

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

January 14, 2013

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: Michael J. Lovett
Superintendent of Schools

Date: January 4, 2013

A meeting of the White Bear Lake Area School Board will be held on **Monday, January 14, 2013** at 7:00 p.m. in Community 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. Reorganization of the School Board
5. Approve Agenda
6. Consent Agenda
 - a) Approval of Minutes
 - b) Payment of Invoices
 - c) Correspondence
 - d) Acceptance of Gifts
 - e) Approve Field Trips
 - f) Human Resources Items

B. PUBLIC FORUM

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open 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 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. 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 contact 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. Energy Star Rating
2. Recognition for Partnership with Tamarack Nature Center
3. Welcome to White Bear Week
4. Superintendent's Report

D. DISCUSSION ITEMS

1. First Reading of Policy 495, Leave of Absence Policy
2. First Reading of Policy 533, Wellness
3. Update on Planning For An Orchestra Program

E. OPERATIONAL ITEMS

1. 2013 School Board Operating Procedures
2. School Board Members' Compensation for 2013
3. Appointment of Representative to the Northeast Metro 916 Intermediate School District's Board
4. Appointment of Representative to the East Metro Integration District 6067
5. 2013 School Board Committee Assignments
6. Official Depositories for the School District Funds and Authorized Bank Accounts And Signatures
7. Official Publication for the School District for 2013
8. Action on Appointment of Compliance Officers
9. Action on Local Education Agency Authorization
10. Action on Designation of Legal Counsel

11. Action on Elementary Gifted and Talented Program Review Recommendations
12. Action on Anoka County Elections Joint Powers Agreement
13. Second Reading of Policy 516, Student Medication
14. Second Reading of Policy 518, DNR-DNI Orders
15. Second Reading of Policy 521, Student Disability Nondiscrimination
16. Second Reading of Policy 530, Immunization Requirements, and Form

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Reorganization of the School Board**

MEETING DATE: **January 14, 2013**

SUGGESTED DISPOSITION: **Procedural Item**

CONTACT PERSON(S): **School Board Chair**

BACKGROUND:

Lori Swanson will facilitate the selection of Board Chair. The elected Board chair will then facilitate the selection of Vice-Chair, Clerk, and Treasurer for 2013.

The new officers must be nominated and elected:

- a. Chair Nominations are now in order for the office of chair.

Board member _____ nominate _____

Voice Vote: _____

- b. Vice-Chair Nominations are now in order for the office of vice-chair.

Board member _____ nominate _____

Voice Vote: _____

- c. Clerk Nominations are now in order for the office of clerk.

Board member _____ nominate _____

Voice Vote: _____

- d. Treasurer Nominations are now in order for the office of treasurer.

Board member _____ nominate _____

Voice Vote: _____

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **January 14, 2013**
SUGGESTED DISPOSITION: **Procedural Items**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

Consent Agenda

- a) Approval of Minutes
- b) Payment of Invoices
- c) Correspondence
- d) Acceptance of Gifts
- e) Field Trip Request(s)
- f) Human Resources Items

RECOMMENDATION:

Approve the items listed on the Consent Agenda.

AGENDA ITEM: **School Board Minutes**
MEETING DATE: **January 14, 2013**
SUGGESTED DISPOSITION: **Consent Agenda**
CONTACT PERSON(S): **Cathy Storey, School Board Clerk**

Background:

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

Recommendation: Approve the minutes.

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

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

A. PROCEDURAL ITEM

- 1 Chair Swanson called the meeting to order at 7:02 p.m.
- 2 Roll Call- Present: **Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey**
Ex-Officio: Lovett
Cabinet: Present – Daniels, Guenther, Law, Willcoxon
- 3 Pledge of Allegiance
- 4 Hiniker moved, Newberg seconded to approve the agenda with the modification of tabling Item E5 until a later date. **Voice vote: all ayes. Motion carried.**
- 5 Chapman moved, Storey seconded to approve the consent agenda consisting of:
 - approval of minutes of regular meeting on November 12, and work-study session on November 26;
 - 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 - 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
- **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
- **New Personnel - Certified Staff**
- Ann Bergmann Ewing – SPED Teacher, Sunrise Middle School
BA+60, Step 12 \$36,485.40
Effective Date: 12/12/2012
- **Long Term Substitutes - Certified Staff**
- 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>Pay</u>
Head Coach (step 3)	Jon Hurt	\$3,090
Asst Coach (step 3)	Nate Hunstiger	\$2,163

Boys Basketball

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

Girls Basketball

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

Danceline-Winter

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

Boys Hockey

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

Girls Hockey

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

Gymnastics

Head Coach (step 3)	Stefani Neubeck	\$5,577
Asst Coach (step 3)	Jamie Nash	\$3,904
Asst Coach (step 3)	Jennifer Muras (.75)	\$2,928
Asst Coach (step 1) (SAA)	Kendra Klein	\$1,757

Alpine Ski

Head Coach (step 3)	Fred Feirn	\$5,562
Asst Coach (step 3)	Tony Walfoort	\$3,893

Nordic Ski

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

Boys Swim Team

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

Wrestling

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

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

- B. PUBLIC FORUM** – George Hill, community member from White Bear Lake, spoke on the J. Stanley and Doris Hill Legacy Award . The award was created to acknowledge each year an area citizen who emulates the volunteering spirit of both Stan and Doris Hill. The award is co-sponsored by the White Bear Lake Area Educational Foundation (WBLAEF), Mahtomedi Area Educational Foundation and Century College Foundation. Nomination forms are available on the WBLAEF website.

C. INFORMATION ITEMS

1. Introduction of Exchange Teacher from Hangzhou Foreign Languages School – Jin Zhuang (Stephanie), our fifth exchange teacher from Hangzhou Foreign Languages School in China, presented an overview of her work here in the White Bear Lake Area School District along with her experiences living in the community.
2. Superintendent's Report – Dr. Lovett reported on the following:
 - Prior to tonight's Board meeting the following students and their mentor/coaches were recognized: White Bear Lake Area High School (WBLAHS) Bowling Team who participated in the State Tournament; our Mountain Bike varsity team member, our AP Scholars, AP Scholars with Honor and AP Scholars with Distinction along with our Commended National Merit Students. Congratulations to all!
 - Teacher of the Year nomination forms are now available on the District website.
 - Registration materials for the 2013-14 School Year will soon be available on the District website and in hard copy. Registration for many courses and programming will begin in January.
 - Weather related protocol is available on the District website. Weather related announcements are available as needed on the District website, via a voicemail message to parents, on our designated hotline as well as in the media. Special thanks

to our bus drivers and staff for helping to make today a smooth day considering the weather related issues at hand.

Frankie Rossini, our Student Board Representative, reported that there is a shoe drive underway at South Campus and winter sports are off to a great start. She encouraged all to come and watch.

D. DISCUSSION ITEMS

1. Presentation of Information Relating to the Truth in Taxation Hearing Requirements - Legislative changes have eliminated the requirement for school districts to conduct the Truth-in-Taxation Hearing as a separate hearing. Pete Willcoxon, Executive Director of Business Services, presented Truth-in-Taxation information as a part of this Board meeting.
2. Open Forum for Public Input on Truth-in-Taxation Presentation – No one spoke at the Open Forum.
3. Audit Report June 30, 2012 - Pete Willcoxon introduced Jim Eichten of MMRK Certified Public Accountants, who presented the results of our audit for the year ending June 30, 2012. A detailed presentation was provided to the Finance Committee on November 15, 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
The changes recommended in the above policies are consistent with those recommended by the Minnesota School Boards Association (MSBA), and clarifications recommended by the Policy Committee. The above policies will be placed on the January 14 School Board or subsequent meeting agenda as an operational item for action.

E. OPERATIONAL ITEMS

1. Newberg motioned and Chapman seconded to approve action on Phase II of Elementary World Language Program. **Roll call vote: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey; nays – none; motion carried.**
2. Storey motioned and Hiniker seconded to approve action on District Technology Plan for 2013-2015. **Roll call vote: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey; nays – none; motion carried.**
3. Hiniker motioned and Kimball seconded to accept the audit for the fiscal year ending June 30, 2012. **Roll call vote: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey; nays – none; motion carried.**
4. Newberg motioned and Shevik seconded to certify the 2012 Payable 2013 Property Tax Levy in the amount of \$34,897,229.92. **Roll call vote: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey; nays – none; motion carried.**
5. Approve the resolution to obtain Commercial Card Account With Commerce Bank – this item was tabled to a later meeting date.
6. Chapman motioned and Storey seconded to accept the proposal from Hoisington Koegler

Group to do an Athletic Facilities Needs Analysis. **Roll call vote: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik, Storey; nays – none; motion carried.**

7. Second Reading of School Board Policy Policy 205, 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

Kimball motioned and Kimball seconded to approve these policies as recommended by the administration. **Roll call vote: Swanson, Chapman, Hiniker, Kimball, Newberg, Shevik; nays – none. Motion carried.**

- F. BOARD FORUM** – Newberg congratulated our AP Scholars and spoke to her personal experience being the parent of student who took many AP courses and will now graduate early from college thereby saving a significant amount in tuition. Kimball recognized and thanked those who are retiring mid-year. Swanson advised that the WBLAEF Holiday Angels program is now underway. Information may be found on the WBLAEF website. The White Bear Lake Area Foodshelf has a backpack food program for our District families in need that provides for week-end meals. Additional information may be found on the Foodshelf website. Swanson also recognized and thanked Pete Willcoxon who has announced his retirement.
- G. ADJOURNMENT** - Newberg motioned; Kimball seconded to adjourn the meeting at 8:34 p.m. **Voice vote: All ayes. Motion carried.**

Submitted by: Cathy Storey, Clerk

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

A special work-study session of the White Bear Lake Area School Board was held on Monday, January 7, 2013 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 5:30 p.m.
2. Roll Call – Present: Chapman, Hiniker, Kimball, Newberg, Shevik, Storey, Swanson

Ex-Officio: Lovett
Cabinet: Present – Daniels, Law, Guenther, Picha, Willcoxon

B. DISCUSSION ITEM

1. Review revised recommendations to begin an orchestra program, beginning in 2013-14 – Lisa Switzer, Curriculum and Program Development Coordinator and Shannon Anderson and Jeremy Rockford, high school band teachers, presented an overview of a revised proposal to implement an orchestra program in 2013-14. Pete Willcoxon, Executive Director of Business Services, presented possible funding options to support the implementation.

- C. ADJOURNMENT** - Shevik motioned; Chapman seconded to adjourn the meeting at 7:05 p.m. **Voice vote: All ayes. Motion carried.**

Submitted by: Cathy Storey, Clerk

AGENDA ITEM: **Monthly Check Registers**
MEETING DATE: **January 14, 2013**
SUGGESTED DISPOSITION: **Consent Agenda**
CONTACT PERSON(S): **Pete Willcoxon Sr., Executive Director of Business Services**
Mary Vaske, Accountant

Background:

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

Recommendation:

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

White Bear Lake Area Schools

Electronic Transfers - December

	<u>12/14/2012</u>	<u>12/31/2012</u>
Direct Deposit 342219-343598	1,615,069.55	
U.S. Treasury (FICA, Medicare, withholding)	536,875.29	
MN State Income Tax	96,967.34	
PERA	91,310.66	
TRA	230,118.58	
ING	3,833.69	
American Funds	64,876.66	
White Bear Lake Teacher's Association	32,742.37	
Direct Deposit 343599-344989		1,646,682.26
U.S. Treasury (FICA, Medicare, withholding)		541,428.75
MN State Income Tax		98,381.44
PERA		92,195.34
TRA		230,867.00
ING		3,833.63
American Funds		64,876.66
White Bear Lake Teacher's Association		32,818.36
Extended Day Dues		642.00

Check Summary
Payroll

Check Nbr	Vendor Name	Check Date	Check Amount
37337	AIG	12/10/2012	5,317.50
37338	AMERICAN UNITED LIFE	12/10/2012	51,258.59
37339	AMERIPRISE FINANCIAL SERVICES	12/10/2012	10,267.97
37340	AXA EQUITABLE	12/10/2012	28,972.59
37341	COPY IMAGES INC	12/10/2012	644.88
37342	EDUCATION MN ESI BILLING TRUST	12/10/2012	17,277.11
37343	EDUCATIONAL RESEARCH AND DEV	12/10/2012	25,599.80
37344	GREATAMERICA LEASING CORP	12/10/2012	832.47
37345	GURSTEL CHARGO ATTORNEYS AT LA	12/10/2012	448.00
37346	IUOE LOCAL 70	12/10/2012	2,135.01
37347	MESSERLI & KRAMER PA	12/10/2012	438.75
37348	METROPOLITAN LIFE	12/10/2012	3,578.12
37349	MN CHILD SUPPORT	12/10/2012	1,665.91
37350	MN DEPT OF REVENUE	12/10/2012	61.00
37351	PITNEY BOWES PURCHASE POWER	12/10/2012	107.99
37352	SAM'S CLUB/GEMB	12/10/2012	153.24
37353	SCHOOL SERVICE EMPLOYEES	12/10/2012	5,607.84
37354	US DEPT OF EDUCATION	12/10/2012	350.64
37355	VANGUARD SMALL BUSINESS SERVIC	12/10/2012	20,282.16
37356	WBLA EDUCATIONAL FOUNDATION	12/10/2012	100.00
20	Computer	Check(s) For a Total of	175,099.57

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	20	Computer	Checks For a Total of	175,099.57
Total For	20	Manual, Wire Tran, ACH & Computer Checks		175,099.57
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		175,099.57

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WHITE BEAR LAKE MN IDS #624

11:12 AM

12/10/12

Check Summary

PAGE: 1

ACH

Check Nbr	Vendor Name	Check Date	Check Amount
121300003	VASKE, MARY M	12/10/2012	750.00
1	ACH	Check(s) For a Total of	750.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	1	ACH	Checks For a Total of	750.00
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH &	Computer Checks	750.00
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		750.00

Check Nbr	Vendor Name	Check Date	Check Amount
37357	A-1 HYDRAULIC SALES & SERVICE	12/13/2012	51.74
37358	AARP DRIVER SAFETY PROGRAM	12/13/2012	374.00
37359	AARP DRIVER SAFETY PROGRAM	12/13/2012	118.00
37360	ABBOTT PAINT & CARPET INC	12/13/2012	128.46
37361	ACCESS COMMUNICATIONS INC	12/13/2012	1,509.51
37362	ADAMS, BRIAN	12/13/2012	65.00
37363	ADRENALINE FUNDRAISING	12/13/2012	19.20
37364	Vendor Continued Check	12/13/2012	0.00
37365	AEP CONNECTIONS	12/13/2012	350.00
37366	AGROPUR INC	12/13/2012	22,963.25
37367	ALBINDIA, TOM	12/13/2012	133.00
37368	ALLEN, STEVEN H	12/13/2012	375.00
37369	ALLISON, DAVID BRUCE	12/13/2012	350.28
37370	AMERICAN MESSAGING	12/13/2012	135.76
37371	AMERIPRIDE SERVICES	12/13/2012	813.48
37372	AMI/USA	12/13/2012	1,110.00
37373	ANDERSON, BARCLAY H	12/13/2012	29.75
37374	ANDERSON, KRISTINA	12/13/2012	65.00
37375	ANDERSON, MARGARET ANN	12/13/2012	141.53
37376	ANDERSON, PATRICIA	12/13/2012	50.57
37377	ANDERSON, TONY J	12/13/2012	73.00
37378	ANDRES, MICHAEL D	12/13/2012	65.00
37379	ANOKA HIGH SCHOOL	12/13/2012	200.00
37380	ANORVE, ANTONIO	12/13/2012	5.00
37381	ANTRIM, LAURA	12/13/2012	7.90
37382	AMERICAN OCCUPATIONAL THERAPY	12/13/2012	225.00
37383	APPLE COMPUTER INC	12/13/2012	499.00
37384	APPLIED ENVIRONMENTAL SCI INC	12/13/2012	775.50
37385	ARENA SYSTEMS	12/13/2012	1,890.00
37386	ARMSTRONG, DOUG	12/13/2012	102.00
37387	AT & T MOBILITY	12/13/2012	1,084.37
37388	AUDIO ENHANCEMENT	12/13/2012	2,238.00
37389	AUTISM SOCIETY OF MINNESOTA	12/13/2012	710.00
37390	AUTO TECH SPECIALISTS INC	12/13/2012	454.00
37391	AVON BUSINESS FORMS & PROMOTIO	12/13/2012	59.85
37392	AYDT, CHARLES M	12/13/2012	74.00
37393	BALZER, NATE	12/13/2012	73.00
37394	BARLOW, AARON	12/13/2012	111.00
37395	BARNHART PERCUSSION SERVICES	12/13/2012	146.00
37396	BARNITT, JUDITH	12/13/2012	62.04
37397	BARTHOLD	12/13/2012	1,471.50
37398	BATENHORST, LYNSEY K	12/13/2012	263.63
37399	BATTERIES PLUS	12/13/2012	95.93
37400	BECKERS, MARK J	12/13/2012	59.95
37401	BELL, ARYN E	12/13/2012	74.00
37402	Vendor Continued Check	12/13/2012	0.00
37403	BENCHMARK EDUCATION COMPANY	12/13/2012	55,112.00
37404	BENDEL, BETTY	12/13/2012	13.17
37405	BERENDS, KURT	12/13/2012	20.00
37406	BERRY BLENDZ - EDEN PRAIRIE	12/13/2012	952.50

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37407	BEST BUY BUSINESS ADVANTAGE AC	12/13/2012	3,598.13
37408	BLB CONSULTING LLC	12/13/2012	1,620.00
37409	BLIN, JOHN	12/13/2012	73.00
37410	BLOOD, DOUG	12/13/2012	158.00
37411	BLUE BELL ENTERPRISES INC	12/13/2012	6,008.79
37412	BLUMENTHAL, JODEL A	12/13/2012	37.77
37413	BOND, JENNIFER A	12/13/2012	55.49
37414	BOSCH, DONALD	12/13/2012	100.00
37415	BOWMAN, DON	12/13/2012	73.00
37416	BRAATEN, MICHEL	12/13/2012	33.15
37417	BRADLEY, LYDIA	12/13/2012	97.41
37418	BRAINPOP	12/13/2012	1,650.00
37419	BRAMSCHER, JUDEE	12/13/2012	53.50
37420	BRAUN, GAYLE M	12/13/2012	30.60
37421	BROWN, DIANNE	12/13/2012	21.25
37422	BRYAN ROCK PRODUCTS	12/13/2012	2,573.85
37423	BUCK, MATTHEW	12/13/2012	142.00
37424	BUREAU OF EDUCATION & RESEARCH	12/13/2012	665.00
37425	CAPOCASA, KEVIN M	12/13/2012	76.00
37426	CAREY, MARK	12/13/2012	79.00
37427	CARTRIDGES DIRECT	12/13/2012	82.99
37428	CCP INDUSTRIES INC	12/13/2012	286.00
37429	CDW GOVERNMENT INC	12/13/2012	2,549.68
37430	CHERMAK, COLLEEN	12/13/2012	75.20
37431	CHILDREN'S HEALTH MARKET INC	12/13/2012	927.85
37432	CLARK, CINDY	12/13/2012	225.25
37433	CLASSROOMDIRECT	12/13/2012	216.86
37434	COCA-COLA BOTTLING MIDWEST CO	12/13/2012	2,318.36
37435	CODY, SHANE T	12/13/2012	26.53
37436	COLBERT, CHELSEY L	12/13/2012	108.79
37437	THE COLLEGE BOARD	12/13/2012	220.00
37438	COMCAST	12/13/2012	40.95
37439	COMCAST	12/13/2012	5.27
37440	COMMERICAL KITCHEN SERVICES	12/13/2012	4,887.00
37441	CONNECTIONS HOUSING	12/13/2012	2,463.52
37442	CONNEY SAFETY	12/13/2012	376.92
37443	CONSTANTINE DANCE CLASSES	12/13/2012	891.80
37444	CONTINENTAL CLAY CO	12/13/2012	1,878.06
37445	CONTINENTAL RESEARCH CORP	12/13/2012	992.49
37446	COPY IMAGES INC	12/13/2012	5,184.80
37447	Vendor Continued Check	12/13/2012	0.00
37448	COPY IMAGES INC	12/13/2012	1,307.18
37449	CRAGUNS LODGE AND CONF CTR	12/13/2012	1,707.00
37450	CUB FOODS OF WHITE BEAR TWSHP	12/13/2012	935.76
37451	CUB FOODS OF WOODBURY	12/13/2012	394.03
37452	CULLEN, CRAIG J	12/13/2012	55.00
37453	CUMMINS NPOWER LLC	12/13/2012	177.62
37454	CUMMINS, KARLA LAUERMAN	12/13/2012	37.77
37455	CURRICULUM ASSOCIATES LLC	12/13/2012	130.47
37456	CURTIS, SUSIE	12/13/2012	65.00

