12pm.

**School Year 2013-2014**

Early Childhood Family Education (Parent-Child)

Early Childhood with the collaboration of Concordia Language Villages will offer 2, 8-10 week sessions per semester in the evenings. Families will be able to register for Spanish or Chinese Language/Cultural experiences. These classes will meet once a week and are designed for parents and children ages 2.5-4 years of age.

Preschool Drop-Off

Early Childhood will be exploring the opportunity to hire staff to support Spanish language instruction and experiences within one section of our *Play and Learn* preschool. We anticipate utilizing this person as a classroom assistant teaming with a *Play and Learn* teacher. In speaking with a district Spanish teacher we determined it would be most developmentally appropriate to offer language exposure experiences that will focus on building vocabulary as it is embedded in units of instruction as well as daily classroom routines. This experience would be offered during the daytime program.

Early Childhood will manage registration and operation of these classes. Concordia Language Villages will be solely responsible for the curriculum and instruction of the classes offered with their collaboration. A detailed summary of the contract will follow. The fees assessed for those classes will be determined by Concordia Language Villages and collected by White Bear Lake Early Childhood. Early Childhood will manage the curriculum and instruction of the *Play and Learn* preschool class offering Spanish language exposure. Course fees will be slightly increased with respect to the other *Play and Learn* preschool classes to offset the instructional team members (1 teacher, 2 assistants).



AGENDA ITEM: **Action on District Technology Plan for 2013-2015**

MEETING DATE: **December 10, 2012**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Mark Garrison, Instructional Technology Coordinator**  
**David Law, Assistant Superintendent**

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**BACKGROUND:**

Every 3 years White Bear Lake Area Schools updates our technology plan and files it with the Minnesota Department of Education (MDE).

The plan identifies needs, set goals, allocate resources and establish professional development priorities. It also makes White Bear Lake Area Schools eligible to apply for E-rate funding.

The 2013 – 2015 is the result of extensive collaborative work throughout the District. It focuses on four main areas:

1. Technology Needs Assessment
2. Goals and Strategies
3. Professional Development plan
4. Evaluation

**RECOMMENDATION:**

It is recommended that the School Board approve the 2013 – 2015 Technology Plan.

# White Bear Lake Area Schools - 2013 - 2015 Technology Plan

## Technology Needs Assessment Process:

- White Bear Lake Area Schools continues to work with the BLEgroup, a nationally known education technology consulting firm, to conduct a district wide set of interviews on technology and instructional integration, to assess the effectiveness of current technology use and to create a plan that includes goals for improvements in infrastructure, instruction, and management systems. White Bear Lake Area Schools has already implemented many of BLE's recommendations and will continue to implement these guidelines in the coming years.
- White Bear Lake Area Schools engaged staff and community members in a rigorous [Strategic Planning Process](#). Technology is a main focus of this plan.
- Staff were surveyed about their access technology, as well as their current technology and their hopes for future innovation in White Bear Lake Area Schools.
- A focus group of educators from across the District brought additional feedback, insight and vision to the process.
- Students offered feedback through the Student Council.
- White Bear lake Area Schools participated in the TIES Superintendent Technology Leadership Planning
- White Bear Lake Area Schools will leverage technology to ensure Extraordinary Teaching, Lifelong Learning, Partnerships and Innovation and Service and Capacity

# TECHNOLOGY PLAN

WHITE BEAR LAKE AREA SCHOOLS

DISTRICT 624

## Strategic Initiatives

- » Strengthen communication, collaboration and support the development and management of online coursework for staff and students through Schoology
- » Empower excellence in instruction and communication through proactive staff development
- » Incorporate technology into the curriculum planning process
- » Ensure all classrooms have appropriate technology
- » Provide clear and equitable expectations for all teachers as they implement collaboration, critical thinking, creativity, and communication skills with metrics that measure effectiveness
- » Develop a clear technology scope and sequence

- » Ensure equitable access to technology for all learners
- » Expand our current wireless to establish 100% coverage in each building
- » Develop a policy for board approval that leverages students' access to mobile technology and use of that technology in the classroom
- » Maintain at least a 3:1 student to computer ratio
- » Leverage the power of technology to nurture the unique talents and abilities of every student, develop a lifelong love of learning, increase engagement and promote academic excellence
- » Leverage cloud computing
- » Use technology to promote multiple ways of acquiring and demonstrating skills
- » Employ technology tools to promote and monitor post-secondary readiness

- » Ensure that informational technology is accessible by all employees, learners and families
- » Leverage technology to strengthen global, local and intra-district communication
- » Enhance communication, interaction and collaboration through the use of a web site, learning management system (Schoology) and other online resource
- » Establish a process to facilitate the collection and implementation of innovative ideas
- » Develop and administer a comprehensive needs assessment at every White Bear Lake Area School in order to provide direction to future partnerships

- » Develop a flowchart and service contract that explain technology support expectations and responsibilities with metrics that measure effectiveness
- » Increase the speed, effectiveness and transparency of technology support
- » Redefine roles and responsibilities, add staff where needed and streamline operations to ensure top-level customer service
- » Deploy, train and support technology coaches, computer aids and technicians to meet each building's individual needs
- » Provide a single-sign-on solution
- » Continue to increase network capacity

Empower excellence in teaching and communication through proactive staff development and innovative instruction

Promote success for all learners through technology access and collaboration

Utilize technology to strengthen partnerships

Enhance our infrastructure and improve technology service

## Extraordinary Teaching

## Lifelong Learning

## Partnerships & Innovation

## Service & Capacity

*Leading minds to learning, hearts to compassion and lives to community service.*

- Annually, the Instructional Technology integration team will assess staff development needs with regards to technology. Using this information, a variety of professional development opportunities will be created including an annual summer academy, online learning opportunities, and technology integration embedded into other curriculum focused staff development.
- Approximately twenty five percent of our professional development time will be dedicated to technology related initiatives.
- Instructional technology coaches will model technology integration in their buildings and offer differentiated professional development to their colleagues.
- Focus the goal of technology related professional development to student learning and measurable growth.

**Evaluation:** Explain the evaluation process for your technology plan for 2013-2015, including timeline, roles and responsibilities, and information gathered to assess how the technology plan goals and strategies are being met.

