

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

April 8, 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: April 1, 2013

A Student Recognition will be held on **Monday, April 8, 2013**, at 6:30 p.m. in the Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

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

B. PUBLIC FORUM

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open 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. Introduction to the Writing Center at South Campus
2. Update on Implementation of the Middle School International Baccalaureate Program
3. Superintendent's Report

D. DISCUSSION ITEMS

1. First Reading of Policy 421, Gifts to Employees and Classrooms
2. First Reading of Policy 618, Assessment of Student Achievement
3. First Reading of Policy 801, Equal Access to Facilities of Secondary Schools
4. First Reading of Policy 902, Use of School District Facilities and Equipment

E. OPERATIONAL ITEMS

1. Action on Agreement With Ramsey County for Election Services for 2013-2016
2. Action on Resolution Relating to Choosing Nominees for Election to the School Board and Calling for School District Primary Election
3. Action on Resolution Establishing Dates for Filing Affidavits of Candidacy
4. Non-Renewal of Probationary Licensed Staff
5. Action on Lease Agreement With Intermediate School District 916 for Bellaire School
6. Action on Acceptance of Grant from Vadnais Lake Area Water Management Organization
7. Action on Award of Bid for White Bear Lake Area High School – North and South Campus Reroofing Projects
8. Action on Acceptance of Foundation Grants

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **April 8, 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: **April 8, 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, March 11, 2013 at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEM

- 1 Chair Newberg called the meeting to order at 7:03 p.m.
- 2 Roll Call- Present: **Kimball, Newberg, Storey, Swanson, Chapman, Hiniker**
Absent: **Shevik**
Ex-Officio: Lovett
Cabinet: Present – Daniels, Guenther, Law, Picha, Vette, Willcoxon
- 3 Pledge of Allegiance
- 4 Hiniker moved, Swanson seconded to approve the agenda as presented. **Voice vote: all ayes. Motion carried.**
- 5 Storey moved, Kimball seconded to approve the consent agenda consisting of:
 - approval of minutes of regular meeting on February 11, 2013, special meeting on February 25, and work-study session of February 25, 2013;
 - 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 personnel issues to include:
 - **Resignations - Classified Staff**
Jeffrey Marx – Assistant Head Custodian Engineer, Lincoln Elementary
Employed by District 624 since 10/03/2011
Effective Date: 02/26/2013
Cheryl Plante – Pupil Support Assistant, High School
Employed by District 624 since 02/28/2000
Effective Date: 02/27/2013
Hannah Schochet – Part-Time Cook, High School
Employed by District 624 since 10/29/2007
Effective Date: 03/08/2013
 - **Resignations – At-Will Staff**
Michael Zacharias – School Campus Security, Willow Lane Elementary
Employed by District 624 since 02/04/2013
Effective Date: 02/26/2013
 - **Retirements - Classified Staff**
Delores Bear – Program Leader, Otter Lake Elementary
Employed by District 624 since 08/24/1987
Effective Date: 06/30/2013
Donna Bernstrom – Pupil Support Assistant, Sunrise Middle School
Employed by District 624 since 09/30/1991
Effective Date: 06/06/2013
Kathy Stone – Administrative Assistant to Assistant Superintendent, District Center, Employed by District 624 since 08/27/1979, Effective Date: 05/31/2013

➤ **Resignations – Certified Staff**

Marina Borowy – Spanish Teacher, On Leave

Employed by District 624 since 08/26/2010

Effective Date: 06/07/2013

Abigail Fehr – Kindergarten Teacher, On Leave

Employed by District 624 since 08/21/2008

Effective Date: 02/11/2013

Laura Meyer – Language Arts Teacher, On Leave

Employed by District 624 since 08/27/2009

Effective Date: 06/07/2013

Jeffrey Nowak – Guidance Counselor, On Leave

Employed by District 624 since 08/21/2008

Effective Date: 06/07/2013

Joel Nydam – Elementary Teacher, On Leave

Employed by District 624 since 08/21/2003

Effective Date: 02/22/2013

Ryan Poepard – Guidance Counselor, On Leave

Employed by District 624 since 08/23/2001

Effective Date: 06/07/2013

➤ **Retirements - Certified Staff**

Diana Vasicek – SPED Teacher, Secondary

Employed by District 624 since 08/23/1999

Effective Date: 10/31/2013

➤ **Leave Of Absence - Cabinet**

Marisa Vette – Director of Communications and Community Relations, District Center, Employed by District 624 since 08/15/2008

Effective Dates: 11/24/2012 through 03/01/2013

➤ **Leave Of Absence - Certified Staff**

Angela Dargay – Elementary Teacher, Lincoln Elementary

Employed by District 624 since 08/25/2005

Effective Dates: 11/15/2012 through 02/08/2013

➤ **Full Time Leave Requests - Certified Staff 2013 - 2014**

Edward Anderson – German Teacher, Secondary

Second Year General Leave Request

Effective Date: 2013–2014 School Year

Jennifer Babiash – Equity/Integration Program Coordinator, Secondary

Second Year General Leave Request

Effective Date: 2013–2014 School Year

Jennifer Bond – EL Teacher, Elementary

First Year General Leave Request

Effective Date: 2013–2014 School Year

Timothy Brown – Communications Teacher, Secondary

Second Year General Leave Request

Effective Date: 2013–2014 School Year

Julie Hopkins – Mathematics Teacher, Secondary

Second Year General Leave Request

Effective Dates: 08/26/13 through 01/17/2014

Amanda Jeske – Language Arts Teacher, Secondary
Second Year General Leave Request

Effective Date: 2013–2014 School Year

Karen Krebs – Elementary Teacher, Elementary

First Year Extended Leave Request

Effective Date: 2013–2014 School Year

Carolyn Lounsberry – Language Arts Teacher, Secondary

Third Year General Leave Request

Effective Date: 2013–2014 School Year

Andrew Martinson – Mathematics Teacher, Secondary

Second Year General Leave Request

Effective Date: 2013–2014 School Year

Nancy McGinley Myers – Spanish Teacher, Secondary

Second Year General Leave Request

Effective Date: 2013–2014 School Year

Andrea Shoup – Guidance Counselor, Secondary

First Year General Leave Request

Effective Date: 2013–2014 School Year

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

Kari Thalhuber – Health Teacher, Secondary

Third Year General Leave Request

Effective Date: 2013–2014 School Year

Diana Vasicek – SPED Teacher, Secondary

First Year General Leave Request

Effective Dates: 08/26/2013 through 10/31/2013

➤ **New Personnel – Foreign Exchange Teacher**

Lei Zhang – Chinese Exchange Teacher, Various Buildings

Stipend \$3,200.00

Effective Dates: 02/25/2013 through 06/20/2013

➤ **New Personnel – Certified Staff**

Gregory Burke – Guidance Counselor, High School

MA, Step 12 \$22,985.06

Effective Dates: 03/01/2013 through 06/07/2013

Desseray Sampoang – .6 Deaf & Hard of Hearing Teacher, Normandy Park

BA+60 Step 2 \$8,932.84

Effective Dates: 02/26/2013 through 06/28/2013

➤ **Status Change**

Mark Garrison – From the position of District Instructional Technology Coordinator, District Center to the position of Director of Technology, with an effective date of March 11, 2013, and with an annual salary of \$110,000.

➤ **Long Term Substitutes – Certified Staff 2013 - 2014**

Lindsey Beaulieu – Language Arts Teacher, High School

BA+45, Step 3 \$9,083.14

Effective Dates: 03/18/2013 through 06/07/2013

Rona Pasch – Elementary Teacher, Lakeaires Elementary

BA, Step 1 \$9,114.72

Effective Dates: 04/02/2013 through 06/07/2013

Sally Petersen – Language Arts Teacher, Sunrise Middle School

BA+ 30, Step 3 \$14,023.77

Effective Dates: 02/21/2013 through 06/07/2013

- **Long Term Substitutes – Certified Staff 2013 - 2014**
Wendi Schirvar – School Psychologist, Matoska International
MA+60, Step 6 \$17,190.63
Effective Dates: 03/04/2013 through 06/07/2013
Pamela Tarasar – Speech Language Pathologist, Normandy Park
MA+60, Step 12 \$9,682.25
Effective Dates: 02/26/2013 through 05/08/2013

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

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

C. INFORMATION ITEMS

1. Reading Buddies Program – Leigh Anderson, Willow Lane teacher, and Brendon Schwartz, Willow Lane principal, presented information on the Reading Buddy program which began in the fall of the 2010-11 school year. This year they have 20 adult mentors. The goal of the program is to provide students with extra reading support. Collectively, struggling readers at Willow Lane Elementary School are getting over 25 hours of extra reading support a week.
2. Superintendent's Report – Dr. Lovett reported on the following:
 - The following student groups and their coaches/mentors were recognized prior to tonight's Board meeting: Cheerleading team and individuals from Alpine skiing, Nordic skiing, Boys' Diving and Wrestling. Congratulations to all!
 - Parent conferences originally scheduled for last Tuesday evening have been rescheduled to tomorrow evening (March 12) due to the snow day.
 - Spring performances of Beauty and the Beast Junior and Macbeth are currently in rehearsal. Upcoming performance dates and times may be found on the District website.
 - Willow Lane Elementary fifth grade students will be serving lunch at Donatelli's beginning Tuesday, March 11 and three other dates. Their tips are being donated and they ask for your support. Please see the District website or contact Willow Lane Elementary for more information.

Frankie Rossini, our Student Board Representative, reported that students are looking forward to Spring break, offered congratulations to our Winter sports teams and said all are looking forward to kicking off Spring sports and activities.

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

D. DISCUSSION ITEMS

1. All Day Kindergarten At No Cost to Families Starting in 2013-14 – For nearly a decade the White Bear Lake Area School District has considered offering free all-day Kindergarten as there are compelling reasons to provide this opportunity to all Kindergarten students. After months of planning, a lengthy discussion at the last Board Work Study session, communication and surveys with our potential Kindergarten families and review of our budget and proposed legislation, it has been confirmed that there is major interest and the program is financially sustainable with or without funding provided by the State. Based on the survey results and additional input, it appears there is interest in the

District providing a half-day option, as well, although depending on the level of that interest, it may not be feasible to provide it at all of our elementary school sites. This will be determined by the number of those who actually register for the half-day option. Should the Board approve free all day Kindergarten this evening, extensive communication as well as information sessions at each elementary school will occur with additional details.

E. OPERATIONAL ITEMS

1. Chapman motioned and Hiniker seconded to authorize the administration to offer all day every day kindergarten to all families beginning in the 2013-14 school year. **Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.**
2. Storey motioned and Kimball seconded to adopt the 9-12 Physical Education framework as the basis for program design and improvements. **Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.**
3. Hiniker motioned and Swanson seconded to approve the fund transfer of \$388,000 from Our general fund to the Community Services Fund. **Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.**
4. Swanson motioned and Chapman seconded to approve authorization of administration to submit the proposed Equity and Integration Budget for 2013-14 to the Minnesota Department of Education. **Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.**
5. Second reading of Policy 504, Student Dress and Appearance
6. Second reading of Policy 603, Curriculum Development
7. Second reading of Policy 604, Instructional Curriculum
8. Second reading of Policy 613, Graduation Requirements
Storey motioned and Hiniker seconded to approve these policies as recommended by the administration. **Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.**
9. Hiniker motioned and Chapman seconded to reject all bids related to the Lincoln Elementary HVAC Project. **Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.**

F. BOARD FORUM – Kimball acknowledged and thanked all those who have announced their retirements this past month.

G. ADJOURNMENT – Hiniker moved; Newberg seconded to adjourn the meeting at 8:35 p.m. **Voice vote: All ayes. Motion carried.**

Submitted by: Cathy Storey, Clerk

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

A work-study session of the White Bear Lake Area School Board was held on Monday, March 18, 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 – Newberg called the meeting to order at 5:31 p.m.
2. Roll Call – Present: ***Hiniker, Newberg, Shevik, Storey, Swanson***
Absent: ***Chapman, Kimball***
Ex-Officio: Lovett
Cabinet: Present – Daniels, Garrison, Guenther, Law, Picha, Vette, Willcoxon

B. DISCUSSION ITEMS

1. Strategic Plan Updates
 - a. *I.2 All students will have an ongoing plan for post-secondary readiness that will be monitored from grades 6 through 12 and all students will have the academic skills to be successful in a post-secondary institution.* Update on 9-12 Counseling- Janeen Kuemmel, Sunrise Park Middle School counselor, Karen Beck, Area Learning Center counselor, Julianne Kirschling, Brian Merhar, Megan Coe, Lori Tuel, Jennifer Johnson, Gregory Burke, Lisa Horowicki and High School counselors and Tim Wald, principal at South Campus, provided an update on the new guidance counseling model, how the system is working this year and how counselors will transition next year.
 - b. *II.1 All students will expand their global perspective through the study of world language and culture at the elementary schools.* Update and process for Planning for 2014-15 – Ann Malwitz, Professional Learning and Development Coordinator, and David Law, Assistant Superintendent, overviewed the planning process for the possible implementation of an immersion program beginning in the 2014-15 school year.
2. School Board and Superintendent Goals Updates
 - a. Goal 2 –Review of Steps Necessary to Consider Capital Projects Levy Renewal – Pete Willcoxon, Executive Director of Business Services, provided additional information on the possible capital projects levy renewal.
 - b. Goal 2 – Update on Budget Parameters for 2013- Pete Willcoxon provided an update on the current budget parameters. Dave Guenther, Director of Community Services and Recreation, reviewed recommended budget income and reductions for his department.
3. Review of Proposed Special Education Study in Conjunction with Intermediate School District 916 – Dr. Lovett and Kathleen Daniels, Director of Special Services, presented information on the District Management Council Special Education Study.

Closed Session - Hiniker motioned; Shevik seconded to close the meeting at 7:52 p.m. **Voice vote: All ayes. Motion carried.**

4. Negotiations Study Session – Chris Picha, Director of Human Resources, provided an update on negotiations. Pete Willcoxon and David Law provided additional information.

C. **ADJOURNMENT** - Shevik motioned; Hiniker seconded to adjourn the meeting at 7:59 p.m. **Voice vote: All ayes. Motion carried.**

Submitted by: Cathy Storey, Clerk

Consent Agenda Item A-5(b)
April 8, 2013
School Board Meeting

AGENDA ITEM: **Monthly Check Registers**
MEETING DATE: **April 8, 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 - March

	3/1/2013	3/15/2013	3/29/2013
Wells Fargo - Matoska Lease Levy	24,650.00		
Direct Deposit 350478-351882		1,603,558.71	
U.S. Treasury (FICA, Medicare, withholding)		594,913.89	
MN State Income Tax		95,734.60	
PERA		90,936.76	
TRA		234,730.80	
ING		3,833.69	
American Funds		64,480.71	
White Bear Lake Teacher's Association		32,724.61	
Direct Deposit 351883-353241			1,523,617.05
U.S. Treasury (FICA, Medicare, withholding)			576,338.80
MN State Income Tax			93,573.21
PERA			90,358.43
TRA			229,633.74
ING			3,833.69
American Funds			64,214.05
White Bear Lake Teacher's Association			32,839.56

Check Nbr	Vendor Name	Check Date	Check Amount
39700	1ST LINE/LEEWES VENTURES LLC	03/07/2013	435.50
39701	AARP DRIVER SAFETY PROGRAM	03/07/2013	440.00
39702	ABBOTT PAINT & CARPET INC	03/07/2013	59.72
39703	ACT INC	03/07/2013	95.00
39704	ADAMS, PAUL	03/07/2013	79.00
39705	ADAMS, RILEY	03/07/2013	79.00
39706	ADVANCED WIRELESS COMMUNICATIO	03/07/2013	282.50
39707	ALL-WAYS HAULING INC	03/07/2013	65.00
39708	AMAZON	03/07/2013	962.97
39709	AMAZON	03/07/2013	90.75
39710	AMAZON	03/07/2013	128.82
39711	AMAZON	03/07/2013	753.19
39712	AMAZON	03/07/2013	253.90
39713	AMAZON	03/07/2013	110.04
39714	AMERICAN CANCER SOCIETY	03/07/2013	240.00
39715	AMERICAN HEART ASSOCIATION	03/07/2013	195.00
39716	AMERICAN MESSAGING	03/07/2013	107.64
39717	AMERIPRIDE SERVICES	03/07/2013	695.11
39718	APPLE COMPUTER STORE	03/07/2013	79.00
39719	APPLE COMPUTER INC	03/07/2013	100.00
39720	APPLIED ENVIRONMENTAL SCI INC	03/07/2013	12,656.15
39721	ARCADE ASPHALT CO	03/07/2013	16,910.00
39722	ASTLEFORD INTERNATIONAL TRUCKS	03/07/2013	41.22
39723	AT & T MOBILITY	03/07/2013	631.92
39724	ATOR, CHASE	03/07/2013	50.00
39725	AUTISM SOCIETY OF MINNESOTA	03/07/2013	85.00
39726	BAKER, SHAFT	03/07/2013	7.95
39727	BARNETT WB CHRYSLER JEEP DODGE	03/07/2013	871.59
39728	BATTERIES PLUS	03/07/2013	45.98
39729	BENNER, JESSICA	03/07/2013	50.00
39730	BERGIN FRUIT AND NUT CO	03/07/2013	6.60
39731	BEST BUY BUSINESS ADVANTAGE AC	03/07/2013	496.58
39732	BLICK ART MATERIALS	03/07/2013	15.96
39733	BLUE BELL ENTERPRISES INC	03/07/2013	6,340.67
39734	BOLAND, JERRY	03/07/2013	79.00
39735	BROCKBERG, JAMES	03/07/2013	38.00
39736	CENGAGE LEARNING	03/07/2013	134.15
39737	CENTRUM SOUND SYSTEMS	03/07/2013	22.00
39738	CENTURY COLLEGE	03/07/2013	904.00
39739	COASTAL TRAINING TECHNOLOGIES	03/07/2013	1,750.00
39740	COMMUNITY SERVICES & RECREATIO	03/07/2013	10.00
39741	CONNER, CYNTHIA	03/07/2013	250.00
39742	CONNEY SAFETY	03/07/2013	50.11
39743	CONSTANTINE DANCE CLASSES	03/07/2013	754.60
39744	CONTINENTAL CLAY CO	03/07/2013	2,466.08
39745	CONTINENTAL RESEARCH CORP	03/07/2013	661.64
39746	COPY IMAGES INC	03/07/2013	730.58
39747	Vendor Continued Check	03/07/2013	0.00
39748	COPY IMAGES INC	03/07/2013	1,896.63
39749	COSNEY CORP	03/07/2013	448.75

Check Nbr	Vendor Name	Check Date	Check Amount
39750	COUNTRY VIDEO BARN	03/07/2013	572.84
39751	CUB FOODS OF WHITE BEAR TWSHP	03/07/2013	163.92
39752	CUB FOODS OF WOODBURY	03/07/2013	243.70
39753	CUMMINS NPOWER LLC	03/07/2013	109.92
39754	Vendor Continued Check	03/07/2013	0.00
39755	Vendor Continued Check	03/07/2013	0.00
39756	DALCO CORPORATION	03/07/2013	16,376.82
39757	DATA MANAGEMENT INC	03/07/2013	104.00
39758	DECKER INC	03/07/2013	170.17
39759	DESIGNER SIGN SYSTEMS INC	03/07/2013	477.78
39760	DISCOUNT SCHOOL SUPPLY	03/07/2013	683.60
39761	DIVERSIFIED SNACK DISTRIBUTION	03/07/2013	1,489.40
39762	DONATELLI'S	03/07/2013	662.70
39763	DRAKE, THOMAS	03/07/2013	82.14
39764	EAST METRO INTEGRATION DIST 60	03/07/2013	113,834.45
39765	EDUCATION TO GO	03/07/2013	266.75
39766	ELECTRIC MOTOR REPAIR	03/07/2013	461.29
39767	ENGEL, JO	03/07/2013	25.99
39768	ENGSTRAN, STEVE	03/07/2013	1,380.00
39769	ENTERPRISE	03/07/2013	1,846.64
39770	ESPECIAL NEEDS LLC	03/07/2013	36.90
39771	EVANS, ANNE	03/07/2013	200.00
39772	EVERGREEN PRESS	03/07/2013	15,723.35
39773	FANON COURIER INC	03/07/2013	27.00
39774	FASTENAL COMPANY	03/07/2013	226.10
39775	FIRST STUDENT INC	03/07/2013	153,908.25
39776	FLORIN, JOLYN A	03/07/2013	802.40
39777	FRATTALONES HARDWARE STORES	03/07/2013	393.18
39778	GALLAGHERS NORTHWESTERN TIRE C	03/07/2013	286.00
39779	GENERAL PARTS LLC	03/07/2013	3,127.32
39780	GENERAL SHEET METAL	03/07/2013	27,300.68
39781	GEPHART TRUCKING	03/07/2013	14,925.00
39782	GMS INDUSTRIAL SUPPLIES INC	03/07/2013	257.18
39783	GOLTZ, TRAVIS	03/07/2013	385.00
39784	GOOGLE INC	03/07/2013	292.42
39785	GRAFFIC TRAFFIC LLC	03/07/2013	2,031.00
39786	Vendor Continued Check	03/07/2013	0.00
39787	Vendor Continued Check	03/07/2013	0.00
39788	GRAINGER	03/07/2013	2,368.27
39789	GRANDMA'S BAKERY INC	03/07/2013	118.18
39790	GREAT AMER OPPORTUNITIES INC	03/07/2013	674.00
39791	GREATAMERICA FINANCIAL SERVICE	03/07/2013	945.46
39792	GREEN ACRES RECREATION	03/07/2013	895.00
39793	GROTH MUSIC CO	03/07/2013	229.76
39794	GROUP TRAVEL PLANNERS	03/07/2013	6,118.00
39795	GROVER, JAN ZITA	03/07/2013	262.50
39796	GUERIN KERRY	03/07/2013	73.00
39797	HAAS MUSICAL INSTRUMENT REPAIR	03/07/2013	12.00
39798	HAMLIN UNIV CATERING	03/07/2013	195.00
39799	HIGH NOON BOOKS	03/07/2013	385.00

Check Nbr	Vendor Name	Check Date	Check Amount
39800	HISDAHL INC	03/07/2013	333.00
39801	HOANG, CONG	03/07/2013	90.00
39802	Vendor Continued Check	03/07/2013	0.00
39803	Vendor Continued Check	03/07/2013	0.00
39804	HOGLUND BUS AND TRUCK CO	03/07/2013	7,032.54
39805	HOME DEPOT CREDIT SERVICES	03/07/2013	219.56
39806	HRONSKI, BRIAN	03/07/2013	55.00
39807	HSC WORKSHOPS	03/07/2013	417.00
39808	HUGO EQUIPMENT CO	03/07/2013	72.55
39809	Vendor Continued Check	03/07/2013	0.00
39810	IFD	03/07/2013	8,616.82
39811	IMAGINE DESIGN & CREATIVE	03/07/2013	3,800.00
39812	INDIANA DEV TRAINING CTR OF LA	03/07/2013	2,952.41
39813	INTEGRA TELECOM	03/07/2013	319.02
39814	ISD #191 BURNSVILLE EAGAN SAVA	03/07/2013	147.51
39815	ISD #938 MAWSECO	03/07/2013	420.00
39816	J.R.'S ADVANCED RECYCLERS	03/07/2013	350.00
39817	JAKACKI, DOUG	03/07/2013	73.00
39818	JIMMY JOHNS	03/07/2013	115.01
39819	JIPSON, NATHAN	03/07/2013	73.00
39820	JOHNSON, CARRIE	03/07/2013	19.00
39821	JW PEPPER & SON INC	03/07/2013	9.00
39822	K PEARSON MECHANICAL LLC	03/07/2013	10,721.88
39823	KATH FUEL OIL SERVICE CO	03/07/2013	32,621.96
39824	KIHSLINGER, JOHN	03/07/2013	79.00
39825	KITTELSON MARKETING CO INC	03/07/2013	1,410.50
39826	KNUTSON FLYNN & DEANS PA	03/07/2013	487.50
39827	KOWALSKIS MARKET	03/07/2013	35.75
39828	LAKE COUNTRY BOOKSELLERS	03/07/2013	211.08
39829	LEE, CHARLOTTE L	03/07/2013	246.00
39830	LEIGHTON, TIM	03/07/2013	73.00
39831	LHB INC	03/07/2013	56,040.75
39832	LIDS TEAM SPORTS	03/07/2013	34.19
39833	LOPEZ, ANGELA	03/07/2013	150.00
39834	L T G POWER EQUIPMENT	03/07/2013	367.31
39835	LUTHERAN SOCIAL SERVICE/FGP	03/07/2013	150.00
39836	MACKIN EDUCATIONAL RESOURCES	03/07/2013	1,695.52
39837	MARKETFEST	03/07/2013	210.00
39838	MASTERGRAPHICS, INC	03/07/2013	690.58
39839	MATH MASTERS OF MINNESOTA	03/07/2013	85.00
39840	MN COMMUNITY EDUC ASSOC (MCEA)	03/07/2013	199.00
39841	MERZER MALP, SHEILA	03/07/2013	550.00
39842	MID CITY SERVICES - INDUSTRIAL	03/07/2013	1,920.24
39843	MIDWEST BUS PARTS INC	03/07/2013	1,304.34
39844	MINVALCO INC	03/07/2013	38.92
39845	MN ASSOC FOR CHILDREN'S MENTAL	03/07/2013	660.00
39846	MN DEPT OF HEALTH	03/07/2013	35.00
39847	MN DEPT OF HEALTH	03/07/2013	35.00
39848	MN DNR ECO-WATERS	03/07/2013	140.30
39849	MN HISTORICAL SOCIETY	03/07/2013	240.00