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37457	DAHLEM, TERESA	12/13/2012	250.31
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37460	DALCO CORPORATION	12/13/2012	8,755.51
37461	DANIELSON, BILL	12/13/2012	76.00
37462	DANIELS, KATHLEEN S	12/13/2012	765.46
37463	DAROSA, JAMES	12/13/2012	65.00
37464	DARR, SHELLY M	12/13/2012	79.88
37465	DARTS VMS INC	12/13/2012	2,072.98
37466	DAVY, MARY	12/13/2012	93.80
37467	DECKER, STEPHEN R	12/13/2012	25.01
37468	DEJARLAIS, MARILYN	12/13/2012	250.72
37469	DELL MARKETING LP	12/13/2012	9,369.26
37470	DELTA EDUCATION	12/13/2012	286.10
37471	DENNE, MICHAEL	12/13/2012	65.00
37472	DESTACHE, DANIEL JAMES	12/13/2012	39.96
37473	DEUEL, LYN	12/13/2012	45.00
37474	DEX MEDIA EAST INC	12/13/2012	132.15
37475	DH IT CONSULTING LLC	12/13/2012	1,838.75
37476	DIVERSIFIED SNACK DISTRIBUTION	12/13/2012	3,194.60
37477	DOEBLER, DAYNE WD	12/13/2012	214.23
37478	DOLLAR TREE	12/13/2012	75.00
37479	DOMEIER, MARILYN	12/13/2012	72.30
37480	DOMINOS PIZZA	12/13/2012	90.00
37481	DONATELLI'S	12/13/2012	851.93
37482	DOOR SERVICE COMPANY	12/13/2012	215.00
37483	DSA	12/13/2012	2,800.00
37484	DUFFY, JEAN	12/13/2012	52.70
37485	DWALLIBEE, BETH	12/13/2012	65.00
37486	DYMIT, MARIE S	12/13/2012	94.91
37487	EARLY, SHERRY	12/13/2012	158.26
37488	EFFERTZ, CAROL R	12/13/2012	25.56
37489	ELLIOTT, SUSANNA K	12/13/2012	223.13
37490	EMC PUBLISHING	12/13/2012	208.96
37491	ENGSTRAN, PAUL A	12/13/2012	40.00
37492	ENTERTAINMENT PUBLICATIONS LLC	12/13/2012	1,050.00
37493	ETC PUBLICATIONS LLC	12/13/2012	105.00
37494	EVANS, JOHN	12/13/2012	700.00
37495	FAIRVIEW	12/13/2012	7,100.00
37496	FALVEY, KAY	12/13/2012	124.95
37497	FASTENAL COMPANY	12/13/2012	250.91
37498	FERRELLGAS	12/13/2012	190.96
37499	FESTIVAL FOODS-KNOWLAN'S	12/13/2012	510.47
37500	FINK, AVIS A	12/13/2012	449.88
37501	Vendor Continued Check	12/13/2012	0.00
37502	FIRST STUDENT INC	12/13/2012	181,107.83
37503	FISHER, PHILLIP E	12/13/2012	563.48
37504	FITCH, KATHLEEN K	12/13/2012	525.07
37505	FLEETPRIDE	12/13/2012	89.16
37506	FLINN SCIENTIFIC INC	12/13/2012	95.58

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37507	THE FLORAL TRUNK	12/13/2012	47.00
37508	FORCIER, ELSIE	12/13/2012	91.57
37509	FRATTALONES HARDWARE STORES	12/13/2012	939.24
37510	FULLER, DONNA	12/13/2012	122.40
37511	G&K SERVICES	12/13/2012	778.18
37512	GAMBONI, RICHARD A	12/13/2012	244.99
37513	GARVEY, PATRICIA	12/13/2012	34.15
37514	GECKO MICROSOLUTIONS	12/13/2012	570.00
37515	GENERAL PARTS LLC	12/13/2012	1,541.07
37516	GENERAL INDUSTRIAL SUPPLY CO	12/13/2012	233.52
37517	GERTENS	12/13/2012	4,844.11
37518	GLENN, JERILYN	12/13/2012	76.00
37519	GOLDCOM INC	12/13/2012	211.27
37520	GOOGLE INC	12/13/2012	290.58
37521	GOOGLE INC	12/13/2012	19,160.00
37522	GOPHER	12/13/2012	536.45
37523	GOVT FINANCE OFFICERS ASSOC	12/13/2012	280.00
37524	GRAFFIC TRAFFIC LLC	12/13/2012	3,774.00
37525	Vendor Continued Check	12/13/2012	0.00
37526	GRAINGER	12/13/2012	2,482.09
37527	GRANDMA'S BAKERY INC	12/13/2012	90.45
37528	GRAPHIC OPTIONS LLC	12/13/2012	1,105.00
37529	GREAT AMERICAN OPPORTUNITIES I	12/13/2012	213.25
37530	GREAT LAKES SPORTS	12/13/2012	287.49
37531	GREATAMERICA LEASING CORP	12/13/2012	112.99
37532	GREEN, BARBARA J	12/13/2012	226.49
37533	Vendor Continued Check	12/13/2012	0.00
37534	GROTH MUSIC CO	12/13/2012	670.11
37535	GRUNEWALD, CHAD	12/13/2012	65.00
37536	GRUPP, ROGER	12/13/2012	1,000.00
37537	GTM SPORTSWEAR	12/13/2012	719.00
37538	GULLICK, DANIEL E	12/13/2012	159.84
37539	HAAG, LOIS	12/13/2012	114.14
37540	HAAS MUSICAL INSTRUMENT REPAIR	12/13/2012	178.00
37541	HALLBERG ENGINEERING INC	12/13/2012	20,760.00
37542	HANKE, KATE J	12/13/2012	65.00
37543	HANKINS, RYAN	12/13/2012	90.00
37544	HANRAHAN, ALICIA	12/13/2012	133.00
37545	HANSON, DONNA	12/13/2012	162.35
37546	HANSON, MARILYN LOUCKS	12/13/2012	80.00
37547	HARRIS, JOSEPH W	12/13/2012	133.00
37548	HATLING, KRISTIN A	12/13/2012	65.04
37549	HAY, MARJORIE P	12/13/2012	53.22
37550	HAZELDEN	12/13/2012	2,200.00
37551	HEADSETS.COM INC	12/13/2012	197.70
37552	HEALY, JASON CHARLES	12/13/2012	146.80
37553	HENK, STACI	12/13/2012	27.60
37554	HERC-U-LIFT	12/13/2012	1,073.50
37555	HERMANN, TIMOTHY J	12/13/2012	78.76
37556	HIGGINS, SHEILA J	12/13/2012	247.86

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37557	HILLYARD INC MINNEAPOLIS	12/13/2012	333.45
37558	HINZE, DAVID	12/13/2012	25.00
37559	HINZE, MELISSA	12/13/2012	65.00
37560	HISDAHL INC	12/13/2012	174.00
37561	HOFFMAN, JOAN	12/13/2012	15.71
37562	Vendor Continued Check	12/13/2012	0.00
37563	Vendor Continued Check	12/13/2012	0.00
37564	Vendor Continued Check	12/13/2012	0.00
37565	HOGLUND BUS AND TRUCK CO	12/13/2012	3,038.40
37566	HOME DEPOT CREDIT SERVICES	12/13/2012	166.54
37567	HOOK, JACKIE M	12/13/2012	207.00
37568	HORN, BARBARA	12/13/2012	148.29
37569	HOUGHTON MIFFLIN HARCOURT	12/13/2012	524.82
37570	HOWARD, JOAN A	12/13/2012	57.80
37571	HRONSKI, BRIAN	12/13/2012	110.00
37572	HSC WORKSHOPS	12/13/2012	1,182.00
37573	HUELLER, MICHELLE M	12/13/2012	12.78
37574	HUGO EQUIPMENT CO	12/13/2012	219.22
37575	IDC AUTOMATIC	12/13/2012	158.66
37576	Vendor Continued Check	12/13/2012	0.00
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37581	Vendor Continued Check	12/13/2012	0.00
37582	IFD	12/13/2012	145,481.70
37583	IMMEL, COLLEEN MARIE	12/13/2012	88.00
37584	INDIANA DEV TRAINING CTR OF LA	12/13/2012	3,107.80
37585	INTEGRA TELECOM	12/13/2012	319.02
37586	INTERSTATE POWERSYSTEMS	12/13/2012	3,378.63
37587	IRGENS, LINDA S	12/13/2012	44.74
37588	ISD #270 HOPKINS SCHOOL DISTRI	12/13/2012	25.00
37589	IVEY, JEFFREY D	12/13/2012	86.31
37590	JACOBS, HEATHER A	12/13/2012	586.64
37591	JACOBS, LISA L	12/13/2012	31.64
37592	JEANNIE BURLOWSKI CONSULTING	12/13/2012	1,780.80
37593	JESKE-WALFOORT, KIMBERLY A	12/13/2012	46.66
37594	JIMMY JOHNS	12/13/2012	234.03
37595	JOHN DEERE FINANCIAL	12/13/2012	56.12
37596	JOHNSON, AMY J	12/13/2012	101.57
37597	JOHNSON, JUDITH ANN	12/13/2012	251.00
37598	JOHNSON, KIMBERLY	12/13/2012	10.00
37599	JOHNSON, KIRK W	12/13/2012	97.90
37600	JOHNSON CONTROLS INC	12/13/2012	2,277.65
37601	JOHNSON CONTROLS INC	12/13/2012	465.10
37602	JOHNSTONE, PAMELA M	12/13/2012	25.01
37603	JONES, DENISE	12/13/2012	65.00
37604	JONES, STEVEN W	12/13/2012	76.00
37605	JUNIOR LIBRARY GUILD	12/13/2012	342.00
37606	JUREK, SHELLY	12/13/2012	153.00

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37607	JUST TWO BIKES	12/13/2012	35.30
37608	K PEARSON MECHANICAL LLC	12/13/2012	2,825.85
37609	K12 TRANSPORTATION MGMT SERVIC	12/13/2012	45,825.13
37610	KAISER, PHYLLIS	12/13/2012	113.89
37611	KELLEY, DEBRA K	12/13/2012	152.36
37612	KELVIN LP	12/13/2012	104.40
37613	KENNEDY SCALES INC	12/13/2012	340.86
37614	KIMBALL MIDWEST	12/13/2012	556.54
37615	KITTS, HARRY	12/13/2012	260.10
37616	KLATT, TARA M	12/13/2012	104.20
37617	KLINGSPORN, TODD	12/13/2012	73.00
37618	KNUTSON FLYNN & DEANS PA	12/13/2012	647.50
37619	KOVACICH, DANIEL KRAIG	12/13/2012	500.00
37620	KRAMLINGER, TRACEY A	12/13/2012	43.25
37621	KRIVANEK, TAYLOR	12/13/2012	25.00
37622	KUISLE, RICHARD	12/13/2012	102.00
37623	L'ALLIER CONCRETE INC	12/13/2012	1,150.00
37624	LAKELAND DOOR AND CONTRACTING	12/13/2012	1,065.00
37625	LAKESHORE LEARNING MATERIALS	12/13/2012	89.90
37626	LALILBERTE, DAMON	12/13/2012	73.00
37627	LAMMINEN, JERIMIE	12/13/2012	65.00
37628	LANDS BEST FOODS	12/13/2012	3,296.85
37629	LANGER, JESSE	12/13/2012	111.00
37630	LANGEVIN, JOE	12/13/2012	73.00
37631	LANGUAGE LINE SERVICES	12/13/2012	154.24
37632	LANO EQUIPMENT INC	12/13/2012	332.61
37633	LARSEN, GARY SCOTT	12/13/2012	76.00
37634	LAU, LAI F	12/13/2012	102.68
37635	LAW, DAVID W	12/13/2012	578.15
37636	LEARNING A-Z	12/13/2012	293.80
37637	LEVINE, ANNE E	12/13/2012	158.44
37638	LICK, DANIEL J	12/13/2012	76.00
37639	LIND, HELEN LOUISE	12/13/2012	25.01
37640	LOEGERING, ARNITA	12/13/2012	13.15
37641	LOOSBROCK, DANIEL	12/13/2012	142.00
37642	LOVETT, MICHAEL J	12/13/2012	130.00
37643	MAILFINANCE INC	12/13/2012	445.71
37644	MARSH, KATHERINE M	12/13/2012	62.44
37645	MARSHALL, MICHAEL K	12/13/2012	75.00
37646	MASA JOBSITE	12/13/2012	1,150.00
37647	MASLOWSKI, SUZANNE	12/13/2012	13.60
37648	MASSO, JEREMY	12/13/2012	65.00
37649	MN ASSOC OF SECONDARY SCHOOL P	12/13/2012	360.00
37650	MATHEMATICAL OLYMPIADS	12/13/2012	99.00
37651	MATHIESON, SARA	12/13/2012	98.60
37652	MATTLIN, ANDRIA	12/13/2012	140.00
37653	MAUER, TOM	12/13/2012	73.00
37654	MCCHESNEY, D PAT	12/13/2012	46.70
37655	MCDONALD, MARIE	12/13/2012	347.63
37656	MCGOURTY, LESLIE R	12/13/2012	49.95

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37657	MCMAHON, MARGARET A	12/13/2012	423.70
37658	MCPHILLIPS BROS ROOFING CO	12/13/2012	24,100.00
37659	MEDCO SUPPLY CO	12/13/2012	696.55
37660	MENZIES, DEBBIE	12/13/2012	39.90
37661	METRO ECSU	12/13/2012	100.00
37662	MICKELSON, DANIELLE M	12/13/2012	444.00
37663	MID CITY SERVICES - INDUSTRIAL	12/13/2012	1,816.57
37664	MILLIGAN, THERESA J	12/13/2012	206.55
37665	MILLS, LEIGH R	12/13/2012	7.49
37666	MINADAKIS, CARRINGTON	12/13/2012	49.00
37667	MINVALCO INC	12/13/2012	1,622.64
37668	MISGEN, MARK A	12/13/2012	284.45
37669	MN MUSIC EDUCATORS ASSOC	12/13/2012	110.00
37670	MN BOARD OF SCHOOL ADMINISTRAT	12/13/2012	32.50
37671	MN DEPT OF HUMAN SERVICES	12/13/2012	220.00
37672	MN SWORD PLAY	12/13/2012	240.00
37673	MN SCHOOL AGE CARE ALLIANCE	12/13/2012	525.00
37674	MOREN, THOMAS	12/13/2012	71.40
37675	MURPHY, LYNNE	12/13/2012	300.00
37676	NAC MECHANICAL & ELECTRICAL SE	12/13/2012	7,849.32
37677	NASVIK, CRAIG S	12/13/2012	378.70
37678	NATL FLAVORS INC	12/13/2012	259.75
37679	NCS PEARSON INC	12/13/2012	324.36
37680	NELCO	12/13/2012	782.54
37681	NELSON, DON	12/13/2012	150.00
37682	NELSON, TIM	12/13/2012	111.00
37683	NESS ELECTRONICS INC	12/13/2012	449.98
37684	NEW VISION PRINTING	12/13/2012	367.95
37685	NICOL, BARBARA	12/13/2012	2,550.00
37686	NIKKEL, DIANE L	12/13/2012	206.40
37687	Vendor Continued Check	12/13/2012	0.00
37688	NORTH CENTRAL TRUCK EQUIPMENT	12/13/2012	1,906.73
37689	NORTHEAST METRO 916	12/13/2012	160.00
37690	NORTON, EMILY L	12/13/2012	80.00
37691	O'GORMAN, PETER	12/13/2012	150.00
37692	O'NEIL, LOIS	12/13/2012	242.74
37693	OFFICE DEPOT	12/13/2012	182.94
37694	OLSON, LUKE	12/13/2012	180.00
37695	OLSRUD, DANIELLE Y	12/13/2012	54.11
37696	OMNIGRAPHICS INC	12/13/2012	63.55
37697	OXYGEN SERVICE CO INC	12/13/2012	21.60
37698	PAMS LUNCHROOM LLC	12/13/2012	6,643.55
37699	PAN-O-GOLD	12/13/2012	3,725.93
37700	PARKOS CONSTRUCTION CO INC	12/13/2012	1,035.00
37701	PARKS MARY	12/13/2012	37.77
37702	PARTS NOW ! LLC	12/13/2012	108.20
37703	PAUL VADNAIS PLUMBING & WELL	12/13/2012	425.00
37704	THE PEABODY MEMPHIS	12/13/2012	554.14
37705	THE PEABODY MEMPHIS	12/13/2012	554.14
37706	PERPICH, FRANK	12/13/2012	12.78

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37707	PETERS, BRIAN	12/13/2012	79.00
37708	PETERSEN, DAPHNE	12/13/2012	65.00
37709	PETERSEN, JILL M	12/13/2012	35.57
37710	PETERSON BROS ROOFING & CONST	12/13/2012	344.25
37711	PHETTEPLACE, WANDA M	12/13/2012	83.25
37712	PICHA, CHRISTINA K	12/13/2012	192.65
37713	PIERRE, CHRISTINA K	12/13/2012	190.65
37714	PITNEY BOWES PURCHASE POWER	12/13/2012	3,000.00
37715	PITNEY BOWES INC	12/13/2012	740.24
37716	PLADSON ENVIRONMENTAL INC	12/13/2012	360.00
37717	PLAISTED, KAYNA R	12/13/2012	46.62
37718	PLASTER, MARK ANTHONY	12/13/2012	104.34
37719	PLAYS FOR YOUNG AUDIENCES	12/13/2012	130.00
37720	POLAR CHEVROLET MAZDA	12/13/2012	115.59
37721	POPE, CAROL	12/13/2012	23.80
37722	POSTMASTER	12/13/2012	600.00
37723	POTHEN, JENNIFER H	12/13/2012	65.00
37724	POUPORE, JULIANNE	12/13/2012	66.82
37725	PRAXAIR DISTRIBUTION INC	12/13/2012	116.98
37726	THE PRESIDENTS CHALLENGE	12/13/2012	51.95
37727	PRESS PUBLICATIONS	12/13/2012	132.45
37728	PRESTIGE PROD/WB DANCE CENTER	12/13/2012	704.00
37729	PRIORITY 1 SHIPPING	12/13/2012	143.82
37730	PROJECTUS	12/13/2012	3,550.03
37731	QUAAS, BETH A	12/13/2012	107.12
37732	R & R SPECIALTIES INC	12/13/2012	32.45
37733	RAPHEAL JOHN V	12/13/2012	37.77
37734	RATLIFF, GERALD	12/13/2012	192.30
37735	REED, TAMMY L	12/13/2012	34.19
37736	REMELY, TODD	12/13/2012	56.15
37737	RICOH AMERICAS CORP	12/13/2012	426.07
37738	RILEY, AARON	12/13/2012	700.00
37739	ROBERT HALF TECH	12/13/2012	2,680.00
37740	ROBINSON, KATHRYN M	12/13/2012	31.14
37741	ROESER, CHARLES	12/13/2012	10.20
37742	ROMOSER, CALEB R	12/13/2012	36.91
37743	ROSE FLORAL AND GREENHOUSE INC	12/13/2012	561.75
37744	ROSEVILLE AREA SCHOOLS	12/13/2012	523.56
37745	ROTH, SCOTT	12/13/2012	168.00
37746	RUPAR, ROBERT T	12/13/2012	37.77
37747	S & T OFFICE PRODUCTS INC	12/13/2012	121.52
37748	SAFETY-KLEEN CORP	12/13/2012	664.04
37749	SAIKO, KATHY	12/13/2012	66.30
37750	SAM'S CLUB/GEMB	12/13/2012	1,409.82
37751	SAM'S CLUB/GEMB	12/13/2012	326.46
37752	SAM'S CLUB/GEMB	12/13/2012	35.00
37753	SAM'S CLUB/GEMB	12/13/2012	977.42
37754	SANDERS, SHAWN	12/13/2012	65.00
37755	SARGENT-WELCH	12/13/2012	752.40
37756	SCAN AIR FILTER INC	12/13/2012	178.40