- Extraordinary Teaching
  - By the start of the 2013-2014 school year, all teaching staff will have a presence on our learning management system, Schoology and be using it regularly to enhance instruction and communication.
  - Measure volume and satisfaction of parent, teacher and student use of technology related to learning and communication.
  - Technology standards will be embedded into our curriculum maps by the end of the 2014-2015 school year.
- Lifelong Learning
  - All learning spaces will have WiFi access.
  - Teachers, students and parents will report improved technology access, collaboration and integration.
- Partnerships and Innovation
  - As part of the district's strategic plan, White Bear Lake will provide access to technology for all members of the school community. Through an annual survey, schools will measure every student's access to technology and work to eliminate the number of students without consistent access.
  - The district has developed a new structure to encourage innovation between non-traditional work groups. The groups will be reporting out to the larger district leadership team each Spring. This collection of ideas will be a measure of our initiatives related to innovation.
- Service and Capacity
  - Requests for support are evaluated on a regular basis to determine the quality and timeliness of service. This information will help to shape our flowchart, staffing and service contract.
  - By the end of the 2013-2014 school year, parents and students will need fewer sign in pages to access all school related information provided by the district.

**Link to Current Technology Plan:**

Our plan will be posted on the [Technology page](#) of the White Bear Lake Area Schools website.

**Children's Internet Protection Act (CIPA):**

White Bear Lake Area Schools has an Internet Safety/Acceptable Use Policy in place.

[Policy 524](#) was updated in May, 2011.

White Bear Lake Area Schools implements iBoss as an Internet filter to protect minors from material that is inappropriate or otherwise harmful to them.

**AGENDA ITEM:** Acceptance of June 30, 2012 Audit  
**MEETING DATE:** December 10, 2012  
**SUGGESTED DISPOSITION:** Operational Item  
**CONTACT PERSON:** Pete Willcoxon Sr.  
Executive Director of Business Services

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**Background:**

Jim Eichten, from our audit firm of MMKR, presented the results of our audit for the year ending June 30, 2012 earlier this evening.

The Finance Committee had previously met with Jim to review this information. Copies of the audit have been distributed to all School Board members.

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**Recommendation:**

It is recommended that the School Board accept the audit for the fiscal year ending June 30, 2012.

**AGENDA ITEM:** Approval of 2012 Payable 2013 Property Tax Levy.

**MEETING DATE:** December 10, 2012

**SUGGESTED DISPOSITION:** Operational Item

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

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**Background:**

According to Minnesota statute, at its September 24, 2012 special meeting the School Board set the proposed 2012 Payable 2013 property tax levy.

According to Minnesota statute the School District conducted its Truth-in-Taxation hearing as part of this meeting.

As the final step in this process the School Board must now certify the levy.

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**Recommendation:**

It is recommended by administration that the School Board certify its 2012 Payable 2013 property tax levy in the amount of \$34,897,229.92.

**AGENDA ITEM:** Resolution to Obtain Commercial Card Account with  
Commerce Bank

**MEETING DATE:** December 10, 2012

**SUGGESTED DISPOSITION:** Operational Item

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

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Over the past couple of months the District has been researching a program that Commerce Bank has offered to many districts across the metro area. We have met with representatives of the bank on three occasions. We have conducted reference checks with Stillwater and Roseville school districts. Other districts that have implemented this program include Bloomington, Rosemount-Apple Valley, Wayzata, South Washington County, West St. Paul, and Minnetonka.

The program is a process whereby a school district sends its ACH vendor payments to Commerce Bank. They, in turn forward the payment less 2.013% directly to the vendor. Commerce Bank then remits 1% to 1.2% (depending on annual net volume) of these funds back to the school district.

In my discussion with Roseville, who has been in the program about one year, are netting about \$3,000 per month. Projections for our district are about \$5,000 per month based on an annual volume of \$6 million.

Administration is anticipating that, should this resolution be adopted, we would begin implementation of the program shortly after the first of the year.

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**Recommendation:**

It is recommended that the School Board adopt the resolution.



# Commerce Bank

## Resolution To Obtain Commercial Card Accounts

The undersigned, CATHY STOREY <sup>CLERK</sup> the ~~Secretary~~ of Independent School District No 624, White Bear Lake, Minnesota ("District") does hereby certify that the following resolutions were duly and regularly passed and adopted by the Board of Trustees of this District, at a meeting duly called, on the 10 day of DECEMBER, 2012, and such resolutions are still in full force and effect and have not been amended or revoked.

RESOLVED, that any one of the following:

DR. MICHAEL J. LOVETT  
PETER WILLCOXON SR.  
MARY VASKE

be and each hereby is authorized directed and empowered to establish commercial card accounts ("Accounts") with Commerce Bank (herein called "Commerce"), to incur debt (in the form of a line of credit established by Commerce for District) associated with the Accounts, and to execute all documents to effectuate this purpose which he/she may deem necessary and proper, including without limitation any application and/or agreement (each an "Agreement") to open the Accounts.

FURTHER RESOLVED, that any one of the foregoing named officers of this District may from time to time request Commerce to issue commercial cards to any person in connection with any of the Accounts.

FURTHER RESOLVED, that any one of the foregoing named officers of this District may from time to time appoint an Administrator to assist Commerce in the administration of the Program as provided in the Agreement (each such term as defined in the Agreement).

FURTHER RESOLVED, Commerce is authorized to act upon these resolutions until written notice of revocation is delivered to Commerce, and that the authority hereby granted shall apply with equal force and effect to the successors in office of the officers named herein.

The undersigned further certifies that the specimen signatures appearing below are the signatures of the officers authorized to sign for this District by authority of these resolutions.

### SPECIMEN SIGNATURES:

| NAME (typed)          | TITLE (typed)               | SIGNATURE |
|-----------------------|-----------------------------|-----------|
| DR. MICHAEL J. LOVETT | SUPERINTENDENT              |           |
| PETER WILLCOXON SR.   | EXECUTIVE DIRECTOR/BUSINESS |           |
| MARY VASKE            | CONTROLLER                  |           |

IN WITNESS WHEREOF, I have hereunto set my hand as CATHY STOREY <sup>Secretary</sup> ~~CLERK~~  
of this District this 10<sup>th</sup> day of DECEMBER, 2012.

