

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

February 9, 2015

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: February 2, 2015

A Student Recognition will be held on **Monday, February 9, 2015**, at **6:15 p.m.** in the Community Room 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, February 9, 2015** 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. Middle School International Baccalaureate Recognition
2. Superintendent's Report

D. DISCUSSION ITEMS

1. Proposed School Calendar for 2015-16
2. First Reading of Policies:
 - a. Policy 421, Gifts to Employees, Classrooms, and Board Members
 - b. Policy 527, Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches
 - c. Policy 704, Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System

E. OPERATIONAL ITEMS

1. Action on Revised Budget for 2014-15
2. Action on Orchestra Program
3. Action on Bid – Otter Lake Elementary HVAC Replacement
4. Action on School Board Policies
 - a. Policy 703, Annual Audit
 - b. Policy 706, Acceptance of Gifts
 - c. Policy 714, Fund Balance
 - d. Policy 722, Credit Card Usage

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **February 9, 2015**
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: **February 9, 2015**
SUGGESTED DISPOSITION: **Consent Agenda**
CONTACT PERSON(S): **Lori Swanson, School Board Clerk**

Background:

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

Recommendation: Approve 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, January 12, 2015 at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN 55110.

A. PROCEDURAL ITEMS

1. Chair Newberg called the meeting to order at 7:02 p.m.
2. Roll Call – Present: Mullin, Newberg, Storey, Swanson, Hiniker, Kimball. Absent: Chapman.
Ex-Officio: Michael Lovett, Superintendent of Schools
Cabinet: Daniels, Kazmierczak, Paul, Vette, Wehrkamp, Garrison, Goers
Student School Board Representative: Lee
3. Pledge of Allegiance
4. Reorganization of School Board: Kimball nominated Janet Newberg as Chair. ***Voice Vote: all ayes. Motion carried.*** Storey nominated George Kimball as Vice Chair, Chris Hiniker as Treasurer, and Lori Swanson as Clerk. ***Voice vote: all ayes. Motion carried.***
5. Hiniker motioned and Mullin seconded to approve the agenda as presented. ***Voice vote: all ayes. Motion carried.***
6. Storey motioned and Kimball seconded to approve the consent agenda consisting of:
 - Approval of minutes of regular meeting of December 8, 2014;
 - 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/Termination – Classified Staff**
Maureen McMahon – Nurse Paraprofessional, Birch Lake Elementary
Employed by District 624 since 09/01/2014
Effective Date: 01/09/2015
Katherine Miller – Part Time Cook, Matoska International
Employed by District 624 since 03/19/2001
Effective Date: 12/01/2014
 - **Retirement – Classified Staff**
Catherine Leaf – Pupil Support Assistant, High School-North Campus
Employed by District 624 since 09/14/1992
Effective Date: December 19, 2014
Nancy Lubrant – Part Time Cook, Lincoln Elementary
Employed by District 624 since 03/19/2001
Effective Date: 06/05/2015
 - **Resignation/Termination – Certified Staff**
Laurie Simonson – Elementary Teacher, Birch Lake Elementary
Employed by District 624 since 09/22/2014
Effective Date: December 19, 2014

- **Retirement – Certified Staff**
PETER PITMAN – Science Teacher, High School-South Campus
Employed by District 624 since 08/24/1998
Effective Date: January 16, 2015
- **Full – Time Leave Request – Classified Staff**
Richard Fisher – Bus Driver, Bus Garage
Employed by District since 08/24/2010
Effective Date: December 22, 2014 through March 13, 2015
- **Full – Time Leave Request – Certified Staff**
Pamela Johnstone – 5th Grade Teacher, Lincoln Elementary
Employed by District since 08/27/2009
Effective Date: November 17, 2014 through January 19, 2015
- **Change In Continuing Contract – Certified Staff**
Lesa Brandt – Speech Clinician, Normandy Park
From .60 f.t.e. to .70 f.t.e.
Effective Date: January 19, 2015 through June 8, 2015
Dessaray Sampoang – Special Education Teacher, Normandy Park
From .80 f.t.e. to 1.0 f.t.e.
Effective Date: December 15, 2014
- **New Personnel – Classified Staff**
Linnae Meysembourg – Part Time Cook, Hugo Elementary
\$13.94 / hr., 3.25 hrs. / 107 days \$4,847.63
Effective Date: 12/17/2014
John Vichich – Assistant Head Engineer “A” Bldg, Sunrise Park
Middle School
\$20.36 / hr., +.25 SD, 8.0 hrs. / 140 days \$23,083.20
Effective Date: 12/17/2014
- **New Personnel – Certified Staff**
Debra Lindholm – Art Teacher, Central & Sunrise Park Middle School
BA, Step 5 \$21,792.08 (Pro-rated on \$43,810)
Effective Date: 01/20/2015
Scott Neske – 6th Grade Teacher, Central Middle School
BA, Step 1 \$21,763.20 (Pro-rated on \$39,275)
Effective Date: 01/05/2015
New Long Term Substitute – Certified Staff
Maggie Clark – 5th Grade Teacher, Lincoln Elementary
MA, Step 1 \$8,576.05 (Pro-rated on \$43,783)
Effective Date: November 17, 2014 through January 19, 2015
Alleks Kornbaum – Intervention Teacher, Willow Lane Elementary
BA, Step 3 \$21,596.75 (Pro-rated on \$40,876)
Effective Date: January 12, 2015 through June 5, 2015
Jessica Ostendorf – Kindergarten & 1st Grade Teacher, Birch Lake
Elementary
BA, Step 12 \$29,805.20 (Pro-rated on \$53,788)
Effective Date: January 5, 2015 through June 8, 2015

Rose Wright – .4 Kindergarten Teacher, Birch Lake Elementary
BA, Step 2 \$9,884.74 (Pro-rated on \$40,118)

Effective Date: December 8, 2014 through June 8, 2015

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

B. PUBLIC FORUM

School District employee, Jody Lyons, spoke with regard to the process and conclusion of contract negotiations with the district's paraprofessionals group.

C. INFORMATION ITEMS

1. Update on Registration Information for 2015-16 – Marisa Vette, Director of Communications and Community Relations, highlighted information as to student academic achievement, district mission and core values. Nancy Melquist - Early Childhood Supervisor, Sara Svir - Principal, Vadnais Elementary School, Bob McDowell – Principal, Sunrise Park Middle School, and Tim Wald – Principal, White Bear Lake Area Schools – South Campus, highlighted program offerings and upcoming open houses at all district sites. Complete information on program offerings and open house dates are available on the district website.
2. Superintendent's Report – The high school's fall musical, "The Addams Family," received 25 awards from the Hennepin Theatre Trust's SpotLight Music Theatre Program. This is the sixth consecutive year of accolades from the SpotLight Awards and the greatest number of awards to date. Registration for the 2015-16 school year is happening throughout the district during the month of January. Community members are invited to observe the Chromebook 1:1 initiative with district eighth graders at Sunrise Park Middle School on January 22, and at Central Middle School on January 23. Lovett reminded students and families of the district's emergency school closing notification protocols. The Closet of the White Bear Lake Area Educational Foundation provides warm winter clothing to families in need. The high schools' one-act play performance of "The Taming of the Shrew" will take place on January 28 at the North Campus Theater.

Student School Board Representative, Kelly Lee, highlighted various high school and school district events, including high school registration, fine arts performances, NHS applications, winter athletics and other co-curricular activities.