Check Nbr	Vendor Name	Check Date	Check Amount
37757	SCANTRON CORPORATION	12/13/2012	539.29
37758	SCHINDLER ELEVATOR CORP	12/13/2012	651.39
37759	SCHINTZ, KATHLEEN M	12/13/2012	35.14
37760	SCHIRRMESTER, MONIKA	12/13/2012	25.06
37761	SCHLAGER, KAYE G	12/13/2012	13.60
37762	SCHMIDT, NOEL N	12/13/2012	775.30
37763	SCHMID, RITA	12/13/2012	133.00
37764	SCHNURPEL-EDSTROM, NICHOLE L	12/13/2012	59.36
37765	SCHOLASTIC BOOK CLUBS	12/13/2012	251.16
37766	SCHOLASTIC INC	12/13/2012	107.09
37767	Vendor Continued Check	12/13/2012	0.00
37768	SCHOOL HEALTH CORP	12/13/2012	135.82
37769	SCHOOL LIBRARY JOURNAL	12/13/2012	140.00
37770	SCHULZ, ERIC	12/13/2012	111.00
37771	SCHWARTZ, DAVID A	12/13/2012	42.18
37772	SCHWANS	12/13/2012	503.47
37773	STAFF DEVELOPMENT RESOURCES	12/13/2012	229.00
37774	SECURITAS SEC SVCS USA INC	12/13/2012	2,257.79
37775	SEDERSTROM LOREN STEVEN	12/13/2012	12.78
37776	SEEVER, GRAY	12/13/2012	165.00
37777	SENTRY SYSTEMS INC	12/13/2012	1,158.00
37778	SHIE, JEFFREY R	12/13/2012	133.00
37779	THE SIDE-OUT FOUNDATION	12/13/2012	1,471.35
37780	SIMMER, KATHLEEN C	12/13/2012	435.00
37781	SIMPSON, THOMAS	12/13/2012	12.78
37782	SIMSHAUSER, KIMBERLY P	12/13/2012	220.34
37783	SKIDMORE, CECELIA	12/13/2012	34.00
37784	SKOGEN, MATTHEW K	12/13/2012	135.35
37785	SMITH, THEODORE A	12/13/2012	12.78
37786	SCHOOL NUTRITION ASSOC (SNA)	12/13/2012	88.00
37787	SNAP-ON TOOLS	12/13/2012	14.90
37788	SODEXHO INC & AFFILIATES	12/13/2012	309.95
37789	SOMMERS, ANDY	12/13/2012	65.00
37790	SONNENBURG BEVERLY	12/13/2012	25.01
37791	SORENSEN, JOAN	12/13/2012	12.74
37792	SPECTRUM INDUSTRIES INC	12/13/2012	1,400.71
37793	SPENCER, DOROTHY	12/13/2012	90.95
37794	ST PAUL LINOLEUM & CARPET COMP	12/13/2012	2,408.33
37795	Vendor Continued Check	12/13/2012	0.00
37796	STAPLES ADVANTAGE	12/13/2012	3,664.08
37797	STAR TRIBUNE	12/13/2012	36.40
37798	STEINER, EILEEN A	12/13/2012	112.68
37799	STEPPINGSTONE THEATRE	12/13/2012	354.50
37800	STIRLING, CONNIE	12/13/2012	225.54
37801	STONE, KATHY A	12/13/2012	42.80
37802	STRAUSS SKATES AND BICYCLES	12/13/2012	4,863.94
37803	STREAMLINE DESIGN INC	12/13/2012	585.00
37804	SWANUM, PENNY	12/13/2012	12.78
37805	SWENSON, CYNTHIA L	12/13/2012	240.94
37806	SWITZER, LISA MARIE	12/13/2012	941.68

Check Nbr	Vendor Name	Check Date	Check Amount
37807	TAMS-WITMARK MUSIC LIBRARY INC	12/13/2012	1,030.00
37808	TARGET BANK	12/13/2012	32.97
37809	THOMAS, MAC	12/13/2012	79.00
37810	THOMAS, NANCY	12/13/2012	65.00
37811	THOMPSON, MARUTA A	12/13/2012	67.16
37812	Vendor Continued Check	12/13/2012	0.00
37813	THYSSENKRUPP ELEVATOR CORP	12/13/2012	4,448.64
37814	TIMVIEW TECHNOLOGIES	12/13/2012	110.00
37815	TOLONEN, CLAY S	12/13/2012	129.72
37816	TOP TALENT SOLUTIONS	12/13/2012	3,389.11
37817	TRADE PRESS INC	12/13/2012	2,524.00
37818	TRAEGER, MARY	12/13/2012	52.10
37819	TRAVEL LEADERS	12/13/2012	1,828.40
37820	TRI STATE BOBCAT	12/13/2012	78.80
37821	TROSKE, CARRIE	12/13/2012	58.83
37822	TRUCK UTILITIES MFG CO	12/13/2012	49.80
37823	TRUSTED EMPLOYEES	12/13/2012	1,370.00
37824	TWIN CITY JANITOR SUPPLY CO	12/13/2012	757.30
37825	TWIN CITIES TRANSPORT & RECOVER	12/13/2012	450.00
37826	U.S. ENERGY SERVICES INC	12/13/2012	29,939.70
37827	US FOODS CULINARY EQUIP & SUPP	12/13/2012	662.72
37828	US GAMING SUPPLIES	12/13/2012	492.02
37829	VADNAIS HEIGHTS SPORTS COMPLEX	12/13/2012	17,307.50
37830	VAIL, ANNE B	12/13/2012	183.43
37831	VAIL, GAYLE J	12/13/2012	205.70
37832	VAIL, STEVEN D	12/13/2012	79.00
37833	VANDERBILT UNIVERSITY	12/13/2012	44.00
37834	VANOVERBEKE, TAMARA S	12/13/2012	173.05
37835	VERIZON WIRELESS	12/13/2012	474.81
37836	WALBERT, FLORENCE	12/13/2012	49.63
37837	WARD, DARRELL E	12/13/2012	254.60
37838	Vendor Continued Check	12/13/2012	0.00
37839	WASTE MANAGEMENT OF WI-MN	12/13/2012	14,006.72
37840	WATCH ME DRAW! LLC	12/13/2012	1,564.00
37841	WATERS, MONIQUE	12/13/2012	55.00
37842	WATERPARK OF AMERICA	12/13/2012	496.00
37843	WHITE BEAR CENTER FOR THE ARTS	12/13/2012	5,100.00
37844	WHITE BEAR GLASS INC	12/13/2012	420.00
37845	WHITE BEAR RENTAL EQUIPMENT	12/13/2012	51.84
37846	WHITE BEAR TOWNSHIP	12/13/2012	1,820.32
37847	WHITE BEAR LAKE (CITY OF)	12/13/2012	2,720.43
37848	WBLA EDUCATIONAL FOUNDATION	12/13/2012	983.78
37849	WELLS, THERESA M	12/13/2012	125.31
37850	WERF	12/13/2012	150.00
37851	WET PAINT	12/13/2012	316.34
37852	WHALEN, KATIE	12/13/2012	65.00
37853	WHITE, THOMAS R	12/13/2012	172.09
37854	WINDSTREAM	12/13/2012	1,349.09
37855	WOODRICH III, WARD F	12/13/2012	74.00
37856	WRIGHT, MADELEINE F	12/13/2012	68.00

Check Nbr	Vendor Name	Check Date	Check Amount
37857	WURZER, MARY JO	12/13/2012	39.09
37858	XEROX CORPORATION	12/13/2012	412.42
37859	XEROX FINANCIAL SERVICES	12/13/2012	271.31
37860	YANCURA, SUSAN C	12/13/2012	373.29
37861	YORKOVICH, BRADLEY J	12/13/2012	73.00
37862	ZAHL PETROLEUM MAINTENANCE CO	12/13/2012	826.82
37863	ZEP SALES & SERVICE	12/13/2012	182.78
507	Computer	Check(s) For a Total of	867,326.02

Check Nbr	Vendor Name	Check Date	Check Amount
37003	CONSTANTINE DANCE CLASSES	12/13/2012	1,274.00
1	Void	Check(s) For a Total of	1,274.00

	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
	507	Computer	Checks For a Total of	867,326.02
Total For	507	Manual, Wire Tran, ACH & Computer Checks		867,326.02
Less	1	Voided	Checks For a Total of	1,274.00
		Net Amount		866,052.02

Check Nbr	Vendor Name	Check Date	Check Amount
37864	BLE GROUP	12/20/2012	4,284.05
37865	MN HISTORICAL SOCIETY	12/20/2012	360.00
37866	POSTMASTER	12/20/2012	2,400.00
3	Computer	Check(s) For a Total of	7,044.05

	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
	3	Computer	Checks For a Total of	7,044.05
Total For	3	Manual, Wire Tran, ACH &	Computer Checks	7,044.05
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		7,044.05

Check Nbr	Vendor Name	Check Date	Check Amount
37867	A-1 HYDRAULIC SALES & SERVICE	12/26/2012	388.69
37868	AARP DRIVER SAFETY PROGRAM	12/26/2012	308.00
37869	AARP DRIVER SAFETY PROGRAM	12/26/2012	138.00
37870	ACCESS COMMUNICATIONS INC	12/26/2012	730.00
37871	ADVANCED DISPOSAL - ST PAUL-G5	12/26/2012	101.03
37872	AIG	12/26/2012	5,217.50
37873	ALBERS, BRAD	12/26/2012	76.00
37874	AMAZON	12/26/2012	725.28
37875	AMAZON	12/26/2012	1,080.85
37876	AMAZON	12/26/2012	1,128.71
37877	AMAZON	12/26/2012	515.65
37878	AMAZON	12/26/2012	425.92
37879	AMERICAN UNITED LIFE	12/26/2012	51,258.59
37880	AMERIPRISE FINANCIAL SERVICES	12/26/2012	9,884.54
37881	ANDERSON'S	12/26/2012	1,281.09
37882	ANDERSON, TERRY ROSS	12/26/2012	85.75
37883	ANKER, SUSAN K	12/26/2012	510.00
37884	ARNDT, ERIC	12/26/2012	222.00
37885	AUTO TECH SPECIALISTS INC	12/26/2012	537.25
37886	AVON BUSINESS FORMS & PROMOTIO	12/26/2012	59.58
37887	AXA EQUITABLE	12/26/2012	29,022.59
37888	BANERDT, BARBARA A	12/26/2012	114.33
37889	BARNES, JOHN D	12/26/2012	76.04
37890	BARNETT WB CHRYSLER JEEP DODGE	12/26/2012	29.79
37891	BEGE, JEFFREY T	12/26/2012	155.31
37892	BENCHMARK EDUCATION COMPANY	12/26/2012	4,000.00
37893	BERNAJEAN PORTER CONSULTING	12/26/2012	49.95
37894	BERNIER, CARYN S	12/26/2012	104.79
37895	BERRY BLENDZ - EDEN PRAIRIE	12/26/2012	832.50
37896	BINSFIELD, JEANNE OR NEAL	12/26/2012	1,612.50
37897	BLOOD, DOUG	12/26/2012	79.00
37898	BLUE BELL ENTERPRISES INC	12/26/2012	266.25
37899	BOCOCK, GARY R	12/26/2012	785.29
37900	BOND TRUST SERVICES CORP	12/26/2012	1,350.00
37901	BOSCH, DONALD	12/26/2012	223.11
37902	BOYER TRUCKS	12/26/2012	60.12
37903	BRENK, BARBARA ANN	12/26/2012	452.88
37904	BUREAU OF EDUCATION & RESEARCH	12/26/2012	679.00
37905	BYSTROM, CORTNEY K	12/26/2012	37.79
37906	CAMBIUM LEARNING INC	12/26/2012	551.10
37907	CARLSON WAGONLIT TRAVEL	12/26/2012	10,200.00
37908	CDW GOVERNMENT INC	12/26/2012	6,929.00
37909	THE CENTER FOR EFFICIENT SCHOO	12/26/2012	15,000.00
37910	CENTURYLINK	12/26/2012	262.52
37911	CERTIFIED LABORATORIES	12/26/2012	533.56
37912	CHRISTENSEN, JOSEPH C	12/26/2012	129.50
37913	CHRISTIAN, RUSSELL	12/26/2012	79.00
37914	CINIS, TERESA ANN	12/26/2012	19.53
37915	CITI-CARGO & STORAGE CO INC	12/26/2012	210.00
37916	COMCAST	12/26/2012	70.95

Check Nbr	Vendor Name	Check Date	Check Amount
37917	COMCAST	12/26/2012	70.95
37918	COMMERICAL KITCHEN SERVICES	12/26/2012	185.85
37919	CONCORDIA LANGUAGE VILLAGES	12/26/2012	1,800.00
37920	CONNEY SAFETY	12/26/2012	343.96
37921	CONSTANTINE DANCE CLASSES	12/26/2012	175.00
37922	COOK, BEKI	12/26/2012	200.00
37923	COPY IMAGES INC	12/26/2012	525.00
37924	COSNEY CORP	12/26/2012	2,000.00
37925	CTB INC	12/26/2012	54.00
37926	CUB FOODS OF WHITE BEAR TWSHP	12/26/2012	274.73
37927	CUMMINS NPOWER LLC	12/26/2012	35.98
37928	CUSTOM EXPRESSIONS INC	12/26/2012	3,462.15
37929	CUSTOM REFRIGERATION	12/26/2012	421.44
37930	Vendor Continued Check	12/26/2012	0.00
37931	DALCO CORPORATION	12/26/2012	5,565.97
37932	DALTON, JEANETTE M	12/26/2012	39.83
37933	DANIELSON, BILL	12/26/2012	76.00
37934	DECKER INC	12/26/2012	159.58
37935	DEGARDNER, RICK	12/26/2012	82.50
37936	DEISTING, ASHLEY	12/26/2012	73.00
37937	DELL MARKETING LP	12/26/2012	6,234.20
37938	DELLWO, COLLEEN F	12/26/2012	569.29
37939	DELMONICO, DAN	12/26/2012	76.00
37940	DEMCO INC	12/26/2012	147.51
37941	DERAAD, MAX D	12/26/2012	812.91
37942	DESIGNER SIGN SYSTEMS INC	12/26/2012	88.08
37943	DESMET, KELLY R	12/26/2012	55.92
37944	DEWITT, BRUCE	12/26/2012	500.00
37945	DOMINOS PIZZA	12/26/2012	242.75
37946	DOMINOS PIZZA	12/26/2012	85.98
37947	DONATELLI'S	12/26/2012	332.81
37948	DRESHAR, RHONDA	12/26/2012	41.94
37949	DUFFNEY, BEVERLY	12/26/2012	11.00
37950	DUOOS, KIRSTEN M	12/26/2012	75.25
37951	DUSTIN, JOSEPH J	12/26/2012	31.17
37952	E L REINHARDT	12/26/2012	96.92
37953	EBSCO SUBSCRIPTION SERVICES	12/26/2012	109.36
37954	Vendor Continued Check	12/26/2012	0.00
37955	ECKROTH MUSIC	12/26/2012	684.35
37956	EDUCATION MN ESI BILLING TRUST	12/26/2012	17,885.44
37957	EDUCATIONAL RESEARCH AND DEV	12/26/2012	2,500.00
37958	ESTR PUBLICATIONS	12/26/2012	25.00
37959	F&N OPERATIONS LLC	12/26/2012	1,072.84
37960	FERNANDEZ, KEVIN M	12/26/2012	335.70
37961	FESTIVAL FOODS-KNOWLAN'S	12/26/2012	612.91
37962	FINN SISU	12/26/2012	156.80
37963	FLINN SCIENTIFIC INC	12/26/2012	1,309.94
37964	FOLLETT LIBRARY RESOURCES	12/26/2012	101.35
37965	FORMS & SYSTEMS OF MN	12/26/2012	112.50
37966	FOSTER, CATHERINE A	12/26/2012	38.57

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37967	FOY, DENNIS J	12/26/2012	150.00
37968	FRATTALONES HARDWARE STORES	12/26/2012	2.49
37969	FROILAND, JANE C	12/26/2012	419.69
37970	FRONTRUNNER EVENTS	12/26/2012	972.00
37971	GEPHART TRUCKING	12/26/2012	4,210.00
37972	GESE, SANDRA JEANNE	12/26/2012	63.27
37973	GLAZIER FOOTBALL CLINICS	12/26/2012	349.00
37974	GOEBEL, DARRYL	12/26/2012	79.00
37975	GOOGLE INC	12/26/2012	290.58
37976	GOPHER	12/26/2012	52.11
37977	GRAFFIC TRAFFIC LLC	12/26/2012	7,670.00
37978	Vendor Continued Check	12/26/2012	0.00
37979	GRAINGER	12/26/2012	2,256.65
37980	GRANDMA'S BAKERY INC	12/26/2012	35.90
37981	GREAT AMER OPPORTUNITIES INC	12/26/2012	2,039.60
37982	GROCH, MIKE	12/26/2012	152.00
37983	GROTH MUSIC CO	12/26/2012	33.86
37984	GROVER, JAN ZITA	12/26/2012	262.50
37985	GUENTHER, DAVID A	12/26/2012	150.94
37986	GURSTEL CHARGO ATTORNEYS AT LA	12/26/2012	328.00
37987	HAAS MUSICAL INSTRUMENT REPAIR	12/26/2012	53.00
37988	HANDLEBAR PERCUSSION	12/26/2012	231.84
37989	HANKINS, RYAN	12/26/2012	180.00
37990	HARRISON DAVE	12/26/2012	95.00
37991	HARRIS, JOSEPH W	12/26/2012	76.00
37992	HAUTMAN, JILLIAN M	12/26/2012	182.32
37993	HEANEY, CYNTHIA L	12/26/2012	69.90
37994	HENK, STACI	12/26/2012	50.00
37995	HIGGINS, SHEILA J	12/26/2012	134.08
37996	HIGH POINT NETWORKS	12/26/2012	2,857.50
37997	HIGHSMITH	12/26/2012	318.60
37998	HILMERSON SAFETY SERVICES INC	12/26/2012	10,650.00
37999	HISDAHL INC	12/26/2012	326.30
38000	HISTORY EDUCATION	12/26/2012	18.69
38001	HOEFER, SHANE	12/26/2012	130.00
38002	HOERNEMANN, BRENT	12/26/2012	438.00
38003	HOFTIEZER, MICHELLE R	12/26/2012	84.36
38004	Vendor Continued Check	12/26/2012	0.00
38005	HOGLUND BUS AND TRUCK CO	12/26/2012	1,378.82
38006	HOLMES, JEFF	12/26/2012	1,211.00
38007	HOULE, TOM	12/26/2012	73.00
38008	HSBC BUSINESS SOLUTIONS	12/26/2012	114.82
38009	HUGO EQUIPMENT CO	12/26/2012	220.35
38010	HUGO FEED MILL & HARDWARE	12/26/2012	1,677.00
38011	HURT, JON-MYCHAL B	12/26/2012	231.00
38012	I-STATE TRUCK CENTER	12/26/2012	6,817.89
38013	IMAGINE DESIGN & CREATIVE	12/26/2012	3,000.00
38014	INSIGHT INVESTMENTS LLC	12/26/2012	98.46
38015	INSTITUTE FOR EDUCATIONAL DEV	12/26/2012	438.00
38016	IUOE LOCAL 70	12/26/2012	2,135.01