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39850	MN POLLUTION CONTROL AGENCY	03/07/2013	538.00
39851	MN ZOO	03/07/2013	690.00
39852	MNASP-NCB	03/07/2013	780.00
39853	MNASP-NCB	03/07/2013	1,000.00
39854	MOORE, CYNTHIA A	03/07/2013	904.00
39855	MOORHEAD MACHINERY & BOILER CO	03/07/2013	4,009.70
39856	MOTHER PLUCKIN' BIRD TOYS	03/07/2013	21.65
39857	MUSIC CONNECTION INC	03/07/2013	92.00
39858	N2Y	03/07/2013	1,629.25
39859	NAC MECHANICAL & ELECTRICAL SE	03/07/2013	316.25
39860	NASCO	03/07/2013	237.25
39861	NCPERS MINNESOTA	03/07/2013	400.00
39862	NELSON, PATRICIA ANN	03/07/2013	20.00
39863	NEVCO INC	03/07/2013	32.13
39864	NEXTEL COMMUNICATIONS	03/07/2013	468.01
39865	Vendor Continued Check	03/07/2013	0.00
39866	Vendor Continued Check	03/07/2013	0.00
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39868	NORTH CENTRAL TRUCK EQUIPMENT	03/07/2013	3,720.32
39869	NORTH METRO VENDING	03/07/2013	75.00
39870	NORTHERN DOOR COMPANY	03/07/2013	1,403.63
39871	OFFICE DEPOT	03/07/2013	171.35
39872	PADELFO RD PACKET BOAT CO	03/07/2013	848.35
39873	PAMS LUNCHROOM LLC	03/07/2013	6,488.09
39874	PARTS NOW ! LLC	03/07/2013	193.60
39875	PARTSMASTER	03/07/2013	971.09
39876	PAULS GRAB BARS	03/07/2013	250.00
39877	PRAIRIE DU CHIEN AREA SCHOOLS	03/07/2013	139.13
39878	PEACHTREE BUSINESS PRODUCTS	03/07/2013	349.00
39879	PEARSON EDUCATION INC	03/07/2013	324.00
39880	PERFORMANCE FOOD GROUP	03/07/2013	272.17
39881	PETERSON BROS ROOFING & CONST	03/07/2013	1,563.86
39882	PHILBRICK, TAMARA	03/07/2013	375.00
39883	PITNEY BOWES PURCHASE POWER	03/07/2013	107.99
39884	POLAR CHEVROLET MAZDA	03/07/2013	62.33
39885	POSTMASTER	03/07/2013	200.00
39886	POSTMASTER	03/07/2013	2,600.00
39887	PRAXAIR DISTRIBUTION INC	03/07/2013	244.38
39888	PREMIUM PAINTING SERVICES LLC	03/07/2013	2,700.00
39889	PRESS PUBLICATIONS	03/07/2013	1,232.31
39890	PRO-ED INC	03/07/2013	113.00
39891	PROM MANAGEMENT GRP INC	03/07/2013	1,500.00
39892	QUALITY LOGO PRODUCTS INC	03/07/2013	956.52
39893	QUINTERO GOLF CLUB	03/07/2013	1,200.00
39894	RASCHKE, NICHOLAS	03/07/2013	25.15
39895	RATLIFF, GERALD	03/07/2013	79.10
39896	RATWIK ROSZAK & MALONEY PA	03/07/2013	3,649.82
39897	REHBEIN TRANSIT INC	03/07/2013	7,920.00
39898	RENTAL REHAB & REPAIR	03/07/2013	568.75
39899	RESERVE ACCOUNT	03/07/2013	5,000.00

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39900	RICOH AMERICAS CORP	03/07/2013	437.81
39901	RICOH USA INC	03/07/2013	12.32
39902	RIO VERDE	03/07/2013	375.00
39903	RM COTTON COMPANY	03/07/2013	1,836.43
39904	ROBERT HALF TECH	03/07/2013	12,562.50
39905	ROCKFORD, KRISTY	03/07/2013	200.00
39906	RUPP ANDERSON SQUIRES & WALDSP	03/07/2013	41.00
39907	S & T OFFICE PRODUCTS INC	03/07/2013	531.45
39908	SAM'S CLUB/GEMB	03/07/2013	1,416.29
39909	SAM'S CLUB/GEMB	03/07/2013	474.12
39910	SCANTRON CORPORATION	03/07/2013	53.60
39911	SCHINDLER ELEVATOR CORP	03/07/2013	669.51
39912	SCHMITT MUSIC COMPANY	03/07/2013	14.50
39913	SCHOOL HEALTH CORPORTION	03/07/2013	218.68
39914	SCHOOL OUTFITTERS	03/07/2013	918.77
39915	SCHOOL SPECIALTY	03/07/2013	497.06
39916	SCHOOL STUFF SCHOOL SUPPLY	03/07/2013	72.00
39917	SECURITAS SEC SVCS USA INC	03/07/2013	2,667.20
39918	SENTRY SYSTEMS INC	03/07/2013	840.00
39919	SHIFFLER EQUIPMENT SALES INC	03/07/2013	225.51
39920	SHIRTS ON SITE	03/07/2013	344.00
39921	SIEMENS INDUSTRY INC	03/07/2013	289.50
39922	SKOGLUND, COLLEEN	03/07/2013	875.00
39923	Vendor Continued Check	03/07/2013	0.00
39924	SCHOOL NUTRITION ASSOC (SNA)	03/07/2013	198.00
39925	SOUTHWEST BINDING & LAMINATING	03/07/2013	375.68
39926	SPANISH SPECIALISTS AND CONSUL	03/07/2013	95.00
39927	STARFALL PUBLICATIONS	03/07/2013	270.00
39928	STATE SUPPLY CO	03/07/2013	8.16
39929	THE SUITES HOTEL AT WATERFRONT	03/07/2013	408.32
39930	SUPER DUPER PUBLICATIONS	03/07/2013	299.00
39931	TAKO, SARAH	03/07/2013	50.00
39932	TAMS-WITMARK MUSIC LIBRARY INC	03/07/2013	61.00
39933	TIERNEY BROTHERS INC	03/07/2013	1,772.03
39934	TOP TALENT SOLUTIONS	03/07/2013	1,363.53
39935	TRADE PRESS INC	03/07/2013	897.15
39936	TRANS-MISSISSIPPI BIO SUPPLY	03/07/2013	270.12
39937	TRILOGY GOLF	03/07/2013	980.00
39938	TRIO SUPPLY COMPANY	03/07/2013	8,368.97
39939	TRUCK UTILITIES MFG CO	03/07/2013	14.25
39940	TRUSTED EMPLOYEES	03/07/2013	1,880.00
39941	TWIN CITY JANITOR SUPPLY CO	03/07/2013	859.82
39942	U.S. ENERGY SERVICES INC	03/07/2013	100,446.72
39943	UNIVERSITY OF MINNESOTA	03/07/2013	4,640.00
39944	VARSITY SPIRIT FASHIONS	03/07/2013	3,117.60
39945	VEITH, DOUG	03/07/2013	73.00
39946	VERIZON WIRELESS	03/07/2013	616.07
39947	VISTA VERDE	03/07/2013	450.00
39948	VRIEZE, PETE	03/07/2013	73.00
39949	W E NEAL SLATE CO	03/07/2013	258.25

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39950	WALTERS REBUILDERS	03/07/2013	40.00
39951	Vendor Continued Check	03/07/2013	0.00
39952	WASTE MANAGEMENT OF WI-MN	03/07/2013	14,282.98
39953	WBLAS EXTENDED DAY	03/07/2013	252.00
39954	WBL LIONS SHOW ADVERTISING	03/07/2013	500.00
39955	WBLAHS SENIOR PARTY	03/07/2013	55.00
39956	WHITCOMBS WHITETAILS	03/07/2013	392.00
39957	WIMER, MARY KATHRYN	03/07/2013	150.00
39958	WINDSTREAM	03/07/2013	1,349.09
39959	WOLF RIDGE ENVIRONMENTAL	03/07/2013	526.00
39960	WORLD'S FINEST CHOCOLATE INC	03/07/2013	1,447.50
39961	XCEL ENERGY	03/07/2013	87,258.74
39962	XEROX CORPORATION	03/07/2013	286.04
39963	YMCA OF THE GREATER TWIN CITIE	03/07/2013	85,528.27
39964	YOUTH SERVICES INTERNATIONAL	03/07/2013	3,690.00
265	Computer	Check(s) For a Total of	965,972.32

Check Nbr	Vendor Name	Check Date	Check Amount
33974	LEININGER, JOHN M	03/07/2013	78.36
34034	PEARSON, JILL M	03/07/2013	65.00
34205	COCHRAN, JESSICA	03/07/2013	11.70
34533	BLOMQUIST, EVAN	03/07/2013	13.95
34928	SINGLETON, ARNOLD EVAN	03/07/2013	79.00
35167	FRANSEN, BRIAN J	03/07/2013	89.36
35247	KOVACICH, DANIEL KRAIG	03/07/2013	26.56
38396	PRAXAIR DISTRIBUTION INC	03/07/2013	119.65
39350	BEST WESTERN KELLY INN	03/07/2013	168.56
39609	ST ANDREWS LUTHERAN CHURCH	03/07/2013	285.00
10	Void	Check(s) For a Total of	937.14

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39965	AIG	03/08/2013	5,270.50
39966	AMERICAN UNITED LIFE	03/08/2013	51,068.34
39967	AMERIPRISE FINANCIAL SERVICES	03/08/2013	10,777.40
39968	AXA EQUITABLE	03/08/2013	29,197.49
39969	EDUCATION MN ESI BILLING TRUST	03/08/2013	19,790.97
39970	GREATER TWIN CITIES UNITED WAY	03/08/2013	147.00
39971	GURSTEL CHARGO ATTORNEYS AT LA	03/08/2013	401.00
39972	IUOE LOCAL 70	03/08/2013	2,181.28
39973	MESSERLI & KRAMER PA	03/08/2013	615.00
39974	METROPOLITAN LIFE	03/08/2013	3,630.74
39975	MN CHILD SUPPORT	03/08/2013	2,220.01
39976	MN DEPT OF REVENUE	03/08/2013	232.00
39977	MN ENVIRONMENTAL FUND	03/08/2013	101.50
39978	SAM'S CLUB/GEMB	03/08/2013	178.30
39979	SCHOOL SERVICE EMPLOYEES	03/08/2013	5,637.35
39980	US DEPT OF EDUCATION	03/08/2013	341.26
39981	VANGUARD SMALL BUSINESS SERVIC	03/08/2013	20,992.15
39982	WBLA EDUCATIONAL FOUNDATION	03/08/2013	736.50
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121300267	ANDERSON, KATHRYN A	03/08/2013	510.00
121300268	ANDERSON, LEIGH A	03/08/2013	129.91
121300269	ANDERSON, MARGARET ANN	03/08/2013	244.98
121300270	ANDERSON, SHANNON A M	03/08/2013	120.00
121300271	ANFANG, SALLY G	03/08/2013	169.36
121300272	ANKER, SUSAN K	03/08/2013	745.64
121300273	BATENHORST, LYNSEY K	03/08/2013	193.23
121300274	BECK, SUEANN K	03/08/2013	91.17
121300275	BLISS, BARBARA K	03/08/2013	32.24
121300276	BOND, JENNIFER A	03/08/2013	53.38
121300277	BOOTH, KARLA J	03/08/2013	382.00
121300278	BOWERMASTER, TRACI G	03/08/2013	204.24
121300279	BURKE, ERIN M	03/08/2013	18.50
121300280	BURMEISTER, JANE M	03/08/2013	28.05
121300281	CULLEN, CRAIG J	03/08/2013	105.09
121300282	DAHL, CHRISTINE S	03/08/2013	244.67
121300283	DESTACHE, DANIEL JAMES	03/08/2013	107.90
121300284	DRAEGER, DEBORAH M	03/08/2013	75.00
121300285	DYMIT, MARIE S	03/08/2013	299.00
121300286	ELINGER, ROXANNE JOY	03/08/2013	180.00
121300287	ELLETSON, KATHLEEN E	03/08/2013	450.00
121300288	ENGSTRAN, PAUL A	03/08/2013	40.00
121300289	ESKOW, LYNN K	03/08/2013	149.38
121300290	FRANSEN, BRIAN J	03/08/2013	89.36
121300291	GAMBONI, RICHARD A	03/08/2013	40.00
121300292	GETZ, MARI M	03/08/2013	210.17
121300293	GILLEN, CONNIE L	03/08/2013	82.50
121300294	GRITZMACHER, SHAWN W	03/08/2013	600.61
121300295	HAMILTON, CONSTANCE M	03/08/2013	271.11
121300296	HAMMEKEN, GRACIELA E	03/08/2013	637.37
121300297	HAUTMAN, JILLIAN M	03/08/2013	215.67
121300298	HAWKINSON, STEVEN A	03/08/2013	222.92
121300299	HURT, JON-MYCHAL B	03/08/2013	30.87
121300300	IVEY, JEFFREY D	03/08/2013	104.29
121300301	JOHNSON, JENNIFER R	03/08/2013	25.00
121300302	KEESE, JENNIFER R	03/08/2013	56.96
121300303	KIRSCHLING, JULIENNE R	03/08/2013	95.00
121300304	KOVACICH, DANIEL KRAIG	03/08/2013	26.56
121300305	KRUEGER, LAURA J	03/08/2013	49.63
121300306	KUPFERSCHMIDT, ROBERT B	03/08/2013	50.00
121300307	LAU, LAI F	03/08/2013	469.13
121300308	LAW, DAVID W	03/08/2013	168.94
121300309	LEININGER, JOHN M	03/08/2013	78.36
121300310	LODERMEIER, EILEEN F	03/08/2013	74.46
121300311	LORENZ, JODI M	03/08/2013	46.97
121300312	LOVETT, MICHAEL J	03/08/2013	1,258.68
121300313	MATZKE, ANNE M	03/08/2013	20.00
121300314	MCDOWELL, ROBERT C	03/08/2013	260.00
121300315	MCGRANE, MARY E	03/08/2013	231.70
121300316	MEUWISSEN, PAUL WILLIAM	03/08/2013	131.49

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121300317	MICKELSON, DANIELLE M	03/08/2013	554.49
121300318	MIDTHUN, CAROL J	03/08/2013	80.28
121300319	MUSTAR, ELISABETH J	03/08/2013	88.09
121300320	NAVIS, NANCY L	03/08/2013	44.75
121300321	NEWMASER, MARGARET A	03/08/2013	104.78
121300322	OLSON, MARK A	03/08/2013	64.85
121300323	OLSON, VICKI S	03/08/2013	411.41
121300324	OLSRUD, DANIELLE Y	03/08/2013	45.20
121300325	OYEN, JENNIFER M	03/08/2013	41.79
121300326	PEARSON, JILL M	03/08/2013	1,188.28
121300327	PERRON, PAULA H	03/08/2013	510.00
121300328	PETERSEN, JILL M	03/08/2013	42.00
121300329	PICHA, CHRISTINA K	03/08/2013	153.12
121300330	PLANA, CHRISTINE M	03/08/2013	61.42
121300331	POULTER, CASSANDRA A	03/08/2013	227.99
121300332	REED, TAMMY L	03/08/2013	77.99
121300333	SALENGER, SETH A	03/08/2013	1,116.98
121300334	SCHNEIDER, APRIL C	03/08/2013	510.00
121300335	SCHWARTZ, DAVID A	03/08/2013	42.94
121300336	SEHR, DEBRA JEAN	03/08/2013	29.91
121300337	SINGLETON, ARNOLD EVAN	03/08/2013	79.00
121300338	SPEARS, CHRISTINE I	03/08/2013	25.14
121300339	STIRLING, CONNIE B	03/08/2013	93.44
121300340	SUNDBERG, KARI NELL	03/08/2013	60.50
121300341	SUOJA, WENDY T	03/08/2013	299.00
121300342	SWITZER, LISA MARIE	03/08/2013	103.80
121300343	THOM, NANCY L	03/08/2013	39.80
121300344	TOUSSAINT, JANEL PHYLLIS	03/08/2013	48.59
121300345	TRAYER, SHAWNA J	03/08/2013	632.39
121300346	TROSKE, CARRIE L	03/08/2013	78.41
121300347	TURNER, RASHAD A	03/08/2013	916.52
121300348	VANOVERBEKE, TAMERA S	03/08/2013	390.00
121300349	VERNON, AMANDA M	03/08/2013	40.78
121300350	VETTE, MARISA AA	03/08/2013	305.81
121300351	WHITE, THOMAS R	03/08/2013	74.47
121300352	WILDMAN HILAL, ANDREA L	03/08/2013	420.86
121300353	WILLEY, JEFFERY S	03/08/2013	24.01
121300354	XU, HUI	03/08/2013	66.44

88 ACH

Check(s) For a Total of

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39983	ABRAKADOODLE	03/21/2013	648.00
39984	ADVANCED WIRELESS COMMUNICATIO	03/21/2013	76.92
39985	ADVANCED DISPOSAL - ST PAUL-G5	03/21/2013	73.67
39986	AGROPUR INC	03/21/2013	21,630.19
39987	ALLINA HEALTH SYSTEM	03/21/2013	20.00
39988	AMAZON	03/21/2013	229.90
39989	AMAZON	03/21/2013	430.28
39990	AMAZON	03/21/2013	99.49
39991	AMAZON	03/21/2013	6.40
39992	AMAZON	03/21/2013	104.10
39993	ANOKA COUNTY PARKS & RECREATIO	03/21/2013	60.00
39994	APPLE COMPUTER INC	03/21/2013	499.00
39995	APPLIED ENVIRONMENTAL SCI INC	03/21/2013	5,296.80
39996	AUTISM SOCIETY OF MINNESOTA	03/21/2013	400.00
39997	AVON BUSINESS FORMS & PROMOTIO	03/21/2013	630.00
39998	BANCROFT, JULIE	03/21/2013	160.66
39999	BARNES & NOBLE	03/21/2013	641.21
40000	BARNETT WB CHRYSLER JEEP DODGE	03/21/2013	147.44
40001	BARTHOLD	03/21/2013	1,620.00
40002	BATTERIES PLUS	03/21/2013	105.51
40003	BENDER, CARMEN ORTIZ	03/21/2013	120.00
40004	BENDER, JACK	03/21/2013	110.00
40005	BENDER, JENNIE	03/21/2013	100.00
40006	BENNER, JESSICA	03/21/2013	90.00
40007	BERRY BLENDZ - EDEN PRAIRIE	03/21/2013	1,282.50
40008	BILL WEIGEL SIGNS	03/21/2013	15.00
40009	BIOCLEAN MOBILE WASH INC	03/21/2013	561.10
40010	BISSONETTE, ROBERT	03/21/2013	73.00
40011	BLB CONSULTING LLC	03/21/2013	940.00
40012	BLICK ART MATERIALS	03/21/2013	633.40
40013	BLUE BELL ENTERPRISES INC	03/21/2013	5,457.60
40014	BLUEBIRD SCREEN PRINT	03/21/2013	917.85
40015	BONIN, BRIAN	03/21/2013	200.00
40016	BRAIN INJURY ASSOC OF MN	03/21/2013	250.00
40017	BRAUN INTERTEC CORPORATION	03/21/2013	12,011.60
40018	BREMER BANK	03/21/2013	2,190.74
40019	BSN/PASSON'S/GSC SPORTS	03/21/2013	343.99
40020	THE BUG COMPANY	03/21/2013	32.00
40021	BURDINE, STEPHEN	03/21/2013	110.00
40022	BURRILL, KATHLEEN ANN	03/21/2013	1,500.00
40023	CABBERA, CELIA	03/21/2013	4.00
40024	CAPITAL ONE COMMERCIAL	03/21/2013	202.68
40025	CARLSON WAGONLIT TRAVEL	03/21/2013	18,550.00
40026	CARRILLO JR, CARLOS	03/21/2013	79.00
40027	CARTRIDGES DIRECT	03/21/2013	124.99
40028	CC MILITARY SURPLUS	03/21/2013	435.90
40029	CCP INDUSTRIES INC	03/21/2013	199.81
40030	Vendor Continued Check	03/21/2013	0.00
40031	CDW GOVERNMENT INC	03/21/2013	34,427.45
40032	CENTER FOR EFFICIENT SCHOOL OP	03/21/2013	15,000.00

Check Nbr	Vendor Name	Check Date	Check Amount
40033	CENTER STAGE PRODUCTIONS	03/21/2013	827.49
40034	CENTURY COLLEGE	03/21/2013	145.00
40035	CENTURY COLLEGE	03/21/2013	145.00
40036	CENTURLINK	03/21/2013	263.14
40037	CERTIFIED LABORATORIES	03/21/2013	302.35
40038	CHARTHOUSE INT LEARNING CORP	03/21/2013	212.42
40039	THE CHILDREN'S THEATRE COMPANY	03/21/2013	955.00
40040	CHRISTIANSON, JILL	03/21/2013	19.94
40041	CITI-CARGO & STORAGE CO INC	03/21/2013	210.00
40042	CLINICARE CORP	03/21/2013	2,761.07
40043	COCA-COLA BOTTLING MIDWEST CO	03/21/2013	2,347.44
40044	COMCAST	03/21/2013	40.95
40045	COMCAST	03/21/2013	5.29
40046	COMCAST	03/21/2013	70.95
40047	COMCAST	03/21/2013	70.95
40048	COMMUNICATION MAILING SERVICES	03/21/2013	723.59
40049	Vendor Continued Check	03/21/2013	0.00
40050	CONNEY SAFETY	03/21/2013	660.58
40051	CONNOR, JOSEPH	03/21/2013	360.00
40052	CONTINENTAL CLAY CO	03/21/2013	478.93
40053	CONWAY, DAVID E	03/21/2013	56.00
40054	Vendor Continued Check	03/21/2013	0.00
40055	COPY IMAGES INC	03/21/2013	18,960.76
40056	Vendor Continued Check	03/21/2013	0.00
40057	COPY IMAGES INC	03/21/2013	359.49
40058	COUNTRY REPORTS	03/21/2013	58.00
40059	CRISIS PREVENTION INSTITUTE IN	03/21/2013	125.00
40060	CUB FOODS OF WHITE BEAR TWSHP	03/21/2013	975.89
40061	CUMMINS NPOWER LLC	03/21/2013	429.50
40062	D'ENTREMONT, ELISE	03/21/2013	171.50
40063	Vendor Continued Check	03/21/2013	0.00
40064	Vendor Continued Check	03/21/2013	0.00
40065	Vendor Continued Check	03/21/2013	0.00
40066	DALCO CORPORATION	03/21/2013	12,255.22
40067	DAVY, MARY	03/21/2013	13.60
40068	DC TECH AUDIOVISUAL LLC	03/21/2013	4,944.20
40069	DEGARDNER, RICK	03/21/2013	112.00
40070	DELL MARKETING LP	03/21/2013	49,144.20
40071	DELTA EDUCATION	03/21/2013	116.20
40072	DEMCO INC	03/21/2013	226.88
40073	DESIGNER SIGN SYSTEMS INC	03/21/2013	2,401.05
40074	DEVETTER DESIGN GROUP	03/21/2013	8,529.00
40075	DEY DISTRIBUTING	03/21/2013	146.45
40076	DISCOUNT SCHOOL SUPPLY	03/21/2013	364.90
40077	DIVERSIFIED SNACK DISTRIBUTION	03/21/2013	1,171.10
40078	DOMINOS PIZZA	03/21/2013	757.75
40079	DOMINOS PIZZA	03/21/2013	536.40
40080	DONATELLI'S	03/21/2013	99.56
40081	DOUBLE J INC	03/21/2013	1,988.35
40082	DUFFY, JEAN	03/21/2013	21.25