D. DISCUSSION ITEMS

1. First Reading of Policies:
 - a) Policy 703, Annual Audit
 - b) Policy 706, Acceptance of Gifts
 - c) Policy 714, Fund Balance
 - d) Policy 722, Credit Card Usage

Dr. Wayne Kazmierczak, Director of Finance and Operations, provided summaries of updates on policies 703 and 706, and highlights of new policies 714 and 722, per legislation requirements and Minnesota School Board Association guidelines.

E. OPERATIONAL ITEMS

1. Hiniker motioned and Mullin seconded to approve the 2015 School Board Operating Procedures. ***Voice vote: all ayes. Motion carried.***
2. Storey motioned and Mullin seconded to approve the School Board members' compensation remain at the same compensation levels in place in 2005. ***Roll call vote: ayes: Mullin, Newberg, Storey, Swanson, Hiniker, Kimball; nays, none. Motion carried.***
3. Swanson motioned and Storey seconded to approve the appointment of Janet Newberg as the district representative on the Northeast Metro 916 Intermediate School Board for 2015. ***Voice vote: all ayes. Motion carried.***
4. Hiniker motioned and Mullin seconded to approve the appointment of Lori Swanson as the district representative on the East Metro Integration District 6067 School Board for 2015. ***Voice vote: all ayes. Motion carried.***
5. Storey motioned and Mullin seconded to approve the School Board committee assignments for 2015. ***Voice vote: all ayes. Motioned carried.***
6. Hiniker motioned and Kimball seconded to approve the official depositories for the school district funds and authorized bank accounts and signatures for 2015. ***Roll call vote: ayes: Mullin, Newberg, Storey, Swanson, Hiniker, Kimball; nays, none. Motioned carried.***
7. Mullin motioned and Swanson seconded to approve the White Bear Press as the official publication for the school district for 2015. ***Roll call vote: ayes: Mullin, Newberg, Storey, Swanson, Hiniker, Kimball; nays: none. Motion carried.***
8. Storey motioned and Swanson seconded to approve the appointment of Linda Goers, Director of Human Resources, as the District Human Rights Officer and Title IX Coordinator, and Kathleen Daniels, Director of Special Services, as the District ADA/504 Coordinator in conformance with School Board policies. ***Voice vote: all ayes. Motioned carried.***
9. Hiniker motioned and Mullin seconded to authorize Dr. Michael Lovett as the Local Education Agency (LEA) representative for the purpose of reviewing and approving documents required for compliance to federal programs included in the Elementary and Secondary Education Act (ESEA) for 2015. ***Voice vote: all ayes. Motion carried.***

10. Swanson motioned and Kimball seconded to approve the legal counsel for 2015, as follows: Knutson, Flynn and Deans; Ratwik, Roszak and Maloney; Rupp, Anderson, Squires and Waldsperger, P.A., and others, as needed. ***Voice vote: all ayes. Motion carried.***
 11. Storey motioned and Mullin seconded to approve the following community members to the school district's Finance Advisory Committee: Brian Sweeney, Gregg Larson, Robert Shevik, Mike Ericson and Jesse Lewis. ***Voice vote: all ayes. Motioned carried.***
 12. Hiniker motioned and Swanson seconded to accept the bid for the Lincoln Elementary HVAC replacement project submitted by Green Construction in the amount of \$360,400. ***Roll call vote: ayes: Mullin, Newberg, Storey, Swanson, Hiniker, Kimball; nays, none. Motion carried.***
 13. Swanson motioned and Storey seconded to approve the following reserve teacher rate change: \$130 for full day; \$65 for half day, and \$30 per hour; and \$140 for full day for retired White Bear Lake Area Schools teachers and \$70 for half day for retired White Bear Lake Area Schools teachers. ***Roll call vote: ayes: Mullin, Newberg, Storey, Swanson, Hiniker, Kimball; nays: none. Motion carried.***
- F. BOARD FORUM** – Swanson encouraged the community to attend the annual Sunrise Park Middle School community dinner, which will take place on Tuesday, March 24, 2015. Kimball recognized retiring staff and thanked them for their years of service to the school district.
- G. ADJOURNMENT** – Hiniker motioned and Newberg seconded to adjourn the meeting at 8:05 p.m. Voice vote: all ayes. Motion carried.

Submitted by: Lori Swanson, 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, January 26, 2015 at 5:30 p.m. in Community Room 112 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 5:30 p.m.

Roll Call – Present: Mullin, Newberg, Storey, Swanson, Chapman, Hiniker, Kimball
Ex-Officio: Lovett
Cabinet: Garrison, Goers, Wehrkamp, Katzmierczak, Paul, Vette

B. DISCUSSION ITEMS

1. Review of External Report on Student Transportation Services, Management and Finances – Consultant Tom Watson presented findings and recommendations on the transportation study. The district's goal is to provide quality student transportation services on a best-cost basis of services. The report included findings on the district's present service provider, scope of service, transportation finance matters, and consideration of future actions.
2. School Board/Superintendent Goal Updates – Lovett provided an update to the board on progress toward district goals and objectives. Last update was at the November 2014 work-study session.
 - a. Goal 2: Recommendations for Budget Adjustments for 2014-15 and Long Range Budget Projections – Katzmierczak provided a quarterly review of the 2014-15 budget. The presentation also included revenue and expense assumptions 2015-1017, the budget-planning process, and strategies to ensure long-range sustainability of programming and long-range financial stability for the district. The complete presentation is available on the district's website.
 - b. Goal 4c: Preliminary Recommendation for String Orchestra Program – Lisa Switzer - Curriculum and Program Development Coordinator, Jeremy Rockford – high school band teacher, and elementary principals - John Leininger and Tim Schochenmaier, presented the district's recommendations for an orchestral strings program. The committee recommends the district begin the program in 2015-16 at the fifth-grade level, and expand one grade each year until the district offers a full 5-12 comprehensive program. The presentation also included information on anticipated enrollment in the orchestra program, staffing, facilities, instruments and finances. Administration expects to bring this matter to the board for action at the

February 9, 2015 school board meeting. The complete presentation is available on the district's website.

Newberg recessed the work-study session at 8:04 p.m. in order to close the meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota Statutes 179.A.01 to 179.A.25.

The Labor Negotiations Session of the school board commenced at 8:07 p.m. in room 201. All board members were present, as well as Lovett, Goers, Kazmierczak and Paul.

- C. ADJOURNMENT** – Hiniker moved and Newberg seconded to adjourn the Labor Negotiations Session at 8:27 p.m.