Check Nbr	Vendor Name	Check Date	Check Amount
38017	JANSEN, BRIAN	12/26/2012	57.00
38018	Vendor Continued Check	12/26/2012	0.00
38019	JAYTECH INC	12/26/2012	4,280.48
38020	JOHN DEERE LANDSCAPES	12/26/2012	107.39
38021	JOHNSON, EMILY	12/26/2012	74.00
38022	JORGENSEN, AMY L	12/26/2012	712.00
38023	JUNIOR LIBRARY GUILD	12/26/2012	221.25
38024	K PEARSON MECHANICAL LLC	12/26/2012	4,445.29
38025	KATH FUEL OIL SERVICE CO	12/26/2012	28,485.30
38026	KEPHART, MICHAEL	12/26/2012	111.00
38027	KNIGHT, MARTY C	12/26/2012	65.00
38028	KNUTSON, SANDRA J	12/26/2012	329.67
38029	KOCH, JOSHUA	12/26/2012	133.00
38030	KOWALSKIS MARKET	12/26/2012	29.71
38031	KRAUS ANDERSON CONSTRUCTION CO	12/26/2012	27,631.10
38032	KRUEGER, LAURA J	12/26/2012	237.26
38033	LAKE COUNTRY BOOKSELLERS	12/26/2012	57.54
38034	LANGERS	12/26/2012	962.50
38035	LANO EQUIPMENT INC	12/26/2012	1,880.75
38036	LARSEN, GARY SCOTT	12/26/2012	133.00
38037	LARSON, BOBBIE JEAN	12/26/2012	226.26
38038	LEARNINGS THINGS.COM	12/26/2012	276.67
38039	LEVINE, ANNE E	12/26/2012	73.20
38040	LIFETIME MEMORY PRODUCTS	12/26/2012	418.75
38041	LINEHAN, JEFF	12/26/2012	73.00
38042	LIVINGSTON, TYLER	12/26/2012	73.00
38043	LONG LAKE CONSERVATION CENTER	12/26/2012	14,326.20
38044	L T G POWER EQUIPMENT	12/26/2012	146.79
38045	LUCKER, APRIL	12/26/2012	50.00
38046	LYONS, CHRISTOPHER A	12/26/2012	134.65
38047	M-F ATHLETIC CO INC	12/26/2012	1,247.50
38048	MARSH, KATHERINE M	12/26/2012	44.95
38049	MAUER, BRIAN	12/26/2012	73.00
38050	MCGOWAN, TIM	12/26/2012	73.00
38051	MCGRAW, SABINE K	12/26/2012	83.53
38052	MN ELEMENTARY SCH PRIN ASSOC	12/26/2012	350.00
38053	MESSERLI & KRAMER PA	12/26/2012	438.75
38054	METRO SOUND AND LIGHTING	12/26/2012	1,981.91
38055	METROPOLITAN LIFE	12/26/2012	3,630.74
38056	MIDWEST BUS PARTS INC	12/26/2012	62.50
38057	MN CHILD SUPPORT	12/26/2012	2,233.51
38058	MN DEPT OF REVENUE	12/26/2012	97.00
38059	MN DEPT OF LABOR & INDUSTRY	12/26/2012	110.00
38060	MN ELEVATOR INC	12/26/2012	290.77
38061	MN ICE ARENA MANAGERS ASSOC	12/26/2012	145.00
38062	MORTENSEN, KIM K	12/26/2012	100.00
38063	MOWERY, TRACY L	12/26/2012	545.35
38064	MP NEXLEVEL LLC	12/26/2012	65.00
38065	MN PARK & SPORTS TURF MANAGERS	12/26/2012	50.00
38066	MN REC & PARK ASSN (MRPA)	12/26/2012	557.00

Check Nbr	Vendor Name	Check Date	Check Amount
38067	MUKHERJEE, SUMI	12/26/2012	300.00
38068	MUSIC TREASURES CO	12/26/2012	40.90
38069	MY HOUSE SPORTS GEAR	12/26/2012	1,682.55
38070	N I MAGNUSON CHRISTIAN SCHOOL	12/26/2012	1,890.00
38071	NASCO	12/26/2012	83.43
38072	NASVIK, CRAIG S	12/26/2012	849.55
38073	NCS PEARSON INC	12/26/2012	226.00
38074	NELSON, TIM	12/26/2012	111.00
38075	NORTH CENTRAL TRUCK EQUIPMENT	12/26/2012	1,814.36
38076	Vendor Continued Check	12/26/2012	0.00
38077	NORTHERN LANDSCAPE & IRRIGATIO	12/26/2012	1,830.00
38078	O'REILLY AUTOMOTIVE INC	12/26/2012	990.93
38079	OFFICE DEPOT	12/26/2012	566.24
38080	OJILE, JANE K	12/26/2012	47.45
38081	OKLOBZIJA, LUANNE P	12/26/2012	127.78
38082	OLSON, VICKI S	12/26/2012	62.90
38083	OLSRUD, DANIELLE Y	12/26/2012	33.02
38084	OLYMPIC COMMUNICATIONS, INC.	12/26/2012	340.00
38085	OSMAN, BADASO	12/26/2012	79.00
38086	PAUL THE PLUMBER INC	12/26/2012	135.00
38087	PERCIVAL, PATRICIA A	12/26/2012	279.60
38088	PFAU, PAT	12/26/2012	76.00
38089	PHILIP, PATRICIA	12/26/2012	114.00
38090	PICHA, CHRISTINA K	12/26/2012	97.68
38091	PINNOW, PAIGE E	12/26/2012	99.35
38092	PIONEER REVERE	12/26/2012	122.10
38093	PITNEY BOWES INC	12/26/2012	271.00
38094	PLANA, CHRISTINE M	12/26/2012	50.46
38095	PLANET SOCCER	12/26/2012	959.99
38096	POKORNY, MARY J	12/26/2012	852.65
38097	POLAR CHEVROLET MAZDA	12/26/2012	140.01
38098	POWELLS BOOKS	12/26/2012	24.96
38099	PREMIUM PAINTING SERVICES LLC	12/26/2012	14,826.00
38100	PRESS PUBLICATIONS	12/26/2012	866.69
38101	PUMP AND METER SERVICE INC	12/26/2012	5,052.02
38102	RAINMAKER PAINT CONTRACTING	12/26/2012	4,217.00
38103	RAK CONSTRUCTION INC	12/26/2012	15,211.05
38104	RASMUSSEN, JEAN H	12/26/2012	249.00
38105	READ NATURALLY INC	12/26/2012	99.00
38106	RENTAL REHAB & REPAIR	12/26/2012	2,230.00
38107	RESERVE ACCOUNT	12/26/2012	5,000.00
38108	RIDDELL INC	12/26/2012	1,322.24
38109	RISDALL MARKETING GROUP	12/26/2012	1,360.00
38110	ROADSIDE PIZZA	12/26/2012	130.00
38111	ROBERT HALF TECH	12/26/2012	9,581.00
38112	ROCKFORD, KRISTY	12/26/2012	210.00
38113	ROSEVILLE AREA SCHOOLS	12/26/2012	975.00
38114	RUSSELL, EDWARD P	12/26/2012	306.00
38115	SAFEWAY DRIVING SCHOOL	12/26/2012	3,465.00
38116	SALZMAN-HANKINS, SHARI	12/26/2012	180.00

Check Nbr	Vendor Name	Check Date	Check Amount
38117	SCHMIDT, DEBRA SUE	12/26/2012	439.90
38118	SCHMITT MUSIC COMPANY	12/26/2012	305.11
38119	SCHOLASTIC INC	12/26/2012	2,016.00
38120	SCHOOL HEALTH CORP	12/26/2012	151.64
38121	SCHOOL SERVICE EMPLOYEES	12/26/2012	5,624.30
38122	SCHOOL SPECIALTY	12/26/2012	107.93
38123	SECURITAS SEC SVCS USA INC	12/26/2012	2,400.48
38124	SEEBA, PAUL T	12/26/2012	48.96
38125	SHOMION, RICK	12/26/2012	133.00
38126	SMITH, JENNIFER	12/26/2012	74.00
38127	SPANISH SPECIALISTS AND CONSUL	12/26/2012	95.00
38128	SPORTS IMPORTS	12/26/2012	752.10
38129	STATE SUPPLY CO	12/26/2012	2,803.21
38130	SUBURBAN/GREEN & WHITE TAXI	12/26/2012	54.07
38131	SWENSON, CYNTHIA L	12/26/2012	91.10
38132	SYNOVIA	12/26/2012	5,460.00
38133	TOP TALENT SOLUTIONS	12/26/2012	2,642.31
38134	TOUSSAINT, JANEL PHYLLIS	12/26/2012	92.69
38135	TRADE PRESS INC	12/26/2012	349.25
38136	TRANE US INC	12/26/2012	348.00
38137	TRANS-MISSISSIPPI BIO SUPPLY	12/26/2012	42.72
38138	TRI STATE BOBCAT	12/26/2012	119.08
38139	TRIO SUPPLY COMPANY	12/26/2012	19,040.06
38140	TROLLHAUGEN	12/26/2012	1,568.00
38141	TRUCK UTILITIES MFG CO	12/26/2012	185.00
38142	TURCOTTE, AMBER	12/26/2012	74.00
38143	TWIN CITY ACOUSTICS INC	12/26/2012	362.09
38144	TWIN CITIES TRANSPORT & RECOVE	12/26/2012	175.00
38145	UHL CO INC	12/26/2012	172.25
38146	UNIVERSITY OF MINNESOTA	12/26/2012	1,595.00
38147	US DEPT OF EDUCATION	12/26/2012	350.64
38148	US FOODS CULINARY EQUIP & SUPP	12/26/2012	695.64
38149	VADNAIS, MOLLY A	12/26/2012	70.00
38150	VANGUARD SMALL BUSINESS SERVIC	12/26/2012	20,281.54
38151	VERIZON WIRELESS	12/26/2012	87.05
38152	Vendor Continued Check	12/26/2012	0.00
38153	Vendor Continued Check	12/26/2012	0.00
38154	VIKING ELECTRIC SUPPLY	12/26/2012	5,371.16
38155	VIKING INDUSTRIAL CENTER	12/26/2012	43.97
38156	VISI	12/26/2012	525.00
38157	WALTERS REBUILDERS	12/26/2012	105.95
38158	WARD, MARY M	12/26/2012	25.84
38159	WHITE BEAR LAKE (CITY OF)	12/26/2012	15,718.41
38160	WHITE BEAR LAKE SPORTS CENTER	12/26/2012	280.00
38161	WBLA EDUCATIONAL FOUNDATION	12/26/2012	100.00
38162	WHITE, THOMAS R	12/26/2012	94.91
38163	WILD MOUNTAIN	12/26/2012	1,868.00
38164	WITTMAN, DAVID W	12/26/2012	73.00
38165	XEROX CORPORATION	12/26/2012	612.00
38166	YANCURA, SUSAN C	12/26/2012	373.28

Check Nbr	Vendor Name	Check Date	Check Amount
38167	YOGA DEVOTION LLC	12/26/2012	800.00
38168	YOUTH ENRICHMENT LEAGUE	12/26/2012	2,047.00
38169	ZABADAL, DARLENE	12/26/2012	375.00
38170	ZAHL PETROLEUM MAINTENANCE CO	12/26/2012	233.88
38171	ZAHRADKA BOB	12/26/2012	73.00
38172	ZARAMBO, MARIA	12/26/2012	65.00
38173	ZHUANG, JIN	12/26/2012	800.00
38174	ZIEGLER INC	12/26/2012	6,368.58
38175	ZITZOW, RACHEL A	12/26/2012	68.63
309	Computer	Check(s) For a Total of	533,630.70

Check Nbr	Vendor Name	Check Date	Check Amount
35790	KOWALSKIS MARKET	12/27/2012	152.15
1	Void	Check(s) For a Total of	152.15

	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
	309	Computer	Checks For a Total of	533,630.70
Total For	309	Manual, Wire Tran, ACH & Computer Checks		533,630.70
Less	1	Voided	Checks For a Total of	152.15
		Net Amount		533,478.55

Check Nbr	Vendor Name	Check Date	Check Amount
38176	Vendor Continued Check	12/27/2012	0.00
38177	COPY IMAGES INC	12/27/2012	13,826.39
38178	COPY IMAGES INC	12/27/2012	732.20
38179	GREATAMERICA FINANCIAL SERVICE	12/27/2012	1,207.94
38180	GUENTHER, DAVID A	12/27/2012	75.00
38181	LOFFLER COMPANIES INC	12/27/2012	310.00
38182	MN OFFICE TECH GROUP	12/27/2012	213.39
38183	NCPERS MINNESOTA	12/27/2012	416.00
38184	TOP TALENT SOLUTIONS	12/27/2012	2,156.28
38185	WILDMAN HILAL, ANDREA L	12/27/2012	227.60
10	Computer	Check(s) For a Total of	19,164.80

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WHITE BEAR LAKE MN IDS #624
Check Summary

12:13 PM

12/27/12

PAGE: 2

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	10	Computer	Checks For a Total of	19,164.80
Total For	10	Manual, Wire Tran, ACH & Computer Checks		19,164.80
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		19,164.80

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: **January 14, 2013**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
Book – <u>You are Special</u> – value \$36.66 and \$50	Anonymous	EBD Program at Sunrise
\$100	Robert and Catherine Scherman	White Bear Lake Area High School 2013 Excellence Event
\$3,000	WBL Basketball Association	White Bear Lake Area High School Boys' Basketball Program
\$10,500	WBL Hockey Alumni Association	White Bear Lake Area High School Boys' Hockey Program
\$4,363.94	WBL Girls' Hockey Booster Club	White Bear Lake Area High School Girls' Hockey Program
\$87.00 for school supplies	Parkview United Church of Christ	White Bear Lake Area Public Schools
\$71,663	See Attached	White Bear Lake Area Public Schools Community Services Senior Program
\$1,000 for Hugo Hockey Rink	Hugo Lions Club	White Bear Lake Area Public Schools Community Services
\$2,000 for Hugo Hockey Rink	Centennial Youth Hockey	White Bear Lake Area Public Schools Community Services
\$200 for Hugo Hockey Rink	Hugo Business Association	White Bear Lake Area Public Schools Community Services
\$4,000 Grant for Hugo Hockey Rink	The Home Depot Foundation	White Bear Lake Area Public Schools Community Services

RECOMMENDATION: Accept donations.

Donations to the Community Services - Senior Program

3M Foundation
AA Container Sales, Inc.
Ms. Sharon Abrahamsen
Ms. Barbara Adams
Ms. Elizabeth Ahl
Mr. & Mrs. James Ahlberg
Mr. & Mrs. Bob & Linda Albert
Mr. & Mrs. Leo Albertson
Mr. Conrad Altnow
American Legion Post 168
Mr. Richard Amey
Mr. & Mrs. Elwood Anderson
Mr. & Mrs. Milton anderson
Mr. & Mrs. Marty Annoni
Anonymous
Ms. Vicki Arsenal
Mr. & Mrs. Tom Ashlin
Ms. Dagmar Barton
Mr. & Mrs. John Barton
Mr. Merton Bartsch
Mr. Eward Basch
Ms. Rose Bayuk
Ms. Terry Beckjorden
Ms. June Becklin
Ms. Florence Bengtson
Mr. & Mrs. Thomas Beniak
Ms. Phyllis Benjamin
Mr. & Mrs. Barton Benshoof
Ms. Jeanne Bertram
Ms. Victoria Biehn
Mr. Jeffrey Blee
Mr. & Mrs. Henry Blomquist
Ms. Joanne Bockelman
Ms. Priscilla Boehm
Ms. Madonna Bonk
Ms. Judith Bowe Pew
Ms. Janet Bowser
Ms. Joan Brainard
Mr. & Mrs. Fred Brass
Mr. & Mrs. Gerald Breen
Ms. Barbara Brenny
Dr. & Mrs. Dennis Brewer
Briarcliff of Mahtomedi
Mr. & Mrs. Ed Brodie
Mr. & Mrs. Daniel Brott
Ms. JoAnn Bruhn
Mr. & Mrs. John Burkel
Mr. Marty Cammack
Mr. & Mrs. Laurence Carlson

Mr. Ralph Carlson
Mr. Gordon Carr
Ms. Maureen Carrell
Mr. & Mrs. Jerome Cartier
Ms. Dale Case
Central Bank
Mr. & Mrs. Duane Chavie
Mr. Norman Christensen
Mr. John Christensen
Mr. Roy Christensen Sr.
Ms. Susan Clancy
Ms. Donna Claude
Ms. Lois Clausen
Mr. & Mrs. Kenneth Close
Ms. Darlene Cochran
Mr. & Mrs. Bob Coderre
Mr. & Mrs. John Coghlan
Ms. Joanne Cogswell
Ms. Marilyn Cole
Mr. Charles Collova, Jr.
Ms. Mary Kay Connolly
Mr. Russell Cooper
Mr. Nicholas Cords
Cottages of Vadnais Heights
Mr. James Craft
Mr. Robert Cramer
Ms. Betty Crosby
Mr. Robert Cuerden
Ms. Martha Cunningham
Ms. Sheila Cunningham and Family
Mr. John Curtis
Ms. Jill Dalhoff
Mr. Gary Dallager
Mr. Tom Davies
Mr. & Mrs. Richard Davis
Mr. & Ms. David Day
Ms. Bernie DeChaney
Mr. Albert DeBrunn
Mr. & Mrs. Jack Dehen
Mr. & Mrs. Frank Demma
Ms. Doris Dickinson
Ms. Rose Diestler
Mr. & Mrs. Robert Dippel
Ms. Rosella Douglas
Ms. Holly Dunsmore
Ms. Lucy Durfee
Mr. & Mrs. Jack Dzubnar
Mr. Edward Easton III
Mr. Ralph Ebbott
Ms. Kathleen Eberwine