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40083	EARLY, SHERRY	03/21/2013	21.23
40084	EASYKEYS.COM	03/21/2013	10.00
40085	ECKROTH MUSIC	03/21/2013	6,725.20
40086	EDUC DESIGN LLC	03/21/2013	39.00
40087	ELECTRIC MOTOR REPAIR	03/21/2013	110.85
40088	ENCHANTED LEARNING LLC	03/21/2013	125.00
40089	EVENSON, RAYHAN	03/21/2013	96.00
40090	F&N OPERATIONS LLC	03/21/2013	1,521.07
40091	FASTENAL COMPANY	03/21/2013	197.37
40092	FEDEX	03/21/2013	21.23
40093	Vendor Continued Check	03/21/2013	0.00
40094	FESTIVAL FOODS-KNOWLAN'S	03/21/2013	791.94
40095	FIELD OF DREAMS BASEBALL	03/21/2013	2,000.00
40096	FINN SISU	03/21/2013	316.00
40097	FLEETPRIDE	03/21/2013	498.92
40098	THE FLORAL TRUNK	03/21/2013	49.00
40099	FORCIER, ELSIE	03/21/2013	38.44
40100	FOREST LAKE HIGH SCHOOL	03/21/2013	125.00
40101	FRANKLIN III, IVAN	03/21/2013	168.00
40102	FRESHWATER, ANDREW	03/21/2013	96.00
40103	FRONTIER AG & TURF	03/21/2013	1,705.10
40104	G&K SERVICES	03/21/2013	606.40
40105	GALLAGHERS NORTHWESTERN TIRE C	03/21/2013	1,084.89
40106	GARDEN & ASSOCIATES INC	03/21/2013	675.00
40107	GARVEY, PATRICIA	03/21/2013	60.35
40108	GENERAL SECURITY SERVICES CORP	03/21/2013	221.00
40109	GENERAL PARTS LLC	03/21/2013	1,044.49
40110	GEPHART TRUCKING	03/21/2013	9,564.50
40111	GMS INDUSTRIAL SUPPLIES INC	03/21/2013	110.94
40112	GOLTZ, TRAVIS	03/21/2013	110.00
40113	GOOGLE INC	03/21/2013	318.08
40114	GOPHER	03/21/2013	718.00
40115	GRAFFIC TRAFFIC LLC	03/21/2013	1,200.00
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40117	Vendor Continued Check	03/21/2013	0.00
40118	Vendor Continued Check	03/21/2013	0.00
40119	GRAINGER	03/21/2013	7,368.48
40120	GRANDMA'S BAKERY INC	03/21/2013	170.59
40121	GREATAMERICA FINANCIAL SERVICE	03/21/2013	699.92
40122	GROTH MUSIC CO	03/21/2013	432.04
40123	GROUP TRAVEL PLANNERS	03/21/2013	10,812.00
40124	GTM SPORTSWEAR	03/21/2013	2,750.00
40125	HAAG, LOIS	03/21/2013	10.20
40126	HALLBERG ENGINEERING INC	03/21/2013	19,317.83
40127	HANSON, DONNA	03/21/2013	15.30
40128	HAWKINSON, LINDA	03/21/2013	16.99
40129	HEINEMANN	03/21/2013	1,060.29
40130	HIGH NOON BOOKS	03/21/2013	79.20
40131	HISDAHL INC	03/21/2013	147.90
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40135	HOISINGTON KOEGLER GROUP	03/21/2013	1,697.50
40136	HOLIDAY INN HOTEL & SUITES	03/21/2013	435.08
40137	HOOKER, RAYNARD	03/21/2013	182.00
40138	HORN, BARBARA	03/21/2013	30.59
40139	HOUCHEN BINDERY LTD	03/21/2013	625.25
40140	HOUGHTON MIFFLIN HARCOURT	03/21/2013	4,623.48
40141	Vendor Continued Check	03/21/2013	0.00
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40143	Vendor Continued Check	03/21/2013	0.00
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40145	IFD	03/21/2013	129,781.06
40146	INDIAN HILLS GOLF CLUB	03/21/2013	750.00
40147	INNOVATIVE OFFICE SOLUTIONS	03/21/2013	4,066.15
40148	INTERMEDIATE DISTRICT 287	03/21/2013	19,368.35
40149	IPEVO INC	03/21/2013	178.00
40150	J.P. COOKE COMPANY	03/21/2013	32.40
40151	JAYTECH INC	03/21/2013	2,247.00
40152	JIMMY JOHNS	03/21/2013	8.00
40153	JOHN DEERE FINANCIAL	03/21/2013	1,798.88
40154	JOHNSON, JUDITH ANN	03/21/2013	251.00
40155	JONES, ALPHONSO	03/21/2013	72.00
40156	JUST TWO BIKES	03/21/2013	54.80
40157	JW PEPPER & SON INC	03/21/2013	7.50
40158	K PEARSON MECHANICAL LLC	03/21/2013	2,804.37
40159	K12 TRANSPORTATION MGMT SERVIC	03/21/2013	55,385.06
40160	KATH FUEL OIL SERVICE CO	03/21/2013	27,815.27
40161	KENT AUTOMOTIVE	03/21/2013	324.00
40162	KIM TONG TRANSLATION SERV INC	03/21/2013	150.00
40163	KIMBALL MIDWEST	03/21/2013	224.29
40164	KIRK ACOUSTICS INC	03/21/2013	1,222.00
40165	KITTELSON MARKETING CO INC	03/21/2013	1,631.50
40166	KITTS, HARRY	03/21/2013	260.10
40167	KLOSTER, MARY	03/21/2013	17.00
40168	KOWALSKIS MARKET	03/21/2013	137.82
40169	KULLY SUPPLY COMPANY	03/21/2013	997.44
40170	LAKESHORE LEARNING MATERIALS	03/21/2013	211.53
40171	LAKEVIEW ELECTRICAL SERVICES	03/21/2013	822.50
40172	LANDS BEST FOODS	03/21/2013	4,647.50
40173	LANGUAGE LINE SERVICES	03/21/2013	259.20
40174	LEHNER, KEN	03/21/2013	206.00
40175	LIBRARY STORE INC	03/21/2013	106.35
40176	LOFFLER COMPANIES INC	03/21/2013	310.00
40177	LOPEZ, ANGELA	03/21/2013	150.00
40178	L T G POWER EQUIPMENT	03/21/2013	119.85
40179	MACKIN EDUCATIONAL RESOURCES	03/21/2013	347.03
40180	MAHS/MASC	03/21/2013	1,180.00
40181	MAILFINANCE INC	03/21/2013	900.99
40182	MALLOY/MONTAGUE/KARNOWSKI & CO	03/21/2013	2,500.00

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40183	MATHIESON, SARA	03/21/2013	17.00
40184	MN CENTER FOR BOOK ARTS	03/21/2013	730.00
40185	MCCHESNEY, D PAT	03/21/2013	12.75
40186	MCDONALD, MARIE	03/21/2013	74.80
40187	MERZER MALP, SHEILA	03/21/2013	455.00
40188	MN FOOTBALL COACHES CLINIC	03/21/2013	500.00
40189	MIDWEST BUS PARTS INC	03/21/2013	224.88
40190	MINNSPRA	03/21/2013	120.00
40191	MINVALCO INC	03/21/2013	163.29
40192	MN DEPT OF HEALTH	03/21/2013	70.00
40193	MN ELEVATOR INC	03/21/2013	4,143.77
40194	MN HISTORICAL SOCIETY	03/21/2013	500.00
40195	MN ZOO	03/21/2013	402.00
40196	MOBILE RADIO ENGINEERING INC	03/21/2013	4,380.19
40197	MONTGOMERY, CHRISTINE	03/21/2013	10.00
40198	MOSLEY, ZEBBIE	03/21/2013	73.00
40199	MN OFFICE TECH GROUP	03/21/2013	37.92
40200	MN STATE HIGH SCHOOL CLAY TARG	03/21/2013	1,275.00
40201	MULTI-SOURCE CONSULTANT LLC	03/21/2013	125.00
40202	NAC MECHANICAL & ELECTRICAL SE	03/21/2013	2,694.42
40203	Vendor Continued Check	03/21/2013	0.00
40204	NARDINI FIRE EQUIPMENT CO INC	03/21/2013	1,210.40
40205	NASCO	03/21/2013	601.68
40206	Vendor Continued Check	03/21/2013	0.00
40207	NATL HONOR SOCIETY	03/21/2013	105.60
40208	NATL RECOGNITION PRODUCTS	03/21/2013	70.78
40209	NCS PEARSON INC	03/21/2013	1,176.00
40210	NEVCO INC	03/21/2013	28.62
40211	NEW BRIGHTON PARKS & REC	03/21/2013	63.00
40212	NEW PIG CORP	03/21/2013	157.01
40213	NICHOLSON, BENJAMIN R	03/21/2013	1,943.75
40214	NORTHERN FOREST PRODUCTS LLC	03/21/2013	2,512.91
40215	NORTHERN STAR COUNCIL, BSA	03/21/2013	40.00
40216	Vendor Continued Check	03/21/2013	0.00
40217	NORTHERN LANDSCAPE & IRRIGATIO	03/21/2013	10,679.10
40218	NORTHWEST GRAPHIC SUPPLY CO	03/21/2013	329.93
40219	NOVAK, JIM	03/21/2013	56.00
40220	NOVINSKA, TOD	03/21/2013	250.00
40221	NATL SCHOOL PUBLIC RELATIONS A	03/21/2013	483.00
40222	O'NEIL, LOIS	03/21/2013	22.94
40223	O'REILLY AUTOMOTIVE INC	03/21/2013	2,662.11
40224	OAK GLENN	03/21/2013	1,110.00
40225	OFFICE DEPOT	03/21/2013	131.68
40226	OFFICE SYSTEMS AND DESIGN INC	03/21/2013	30.00
40227	OLSON, DAVE	03/21/2013	160.00
40228	OLYMPIC COMMUNICATIONS, INC.	03/21/2013	675.00
40229	ON SITE SANITATION INC	03/21/2013	106.57
40230	OTIS, MARLYS J	03/21/2013	205.70
40231	OVERLIE, BRANDON	03/21/2013	79.00
40232	OVERLIE, RYAN	03/21/2013	73.00

Check Nbr	Vendor Name	Check Date	Check Amount
40233	OXYGEN SERVICE CO INC	03/21/2013	209.32
40234	PALACIO, ANTHONY J	03/21/2013	96.00
40235	PAN-O-GOLD	03/21/2013	3,330.67
40236	PAPA MURPHY'S PIZZA	03/21/2013	75.90
40237	PAPA MURPHY'S PIZZA	03/21/2013	23.00
40238	PAPERDIRECT INC	03/21/2013	184.33
40239	PARTS NOW ! LLC	03/21/2013	57.30
40240	PAULSON, ADAM	03/21/2013	72.00
40241	PETERSON BROS ROOFING & CONST	03/21/2013	2,226.81
40242	PETRY, SHAWN	03/21/2013	225.00
40243	PICTURE THAT!	03/21/2013	775.00
40244	PITNEY BOWES PURCHASE POWER	03/21/2013	5,050.00
40245	PITNEY BOWES INC	03/21/2013	229.00
40246	PITNEY BOWES INC	03/21/2013	271.00
40247	POSTMASTER	03/21/2013	135.00
40248	POSTMASTER	03/21/2013	800.00
40249	PRESS PUBLICATIONS	03/21/2013	1,148.03
40250	PROFESSIONAL BINDING PROD INC	03/21/2013	359.40
40251	R & R SPECIALTIES INC	03/21/2013	298.95
40252	Vendor Continued Check	03/21/2013	0.00
40253	Vendor Continued Check	03/21/2013	0.00
40254	RAMSEY COUNTY	03/21/2013	8,152.73
40255	RAMSEY COUNTY	03/21/2013	79.50
40256	RATLIFF, GERALD	03/21/2013	55.37
40257	REALLY GOOD STUFF INC	03/21/2013	117.86
40258	REASON	03/21/2013	290.00
40259	REED, QUINTIN	03/21/2013	192.00
40260	REGENTS OF THE UNIV OF MN	03/21/2013	375.00
40261	REGION 4AA	03/21/2013	1,914.00
40262	RELIANCE COMMUNICATIONS	03/21/2013	17,000.00
40263	RENTAL REHAB & REPAIR	03/21/2013	6,445.00
40264	ROBERT HALF TECH	03/21/2013	4,824.00
40265	ROCKFORD, KRISTY	03/21/2013	840.00
40266	ROOF SPEC INC	03/21/2013	5,650.00
40267	S & T OFFICE PRODUCTS INC	03/21/2013	315.43
40268	SAFEWAY DRIVING SCHOOL	03/21/2013	8,820.00
40269	SAIKO, KATHY	03/21/2013	30.60
40270	SAM'S CLUB/GEMB	03/21/2013	717.66
40271	SAM'S CLUB/GEMB	03/21/2013	809.15
40272	SCHARBER & SONS	03/21/2013	283.69
40273	SCHINDLER ELEVATOR CORP	03/21/2013	1,596.08
40274	SCHMITT MUSIC COMPANY	03/21/2013	115.50
40275	SCHOLASTIC BOOK FAIRS	03/21/2013	3,248.62
40276	SCHOLASTIC INC	03/21/2013	31.56
40277	SCHOOL HEALTH CORP	03/21/2013	96.00
40278	SCHOOL OUTFITTERS	03/21/2013	168.05
40279	SCHOOLIDENTITY.COM	03/21/2013	600.50
40280	SEBCO BOOKS	03/21/2013	2,056.25
40281	SECURITAS SEC SVCS USA INC	03/21/2013	2,117.09
40282	SEEVER, GRAY	03/21/2013	330.00

Check Nbr	Vendor Name	Check Date	Check Amount
40283	SENTRY SYSTEMS INC	03/21/2013	25.00
40284	SEVICK, CRAIG	03/21/2013	56.00
40285	SFM	03/21/2013	164,513.00
40286	SHIFFLER EQUIPMENT SALES INC	03/21/2013	676.85
40287	SIMPLEXGRINNELL LP	03/21/2013	676.45
40288	SKYWARD INC	03/21/2013	26.67
40289	Vendor Continued Check	03/21/2013	0.00
40290	Vendor Continued Check	03/21/2013	0.00
40291	Vendor Continued Check	03/21/2013	0.00
40292	SCHOOL NUTRITION ASSOC (SNA)	03/21/2013	584.00
40293	SCHOOL NUTRITION ASSOC (SNA)	03/21/2013	12.00
40294	SNAP-ON TOOLS	03/21/2013	157.24
40295	SOCIAL THINKING PUBLISHING	03/21/2013	126.43
40296	SOLBERG, BEVERLY JEAN	03/21/2013	380.00
40297	SPANISH SPECIALISTS AND CONSUL	03/21/2013	285.00
40298	SPARK	03/21/2013	1,791.00
40299	SPEARS, BRANDON	03/21/2013	360.00
40300	SPENCER, DOROTHY	03/21/2013	29.73
40301	SPORTBOARDZ	03/21/2013	2,896.00
40302	ST PAUL LINOLEUM & CARPET COMP	03/21/2013	2,805.18
40303	ST PAUL PIONEER PRESS	03/21/2013	130.00
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40306	STAR TRIBUNE	03/21/2013	36.40
40307	STATE SUPPLY CO	03/21/2013	253.54
40308	STAY TUNED PIANO SERVICES	03/21/2013	265.00
40309	STEINER, EILEEN A	03/21/2013	74.15
40310	STEPPINGSTONE THEATRE	03/21/2013	437.00
40311	STREAMLINE DESIGN INC	03/21/2013	230.00
40312	STUDENT SUPPLY	03/21/2013	372.24
40313	SUBURBAN/GREEN & WHITE TAXI	03/21/2013	16.00
40314	SUNQUIST, JAMES	03/21/2013	56.00
40315	SVL SERVICE CORPORATION	03/21/2013	1,150.00
40316	TAYLOR, DONALD	03/21/2013	206.00
40317	TDS METROCOM - MN	03/21/2013	3,684.66
40318	TECH PARTS WAREHOUSE	03/21/2013	32.06
40319	TERWEY, JASON	03/21/2013	288.00
40320	Vendor Continued Check	03/21/2013	0.00
40321	THYSSENKRUPP ELEVATOR CORP	03/21/2013	4,582.13
40322	TIES	03/21/2013	776.00
40323	TOP TALENT SOLUTIONS	03/21/2013	1,691.20
40324	TRADE PRESS INC	03/21/2013	77.00
40325	TRAEGER, MARY	03/21/2013	15.14
40326	TRUCK UTILITIES MFG CO	03/21/2013	163.50
40327	UHL CO INC	03/21/2013	516.50
40328	ULINE	03/21/2013	317.34
40329	UNDERBAKKE, RYAN	03/21/2013	75.00
40330	UNIVERSITY OF MINNESOTA	03/21/2013	11,455.00
40331	UNIVERSITY OF ST THOMAS	03/21/2013	150.00
40332	US FOODS CULINARY EQUIP & SUPP	03/21/2013	9,409.20

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40333	VADNAIS HEIGHTS SPORTS COMPLEX	03/21/2013	9,075.00
40334	VAIL, GAYLE J	03/21/2013	28.90
40335	VERIZON WIRELESS	03/21/2013	35.06
40336	VIKING ELECTRIC SUPPLY	03/21/2013	5,281.01
40337	VISI	03/21/2013	1,050.00
40338	VORT CORPORATION	03/21/2013	247.50
40339	WALTERS REBUILDERS	03/21/2013	369.95
40340	WARD, DARRELL E	03/21/2013	254.60
40341	WATCH ME DRAW! LLC	03/21/2013	2,352.00
40342	WHITE BEAR CENTER FOR THE ARTS	03/21/2013	5,700.00
40343	WHITE BEAR GLASS INC	03/21/2013	1,777.00
40344	WHITE BEAR LOCKSMITH INC	03/21/2013	124.95
40345	WHITE BEAR RENTAL EQUIPMENT	03/21/2013	546.00
40346	WHITE BEAR TOWNSHIP	03/21/2013	1,450.93
40347	WHITE BEAR YACHT CLUB	03/21/2013	741.66
40348	WHITE BEAR LAKE (CITY OF)	03/21/2013	17,740.59
40349	WHITE BEAR LAKE CITY	03/21/2013	35.00
40350	WHITE BEAR LAKE (CITY OF)	03/21/2013	979.55
40351	WBL PRINCIPALS ASSOC	03/21/2013	2,404.00
40352	WHITE BEAR LAKE SPORTS CENTER	03/21/2013	280.00
40353	WELLNER LAW PLLC	03/21/2013	300.00
40354	WEST MUSIC COMPANY	03/21/2013	360.00
40355	WILLIAMSON, KAREN	03/21/2013	19.00
40356	WL HALL COMPANY	03/21/2013	8,433.05
40357	WRIST-BAND.COM INC	03/21/2013	146.50
40358	XEROX FINANCIAL SERVICES	03/21/2013	271.31
40359	YANCURA, SUSAN C	03/21/2013	746.00
40360	YOUTH ENRICHMENT LEAGUE	03/21/2013	3,024.00
40361	YOUTH SERVICES INTERNATIONAL	03/21/2013	8,100.00
40362	ZHANG, LEI	03/21/2013	800.00
380	Computer	Check(s) For a Total of	1,000,709.69

Check Nbr	Vendor Name	Check Date	Check Amount
39959	WOLF RIDGE ENVIRONMENTAL	03/21/2013	526.00
1	Void	Check(s) For a Total of	526.00

	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
	380	Computer	Checks For a Total of	1,000,709.69
Total For	380	Manual, Wire Tran, ACH & Computer Checks		1,000,709.69
Less	1	Voided	Checks For a Total of	526.00
		Net Amount		1,000,183.69

Check Nbr	Vendor Name	Check Date	Check Amount
40363	AIG	03/22/2013	5,270.50
40364	AMERICAN UNITED LIFE	03/22/2013	51,068.34
40365	AMERICAN UNITED LIFE	03/22/2013	237,000.00
40366	AMERIPRISE FINANCIAL SERVICES	03/22/2013	10,777.40
40367	AXA EQUITABLE	03/22/2013	29,155.98
40368	Vendor Continued Check	03/22/2013	0.00
40369	DELTA DENTAL PLAN OF MN	03/22/2013	62,532.90
40370	EDUC DESIGN LLC	03/22/2013	1,092.00
40371	EDUCATION MN ESI BILLING TRUST	03/22/2013	19,790.97
40372	GREATER TWIN CITIES UNITED WAY	03/22/2013	147.00
40373	GURSTEL CHARGO ATTORNEYS AT LA	03/22/2013	401.00
40374	Vendor Continued Check	03/22/2013	0.00
40375	Vendor Continued Check	03/22/2013	0.00
40376	HEALTHPARTNERS	03/22/2013	1,052,199.95
40377	IUOE LOCAL 70	03/22/2013	2,181.28
40378	Vendor Continued Check	03/22/2013	0.00
40379	Vendor Continued Check	03/22/2013	0.00
40380	Vendor Continued Check	03/22/2013	0.00
40381	MADISON NATIONAL LIFE	03/22/2013	41,149.95
40382	MESSERLI & KRAMER PA	03/22/2013	615.00
40383	METROPOLITAN LIFE	03/22/2013	3,630.74
40384	MN CHILD SUPPORT	03/22/2013	2,097.11
40385	MN DEPT OF REVENUE	03/22/2013	212.00
40386	MN ENVIRONMENTAL FUND	03/22/2013	101.50
40387	NEED PROJECT	03/22/2013	3,210.00
40388	Vendor Continued Check	03/22/2013	0.00
40389	Vendor Continued Check	03/22/2013	0.00
40390	Vendor Continued Check	03/22/2013	0.00
40391	NORTH CENTRAL TRUCK EQUIPMENT	03/22/2013	446.46
40392	SCHOOL SERVICE EMPLOYEES	03/22/2013	5,649.12
40393	US DEPT OF EDUCATION	03/22/2013	341.26
40394	VANGUARD SMALL BUSINESS SERVIC	03/22/2013	21,027.83
40395	WBLA EDUCATIONAL FOUNDATION	03/22/2013	736.50
33	Computer	Check(s) For a Total of	1,550,834.79

	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
	33	Computer	Checks For a Total of	1,550,834.79
Total For	33	Manual, Wire Tran, ACH & Computer Checks		1,550,834.79
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,550,834.79