~~SECRETARY:~~  
CLERK

AGENDA ITEM: Athletic Facilities Needs Assessment Professional Services Proposal

MEETING DATE: December 10, 2012

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Dave Guenther

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**BACKGROUND:**

Access to quality athletic facilities and senior recreation are important elements of quality of life, community health and economic development. The White Bear Lake School District, area cities, townships, and athletic associations have committed funds to engage the services of a professional recreation planning firm to work with them to evaluate the adequacy of the athletic facilities within the White Bear Lake School District area and to develop a plan to assure access to quality facilities in the future.

White Bear Lake School District administration has volunteered to be the manager of this process. The proposal from the Hoisington Koegler Group captures the scope and spirit of what this group wants to accomplish.

The proposed fee of \$25,350 is within the projected budget and there are commitments from the various municipalities and athletic associations to cover this cost.

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**Recommendation:**

Accept the Hoisington Koegler Group proposal to do an Athletic Facilities Needs Analysis.



Hoisington Koegler Group, Inc.  
123 North Third Street, Suite 100  
Minneapolis MN 55401

November 19, 2012

Dave Guenther, Community Education Director  
White Bear Lake Area School District  
4855 Bloom Avenue  
White Bear Lake, MN 55110

**Re: Athletic Facilities Needs Analysis Professional Services Proposal**

Dear Dave and Members of the Selection Group,

On behalf of the Hoisington Koegler Group (HKGi), we are pleased to submit this proposal to conduct a comprehensive and an engaging process to prepare a needs analysis and recommendations for public athletic and recreational facilities for the White Bear Lake School District and area municipalities. We have 30 years of experience preparing park and recreation system plans and have prepared athletic facility needs assessments and recreation plans for over 75 cities and counties in the upper Midwest. We know the White Bear Lake School District and area facilities through our work on the initial WBL Area Athletic Facility Needs Analysis.

The combination of HKGi's extensive award-winning expertise in recreation master planning, needs assessment, and community input and the collective knowledge of the School District, cities, athletic associations, partners and the community will result in a visionary, practical and sustainable plan for area recreation facilities.

We are excited about the opportunity to continue our work with the School District and area partners and look forward to working you on this important plan for the future.

Contact Greg at 612.252.7132 [greg@hkgi.com](mailto:greg@hkgi.com) or Gabrielle at 612.252.7141 [gabrielle@hkgi.com](mailto:gabrielle@hkgi.com) to discuss the proposal or to authorize us to begin work.

Sincerely,

A handwritten signature in blue ink that reads 'Greg Ingraham'.

Greg Ingraham  
Senior Planner/Landscape Architect

A handwritten signature in black ink that reads 'Gabrielle Grinde'.

Gabrielle Grinde  
Planner/Landscape Architect

# **White Bear Lake Area School District and Municipalities Athletic Facility Needs Analysis and Recommendations**

## **Project Understanding**

Access to quality athletic facilities and senior recreation are important elements of quality of life, community health and economic development. The White Bear School District, area cities, townships, and athletic associations want to engage the services of a professional recreation planning firm to work with them to evaluate the adequacy of the athletic facilities within the White Bear Lake School District area and to develop a plan to assure access to quality facilities in the future. The planning process should be inclusive and should result in a plan that identifies needs and prioritizes projects and expenditures for the future.

## **About HKGi**

Hoisington Koegler Group, Inc.  
123 North Third Street, Suite 100  
Minneapolis, MN 55401  
Phone: 612-338-0800  
Web: [www.hkgi.com](http://www.hkgi.com)  
Established in 1982  
Organizational Structure: S-Corp  
Principals: Mark Koegler, ASLA, President  
Paul Paige, RLA, Vice President  
Brad Scheib, AICP, Vice President

Hoisington Koegler Group (HKGi) is a firm of talented planners, landscape architects, and urban designers who share their passion for planning and design with client communities striving to create lasting places of quality. HKGi has over thirty years of experience designing high quality and distinctive public and private spaces on budget and on time. Communities seek HKGi to lead their planning and design efforts because of our ability to creatively synthesize complex program needs and planning issues within a process of community consensus-building.

## **Key Personnel and Availability**

Key HKGi personnel and roles for the WBL Area Athletic Facility Needs Analysis are:

**Greg Ingraham, Project Manager.** Greg will coordinate the planning work including but not limited to the analysis, demand forecasts, input, recommendations, schedule, presentations and deliverables. Greg will help facilitate key input sessions and presentations. Greg has over 30 years experience preparing athletic facility needs assessments and recreation plans. Greg's work as the former Manager of Bloomington,

MN Parks and Recreation provided him with hands-on experience planning, building, scheduling and operating athletic facilities.

**Gabrielle Grinde, Lead Recreation Planner.** Gabrielle will lead the athletic facility analysis and planning work including facility evaluation, demand forecasts, application of facility standards, facilitation of stakeholder and community input and production of the Needs Analysis report and recommendations. Gabrielle is an experienced recreation and park planner with knowledge of the WBL area through her previous work with the White Bear Lake Community Development/Planning Department.

**Kevin Clarke, Recreation Planner.** Kevin will assist Greg and Gabrielle in all phases of the WBL Area Needs Analysis work, with a particular emphasis on facility analysis, needs assessment, demand forecasting and mapping. Kevin's recent work on athletic facility needs in Worthington, MN will be helpful in the WBL area work.

Two other HKGi staff will play smaller, but important roles in the WBL area work:

**Paul Paige, Athletic Facility Advisor.** Paul is a Principal with HKGi with over 20 years experience in park, athletic facility and recreation planning, design and construction. Paul's work will focus on professional guidance on ice skating facilities and athletic facility costs.

**Amy Bower, Construction Cost Advisor.** Amy is a landscape architect with extensive construction design and cost estimating experience. Amy will assist with cost estimates for recommended facility improvements and new facilities.

See the attached resumes for further information about the key HKGi staff that will work with you on the needs assessment and recommendations. We are available and have the capacity to conduct the needs assessment and to produce the deliverables to fully meet the project schedule.

## **HKGi Qualifications**

HKGi brings the following skills, experience and knowledge to the analysis and plan for the WBL Area athletic facility needs analysis:

- Award-winning history of creative and effective park, recreation and athletic facility plans.
- Community and stakeholder engagement experts.
- Expertise in the proper application of recreation facility standards.
- Skilled at prioritization of projects and matching plans with funding and resources.
- Hands-on experience operating and managing park and recreation facilities.
- Proven success in reaching consensus and building support for recreation plans and actions among multiple agencies and organizations.
- Authorities on social, demographic and recreation trends and improvement costs.