Donations to the Community Services - Senior Program

Ms. JoAnne Edell
Ms. Jacqueline Eha
Mrs. Marcella Eischen
Ms. Dorothy Elion
Ms. Barbara Emer
Mr. & Mrs. William Enstrom
Mr. & Mrs. Lowell Erickson
Mr. Andrew Ervin
Mr. & Mrs. Jim Erwin
Ms. Elizabeth Espe
Ms. Jane Espenson
Mr. & Mrs. Tom Estrem
Mr. Donald Evertz
Mr. & Mrs. Lynn Farley
Festival Foods - Vadnais Heights
Ms. Mary Fiefarek
Ms. Betty Flater
Ms. Eileen Foley
Mr. & Mrs. Donald Forside
Mr. Jogn Fortier
Mr. & Mrs. Richard Fosmer
Mr. & Mrs. Edward Foss
Ms. Caroline Foss
Mr. & Mrs. Lloyd Frank
Mr. Francis Franta
Mr. & Mrs. John Frawley
Fred C. & Katherine B. Andersen Foundation
Mr. & Mrs. Doug Frost
Ms. Mary Furman
Ms. Virginia Gallagher
Mr. Sam Gargaro
Mr. & Mrs. Tim Garvey
Ms. Karen Garvin
Mrs. Gudrun Gavin
Mr. Stephen Gayner
Mr. & Mrs. James Gephart
Mr. & Mrs. Dick Getchell
Ms. Sandra Gibson
Ms. Janet Gilkeson
Girl Scout Troup 52784
Mr. Steven Goranson
Mr. & Mrs. Chuck Granlund
Ms. Barbara Green
Mrs. Mary Ann Gruba
Mr. Edward Gruba
Ms. Judy Grubs
Mr. & Mrs. George Guenther
Mr. Vernon Guion
Ms. Rose Gustafson
Ms. Mary Lou Habben

Ms. Gloria Hacker
Ms. Donna Hagemeyer
Ms. Gail Hanscom
Mr. & Mrs. Steven Hansen
Ms. Marion Hardy
Ms. Mary Harrington
Mr. & Mrs. B.C. Hart
Ms. Maron Hastings
Ms. Georgia Haug
Mr. & Mrs. Louis Hauser
Mr. Thane Hawkins
Ms. Carol Heckmann
Mr. Gene Heltemes
Mr. & Mrs. Richard Henderson
Ms. Marilyn Hendricks
Mr. & Mrs. Volker Henning
Mr. & Mrs. Douglas Herberg
Mr. & Mrs. Tom Hill
Ms. Margurete Hiller
Ms. Elizabeth hiniker
Ms. Lois Hodges
Mr. John Hoeniger
Ms. Marjil Hoffman
Mr. & Mrs. Robert Hogan
Mr. & Mrs. Michael Holland
Mr. Walter Hooker
Mr. David Howard
Ms. Abby Howe
Mr. & Mrs. Kenneth Hoxmeier
Ms. Audrey Hurd
Mr. & Mrs. Dennis Hurmi
Mr. & Mrs. Richard Ingberg
Mr. Francis Jacobs
Ms. Lisa James
Mr. & Mrs. Michael Jansen
Mr. & Mrs. Arnold Jensen
Ms. Shirley Johnsen
Mr. & Mrs. Gregg Johnson
Ms. Dorothy Johnson
Mr. & Mrs. John Johnson
Mr. Byron Johnston
Ms. Janice Johnstone
Mr. & Mrs. Keith Johnstone
Ms. Jane Jones
Ms. Nanette Jones
Ms. Joan Jungkunz
Mr. Henry Kaldahl
Mr. Robert Kappes
Col. & Mrs. Kenneth Kasprisin
Ms. Linda Kaufmann

Donations to the Community Services - Senior Program

Mr. & Mrs. Harry Kavaloski
Mr. & Mrs. Ray Kellermann
Mr. & Mrs. Thomas Kelly
Mr. & Mrs. Jeffrey Kern
Mr. & Mrs. Thomas Kieffer
Mr. George Kimball
Ms. Joyce Kjeldseth
Mr. & Mrs. Dana Klimp
Mr. C. M. Knoche
Ms. Jeanne Koeckeriz
Mr. & Mrs. Bill Koentopp
Ms. Muriel Kohler
Mr. & Mrs. Dan Korthuis
Mr. & Mrs. Joe Koscianski
Ms. Joan Kraft
Mrs. May Kramer
Mr. Douglas Krinke
Ms. Kay Kronberg
Mr. & Mrs. Robert Krusell
Ms. Kathryn Kukonen
Mr. & Mrs. Wayne Kulas
Mr. Larry LaBonte
Ms. Rita LaDoux
Mr. & Mrs. Don Landsverk
Mr. & Mrs. Jay Langer
Mr. Peter Lanners
Ms. Elaine LaPointe
Mr. & Mrs. Michael Larkin
Mr. & Mrs. Amy Lautenbach
Mr. Chuck Lavallee
Mr. & Mrs. Ted LaValley
Ms. Lillian Lee
Mr. & Mrs. Gary LeGrand
Ms. Joann LeMay
Ms. Earline Lemon
Mr. & Mrs. Paul Leonhart
Ms. Alma Limbach
Mr. & Mrs. Mike Lindvall
Ms. Shirley Lockbeam
Lodge of White Bear
Ms Josephine Long.
Mr. Donald Longhenry
Dr. Lovett & Mrs. Sylvia Lovett
Ms. Mary Lynch
Ms. Ellen Maas
Mr. John Madden
Mr. & Mrs. Robert Madson
Mr. Robert Magill-Cuerden
Ms. Patricia Manning
Mr. & Mrs. Duane Mansk

Ms. Vera Mathson
Ms. Virginia Matthey
Ms. Patrica Mattson
Mr. Ralph Maves
Ms. Candy Mayou
Mr. Charles McBride
Mr. & Ms. John McCormick
Mr. & Mrs. Christopher McDonald
Mr. Stephen McGarthwaite
Mr. & Mrs. Bryan McGinnis
Ms. Angela McIntosh
Mr. & Mrs. Geroge McKay
Ms. Nancy McMullen
Ms. Elizabeth McNulty
Mr. & Ms. Michael McPhee
Ms. Mary Mengel
Ms. Lee Menssen
Ms. Joan Mertes
Metro Meals on Wheels
Mr. & Mrs. James Merty
Mr. & Mrs. Scott Mevissen
Mr. & Mrs. Bruce Meyer
Mr. & Mrs. Stan Meyer
Mr. & Mrs. Ed Michaud
Mr. & Mrs. Joseph Mikacevich
Mr. Leroy Mike
Mr. & Mrs. Ray Millard
Mr. Don Mingo
Minnesota Chapter 2884 AARP
Mr. & Mrs. John Minton
Ms. Nancy Monahan
Ms. Shannon Moore
Mr. Robert Moore
Mr. Thomas Moren
Ms. Mary Lou Morris
Mr. & Mrs. Tracy Morrison
Ms. Virginia Morrow
Mr. E. Morton
Ms. Frances Moss
Mr. Paul Moss and Mr. Craig Miller
Mr. & Mrs. Harold Mueller
Mr. & Mrs. Richard Munion
Ms. Catherine Munson
Ms. Kathryn Nakanishi
Mr. & Mrs. Edwin Nakasone
Mr. Walter Nelsen
Ms. Kathlyn Nelson
Mr. & Mrs. Kerry Nelson
Ms. Susan Nelson
Mr. Mitchell Neren

Donations to the Community Services - Senior Program

Ms. Margaret Nidelkoff
Mr. & Mrs. Pete Nielsen
Ms. Florence O'Leary
Ms. Dorothy Olson
Ms. Sandra Olson
Ms. Florence Ortestrom
Mr. & Mrs. Chieh Ouyang
Mr. & Mrs. J. Bruce Overmier
Mr. Donald Pakko
Ms. Joanne Pardo
Ms. Alice Peasley
Ms. Betty Pelletier
Mr. Roy Peloquin
Dr. David Perry
Ms. Judith Peters
Ms. Dorothy Peters
Mr. & Mrs. William Petersen
Ms. Janet Peterson
Mr. Robert Peterson
Ms. Doris Peterson
Ms. Caroline Peterson
Mr. Douglas Peterson
Ms. Mary Petrick
Ms. Muriel Pollock
Mr. Gary Pottratz
Mr. & Mrs. Wesley Powell
Ms. Sandy Pramann
Mr. Roger Price
Ms. Marlys Proulx
Mr. & Mrs. Clayton Pyche
Mr. & Mrs. Gary Raines
Ms. Maxine Randall
Mr. & Mrs. David Rankin
Ms. Jan Rapheal
Dr. Roger Rasmussen
Ms. Mary Lou Rauchwarter
Ms. Laurel Ray
Ms. Terry Reasoner
Redemmer Lutheran Church Trust Fund
Mr. & Mrs. Rex Redmer
Mr. John Reed
Ms. Gloria Reichstadt
Mr. David Remely
Mr. & Mrs. Brad Ribar
Ms. Laudy Ribar
Mr. & Mrs. Bill Riley
Ms. Bernice Roberts
Ms. Mary Robinson
Mr. & Mrs. Charlie Roeser
Mr. Donald Rooney

Mr. Robert Roppe
Ms. Mary Ross
Mr. & Mrs. Jim Ross
Ms. Suzanne Ruedy
Mr. Joseph Rukavina
Ms. Renee Sandbakken
Mr. & Mrs. Gene Santi
Ms. Carol Saunders
Ms. Mary Schaeffer
Mr. & Mrs. Walter Scheerer
Mr. & Mrs. Larry Schmid
Ms. Celia Schmidt
Ms. Vicky Schoeller
Ms. Lois Schoenthaler
Ms. Evangeline Schroeder
Mr. & Mrs. Eugene Schutte
Mr. Warren Scidmore
Ms. Cindy Scott
Ms. Bonnie Selden
Senior Services Consortium
Senior Services Consortium of Ramsey County
Mr. & Mrs. Ken Shaffer
Mr. Charles Shellenberger
Mr. Douglas Shepard
Mr. & Mrs. Gerald Shull
Mr. & Mrs. George Slater
Mr. & Mrs. Keith Smelser
Ms. Sally Smith
Mr. & Mrs. James Snyder
South Shore Trinity Lutheran Church
Bridget Sperl and John McCormick
Mr. & Mrs. Lawrence Stanger
Mr. James Stark
Ms. Marie Starr
Mr. J. L. Stege
Ms. Christine Stoehr
Ms. Phyllis Storberg
Mr. & Mrs. Rick Storey
Ms. Audrey Strane
Ms. Dorothy Suchor
Mr. & Mrs. Paul Suchor
Ms. Shirley Sundquist
Mr. Robert Surver
Mr. Gordon Sutherland
Mr. & Mrs. John Sutter
Ms. Mary Swanson
Ms. Janet Templin
The Ted and Lorraine Glasrud Family Foundation
Mr. & Mrs. Ted Thornquist
Mr. & Mrs. Mark Toner

Donations to the Community Services - Senior Program

Ms. Janet Trad
Mr. Leroy Trebatowski
Ms. Nancy Trevino
Ms. Helen Tubridy
Mr. Phil Tuckner
Ms. Elizabeth Uppgren
Ms. Carol Urban
Ms. Beverly Vadnais
Vadnais Heights Community Foundation
of the St. Paul Foundation
Vadnais Heights Lions Club
Mr. & Mrs. Keith Valle
Mr. & Mrs. Cecil Van Booven
Mr. & Mrs. George Verley
Ms. Anna Vignetti
Ms. Dorothy VonDrashek
Mr. Donald Vraspir
Ms. Teresa Wald
Ms. Mary Elizabeth Wald
Mr. & Mrs. Michael Waldoch
Ms. Debbie Walker
Ms. Kathryn Wallberg
Mr. & Mrs. Lyle Walstad
Mr. Robert I. Ward
Mr. Robert Ward
Ms. Theresa West
Mr. & Mrs. Richard West
Mr. & Mrs. Donald White
White Bear Lake American Legion Auxiliary 168
White Bear Lake Lions Club
Mr. Richard Wicklund
Mr. & Mrs. Gerald Wilharber
Ms. Julaine Williams
Ms. Anne Williams
Mrs. Margaret Winkel-Ledin
Ms. Pamela Winkler
Ms. Sheryl Wright
Ms. Louise Young
Ms. Bobbi Young
Mr. Robert Youngquist
Mr. Marc Zastera
Ms. Pamela Ziemann
Ms. Ruth Zieper
Mr. Richard Ziertman
Family of Philip Zoubek
Mr. & Mrs. David Zoss
Mr. & Mrs. John Zustiak

AGENDA ITEM: **Field Trip Request**

MEETING DATE: **January 14, 2013**

SUGGESTED DISPOSITION: **Consent Agenda**

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

Background:

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

Date of Trip and Destination	Requesting Staff Member	Grade/ Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
Wednesday, 2/6/13 – Friday, 2/8/13 Standing Cedars/ Beaver Valley Camp, Wisconsin	Laura Watters Mike Hamernick	ALC Science/Language Arts	2	10-12	Total cost per student: Approx. \$40 Student Portion: \$15 Other Sources(s): Student Activities – Youth Development	District Mini-Bus	Students will gain an appreciation for the natural outdoor world and see it through the eyes of a scientist. They will also analyze their roles as leaders and followers as they accomplish leadership scenarios and tasks.
Saturday, 4/6/13 - Monday, 4/8/13 Omaha, Nebraska	Jaclyn Whitcomb	White Bear Lake Area High School South Campus Ambassadors	0	20-40	Total cost per student: \$250-\$360 (<i>Depending on number of students going</i>) Student Portion: \$250-\$360	Coach Bus/ Carlson Wagonlit Travel	- The first goal is to work with other Rotary organizations to provide service within the community of Omaha. - Second goal is to explore some post-high school options by touring University of Nebraska, Omaha and/or Creighton University. Hoping to build excitement for life beyond high school. - This trip aligns with the overall goal of Ambassadors - service to others and leadership.

RECOMMENDATION: School Board approve the field trips

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-6(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-6(f).

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATIONS - CLASSIFIED STAFF

MARGARET COLEMAN – Pupil Support Assistant, High School
Employed by District 624 since 10/09/1995
Effective Date: 01/09/2013

REBECCA GRAHAM – Pupil Support Assistant, Sunrise Middle School
Employed by District 624 since 09/01/1999
Effective Date: 12/18/2012

DORILES HAPPE – Program Assistant Leader, Birch Lake Elementary
Employed by District 624 since 08/27/2012
Effective Date: 12/21/2012

ORVILLE VAUGHN – Bus Driver, Bus Driver
Employed by District 624 since 08/29/2012
Effective Date: 01/11/2013

RETIREMENTS - CLASSIFIED STAFF

MARY DELOACH – Administrative Assistant-Early Childhood, Normandy Park
Employed by District 624 since 08/29/1986
Effective Date: 01/31/2013

SANDRA DOUGLAS – SPED Finance Support/3rd Party Billing, District Center
Employed by District 624 since 08/28/1990
Effective Date: 12/21/2012

RESIGNATIONS - CERTIFIED STAFF

CHRISTINE MARAVICH – LTS Elementary Teacher, Willow Lane Elementary
Employed by District 624 since 08/22/2012
Effective Date: 01/17/2013

BETH SOLENSKY – Elementary Teacher, On Leave
Employed by District 624 since 08/26/2010
Effective Date: 06/07/2013

RESIGNATIONS - EXTRA CURRICULAR

JEFFREY WAGNER – Varsity Baseball Coach
Effective Date: 12/14/2012

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RETIREMENTS - CERTIFIED STAFF

BARBARA BRENK – Occupational Therapist, Lincoln, Oneka, Vadnais & Willow

Employed by District 624 since 03/10/1986

Effective Date: 06/07/2013

DEBORAH BUTTERS – Physical Education Teacher, On Leave

Employed by District 624 since 08/26/1991

Effective Date: 06/07/2013

CONNIE HAMILTON – Vocal Music Teacher, Sunrise Middle School

Employed by District 624 since 08/26/1991

Effective Date: 06/07/2013

SHARON JOHNSON – SPED Teacher, Birch Lake Elementary

Employed by District 624 since 10/01/1984

Effective Date: 06/07/2013

MARY KING – School Psychologist, High School

Employed by District 624 since 12/05/1988

Effective Date: 06/07/2013

JULIANNE PAULSON – School Nurse, Birch Lake, Lincoln, High School

Employed by District 624 since 08/27/1987

Effective Date: 06/07/2013

THOMAS PAULSON – Industrial Technology Teacher, Central Middle School

Employed by District 624 since 08/21/1986

Effective Date: 06/07/2013

LEAVES OF ABSENCE - CLASSIFIED STAFF

LORI HAFNER – Satellite Manager, Vadnais Heights Elementary

Employed by District 624 since 09/09/1997

Effective Dates: 09/04/2012 through 03/11/2013

NANCY PELTIER – Full Time Cook, High School

Employed by District 624 since 10/16/2000

Effective Dates: 05/12/2012 through 05/12/2013

SAMANTHA TERRY – Bus Aide, Bus Garage

Employed by District 624 since 09/02/2008

Effective Dates: 11/06/2012 through 01/01/2013

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

LEAVES OF ABSENCE – CERTIFIED STAFF

JENNIFER BABIASH – .8 Equity/Integration Program Coordinator, High School
Employed by District 624 since 08/21/2003
Effective Dates: 01/02/2013 through 06/07/2013

KAYLEEN BASKIN – Associate Principal, High School
Employed by District 624 since 07/01/2012
Effective Dates: 12/07/2012 through 12/27/2012

KAREN SCHMITZ – Guidance Counselor, Central Middle School
Employed by District 624 since 08/25/2005
Effective Dates: 11/19/2012 through 12/28/2012

SABBATICAL LEAVE OF ABSENCE CANCELLED – CERTIFIED STAFF

LOUIS FERRERI – Art Teacher, High School
Employed by District 624 since 08/23/1999
Effective Dates: 01/18/2013 through 06/13/2013

NEW PERSONNEL - CLASSIFIED STAFF

ELIZABETH MAYER – Pupil Support Assistant, Sunrise Middle School
\$16.65 /hr. 6.50 hrs. /day 99 days \$10,714.28
Effective Date: 01/07/2013

AMY OTTAVIANI – Cultural Liaison, Normandy Park
\$23.00 /hr. on Timesheet
Effective Dates: 12/17/2012 through 06/30/2013

LORI WILLS –Pupil Support Assistant, Sunrise Middle School
\$16.65 /hr., 6.50 hrs. /day, 99 days \$10,714.28
Effective Date: 01/07/2013

LONG TERM SUBSTITUTE - CERTIFIED STAFF

PAMELA TARASAR – Speech Clinician, Birch Lake Elementary
MA+60, Step 12 \$12,703.03
Effective Dates: 01/07/2013 through 03/15/2013

LONG TERM SUBSTITUTE ASSIGNMENT CHANGE- CERTIFIED STAFF

KEN KAPPAHN – SPED Teacher, Lakeaires Elementary
Effective Dates: From 08/27/2012 through 01/18/2013

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: Energy Star “Top Performer” Award

MEETING DATE: January 14, 2013

SUGGESTED DISPOSITION: Information Item

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

BACKGROUND:

Since beginning the SEE program in 2010, White Bear Lake Area Public Schools has reduced its total energy use by 6%, avoiding over \$160,000 in costs.

In addition to tracking our energy use through SEE and CLASS 5 Energy’s Utility Tracking tool, White Bear Lake Area Public Schools have also become an ENERGY STAR Partner, and maintained a portfolio through them. ENERGY STAR offers several different awards and recognition opportunities, and we are proud to announce that as of this past December, we have earned their “Top Performer” award for an outstanding portfolio score of 75 or higher.

White Bear Lake Area Public Schools ENERGY STAR Portfolio includes fifteen facilities – all of our elementary, middle, and high schools, including ALC, the District Center and Normandy Park Education Center. These fifteen buildings began with a portfolio score of 68, and have since gained 10 points for a current score of 78.

These energy reductions have happened solely through behavioural efforts: low- and no-cost strategies that include educating and engaging staff and students, bringing energy awareness into the classroom, regularly meeting with building administrators to set individualized goals and working closely with the Buildings and Grounds department, who have been invaluable in their efforts to make our daily operations more efficient through changes in lighting, heating, cooling and cleaning schedules, among many other things.