Check Nbr	Vendor Name	Check Date	Check Amount
121300355	ADAMS, LINDA J	03/22/2013	227.30
121300356	ANDERSON, KATHRYN A	03/22/2013	382.30
121300357	ANDERSON, LEIGH A	03/22/2013	65.38
121300358	BARTH, CARRIE M	03/22/2013	584.42
121300359	BERTELSEN, CHERYL M	03/22/2013	58.95
121300360	BRICHACEK, LISA K	03/22/2013	50.40
121300361	BRIGGS, JANE L	03/22/2013	97.91
121300362	BROWN, PAMELA S	03/22/2013	98.00
121300363	BURKE, GREGORY K	03/22/2013	25.00
121300364	BURNS, AMANDA K	03/22/2013	82.57
121300365	BURRIS, LEANN K	03/22/2013	142.20
121300366	CULLEN, CRAIG J	03/22/2013	356.68
121300367	DEEN, DENISE T	03/22/2013	351.87
121300368	DELLWO, COLLEEN F	03/22/2013	739.37
121300369	DEUEL, LYN M	03/22/2013	46.00
121300370	DOEBLER, DAYNE WD	03/22/2013	239.06
121300371	DYMIT, MARIE S	03/22/2013	76.28
121300372	EGEMO, PATRICIA ANN	03/22/2013	63.57
121300373	FINK, AVIS A	03/22/2013	40.00
121300374	FROGNER, AMANDA J	03/22/2013	85.00
121300375	GETZ, MARI M	03/22/2013	68.17
121300376	GRADY, LORI J	03/22/2013	80.42
121300377	GREENHALGH, MICHELE S	03/22/2013	30.23
121300378	HAMILTON, CONSTANCE M	03/22/2013	150.34
121300379	HANSON, MARILYN LOUCKS	03/22/2013	67.24
121300380	HARDACRE, CALEB M	03/22/2013	48.31
121300381	HEALY, JASON CHARLES	03/22/2013	107.92
121300382	JOHNSON, AMY J	03/22/2013	62.78
121300383	JOHNSON, KIRK W	03/22/2013	72.97
121300384	KEESE, MATTHEW D	03/22/2013	708.50
121300385	KELLER, KARLA M	03/22/2013	600.00
121300386	KLEIST, AMY JO	03/22/2013	29.93
121300387	KOEHLER, AMANDA L	03/22/2013	130.00
121300388	KUEMMEL, JANEEN ELIZABETH	03/22/2013	31.00
121300389	LANE, JOSHUA L	03/22/2013	41.31
121300390	LAW, DAVID W	03/22/2013	181.93
121300391	LEE, KIMBERLY J	03/22/2013	54.00
121300392	LEVINE, ANNE E	03/22/2013	45.17
121300393	LOCKWOOD, KEITH H	03/22/2013	145.16
121300394	MACK, JEANNE C	03/22/2013	406.60
121300395	MARTINSON, KARA S	03/22/2013	26.97
121300396	MCCALL, MAUREEN E	03/22/2013	72.32
121300397	MCGOURTY, LESLIE R	03/22/2013	40.68
121300398	MCGRAW, SABINE K	03/22/2013	72.83
121300399	MCPMAHON, MARGARET A	03/22/2013	40.00
121300400	MIELKE, SUSAN HAUSER	03/22/2013	236.95
121300401	MORALES, KATIE E	03/22/2013	25.45
121300402	MOSHER, STEPHANIE L	03/22/2013	150.00
121300403	MULLALY, REBECCA L	03/22/2013	84.28
121300404	MUSSER, BEVERLY D	03/22/2013	64.99

Check Nbr	Vendor Name	Check Date	Check Amount
121300405	NASVIK, CRAIG S	03/22/2013	799.12
121300406	NASVIK, JULIE A	03/22/2013	52.51
121300407	NORTON, EMILY L	03/22/2013	240.85
121300408	OJILE, JANE K	03/22/2013	53.68
121300409	PERRON, PAULA H	03/22/2013	382.30
121300410	PETERSEN, JILL M	03/22/2013	102.51
121300411	PICHA, CHRISTINA K	03/22/2013	27.12
121300412	PIERRE, CHRISTINA K	03/22/2013	192.42
121300413	POKORNY, MARY J	03/22/2013	193.54
121300414	PRICE, PATTI J	03/22/2013	48.99
121300415	REED, TAMMY L	03/22/2013	40.51
121300416	RHUDE, MARY JO D	03/22/2013	241.58
121300417	ROMOSER, CALEB R	03/22/2013	37.57
121300418	SCHMIDT, DEBRA SUE	03/22/2013	27.06
121300419	SCHNEIDER, APRIL C	03/22/2013	382.30
121300420	SCHOENBERGER, DEBORAH A	03/22/2013	180.00
121300421	SCHWIRTZ, BRENDON M	03/22/2013	703.58
121300422	SEHR, DEBRA JEAN	03/22/2013	55.25
121300423	STIRLING, CONNIE B	03/22/2013	124.30
121300424	SVIR, SARA A	03/22/2013	313.76
121300425	THOMPSON, MARUTA A	03/22/2013	74.58
121300426	TREICHEL, SHANNON B	03/22/2013	54.95
121300427	VADNAIS, MOLLY A	03/22/2013	94.19
121300428	VOSS, KAREN D	03/22/2013	173.08
121300429	WIELAND, BARBARA E	03/22/2013	63.05
121300430	XU, HUI	03/22/2013	182.23
121300431	ZISLA, JACOB	03/22/2013	73.86
77	ACH	Check(s) For a Total of	12,603.60

ACH

Check Nbr	Vendor Name	Check Date	Check Amount
32835	MACK, JEANNE C	03/22/2013	406.60
1	Void	Check(s) For a Total of	406.60

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	77	ACH	Checks For a Total of	12,603.60
	0	Computer	Checks For a Total of	0.00
Total For	77	Manual, Wire Tran, ACH & Computer Checks		12,603.60
Less	1	Voided	Checks For a Total of	406.60
		Net Amount		12,197.00

Check Summary
PAYROLL

Check Nbr	Vendor Name	Check Date	Check Amount
40396	AMERICAN UNITED LIFE	03/25/2013	16,500.00
40397	AMERICAN UNITED LIFE	03/25/2013	750.00
2	Computer	Check(s) For a Total of	17,250.00

	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
	2	Computer	Checks For a Total of	17,250.00
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	17,250.00
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		17,250.00

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: **April 8, 2013**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
\$3,000	White Bear Lake Basketball Association	White Bear Lake Area High School Basketball Program
\$325 for 2013 Excellence Event	White Bear Lake Teachers' Association	White Bear Lake Area High School South Campus
\$1,000 for 2013 Excellence Event	White Bear Lake Lions Club	White Bear Lake Area High School South Campus
\$25 for National Honor Society	White Bear Lake American Legion Auxiliary 168	White Bear Lake Area High School South Campus
\$300 for National Honor Society	White Bear Lake Lions Club	White Bear Lake Area High School South Campus
\$718.63	White Bear Lake Hockey Alumni Association Blue Line Club	White Bear Lake Area High School Boys' Hockey Program
\$6,400	White Bear Lake Hockey Alumni Association Blue Line club	White Bear Lake Area High School Boys' Hockey Program
\$212.75	Louise Boscardin and Maryjean Downie	White Bear Lake Area High School Girls' Softball Program
\$100	The Traveling Club, LLc Daniel and Karlene Feidt	White Bear Lake Area High School Wrestling Program
\$4,944.20 for wireless microphones	White Bear Lake Lions Club	White Bear Lake Area Public Schools
\$1,467	White Bear Lake High School Gymnastics	White Bear Lake Area High School Gymnastics Program
\$275	Ice Bears Wrestling Club	White Bear Lake Area High School Wrestling Program

\$150	Polar Chevrolet	White Bear Lake Area High School Girls' Basketball Program
\$3,500	White Bear Lake Basketball Association	White Bear Lake Area High School Girls' Basketball Program
Two Laptops \$150 each = \$300	Ranjith Kotcherlakota Sagitec Solutions, LLC	Matoska International IB World School
10 computers 10 @ \$250 each = \$2,500	Medtronic Karin Petty	Matoska International IB World School
33 computers	H.B. Fuller Julian Johnson	White Bear Lake Area Public Schools
\$99	Beatrice Werenicz	Willow Lane Elementary School

RECOMMENDATION: Accept donations.

AGENDA ITEM: Field Trip Request

MEETING DATE: April 8, 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
Saturday, 4/6/13 - Monday, 4/8/13 Medford and Owatonna, Minnesota	John Forestell and Katelin Held	White Bear Lake Area High School Student Council	0	6 (3-North, 3-South)	Total cost per student: \$40 Student Portion: \$40 Other Sources(s): Student Council funds	Personal mini-van with parent permission	This leadership convention provides student with opportunities to connect and network with schools across Minnesota. White Bear lake will be honored with receiving Capital Division Advisor of the Year and, hopefully, outstanding Student Council.
Thursday, 4/11/13 - Friday, 4/12/13 Bloomington, Minnesota, Ramada Mall of America	Mike Hamernick, Laura Watters, Tim McGraw	White Bear Lake Area Learning Center MAAP Stars	2	9	Total cost per student: \$103 Student Portion: \$40 Other Sources(s): Perkins Grant Funds	School van and employee vehicle	Students will be competing in various career, leadership, and life skills events. This event is the culmination of a quarter three class taught at the ALC.

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
Tuesday, 6/18/13 - Friday, 6/21/13 Kathio State Park, Onamia, Minnesota	Traci Bowermaster, Dave Ettesvold	White Bear Lake ALC/Insight Program - Boys group	0	8-10	Total cost per student: \$25 Student Portion: \$25 Other Sources(s): None	District vans at facility/camp. Parents will transport students to and from campsite.	Students will work on personal and academic goals from their continuous learning plans in an environmental setting through a variety of outdoor experiences, including fishing, hiking wildlife presentations, canoeing, swimming, and teamwork activities, and other activities. Students can earn .50 credit in either Environmental Science, Language Arts, Health/PE, or electives.
Tuesday, 6/25/13 - Friday, 6/28/13 Kathio State Park, Onamia, Minnesota	Traci Bowermaster, Dave Ettesvold	White Bear Lake ALC/Insight Program - Girls group	0	8-10	Total cost per student: \$25 Student Portion: \$25 Other Sources(s): None	District vans at facility/camp. Parents will transport students to and from campsite.	Students will work on personal and academic goals from their continuous learning plans in an environmental setting through a variety of outdoor experiences, including fishing, hiking wildlife presentations, canoeing, swimming, and teamwork activities, and other activities. Students can earn .50 credit in either Environmental Science, Language Arts, Health/PE, or electives.

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

RESIGNATION - CLASSIFIED STAFF

MATTHEW RIEBOW – Program Assistant Leader, Vadnais Heights Elementary
Employed by District 624 since 08/27/2012
Effective Date: 03/08/2013

RETIREMENT - CLASSIFIED STAFF

LINDA CHARTRAND – Media Clerk/Playground Assistant, Otter Lake Elementary
Employed by District 624 since 08/26/1981
Effective Date: 06/11/2013

NANCY KATH – Employee Benefits Specialist, District Center
Employed by District 624 since 09/30/1985
Effective Date: 07/31/2013

RESIGNATION - CERTIFIED STAFF

KATHLEEN HARPER – SPED Teacher, On Leave
Employed by District 624 since 08/26/2004
Effective Date: 06/07/2013

RANDI WEBER – Communications Teacher, Secondary
Employed by District 624 since 08/26/2010
Effective Date: 06/07/2013

RETIREMENT – ADMINISTRATION

PATRICIA RIEBAU – Community Ed. & Recreation Coordinator-Ex. Day, District
Employed by District 624 since 07/01/1987
Effective Date: 07/31/2013

RETIREMENT – AT-WILL

MARGARET MCMAHON – Special Services ECSE Supervisor, Normandy Park
Employed by District 624 since 08/23/1984
Effective Date: 06/28/2013

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

CHANGE IN CONTINUING CONTRACTS – CERTIFIED STAFF

CRYSTAL BUTTERS – Title 1 Teacher, Elementary

From 1.00 f.t.e to a .80 f.t.e.

Effective Date: 2013-2014 School Year

MARY JO COLEMAN – Occupational Therapist, Normandy Park

From a .80 f.t.e. to a .60 f.t.e

Effective Date: 2013-2014 School Year

MOLLY MILLER – School Nurse, Various Elementary Buildings

From .80 f.t.e. to a .90 f.t.e.

Effective Dates: 03/18/2013 through 06/07/2013

SHANNON TREICHEL – Spanish Teacher, Secondary

From a 1.00 f.t.e. to a .80 f.t.e.

Effective Date: 2013-2014 School Year

LEAVES OF ABSENCE – CERTIFIED STAFF

STACEY BACIGALUPO – Communications Teacher, High School-South Campus

Employed by District 624 since 08/27/2009

Effective Dates: 03/25/2013 through 06/07/2013

CHRISTINE BALGORD – Elementary Teacher, Lincoln Elementary

Employed by District 624 since 08/23/1999

Effective Dates: 03/27/2013 through 06/07/2013

DANIELLE BRADSHAW – Program Assistant Leader, Lakeaires Elementary

Employed by District 624 since 09/06/2011

Effective Dates: 02/04/2013 through 04/01/2013

KATHLEEN HARPER – SPED Teacher, Sunrise Middle School

Employed by District 624 since 08/26/2004

Effective Dates: 04/08/2013 through 06/07/2013

KELLY HUMPHREY – Elementary Teacher, Lakeaires Elementary

Employed by District 624 since 08/21/2003

Effective Dates: 03/17/2013 through 06/07/2013

PAMELA JOHNSTONE – Elementary Teacher, Lincoln Elementary

Employed by District 624 since 08/27/2009

Effective Dates: 10/16/2013 through 04/01/2013

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

LEAVES OF ABSENCE – CERTIFIED STAFF
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KATHERINE MOORE – School Psychologist, Matoska International
Employed by District 624 since 08/24/2006
Effective Dates: 03/11/2013 through 06/07/2013

SHANNON NICHOLAS – Kindergarten Teacher, Lincoln Elementary
Employed by District 624 since 08/22/2012
Effective Dates: 03/13/2013 through 06/07/2013

AIMIE POLLARD – Speech-Language Pathologist, Birch Lake Elementary
Employed by District 624 since 08/26/2010
Effective Dates: 12/19/2012 through 03/15/2013

CYNTHIA SWENSON – EL Teacher, High School-North Campus
Employed by District 624 since 08/26/2004
Effective Dates: 02/17/2013 through 06/07/2013

CHRISTINE TREPANIER – Elementary Classroom Teacher, Oneka Elementary
Employed by District 624 since 08/23/2001
Effective Dates: 04/02/2013 through 06/07/2013

PART-TIME LEAVE REQUESTS – CERTIFIED STAFF

JOANNE ANDERSON – Elementary Classroom Teacher, Elementary
.20 Leave (.80 position)
Effective Date: 2013-2014 School Year

JANE EDGELL – ECSE Teacher, Elementary
.20 Leave (.80 position)
Effective Date: 2013-2014 School Year

KARLA CUMMINS – Social Studies Teacher, Secondary
.30 (.70 position)
Effective Date: 2013-2014 School Year

ELIZABETH EVERT – Spanish Teacher, Secondary
.20 Leave (.80 position)
Effective Date: 2013-2014 School Year

ELLEN FAHEY – Science Teacher, Secondary
.20 Leave (.80 position)
Effective Date: 2013-2014 School Year

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

PART-TIME LEAVE REQUESTS – CERTIFIED STAFF

KRISTIN FRY – Communications Teacher, Secondary
.30 Leave (.70 position)
Effective Date: 2013-2014 School Year

EMILY GALLATIN – TITLE Teacher, Elementary
.20 Leave (.80 position)
Effective Date: 2013-2014 School Year

WENDY HOERNEMANN – Science Teacher, Secondary
.20 Leave (.80 position)
Effective Date: 2013-2014 School Year

NANCY KIRSCH-HIGGS – SPED Teacher, Elementary
.40 Leave (.60 position)
Effective Date: 2013- 2014 School Year

CATHERINE OLSON – Mathematics Teacher, Secondary
.20 Leave (.80 position)
Effective Date: 2013-2014 School Year

HANNAH PADDOCK - Elementary Classroom Teacher, Elementary
.50 Leave (.50 position)
Effective Date: 2013-2014 School Year

STEPHANIE TOLLISON – School Psychologist, Secondary
.40 Leave (.60 position)
Effective Date: 2013-2014 School Year

NEW PERSONNEL – CLASSIFIED STAFF

MELISSA IWERKS – Computer Assistant, South Campus
\$16.05/ hr. 7.00 hrs. /day 50 days \$5,617.50
Effective Date: 04/02/2013

JOHN REAGAN – Custodian, Oneka Elementary
\$16.16/ hr. + .25 SD 8.00 hrs. / day 75 days \$9,846.00
Effective Date: 03/18/2013

KELLY RIVERS – Media Clerk/Playground Assistant, Lincoln Elementary
\$15.55/ hr. 5.75 hrs. / day 56 days \$5,007.10
Effective Date: 03/18/2013

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

NEW PERSONNEL – CLASSIFIED STAFF

JOHN VICHICH – Assistant Head Custodian Engineer, Lincoln Elementary
\$18.86/ hr. + .25 SD 8.00 hrs. /day 68 days \$10,395.84
Effective Date: 03/27/2013

NEW PERSONNEL – AT-WILL STAFF

DAVID ALLISON – Database Manager and Special Projects, District Center
\$24,915.75 (\$86,500.00 pro-rate @ 75 days)
Effective Date: 03/18/2013

LONG TERMSUBSTITUTES – CERTIFIED STAFF

MEGAN CHURCH – Elementary Teacher, Lincoln Elementary
BA, Step 1 \$9,114.72
Effective Dates: 04/02/2013 through 06/07/2013

ASHLEE ELLEFSEN – Elementary Teacher, Oneka Elementary
BA, Step 1 \$9,114.72
Effective Dates: 04/02/2013 through 06/07/2013

KIMBERLY JOHNSON – Kindergarten Teacher, Lincoln Elementary
MA, Step 2 \$10,594.56
Effective Dates: 04/02/2013 through 06/07/2013

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: Introduction to the Writing Center at
South Campus

MEETING DATE: April 8, 2013

SUGGESTED DISPOSITION: Information Item

CONTACT PERSON(S): Michael Lovett, Superintendent

BACKGROUND:

Tonight we will receive a presentation from Carolyn Youngbauer, Writing Center Coordinator, and Tim Wald, South Campus Principal, about the new Writing Center at South Campus, which has been functioning since early last December.

The High School Writing Center came from a major gift from the Glasrud Family Foundation established by the late Ted Glasrud Sr., a 1933 graduate of White Bear High School; his wife, Lorraine (WB class of 1934); and their three children, Sharon, Ted Jr., and Deborah. Last spring a fundraiser (“Unite to Write”) sponsored by the White Bear Lake Area Educational Foundation committed an additional \$45,000 to the project.

Already, more than 130 South Campus 11th and 12th graders have utilized the center’s services. Typically, students have received individualized assistance for class papers, college essays, and general compositional techniques.

Although common on college and university campus, writing centers are relatively rare at the high school level.

The Foundation and high school have scheduled the grand opening for the Writing Center for Wednesday, April 17, from 7:00 to 8:00 p.m.

AGENDA ITEM: Update on Implementation of the Middle School
International Baccalaureate Program

MEETING DATE: April 8, 2013

SUGGESTED DISPOSITION: Information Item

CONTACT PERSON(S): Michael Lovett, Superintendent

BACKGROUND:

On Monday evening we will hear a presentation from students and staff members about the Middle Level International Baccalaureate Program.

Agenda Item C-3
April 8, 2013
School Board Meeting

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **April 8, 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 421, Gifts to Employees and Classrooms

MEETING DATE: April 8, 2013

SUGGESTED DISPOSITION: Discussion Item

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

BACKGROUND:

The purpose of policy 421, Gifts to Employees and Classrooms, is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees or gifts given to school classrooms.

School Board Policy 421 was 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 May 13 School Board meeting agenda or a subsequent meeting.

Adopted: April 29, 1996
Revised: _____

White Bear Lake Area
School District #624 Policy 421

421 GIFTS TO EMPLOYEES AND CLASSROOMS

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees or gifts given to school classrooms.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. It is the policy of the school district, however, to discourage gift-giving to employees and classrooms, and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude ~~as memorabilia~~. Any gifts accepted, that are not of nominal value, shall become property of the District.
- B. It shall be a violation of this policy for any employee to solicit, accept, or receive either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. It shall be a violation of this policy for any employee to solicit, accept or receive gifts or donations, of greater than nominal value, to fund classroom items, by any means, including the use of a website, without prior approval of the building principal and compliance with Policy 706: Acceptance of Gifts.
- D. It shall be a violation of this policy for any employee to solicit, accept, or receive a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature. The superintendent has discretion to determine what value is “insignificant.”
- E. Teachers may accept from publishers free samples of textbooks and related teaching materials.
- F. This policy applies only to gifts given to employees where the donor’s relationship with the employee arises out of the employee’s employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee’s employment with the school district.

III. DEFINITION

“Gift” means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given without something of equal or greater value being received in return.

IV. PROCEDURES

Any employee considering the acceptance of a gift, **individually or for their classroom**, shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)
Minn. Stat. § 10A.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: WBLASB Policy 209 (Code of Ethics)
WBLASB Policy 210 (Conflict of Interest – School Board Members)
WBLASB Policy 306 (Administrator Code of Ethics)

AGENDA ITEM: Policy 618, Assessment of Student Achievement

MEETING DATE: April 8, 2013

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): David Law, Assistant Superintendent

BACKGROUND:

School Board Policy 618, Assessment of Student, was reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

The purpose of this policy is to institute a process for the establishment and revision of assessments to be used to monitor student achievement of the Minnesota Academic Standards.

Recommendation:

To review the policy and provide suggestions or feedback to the administration, with the policy to be placed on the May 13 School Board meeting agenda or a subsequent meeting.

Adopted: May 26, 1998
Revised: August 27, 2001
Revised: July 18, 2005
Revised: January 11, 2010
Revised: December 12, 2011

*White Bear Lake
School District #624 Policy 618*

618 ASSESSMENT OF STUDENT ACHIEVEMENT

I. PURPOSE

The purpose of this policy is to institute a process for the establishment and revision of assessments to be used to monitor student achievement of the ~~determine how well students have achieved the~~ Minnesota Academic Standards.

II. GENERAL STATEMENT OF POLICY

The school district has established a procedure by which students shall complete the Minnesota Academic Standards. This procedure includes the adoption of assessment methods to be used in measuring student learning. The school district continually strives to enhance student achievement of the Minnesota Academic Standards.

III. DEFINITIONS

- A. “Benchmark” means the academic knowledge and skills students must achieve at each grade level or high school level to satisfactorily complete a standard.
- B. “Elective standards” are the academic standards adopted by the school district in the subject areas in which state standards are not specified.
- C. “Graduation-required assessment for diploma” or “GRAD” means the assessment that measures the reading, writing, mathematics, and science proficiency of high school students.
- D. “Rubric” means the criterion that meets the specifications of a content standard.

IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

- A. The Assessment Coordinator shall establish criteria by which student performance of the Minnesota Academic Standards are to be evaluated and approved. The criteria will be submitted to the school board for approval. Upon approval by the school board, the criteria shall be deemed part of this policy.
- B. The Superintendent shall ensure that students and parents or guardians are provided with notice of the process by which program Minnesota Academic Standards will be assessed.
- C. Staff members will be expected to utilize staff development opportunities to the extent necessary to ensure effective implementation and continued improvement of the assessments under the Minnesota Academic Standards.

V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS ASSESSMENTS

A. Benchmarks

The school district will offer academic knowledge and skills to allow students to satisfactorily complete a state standard by the use of grade level or high school level benchmarks. These benchmarks will be used by the school district and its staff in developing ~~tests~~ assessments to measure student academic knowledge and skills.

B. Local Assessments

Locally selected assessments are expected to provide opportunities for students to demonstrate their achievement of the elective standards or other locally adopted standards.