Submitted by: Lori Swanson, Clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **February 9, 2015**

SUGGESTED DISPOSITION: **Consent Agenda**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Finance**
and Operations
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 - January

	1/14/2015	1/15/2015	1/28/2015	1/30/2015
State of MN - Unemployment Insurance	3,708.59			
Direct Deposit 402692-404173		1,643,692.36		
U.S. Treasury (FICA, Medicare, withholding)		605,253.32		
MN State Income Tax		88,868.53		
PERA		114,839.55		
TRA		287,585.06		
ING		4,171.49		
American Funds		73,515.02		
White Bear Lake Teacher's Association		35,782.60		
MN State Levies		174.69		
Bond Payments - Wells Fargo			8,817,106.10	
Direct Deposit 404174-405525				1,561,057.06
U.S. Treasury (FICA, Medicare, withholding)				596,346.88
MN State Income Tax				90,833.70
PERA				94,899.21
TRA				291,822.42
ING				4,171.49
American Funds				73,841.70
White Bear Lake Teacher's Association				36,139.04
MN State Levies				174.69

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WHITE BEAR LAKE MN ISD #624
Check Summary

2:25 PM

01/02/15

PAGE: 1

Check Nbr	Vendor Name	Check Date	Check Amount
58582	POSTMASTER	01/02/2015	3,100.00
1	Computer	Check(s) For a Total of	3,100.00

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
1	Computer	Checks For a Total of	3,100.00
Total For 1	Manual, Wire Tran, ACH & Computer Checks		3,100.00
Less 0	Voided Checks For a Total of		0.00
Net Amount			3,100.00

Check Nbr	Vendor Name	Check Date	Check Amount
141500785	ADAMS, LINDA J	01/06/2015	169.22
141500786	ALLEN, STEVEN H	01/06/2015	375.58
141500787	ANDERSON, KRISTINE K	01/06/2015	148.18
141500788	ANDERSON, MELISSA KAY	01/06/2015	64.40
141500789	ASPER, STEVEN M	01/06/2015	1,888.65
141500790	BATENHORST, LYNSEY K	01/06/2015	419.44
141500791	BERNIER, CARYN S	01/06/2015	109.20
141500792	BOCOCK, GARY R	01/06/2015	1,326.04
141500793	BOSCH, DONALD	01/06/2015	987.65
141500794	CEBULLA, MICHELLE	01/06/2015	190.88
141500795	CHAKOLIS, RICHARD A	01/06/2015	123.80
141500796	DOUGHTY, BRYAN P	01/06/2015	217.72
141500797	ENGSTRAN, PAUL A	01/06/2015	40.00
141500798	EVERT, BONNIE K	01/06/2015	53.76
141500799	FEIRN, KERRY C	01/06/2015	58.73
141500800	FREBURG, BETH R	01/06/2015	30.24
141500801	GARRISON, MARK S	01/06/2015	780.00
141500802	GRESAFE, ROCHELLE L	01/06/2015	53.70
141500803	GROPPOLI, KADI L	01/06/2015	28.45
141500804	GRUN, SUSAN L	01/06/2015	33.18
141500805	HANZAL, DAVID C	01/06/2015	366.58
141500806	HEALY, JASON CHARLES	01/06/2015	46.76
141500807	HERMANN, TIMOTHY J	01/06/2015	610.40
141500808	HYLEN, JENNIFER L	01/06/2015	24.65
141500809	KASS, DONA MARIE	01/06/2015	143.64
141500810	KATZ, HEATHER J	01/06/2015	11.20
141500811	KEESE, CAITLIN R	01/06/2015	158.35
141500812	KEESE, JENNIFER R	01/06/2015	84.96
141500813	KEESE, MATTHEW D	01/06/2015	117.00
141500814	KELZER, LYND SAY L	01/06/2015	51.97
141500815	KNUTSON, CASSANDRA M	01/06/2015	219.96
141500816	LAMWERS, DAVID H	01/06/2015	119.07
141500817	LAMWERS, LINDSAY M	01/06/2015	27.99
141500818	LEMIEUX, TAMARA M	01/06/2015	177.52
141500819	LODERMEIER, EILEEN F	01/06/2015	339.36
141500820	MANN, KATHERINE L	01/06/2015	35.77
141500821	MARTY, NICHOLAS B	01/06/2015	330.00
141500822	MEUWISSEN, PAUL WILLIAM	01/06/2015	37.72
141500823	MICKELSON, DANIELLE M	01/06/2015	508.49
141500824	MILES, MARY T	01/06/2015	593.88
141500825	NYREN, DELROY E	01/06/2015	691.90
141500826	PARSHALL, DANIELLE M	01/06/2015	22.40
141500827	PAUL, SARA T	01/06/2015	70.17
141500828	PEPER, ALLISON L	01/06/2015	36.12
141500829	PETERSEN, JILL M	01/06/2015	104.45
141500830	POST, JEREMY J	01/06/2015	316.40
141500831	PRESSELLER, TRACY A	01/06/2015	261.24
141500832	RASMUSSEN, JEAN H	01/06/2015	91.84
141500833	RILEY, SONJA M	01/06/2015	36.50
141500834	ROBINSON, KATHRYN M	01/06/2015	1,411.88

Check Nbr	Vendor Name	Check Date	Check Amount
141500835	ROUSH, ROBIN L	01/06/2015	104.44
141500836	RYAN, DENISE M	01/06/2015	64.68
141500837	SALENGER, SETH A	01/06/2015	283.86
141500838	SAMPOANG, DESSERAY R	01/06/2015	316.17
141500839	SAMUELSON, SANDRA M GOETTE	01/06/2015	12.88
141500840	SEHR, DEBRA JEAN	01/06/2015	134.99
141500841	SIEBENALER, KEVIN R	01/06/2015	98.00
141500842	SKOGEN, MATTHEW K	01/06/2015	102.98
141500843	SMITH, ALLISON K	01/06/2015	33.71
141500844	STUMO, ERIN R	01/06/2015	79.39
141500845	SVIR, SARA A	01/06/2015	305.66
141500846	TARNOWSKI, ERIN C	01/06/2015	155.96
141500847	TROSKE, CARRIE L	01/06/2015	34.16
141500848	TULBERG, AMY C	01/06/2015	141.68
141500849	VANOVERBEKE, TAMERA S	01/06/2015	1,843.07
141500850	VILLAFANIA, DEBRA A	01/06/2015	19.46
141500851	WALKER, DEBRA R	01/06/2015	26.04
141500852	WEDELL, THERESA K	01/06/2015	139.44
141500853	WILDMAN HILAL, ANDREA L	01/06/2015	200.86
141500854	WILLIAMS, LAURA L	01/06/2015	659.12
141500855	YOUNGBAUER, CAROLYN K	01/06/2015	35.28
71	ACH	Check(s) For a Total of	18,938.82

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	71	ACH	Checks For a Total of	18,938.82
	0	Computer	Checks For a Total of	0.00
Total For	71	Manual, Wire Tran, ACH &	Computer Checks	18,938.82
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	18,938.82