These impressive gains have ranked White Bear Lake Area Public Schools among the top performing energy efficient school districts in the nation, and we congratulate all of the staff and students for their commitment to energy efficiency!

RECOMMENDATION:

It is recommended by administration that the Board accept the award.

AGENDA ITEM: Recognition for Partnership with Tamarack
Nature Center

MEETING DATE: January 14, 2013

SUGGESTED DISPOSITION: Information Item

CONTACT PERSON(S): Dr. Michael Lovett, Superintendent
Dave Guenther, Director of Community Services
and Recreation

BACKGROUND:

The Minnesota Recreation and Parks Association's Children and Nature Connection Committee awarded White Bear Lake Area Public Schools Early Childhood Program the Meritorius Service Award for 2012 for providing exceptional opportunities for area families to connect young children to nature through Early Childhood and Family Education (ECFE) and School Readiness experiences at Tamarack Nature Center.

The award recognizes outstanding services performed to benefit children, nature and recreation for the citizens of Minnesota.

Marcie Oltman, of Tamarack Nature Center, will present the award to the School Board.

AGENDA ITEM: Welcome to White Bear Week

MEETING DATE: January 14, 2013

SUGGESTED DISPOSITION: Information Item

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

BACKGROUND:

The materials for this agenda item describe the whole range of special events which students and families can attend during the month of January. Last week was officially “Welcome to White Bear Week”; we have asked one elementary principal, one middle school principal and one high school principal to join us, each with a student, and tell us what students and families can look forward to this month.



Get to Know White Bear Lake Area Schools!

While parents are welcome to visit our schools at any time, there are several special opportunities in January for parents to learn more about the White Bear Lake Area Schools.

Early Childhood

Preschool and Family Education Open Houses

Open Houses are an opportunity for you to visit our sites, tour the buildings, gather information about our classes and programs, meet our staff and ask any questions. Classes will be in session, so we encourage you to spend some time in a classroom observing the activities. Children are welcome and may join in the class activities if they choose.

- 1:30-2:30 p.m. Wednesday, January 9 at Hugo Elementary (14895 Francesco Avenue, Hugo)
- 9:30-10:30 a.m. and 6-7 p.m. Tuesday, January 15 at Normandy Park (2482 E County Road F, White Bear Lake)
- 10-11 a.m. Thursday, January 17 at Tamarack Nature Center (5287 Otter Lake Road White Bear Township)

Preschool and Family Education Registration Night

- 4:30-7 p.m. Thursday, January 24 at Normandy Park Education Center (Registrations for all three locations - Hugo, Normandy and Tamarack - will be accepted at the Normandy Park site)
- Remaining class openings will be available for online registration beginning January 28 by visiting www.wblearlychildhoodregistration.org

Preschool Screening Registration

- Registration is available online at www.wblearlychildhoodregistration.org or by calling 651-653-3154

Elementary School

Welcome to White Bear Week: January 7-11, 2013

All elementary schools will have tours available for families who want to explore our schools - go to any elementary school office at a time listed below to join a tour:

- 10 a.m. on Monday, January 7 and Wednesday, January 9
- 6 p.m. on Tuesday, January 8 and Thursday, January 10

District-wide Kindergarten Registration Night

This in-depth session offers parents of future kindergartners an opportunity to learn more about the District's kindergarten curriculum and programs, ask questions, visit a kindergarten classroom and register their child for kindergarten.

- 5:30 p.m. on Thursday, January 17 at all elementary schools

Middle School

Parent Information Nights

This is especially helpful for current White Bear Lake Area Schools 5th grade families and families new to the White Bear Lake Area Schools with students entering grades 6-8 in fall 2013.

- Sunrise Park Middle School, 2399 Cedar Avenue, White Bear Lake, 651-653-2700
 - 7 p.m. on Tuesday, January 22
- Central Middle School, 4857 Bloom Avenue, White Bear Lake, 651-653-2888
 - 7 p.m. on Thursday, January 24

High School

Parent & Student Information Nights

An opportunity for parents and students to learn about course selection opportunities and registration for fall 2013.

- For next year's 9th and 10th graders: Tuesday, January 8 at North Campus, 5045 Division Avenue
 - 6 p.m. Class of 2016, 7 p.m. Class of 2017
- For next year's 11th and 12th graders: Thursday, January 3 at South Campus, 3551 McKnight Road
 - 6 p.m. Class of 2014, 7 p.m. Class of 2015

Pizza with the Principals

A special opportunity for families new to the White Bear Lake Area Schools who are considering White Bear Lake Area High School. Hear from the principals, ask questions and tour the building. RSVP at 651-653-2915.

- Tuesday, January 15, 6 p.m. at WBLAHS - North Campus, 5045 Division Ave., White Bear Lake

For more information or school locations, visit www.isd624.org or call 651-407-9674.

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **January 14, 2013**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

BACKGROUND:

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

D. DISCUSSION ITEMS

AGENDA ITEM: Policy 495, Leave of Absence Policy
MEETING DATE: January 14, 2013
SUGGESTED DISPOSITION: Discussion Item
CONTACT PERSON(S): Chris Picha, Director of Human Resources

BACKGROUND:

School Board Policy 495, Leave of Absence Policy, is a new policy that provides criteria to give guidance as to when the school administration would recommend an employee leave of absence for discretionary purposes. The policy will allow the District to be more consistent in the granting of leaves of absence for discretionary purposes.

This policy has been reviewed by the School Board Policy Committee and is recommended for a first reading.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy to be placed on the February 11 School Board meeting agenda or a subsequent meeting.

495 LEAVES OF ABSENCE WITHOUT PAY

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as the policy and procedure for requesting leaves of absences without pay.

II. GENERAL STATEMENT OF POLICY

- A. The School Board recognizes the right of employees to request leaves of absence without pay based on the employee's individual needs or desires and consistent with provisions of the appropriate employee master agreement or policy.
- B. Because the absence of an employee affects the educational program, staff, and students, the needs and desires of the employee must be weighed against the needs of the district whenever a leave of absences is requested.
- C. In acting on employee leave requests, the School Board will observe provisions of the appropriate employee master agreement or policy, and applicable state and federal statutes. Consideration will be given to both the reasons for the employee's request and the needs of the district. Where needs are in conflict, however, concerns related to the overall educational program will take precedence.

III. FACTORS TO BE CONSIDERED

- A. Multiple factors will be considered in acting on leave of absence requests, including but not limited to the following:
 - 1. The stated reason(s) of the employee in requesting a leave;
 - 2. Relevant provisions of the appropriate employee master agreement, policy or statute;
 - 3. Length of service to the district of the employee applying for the leave. Normally the district will not approve any leave during an employee's probationary period other than leaves required by law or collective bargaining agreement.
 - 4. Length of leave request:
 - a. Normally, the length of an approved extended leave of absence under M.S. 122A.46 must be determined by mutual agreement of the School Board and the employee at the time the leave is granted and shall be at least three (3), but no more than five years. An extended

leave may be granted to employees who have been employed by the district for at least five (5) years and who have at least ten (10) years of allowable service in Minnesota.

- b. Normally, the length of an approved leave of absence for other reasons shall not exceed one (1) year. In extenuating circumstances, an extension of one (1) additional year may be granted for a maximum of two consecutive years of leave.
5. Record of previous leaves taken by the employee;
6. Availability of qualified substitute;
7. Potential for turnover among substitutes during the employee's leave period;
8. Number of other employees in the same assignment category currently on leaves of absence;
9. Timing of the leave in order to minimize disruption to the educational program, staff and students:
 - a. Whenever possible, leaves should begin and end during the summer. If that is not possible, the beginning or ending of a leave should coincide with a natural break point during the school year.
10. Overall impact of the leave on the educational program, staff and students;
11. Potential benefits to the district of granting the leave;
12. Additional factors pertaining to requests for part-time leaves:
 - a. Availability of a suitable part-time assignment;
 - b. Flexibility of the employee in accepting a part-time assignment;
 - c. Willingness of the employee to return to full time employment should a part-time position to which the individual is assigned be increased to full time if a qualified substitute is not available of the additional part-time employee is not deemed feasible.
 - d. Willingness of the employee to participate fully in parent-teacher conferences and in-district workshops without additional remuneration.

- B. Acting upon requests for a leave of absence without pay is a School Board prerogative; however, the Superintendent or designee is authorized to grant such leave status for periods not to exceed ten (10) working days in succession.
- C. Requests for unpaid leaves of short duration during the school year of eleven (11) or more working days in succession are subject to Board Action. Additional considerations for these leaves will be that:
 - 1. The district is provided with advance notice of the request and can assess the effects of the leave on educational programs; employees are advised NOT to make financial or other commitments prior to the time the leave is approved.
 - 2. The purpose of the leave cannot be scheduled or accomplished during a non-duty (school vacation) period; and
 - 3. Such leaves would only be granted when the merit of the request is of an exceptional nature and consistent with other provisions of this policy.
- D. Leaves requested due to a disability will be reviewed in accordance with the ADA. The District will comply with applicable state and federal law when considering requests for leave of absence due to an employee's disability.

Legal References: Minn. Stat. §122A.46 *Extended Leaves of Absence*

Cross References: WBLASB Policy 401 (*Equal Employment Opportunities*)
WBLASB Policy 402 (*Disability Nondiscrimination Policy*)
WLBASB Policy 410 (*Family Medical Leave Act*)

AGENDA ITEM: Policy 533, Wellness

MEETING DATE: January 14, 2013

SUGGESTED DISPOSITION: Operational Item

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

BACKGROUND:

School Board Policy 533, Wellness, was established in 2006 through an extensive process with input from administrators, teachers, parents and students.

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

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

Recommendation:

To review the policy and provide suggestions or feedback to the administration, with the policy to be placed on the February 11 School Board meeting agenda or a subsequent meeting.

Adopted: August 14, 2006
Revised: April 12, 2010
Revised:

White Bear Lake Area School District Policy 533

533 WELLNESS

I. PURPOSE

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education academic achievement.
- B. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school district nutrition and physical activity policies.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; ~~they~~ commit to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. GUIDELINES

- A. Foods and Beverages
 - 1. All foods and beverages made available on campus (including concessions and a la carte cafeteria items) will be consistent with the current ~~USDA Dietary Guidelines~~ Healthy Hunger Free Kids Act for Americans.

2. ~~Food~~ Nutrition service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.
3. ~~Food~~ Nutrition service personnel shall adhere to all federal, state, and local food safety and security guidelines.
4. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
5. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
6. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
7. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.

B. School ~~Food~~ Nutrition Service Program/Personnel

1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.
2. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with the current USDA Dietary Guidelines Healthy Hunger Free Kids Act for Americans.
3. As part of the school district's responsibility to operate a ~~food~~ nutrition service program, the school district will provide continuing professional development for all ~~food~~ nutrition service personnel in schools.

B. Nutrition Education and Promotion

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;

- b. part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
- 2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte [snack] lines, vending machines, fundraising events, concession stands, and student stores.
 - 3. Schools will discourage the use of foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

D. Physical Activity

- 1. Students need opportunities for daily physical activity and to fully embrace regular health and physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;
- 2. ~~In addition to regular physical education,~~ Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
- 3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

E. Communications with Parents

- 1. The school district recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
- 2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
- 3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.

4. The school district will provide information to parents about ~~health and~~ physical education and other school-based ~~wellness opportunities, and will~~ support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. IMPLEMENTATION AND MONITORING

- A. After approval by the school board, the wellness policy will be implemented throughout the school district.
- B. School ~~food~~ nutrition service staff, at the school or district level, will ensure compliance within the school's ~~food~~ nutrition service areas and will report to the ~~food~~ nutrition service program administrator, the building principal, or the superintendent's designee, as appropriate.
- C. The school district's ~~food~~ nutrition service program administrator will provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available on campus.
- D. The superintendent or designee will ensure compliance with the Wellness policy and will provide an annual report of the school district's compliance with the policy to the school board.

Legal References: Minn.Stat. § 121A.215 (Local School District Wellness Policy)
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
P.L. 108-265 (2004) § 204 (Local Wellness Policy)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org and
www.actionforhealthykids.org/filelib/toolsforteachers/recom/MNHealthy%20Kids%20Kids%208-2004.pdf

AGENDA ITEM: Update on Planning for an Orchestra Program
MEETING DATE: January 14, 2013
SUGGESTED DISPOSITION: Discussion Item
CONTACT PERSON(S): Dr. Michael Lovett, Superintendent

BACKGROUND:

This year's School Board/Superintendent Goal 5 provides that we "*develop plans for a String Orchestra Program with the first phase programming beginning in the 2013-14 School Year.*"

At our September Work Study Session, Curriculum & Program Development Coordinator Lisa Switzer, and high school band teachers Shannon Anderson and Jeremy Rockford presented a proposed timeline for an orchestra planning committee.

At our October Work Study Session, Lisa Switzer and Shannon Anderson provided a progress update to the School Board.

At our November Work Study Session, Shannon Anderson, Jeremy Rockford and Lisa Switzer presented initial recommendations for consideration.

On January 7 at a special work-study session, Shannon Anderson, Jeremy Rockford and Lisa Switzer presented revised recommendations and responded to School Board questions regarding both short term and long term financial feasibility and other programmatic considerations. In addition, Mr. Pete Willcoxon, Sr. addressed the short term and long term budget and how improvements in the music program fit into our general fund and capital budgets. On Monday night, we would suggest that the School Board consider the following four points as next steps:

1. That the administration will defer making a recommendation to begin orchestra for the 2013-14 school year, and instead develop a plan that would permit orchestra implementation beginning for the 2014-15 school year;
2. That the administration will continue to review options for which grade level to begin a strings program. Under consideration are starting with grade six, or starting the program at the elementary level, likely at grades four and five;
3. That the administration will complete budgetary planning necessary to assure long-range sustainability of the music program including band, choir, and orchestra at the secondary level, and other operational steps necessary to develop a high quality orchestra program; and
4. That subject to the completion of steps 2 and 3 above, the administration would return to the School Board with a recommendation for implementation of an orchestra program beginning in 2014-15 school year, with matter coming before the School Board no later than November of 2013.

E. OPERATIONAL ITEMS

AGENDA ITEM: **2013 School Board Operating Procedures**
MEETING DATE: **January 14, 2013**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **School Board Chair**

Background:

At the organizational meeting of the White Bear Lake Area School Board the School Board approves the Rules of Order and Board Agenda format for the year.

Attached are the recommended Rules of Order and Board Agenda format.

Recommendation: Approve the Rules of Order and Board Agenda format for 2013.

RULES OF ORDER

Roll call vote shall be made on all items with any financial impact, and on any items where dissent is noted on a voice vote and a division of the house is requested.

Roll call votes shall always proceed alphabetically with the first member to be called rotated alphabetically at successive Board meetings.

Any item may be changed on the agenda, either in placement or in status (discussion, action...) by consensus or by passage of a motion to suspend the rules for that purpose.

Any items for which no written explanatory information is supplied in the Board packet, will be treated as items in the Public or Board Forum with no action unless the Board suspends the rules and places the item on the agenda for action.

The Chair and the Superintendent shall develop the meeting agenda. Board members may request items to be placed on an upcoming agenda by contacting the Chair, or in his or her absence the Superintendent by the Tuesday prior to the Board meeting. All written material and appropriate explanatory material for agenda items must be provided to the Superintendent's office by noon on the Wednesday prior to the meeting for inclusion in the agenda packet. If such written material is required and not provided in a timely manner, the topic may be pulled from the agenda.

Members of the public may make requests to have items placed on a Board agenda by contacting the Chair in the same manner as Board members. If the Chair does not honor the request, the request shall be made known to the Board and the Board shall determine the disposition of the request.

Robert's Rules of order will be followed except that:

- a. Suspension of the rules and limitation of debate require only a simple majority of those voting rather than a 2/3 majority.
- b. If no motion is immediately forthcoming on an action item when requested by the Chair, a nominal period of time, not to exceed five minutes, is allowed for questions before a motion for action is required.
- c. Board business will automatically terminate at 9:30 p.m. and the Chair will declare the meeting adjourned unless there is a motion, supported by a majority vote, extending the meeting by a specific amount of time.

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BOARD AGENDA 2013

A.	PROCEDURAL ITEMS	Roll call, Pledge of Allegiance, approve agenda, approve consent agenda to include minutes, payment of invoices, correspondence, gifts, field trips and personnel items.
B.	PUBLIC FORUM <u>Public Forum Procedures</u> During the Public Forum any person may address the School Board on a topic of interest or concern. Listed below are the procedures for Public Forum. 1. Public Forum will follow the Procedural Items on the agenda. 2. Public Forum will be open 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 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. 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 contact 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.	During the Public Forum any person may address the School Board on a topic of interest or concern.

C.	INFORMATION ITEMS	No discussion
D.	DISCUSSION ITEMS	An instructional report, first reading of new policies, etc.
E.	OPERATIONAL ITEMS	All non-personnel action items.
G.	BOARD FORUM	Board “news”; same rules as Public Forum
H.	ADJOURNMENT	

AGENDA ITEM: **School Board Members' Compensation for 2013**

MEETING DATE: **January 14, 2013**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **School Board Chair**

Background:

Minnesota Statute 123.33, Subd. 12 states: "The clerk, treasurer, and superintendent of any district shall receive such compensation as may be fixed by the board. Unless otherwise provided by law, the other members of the board shall also receive compensation as may be fixed by the board."

Listed below is the history of the White Bear School Board compensation rates.

Year	Members	Chair	Vice-Chair	Clerk	Treasurer
2012	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2011	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2010	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2009	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2008	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2007	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2006	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2005	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2004	\$4,300	\$4,700	\$4,500	\$4,700	\$4,500
2003	\$4,300	\$4,700	\$4,500	\$4,700	\$4,500
2002	\$4,200	\$4,600	\$4,400	\$4,600	\$4,400

It should be noted that the School Board has not increased their compensation since 2005.

Recommendation:

That the School Board act on compensation rates for 2013.

AGENDA ITEM: **Appointment of Representative For Northeast Metro 916 Intermediate School Districts Board**

MEETING DATE: **January 14, 2013**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **School Board Chair**

BACKGROUND:

Each year the White Bear Lake Area School Board appoints a member of our School Board to serve on the Northeast Metro 916 Intermediate School District Board. Currently, Janet Newberg serves on this board and we recommend that she continues to serve on the Northeast Metro 916 Intermediate School District Board for 2013.

RECOMMENDATION:

Approve Janet Newberg as our representative to the Northeast Metro 916 Intermediate School District Board for 2013.

AGENDA ITEM: **Appointment of Representative For The East Metro
Integration District 6067 Board**

MEETING DATE: **January 14, 2013**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **School Board Chair**

BACKGROUND:

Each year the White Bear Lake Area School Board appoints a member of our school board to serve on the East Metro Integration District 6067 Board. Currently Lori Swanson serves on this board and we recommend that she continues to serve on the East Metro Integration District 6067 Board for 2013.

RECOMMENDATION: Approve Lori Swanson as our representative to the East Metro Integration District 6067 Board for 2013.

AGENDA ITEM: **School Board Committees for 2013**

MEETING DATE: **January 14, 2013**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **School Board Chair**

Background:

The White Bear Lake Area School Board determines their committee assignments. At the organization meeting the School Board will make some changes to the committee assignments for 2013.

Recommendation:

Approve the School Board committee assignments for 2013.

Independent School District #624
White Bear Lake Area Schools

2013
SCHOOL BOARD COMMITTEE ASSIGNMENTS

Committees	Chapman	Hiniker	Kimball	Newberg	Shevik	Storey	Swanson
Association of Metropolitan School Districts (AMSD)			X			X	X
Community Curriculum Advisory Council	X				X		
Community Services Advisory Liaison						X	
Finance		X	X		X		
Metro ECSU	X						
Policy Committee			X	X			
Special Education Parent Advisory Liaison				X			
White Bear Educational Foundation		X					
Other District Boards							
East Metro Integration District #6067 Board							X
N.E. Metro District 916 Board				X			

Approved at the _____ School Board Meeting.