C. Statewide Academic Standards Testing

1. The school district will utilize state constructed tests developed from and aligned with the state's required academic standards as these tests become available. If a state assessment is not available, the school district will determine if a student has met the required academic standards through locally developed assessments.
2. The school district will administer annually, in accordance with the process determined by the MDE, the state-constructed tests to all students in grades three through eight and at the high school level as follows:
 - a. ~~annual~~ language arts and mathematic assessments in grades three through eight and at the high school level;
 - b. ~~annual~~ science assessments in one grade in the grades three through five span, the grades six through ~~nine eight~~ span, and a life science assessment in the grades ten through twelve span (a passing score on high school science assessments is not a condition of receiving a diploma);
 - c. mathematics assessments in grades three through eight and eleven are aligned with the state academic standards in mathematics; and
 - d. GRAD assessments as defined per state guidelines.
3. The school district will develop and administer locally constructed assessments in social studies, health and physical education, and the arts to determine if a student has met the required academic standards in these areas.

4. Students for whom the statewide or locally constructed tests are inappropriate, as determined by the student's individualized education program team, or students with limited English proficiency, shall be exempt from or provided appropriate, technically sound accommodations or alternate assessments for statewide and local testing with the approval of the student's parent or guardian.
5. The school district may use a student's performance on a statewide assessment as one of the multiple criteria to determine grade promotion or retention. The school district also may use a high school student's performance on a statewide assessment as a percentage of the student's final grade in a course, or place a student's assessment score on the student's transcript.

D. Rigorous Course of Study Waiver

1. Upon receiving a student's application signed by the student's parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the school board determines that the student:
 - a. is participating in a course of study, including an advanced placement or international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or postsecondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;
 - b. would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or postsecondary education program if the student were required to achieve the academic standard to be waived; and
 - c. satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or postsecondary education program.
2. The school board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard that the site requires for graduation under this section.
3. A student who satisfactorily completes a postsecondary enrollment options course or program or an advanced placement or international baccalaureate course or program is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

Legal References:

Minn. Stat § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Rule Parts 3501.0010 - 3501.0180 (Graduation Standards-Mathematics and Reading)
Minn. Rule Parts 3501.0200-3501.0290 (Graduation Standards-Written Composition)
Minn. Rules Parts 3501.0505-3501.0550 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation -Required Assessment for Diploma)
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

Cross References:

WBLASB Policy 104 (School District Mission Statement)
WBLASB Policy 601 (School District Curriculum and Instruction Goals)
WBLASB Policy 613 (Graduation Requirements)
WBLASB Policy 614 (School District Testing Plan and Procedure)
WBLASB Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation and LEP Students)
WBLASB Policy 616 (School District System Accountability)

AGENDA ITEM: Policy 801, Equal Access to Facilities of
Secondary Schools

MEETING DATE: April 8, 2013

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): Dave Guenther, Director of Community Services
and Recreation
Chris Picha, Director of Human Resources

BACKGROUND:

School Board Policy 801, Equal Access to Facilities of Secondary Schools, was reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during non-instructional time.

Recommendation:

To review the policy and provide suggestions or feedback to the administration, with the policy to be placed on the May 13 School Board meeting agenda or a subsequent meeting.

Adopted: August 18, 1997
Revised:

White Bear Lake Area
School District #624 Policy 801

801 EQUAL ACCESS TO FACILITIES OF SECONDARY SCHOOLS

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during non-instructional time.

II. GENERAL STATEMENT OF POLICY

- A. ~~It is the policy of this~~ The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. ~~A~~ The School Board has created a limited open forum exists for students enrolled in secondary schools during which non-curriculum related student groups shall have equal access and a fair opportunity to conduct meetings during non-instructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:
 - 1. influence the form or content of any prayer or other religious activity;
 - 2. require any person to participate in prayer or other religious activity;
 - 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
 - 4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
 - 5. sanction meetings that are otherwise unlawful;

6. limit the rights of groups of students based on the size of the group;
7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. "Limited open forum" means that the school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during non-instructional time.
- ~~B.~~^{D.} "Secondary school" means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.
- ~~C.~~^{E.} "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- ~~D.~~^{B.} "Meeting" includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- ~~E.~~^{C.} "Noninstructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends.

IV. FAIR OPPORTUNITY CRITERIA

Secondary schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Non-school persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
 3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: 1) time and date of meeting; 2) estimated number of students in attendance; and 3) special equipment needs.
- D. The building principal has responsibility to:
1. Keep a log of application information;
 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
 3. Note the condition of the facilities and equipment before and after use.
 4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
 5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.

- E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
- F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. Of Westside Community Schools v. Mergens, 496 U.S. 226, 1105 S.Ct. 2356 (1990)
Good News Club v. Milford Central School, 553 U.S. 98, 1215 S.Ct. 2093 (2001)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References: WBLASB Policy 902 (Use of School District Facilities and Equipment)
MSBA Service Manual, Chapter 13 (School Law Bulletin "O") (Equal Access Act)

AGENDA ITEM: Policy 902 Use of School District Facilities
and Equipment

MEETING DATE: April 8, 2013

SUGGESTED DISPOSITION: Discussion Item

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

BACKGROUND:

The purpose of School Board Policy 902, is to provide guidelines for community use of school district facilities and equipment. This includes establishing the process, rules and fees for facility use.

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 May 13 School Board meeting agenda or a subsequent meeting.

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The school board encourages maximum use of school facilities for community groups and individuals **during the non-academic day**.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The school district administration shall be charged with the process of scheduling rooms and **special** ~~other~~ areas for community services classes and activities ~~planned to be offered during each session~~.
- B. Procedures for providing publicity, registration and collection of fees shall be the responsibility of the school district administration.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. Request for use of school facilities by community groups or individuals shall be made through the school district's **Community Services** administrative office.
- B.** Requests for use of school facilities for student meetings pursuant to Policy 801 shall be made through the building principal.
- BC.** A rental fee schedule and payment policy shall be presented for review and approval by the school board. The fee may include the cost of custodial and supervisory service if deemed necessary.
- ED.** After a date, time and facility have been scheduled, groups can be assured that they are entitled to the use of the facility as agreed upon. Exceptions may occur because of emergencies or unusual circumstances that necessitate rescheduling of school activities. In that event, every effort will be made to find acceptable alternative meeting space.

V. USE OF SCHOOL EQUIPMENT

The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment.

Legal References: Minn. Stat. ~~123.36~~ **123B.51**
(Schoolhouses and Sites; Access for Non-curricular Purposes)

Cross References: WBLASB Policy 801
(Equal Access to Facilities of Secondary Schools)
WBLASB Policy 901 (Community Education)

Attachment: **Addendum A for Policy 902**

Adopted: November 11, 1996
Revised: June 11, 2001
Revised: May, 2005
Revised:

White Bear Lake Area
School Board Policy 902
Addendum A

Procedures for Scheduling School District Facilities and Equipment

White Bear Lake Area School District facilities are available to all community members. Requests are scheduled according to these prioritized guidelines:

- ~~1. Regularly scheduled school activities
(as identified on individual school calendar by Sept. 1 of current school year).~~
- ~~2. Political Caucuses as required by law.~~
- ~~3. Federal, state, municipal and school district elections.~~
- ~~4. School/PTA/PTO events.~~
- ~~5. Community Services sponsored events/classes.~~
- ~~6. Youth service organizations/Municipal Recreation youth programming.~~
- ~~7. Municipal Recreation Department adult programs.~~
- ~~8. Public hearings conducted by federal, state, municipal agencies and
political conventions.~~
- ~~9. Meetings of school district personnel organizations.~~
- ~~10. Non-profit/community organization activities.~~
- ~~11. For profit in district/all out of district activities.~~

1. District activities, including curricular, extracurricular and Community Education, shall have priority use of school facilities and equipment.
2. Political caucuses, as required by law, and federal, state, municipal and school district elections.
3. School PTA/PTO events.
4. Activities sponsored by other groups or organizations shall be scheduled as time and space permit on a first come, first served basis subject to the terms of these guidelines.

Applications for District 624 building usage are placed into one of the following fee categories:

No rental fee

~~Pre K through 12 school activities; Community Services programs; public meetings and hearings; elections; caucuses; PTA/PTO activities; recreation programs sponsored by municipalities within I.S.D. #624; school district sponsored public classes offered by area colleges and universities; youth programs; youth services organizations (scouts, athletic associations, Parent~~

~~Involvement, etc.); activities and meetings sponsored by non-profit, non-religious service organizations.~~

District Events

No room rental fee will be charged for:

- meetings or facility use for any school activity;
- school events;
- student meetings qualifying under District Policy 801; and
- political caucuses, required by law, federal, state, municipal and school district elections.

Community Group Events

No permit fee or room rental fee for classrooms, conference rooms, gymnasiums, and/or the theaters shall be required for community groups, including: non-profit youth groups, youth service organizations, non-profit adult groups made up of at least 90% residents of the District, non-profit community groups and groups in established partnerships with the District. However, these groups must pay the rental fee outlined in the cost scale below (see Section E) for the use of the following: Indoor ice rinks, stadiums, AV equipment, and kitchen areas. As used herein, non-profit means an entity exempt from state/federal income taxes.

Rental fee required/permit fee required

~~Any organization or activity not covered by definition above is subject to a rental fee according to the cost scale. (See section E).~~

All Other Events

Any organization or activity not covered by the definitions above is subject to a rental and permit fee, according to the cost scale. (See section E).

A. Procedures for Scheduling Activities

Use of facilities shall be granted for programs or activities which are of an educational, cultural, civic or recreational nature and are suited to the requested facility.

1. School District Sponsored Activities

School district sponsored after-school, evening and weekend activities are scheduled with the Community Services Office prior to ~~Labor Day weekend~~ June 1st. School calendars shall be submitted to Community Services for computer entry by June 15 June 1st and reconfirmed by the following Labor Day. School activities scheduled after Labor Day June 1st are subject to space availability. School activities must be scheduled before space allocations can be made for community use. Community group applications received prior to the opening of school August 1st may be kept pending until the school activities have been scheduled.

2. Applications for Use

All applicants must make arrangements to use facilities through the Community Services Office. Requests must be made at least seven (7) days prior to date of use. An application form will be provided to indicate the facilities, equipment and personnel required. All applications received in the Community Services Office are dated and processed according to priority and handled as promptly as possible. When an application is approved by the Director of Community Services or designee, a Facility Reservation ~~Contract~~ permit is issued to the applicant and distributed to the appropriate school personnel.

Outdoor facilities will be scheduled through the same process as indoor facilities. Community Services will work with the High School Activities Director and the Building Operations Department to determine areas that are suitable for community use. Community use of designated outdoor facilities may be restricted based on criteria determined by Community Services, the Activities Director, and Building Operations. All White Bear Lake Area School District fields will be evaluated yearly to determine seasonal availability.

Principals shall schedule all daytime school activities for which permits are not necessary. Permits are required for after-school and weekend use of all school space.

3. Facility Use Permits

- a. Permits will be issued to organizations/~~groups~~ upon compliance with the rules for application.
 - (1) ~~Contracts~~ **Permits** are not transferable and are restricted to the stated dates and hours.
 - (2) Changes, additions or cancellations must be scheduled through the Community Services Office. Amended ~~contracts~~ **permits** will be sent to the applicant and district personnel involved.
- b. ~~Contracts~~ **Permits** are issued for a specific area and include access to the nearest drinking fountain and lavatories.
- c. Only equipment specified on the ~~contract~~ **permit** will be made available to the user.
- d. Organizations/~~groups~~ using their own equipment must get prior approval and remove the equipment immediately after the use. The district will not assume liability in connection with the use ~~or~~ loss ~~of~~ or damage to the organization's equipment.
- e. The **email** distribution of ~~copies~~ of each ~~contract~~ **permit** will be as follows:
 - ~~the group supervisor~~ **Group Supervisor**
 - ~~file copy kept in~~ Community Services Office
 - Building principal, administrative assistant and head custodian**
 - optional ~~copies~~ **notice** may be sent to others as needed.

4. Cancellation

- a. When White Bear Lake Area Schools are closed due to inclement weather or building emergencies, all facility reservation ~~contracts~~ **permits** are canceled.
- b. Facility Reservation ~~Contracts~~ **permits** for scheduled community events may be canceled to accommodate unforeseen events or emergency changes of school functions. If such a conflict occurs, every effort will be made to relocate activities and keep cancellations to a minimum.

B. Supervision

1. All activities must be under competent and responsible adult supervision, with the organization/**group** using the facilities assuming full responsibility for any damage.
2. School personnel on duty (custodian or building supervisor) will ~~supervise~~ **monitor** the operation of facilities, but are not required to supervise the group or its activities.
3. Organizations using kitchen facilities must have a district **nutrition** service employee on duty to supervise food preparation in conformance with recognized health department standards.
4. Outdoor activities may require a district grounds staff to be in attendance.

C. Liability

1. Users of school facilities shall agree to indemnify the school district for any damage to the school or other property by any person or persons attending the activity.
2. Applicants agree to assume full responsibility for injury or death of activity participants and damages to property that may occur in the facility they are using.
3. An insurance policy may be required by the district, **as it deems necessary at its sole discretion**. ~~based on group size or activity.~~
4. If a group brings in its own equipment, the district assumes no liability in connection with the use, loss or damage of that equipment.

D. Rules for Use of School Facilities

The following rules must be observed by all ~~user~~ **organizations**/groups. Failure to do so may be grounds for cancellation of the Facility Reservation ~~Contract~~ **permit** and ~~denying~~ **denial of** future facility use.

1. **School district facilities may not be used for illegal purposes.**
2. All school buildings and grounds are tobacco free. Any use or possession of tobacco on school property is prohibited by law.

3. Alcohol and illegal chemicals cannot be available or consumed on school district property as prohibited by law.
4. Weapons and firearms in any form are not allowed on school district property except for authorized instructional programs and **by authorized** ~~or~~ law enforcement personnel.
5. Meetings/activities must be confined to areas reserved in advance.
6. Disorderly conduct of any kind is prohibited and may result in ejection from school facilities.
7. If deemed necessary by district administration, law enforcement supervision may be required and charged to the user.
8. Damage to facilities or equipment must be reported immediately to authorized school personnel and the Community Services Office.
9. No one shall operate mini-bikes, motorized go-carts, snowmobiles, or any other motorized recreational vehicles on school property except as part of a class authorized by the school district.
10. Flammable substances may not be used within school buildings unless they meet State Fire Marshall regulations.
11. Areas used must be left in an orderly condition. If extra effort is required for clean-up following the use of facilities, an additional charge for personnel costs shall be added to the facility use fee. If no fee was charged, groups are still responsible for personnel charges.

E. Costs Schedule for School District Facilities

Rental fees are based on a two hour minimum with charges assessed proportionately thereafter. Groups will be charged an additional amount for building supervision, custodial services, and AV technical services when needed exclusively for that event. Any facility not listed is subject to a rental fee as approved by school district administration. Rental fees for school district facilities are based on the following schedule:

CLASSROOMS

Typical Classrooms	\$27 per hour
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CONFERENCE ROOMS

District Center Conference Rooms	\$36 per hour
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GYMNASIUMS

Secondary and Oneka Large Gym	\$90 per hour
Secondary and Oneka 1/2 Large Gym	\$54 per hour
Secondary Small Gym (wrestling, gymnastics)	\$36 per hour
Elementary Large Gym (Otter, Vadnais, and Birch)	\$54 per hour
Elementary 1/2 Large Gym (Otter, Vadnais, and Birch)	\$36 per hour
Elementary Gym (excluding Otter, Vadnais, and Birch)	\$36 per hour

ICE RINKS

Hippodrome (ice time - per hour only)	
WBL Hockey & Skating Association	\$65 per hour
Other Groups	\$95 per hour

STADIUMS

Price Field (Central)	\$180 per hour
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THEATERS

Central Auditorium (no stage lights)	\$90 per hour
Senior High Theater	\$72 ⁹⁰ per hour
Stage Lights and/or Sound System (must use school district technician)	\$36 per hour

AV EQUIPMENT

	\$36 per use ^{day}
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CAFETERIA (No kitchen)

North, South, Sunrise, Central, Otter	\$54 per hour
All other schools	\$36 per hour

KITCHEN *see Section F: Nutrition Food Services Information —Sec. F

F. ~~Food~~ Nutrition Services Information

Any use of an I.S.D. #624 kitchen facility must be arranged through the School ~~Food~~ Nutrition Services Office, 651-407-7524. Any rental of an I.S.D. #624 kitchen facility must include a ~~Food~~ Nutrition Services Employee on site for the duration of the event or a minimum of two hours **whichever is greater**. The ~~Food~~ Nutrition Services Employee will supervise the operation of equipment and use of kitchen facilities.

E. OPERATIONAL ITEMS

AGENDA ITEM: Contract with Ramsey County Elections to
Administer School District Elections

MEETING DATE: April 8, 2013

SUGGESTED DISPOSITION: Operational Item

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

BACKGROUND:

Since 2001, the White Bear Lake Area School District has contracted with the City of White Bear Lake to administer its elections. Because the municipal and school district elections both occur during the odd-numbered years, there were clearly efficiencies to be gained by combining their administration.

After the departure of the City's Supervisor of Licensing and Elections in April, 2012, administration of elections has been absorbed by the City Manager's Office. In recent months, I have been in contact with Ellen Richter, Assistant to the City Manager, and Joe Mansky, Ramsey County Elections Manager, regarding administration of the 2013 local elections.

Ellen has indicated that the City is examining its staffing structure in consideration of mandated changes in the delivery of some City services. These considerations will impact the City's decision whether or not to continue elections administration, and until that is determined, they do not intend to fill the position of Supervisor of Licensing and Elections.

Ramsey County Election officials are prepared to assume administration of the school district's 2013 elections and have provided the contract before you tonight.

Recommendation:

Approve the contract with Ramsey County to administer the School District Elections for 2013 through 2016.

**AGREEMENT BETWEEN
RAMSEY COUNTY AND WHITE BEAR LAKE AREA PUBLIC SCHOOLS
FOR ELECTION SERVICES
2013-2016**

This is an agreement between the County of Ramsey, through the Ramsey County Elections Office, 90 West Plato Boulevard, St. Paul, MN ("County") and White Bear Lake Area Public Schools, 4855 Bloom Ave, White Bear Lake, MN ("School District") for the provision of election services by the County ("Agreement").

1. Term

This Agreement will be in effect for the period from May 1, 2013 through December 31, 2016 ("Initial Term"), unless earlier terminated pursuant to the provisions of this Agreement.

2. Renewal and Termination

This Agreement may be renewed for one additional four year period by written agreement of the parties, in the form of an amendment to this Agreement. An amendment for renewal of this Agreement must be executed by all parties no later than June 1, 2016.

This Agreement may be terminated by any party by written notice to the other parties no later than June 1 of any year, effective on January 1 of the following year.

3. County Responsibilities

Except as otherwise provided in this Agreement, the County will provide all services, equipment, and supplies as required to perform on behalf of the School District and all election-related duties of the School District under the Minnesota election law and other relevant state and federal laws. These duties will include but are not limited to:

- Recruitment, training, and supervision of staff to carry out the duties specified in this Agreement;
- Annual inspection of polling places to verify compliance with all state and federal accessibility requirements;
- Recruitment, training, and assignment of election judges;
- Payment of compensation to election judges in an amount determined by the Ramsey County Board of Commissioners;
- Operation, maintenance, testing, demonstration, storage, and technical support for electronic voting systems;

- Maintenance, storage, and replacement of voting stations for each polling place and for absentee voting purposes;
- Preparation and transportation of voting systems, voting stations, and other election materials to and from each polling place;
- Providing election forms, supplies, and other related materials for each polling place;
- Conducting preliminary tests and public accuracy tests of electronic voting systems;
- Programming, layout and printing of ballots for School District elections;
- Compilation and reporting of election results and election statistics for dissemination to the appropriate canvassing boards and the public;
- Providing election-related information on the County web site;
- Conducting recounts for School District offices and ballot questions;
- Preparing, posting, and publishing election notices;
- Providing information and assistance on election laws and procedures to School District officials, candidates, the news media, and the general public;
- Administering absentee voting;
- Administering campaign financial reporting and economic disclosure activities;
- Performing duties of candidate filing officer, including acceptance of affidavits of candidacy and petitions;
- Analyzing proposed state and federal laws on election-related matters to determine impact on the School District;
- Maintaining a database and preparing maps of election district and precinct boundaries;
- Providing technical assistance to the school board in redrawing election district boundaries as required;

- Providing election materials suitable for classroom use by high school teachers in the School District;
- Retaining election records for at least 22 months following each election; and
- Retaining permanent archive of election results.

4. School District Responsibilities

The School District will perform the following election-related responsibilities:

- Conduct official canvass of election results following each School District election;
- Provide the title and text of School District questions to be placed on the ballot;
- Provide the information to be printed on the ballot required in Minnesota Statutes §126C.17, subdivision 9(a);
- Mail the notice to each taxpayer in the School District required by Minnesota Statutes §126C.17, subdivision 9(b); and
- Designate a person who will be the principal contact for the School District.

5. Office Space and Equipment Storage

The County will provide suitable office and warehouse space to conduct all election-related activities and for storage of election equipment and supplies.

6. Upgrading or Replacing Voting Systems

The County is in the process of acquiring a new voting system for state, County and School District elections. The cost of upgrading or replacing voting systems is not included in this Agreement and will be the subject of a separate agreement.

7. Special Elections

7.1 The County will conduct all special elections required by law during the term of this contract. The costs of all special elections that are not held concurrently with a regularly scheduled state, County, City or School District election will be paid separately from payments for regularly scheduled elections under this contract.

7.2 The School District will pay all costs of any special School District election that is not conducted on the date of a regularly scheduled School District or state election.

8. Insurance

During the term of this Agreement, the County and School District will maintain, through commercially available insurance or on a self-insurance basis, property insurance coverage on the voting equipment each owns and for the repair or replacement of the voting equipment if damaged or stolen. Each party shall be responsible for any deductible under its respective policy. Each party hereby waives and releases the other parties, their employees, agents, officials, and officers from all claims, liability, and causes of action for loss, damage to or destruction of the waiving party's property resulting from fire or other perils covered in the standard property insurance coverage maintained by the parties. Furthermore, each party agrees that it will look to its own property insurance for reimbursement for any loss and shall have no rights of subrogation against the other parties.

9. Indemnification

Each party to this Agreement will be responsible for its own acts and omissions, and the acts and omissions of its officials, employees, and agents, and the results thereof, to the extent authorized by law and shall not be responsible for the acts of the other party, its officials, employees, and agents, and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the parties shall be governed by the provisions of Minnesota Statutes Chapter 466 (Tort Liability, Political Subdivisions) or other applicable law. This provision shall not be construed nor operate as a waiver of any applicable limits of or exceptions to liability set by law. This provision will survive the termination of this Agreement.

10. Legal Representation

The Ramsey County Attorney's office will advise and represent the County in all election-related matters except that the School District Attorney will advise the County on any election-related matter relating to school district ballot questions authorized by the Minnesota election law.

11. Election Costs and Payments

11.1 Regular Elections

Payments to cover the costs incurred by the County in the performance of the provisions of this Agreement for regularly scheduled elections will be made by the School District in quarterly amounts for each two-year calendar period, based on invoices submitted by the County. Payments will be due on June 30, September 30 and December 31 of 2013 and on March 31, June 30, September 30 and December 31 of each year thereafter. The

first payment, due June 30, 2013, will be for the first two quarters of 2013.

The cost of election services for Regular Elections for the 2013-2014 calendar years will be \$30,500.

The County will provide the cost for the 2015-2016 calendar years to the School District no later than April 1, 2014. The County will base the cost for the 2015-2016 calendar years on the actual cost for the previous similar election years, adjusted as necessary by the County to account for the following factors: 1) estimated voter turnout; 2) labor contracts and agreements for non-represented employees approved by the Ramsey County Board of Commissioners; 3) changes in the Consumer Price Index for the Minneapolis-Saint Paul metropolitan area, as determined by the U.S. Bureau of Labor Statistics for the previous two-year period; 4) changes in state, federal, County, City, or School District legal requirements, as applicable; and 5) other factors having a significant impact on election costs.