Check Nbr	Vendor Name	Check Date	Check Amount
58584-58709		01/08/2015	VOID
58710	ABRAKADOODLE	01/08/2015	288.00
58711	ACME TOOLS	01/08/2015	138.00
58712	ADAMS, PAUL	01/08/2015	80.00
58713	AGROPUR INC	01/08/2015	20,630.01
58714	ALVAREZ, KATE	01/08/2015	57.00
58715	AMAZON	01/08/2015	150.05
58716	AMAZON	01/08/2015	1,155.36
58717	AMAZON	01/08/2015	1,281.35
58718	AMAZON	01/08/2015	1,048.09
58719	AMAZON	01/08/2015	358.13
58720	AMAZON	01/08/2015	6,003.18
58721	AMAZON	01/08/2015	141.96
58722	AMAZON	01/08/2015	468.45
58723	AMERICAN MESSAGING	01/08/2015	98.73
58724	AMERICAN TIME & SIGNAL CO	01/08/2015	1,427.40
58725	ANDERSON, BARBARA	01/08/2015	46.75
58726	APPLE COMPUTER INC	01/08/2015	249.00
58727	APPLIED ENVIRONMENTAL SCI INC	01/08/2015	8,272.10
58728	ARCHDIOCESE OF ST PAUL & MPLS	01/08/2015	150.00
58729	ARENA SYSTEMS	01/08/2015	17.00
58730	ARNDT, ERIC	01/08/2015	115.00
58731	ARNOLD, SYLVIA J	01/08/2015	37.50
58732	AT & T MOBILITY	01/08/2015	1,368.59
58733	AVON BUSINESS FORMS & PROMOTIO	01/08/2015	108.55
58734	BARNES & NOBLE	01/08/2015	12.00
58735	BARNETT WB CHRYSLER JEEP DODGE	01/08/2015	63.92
58736	BEHLOW, DAVID	01/08/2015	197.55
58737	BG CONSULTING	01/08/2015	500.00
58738	BIOCLEAN MOBILE WASH INC	01/08/2015	527.70
58739	BLICK ART MATERIALS	01/08/2015	809.05
58740	BLIN, JOHN	01/08/2015	57.00
58741	BOOTH LAW GROUP LLC	01/08/2015	4,335.00
58742	BOWMAN, DON	01/08/2015	57.00
58743	BRAATEN, MICHEL	01/08/2015	4.75
58744	BRUESKE, KARL A	01/08/2015	80.00
58745	BRUNS, JULIE	01/08/2015	75.00
58746	BRYAN ROCK PRODUCTS	01/08/2015	1,353.18
58747	THE BUG COMPANY	01/08/2015	16.00
58748	BWANA ARCHERY	01/08/2015	20.00
58749	CARDWELL, EMILY	01/08/2015	1,232.50
58750	CARLEN, JACOB J	01/08/2015	116.00
58751	CARLSON, DIANE	01/08/2015	75.00
58752	CAROLINA BIOLOGICAL SUPPLY	01/08/2015	419.30
58753	CARR, DAVID	01/08/2015	9.77
58754	Vendor Continued Check	01/08/2015	0.00
58755	CDW GOVERNMENT INC	01/08/2015	2,761.37
58756	CENGAGE LEARNING	01/08/2015	421.50
58757	CHERMAK, COLLEEN	01/08/2015	13.60
58758	CHRISTIAN, RUSSELL	01/08/2015	80.00
58759	CIROCCO, ALAN L	01/08/2015	80.00

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58760	CLASSROOM LIBRARY CO	01/08/2015	15.36
58761	COBORNS DELIVERS	01/08/2015	218.14
58762	COLLER, RONALD	01/08/2015	135.00
58763	COLYER, KERRY	01/08/2015	58.00
58764	COMCAST	01/08/2015	270.55
58765	COMCAST	01/08/2015	273.77
58766	COMCAST	01/08/2015	93.12
58767	COMCAST	01/08/2015	5.27
58768	COMCAST	01/08/2015	10.44
58769	COMPASS MINERALS	01/08/2015	3,501.94
58770	COMSTOCK & SONS INC	01/08/2015	3,332.00
58771	Vendor Continued Check	01/08/2015	0.00
58772	CONNEY SAFETY	01/08/2015	2,254.54
58773	CONTINENTAL CLAY CO	01/08/2015	503.53
58774	CONTINENTAL RESEARCH CORP	01/08/2015	791.32
58775	COOL AIR MECHANICAL	01/08/2015	3,578.28
58776	COPY IMAGES INC	01/08/2015	951.68
58777	COPY IMAGES INC	01/08/2015	936.84
58778	CUB FOODS OF WHITE BEAR TWSHP	01/08/2015	588.74
58779	CUB FOODS STILLWATER	01/08/2015	13.05
58780	CUMMINS NPOWER LLC	01/08/2015	35.90
58781	CZECH, ANTHONY	01/08/2015	77.00
58782	D'ENTREMONT, ELISE	01/08/2015	375.50
58783	DAHLQUIST, JOYCE	01/08/2015	11.05
58784	DAILEY, BETTY	01/08/2015	9.34
58785	Vendor Continued Check	01/08/2015	0.00
58786	Vendor Continued Check	01/08/2015	0.00
58787	Vendor Continued Check	01/08/2015	0.00
58788	DALCO CORPORATION	01/08/2015	40,300.64
58789	DANIELSON, BILL	01/08/2015	77.00
58790	DARR, DAVID J	01/08/2015	74.00
58791	DARTS VMS INC	01/08/2015	114.48
58792	DEGARDNER, RICK	01/08/2015	425.00
58793	DEHOOP, MELANIE	01/08/2015	6.95
58794	DEJARLAIS, MARILYN	01/08/2015	25.08
58795	DELL MARKETING LP	01/08/2015	1,969.52
58796	DELTA DENTAL PLAN OF MN	01/08/2015	62,226.80
58797	DEMCO INC	01/08/2015	227.80
58798	DESIGNER SIGN SYSTEMS INC	01/08/2015	169.72
58799	DEVANEY, DIANE	01/08/2015	343.30
58800	DEY DISTRIBUTING	01/08/2015	34.14
58801	DIVERSIFIED SNACK DISTRIBUTION	01/08/2015	4,062.74
58802	DOMIER, MARILYN	01/08/2015	7.98
58803	DONATELLI'S	01/08/2015	50.00
58804	DREAMBOX	01/08/2015	600.00
58805	DUFFY, JEAN	01/08/2015	12.75
58806	EARLY, SHERRY	01/08/2015	22.10
58807	EDUC DESIGN LLC	01/08/2015	78.00
58808	EIYNCK, TERRY ALLAN	01/08/2015	80.00
58809	ELECTRIC MOTOR REPAIR	01/08/2015	422.77

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58810	ELEVATION EDUCATION	01/08/2015	770.00
58811	FAIRVIEW	01/08/2015	7,333.33
58812	FALVEY, KAY	01/08/2015	53.55
58813	FAULKEN, KEITH	01/08/2015	74.00
58814	FEDEX	01/08/2015	10.52
58815	FIALA, CHRIS	01/08/2015	115.00
58816	FIRST STUDENT INC	01/08/2015	2,700.00
58817	FITNESS DISTRIBUTING INC	01/08/2015	385.00
58818	FOLLETT SCHOOL SOLUTIONS INC	01/08/2015	1,583.93
58819	FORCIER, ELSIE	01/08/2015	43.35
58820	GALLAGHERS NORTHWESTERN TIRE C	01/08/2015	168.30
58821	GARVEY, PATRICIA	01/08/2015	14.66
58822	GAVIN, JACLYN	01/08/2015	290.00
58823	GENERAL PARTS LLC	01/08/2015	150.72
58824	GENESIS PROJECT DEV GROUP LLC	01/08/2015	1,280.00
58825	GEPHART TRUCKING	01/08/2015	2,735.00
58826	GIANTS RIDGE GOLF & SKI RESORT	01/08/2015	238.00
58827	GIBBS, ROSS	01/08/2015	154.00
58828	GILLUND ENTERPRISES	01/08/2015	307.70
58829	GMR GYMNASTICS SALES INC	01/08/2015	270.00
58830	GOLD COUNTRY WRESTLING OFFICIA	01/08/2015	318.00
58831	GOLDCOM INC	01/08/2015	1,895.58
58832	GOPHER	01/08/2015	1,560.96
58833	GOVERNMENT FINANCE OFFICERS AS	01/08/2015	280.00
58834	GRAFFIC TRAFFIC LLC	01/08/2015	5,828.00
58835	Vendor Continued Check	01/08/2015	0.00
58836	GRAINGER	01/08/2015	2,440.92
58837	GRANDMA'S BAKERY INC	01/08/2015	51.56
58838	GRAZZINI BROTHERS & CO	01/08/2015	2,660.00
58839	GREAT RIVER OFFICE PRODUCTS	01/08/2015	1,437.00
58840	GREATAMERICA FINANCIAL SERVICE	01/08/2015	891.67
58841	GREEN, CARIN M	01/08/2015	33.09
58842	GROUP HEALTH INC - WORKSITE	01/08/2015	133.10
58843	HAAG, LOIS	01/08/2015	17.00
58844	HANF, PHYLLIS	01/08/2015	74.00
58845	HAUGLAND, DARIN	01/08/2015	74.00
58846	HEIDRICK, TOM	01/08/2015	74.00
58847	HILL MURRAY BOYS BASKETBALL	01/08/2015	60.00
58848	HOBY	01/08/2015	195.00
58849	Vendor Continued Check	01/08/2015	0.00
58850	HOGLUND BUS AND TRUCK CO	01/08/2015	11,412.72
58851	HOLIDAY INN DOWNTOWN	01/08/2015	699.22
58852	HOLMIN, CLEO	01/08/2015	10.20
58853	HOLT, MICHELLE	01/08/2015	75.00
58854	HOME DEPOT CREDIT SERVICES	01/08/2015	175.80
58855	HOUSE OF PRINT	01/08/2015	6,463.64
58856	HUGHES, DENNIS SCOTT	01/08/2015	74.00
58857	HUOT, JOHN D	01/08/2015	80.00
58858	Vendor Continued Check	01/08/2015	0.00
58859	Vendor Continued Check	01/08/2015	0.00