- Knowledge of the WBL School District and area municipalities through our work on the WBL Area Athletic Facility Needs Analysis and park and recreation work for the City of White Bear Lake.

## **Similar Project Experience**

HKGi has prepared award-winning park and recreation system plans, strategic plans, needs assessments and park financing strategies for school districts, cities and park agencies across the Midwest. Our clients can best describe our skills and the benefits of the plans we prepared with them. Similar recreation, park and athletic facility planning projects prepared by HKGi include.

White Bear Lake School District Area Athletic Facility Needs Assessment  
 Bloomington, MN - Park Needs and Financing Study  
 Bloomington Parks and Recreation System Plan  
 Duluth Parks and Recreation Master Plan  
 Saint Paul Parks and Recreation System Plan  
 Mankato Parks and Recreation Plan  
 New Brighton Parks, Recreation, Trails and Open Space Plan  
 Prior Lake Area Recreation Facility Needs Assessment  
 Eden Prairie High School Athletic Fields  
 Hastings Recreation Needs Evaluation  
 Farmington Recreation Needs Assessment  
 Valley View Athletic Facility Master Plan  
 Shakopee Soccer Complex  
 Parade Stadium Renovation Master Plan  
 Stewart Park and Curry Park Soccer Fields  
 Park and Recreation System Master Plans for Independence, Hassen, Dayton, Savage, Shakopee, Prior Lake and Prior Lake School Districts, Minnetrista, Rosemount, Cottage Grove, Richfield, Northfield, Arden Hills, Woodbury and Shoreview, MN.  
 Saint Paul Parks and Recreation Vision Plan  
 Minneapolis Parks and Recreation Board Comprehensive Plan (strategic advisor for in-house planning work and plan development)

## **Process and Work Plan**

HKGi proposes the following process to conduct the needs analysis and prepare the athletic and senior facility recommendations:

### **1. Data Gathering and Facility Inventory**

We will begin the planning work with a kick off and organizational meeting with Needs Analysis study participants (representatives of the school district, cities, township and athletic associations). We will introduce the study process and review the stakeholder and public input plan with the group. We will enlist the group's assistance in gathering

information on existing facilities within the District area. We will provide an Excel spreadsheet template to each agency/association for their use in recording base information on existing athletic and senior recreation facilities and use. HKGi will facilitate a discussion of needs, opportunities and initial priorities for the future. Participants will be asked for their assistance in promoting further participation in the Needs Analysis and to be liaison's to their respective organizations. We will also collect population and enrollment data and forecasts.

#### Outcomes:

Deliverables will include a detailed facility inventory and map of all existing public athletic facilities (city and school athletic fields, courts, gymnasiums, pools, skating facilities etc.) and senior citizen recreation facilities within the White Bear Lake Area School District boundaries (cities of White Bear Lake, White Bear Township, Vadnais Heights, Hugo, North Oaks, Gem Lake, Lino Lakes and Birchwood Village).

## **2. Needs Assessment**

In this phase HKGi will prepare a Needs Assessment report that will identify key athletic facility and senior recreation needs. The Needs Assessment will form the basis for facility improvement recommendations and priority projects/actions. The Needs Assessment will be prepared based on the following steps:

- a. Comparison of the supply and distribution of existing facilities to national and local recreation service standards.
- b. Demand forecasting - Analysis of population, recreation, demographic and use trends and preparation of projections.
- c. Partner, user, athletic association, senior and general public input on current and future anticipated needs. We will use focus group sessions, an open house meeting and web based input opportunities to gather information on facility needs, opportunities and priorities.
- d. Synthesis of the above elements into a Needs Assessment report on the adequacy of the athletic facilities to meet current and future anticipated needs and identifying specific facility needs.

The specific facilities and activities to be evaluated include fields for baseball, softball, soccer, lacrosse, tennis, ultimate frisbee, football and recreation for senior citizens, indoor gymnasiums for basketball, volleyball, gymnastics, wrestling, adaptive sports, Special Olympics, racquet sports, and senior citizens recreation and indoor and outdoor skating rinks.

Outcomes:

Deliverables include a detailed Needs Assessment report documenting the research, level of service standards/analysis, demand forecast, trends, input and needs. The report will identify key athletic facility and senior recreation needs.

### **3. Facility Recommendations**

HKGi will work with the School District and project partners to identify priority projects, improvements and actions and we will prepare recommendations regarding facility management, expansion and additions to meet the forecast demand. Recommendations will be based on the Needs Assessment and School District, partner and public input.

We will meet with School District and project partners to review a preliminary draft of facility recommendations. We will refine the recommendations based on the groups input. The Inventory, Needs Assessment and Recommendations will be packaged into a summary report White Bear Lake School District Area Athletic Facilities Needs Analysis.

A digital copy of the draft Needs Analysis report will be sent to the project partners for sharing with their respective organizations and it will be available for posting on-line for review and comment.

We will present a summary of the Needs Analysis report to the School District and partners at a joint meeting or alternately we will create a digital presentation that the District and partners can use to share the results of the study findings and report recommendations.

Outcomes:

Deliverables include a paper and digital copy of a preliminary draft of facility recommendations and the White Bear Lake School District Area Athletic Facilities Needs Analysis report.

### **Schedule and Cost**

We envision a 4-5 month process to prepare the Needs Analysis and recommendations. Assuming a January 2013 start of work, presentation of the findings and recommendations could occur in April or May 2013.

HKGi will conduct the process and prepare the deliverables for a not to exceed professional services fee of \$25,350. This includes staff costs and direct expenses for mileage and printing. It is assumed that the White Bear Lake School District will be the project manager and fiscal agent for this work. HKGi will invoice the School District monthly for work completed. Invoices are to be paid within 30 days.

## **References**

You know us from Greg Ingraham's previous work on the initial White Bear Lake Area Athletic Facility Needs Analysis. The following are additional client references for HKGI's recreation planning and needs assessment work.