11.2 **Special Elections**

The County will submit an invoice payable within 30 days of receipt to the School District for all costs incurred by the County to conduct a special election.

11.3 **Costs resulting from changes to election laws**

The County will notify the School District of additional costs that it will incur as a result of changes to applicable election laws. The County will include and separately identify in any invoice for a regular election or a special election the cost that was incurred as a result of the enactment of new election laws.

12. **Data Practices**

All data created, collected, received, maintained, or disseminated for any purpose in the course of this Agreement 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.

13. **Alteration**

Any alteration, variation, modification, or waiver of the provisions of this Agreement shall be valid only after it has been reduced to writing and duly signed by all parties. Any amendment must be approved no later than June 1 of any year for implementation on January 1 of the following year.

14. **Entire Agreement**

This Agreement shall constitute the entire agreement between the parties and shall supersede all prior oral and written negotiations.

IN WITNESS THEREOF, the parties have executed this Agreement as of the last date written below.

RAMSEY COUNTY

**WHITE BEAR LAKE AREA
PUBLIC SCHOOLS**

Julie Kleinschmidt
County Manager

Janet Newberg, Chair
White Bear Lake School Board

Date: _____

Date: _____

Approval recommended:

Approval recommended:

Mark Oswald, Director
Property Records and Revenue

Michael Lovett, Superintendent
White Bear Lake Area
Public Schools

Approved as to form and insurance:

Assistant County Attorney

School District Attorney

Funds are available:

Director of Finance

AGENDA ITEM: Contingent Resolution Relating to Choosing
Nominees for Election to the School Board
and Calling the School District Primary Election

MEETING DATE: April 8, 2013

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON: Dave Guenther

BACKGROUND:

This resolution has been provided by Tom Deans of Knutson, Flynn & Deans, P.A. to call the 2013 School District Primary Election.

Recommendation:

Take action to approve the resolution.

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 624
(WHITE BEAR LAKE AREA PUBLIC SCHOOLS)
STATE OF MINNESOTA

April 8, 2013

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 624 (White Bear Lake Area Public Schools), State of Minnesota, was held in said school district on April 8, 2013, at 7:00 o'clock p.m., for the purpose, in part, of calling the school district primary election if required by law.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**CONTINGENT RESOLUTION RELATING TO CHOOSING NOMINEES
FOR ELECTION TO THE SCHOOL BOARD AND
CALLING THE SCHOOL DISTRICT PRIMARY ELECTION**

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

1. It is necessary to elect four school board members at the 2013 general election. If more than two candidates for a specified school board position or more than twice as many candidates as there are at-large school board positions available file affidavits of candidacy, Minnesota Statutes, Section 205A.03 requires that nominees must be chosen at a primary election. If a primary election is so required, the clerk shall include the names of the individuals who file affidavits of candidacy during the filing period on the primary election ballot as though they had been included by name in this resolution.

2. The primary election is hereby called and directed to be held on Tuesday, the 13th day of August, 2013 between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

3. Pursuant to Minnesota Statutes, Section 205A.11, the school district polling places and combined polling places and the precincts served by those polling places, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, are hereby designated for this primary election.

4. The clerk is hereby authorized and directed to cause written notice of said primary election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least sixty-seven (67) days before the date of said primary election. The notice shall include the date of said election and the office or offices to be voted on at said primary election. Any notice given prior to the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said primary election to be posted at the administrative offices of the school district at least ten (10) days before the date of said primary election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said primary election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates, and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said primary election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said primary election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place and combined polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this primary election and generally to cooperate with any election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate the use of an optical scan voting system.

PRIMARY ELECTION BALLOT

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

AUGUST 13, 2013

INSTRUCTIONS TO VOTERS
TO VOTE, COMPLETELY FILL IN THE OVAL(S) NEXT TO YOUR CHOICE(S) LIKE THIS



SCHOOL BOARD MEMBER

VOTE FOR UP TO FOUR

☐

NAME

☐

NAME

☐

NAME

☐

NAME

☐

NAME

☐

NAME

☐

NAME

☐

NAME

☐

NAME

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the primary election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance of publication once in the official newspaper, by posting a notice, and by notifying the county or legislative district chair of each major political party.

10. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the primary election and in the newspaper of widest circulation once on the day preceding the primary election, or once the week preceding the primary election if the newspaper is a weekly.

11. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Section 203B.127 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include school district staff trained as election judges. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to

the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

12. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the various polling places and combined polling places during the August 13, 2013, primary election (if necessary) and during the November 5, 2013, general election. The election judges shall act as clerks of election and submit the results to the school board for canvass in the manner provided for other school district elections. The primary election must be canvassed on the third day following the primary.

13. The provisions of this resolution shall only be effective if, as a result of filings, a primary election is required by law.

The motion for the adoption of the foregoing resolution was duly seconded by _____ . On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 624 (White Bear Lake Area Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to the calling of the primary election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 8th day of April 2013.

Clerk

AGENDA ITEM: Resolution Establishing Dates
for Filing Affidavits of Candidacy for the
2013 School Board Election

MEETING DATE: April 8, 2013

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON: Dave Guenther, Director of Community Service
and Recreation

BACKGROUND:

This resolution has been provided by Tom Deans of Knutson, Flynn & Deans, P.A. to formally establish the filing dates for the 2013 School board Election.

RECOMMENDATION:

Approve the resolution to establish dates for filing affidavits of candidacy for the 2013 School Board election.

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 624
(WHITE BEAR LAKE AREA PUBLIC SCHOOLS)
STATE OF MINNESOTA

HELD: APRIL 8, 2013

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 624 (White Bear Lake Area Public Schools), State of Minnesota, was held in said school district on April 8, 2013, at 7:00 o'clock p.m., for the purpose, in part, of establishing dates for filing affidavits of candidacy for the 2013 school district general election.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY**

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

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 624 shall begin on May 21, 2013, and shall close on June 4, 2013. An affidavit of candidacy must be filed with the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on June 4, 2013.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy. Publication of said notice prior to the date of adoption of this resolution is hereby ratified and approved in all respects.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 624
(WHITE BEAR LAKE AREA PUBLIC SCHOOLS)
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 624 shall begin on May 21, 2013, and shall close at 5:00 o'clock p.m. on June 4, 2013.

The general election shall be held on Tuesday, November 5, 2013. At that election, four (4) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district clerk, Independent School District No. 624, 4855 Bloom Avenue, Room 106, White Bear Lake, MN 55110. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or general election.

The affidavits of candidacy must be filed with the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on June 4, 2013.

Dated: April 8, 2013

BY ORDER OF THE SCHOOL
BOARD

/s/ _____
School District Clerk
Independent School District No. 624
(White Bear Lake Area Public Schools)
State of Minnesota

The motion for the adoption of the foregoing resolution was duly seconded by _____ . On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 624 (White Bear Lake Area Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to establishing dates for filing affidavits of candidacy, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 8th day of April, 2013.

Clerk

AGENDA ITEM: Non-Renewal of Probationary Licensed Staff

MEETING DATE: April 8, 2013

SUGGESTED DISPOSITION: Operational Item

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

Attached is a copy of a resolution that the District uses to terminate the contracts of probationary teachers in accordance with Minnesota Statute 122A.40, subd. 5. The individuals listed are probationary teachers whose contracts are to be terminated effective June 7, 2013, due to financial limitations, teachers returning from leave, reduction in need, contractual or other issues. **In some instances, contracts of the same or less f.t.e. will be recommended to fill future vacancies.**

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Seniority Date</u>
Benjamin Drexler	Mathematics	North Campus	08/24/2011
Lara Conrad	Mathematics	North Campus	08/24/2011
Susanna Elliott	.40 Science	Sunrise	08/22/2012
Kristin Hatling	Science	North Campus	08/22/2012
Lisa Jacobs	Intervention	Vadnais/Willow	08/22/2012
Amanda Kobs	Science	North Campus	08/22/2012
John Kovacs	Social Studies	Sunrise/North	08/22/2012
Anne Levine	.40 FACS	Sunrise/North	08/26/2010
Jane Ojile	.30 EL	Matoska/North	08/22/2012
Brian Perry	.35 Art	Central/Sunrise/North	08/26/2010
Daniel Polski	Elementary	Willow Lane	08/22/2012
Cassandra Poulter	.90 Spanish	Central/Lakeaires/Willow	08/22/2012
Lauren Rheault	.20 French	Central/North	08/22/2012

Member _____ introduced the following resolution and moved its adoption:

Benjamin Drexler, Lara Conrad, Susanna Elliott, Kristin Hatling, Lisa Jacobs, Amanda Kobs, John Kovacs, Anne Levine, Jane Ojile, Brian Perry, Daniel Polski, Cassandra Poulter and Lauren Rheault.

RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF THE TEACHING CONTRACTS OF THE FOLLOWING TEACHERS, WHO ARE PROBATIONARY TEACHERS.

WHEREAS, THE ABOVE NAMED TEACHERS ARE PROBATIONARY TEACHERS IN INDEPENDENT SCHOOL DISTRICT NO. 624,

BE IT RESOLVED by the School Board of Independent School District No. 624, that pursuant to Minnesota Statutes 122A.40, subd. 5, the teaching contracts of the above named teachers, are probationary teachers in Independent School District No. 624, are hereby terminated at the close of the current 2012-2013 school year and are not renewed for the 2013-2014 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of the contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION

TEACHER X
School Location

Dear **TEACHER X**,

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 624, held on April 8, 2013, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2013-2014 school year. Said action of the Board is taken pursuant to M.S. 122A.40, subd.5.

Your termination is due to financial limitations, teachers returning from leave, reduction in need, contractual, or other issues. To receive a separate, official reason stating the afore-mentioned reasons for termination, you must submit your request within ten days after the receipt of this notice.

School Board of Independent School District 624

Chair or Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by Member, and upon vote being taken thereon, the following voted in favor thereof: and the following voted against the same: none. Whereupon said resolution was declared duly passed and adopted.

AGENDA ITEM: Approval of Lease Agreement with #916 for
Bellaire School

MEETING DATE: April 8, 2013

SUGGESTED DISPOSITION: Operational Item

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

Background:

In June, 2002 the District entered into a long term lease with Intermediate District #916 for its Bellaire School.

The agreement stated that Intermediate District #916 would make improvements to the facility in the amount of approximately \$3 million. In return for that investment Intermediate District #916 would be granted use of the facility for a period of ten years with no rental payments due.

Upon the completion of that period a lease extension would be entered into and Intermediate District #916 would begin paying rent to the District.

In conjunction with this, Intermediate District #916 is interested in leasing, to the District, the space that it owns within our Otter Lake Elementary School.

Attached is the agreement that has been worked out with Intermediate District #916. This agreement also incorporates the scheduled lease payment for Bellaire School for the 2012-2013 school year, amortized over the first 5 ½ years of the new agreement.

Recommendation:

It is recommended that the School Board approve the lease agreement with Intermediate School District #916.

LEASE AGREEMENT

THIS LEASE AGREEMENT is made and entered into by and between **Independent School District No. 624 (White Bear Lake Area Schools)**, a public corporation under the laws of the State of Minnesota whose address is 4855 Bloom Avenue, White Bear Lake, Minnesota 55110, (hereinafter referred to as "Lessor") and **Northeast Metropolitan Intermediate School District No. 916**, a public corporation under the laws of the State of Minnesota whose address is 2540 County Road F East, White Bear Lake, Minnesota 55110, (hereinafter referred to as "Lessee").

In consideration of the mutual covenants and promises contained herein and other good and valuable consideration, the Lessor hereby leases to Lessee, and the Lessee leases from Lessor, the Premises hereinafter described, upon the terms and conditions hereinafter set forth:

1. Description of Premises. The Lessor hereby leases to the Lessee, and the Lessee leases from the Lessor, those certain Premises (hereinafter referred to as the "Leased Premises" or "Premises") located at the former Bellaire Elementary School in the City of White Bear Lake, County of Ramsey, State of Minnesota, legally described in Exhibit A attached hereto and incorporated herein by reference and entitled "Leased Premises". The Leased Premises at the Bellaire building consist of 45,024 square feet.
2. Lease Term. The term of this Lease Agreement shall be for a period of thirty (30) years commencing on July 1, 2013.
3. Renewal Term. Unless written notice of non-renewal is provided by a party to the other party not less than twelve (12) months prior to termination of the initial term of this Lease Agreement, the parties agree that the Lease Agreement shall continue in full force and effect.
4. Rent. Pursuant to this Agreement, the rent payable shall be Eight Dollars (\$8.00) per square foot. The annualized rental payment schedule is set forth on the attached Addendum and is made a part hereof.
5. Non-Appropriation. During each fiscal year during the lease term and any renewal term, the Lessee's Director of Administrative Services will submit to the Northeast Metro 916 School Board a budget including funding for expenditures required under this Agreement for the Lessee's succeeding fiscal year. In the event that funding is not approved, the Lessee may terminate this Lease Agreement effective the following July 1, provided that written notice of non-appropriation is provided to Lessor no later than the preceding February 1.

6. Rights to Property at Termination of Lease. All fixed capital improvements made by Lessee shall be the property of Lessor. Lessee may remove its fixtures and other personal property located on the Premises, which shall remain the property of the Lessee.
7. Sale of Property by Lessor. If Lessor elects to, and sells the real property upon which the Premises are located, any such purchase agreement shall be subject to the rights of the Lessee pursuant to this Lease Agreement.
8. Utilities. Lessee shall be responsible for utilities including all charges for water, gas, heat, electricity, power, sewer service charges and sewer rentals, and all other such services or utilities used in, upon or about the building or facility within which the Leased Premises are
9. Real Estate Taxes and Assessments. The Lessor shall, at its sole cost and expense, pay all real estate taxes and assessments related to the real property upon which the Leased Premises are located.
10. Permitted Use. The Premises shall be used by the Lessee for its Transition Program and Business Office and any other use related to its educational programs. The Lessee shall not use nor permit the use of the Leased Premises, or any portion thereof, for any other purpose whatsoever, without first obtaining the Lessor's written consent.
11. Applicable Codes, Ordinances and Conditions. The Lessee shall not keep, permit or allow any non-prescribed drugs nor any liquors or beverages of any intoxicating nature or tendency to be sold, kept or tolerated on the Leased Premises. The Lessee expressly warrants and agrees: (i) that it will comply with all applicable federal and state environmental laws and regulations in connection with its use and occupancy of the property; (ii) that it will not store, treat, refine, or dispose of any toxic or hazardous substances above or below the Premises during its leasehold. At its own expense the Lessee agrees to comply with all codes, ordinances, rules, regulations and conditions applicable to the leasing and operation of the building in which the Leased Premises are situated.

12. Rules and Regulations, Alterations, Repair and Maintenance.

A. Rules and Regulations. The Lessee shall at all times during the term of this Lease, at its sole cost and expense:

- (1) Furnish, install and maintain in the Leased Premises all of Lessee's property necessary for Lessee's use;
- (2) Maintain the Leased Premises in a clean, neat, sanitary and orderly condition, except for maintenance to be provided by Lessor as set forth herein;
- (3) Lessee shall not, without the prior written consent of all insurance companies which have issued any insurance of any kind whatsoever pursuant to any provision of this Lease, sell, or suffer or permit to be kept, used or sold in, upon or about the Premise any substance or material of an explosive, inflammable, radiological or toxic nature, in such quantities which may be prohibited by any such insurance policy, or which may endanger any part of the Premises or its occupants, business patrons or invitees;
- (4) Comply with all governmental rules, regulations, ordinances, statutes and laws now or hereafter in effect pertaining to the Premises or Lessee's use thereof.
- (5) Refrain from burning any trash, papers or garbage of any kind in or about the Premises;
- (6) Store all trash and garbage within the Leased Premises in appropriate containers so as not to create or permit any health or fire hazard;
- (7) Refrain from using or permitting the use of the Leased Premises or any portion thereof as living quarters, sleeping quarters or lodging rooms;
- (8) Refrain from committing or suffer to be committed any waste upon the Premises.

B. Alterations. Except as otherwise herein provided, Lessee shall not make or suffer to be made any structural changes, alterations, modifications or additions to the Leased Premises or any part thereof without the express written consent of Lessor. In the event Lessee desires to make any change, alteration, modification or addition in or to the Leased Premises, Lessee shall submit to Lessor complete plans and specifications regarding said change, alteration, modification or addition. Lessee agrees that no change, alteration, modification or addition in or to the Leased

Premises shall be commenced until such time as the complete plans and specifications have been submitted to the Lessor and Lessor has provided Lessee with written consent to said change, alteration, modification or addition. Any changes, alterations, modifications or additions in or to the Leased Premises shall be at Lessee's sole cost and expense and, except for Lessee's trade fixtures, equipment and furnishings, shall become at once a part of realty and be the sole property of Lessor. If, during the term herein, any change, alteration, modification, addition or correction shall be required by any law, rule or regulations or any governmental authority to be made in or to the Leased Premises or any portion thereof, Lessor shall be given notice thereof. Any such change, alteration, modification, addition or correction that relates to compliance with the Americans with Disabilities Amendments Act (ADAA) or requirements for handicapped accessibility or that would qualify for health and safety revenue under Minnesota Statutes, Section 123B.57, as amended, shall then be made by Lessor at its sole cost and expense. Any such change, alteration, modification, addition or correction not covered in the preceding sentence shall be made by Lessee at its sole cost and expense.

- C. Cleaning and Routine Maintenance. Lessee shall be responsible for cleaning and routine maintenance of its Premises, including interior walls and ceilings during the term of this Lease. The Lessor shall maintain all boiler and all mechanical systems, including repairs, and will provide at its expense periodic maintenance and inspections.
13. Parking Lot and Grounds. Lessor shall provide all maintenance of the outside grounds including lawn and shrubbery, snow removal, and care and routine maintenance of sidewalks and parking facilities.
14. Condition of Leased Premises. The Lessee has had full opportunity to inspect the Premises and to obtain any expert opinions from architects, engineers, and other professionals prior to execution of this Lease Agreement. It is the belief of the Lessor that the Premises comply with all state and federal requirements. However, Lessor specifically agrees and understands that to the extent there are requirements under the Americans with Disabilities Amendments Act (ADAA), zoning, or other rules, regulations or statutes that relate to compliance with the ADAA, or requirements for handicapped accessibility, or that would qualify for health and safety revenue under Minnesota Statutes, Section 123B.57, as amended, it is the responsibility of the Lessor, at its expense, to undertake such construction activities as may be necessary to bring the Leased Premises within compliance with such laws, rules and regulations. Lessee specifically agrees and understands that any construction activities necessary to bring the

Leased Premises within compliance with laws, rules and regulations that are not covered in the preceding sentence shall be undertaken by Lessee at its sole cost and expense.

15. Abandonment and Surrender of Premises.

A. Surrender of Premises. Upon the expiration or sooner termination of the term of this Lease and if Lessee has fully and faithfully performed all of the terms, conditions and covenants of this Lease to be performed by Lessee, Lessee shall, at its sole cost and expense, remove its interior and exterior signs and all of its movable trade fixtures and equipment, and other items which are hereinafter referred to as "Lessee's property" from the Premises and repair all damage thereto resulting from such removal and Lessee shall thereupon surrender the Premises in the same condition, except for those improvements agreed upon during the term of the Lease, as they were on the commencement date, reasonable wear and tear excepted. If Lessee has not fully and faithfully performed all of the terms, conditions and covenants of this Lease to be performed by Lessee, Lessee shall nevertheless remove Lessee's property from the Premises in the manner aforesaid within fifteen (15) days after receipt of written direction to do so from Lessor. In the event Lessee shall fail to remove any of Lessee's property as provided herein, Lessor may, but is not obligated to, at Lessee's expense, remove all of Lessee's property not so removed and repair all damage to the Premises resulting from such removal.

B. Abandonment: Lessee shall not abandon or vacate the Premises at any time during the term hereof. If Lessee shall abandon, vacate or otherwise surrender the Premises, or be dispossessed thereof by process of law or otherwise, the same shall constitute a default under this Lease on the part of Lessee.

16. Hold Over. In the event Lessee shall hold over or remain in possession of the Leased Premises after expiration or termination of this Lease Agreement without the written consent of the Lessor, Lessee shall be obligated for the rent which Lessee was obligated to pay for the month immediately preceding the end of the term of this Lease Agreement for each month or any part thereof of any such hold over period.

17. Quiet Possession. The Lessor agrees that Lessee upon paying the rentals and other payments herein required, and upon Lessee's performance of all of the provisions, covenants and conditions of this Lease on its part to be kept and performed, may quietly have, hold and enjoy the Premises during the term of this Lease.

18. Nuisance. Lessee agrees to conduct its business and operations and control its agents, employees, invitees and visitors in such manner as not to create any nuisance, or interfere with, annoy or disturb any other Lessee or the Lessor in its operation of the Premises.
19. Fire or Other Casualty. In the event of a fire or other casualty in the Leased Premises, Lessee shall immediately give notice thereof to Lessor. If the Leased Premises, through no fault of Lessee, its agents, employees, invitees or visitors, shall be partially destroyed by fire or other casualty so as to render the Leased Premises all or partially untenable, the rental herein shall be proportionately abated thereafter until such time as the Leased Premises are made tenantable. In the event of the total destruction of the Leased Premises without fault or neglect of the Lessee, its agents, employees, invitees or visitors, or from such cause, the same shall be so damaged that Lessor shall decide not to rebuild, then all rent owed up to the time of such destruction shall be paid by Lessee and this Lease Agreement shall terminate.
20. Insurance and Liability.
- A. Liability. The Lessee shall maintain general liability insurance in not less than the statutory limit for political subdivisions pursuant to Minnesota Statutes, Chapter 466, and any amendments thereto, during the term of this Lease Agreement.
 - B. Lessor's Insurance. Lessor maintains worker's compensation and property insurance. Lessee shall be named as an additional named insured on its property insurance and the proceeds from such insurance shall be divided between the parties equitably pursuant to their respective interests.
 - C. Property Insurance. Lessee shall be responsible for obtaining insurance on its trade fixtures, equipment, supplies, fixtures, furnishings including furniture, carpeting, wall coverings, drapes, and other personal property owned by Lessee and located upon the Leased Premises.
 - D. Waiver of Subrogation. To the extent such waiver does not void or diminish the coverage under any policy, Lessor and Lessee hereby waive any rights each may have against the other on account of any loss or damage occasioned to Lessor or Lessee, as the case may be, or their respective property, to the extent such loss or damage is covered by property insurance by either Lessor or Lessee.

- E. Certificates of Insurance. A certificate issued by the insurance carrier for each policy of insurance required to be maintained by Lessee and Lessor hereunder shall be delivered to the other party on or before the commencement date hereof and thereafter, as to policy renewals, thirty (30) days prior to the expiration of the term of each such policy. Each of said certificates of insurance and each such policy of insurance required to be maintained hereunder shall expressly evidence insurance coverage as required by this Lease (including an express waiver of any and all rights of subrogation thereunder whatsoever against Lessee and Lessor, their officers, agents and employees as hereunder) and shall contain an endorsement or provisions requiring not less than ten (10) days written notice prior to the cancellation, diminution in the perils insured against, or reduction of the amount of coverage of the particular policy in question.
- F. Nothing in this Lease shall constitute a waiver of any statutory limits or exceptions to liability.

21. Eminent Domain.

- A. Entire Premises. If all or substantially all of the Leased Premises shall be taken by any public authority under the power of eminent domain, then the term of this Lease shall cease as of the day possession shall be taken by such public authority.
- B. Partial Taking. If there is a partial taking of the Leased Premises under eminent domain, both Lessee, and Lessor, at the sole option of either, shall have the right to terminate this Lease. Either party shall notify the other in writing within ten (10) days after such taking of their election to terminate. If neither party elects to terminate pursuant to this article, all of the terms herein provided shall continue in effect, except that the rent shall be reduced in proportion to the amount of the Premises taken and Lessor shall at its own cost and expense make all necessary repairs or alterations to the basic building and interior work so as to constitute the remaining Leased Premises a complete architectural unit.
- C. Damages. If the Leased Premises or any portion thereof shall be taken or condemned for any public purpose to such an extent as to render the Leased Premises untenable, this Lease Agreement shall, at the option of either party, cease and terminate. It is agreed that all proceeds from any taking of all or a part of the Leased Premises shall be apportioned between Lessor and Lessee equitably pursuant to their respective interests.