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58860	Vendor Continued Check	01/08/2015	0.00
58861	Vendor Continued Check	01/08/2015	0.00
58862	Vendor Continued Check	01/08/2015	0.00
58863	IFD	01/08/2015	105,302.60
58864	IMAGINE DESIGN & CREATIVE	01/08/2015	3,000.00
58865	INDUSTRIAL CONSTRUCTION SPEC L	01/08/2015	4,123.00
58866	INSIGHT INVESTMENTS LLC	01/08/2015	394.19
58867	INTEGRA TELECOM	01/08/2015	375.00
58868	INTERSTATE POWERSYSTEMS	01/08/2015	619.04
58869	ISD #622 COMMUNITY EDUC	01/08/2015	472.22
58870	ISD #8492 NEW DOMINION SCHOOL	01/08/2015	6,091.78
58871	JAYTECH INC	01/08/2015	747.38
58872	JOHNSON, GERALD	01/08/2015	74.00
58873	JOHNSON CONTROLS INC	01/08/2015	875.76
58874	JUNIOR LIBRARY GUILD	01/08/2015	354.00
58875	JWOOD SPORTS FLOORING LLC	01/08/2015	5,320.00
58876	K12 TRANSPORTATION MGMT SERVIC	01/08/2015	77,343.27
58877	KAehler, MATTHEW PAUL	01/08/2015	58.00
58878	KAehler, MICHAEL	01/08/2015	115.00
58879	KAISER, PHYLLIS	01/08/2015	35.70
58880	KARLSBURGER FOODS INC	01/08/2015	686.02
58881	KATH FUEL OIL SERVICE CO	01/08/2015	20,889.46
58882	KELLINGTON CONSTRUCTION INC	01/08/2015	14,982.45
58883	KIMBALL MIDWEST	01/08/2015	897.84
58884	KITTELSON MARKETING CO INC	01/08/2015	1,360.80
58885	KNUTSON, LINDA	01/08/2015	127.50
58886	KONICA MINOLTA PREMIER FINANCE	01/08/2015	4,629.14
58887	KRIVANEK, RICHARD JAMES	01/08/2015	35.00
58888	L'ALLIER CONCRETE INC	01/08/2015	3,650.00
58889	LAKESHORE LEARNING MATERIALS	01/08/2015	66.99
58890	LANCETTE, ANTHONY R	01/08/2015	135.00
58891	LANO EQUIPMENT INC	01/08/2015	1,412.17
58892	LARSON, MELANIE	01/08/2015	15.00
58893	LAUER, THOMAS	01/08/2015	149.00
58894	LEARNING A-Z	01/08/2015	99.95
58895	LEARNING FORWARD MN	01/08/2015	600.00
58896	LEE, CHARLOTTE L	01/08/2015	274.10
58897	LENOVO	01/08/2015	456.00
58898	LEVASSEUR, MARY	01/08/2015	25.50
58899	LIBRARIANS BOOK EXPRESS LLC	01/08/2015	837.73
58900	LIBRARIANS CHOICE	01/08/2015	314.54
58901	LIBRARY STORE INC	01/08/2015	28.62
58902	LICK, DANIEL J	01/08/2015	135.00
58903	LIDS TEAM SPORTS	01/08/2015	702.70
58904	LINDHOLM, LYNN	01/08/2015	15.30
58905	LOEKS, LIANNE	01/08/2015	32.40
58906	LOFFLER	01/08/2015	113.00
58907	LONG LAKE CONSERVATION CENTER	01/08/2015	14,482.80
58908	L T G POWER EQUIPMENT	01/08/2015	8,043.56
58909	Vendor Continued Check	01/08/2015	0.00

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58910	Vendor Continued Check	01/08/2015	0.00
58911	MADISON NATIONAL LIFE	01/08/2015	42,783.49
58912	MAGNATAG VISIBLE SYSTEMS	01/08/2015	205.23
58913	MAGNUSON CHRISTIAN SCHOOL	01/08/2015	2,110.00
58914	MALLOY/MONTAGUE/KARNOWSKI & CO	01/08/2015	11,946.00
58915	CITY OF MAPLEWOOD	01/08/2015	600.00
58916	MARCO, INC	01/08/2015	106.27
58917	MARIS LLC	01/08/2015	340.00
58918	MARTIN, DUSTIN	01/08/2015	77.00
58919	MATHIESON, SARA	01/08/2015	14.02
58920	MN COMMUNITY EDUC ASSOC (MCEA)	01/08/2015	887.00
58921	MID CITY SERVICES - INDUSTRIAL	01/08/2015	1,420.65
58922	MIDWEST TECHNOLOGY PRODUCTS	01/08/2015	61.00
58923	MILASHIUS, ANTOINETTE A	01/08/2015	5.10
58924	MILLIGAN, THERESA J	01/08/2015	68.85
58925	MINNLOON ASLTA	01/08/2015	4,972.00
58926	Vendor Continued Check	01/08/2015	0.00
58927	MINVALCO INC	01/08/2015	2,207.08
58928	MITTY, MIKE	01/08/2015	103.00
58929	Vendor Continued Check	01/08/2015	0.00
58930	MN CONWAY FIRE & SAFETY	01/08/2015	13,515.58
58931	MN DEPT OF AGRICULTURE	01/08/2015	15.00
58932	MN DNR OMB	01/08/2015	383.65
58933	MN NONPUBLIC SCHOOL ACCREDITIN	01/08/2015	325.00
58934	MONKEY HOUSE	01/08/2015	480.00
58935	MOORE, CYNTHIA A	01/08/2015	548.20
58936	MN PARK & SPORTS TURF MANAGERS	01/08/2015	50.00
58937	MN SCHOOL BOARDS ASSN	01/08/2015	90.00
58938	NATL RECOGNITION PRODUCTS	01/08/2015	157.73
58939	NATURESEAL INC	01/08/2015	2,945.84
58940	NCPERS MINNESOTA	01/08/2015	240.00
58941	NEOFUNDS BY NEOPOST	01/08/2015	1,044.32
58942	NESS ELECTRONICS INC	01/08/2015	1,487.21
58943	NEW PIG CORP	01/08/2015	224.29
58944	NATL HIGH SCHOOL CHEERLEADING	01/08/2015	22,397.00
58945	NORTH CENTRAL TRUCK EQUIPMENT	01/08/2015	320.19
58946	NORTH MEMORIAL URGENT CARE	01/08/2015	302.00
58947	Vendor Continued Check	01/08/2015	0.00
58948	NORTHEAST METRO INTERMEDIATE D	01/08/2015	65,221.01
58949	NORTHERN STAR COUNCIL, BSA	01/08/2015	175.00
58950	NOW MICRO INC	01/08/2015	592.50
58951	NATL SCHOOL PUBLIC RELATIONS A	01/08/2015	45.00
58952	NORTHWEST SHEETMETAL CO OF ST	01/08/2015	146.00
58953	O'NEIL, LOIS	01/08/2015	53.90
58954	O'REILLY AUTOMOTIVE INC	01/08/2015	931.63
58955	OFFICE DEPOT	01/08/2015	424.43
58956	OLSEN, JAMIE	01/08/2015	231.00
58957	OLSON, HEATHER JB	01/08/2015	75.00
58958	OVERBY, LANDON D	01/08/2015	74.00
58959	PAMS LUNCHROOM LLC	01/08/2015	5,851.40