Tom Russell, Saint Paul Parks and Recreation Department  
[Tom.Russell@ci.stpaul.mn.us](mailto:Tom.Russell@ci.stpaul.mn.us) (651) 266-6415  
HKGI prepared the Saint Paul Parks and Recreation System Plan

Randy Quale, Manager of Bloomington Parks and Recreation  
[rquale@ci.bloomington.mn.us](mailto:rquale@ci.bloomington.mn.us) (952) 563-8876  
HKGI prepared the Bloomington Parks and Recreation Master Plan

Jason West, New Brighton Parks and Recreation Department  
[jason.west@newbrightonmn.gov](mailto:jason.west@newbrightonmn.gov) (651) 638-2122  
HKGI prepared the New Brighton Parks and Recreation Strategic Plan

## **Resumes**

See attached.



## **GREG INGRAHAM, ASLA, AICP**

Role: Project Manager

### **EDUCATION:**

Master's of Business Communication,  
University of St. Thomas School of  
Management  
Bachelor's of Landscape Architecture,  
University of Minnesota

### **MEMBERSHIPS AND AFFILIATIONS**

American & Minnesota Planning  
Association  
Minnesota Recreation and Parks  
Association  
American Society of Landscape Architects  
member (ASLA)  
Member of the American Institute of  
Certified Planners (AICP)  
Registered Landscape Architect (RLA) -  
State of Minnesota  
Member of the Association of Pedestrian  
and Bicycle Professionals (APBP)  
University of Minnesota - Planning  
and Design Instructor, Urban Studies  
Department "Designing Healthy, Active  
Communities" and the Humphrey  
Institute "Introduction to Site Planning

## **AREAS OF EXPERTISE**

Greg Ingraham, senior planner and landscape architect has provided award-winning park and trail planning, design and landscape architecture services to public and private sector clients throughout the upper Midwest. Greg's creative approach to imagining what a park and place can be, paired with his practical approach to planning, design and implementation, has led to the development of some of the region's most loved spaces. As a former Manager of Bloomington, MN Parks and Recreation, Greg has hands-on experience in all facets of recreation and parks. Greg is known for creatively engaging the public and stakeholders in the process to assure a solution that fully meets community and client needs. Greg focuses on master plans, comprehensive park, recreation, trail and bikeway system plans, active living strategies, interpretive design, park design, needs assessment, public art design, funding, and community involvement.

## **PARKS AND RECREATION**

### **PROJECT EXPERIENCE**

#### **City of Saint Paul, MN**

Parks and Recreation Vision Plan  
Parks and Recreation System Plan  
Central Corridor Bike/Walk Plan

#### **Minneapolis Parks and Recreation Board**

Victory Memorial Regional Parkway Master  
Plan  
Grand Rounds Missing Link Parkway  
Development Plan  
Youth Sports Facility Grants

#### **City of Minneapolis, MN**

Lake Harriet - "Pathway to Peace" Public Art  
and Gateway Design and Fabrication  
Midtown Greenway - Public Art "Personal  
Journeys" sequential sculptures

#### **City of Bloomington, MN**

Parks and Recreation Master Plan  
Park Needs and Finance Study  
Park development plans and playground  
design  
Pond Dakota Mission Park Master Plan

#### **City of Hastings, MN**

Recreation Needs Assessment and Strategic  
Plan  
Three Rivers Parks District  
Hyland Bush Anderson Lakes Regional Park  
Reserve Master Plan

#### **City of Inver Grove Heights, MN**

Community Center Park, Play Area and Skate  
Park  
Trail Gap Plan

#### **City of Richfield, MN**

Park and Trail System Plan

#### **City of New Brighton, MN**

Parks, Trails, and Recreation Plan  
Park development plans

#### **City of Woodbury, MN**

Parks Recreation, Open Space and Trails Plan  
Park development plans

#### **Minnesota Historical Society**

St. Anthony Falls Area Interpretive Plan

#### **Wright County, MN**

Trail and Bikeway Master Plan  
Collinwood Regional Park and Campground  
Master Plan

#### **Douglas County, MN**

Kensington Runestone Park Master Plan

#### **City of Eagan, MN**

Patrick Eagan Park Master Development/  
Management Plan

#### **Ramsey County, MN**

Tamarack Nature Center - Destination of  
Discovery Master Plan and Exhibit Design

#### **City of Savage, MN**

Parks, Recreation and Trails Plan

#### **City of Shoreview, MN**

Park Needs Assessment and Improvement  
Plan

#### **Bismarck, ND**

Parks and Recreation District Strategic Plan

#### **Dakota County, MN**

Thompson County Park Master Plan

#### **City of New Ulm, MN**

Putting Green Environmental Adventure Park  
Parks and Recreation Plan

#### **City of Hugo, MN**

City Hall Rain Gardens

Minneapolis Catholic Charities **115**



## GABRIELLE GRINDE

Role: Lead Recreation Planner

YEARS OF EXPERIENCE: 4

### EDUCATION:

Master of Landscape Architecture-  
University of Minnesota, 2008

Port Cities Study Abroad, Lisbon,  
Barcelona, and Venice-Univ. of Minn. Dept.  
of Architecture, Spring 2007

Bachelor of Arts, Political Science-  
University of Wisconsin-Madison, 2003

### MEMBERSHIPS/AFFILIATIONS:

Co-Director of Awards and Banquet,  
American Society of Landscape  
Architects-Minnesota Chapter

### AWARDS:

2012 Honor Award for Communications,  
Metropolitan Council Stormwater Reuse  
Guide, ASLA-MN

2012 Merit Award for Planning, Dakota  
County Greenways: Minnesota River and  
North Creek, ASLA-MN

### AREAS OF EXPERTISE:

Gabrielle has four years of experience working with communities on large-scale planning efforts and small-scale site improvements. At HKGi, she contributes to park and trail planning, conceptual development planning, document layout, and site design as a project designer and project planner. Gabrielle combines graphic design and analysis skills to create award-winning and clear planning tools for communities. She has worked on a wide range of projects, including landscape restoration and stormwater-related landscape designs, greenway plans, community development plans, and interactive online planning tools. Her former work as a landscape architect intern at the City of White Bear Lake included trail design, lakeshore restoration design, construction oversight, and park planning.