22. Default by Lessee. If default shall be made in the payment of any sum to be paid by Lessee under this Lease Agreement, and default shall continue for ten (10) days after written notice from Lessor, or default shall be made in the performance of any of the other covenants or conditions which Lessee is required to observe and to perform, and such default shall continue for twenty (20) days after written notice from Lessor, or if the interest of Lessee under this Lease Agreement shall be levied on under execution or other legal process, or if any petition shall be filed by or against Lessee to declare Lessee as bankrupt or to delay, reduce or modify Lessee's debts or obligations, or if any petition shall be filed or other action taken to reorganize or modify Lessee's capital structure, or if Lessee be declared insolvent according to law, or if any assignment of Lessee's property shall be made for the benefit of creditors, or if a receiver or trustee is appointed for Lessee or its property, or if Lessee shall abandon the Leased Premises during the term of this Lease Agreement or any renewals or extension thereof, then Lessor may treat the occurrence of any one or more of the foregoing events as a breach of this Lease Agreement, provided that no such levy, execution, legal process or petition filed against Lessee shall constitute a breach of this Lease Agreement if Lessee shall vigorously contest the same by appropriate proceedings and shall remove or vacate the same within sixty (60) days from the date of its creation, service or filing. Thereupon, Lessor may have any one or more of the following described remedies in addition to all other rights and remedies provided at law or in equity:

- A. Lessor may terminate this Lease Agreement and forthwith repossess the Leased Premises and remove all persons or property therefrom, and be entitled to recover forthwith as damages a sum of money equal to the total of: (i) the cost of recovering the Leased Premises, (ii) the unpaid rent owed at the time of termination, plus interest thereon from due date at the maximum rate permitted by applicable law, (iii) the balance of the rent for the remainder of the term less the fair market rental value of the Leased Premises for said period, and (iv) any other sum of money and damages owed by Lessee to Lessor; or
- B. Lessor may terminate Lessee's right of possession (but not the Lease Agreement) and may repossess the Leased Premises without demand or notice of any kind to Lessee and without terminating this Lease Agreement, in which event Lessor may, but shall be under no obligation to do so, relet the same for the account of Lessee for such rent and upon such terms as shall be satisfactory to Lessor.

Lessor may terminate this Lease Agreement and forthwith repossess the Leased Premises and remove all persons or property therefrom, and be entitled to recover forthwith as damages a sum of money equal to the total of: (i) the cost of recovering

the Leased Premises, and (ii) any other sum of money and damages owed by Lessee to Lessor.

23. Waiver. Failure of Lessor or Lessee to declare any default immediately upon occurrence thereof, or delay in taking any action in connection therewith, shall not waive such default, but Lessor or Lessee shall have the right to declare any such default at any time thereafter.

24. Miscellaneous.

A. Lessee Assignment and Subletting. The Lessee shall not assign, mortgage, pledge, or encumber this Lease or the leasehold estate hereby created or any interest therein, nor sublet the Premises or any portion thereof, without the prior written consent of Lessor. In the absence of the express written consent of the Lessor, no assignment, mortgage, pledge, encumbrance, or subletting shall be deemed to be binding upon Lessor nor act as a release of Lessee from any of the provisions, covenants and conditions of this Lease.

B. Lessor Sale or Assignment Permitted. It is agreed that Lessor may at any time assign or transfer its interest as Lessor in and to this Lease, or any part thereof, and may at any time sell or transfer its interest in the fee of the Premises, or its interest in and to the whole or any portion of the Premises. Provided, however, any such assignment or transfer shall be subject to this Lease.

C. Right of Access. Lessor, and its authorized agents and representatives, shall be entitled to enter the Premises during regular business hours following notice to Lessee for the purpose of inspecting the Premises, repairing the Premises or building, and for such other purposes as the Lessor deems appropriate. The Lessor shall, in connection with the exercise of the foregoing right of access, use due diligence to cause as little inconvenience, disturbance or other damage or loss to Lessee as may be reasonably possible under the circumstances.

In addition to the foregoing, the Lessor, and its authorized agents and representatives, shall be entitled to enter the Premises for the purpose of exhibiting the same to prospective purchasers or lessees following notice to Lessee in such manner as will not unreasonably interfere with Lessee's use.

- D. Notices. Any and all notices and demands by or from Lessor to Lessee, or from Lessee to Lessor, shall be in writing and shall be validly given or made if served either personally or if deposited in the United States mail, certified or registered, postage prepaid, return receipt requested. If such notice be served personally, service shall be conclusively deemed made at the time of such personal service. If such notice or demand be served by registered or certified mail in the manner herein provided, service shall be conclusively deemed made forty-eight (48) hours after the deposit thereof in the United States mail addressed to the party to whom such notice is to be given.

Any notice or demand to Lessor shall be addressed to Lessor at:

Independent School District No. 624
4855 Bloom Avenue
White Bear Lake, Minnesota 55110

Any notice or demand to Lessee shall be addressed to Lessee at:

Northeast Metropolitan Intermediate School District No. 916
2540 County Road F East
White Bear Lake, Minnesota 55110

Each party is responsible for notifying the other party in writing of any change of address for notices pursuant to this Paragraph.

- E. Successors and Assigns. The terms, provisions, covenants and conditions contained in this Lease shall apply to, bind and inure to the benefit of the heirs, executors, administrators, legal representatives, successors and assigns (where assignment is permitted) of Lessor and Lessee, respectfully.
- F. Severability. If any term or provision of this Lease Agreement, or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this Lease Agreement, or the application of such provision to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected thereby, and each provision of this Lease Agreement shall be valid and shall be enforceable to the extent permitted by law.
- G. Governing Law. This Lease Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. All rights and remedies of Lessor under this Lease Agreement shall be cumulative and none shall exclude any other rights or remedies permitted by law.

H. Entire Agreement. This Agreement represents the entire understanding and agreement between the parties hereto and this Lease Agreement may not be altered, changed or amended, except by an instrument in writing, signed by all parties hereto.

WHEREFORE, the parties hereto have executed this Lease Agreement on the respective dates set forth below.

LESSOR:

Independent School District No. 624

By _____
Its Chair

By _____
Its Clerk

Dated: _____

LESSEE:

Northeast Metropolitan Intermediate School
District No. 916

By _____
Its Chair

By _____
Its Clerk

Dated: _____

Exhibit A

LEASED PREMISES

Subject to County Road F the West 600 feet of the East 880 feet of the North one half of the Northwest quarter of the Northeast quarter of Section 25, Township 30, Range 22

**ADDENDUM TO BELLAIRE LEASE AGREEMENT RELATING TO NET LEASE FOR
OTTER LAKE PROPERTY**

WHEREAS, Independent School District No. 624 (White Bear Lake Area Schools), a public corporation under the laws of the State of Minnesota whose address is 4855 Bloom Avenue, White Bear Lake, Minnesota 55110, (hereinafter referred to as "District 624") and **Northeast Metropolitan Intermediate School District No. 916,** a public corporation under the laws of the State of Minnesota whose address is 2540 County Road F East, White Bear Lake, Minnesota 55110, (hereinafter referred to as "Northeast Metro 916") have entered into a Lease Agreement for the property located at 2540 County Road F East, known as "Bellaire" in White Bear Lake, Minnesota; and

WHEREAS, District 624 and Northeast Metro 916 desire to enter into a Lease Agreement for the portion of the property located at Otter Lake Elementary School, which is owned by Northeast Metro 916, 1401 County Road H2, White Bear Lake, Minnesota, ("Otter Lake Premises");

THEREFORE,

1. The term for leasing the Otter Lake Premises shall commence on July 1, 2013 and shall continue on an annual basis thereafter unless one of the parties provides notice of nonrenewal to the other party by March 1 in the year of the nonrenewal.
2. The Otter Lake Premises constitute 10,120 square feet, as depicted on Attachments A and B.
3. The base rental rates shall be Eight Dollars (\$8.00) per square foot. Commencing in Fiscal Year 2019 the amount of monthly rental which would normally be paid by District 624 to Northeast Metro 916 for District 624's use of the Otter Lake Premises shall instead offset the rent Northeast Metro 916 must pay to District 624 for the Bellaire Leased Premises under the attached Lease Agreement, creating a net lease payment for 34,904 square feet at \$8.00 per square foot, consistent with the following payment schedule:

Fiscal Year 2014	\$360,192
Fiscal Year 2015	\$360,192
Fiscal Year 2016	\$360,192
Fiscal Year 2017	\$360,192
Fiscal Year 2018	\$360,192
Fiscal Year 2019 (partial offset)	\$319,712

Commencing with Fiscal Year 2020 and each Fiscal Year thereafter, for the duration of the Lease, the annual net lease payment by Northeast Metro 916 to District 624 shall be Two Hundred Seventy-Nine Thousand and Two Hundred Thirty-Two Dollars (\$279,232.00).

Each payment shall be due on January 1 in the fiscal year for which the payment applies.

4. District 624 shall be responsible for cleaning and routine maintenance of the interior and exterior of the Otter Lake Premises, including grounds maintenance, such as lawn care and snow removal, during the term of this Addendum to the Lease Agreement. District 624 shall maintain all boiler and all mechanical systems, including repairs, and shall provide, at its expense, periodic maintenance and inspections. District 624 shall provide custodial engineering services at the Otter Lake Premises.
5. District 624 shall maintain insurance on the Otter Lake Premises as required by Minnesota state law and shall name Northeast Metro 916 as an additional insured under such insurance policy for the duration of the Addendum.
6. Notices or payments required to be sent under this Addendum to the Lease Agreement shall be sent to:

For District 624:

Peter Willcoxon, Sr.
Executive Director of Business Services
Independent School District No. 624
4855 Bloom Avenue
White Bear Lake, MN 55110

For Northeast Metro 916:

Kristine Carr
Director of Business Services
Northeast Metro 916 School District
2540 East County Road F
White Bear Lake, MN 55110

The parties hereto have executed this Addendum to the Lease Agreement on the respective dates set forth below.

Independent School District No. 624

**Northeast Metropolitan Intermediate
School District No. 916**

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

AGENDA ITEM: **Vadnais Heights Area Water Management
Organization Community Blue Grant Program
Offer To Vadnais Heights Elementary School**

MEETING DATE: **April 8, 2013**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON: **David Law, Assistant Superintendent**

Background:

In September of 2012, Vadnais Heights Elementary School submitted a grant to Vadnais Lake Area Water Management Organization for a shoreline restoration project for their “Bear’s Backyard” to enhance science curriculum through hands-on activities and their partnership with Tamarack Nature Center. This grant application was submitted with input from parents, students, and staff.

In November of 2012 an on-site evaluation was completed by the City of Vadnais Heights and the Vadnais Lake Water Management Organization, and in February of 2013 Vadnais Heights Elementary was granted \$15,000 toward planning and installation of a rain garden. By accepting this grant, the Vadnais Heights staff commits to maintaining this project for ten years through a variety of student and volunteer activities. The funds will be granted for this project once the White Bear Lake Area School Board approves this grant.

Recommendation:

It is recommended by the administration that the White Bear Lake Area School Board approve the \$15,000 grant from Vadnais Lake Area Water Management Organization.

VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION
COMMUNITY BLUE GRANT PROGRAM
GRANT AGREEMENT

This Grant Agreement (Agreement) is between the Vadnais Lake Area Water Management Organization (VLAWMO), and Vadnais Heights Elementary School, 3645 Centerville Rd, Vadnais Heights, MN 55127 (Grantee)

RECITALS

1. VLAWMO received grant funding for the Community Blue Grant Program from the State of Minnesota, through its Board of Water and Soil Resources (BWSR) from the FY2012 Competitive Grants Program with funding from the Clean Water Fund (CWF) (the BWSR Grant).
2. The purpose of the Community Blue Program (Program) is to have sub grants with at least seven (7) to ten (10) new community partners in an effort to reduce pollution within the Lambert Creek sub watershed of VLAWMO. The Program will support installation of best management practices (BMPs) aimed at reducing the amount of total phosphorus and suspended solids entering Lambert Creek.
3. The Grantee has submitted a Community Blue Grant Program Application & Project Guidance (attached as **Attachment A**), which has been reviewed by VLAWMO staff, and proposed BMPs (Practices) were modeled by the Ramsey Conservation District (RCD) to determine possible pollutant load reductions. This Grant Agreement includes Attachment A, the Preliminary Plan Sheet (attached as Attachment B), the Operations and Maintenance Plan (attached as Attachment C) and the Grantee's Proposed Budget (attached as Attachment D).
4. The VLAWMO Technical Commission has concluded the project is viable and executable as described by the Grantee and recommended approval to the VLAWMO Board of Directors (Board).
5. The Board approved the Grantee's application and this Agreement at its meeting on February 27, 2013.

Grantee Information

Organization Name: Vadnais Heights Elementary School

Authorized Representative: Sara Svir 651-653-2858 sara.svir@isd624.org

If the Grantee's Authorized Representative changes at any time during the Term of the Agreement, the Grantee must immediately notify the VLAWMO.

Location of BMP (address or PIN) 3645 Centerville Rd, Vadnais Heights, MN 55127

Grant Award Total: \$15,000

Partner Match: In-value forty-eight (48) hours Cash \$1,600

VLAWMO Project Managers: Vanessa Strong, 651-204-6070, vanessa.strong@vlawmo.org
Kristine Jenson, 651-204-6074, kristine.jenson@vlawmo.org

1. Term of the Agreement

- 1.1 Effective Date: The date the VLAWMO obtains all required signatures on this Agreement. **The Grantee must not begin work under this Agreement until this Agreement is fully executed and the Grantee has been notified by the VLAWMO to begin work.**
- 1.2 Expiration Date: December 31, 2024, or until all obligations have been satisfactorily fulfilled, whichever comes first.
- 1.3 This Agreement will remain in effect unless canceled by mutual concurrence, except where installations of Practices covered by this Agreement have not been substantially commenced as determined by VLAWMO within one (1) year of execution of this Agreement, in which case this Agreement will be automatically terminated on that date.
- 1.4 This Agreement may be terminated at any time by VLAWMO upon cancellation by BWSR of the BWSR Grant. Upon termination, Grantee will be entitled to reimbursement, determined on a pro rata basis, for services satisfactorily performed.
- 1.5 Upon termination of this Agreement, Grantee shall promptly return all unused funds to VLAWMO.

2. Grantee's Duties

The Grantee is responsible for the specific duties for the Community Blue Grant as follows:

- 2.1 Grantee will install BMPs that are described by type, size and location in **Attachment B** ("Practices") and follow eligibility conditions outlined in the Project Guidance. The Project Tasks outline/time line shall be as described below unless written approval of an amendment is secured from a VLAWMO Project Manager.
- 2.2 The Grantee shall be responsible for the full establishment, operation and maintenance of all Practices to ensure that the conservation objectives of the Practices are met and the effective life, a minimum of 10 years, is achieved.
- 2.3 Should the Grantee fail to maintain the Practices during their effective lives, the Grantee shall be liable to VLAWMO for up to 100% of the amount of financial assistance received to install and establish the Practices unless the failure was caused by reasons beyond the Grantee's control or if an equivalent protection of soil and water resources was installed at the Grantee's expense.
- 2.4 If title to this land is transferred to another party before expiration of the 10-year life span, it shall be the responsibility of the Grantee to advise the new owner that this contract is in force.
- 2.5 The Grantee shall use Metro Blooms for the design and installation management of the Practices. The Grantee shall submit landscaper credentials if not using Metro Blooms, and receive VLAWMO approval before installing Practices. VLAWMO requires that the design and installation be done by a qualified landscaper with previous BMP experience.
- 2.6 The Grantee shall adhere to all guidance detailed in the Operation and Maintenance Plan (**Attachment C**).
- 2.7 Practices shall be installed by October 1, 2014 unless this Agreement is amended by mutual consent to reschedule work and funding.
- 2.8 Grantee shall match forty-eight (48) hours of in-kind value contributions. Grantee shall submit evidence of completed contributions to VLAWMO by December 31, 2014. Evidence may be in the form of a photograph, summary, or copies of materials. The contributions shall be as follows:

- 2.8.1 Assist with planting of raingarden by students, parents, or other volunteers = 10 hours
- 2.8.2 3 media pieces per year (2013, 2014) about the raingarden, VLAWMO, or similar water related topic to be published in school e-newsletter, or similar publication. Media pieces can be articles, letters, photo stories, artwork or similar media created by students, parents, or school staff = 15 hours
- 2.8.3 2 in-classroom educator events or workshops in 2014. Choose from either a Raingarden or Dragonfly topic. Audience can be either students (in-classroom/outdoors), or parents/teachers (workshop). Educator and materials provided by VLAWMO = 15 hours
- 2.8.4 Gather feedback from staff, students and families regarding their experiences and usage of the raingarden/"Bear's Backyard" and share them with VLAWMO, the larger community and school district = 8 hours

If Grantee wishes to complete In-kind value contributions in place of those listed above Grantee must receive VLAWMO approval prior to beginning contribution.

2.9 Grantee will comply with the requirements of Laws of Minnesota, 2009, Chapter 172, Article 5, Section 10 regarding display and use of the logo for projects receiving money from the clean water fund.

2.10 Grantee shall submit completed design and Work Plan/Timeline for VLAWMO approval within sixty (60) days of signing this Agreement. The design includes site plan, size of project, concept drawing of design, plant species and materials list. Work Plan/Timeline should include the following items:

Work Plan /Timeline

Item	Description	Anticipated Date(s)
1	Design Completion - includes site plan, size of project, concept drawing of design, plant species and materials list	
2	Installation Start Date	
3	Installation Completion Date	
4	Submission of project expenses/invoices/education activities	
5	VLAWMO inspection of completed project	
6	Education and Outreach Completion	

3. Terms of Payment

3.1 Eighty five percent (85%) of the grant award will be sent to the Grantee upon approval of the Work Plan/Timeline. Final grant payment of fifteen percent (15%) will be disbursed to Grantee once VLAWMO staff has inspected and approved installed Practices, and received a Project Summary.

3.2 Any grant funds remaining unspent after the Practices have been installed will be returned to the VLAWMO within one month of the date of the final site inspection by VLAWMO staff.

3.3 The obligation of the VLAWMO under this Grant Agreement will not exceed the amount stated above.

3.4 This grant includes an advance payment of 85 percent of the grant's total amount. Advance payments allow the Grantee to have adequate capital to implement its projects.

3.5 Only expenses identified in the Proposed Budget attached as **Attachment D** and consistent with the Project Guidance are eligible for reimbursement. The Proposed Budget may only be amended upon request by Grantee, by written approval of a VLAWMO Project Manager.

Grantee Signatures

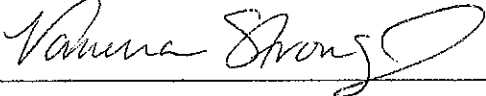
The signature(s) of the Grantee below indicates agreement to:

1. Allow VLAWMO to access & photograph the Practices for Watershed purposes including, but not limited to inspections, tours, research, community outreach, and maintenance
2. Obtain all permits required in conjunction with the installation and establishment of the Practices prior to starting construction of the Practices, including consent of the owner of the land where the Practices will be installed.
3. Be responsible for the operation and maintenance of Practices applied under the Community Blue Program in accordance with an operation and maintenance plan prepared with the assistance of the VLAWMO Project Managers. The Community Partner has reviewed the Operation & Maintenance Plan outlined in **Attachment C** and agrees to the duties outlined.

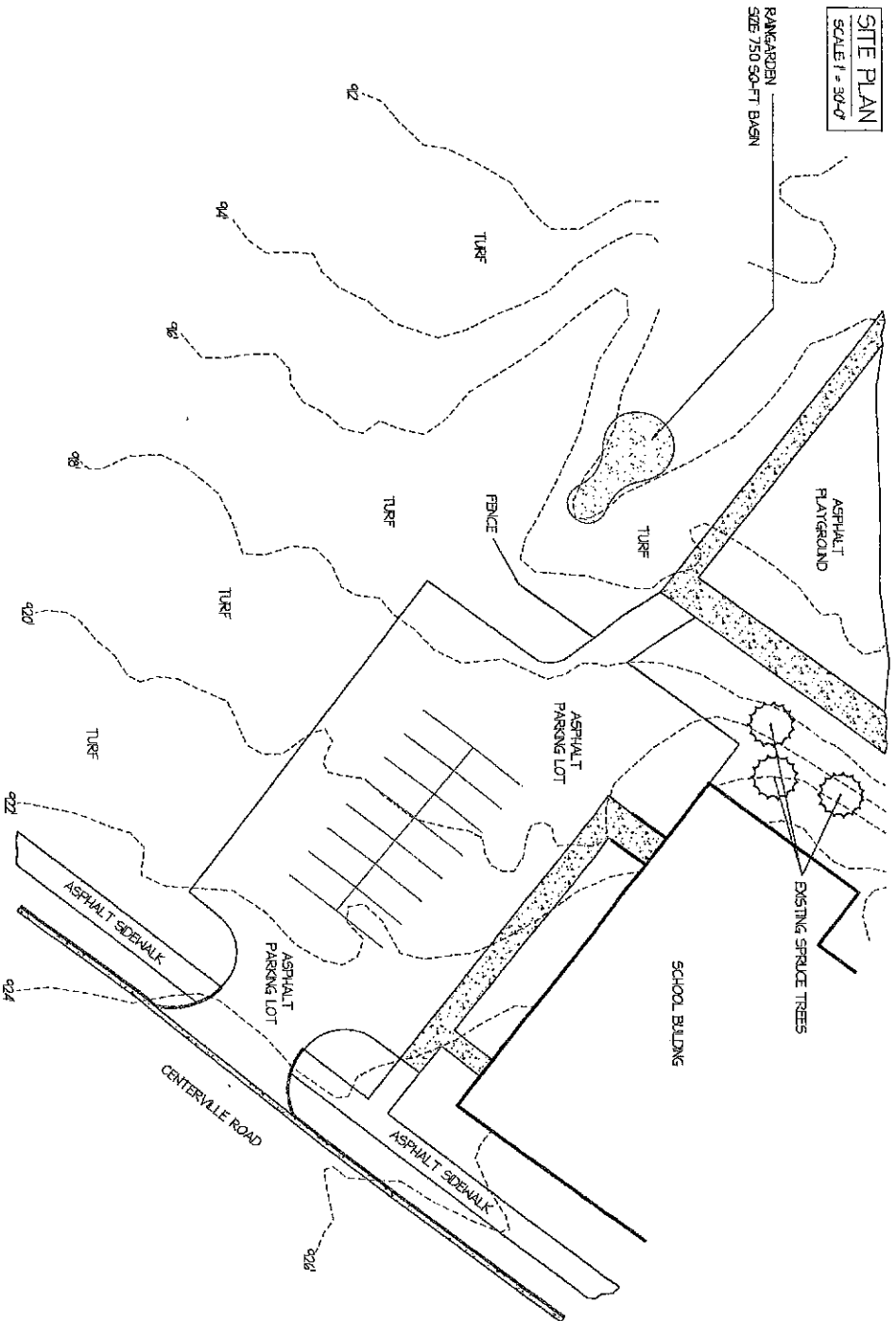
Date	Community Partner authorized signature
Date	Landowner authorized signature

VLAWMO Authorization

The VLAWMO Board has authorized the financial and technical assistance to implement the Practices as outlined in this Agreement and its attachments.