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58960	PARKOS CONSTRUCTION CO INC	01/08/2015	4,668.30
58961	PARTSMaster	01/08/2015	477.47
58962	PATIENT TOOLS INC	01/08/2015	282.00
58963	PAYNE STEVE	01/08/2015	57.00
58964	PICTURE THAT!	01/08/2015	174.00
58965	PITNEY BOWES INC	01/08/2015	81.25
58966	PLADSON ENVIRONMENTAL INC	01/08/2015	4,275.00
58967	POSTMASTER	01/08/2015	46.00
58968	PRAXAIR DISTRIBUTION INC	01/08/2015	127.85
58969	PRESS PUBLICATIONS	01/08/2015	475.20
58970	QUALITY RESOURCE GROUP INC	01/08/2015	800.00
58971	R & R SPECIALTIES INC	01/08/2015	69.00
58972	RAMSEY COUNTY PARKS/REC DEPT	01/08/2015	1,025.00
58973	RAMSEY COUNTY PARKS/REC DEPT	01/08/2015	8,905.00
58974	RANALLS, EILEEN F	01/08/2015	2.55
58975	RAUWERDINK, KENTON	01/08/2015	172.00
58976	REDWOOD TOXICOLOGY LABORATORY	01/08/2015	52.50
58977	REGENTS OF THE UNIV OF MN	01/08/2015	8,534.52
58978	RENTAL REHAB & REPAIR	01/08/2015	3,360.00
58979	RICOH AMERICAS CORP	01/08/2015	450.96
58980	ROBERTS, STANLEY	01/08/2015	57.00
58981	ROCHESTER JM ATHLETICS	01/08/2015	100.00
58982	ROSE FLORAL AND GREENHOUSE INC	01/08/2015	261.85
58983	S & S WORLDWIDE	01/08/2015	31.98
58984	SAFETYFIRST PLAYGROUND SURFACI	01/08/2015	1,750.00
58985	SAINTS NORTH MAPLEWOOD	01/08/2015	456.00
58986	SAM'S CLUB/SYNCHRONY BANK	01/08/2015	45.00
58987	SAM'S CLUB/SYNCHRONY BANK	01/08/2015	771.71
58988	SAM'S CLUB/SYNCHRONY BANK	01/08/2015	126.28
58989	SAMEC, JULIE	01/08/2015	105.00
58990	SAMUELSON, SUSAN A	01/08/2015	75.00
58991	SANDIFER, BRIAN	01/08/2015	57.00
58992	SCALZO, JOEL	01/08/2015	143.00
58993	SCANTRON CORPORATION	01/08/2015	461.22
58994	SCHMID, RITA	01/08/2015	59.48
58995	SCIENTIFIC SALES INC	01/08/2015	303.98
58996	SEBCO BOOKS	01/08/2015	1,548.25
58997	SENTRY SYSTEMS INC	01/08/2015	125.00
58998	SHIE, JEFFREY R	01/08/2015	135.00
58999	SMITH, LAURA	01/08/2015	61.06
59000	SCHOOL NUTRITION ASSOC (SNA)	01/08/2015	94.00
59001	SNAP-ON	01/08/2015	13.80
59002	SOFTERWARE	01/08/2015	755.00
59003	SPECIAL PAY TRUST AUL	01/08/2015	12,088.04
59004	SPENCER, DOROTHY	01/08/2015	85.70
59005	SPENCER, RICKY	01/08/2015	74.00
59006	ST ELIZABETH ANN SETON SCHOOL	01/08/2015	487.50
59007	STANGL, PAUL	01/08/2015	154.00
59008	STATE SUPPLY CO	01/08/2015	1,550.33
59009	STEPANIAK, CORY	01/08/2015	115.00

Check Nbr	Vendor Name	Check Date	Check Amount
59010	STRATEGIC EQUIPMENT & SUPPLY C	01/08/2015	23,250.00
59011	STREAMLINE DESIGN INC	01/08/2015	486.00
59012	STROBEL, MARSHA L	01/08/2015	7.22
59013	SUNRISE MIDDLE SCHOOL	01/08/2015	17.00
59014	SUPER DUPER PUBLICATIONS	01/08/2015	72.45
59015	SURVEYMONKEY.COM	01/08/2015	250.00
59016	SVL SERVICE CORPORATION	01/08/2015	4,734.00
59017	SYNCHRONY BANK	01/08/2015	51.98
59018	SYNERGIC ENGINEERING CORP	01/08/2015	428.49
59019	TABLE INNOVATIONS INC	01/08/2015	537.84
59020	TARR JR, GUS	01/08/2015	80.00
59021	TEACHSTONE TRAINING LLC	01/08/2015	4,000.00
59022	THURINGER, JASON	01/08/2015	5.50
59023	TIERNEY BROTHERS INC	01/08/2015	483.60
59024	TIES	01/08/2015	189,055.56
59025	TRADE PRESS INC	01/08/2015	6,572.79
59026	T.R.F. SUPPLY CO	01/08/2015	124.80
59027	TRIO SUPPLY COMPANY	01/08/2015	6,077.84
59028	TRUSTED EMPLOYEES	01/08/2015	1,472.00
59029	TSBL DISTRIBUTING	01/08/2015	13.52
59030	TURCOTTE, AMBER	01/08/2015	75.00
59031	TWEEDALE, LIBBY	01/08/2015	3.40
59032	TWIN CITY HARDWARE	01/08/2015	308.05
59033	TWIN CITY JANITOR SUPPLY CO	01/08/2015	300.00
59034	TWIN CITY TRANSPORTATION INC	01/08/2015	8,604.30
59035	U.S. ENERGY SERVICES INC	01/08/2015	109,997.23
59036	UHL CO INC	01/08/2015	149.93
59037	UNIVERSITY OF MINNESOTA	01/08/2015	1,202.00
59038	UNIVERSITY OF MINNESOTA	01/08/2015	17,980.00
59039	UNIVERSAL ATHLETIC	01/08/2015	450.00
59040	Vendor Continued Check	01/08/2015	0.00
59041	US FOODS CULINARY EQUIP & SUPP	01/08/2015	2,694.80
59042	VENDER, KEVIN	01/08/2015	116.00
59043	VERIZON WIRELESS	01/08/2015	675.74
59044	VINCO INC	01/08/2015	10,706.50
59045	VISI	01/08/2015	525.00
59046	VON FANGE, MICHAEL	01/08/2015	57.00
59047	WALSTAD, PATRICIA	01/08/2015	8.50
59048	WARNER, GENE	01/08/2015	80.00
59049	WB AREA EMERGENCY FOOD SHELF	01/08/2015	1,148.05
59050	WHITE BEAR FLORAL SHOP	01/08/2015	100.00
59051	WHITE BEAR LAKE (CITY OF)	01/08/2015	2,713.26
59052	WESTERN PSYCHOLOGICAL SERVICES	01/08/2015	543.90
59053	WHALEN, MARY	01/08/2015	5,400.00
59054	WICHTERMAN, ROBERTA FRANCES	01/08/2015	8.75
59055	WILDLIFE SCIENCE CENTER	01/08/2015	312.00
59056	WILSON-WORSLEY, TIFFANY R	01/08/2015	140.00
59057	WINNICK SUPPLY	01/08/2015	18.20
59058	WURZER, MARY JO	01/08/2015	8.50
59059	Vendor Continued Check	01/08/2015	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
59060	XCEL ENERGY	01/08/2015	86,284.40
59061	YOUTH ENRICHMENT LEAGUE	01/08/2015	5,034.00
59062	ZALUCKYJ, ALEX	01/08/2015	6.80
353	Computer	Check(s) For a Total of	1,258,320.80