### PROJECT EXPERIENCE

#### Dakota County, MN

Greenway Collaborative Guidebook  
Minnesota River Greenway Master Plan  
North Creek Greenway Master Plan  
Rosemount Greenway Master Plan  
Vermillion Highlands Greenway Master Plan  
Mendota/Lebanon Hills Greenway Master  
Plan  
Lake Marion/South Creek Greenway Master  
Plan  
Lebanon Hills Regional Park Master Plan

#### Saint Paul, MN

Park and Recreation System Master Plan  
Great River Park Master Plan

#### Brooklyn Park, MN

Recreation and Parks Master Plan  
Hartkopf Park Master Plan

#### Edina, MN

Countryside Park Master Plan

#### Inver Grove Heights, MN

Parks and Recreation System Plan

#### White Bear Lake, MN

\*2030 Comprehensive Plan Update  
\*Lions Park Lakeshore Restoration and Trail  
\*Lake Avenue Streetscape & Monuments  
\*Marina Triangle Conceptual Master Plan

#### Metropolitan Council

Stormwater Reuse Guide

#### City of Minneapolis, MN

Lake Hiawatha Bluewater Rain Garden  
Design

#### Hennepin County, MN

Minnehaha-Hiawatha Investment Framework

#### Woodbury, MN

Woodbury Urban Village Master Plan

#### Anoka, MN, HRA

The Greens of Anoka Redevelopment Plan

#### Byron, MN

2030 Comprehensive Plan  
Frontage Road Redesign Concepts, 2012

#### North Saint Paul, MN

Downtown Redevelopment Master Plan

#### Chanhassen, MN

Lake Ann Park Entry Sign design  
Lake Minnewashta Rain Garden Planting  
Plan  
Lake Ann Hillside Restoration  
Lakeview Neighborhood Park Concept Plan

#### University of Minnesota

UMore Park AUAR

#### Duluth, MN

Park and Trail System Master Plan

#### Minneapolis Park and Recreation Board

Park Features Cost Estimating  
Legislative Funding Request graphics

#### Johnston, Iowa

2030 Comprehensive Plan Update

#### Albert Lea, MN

2030 Comprehensive Plan

#### Bloomington, MN

Lyndale Avenue streetscape

#### Plymouth, MN

Four Seasons Mall Site Redevelopment  
Concepts

\* Projects worked on by Gabrielle prior to  
joining HKGi



## KEVIN CLARKE

Role: Recreation Planner

### YEARS OF EXPERIENCE: 2

### EDUCATION:

Bachelor of Arts, Economics - Saint John's University

Study Abroad - Universidad Valladolid, Spain & University College Cork, Ireland

Master of Urban & Regional Planning - Hubert H. Humphrey School of Public Affairs, University of Minnesota, 2012

Master of Landscape Architecture - College of Design, University of Minnesota, 2012

### MEMBERSHIPS/AFFILIATIONS:

American Planning Association  
American Society of Landscape Architects  
The Starling Project  
Minnesota Design Team

### AREAS OF EXPERTISE:

Kevin is a community planner and landscape architect in training. At HKGi, he has been especially involved with comprehensive, neighborhood, and park planning. He focuses on GIS mapping, plan writing, and graphic design.

Kevin is also involved with volunteer community planning efforts including the Minnesota Design Team and the Starling Project, an effort to enliven and sustain University Avenue through the light rail construction process by supporting temporary uses in vacant storefronts.

At the University of Minnesota, Kevin's Capstone work focused on the integration of public infrastructure and open space as a catalyst for neighborhood development in a transit corridor.

While at The Jens Jensen Center and The Clearing in Door County, Wisconsin, Kevin preserved and restored historic landscapes. He also brings construction experience from multiple urban infill projects in Portland, Oregon.

### PROJECT EXPERIENCE:

#### Anoka County, MN

Grant Writing Services

#### Arden Hills

County Road E Streetscape

#### Baxter, MN

Timberwood Business Park

#### Bondurant, IA

Comprehensive Plan

#### Brooklyn Park, MN

Recreation and Parks System Plan

#### Byron, MN

Comprehensive Plan

#### Crow Wing County, MN

Potlatch Corporation Land Use Analysis

#### Dakota County, MN

Grant Writing Services

#### Inver Grove Heights, MN

Concord Boulevard Neighborhood

Redevelopment Plan

Northwest Area Roads Plan

#### North St. Paul

Downtown Redevelopment Plan

#### Storm Lake, IA

Comprehensive Plan and Zoning Ordinance

#### Worthington, MN

Athletic Facilities Master Plan

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

MEETING DATE: **December 10, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

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**Background:**

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

**RECOMMENDATION:** Approve School Board Policy 205, Open Meeting and Closed Meetings Policy, as recommended.

*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: **December 10, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

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**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, had a first reading in November, and is recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

**RECOMMENDATION:** Approve School Board Policy 206, Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations, as recommended.

Adopted: November 13, 1995

Revised: August 25, 2003

Revised: January 10, 2005

Revised: November 8, 2007

Revised: April 13, 2009

Revised: November 8, 2010

Revised: October 10, 2011

*White Bear Lake Area School Board Policy 206*

**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. "Educational data" means data maintained by the school district which relates to a student.
- B. "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.

- C. "Private Data About Applicants" means: 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.

- D. "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.

#### **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 **P** 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)

## PUBLIC FORUM SPEAKER CARD



**Independent School District #624**

### **SPEAKER**

Name: (Please Print) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

Item or topic I will address: \_\_\_\_\_

## PUBLIC FORUM GUIDELINES

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open up to 30 minutes (3minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those ~~wishing~~ **who wish** 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,~~ **C**omplaints 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 contact** ~~or 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.

Revised 10-10-11

AGENDA ITEM: **School Board Policy 301, School District Administration**  
MEETING DATE: **December 10, 2012**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

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**Background:**

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

**RECOMMENDATION:** Approve School Board Policy 301, School District Administration, as recommended.

## **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 and cabinet office administrator, the school board also recognizes the responsibility of cabinet office administrators and principals for educational results and effective administration, supervision, 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: **December 10, 2012**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

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**Background:**

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

**RECOMMENDATION:** Approve School Board Policy 302, Superintendent, as recommended.

*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 305, Policy Implementation**  
MEETING DATE: **December 10, 2012**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

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**Background:**

School Board Policy 305, Implementation, has been reviewed by the School Board Policy Committee, had a first reading in November, and is recommended for a second reading. The changes recommended are consistent with those recommended by MSBA, and other modifications recommended by the Policy Committee.