Board meeting date 2/27/2013	Authorized Signature 	Total Amount Authorized \$15,000
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Attachment B



- NOTES
- CALL GOMPER ONE 48 PRIOR TO DIGGING AT 68-454-0002 TO HAVE UTILITIES MARKED
 - CALL THE RCD WITH ANY QUESTIONS
 - EXCAVATE RAMPADEEN WITH TRACKED EQUIPMENT ONLY (NO WHEELED TRACTORS)
 - USE EXCAVATED MATERIAL TO CREATE BERRY (IF NEEDED ON PLAN)
 - RAP BERRY WITH EROSION CONTROL BLANKET AND SECURE PER MANUFACTURERS DIRECTIONS
 - RE UNDERLIEING SOL 6-12 TO REMOVE COMPACTION
 - ADD EROSION

SITE PLAN AND LAYOUT

VADNAS LAKE ELEMENTARY

3646 CENTERVILLE ROAD, VADNAS HEIGHTS, IN 5527

DEVELOPED AND PROVIDED BY:
VADNAS LAKE AREA WATERSHED MANAGEMENT
ORGANIZATION (VLAWO)

AND
RAYSEY CONSERVATION DISTRICT (RCD)

Attachment C
OPERATION & MAINTENANCE PLAN

1. Landowner or successors shall maintain the Project for a period of ten (10) years. Maintenance means keeping the Project in working condition so that it performs water quality and/or stormwater protection functions. This will likely include: watering, weeding, replacing mulch, replacing plants, repair of inlets/outlets, among other maintenance activities.
2. VLAWMO will conduct an annual review of projects to ensure there is proper maintenance. Sub grantees must submit a maintenance report, including a photograph, for years 1-5, 7, and 10.
3. Landowner or successors shall notify VLAWMO immediately of any significant maintenance or operating issues they are unable to resolve on their own. VLAWMO will work with the landowner or successors to return the project to working condition.
4. Establishment/maintenance costs that occur prior to December 1st 2014 are an eligible expense. Any maintenance occurring after December 1st 2014, is not an eligible expense and is the liability of the landowner or successor.
5. Grantee will attend a BMP maintenance workshop hosted by VLAWMO or similar organization within one (1) year of project completion.

General OPERATION & MAINTENANCE duties to expect from Community Blue sub-grantees

Maintenance duties to plan for with a raingarden:

1. Weeding – we will want to see that the site is weeded on a regular basis to allow for the successful growth of the intended plants in the garden. **(plan to weed 3-4 times per year, more often if you want to stay really on top of it – especially in the first couple of years)**
2. Plant Replacement – it is expected that plants will be lost from year to year due to disease, drought, excessive rain or watering, general die off, animal damage, etc. Plan to replace plants as necessary either through new purchases or using divisions from other plants in the garden. **(check twice a year - in the spring and fall)**
3. Watering – a new garden needs to have approximately 1 inch of water per week during the growing season for the first 2 years in order to allow the roots to establish fully. If using primarily native plants, watering will be a rare occurrence after those first 2 years because native plants can withstand drought situations. One trick to make it easy to tell if your garden has had an inch of rain is to place an empty tuna can in the garden. They are about 1 inch tall so if the can is full of water, you know your garden has gotten enough for the week. Just be sure to empty it out each week! **(weekly job)**
4. Repair/Replacement of edging – if edging starts to pop out of the ground or become buried, you may need to do some minor repairs. **(annual job – check in the spring)**
5. Mulch – gardens may need a fresh coating of mulch every year or two. **(annual job – check in the spring)**
6. Inlets/Outlets – if your garden has an inlet and/or outlet, check it often to make sure it is clear of debris. If you see any erosion near the inlet or outlet, you may have to consider placing a small amount of rock to dissipate the water flow. If there are large erosion issues, contact VLAWMO for more assistance. **(check after large rain events in the first year or two; annual checks after that)**

7. Cut back last year's plants – You can choose to cut back your plants in the fall or spring. Leaving the plants up during the winter gives some visual interest and provides opportunities for birds to perch on stems. **(annual or twice annual job)**

8. Plant division – some plants do best when divided. Since division needs vary among plant varieties, once you have a list of all the plants in your garden, do some research (or ask VLAWMO staff) to determine if you have plants that require division every few years and when is the best time of year to divide. **(annual job)**

Attachment D
Proposed Budget

Task #	Description	Partner in-value (\$45/hr)	Partner cash	Community Blue grant (VLAWMO)	Total Budget
		25%		75%	100%
Budget		48 hours value \$2,160	\$1,600	\$15,000	\$18,760
1	Prep work: permits, subcontractors				
2	Design and Install Raingarden(s) or other practice		\$1,600	\$14,500	\$16,100
3	Operation and Maintenance				
4	Vacker Sign base to fit sign size = 36" long x 24" high			\$500	\$500
5	Education & Outreach				
5.A	Assist with planting of raingarden by students, parents, or other volunteers = 10 hours	\$450		\$0	\$450
5. B.	3 media pieces per year (2013, 2014) about the raingarden, VLAWMO, or similar water related topic to be published in school e-newsletter, or similar publication. Media pieces can be articles, letters, photo stories, artwork or similar media created by students, parents, or school staff = 15 hours	\$675		\$0	\$675
5.C	2 in-classroom educator events or workshops in 2014. Choose from either a Raingarden or Dragonfly topic. Audience can be either students (in-classroom/outdoors), or parents/teachers (workshop). Grantee is responsible for coordination of events. Educator and educator	\$675		\$0	\$675

	materials provided by VLAWMO. = 15 hours				
5.D	Gather feedback from staff, students & families regarding their experiences and usage of the raingarden/"Bear's Backyard" and share them with VLAWMO, the larger community and school district = 8 hours	\$360		\$0	\$360
	Total	\$2,160	\$1,600	\$15,000	\$18,760

Community Blue Grant Program Pre-Application 2012



© Emily Gray Koehler

Directions: Complete entire Application; attach additional sheets if necessary to fully answer all questions. Pictures, maps, or drawings are encouraged for submittal but must be no larger than 11"x 14" and must be reproducible.

Send Completed Application to:

Vanessa Strong, Education & Outreach Coordinator – VLAWMO
800 County Rd E E, Vadnais Heights, MN 55127

For questions contact:

Vanessa Strong at (651) 204-6070 or Vanessa.Strong@vlawmo.org

APPLICANT INFORMATION

Organization Name: Vadnais Heights Elementary School		
Project Address: 3645 Centerville Road, Vadnais Heights, MN 55127		
Contact Persons *Please see project guidance section		
Name	Email	Phone #
1.Sara Svir, Principal	sara.svir@isd624.org	651-653-2858
2.Joanne Anderson, 2 nd Grade Teacher	joanne.anderson@isd624.org	651-407-7600 Ext. 1219
3.Kim Anderson, parent	anderhamfam@gmail.com	651-665-1596
4.Lisa Sanders, parent	Sanders424@a.com	651-407-6278

PROPOSAL SUMMARY

Please give a 2-3 sentence description of the type of project you would like to install. Include a project name or title.

Project Name: The "Bear's Backyard"

Vadnais Heights Elementary School (VHES) is applying for a Community Blue Grant of \$20,000 for a shoreline restoration project on our seven acre nature area, from here on referenced as the "Bear's Backyard". This property includes wetland, prairie and woodlands, which filter water into the Lambert Creek. In partnership with Vadnais Lake Area Water Management Organization (VLAWMO), the White Bear Lake School District, staff, students and parents of Vadnais Heights Elementary, and local community organizations, this project will help slow the flow of water into the wetland and create a filter for water entering the Lambert Creek. In addition, it provides support and enhances the school's science curriculum. A goal of the "Bear's Backyard" is to provide hands on activities for all Vadnais students and increase the rigor of the current science curriculum while supporting the Minnesota State Science standards in Life Science, Physical Science, and Earth and Space Science. It also provides a widely used public space in which the entire community can learn about the impacts to our water systems and environment.



What makes your organization and/or property a good candidate for a Community Blue grant?

Vadnais Heights Elementary School is the only public elementary school in the city of Vadnais Heights serving over 375 students from preschool through 5th grade. Established in 1950, we have maintained a strong presence in our local community for over 60 years and we're committed to being a place of quality education and high neighborhood involvement. The school is centrally located and we actively participate in our larger community with a variety of events ranging from offering preschool nature classes, sporting events held inside and outside, ball fields, a public playground and nature center, and the home to several Boy and Girl Scout clubs. With the open accessibility of this property comes a tremendous opportunity to educate our community. By placing signs around the area, we will be able to inform individuals about how water flows through our ecosystem, how they can make a positive impact on reducing pollution all while learning about different plant and animal species that live within our city.

In 2011, VHES was the recipient for the Brosious Teaching Grant, allowing us to partner with Tamarack Nature Center to expand our science curriculum and maximize the use of our outdoor classroom, the "Bear's Backyard". VHES is dedicated to continuing this program, further developing the curriculum and educating our community on the importance of safe water and a clean environment. In addition, we are committed to a long term environmental plan to maintain, preserve, and better utilize the "Bear's Backyard", so we can enhance our students and the community's enjoyment of this space for years to come.

Why do you want to participate in the Community Blue Program?

We have a high level of commitment to educating students in our community, so it is important to VHES that this project actively involves our students, parents, and local organizations that use the property. However, we recognize the level of work that must be completed is beyond the financial means and experience of our school and Parent Teacher Organization (PTO). With limited funding, we are challenged to cover the costs to develop appropriate, long term plans and execute them effectively.

Community Blue Grant gives us the opportunity to have the financial means to work with professional contractors to develop plans and complete work we would not be able to afford on our own. This program also supports our goal of expanding partnerships between our school and community. Our vision is to have students and parents work alongside each other, learning about the importance of shoreline preservation, local habitats, and the different species of plants. This opportunity would provide students with valuable knowledge that they can take out into our community and into adulthood, and it creates tremendous pride in our school and community, leaving a lasting impression.

Describe the property, current types of landscaping, and any unique features including water resources that border or are within your property.

Total school property is approximately 15 acres. The 7.6 acres of land surrounding the building have lovely mature trees, berry-bearing shrubs and trees. There are two parking lots sitting on the north and south sides of the building. Adjacent to the south parking lot is a grassy area that borders Koehler Road. Behind the school is a playground area and grassy fields used for playing sports. The playground and ball fields are used by the community as part of the city's park and recreation system.

Directly behind the school's ball fields is the "Bear's Backyard". This additional seven acre parcel of land has some unique features which make it wonderfully diverse. Lambert Creek runs through the property, along with a wetland housing Tamarack trees, a prairie, and a forest, home to oak and hazelnut trees on the uplands.



What results do you hope to achieve with this project, and how will you measure the results/success of the project?

The answer is simple;

- 1) We want to reduce the shoreline erosion and create an ecosystem that allows for the safe and clean filtration of water flowing into the Lambert Creek, ultimately reducing pollution of our wetland environment.
- 2) We want to ensure the "Bear's Backyard" provides an educational and environmentally sound space so our students and community can continue to enjoy and learn for years to come.
- 3) We want to help build local pride in our environment by having students, parents and local organizations become involved in the restoration, showing our children that they can make a positive impact on our environment.
- 4) We will gather feedback from staff, students and families regarding their experiences and usage of the "Bear's Backyard" and share them with the larger community and school district.
- 5) The schools goal is to enhance the district's science curriculum with the ultimate goal of graduating environmentally literate students.

MATCH

Are there any strengths/resources that your organization has that would benefit or improve the success of the public education/engagement portion of the program?

Vadnais Heights Elementary is committed to improving shoreline erosion into the Lambert Creek area. Some of our strengths include:

- Executing and further developing curriculum that utilizes the "Bear's Backyard" to educate our 375 students about the importance of clean water and our environment. We will offer year- round curriculum that utilizes the outdoor classroom, for each grade level. In addition, students will participate in school cleanup activities in the "Bear's Backyard".
- The PTO will continue to hold their yearly Fall Cleanup on school property.
- We will promote and educate the projects progress in the "Bear's Backyard" through monthly newsletters by our principal, the Vadnais Heights PTO, White Bear Lake School District, and weekly student newsletters.
- We offer preschool nature classes in the "Bear's Backyard".
- We envision educational signs to help direct and educate the community about features in the backyard.
- We will ask the city for assistance in publishing information through their newsletter and website to inform the community about the "Bear's Backyard".

Are there any issues or circumstances that would prevent or create difficulty in participating in the public education/engagement portion of the program? No



MATCH (continued)

Please list any financial match below (include the source of the funds). Monetary funds are not required, but they may increase your chance of receiving a Community Blue grant.

- \$3,500 from the PTO and
- Volunteer hours through students, parents, and community volunteers.

Please list any other project partners that are providing support. Examples include volunteer groups/committees that would help with volunteer labor or engagement activities.

- VHES students and their families, teachers and staff
- PTO will supply both monetary support and organize volunteers.
- Eagle Scout, Boy Scout and Girl Scouts
- City of Vadnais Heights along with their recreational programs
- White Bear Lake School District, including Extended Day Community Services
- Tamarack Nature Center and
- Community volunteers

PREPAREDNESS

Define your preparedness to complete the project

1. Do you have the support of your group/board/constituents? Yes
2. Are you committed to uphold the 10 year maintenance required once the project is complete? Yes
3. What is your target date for installation? (month/year) August 2013.

AUTHORIZATION

By signing below, the applicant agrees to all grant requirements as described in the VLAWMO Community Blue Pre-Application and Guidance Document and will allow VLAWMO staff or Community Blue partners to visit the site for further assessment and consideration purposes.

Name of landowner or responsible party

Vadnais Heights Principal

Signature:

[Signature]

Date:

9.14.2012



Community Blue Pre-Application Project Guidance

Purpose

In an effort to reduce pollution of Total Phosphorus (TP) and Total Suspended Solids (TSS) within the Lambert Creek Subwatershed, the Community Blue Program will install 7-10 Best Management Practices (BMPs) within the subwatershed area. This will capture almost 5.5 million gallons of stormwater runoff annually, and reduce TP load into Lambert Creek by approximately 12.2 lbs/year. It is highly innovative for a Water Management Organization of Vadnais Lake Area Water Management Organization (VLAWMO)'s size and operational budget to implement a community partnership program previously seen in only the largest watersheds. This will be a unique program with strong education and outreach components focused on engaging VLAWMO citizens through the utilization of exceptionally visible and community accessible raingardens, shoreline restorations, and tree trenches (BMPs). Significant, measurable outputs with development of new long-term partnerships are primary objectives for this program. The partners will be those that are unable to implement these projects without help from the Community Blue Program. The partners will bring in-kind labor and educational opportunities to the partnership, but will likely have little funding to upgrade and/or install stormwater treatment.

Available Funds

VLAWMO has allocated \$108,000 for the Community Blue Program sub-grants. This is a one-time funded program. Once the Community Blue Program funds are depleted, no new projects will be funded. VLAWMO may offer to fund all or part of your request. **The maximum award for a Community Blue Grant is \$20,000.**

Eligibility

Applicant: The following conditions must exist to meet applicant eligibility requirements. Community Blue grants are available for the following groups:

- Non-profits, clubs or other community organizations; Religious organizations in VLAWMO; small or local businesses in VLAWMO; Public and private schools in VLAWMO
- Local Government agencies in VLAWMO's Lambert Creek Sub-watershed that partner with at least one of the other qualifying organizations
- All Community Blue projects must be installed within VLAWMO's Lambert Creek Sub-watershed
- At least one of the applicants per project must be a new VLAWMO partner
- Applicants may only receive ONE Community Blue grant, and only ONE Community Blue Grant can be awarded per property
- **Contact Persons:** Minimum of 2 maximum of 4. At least one of the Contact Persons **MUST** have the authority to approve project installation. Responsibilities of Contact Persons include: Working with VLAWMO staff; Working with the designer/contractor; Attending the installation; Coordinating engagement activities; Coordinating Maintenance; Filling out/submitting reporting requirements.

A **primary** contact person must be identified. This project lead will be VLAWMO's primary contact, and is responsible for coordinating the project installation, and disseminating project information/correspondence to the other contacts. If the primary contact person is unable to continue, one of the other project contacts must be willing to take over the role. There must be a primary project lead for the lifetime of the project (10 years).

Education and engagement: The following conditions must exist to meet eligibility requirements for education and engagement:

- Project must be highly visible and publically accessible
- An important part of the Community Blue Program is public education, engagement, and development of good water stewardship. All Community Blue Partners are required to perform education/outreach activities equal to

25% of the grant funds received. The 25% is calculated in volunteer hours spent and/or quantity of public reached. Partners will have the option of selecting their engagement activities from a list provided by VLAWMO.

Expenses: The following conditions must exist to meet eligibility requirements for expenses:

- Projects completed or in progress are not eligible for funding.
- Matching funds must be from the applicant and cannot be from another grant source. You cannot use grant money to match funds from this grant.
- Materials eligible for reimbursement are those which stay on the property such as plants, erosion control blanket, mulch and top soil. The rental of necessary equipment is also eligible. Eligible labor costs must be contracted and are subject to approval by VLAWMO staff. Ineligible materials would include work gloves, shovels, tools and equipment used to implement the project but may be used again for future projects.
- Design, plant supply, technical, and labor must be done by a VLAWMO approved partner.
- VLAWMO reserves the right to review and approve who performs the technical and labor aspects of the project to ensure it is done correctly. Ineligible labor would include the use of friends or a volunteer group helping to implement the project.
- All projects must contain at least 5-10 native plant species.
- The Community Blue Application and Community Blue Contract must be approved by VLAWMO and signed by both parties prior to commencement of work.
- Grantee must agree to maintain the project area for a minimum of 10 years. Maintenance includes weeding, watering, removal of invasive species, replacement of plants, repair of inlets/outlets, and other duties to ensure that the project is providing the intended water quality benefit. Grantee must submit to VLAWMO an annual Maintenance Evaluation including photo. The site will also be inspected by VLAWMO staff on an annual basis to ensure compliance.
- Grantee must complete project and have a final inspection and approval of completion by VLAWMO staff within one (1) year from date of grant approval.

Examples of eligible projects include the following:

- Raingardens
- Redirect water runoff projects
- Volume reduction and runoff treatment projects (infiltration basins and trenches, green roofs)
- Unique solutions for soil erosion and sediment control practices
- Native habitat restoration with priority given to waterways, lakes, ponds, buffers, and wetlands

Example of non-eligible projects includes the following:

- Aeration systems for ponds installed mainly for aesthetics with limited water quality benefits.
- Restoration work which the applicant has been required to complete

Selection Process

Pre-Applications must be received by the 14th of September 2012 in order to be considered for the first round of grants. VLAWMO staff will review the applications and score each application based on the information provided. The top ranking applications will be estimated for project cost by VLAWMO partner or staff, and sent to Ramsey Conservation District for P8 Modeling and pollution reduction estimates. If VLAWMO staff determines pollution reduction estimates, and project cost estimates meet Community Blue Program goals VLAWMO staff will recommend a grant award amount to the applicant. At which point a final application/contract will be drafted between VLAWMO and the applicant. Once a final application/contract is created staff will advise the Board of a recommendation. The Board of Directors will make the final selections at its bi-monthly meetings and may choose to fund all or a portion of your request. This is a competitive grant program and proposals that are incomplete will not be reviewed for consideration.

Funding Agreement

Each project selected will enter into an agreement with VLAWMO defining the obligations of the applicant and VLAWMO. This includes, but is not limited to, such items as terms of the agreement, use of funds, cost overruns, and cancellation. The agreement also allows VLAWMO access to the project area for evaluation and promotion of the project. Applicant is responsible for securing any and all permits for the work. This agreement must be signed by both parties prior to commencement of work on the project; funding will only cover work done after the agreement has been signed.

Applications can be sent via email to Vanessa Strong Vanessa.Strong@vlawmo.org

Or via US Mail to:

Vadnais Lake Area Water Management Organization (VLAWMO)
ATTN: Vanessa Strong
800 County Rd E E
Vadnais Heights, MN 55127

AGENDA ITEM: Award of Bid – WBHS North-South Campus
Reroofing Projects

MEETING DATE: April 8, 2013

SUGGESTED DISPOSITION: Operational Item

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

Bids were opened for the reroofing projects at White Bear Lake Area High School South and North Campus.

There were eleven bids reviewed. It is recommended by our engineers Roof Spec. Inc. that we accept the two base bids by the lowest bidder, Palmer West Construction. The full bid tabulation is included for your information.

This project is part of the School Board approved ten year deferred maintenance plan and funded under the Alternative Facilities bonding and levy program.

Recommendation:

It is recommended that the School Board award Base Bid #1, South Campus, \$103,800, and Base Bid #2, North Campus, \$84,900, for reroofing to Palmer West Construction for a total amount of \$188,700.00

PHIL FISHER

Manager of Building Operations

4855 Bloom Avenue

White Bear Lake, MN 55110-2731

(651) 407-7534 • Fax (651) 407-7539

pefish@wbl.whitebear.k12.mn.us

To: Peter Willcoxon Sr.
From: Phil Fisher 
Subject: WBHS North – South Campus Reroofing Projects
Date: March 22, 2013

Attached are the bid results and recommendations for the WBHS North – South Campus Reroofing project.

This project is part of the board approved ten year deferred maintenance plan and funded under the Alternative Facilities bonding and levy program.

It is recommended by our engineers and staff that we accept the two base bids submitted by the apparent low bidder, Palmer West Construction in the total amount of: *One Hundred Eighty Eight Thousand Seven Hundred Dollars, \$188,700.00.*

Attachments

March 22, 2013

Mr. Phil Fisher
White Bear Lake Area Public Schools, ISD #624
4855 Bloom Avenue
White Bear Lake, MN 55110

Email: pefish@wbl.whitebear.k12.mn.us

**SUBJECT: REROOF RECOMMENDATION FOR AWARD
WHITE BEAR LAKE HIGH SCHOOL
NORTH – SOUTH CAMPUS REROOF
RSI PROJECT #13-11355-02**



2400 Prior Avenue North
St. Paul, MN 55113
(651) 639-0644
(651) 639-1828 (fax)
800-494-4085
www.roofspec.com

Dear Sir:

On March 21, 2013, bids were received for reroofing of White Bear Lake Senior High School, South Campus - Area W and White Bear Lake Senior High School, North Campus - Areas L & O. On the tabulation of bids received (attached), Palmer West Construction is the apparent low bidder for Base Bid #1, South Campus - Area W with a bid of \$103,800.00. Palmer West Construction was also the apparently low bidder for Base Bid #2, North Campus - Area L with a bid of \$84,900.00.

In conversation with Mr. Tim Blake of Palmer West Construction, Mr. Blake indicated that he has reviewed his bid and fully understands the scope of the project and is willing to enter into agreement with White Bear Lake Area Public Schools for reroofing of Base Bid #1 and Base Bid #2 for the project for a total of \$188,700.00.

Based on the above, we would recommend Award of Base Bid #1 South Campus - Area W and Base Bid #2 North Campus - Area L to Palmer West Construction for a total contract of \$188,700.00.

If you should have any questions or require further information, please contact our office. Thank you.

Respectfully,
ROOF SPEC, INC.

Kurt Reed
Senior Consultant

KR/fj

Enclosure: Bid Tabulation Spreadsheet

RSI # 13-11355-02

[illegible]

AGENDA ITEM: **Action on Acceptance of Foundation Grants**

MEETING DATE: **April 8, 2013**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

The Glasrud Family Fellowships grants are being presented from the Foundation for acceptance.

The Foundation Explains that:

The Glasrud Family Fellowships provide funds for instructional staff to participate in experiences that are important to their professional growth and will make them better teachers. It is hoped that these fellowships will allow teachers to pursue professional development which would otherwise not be possible.

Congratulations to the 2013 Fellowship recipients.

Recipients	Building(s)	Purpose	Amount
Danielle Olsrud Jillian Hautman	Birch Lake Elementary	ACTFL Convention for Elementary Spanish Teachers	\$2,183
Merrily Wolters Rachel Zitzow	Lakeaires Elementary	Literacy Collaboration	\$2,896
Abbie Case Liz Stamson	Oneka Elementary	National Board Certification	\$2,500
TOTAL			\$7,579

Recommendation:

To accept the Foundation grants as recommended by the administration.