Check Nbr	Vendor Name	Check Date	Check Amount
58280	FALVEY, KAY	01/08/2015	53.55
58329	HOLIDAY INN DOWNTOWN	01/08/2015	794.36
58330	HOLIDAY INN DOWNTOWN	01/08/2015	316.40
58374	LIEU, ROXANNE	01/08/2015	13.60
4	Void	Check(s) For a Total of	1,177.91

	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
	353	Computer	Checks For a Total of	1,258,320.80
Total For	353	Manual, Wire Tran, ACH & Computer	Checks	1,258,320.80
Less	4	Voided	Checks For a Total of	1,177.91
			Net Amount	1,257,142.89

Check Nbr	Vendor Name	Check Date	Check Amount
59063	AIG	01/09/2015	6,292.09
59064	AMERICAN UNITED LIFE	01/09/2015	58,748.53
59065	AMERICAN UNITED LIFE	01/09/2015	125.00
59066	AMERIPRISE FINANCIAL SERVICES	01/09/2015	13,858.26
59067	AXA EQUITABLE	01/09/2015	35,610.81
59068	EDUCATION MN ESI BILLING TRUST	01/09/2015	24,899.19
59069	GREAT LAKES HIGHER EDUC GUARAN	01/09/2015	296.87
59070	GURSTEL CHARGO ATTORNEYS AT LA	01/09/2015	277.00
59071	IUOE LOCAL 70	01/09/2015	2,171.65
59072	MESSERLI & KRAMER PA	01/09/2015	491.00
59073	METROPOLITAN LIFE	01/09/2015	2,941.41
59074	MN CHILD SUPPORT	01/09/2015	1,916.60
59075	MUSKE, RICHARD L	01/09/2015	50.00
59076	NEWCOMB JR, DENNIS	01/09/2015	228.25
59077	SCHOOL SERVICE EMPLOYEES	01/09/2015	5,879.85
59078	US DEPT OF EDUCATION	01/09/2015	443.42
59079	VANGUARD SMALL BUSINESS SERVIC	01/09/2015	27,081.94
59080	WBLA EDUCATIONAL FOUNDATION	01/09/2015	3,781.29
18	Computer	Check(s) For a Total of	185,093.16

	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
	18	Computer	Checks For a Total of	185,093.16
Total For	18	Manual, Wire Tran, ACH & Computer	Checks	185,093.16
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	185,093.16

Check Nbr	Vendor Name	Check Date	Check Amount
59081	LAWRENCE SIGN	01/15/2015	2,240.00
59082	NORTH STAR MINI STORAGE	01/15/2015	150.00
59083	POSTMASTER	01/15/2015	630.00
59084	RAMSEY COUNTY PARKS/REC DEPT	01/15/2015	1,110.00
59085	SAM'S CLUB/SYNCHRONY BANK	01/15/2015	1,774.49
5	Computer	Check(s) For a Total of	5,904.49

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
5	Computer	Checks For a Total of	5,904.49
Total For 5	Manual, Wire Tran, ACH &	Computer Checks	5,904.49
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	5,904.49

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05.14.10.00.00-010020	Check Summary			PAGE:	1
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141500856	ADAMS, LINDA J	01/20/2015	89.98		
141500857	ANDERSON, RACHAEL A	01/20/2015	30.00		
141500858	BARKVE, KELLY B	01/20/2015	59.64		
141500859	BERNIER, JAMES L	01/20/2015	19.00		
141500860	CAPAN, NANCY A	01/20/2015	79.00		
141500861	CLARK, RYAN D	01/20/2015	46.74		
141500862	DEEN, DENISE T	01/20/2015	652.96		
141500863	DESTACHE, DANIEL JAMES	01/20/2015	104.06		
141500864	DEUEL, LYN M	01/20/2015	58.35		
141500865	DUSTIN, JOSEPH J	01/20/2015	76.05		
141500866	DYMIT, MARIE S	01/20/2015	70.56		
141500867	EDBERG, REBECCA J	01/20/2015	68.93		
141500868	ELLEFSSEN, JULEE T	01/20/2015	47.50		
141500869	ELLETSON, KATHLEEN E	01/20/2015	75.15		
141500870	EVERT, BONNIE K	01/20/2015	34.50		
141500871	FINK, AVIS A	01/20/2015	120.00		
141500872	FRY, JOHN E	01/20/2015	28.27		
141500873	FUHRMAN, SARAH J	01/20/2015	24.15		
141500874	GEDNALSKE, KIRK M	01/20/2015	117.89		
141500875	GRAY, DONALD E	01/20/2015	251.44		
141500876	GRESAFE, ROCHELLE L	01/20/2015	55.50		
141500877	HANZAL, DAVID C	01/20/2015	267.49		
141500878	HARRIMAN, GRETCHEN E	01/20/2015	500.07		
141500879	JOHNSON, SADIE R	01/20/2015	223.58		
141500880	KOTILINEK, FAY P	01/20/2015	88.78		
141500881	KRUSEMARK, CARY L	01/20/2015	469.52		
141500882	LAMWERS, LINDSAY M	01/20/2015	236.67		
141500883	LAU, LAI F	01/20/2015	420.06		
141500884	LEONARD, BRIAN J	01/20/2015	597.20		
141500885	MCDOWELL, ROBERT C	01/20/2015	366.71		
141500886	MCGRAW, TIMOTHY P	01/20/2015	351.46		
141500887	MCKINNEY, NICOLE C	01/20/2015	32.15		
141500888	MELQUIST, NANCY J	01/20/2015	159.82		
141500889	MILES, MARY T	01/20/2015	332.76		
141500890	MISGEN, MARK A	01/20/2015	61.48		
141500891	MORTENSEN, KIM K	01/20/2015	250.00		
141500892	MUNDELL, GERALD K	01/20/2015	74.00		
141500893	NASVIK, CRAIG S	01/20/2015	50.65		
141500894	NELSON, ANGELA A	01/20/2015	390.00		
141500895	NEWELL, MARGARET MARY	01/20/2015	51.00		
141500896	NORTON, EMILY L	01/20/2015	80.00		
141500897	PEARSON, JILL M	01/20/2015	5,196.00		
141500898	PHETTEPLACE, WANDA M	01/20/2015	67.76		
141500899	PIERRE, CHRISTINA K	01/20/2015	667.03		
141500900	PRESSELLER, TRACY A	01/20/2015	42.00		
141500901	REED, TAMMY L	01/20/2015	28.85		
141500902	RICHARDSON, SUSAN	01/20/2015	130.00		
141500903	RIEBOW, MATTHEW R	01/20/2015	119.29		
141500904	RITTENHOUSE, PAULA M	01/20/2015	637.57		
141500905	ROBERTS, NIKOLE K	01/20/2015	86.08		