**RECOMMENDATION:** Approve School Board Policy 305, Implementation, as recommended.

*Adopted: December 11, 1995*

*White Bear Lake Area School District  
School Board Policy 305*

*Revised: December 10, 2001*

### **305 POLICY IMPLEMENTATION**

#### **I. PURPOSE**

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school board policy.

#### **II. GENERAL STATEMENT OF POLICY**

- A. It shall be the responsibility of the superintendent, **principals and other district administration** to implement school board policy and to recommend additions or modifications thereto. The administration is authorized to develop guidelines and directives to effectuate the implementation of school board policies. These guidelines and directives shall not be inconsistent with said policies.
- ~~B. Employee and student handbooks shall be subject to annual review and approval by the school board.~~
- ~~C. B.~~ School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent **or designee** to assure compliance with school board policy. ~~and shall be approved by the school board.~~

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

**Cross References:** WBLASB Policy 208 (Development, Adoption and Implementation of Policies)

AGENDA ITEM: **School Board Policy 306, Administrator Code of Ethics**  
MEETING DATE: **December 10, 2012**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

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**Background:**

School Board Policy 306, Administrator Code of Ethics, has been reviewed by the School Board Policy Committee, had a first reading in November, and is recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

**RECOMMENDATION:** Approve School Board Policy 306, Administrator Code of Ethics, as recommended.

Adopted: December 11, 1995

White Bear Lake Area School District  
School Board Policy 306

Revised: January 10, 2005

### **306 ADMINISTRATOR CODE OF ETHICS**

#### **I. PURPOSE**

The purpose of this policy is to establish the requirement of the school board that school administrators adhere to standards of ethics and professional conduct **as outlined** in this policy and **in** Minnesota law.

#### **II. GENERAL STATEMENT OF POLICY**

A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must **adhere to the Code of Ethics for Administrators in Minnesota Law** **subscribe to the following standards.**

B. The educational administrator:

1. Makes the well-being of students the fundamental value of all decision-making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implements the school board's policies.
6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.

8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

***Legal References:***

Minn. Stat. 122A.14 Subd. 4 (Code of Ethics)  
Minnesota Rules 3512.5200 (Code of Ethics for School Administrators)

***Cross References:***

~~MSBA Service Manual, Chapter 5, School Board Staff Relationships~~

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

MEETING DATE: **December 10, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

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**Background:**

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

**RECOMMENDATION:** Approve School Board Policy 602, Organization of School Calendar and School Day, as recommended.

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, flexible learning year programs, and teacher workshop days, 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.
  - 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~~ degree of success achieved in 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: **School Board Policy 611, Home Schooling**  
MEETING DATE: **December 10, 2012**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **David Law, Assistant Superintendent**

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**Background:**

School Board Policy 611, Home Schooling, has been reviewed by the School Board Policy Committee, had a first reading in November, and is recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

**RECOMMENDATION:** Approve School Board Policy 611, Home Schooling, as recommended.

Adopted: August 27, 2001  
Revised: May 9, 2005

*White Bear Lake Area School Board Policy #611*

## **611 HOME SCHOOLING**

### **I. PURPOSE**

The purpose of this policy is to recognize and provide guidelines, in accordance with state law, for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

### **II. GENERAL STATEMENT OF POLICY**

The Compulsory Attendance Law (Minn. Stat. § 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. (Minn. Stat. § 120A.22, Subd. 1).

### **III. CONDITIONS FOR HOME SCHOOLING**

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minn. Stat. § 120A.22.

### **IV. IMMUNIZATION**

The parent or guardian of a home-schooled child shall submit immunization statements as required by Minn. Stat. § 121A.15, Subds. 1, 2, 3, 4 and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of ~~each school year~~ the first year of home schooling in Minnesota and by October 1 of the grade 7 year. (Minn. Stat. § 121A.15, Subd. 8)

### **V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS**

Upon formal request as required by law, the school district will loan or provide textbooks, individualized instructional materials and standardized tests for use by a home-schooled child as provided in Minn. Stat. § 123B.42 and Minnesota Rules Chapter 3540. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40 to 123B.48 for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

### **VI. PUPIL SUPPORT SERVICES**

Upon formal request as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided by Minn. Stat. § 123B.44 and Minn. Rules Chapter 3540. The

school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40 to 123B.48 for any of these purposes.

## **VII. EXTRACURRICULAR ACTIVITIES**

Resident pupils who receive instruction in a home school (where five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students. (Minn. Stat. §§ 123B.36, Subd. 1 and 123B.49, Subd. 4)

## **VIII. SHARED TIME PROGRAMS**

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

## **IX. OPTIONAL COOPERATIVE ARRANGEMENTS**

### **A. Activities.**

- 1. Minnesota State High School League sponsored activities (where six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school which is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League Rule ~~405.00~~ 403.00. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
- b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.

- c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities where six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

**B. Transportation services.**

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

**Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120A.24 (Reporting)  
Minn. Stat. § 120A.26 (Enforcement and Prosecution)  
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)  
Minn. Stat. § 123B.36 (School Boards May Require Fees)  
Minn. Stat. § 123B.41 (Definitions)  
Minn. Stat. § 123B.42 (Textbooks, Individual Instruction Material, Standard Tests)  
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)  
Minn. Stat. § 123B.86 (Equal Treatment-Transportation)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Rules Chapter 3540 (Textbooks, Individualized Instruction Materials, Standardized Tests)

**Cross References:** WBLASB Policy 509 (Enrollment of Nonresident Students)  
WBLASB Policy 510 (School Activities)

AGENDA ITEM: **School Board Policy 701, Establishment and Adoption of School District Budget**

MEETING DATE: **December 10, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

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**Background:**

School Board Policy 701, Establishment and Adoption of School District Budget, has been reviewed by the School Board Policy Committee, had a first reading and is recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

**RECOMMENDATION:** Approve School Board Policy 701, Establishment and Adoption of School District Budget, as recommended.

*Adopted: April 28, 1997*  
*Revised: August 27, 2001*  
*Revised: September 11, 2006*  
*Revised: November 8, 2007*

*White Bear Lake Area  
School Board Policy 701*

## **701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET**

### **I. PURPOSE**

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

### **II. GENERAL STATEMENT OF POLICY**

~~It is the~~ The policy of ~~this the~~ school district ~~is~~ to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

### **III. REQUIREMENT**

- A. The superintendent or appointed designee shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- ~~B. Prior to the adoption of the initial budget for a school year, the school board must inform the principal or other responsible administrative authority at each site the amount of general education and referendum revenue that will be generated by the pupils in attendance at that site. These estimates may be adjusted in accordance with law.~~
- ~~€. B.~~ The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minn. Stat. § 123B.76.
- ~~Đ. C.~~ Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.