AGENDA ITEM: **Official Depositories for School District Funds
and Authorized Bank Accounts and Signatures**

MEETING DATE: **January 14, 2013**

SUGGESTED DISPOSITION: **Operational Item**

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

Be it resolved by the School Board of Independent School District #624, White Bear Lake, MN, that the following bank accounts are designated as official depositories for calendar year 2013 and that the authorized signers and those designated to electronically transfer funds shown be approved.

<u>Account Name</u>	<u>Bank Name</u>	<u>Authorized Signers</u>
<u>Demand Deposit Account</u>	<u>PMA/MN TRUST ASSOCIATED</u>	Michael J. Lovett Peter Willcoxon Sr. Mary M. Vaske
General/Payroll Account	Associated Bank	*Board Chair *Board Clerk *Board Treasurer
Cafeteria Account	Associated Bank	*Board Chair *Board Clerk *Board Treasurer
General Account	Commerce Bank	Michael J. Lovett Peter Willcoxon Sr. Mary M. Vaske
Dist. Petty Cash Acct	Bremer Bank	Michael J. Lovett Peter Willcoxon Sr. Mary M. Vaske
Business Account	Bremer Bank	Peter Willcoxon Sr. Mary M. Vaske
Cafeteria Account	Bremer Bank	Peter Willcoxon Sr. Mary M. Vaske

Central Petty Cash	Bremer Bank	Noel Schmidt Debra Sehr
Sunrise Petty Cash	Bremer Bank	Carrie Barth Linda Adams
North Petty Cash	Bremer Bank	Donald Bosch Dion Harriman Rebekka McCormick
South Petty Cash	Bremer Bank	Timothy Wald Brian Leonard Susan Johnson

*Facsimile signature to be used: with all three signatures required.

Electronic Transfers

Demand Deposit Account	PMA/MNTRUST/ ASSOCIATED	Michael J. Lovett Peter Willcoxon Sr. Mary M. Vaske
General/Payroll Account	Associated Bank	Michael J. Lovett Peter Willcoxon Sr. Mary M. Vaske
Business Account	Bremer Bank	Peter Willcoxon Sr. Mary M. Vaske
General Account	Commerce Bank	Michael J. Lovett Peter Willcoxon Sr. Mary M. Vaske

RECOMMENDATION: Approve

AGENDA ITEM: **Official Newspaper for 2013**
MEETING DATE: **January 14, 2013**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

Background:

In past years, legal notices and minutes have been published in the White Bear Press. In addition, the full minutes are available on the district's website www.isd624.org.

A proposal has been submitted by Press Publications to name the White Bear Press, Vadnais Heights Press, and The Citizen as the official school district/legal publication newspaper for 2013. The White Bear Press will increase from \$14.15 per column inch to \$14.55 per column inch, and the Vadnais Heights Press and The Citizen will increase from \$7.20 per column inch to \$7.45 per column inch.

A proposal was received from the Lillie Suburban Newspaper to bid on public notice publication services in the Shoreview-Vadnais Heights Bulletin for the Vadnais Heights area. They service Vadnais Heights only. Rate for minutes, advertisements for bids, and other notices are as follows: \$4.00 per column inch for a one-time publication and \$3.75 per column inch for each additional publication.

Our recommendation below is based on our review of Minnesota Statutes pertaining to the requirements of the School District's official newspaper and conversations with staff from the Minnesota School Boards Association.

Recommendations:

That the School Board approve the White Bear Press as the legal publication for the White Bear Lake Area Public Schools for 2013.

AGENDA ITEM: **Appointment of Compliance Officers**

MEETING DATE: **January 14, 2013**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Each November the administration certifies to the Minnesota Department of Education that we are in compliance with federal laws and regulations and state laws and rules prohibiting discrimination.

Some of our policies specifically state that a legal responsibility for receiving complaints is assigned to a position, (e.g., the director of human resources). Other policies require that the School Board “annually designate the person” to whom the responsibility is assigned.

To remove ambiguity and assure compliance in all of our policies we are asking the School Board to take action on the following appointments:

District ADA/504 Coordinator:

Kathleen Daniels
Director of Special Services
White Bear Lake Area Public Schools
4855 Bloom Avenue
White Bear Lake, MN 55110

District Human Rights Officer:

Chris Picha
Director of Human Resources
White Bear Lake Area Public Schools
4855 Bloom Avenue
White Bear Lake, MN 55110

RECOMMENDATION:

Approve the appointment of Chris Picha, Director of Human Resources, as the District Human Rights Officer, and Kathleen Daniels, Director of Special Services, as the District ADA/504 Coordinator in conformance with School Board policies.

AGENDA ITEM: **Local Education Agency Authorization**

MEETING DATE: **January 14, 2013**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

The School Board of White Bear Lake Area Schools has authorized Dr. Michael Lovett at a monthly meeting on January 14, 2013 as the Local Education Agency (LEA) representative for the purpose of reviewing and approving documents required for compliance to federal programs included in the Elementary and Secondary Education Act (ESEA) for 2013. The LEA Representative will ensure the school district will maintain compliance with the appropriate federal statutes, regulations, and procedures and will act as the responsible authority in all matters relating to the administration of federal programs.

Recommendation: To authorize Dr. Michael Lovett as the Local Education Agency (LEA) representative for the purpose of reviewing and approving documents required for compliance to federal programs included in the Elementary and Secondary Education Act (ESEA) for 2013.

AGENDA ITEM: **Designation of Legal Counsel**

MEETING DATE: **January 14, 2013**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

At our organizational meeting the School Board of White Bear Lake Area Public Schools designates: *Knutson, Flynn and Deans; Ratwik, Roszak, and Maloney; Rupp, Anderson, Squires and Waldsperger, P.A.; Karen Kepple at Northeast Metro 916; and others as needed* as our legal counsel for calendar year 2013. Authorized personnel to contact legal counsel includes: school board chair, superintendent, assistant superintendent, executive director of business services, director of human resources, director of special services, director of community services, and director of communications and community relations.

Recommendation: The School Board approves *Knutson, Flynn and Deans; Ratwik, Roszak, and Maloney; Rupp, Anderson, Squires and Waldsperger, P.A.; Karen Kepple at Northeast Metro 916; and others as needed* for 2013. The School Board approves authorized personnel to contact legal counsel, including: school board chair, superintendent, assistant superintendent, executive director of business services, director of human resources, director of special services, director of community services, and director of communications and community relations.

AGENDA ITEM: Action on Elementary Gifted and Talented Program
Recommendations

MEETING DATE: January 14, 2013

SUGGESTED DISPOSITION: Operational Item

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

BACKGROUND:

During the past two years the administration has made several presentations to the School Board on important improvements on our elementary gifted and talented program. The School Board and the Superintendent identified the review of the elementary gifted program as an instructional improvement goal for the 2010-2011 school year. The basis of the program review was also focused on Strategic Action Plan I, which reads as follows:

We will develop a comprehensive understanding of our students' needs and interests to ensure students are challenged and excelling academically.

The initial review process began in the 2010-2011 school year and reflects the work of a cross-section of key stakeholders: classroom teachers, principals, parents, community members, REACH teachers, and district administrators. At a work study session on May 23, 2011, Ann Malwitz, Professional Learning and Development Coordinator, provided a progress report to the board on the work of the committee. During the 2011-2012 school year the review committee continued their study and on April 23, 2012, preliminary findings and program recommendations were shared with the School Board at a work study session. On September 24, 2012, refined program recommendations were shared with the School Board along with a detailed description of the proposed program components. Attached is a copy of the program summary outlining program improvements that was shared at that meeting. Readiness planning began in early November with building administrators, elementary curriculum leaders and gifted resource teachers. The final program recommendations were presented to the School Board at the November 26, 2012, work study session.

This evening's recommendation has four parts:

1. Programming Structure and Development:

Beginning in the 2013-2014 school year services for students identified as gifted will be delivered through a cluster grouping model for students in grade three. Additional grades will be added sequentially in following school years. In addition to the cluster grouping

model, a self-contained classroom-based model designed to meet the unique educational, social and emotional needs of children who have been identified as having exceptional academic abilities, will be considered for implementation after the 2013-2014 school year. The goal of this program is to serve students who are identified as highly gifted learners. These learners are children whose academic abilities indicate the need for in-depth, complex and rigorous curriculum and instruction beyond that which can be provided in the cluster grouping model.

2. Identification and Assessment of Student Learning:

For the 2013-2014 school year the identification process will be adjusted to reflect the recommended programming structure. The identification process will also be structured to reflect greater cultural sensitivity and include a parent assessment component in the identification process.

3. Professional Development and Leadership:

Beginning in the 2012-2013 school year, all staff will receive training on the essential components of instructional practices that support students identified as gifted. Cluster grouping model teachers will receive more intensive and ongoing professional development in research-based strategies of curriculum and instruction to respond to the unique needs of student identified to participate in the cluster group model or the self-contained model. To ensure successful implementation of the new structures and programming for gifted education in our schools a 1.0 FTE will be allocated to provide ongoing program support. This position will include responsibility for training, leadership and gifted program support. Funding will come from Federal ESEA Title II funds and will not affect the general fund.

4. Parent Involvement, Communications and Marketing:

Communication and program marketing materials and information will be updated prior to the 2013-2014 school year to reflect program improvements. Additional opportunities to engage parents, families and community members for planning, programming, evaluating, and advocating for the program will be provided that reflect the changes in gifted services.

RECOMMENDATION: Adopt the four Elementary Gifted and Talented Program Recommendations as noted above.

White Bear Lake Area Schools
Elementary Gifted and Talented Program Review
School Board Work Study Session
November 26, 2012

Program Summary and Proposed Improvements

Beliefs:

"Every child including those who are gifted and talented deserves to learn something new every day. Every child - including high ability learners - deserves to be challenged, and to receive guidance and support in the development of his or her potential."

Del Siegle, NAGC Program Chair & President 2008.

Program Goals:

To meet the unique needs of gifted students, WBL Area Schools has made a commitment to the following:

- identify gifted students using multiple criteria and provide challenging learning experiences beyond the regular curriculum
- provide staff with the specific tools and training for differentiated instruction
- develop and promote high level thinking and problem solving skills
- encourage creative and critical thinking
- provide opportunities for sharing and exchanging ideas in a supportive environment
- review gifted services regularly and make appropriate changes

Program Summary and Proposed Improvements

Elements of a Comprehensive Gifted Program	Current Program	Proposed Changes	Comments
Identification	K-2 Gifted students are not formally identified. Classroom teachers identify students with strong academic skills using our current assessments like MAP, work samples and student performance in class.	K-2 students will continue to be screened by classroom teachers using multiple criteria including MAP, work samples and student performance in class. Identification structures will be adjusted to represent diverse backgrounds and reflect the student population	<i>There is concern about the formal identification of children identified as gifted prior to grade two. IQ testing of preschoolers can be extremely unreliable and can easily underestimate their abilities (Davis, Rimm and Siegle, 2012).</i> <i>While there has been</i>

	3-5 Students are assessed using the CogAT and MAP scores. The CogAT is a nationally accepted assessment for identifying gifted learners. This assessment is done during the first month of school for third graders. Fourth and fifth graders may be assessed at the recommendation of a teacher or parent.	of the district. 3-5 Students will be formally identified at the end of second grade using multiple criteria including CogAT, MAP, classroom performance and a parent assessment. Every effort will be made to ensure our process is culturally sensitive including a demographic review of our current gifted population as it compares to district averages. Identification will be created to reflect the recommended program structures including areas of student strength and levels of exceptionality.	<i>considerable research around gifted assessment and cultural sensitivity, there is not a research based, nationally accepted assessment tool that is deemed culture neutral. School districts continue to use multiple data points to identify exceptional students.</i> <i>We currently do not have a program for exceptionally gifted students. If the district moves in this direction, additional work will be done to determine the necessary identification criteria.</i>
Numbers of Students Served	K-2 During the 2011-2012 school year, 401 students participated in Primary Challenge and REACH in at least one curricular area.	Our goal is to provide service for every student that demonstrates giftedness according to our identification process. There is not a predetermined percentage or number limiting programming.	<i>While our current percentage of Gifted students is above fifteen percent and national norms suggest one to five percent, our district has a plan to meet the needs of every learner to ensure they are challenged and excelling academically.</i>
Entry Points	Students are not identified formally before grade three. The majority of students are identified at the start of third grade using the criteria mentioned above. Additional students may be identified in fourth and fifth grade.	Students will be identified at the end of second grade with programming starting early in the third grade. Students new to the district, and students identified by teachers or parents may be assessed as needed after this point.	<i>Our district intends to provide Gifted programming as soon as possible in a student's educational journey. This early entry point does not prohibit students from surfacing later in elementary school.</i>
Programming <i>(see attached document for a more detailed</i>	K-2 Students identified by classroom teachers are provided additional rigor through a support structure called Primary Challenge with the help of our gifted resource teachers. These students receive small group, pull out	K-2 Students will continue to receive instruction from both the classroom teacher and the Gifted resource teacher. This instruction may be in the form of differentiated curriculum, flexible grouping, and additional curricular offerings	<i>Educators are aware of empirical evidence regarding (a) the cognitive, creative, and affective development of learners with gifts and talents, and (b) programming that meets their needs. Educators use this expertise</i>

<i>description of current program and proposed program improvements)</i>	lessons in math, literacy, and/or creative thinking once a week throughout the school year. 3-5 REACH is the name of the program that provides service to gifted students in grades three through five in the academic areas of literacy and mathematics. Identified students leave their regular classrooms approximately once a week to attend classes with the resource teacher. Each REACH unit lasts from 8 to 12 weeks depending on the grade level and topic. In addition to challenging curriculum, these units provide opportunities for affective lessons, critical and creative thinking skills, and self-directed learning.	throughout the year. 3-5 Many students will be serviced in their core classroom with support from a Gifted resource teacher. This is the Cluster Grouping Model for gifted instruction. Smaller groups of students will receive additional instruction outside the classroom, similar to our current model but with a closer tie to classroom instruction. The pull-out instruction will focus more on critical and creative thinking as well as affective issues directly related to gifted students. The most exceptional students would be given the option to attend a magnet type program housed in one of our elementary schools.	<i>systematically and collaboratively to develop, implement, and effectively manage comprehensive services for students to ensure specific student outcomes. (Gifted Programming Standards, 2010).</i>
Curriculum	For all students grades K-5 that receive Gifted programming, the curriculum is created by our REACH teachers based on the 2010 Gifted Programming Standards, best instructional practices and the unique needs and interests of the identified students.	The curriculum will continued to be based on the 2010 Gifted Programming Standards, best instructional practices and the unique needs and interests of the identified students. Curriculum will be aligned to the district core curriculum and will be adapted to meet the needs of identified students.	<i>Educators apply the theory and research-based models of curriculum and instruction related to students with gifts and talents and respond to their needs by planning, selecting, adapting, and creating culturally relevant curriculum and by using a repertoire of evidence-based instructional strategies to ensure specific student outcomes (Gifted Programming Standards, 2010).</i>
Measurement of Student Progress	At the completion of each instructional unit, students and parents receive a written	Consistent with our district's commitment to every student we plan to provide ongoing	<i>Assessments provide information about identification, learning</i>

	evaluation summary of the project that students completed including a rubric that identifies the student's performance compared to expectations. Our current program has not measured student growth consistently across grade levels or topics specifically related to Gifted programming.	assessment to document student learning progress in order to provide the appropriate level of instruction to match the student's strengths, interests, and pace of learning.	<i>progress and outcomes, and evaluation of programming for students with gifts and talents in all domains (Gifted Programming Standard #2, 2010).</i>
Communication	K-2 When a student qualifies for the program, parents receive a letter stating that their child has qualified for the program and that their child is invited to participate. 3-5 Parents receive notification when a student is recommended for Gifted assessment. When a student qualifies for the program, parents receive a letter stating that the student has qualified and that Gifted programming will be provided. Parents are communicated with during the screening process, on a weekly basis through updates online, several times throughout the year with a parent newsletter, and at the conclusion of the pull-out class through a written evaluation. Gifted resource teachers are also available to meet with parents during conferences.	We will measure the effectiveness of our current communication process. Our goal is to have all teachers and administrators well-versed about our program and provide easy access to information about our program so that parents and staff can easily find answers to their questions about gifted programming and resources. Additional structures for ongoing communication with parents will be added. Resources for parents will be available on both the district and school websites. Additional opportunities will be created for parent education of children identified as gifted.	<i>Schools need to seize the opportunity to equip parents and teachers to build partnerships through educational interventions. The most workable and successful plans are those that center on building communication skills, sharing information about nature and needs of gifted children and experiencing the viewpoints of others (Robinson, 2007).</i>
Parent Involvement	Currently, parents are involved at a few points during the process. Parents are communicated with during the screening process, on a weekly basis through updates	Collaborative parent involvement is a vital component of successful gifted education. We will continue to build and strengthen parent involvement	<i>Schools need to seize the opportunity to equip parents and teachers to build partnerships through educational interventions. The most workable and successful</i>

	online, and an evaluation at the conclusion of the pull-out class. Gifted teachers are available during conferences. Several sites host a Gifted student family night to share information about our program.	and communication. A parent advisory component will be added to the program We will also create additional structures for parents to access information on parenting gifted students, locate instructional resources and meet with other parents.	<i>plans are those that center on building communication skills, sharing information about nature and needs of gifted children and experiencing the viewpoints of others (Robinson, 2007).</i>
Staffing	White Bear Lake allocates three full time teachers to Gifted programming at the elementary level. These teachers are responsible for all assessment, curriculum, instruction, and communication regarding Gifted programming.	Gifted resource teachers will continue to be responsible for all assessment, curriculum, instruction and communication regarding gifted programming. Resource teachers will serve all elementary schools by providing rigorous, challenging learning experiences through push-in/pull-out experiences, differentiation training and consultation with classroom teacher, and support of building enrichment for all students.	
Leadership	White Bear Lake considers Gifted programming to be an extension of classroom instruction. The teachers report to building administration, with additional guidance provided by the Teaching and Learning department. There is not currently a formal leadership structure for Gifted and Talented programming in White Bear Lake.	Premier gifted programs dedicate resources to a leadership role to provide ongoing support and direction for program implementation. Leadership is critical in order to maintain a high quality comprehensive Gifted program. A preferred model would be some portion of an assignment dedicated to leadership. A possible model would be re-allocation of current staffing to leadership.	<i>In an exemplary model, there is a strong administrative voice to represent and implement the program for gifted learners. This individual oversees the development of long-term goals and objectives and communicates this information to everyone in the school community. These leaders ensure that staff and community members understand and support the program (Delcourt,1994).</i>
Professional Development	Gifted resource teachers frequently attend workshops and conferences to get current information about effective instruction for exceptional	Gifted resource teachers will assist in providing ongoing professional development for classroom teachers and building administrators on the	<i>Professional development is essential for all involved in the development and implementation of gifted programs and services</i>

	learners. All staff gets instruction on differentiation within the mainstream classroom.	essential components of instructional practices that support students identified as gifted (acceleration, enrichment and differentiation). Cluster grouping model teachers will receive more intensive and ongoing professional development.	(NAGC-CEC, 2010).
Marketing	White Bear Lake has created an informational handout that describes our current Gifted programming in 2009. This information is also available on our website.	Marketing materials and the website will be updated to reflect program changes and will be consistent with district marketing goals. The gifted program will be showcased during enrollment periods and throughout the year at school choice fairs as parents look for exemplary programs for their children.	
Program Review	Our current program was implemented more than ten years ago. There has not been a formal review of the program during this time. The program was modified several times due to budget reductions.	Review process will continue as program recommendations are being implemented.	<i>Students with gifts and talents develop their potential through comprehensive, aligned programming and services. (Gifted Programming Standards, 2010).</i>

AGENDA ITEM: Anoka County Elections Joint Powers Agreement

MEETING DATE: January 14, 2013

SUGGESTED DISPOSITION: Operational Item

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

BACKGROUND:

Anoka County is the first of our three counties to move forward with an effort to replace aging voting equipment.

Moving forward, school districts will need to pay the counties for part of the cost and maintenance of voting machines. This joint powers agreement commits the White Bear Lake Area Public Schools for ten years to pay the share of the maintenance and repairs of the voting equipment we use for School District elections.

This Joint Powers agreement with Anoka County is for approximately \$200 per year for 10 years.

RECOMMENDATION:

Approve the Joint Powers Agreement with Anoka County.

Anoka County Contract No. 2012- _____
JOINT POWERS AGREEMENT BETWEEN
ANOKA COUNTY AND THE MUNICIPALITIES, TOWNSHIPS AND SCHOOL DISTRICTS
IN ANOKA COUNTY
TO ALLOCATE COSTS FOR ELECTION EXPENSES

This is a joint Powers Agreement ("JPA") between the County of Anoka ("County") and THE MUNICIPALITIES, TOWNSHIPS AND SCHOOL DISTRICTS IN ANOKA COUNTY ("Governmental Entities") entered into pursuant to Minn. Stat. § 471.59, for the purchase, maintenance and use of election equipment, including conducting elections, by the County on behalf of the County and the Governmental Entities.

Section 1
Term

1. This JPA shall be in effect for a four year term, beginning January 1, 2013 until December 31, 2016, subject to automatic renewal on January 1 of each subsequent calendar year beginning January 1, 2017.

Section 2
Contract Termination

2. During the initial four year term, this JPA may only be terminated by written agreement of the County with the effected Governmental Entity. Beginning January 1, 2017, a Governmental Entity's participation in this agreement may be terminated by that Governmental Entity providing written notice to the remaining parties no later than June 1 of any year, effective on January 1 of the following year.

Upon termination of the agreement, all right title and interest in any election equipment purchased by the County under the terms of this agreement for use by the Governmental Entity shall remain with the County. Any Governmental Entity withdrawing from this agreement assumes all costs, responsibilities and liabilities related to the purchase, maintenance and use of voting equipment in the conduct of elections in that jurisdiction. Any amounts of the Governmental Entity's share of the of the initial cost of procurement of the Voting Equipment System and their proportional share of any other costs incurred by the County on their behalf that remain unpaid as of the date of termination shall become immediately due and payable by the Governmental Entity to the County.

Section 3
Voting Equipment System Definition

3. For purposes of this agreement, the Anoka County Voting Equipment System means a system in which the voter records votes by means of marking a ballot, so that votes may be counted by automatic tabulating equipment in the polling place where the ballot is cast or at a counting center. An electronic voting system includes automatic tabulating equipment; non-electronic ballot markers; electronic ballot markers, including electronic ballot display, audio ballot reader, and devices by which the voter will register the voter's voting intent; software used to program automatic tabulators and layout ballots; computer programs used to accumulate precinct results; ballots; system documentation; and system testing as well as software used to manage the

assignment, deployment, chain of custody, and associated logistical operations of said equipment in Anoka County.

Section 4 Applicability

4. This agreement, and the use of the Voting Equipment System defined herein, between the County and the Governmental Entities is applicable for any election at which offices or questions for the following categories are voted on:

Category A: Federal Offices
State Offices or Constitutional Amendments
Judicial Offices
County Offices or Ballot Questions
Soil and Water District Offices or Ballot Questions

Category B: Municipal (Township) Offices or Ballot Questions

Category C: School District Offices or Ballot Questions

Category D: Hospital District Offices or Ballot Questions

Section 5 County Responsibilities

5. Except as otherwise provided in this contract or required by statute or state or federal rule, the County shall be responsible for preparing the specifications for the purchase and maintenance of the Voting Equipment System as defined herein and for the purchase and maintenance of the system, including making all payments and expenditures for capital and on-going operating costs related to the voting equipment system. In addition, for all Category A, B, C and D Elections, Anoka County shall:
 - 5.1. Perform voting equipment system programming including ballots, ballot counters, ballot markers, and other components of the voting equipment system used to mark, count, record or report election returns and statistics.
 - 5.2. Perform programming and testing of the State Election Reporting System interface, subject to policies of the State.
 - 5.3. Program and develop a voting equipment testing plan for each election according to statutory requirements.
 - 5.4. Provide ballot design and layout services, and arrange for the printing of ballots to be used in the elections.

Section 6 Governmental Entities' Responsibilities

6. Except as otherwise provided in this contract, each individual Governmental Entity shall be responsible for and shall perform all duties and assume all costs associated with the production of test decks, and conduct of pre-election and post-election tests and audits of

precinct voting equipment for each election and shall utilize county provided software, as determined necessary by the County, to track the testing, assignment, deployment, chain of custody, and associated logistical operations of said equipment in Anoka County, as follows:

6.1. When Category A and/or B or D offices or questions appear on the ballot:

- 6.1.1. The municipality shall be responsible for and assume all costs associated with the production of test decks, and conduct of pre-election and post-election tests and audits of precinct voting equipment for all elections which include a Category A and/or B or D office or question.
- 6.1.2. The municipality shall assume all costs required to arrange for the use of polling places in the manner required by the Minnesota election law, for ensuring the physical set up of rooms and furnishings are conducive to the voting process, and for ensuring that all necessary equipment and supplies are delivered to the polling place for use on Election Day.
- 6.1.3. The municipality shall assume all costs related to picking up ballots, supplies and equipment from the Anoka County Elections and Voter Registration Office in Anoka and other storage locations that may be arranged from time to time, and transporting them to and from the polling place.
- 6.1.4. The municipality shall assume all costs related to issuing, receiving and processing absentee ballots cast by in-person absentee voters in that municipality including procurement and preparation of physical spaces, equipment, and staff needed to administer the process, and costs for delivery of voted ballots to the Anoka County Central Count Absentee Precinct.
- 6.1.5. The municipality shall assume all costs related to recruiting, hiring, and paying Election Judges for all hours served including, training, testing, election day assignments, and any other work assignments associated with the election.

6.2. When only Category C offices or questions appear on the ballot:

- 6.2.1. The School District shall be responsible and shall assume all costs associated with the production of test decks, and conduct of pre-election and post-election tests and audits of precinct voting equipment for all elections which include only Category C offices or questions.
- 6.2.2. The school district shall assume all costs required to arrange for the use of polling places in the manner required by law, for ensuring the physical set up of rooms and furnishings are conducive to the voting process, and for ensuring that all necessary equipment and supplies are delivered to the polling place for use on Election Day.
- 6.2.3. The school district shall assume all costs related to picking up ballots, supplies and equipment from the Anoka County Elections and Voter Registration Office in Anoka and other storage locations that may be arranged from time to time, and transporting them to and from the polling place.

6.2.4. The school district shall assume all costs related to issuing, receiving and processing absentee ballots cast by in-person absentee voters in the school district including procurement and preparation of physical spaces, equipment, and staff needed to administer the process, and costs for delivery of voted ballots to the Anoka County Central Count Absentee Precinct.

6.2.5. The school district shall assume all costs related to recruiting, hiring, and paying Election Judges for all hours served including, training, testing, election day assignments, and any other work assignments associated with the election.

Section 7

Allocation of Election Expenses

7. Except as already specifically provided for herein, the Voting Equipment System procurement, maintenance and support cost shall be divided between the county, its municipalities, and school districts as follows:

7.1. The County shall incur 55% of the actual cost of procurement, operation and maintenance of the system over the duration of this contract.

7.2. Municipalities located wholly or in part in Anoka County shall, collectively, incur 30% of the actual cost of procurement, operation and maintenance of the system over the duration of this contract.

7.3. School Districts located wholly or in part in Anoka County shall incur 15% of the actual cost of procurement, operation and maintenance of the system over the duration of this contract.

7.4. Anoka County shall make all payments and expenditures for capital and on-going operating and maintenance costs related to the system throughout the duration of this contract.

7.5. The annual fee for each jurisdiction shall be established as follows:

7.5.1. Each individual municipality shall pay a fee equal to that percentage of the total Anoka County population residing in that municipality at the time of the 2010 census multiplied by the municipal share (30%) of the actual cost of procurement (prorated over ten annual installments), plus the actual cost of operation and maintenance of the system, as solely determined by the County, calculated annually throughout the duration of the contract

7.5.2. Each individual school district shall pay a fee equal to that percentage of the total Anoka County population residing in that school district at the time of the 2010 census multiplied by the school district share (15%) of the actual cost of procurement (prorated over ten annual installments), plus the actual cost of operation and maintenance of the system, as solely determined by the County, calculated annually throughout the duration of the contract.

- 7.5.3. Each Governmental Entity shall be invoiced annually on June 1 for each calendar year of the agreement for the above referenced fees. Said fees shall be due and payable within thirty (30) calendar days of invoicing.
- 7.5.4. The Governmental Entities hereby agree that they will not reallocate any of the costs incurred herein.
- 7.6. For each governmental entity, the County shall determine that proportion of the ballot devoted to offices and questions for that entity as a percentage of the total number of column inches on the ballot, and provide an invoice to the governmental entity for that share of the cost of ballot printing, paper and normal delivery charges.
- 7.7. The County shall pay the cost of postage for all domestic mailed absentee ballots cast in the county and absentee ballots cast under the Uniformed Overseas Citizens Absentee Voting Act (UOCAVA) except those absentee postage costs incurred by Municipalities designated to administer absentee voting laws under M.S. 203B.05.

Section 8

Documentation of Election Expenses

8. Documentation of actual expenditures as required by the County is required for the allocation of election expenses pursuant to this agreement. Invoices or billing statements are acceptable documentation for goods or services purchased for vendors.

Section 9

Ownership

9. The Governmental Entities acknowledge that the County owns the Voting Equipment System and that the Governmental Entities are authorized to use said Voting Equipment System for official election related purposes. Use of the Voting Equipment System by the Governmental Entities for any other purpose is strictly prohibited absent express written consent of the County. The Governmental Entities hereby acknowledge and agree that the Voting Equipment System may contain proprietary and trade secret information that is owned by a third party and is protected under federal copyright law or other laws, rules, regulations and decisions. The Governmental Entities shall protect and maintain the proprietary and trade secret status of the Voting Equipment System in their possession.

Section 10

Handling Of Equipment and Insurance

10. Each municipality shall be responsible for storage of elections equipment assigned by the county to that municipality. Municipalities shall make all necessary elections equipment in its possession available to other entities as directed by the county.

Each Governmental Entity acknowledges that it shall be responsible for the Voting Equipment System while it is in the Governmental Entity's custody. Each Governmental Entity, either through insurance or a self-insurance program, shall be responsible for all costs, fees, damages and expenses including but not limited to personal injury, storage, damage, repair and/or replacement of the Voting Equipment System while it's in the

Governmental Entity's custody and this contract is in effect unless such costs, fees, damages and expenses are then currently covered under a manufacturer warranty covering said equipment. The Governmental Entities shall be responsible for, provide coverage for and shall provide proof of general liability and worker's compensating insurance (Hold Harmless Agreement) for all individuals providing services required by this contract. In addition to the foregoing, the Governmental Entities shall, during the term of this contract, maintain, through commercially available insurance or on a self-insured basis, property insurance coverage on all of the voting systems used or intended for use in this agreement to cover all repairs or replacement of the voting equipment if damaged or stolen. The Governmental Entities are responsible for any deductible under their policy.

Section 11 Independent Contractor

11. It is agreed that nothing in this contract is intended or should be construed as creating the relationship of agents, partners, joint ventures, or associates between the parties hereto or as constituting the County or the Governmental Entities as the employee of the other entity for any purpose or in any manner whatsoever. The County is an independent contractor and neither it, its employees, agents, nor its representatives are employees of the Governmental Entities. From any amounts due the County, there shall be no deductions for federal income tax or FICA payments, nor for any state income tax, nor for any other purposes which are associated with an employer-employee relationship unless required by law.

Section 12 Data Practices

12. All data created, collected, received, maintained, or disseminated for any purpose in the course of this contract is governed by the Minnesota Government Data Practices Act, any other applicable statute, or any rules adopted to implement the Act or statute, as well as federal statutes and regulations on data privacy.

Section 13 No Waiver

13. No delay or omission by either party hereto to exercise any right or power occurring upon any noncompliance or default by the other party with respect to any of the terms of this Agreement shall impair any such right or power or be construed to be a waiver thereof unless the same is consented to in writing. A waiver by either of the parties hereto of any of the covenants, conditions, or agreements to be observed by the other shall not be construed to be a waiver of any succeeding breach thereof or of any covenant, condition, or agreement herein contained. All remedies provided for in this Agreement shall be cumulative and in addition to, and not in lieu of, any other remedies available to either party at law, in equity, or otherwise.

Section 14 Governing Law

14. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

Section 15
Entire Agreement

15. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof and hereby rescinds and replace all prior Agreements with the respective Governmental Entities with this Agreement. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties hereto.

Section 16
No Assignment

16. Neither party shall assign, sublet or transfer this Agreement, either in whole or in part, without the prior written consent of the other party, and any attempt to do so shall be void and of no force and effect.

Section 17
No Warranty

17. The Governmental Entities agree that the County is furnishing the Voting Equipment System on an "as is" basis, without representation or any express or implied warranties, other than those provided by any maintenance agreement entered into by the County for the maintenance of the Voting Equipment System, including but not limited to, fitness for particular purpose, merchantability or the accuracy and completeness of the Voting Equipment System.

The Governmental Entity's exclusive remedy and the County's sole liability for any substantial defect which impairs the use of the Voting Equipment System for the purposes stated herein shall be the right to terminate this agreement.

The County does not warrant that the Election Voting Equipment System will be error free.

The County disclaims any other warranties, express or implied, respecting this agreement or the Voting Equipment System.

In no event shall the County be liable for actual, direct, indirect, special, incidental, consequential damages (even if the County has been advised of the possibility of such damage) or loss of profit, loss of business or any other financial loss or any other damage arising out of performance or failure of performance of this Agreement by the County. Except as otherwise specifically provided for in this agreement, County and the Governmental Entities agree each will be responsible for their own acts and omissions under this Agreement and the results thereof and shall to the extent authorized by law defend, indemnify and hold harmless the other party for such acts. Each party shall not be responsible for the acts, errors or omissions of any other party under the Agreement and the results thereof. The parties' respective liabilities shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes Chapter 466, and other applicable law. This paragraph shall not be construed to bar legal remedies one party may have for the other party's failure to fulfill its obligations under this Agreement. Nothing in this Agreement

constitutes a waiver by the Governmental Entities or County of any statutory or common law defenses, immunities, or limits on liability.

Section 18 Notice

18. Any notice or demand shall be in writing and shall be sent registered or certified mail to the other party addressed as follows:

To the Governmental Entity: To the person and address designated by each Governmental Entity in writing.

To the County: Anoka County Administrator
ADDRESS

Copy to: Anoka County Elections Manager
ADDRESS

Section 19 Audit Provision

19. Both parties agree that either party, the State Auditor, or any of their duly authorized representatives at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the other party and involve transactions relating to this Agreement. Such materials shall be maintained and such access and rights shall be in force and effect during the period of the contract and for six (6) years after its termination or cancellation.

Section 20 Survival of Provisions

20. It is expressly understood and agreed that the obligations and warranties of the Governmental Entity and County hereof shall survive the completion of performance and termination or cancellation of this Agreement.

Section 21 Authority

21. The person or persons executing this Joint Powers Agreement on behalf of the Governmental Entity and County represent that they are duly authorized to execute this Joint Powers Agreement on behalf of the Governmental Entity and the County and represent and warrant that this Joint Powers Agreement is a legal, valid and binding obligation and is enforceable in accordance with its terms.

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IN WITNESS WHEREOF, the parties hereto have hereunto set their hands.

COUNTY OF ANOKA

By: _____
Rhonda Sivarajah, Chair,
Anoka County Board of Commissioners

Dated: _____

By: _____
Jerry Soma,
Anoka County Administrator

Dated: _____

APPROVED AS TO FORM:

By: _____
Thomas Haluska
Assistant Anoka County Attorney

Dated: _____

CITY OF ***

By: _____
****, Its Mayor

Dated: _____

By: _____
***, Its City Clerk

Dated: _____

***** SCHOOL DISTRICT *****

By: _____
****, Its Superintendent

Dated: _____

By: _____
***, Its ***

Dated: _____

AGENDA ITEM: **School Board Policy 516, Student Medication**
MEETING DATE: **January 14, 2013**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Kathleen Daniels, Director of Special Services**

Background:

School Board Policy 515, Student Medication, has been reviewed by the School Board Policy Committee, had a first reading in December, and is recommended for a second 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 approve School Board Policy 515, Student Medication, as recommended by the administration.

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.

Dear Parent(s)/Guardian(s),

<i>Group</i>	<i>Activity/Place</i>	<i>Contact Person</i>
--------------	-----------------------	-----------------------

Brief Description:

If the school cannot meet the cost of the activity through donations, there is a chance we will not do this activity.

Sincerely,
school name

Please return this form to your child's classroom teacher by *date***.**

Student Name: _____
 (first) *(last)*

has permission to attend the field trip to ***place*** on ***date***.

MEDICATION

_____ My son/daughter takes medication at school. *(please check if applicable)*
If checked, I give permission for the health office to coordinate this procedure while away from ***school name*** on the field trip, following the district's medication procedures policy.

Parent/Guardian signature: _____

CONTRIBUTION

_____ I would like to donate an additional \$_____ for field trip scholarships. (Checks may be made out to ***school name***)

***CHAPERONE (if appropriate)**

_____ I am available to chaperone*. Please contact me at _____ (Phone number)

IN CONSIDERATION of being permitted to enter, access, utilize and/or participate in this field trip, the Undersigned hereby releases White Bear Lake Area Public Schools, its officers, agents, and employees, from any liability for damages from illness, injury, and/or death that arises out of, or is connected with, or in any manner relates to said field trip.

(Parent Signature)

(Date)

* Per District policy, all classroom volunteers must pass a background check before student involvement occurs. Please contact the classroom teacher for a background check informed consent form.

Please note: If you choose not to permit your child to participate in this field trip activity, your child will be expected to attend school on the day of the field trip and will be provided with meaningful alternative educational activities under the supervision of a teacher.

Revised 1/27/12

AGENDA ITEM: **School Board Policy 518, DNR-DNI Orders**
MEETING DATE: **January 14, 2013**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Kathleen Daniels, Director of Special Services**

Background:

School Board Policy 518, DNR-DNI Orders, has been reviewed by the School Board Policy Committee, had a first reading in December, 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 approve School Board Policy 518, DNR-DNI Orders, as recommended by the administration.

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: **January 14, 2013**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

School Board Policy 521, Student Disability Nondiscrimination, has been reviewed by the School Board Policy Committee, had a first reading in December, and is recommended for a second 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 approve School Board Policy 521, Student Disability Nondiscrimination, as recommended by the administration.

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: **January 14, 2013**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

School Board Policy 530, Immunization Requirements and form, has been reviewed by the School Board Policy Committee, had a first reading in December and is recommended for a second 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 approve School Board Policy 530, Immunization Requirements and form, as recommended by the administration.

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 1st 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 (8th 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 7th 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 6th grade students, who do not have the required immunizations for entering 7th 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 7th 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 1st 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]