- ~~E. D.~~ Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. ~~These budgets, reports of revenue, expenditures, and fund balances must be published either in a newspaper of general circulation in the school district or on the school district's official website. If published on the school district's official website, the school district must also publish an announcement in a qualified newspaper or general circulation in the school district that includes the Internet address where the information has been posted.~~ A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minn. Stat §123B.10.
- ~~E. E.~~ At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year
- ~~E.~~ The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

#### IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or appointed designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the superintendent or appointed designee. If additional personnel are

provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.

- E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue and expenditures of funds.

**Legal References:** Minn. Stat. § 123B.10 (Publication of Financial Information)  
Minn. Stat §123B.76 (Expenditures; Reporting)  
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)  
Minn. Stat §126C.23 (Allocation of General Education Revenue)  
~~Minn. Stat. § 275.065 (Truth in Taxation; Proposed Property Taxes; Notice)~~

**Cross References:** WBLASB Policy 701.1 (Modification of School District Budget)  
WBLASB Policy 702 (Accounting)  
MSBA Service Manual, Chapter 7, Education Funding

AGENDA ITEM: **School Board Policy 701.1, Modification of School District Budget**

MEETING DATE: **December 10, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

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**Background:**

School Board Policy 701.1, Modification of School District Budget, is a new policy as recommended by our auditor. This policy has been reviewed by the School Board Policy Committee, had a first reading in November, and is recommended for a second reading. The provisions of this policy substantially reflect the requirements of Minnesota Statutes.

**RECOMMENDATION:** Approve School Board Policy 701.1, Modification of School District Budget, as recommended.

## New Policy

Adopted: \_\_\_\_\_

Revised: \_\_\_\_\_

### **701.1 MODIFICATION OF SCHOOL DISTRICT BUDGET**

#### **I. PURPOSE**

The purpose of this policy is to establish procedures for the modification of the school district's adopted revenue and expenditure budgets.

#### **II. GENERAL STATEMENT OF POLICY**

It is the policy of this school district to modify its revenue and expenditure budgets in accordance with the applicable provisions of law.

#### **III. REQUIREMENT**

- A. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.
- B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision. A school board member may also propose modifications on that board member's own motion, provided, however, the school board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.
- C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.
- D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

## New Policy

***Legal References:*** Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)  
Minn. Stat. § 126C.23 (Allocation of General Education Revenue)

***Cross References:*** WBLASD Policy 701 (Establishment and Adoption of School District Budget)  
MSBA Service Manual, Chapter 7, Education Funding

AGENDA ITEM: **School Board Policy 702, Accounting**  
MEETING DATE: **December 10, 2012**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Pete Willcoxon, Sr., Executive Director of  
Business Services**

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**Background:**

School Board Policy 702, Accounting, has been reviewed by the School Board Policy Committee, had a first reading in November, and is recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

**RECOMMENDATION:** Approve School Board Policy 701.1, Modification of School District Budget, as recommended.

*Adopted: April 28, 1997*  
*Revised: August 25, 2003*  
*Revised: November 8, 2007*

*White Bear Lake Area  
School Board Policy 702*

## **702 ACCOUNTING**

### **I. PURPOSE**

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts provided for in guidelines adopted by the Minnesota Department of Education.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

### **III. MAINTENANCE OF BOOKS AND ACCOUNTS**

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education, and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

### **IV. PERMANENT FUND TRANSFERS**

Unless otherwise authorized pursuant to Minn. Stat. § ~~121.912~~ 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minn. Stat. § ~~121.912~~ 123B.79, as amended, or other applicable statute.

### **V. REPORTING**

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in Minn. Stat. § 123B.10 in the manner specified therein.

**Legal References:** Minn. Stat. § 123B.02 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.10 (Publication of Financial Information)  
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)  
Minn. Stat. § 123B.75 (Revenue)  
Minn. Stat. § 123B.76 (Expenditures)  
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)  
Minn. Stat. § 123B.78 (Cash Flow, Revenues, Borrowing Deficits)  
Minn. Stat. § 123B.79 (Permanent Fund Transfers)

Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

***Cross References:*** WBLASB Policy 703 (Annual Audit)  
MSBA Service Manual, Chapter 7, Education Funding

AGENDA ITEM: **School Board Policy 703, Annual Audit**

MEETING DATE: **December 10, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

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**Background:**

School Board Policy 703, Annual Audit, has been reviewed by the School Board Policy Committee, had a first reading in November, and is recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

**RECOMMENDATION:** Approve School Board Policy 703, Annual Audit, as recommended.

Adopted: April 28, 1997  
Revised: August 27, 2001

White Bear Lake Area  
School Board Policy 703

### **703 ANNUAL AUDIT**

#### **I. PURPOSE**

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

#### **II. GENERAL STATEMENT OF POLICY**

It is the policy of this school district to comply with all laws relating to the annual audit of the books and records of the school district.

#### **III. REQUIREMENT**

- A. The school board shall appoint independent certified public accountants to audit, examine and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and staff shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit its unaudited financial ~~statements~~ data for the preceding year to the Commissioner for the Department of ~~Children, Families, and Learning (the Commissioner)~~ Education ~~in the manner~~ on forms prescribed by the Commissioner. The report shall also include those items required by Minn. Stat. § ~~123B.143~~ 123B.14 Subd. 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited ~~statement~~ data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.
- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance Guide issued by the Office of the State Auditor.

- F. The school board must ~~accept~~ approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. Ch. 6.

**Legal References:** Minn. Stat. Ch. 6 (State Auditor)  
Minn. Stat. § ~~423.35~~ 123B.02 (School District Powers)  
Minn. Stat. § ~~423.33~~ 123B.09 (School Board Powers)  
Minn. Stat. § ~~423.34~~ 123B.14 Subd. 8 7 (Duties of School Board Clerk)  
Minn. Stat. § 123B.77, Subds. 2 and 3 (Audited Financial Statements; Statement for Comparison and Correction)

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