Check Nbr	Vendor Name	Check Date	Check Amount
141500906	ROESER, DANIEL WILLIAM	01/20/2015	188.76
141500907	SALENGER, SETH A	01/20/2015	206.24
141500908	SCHMIDT, HEATHER RAE	01/20/2015	250.00
141500909	SCHMIDT, NOEL N	01/20/2015	1,168.99
141500910	SCHOCHENMAIER, TIMOTHY R	01/20/2015	176.21
141500911	SEEBB, PAUL T	01/20/2015	90.00
141500912	SKUPA, NANCY A	01/20/2015	65.00
141500913	SLACK, LISA ANN	01/20/2015	70.00
141500914	STEWART, SCOTT J	01/20/2015	29.00
141500915	STONEHOUSE, JULIA L	01/20/2015	314.44
141500916	TRAVER, SHAWNA J	01/20/2015	54.44
141500917	TUCKNER, ABBY E	01/20/2015	39.00
141500918	VAIL, ANNE B	01/20/2015	30.48
141500919	VOGT, NANCY L	01/20/2015	82.88
141500920	WAHLSTRAND, HEATHER L	01/20/2015	125.00
141500921	WALD, TIMOTHY A	01/20/2015	1,132.00
141500922	WHITCOMB-BREMER, JACLYN ANN	01/20/2015	104.00
141500923	XU, HUI	01/20/2015	266.58
141500924	ZITZOW, RACHEL A	01/20/2015	135.00
69	ACH	Check(s) For a Total of	18,615.67

ACH

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	0	Wire Transfer	Checks For a Total of	0.00
	69	ACH	Checks For a Total of	18,615.67
	0	Computer	Checks For a Total of	0.00
Total For	69	Manual, Wire Tran, ACH & Computer Checks		18,615.67
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		18,615.67

Check Nbr	Vendor Name	Check Date	Check Amount
59086	1ST AYD CORP	01/22/2015	430.03
59087	AARP DRIVER SAFETY PROGRAM	01/22/2015	660.00
59088	ABBOTT PAINT & CARPET INC	01/22/2015	861.55
59089	ABRAHAMSON, THOMAS	01/22/2015	80.00
59090	ADAMS, PAUL	01/22/2015	80.00
59091	ASSOC FOR FACILITIES ENGINEERI	01/22/2015	195.00
59092	AFFINITY HEARING LLC	01/22/2015	125.00
59093	AGL CONSULTING	01/22/2015	2,430.00
59094	ALLISON, ANDREW	01/22/2015	80.00
59095	AMAZON	01/22/2015	1,235.02
59096	AMAZON	01/22/2015	169.04
59097	AMAZON	01/22/2015	1,387.00
59098	AMAZON	01/22/2015	34.77
59099	AMAZON	01/22/2015	148.76
59100	AMAZON	01/22/2015	135.41
59101	AMERICAN TIME & SIGNAL CO	01/22/2015	1,356.72
59102	AMERIPRIDE SERVICES	01/22/2015	853.64
59103	APPLE COMPUTER INC	01/22/2015	1,395.00
59104	ASCD	01/22/2015	89.00
59105	ASHLAND PRODUCTIONS INC	01/22/2015	82.00
59106	ASTLEFORD INTERNATIONAL TRUCKS	01/22/2015	119.72
59107	BACKSTROM, RICHARD A	01/22/2015	175.00
59108	BARTH, KRISTIN	01/22/2015	80.00
59109	BATTERIES PLUS BULBS	01/22/2015	89.64
59110	BERG, ELLIE K	01/22/2015	75.00
59111	BERRY BLENDZ - EDEN PRAIRIE	01/22/2015	405.00
59112	BEST BUY BUSINESS ADVANTAGE AC	01/22/2015	249.99
59113	BEST, RANDY	01/22/2015	135.00
59114	BILL WEIGEL SIGNS	01/22/2015	25.00
59115	BLAESING, THEODORE S	01/22/2015	2,085.00
59116	BLICK ART MATERIALS	01/22/2015	88.15
59117	BLUE BELL ENTERPRISES INC	01/22/2015	5,477.70
59118	BLUE TARP FINANCIAL INC	01/22/2015	491.96
59119	BUCKENTINE, JIM	01/22/2015	80.00
59120	CAMP ST CROIX	01/22/2015	200.00
59121	CAPITAL ONE COMMERCIAL	01/22/2015	628.18
59122	CAPOCASA, KEVIN M	01/22/2015	77.00
59123	CARBONES PIZZA	01/22/2015	121.76
59124	CASEY, BRAD	01/22/2015	74.00
59125	CDW GOVERNMENT INC	01/22/2015	265.52
59126	CENGAGE LEARNING	01/22/2015	57.20
59127	CENTRAL MECHANICAL CO	01/22/2015	2,914.42
59128	CHAMPIONSHIP PRODUCTS UNLTD	01/22/2015	1,288.00
59129	CHAMPLIN PARK HIGH SCHOOL	01/22/2015	225.00
59130	CITI-CARGO & STORAGE CO INC	01/22/2015	85.00
59131	CLEMONS, PATRICK	01/22/2015	74.00
59132	COBORNS DELIVERS	01/22/2015	82.68
59133	COMCAST	01/22/2015	280.05
59134	COMCAST	01/22/2015	273.77
59135	COMMERICAL KITCHEN SERVICES	01/22/2015	21.37

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59136	CONNEY SAFETY	01/22/2015	283.10
59137	CONTINENTAL CLAY CO	01/22/2015	345.51
59138	CONTINENTAL RESEARCH CORP	01/22/2015	466.00
59139	COPPER ST BRASS QUINTET	01/22/2015	2,000.00
59140	Vendor Continued Check	01/22/2015	0.00
59141	COPY IMAGES INC	01/22/2015	14,516.02
59142	COPY IMAGES INC	01/22/2015	70.00
59143	CRAGUNS LODGE AND CONF CTR	01/22/2015	3,280.00
59144	CRYSTEEL TRUCK EQUIPMENT	01/22/2015	844.51
59145	CUB FOODS OF WHITE BEAR TWSHP	01/22/2015	741.49
59146	CUMMINS NPOWER LLC	01/22/2015	266.50
59147	Vendor Continued Check	01/22/2015	0.00
59148	DALCO CORPORATION	01/22/2015	2,296.61
59149	DANIELSON, BILL	01/22/2015	77.00
59150	DARR, DAVID J	01/22/2015	74.00
59151	DEGARDNER, DEREK	01/22/2015	57.00
59152	DEGARDNER, RICK	01/22/2015	307.00
59153	DEISTING, ASHLEY	01/22/2015	74.00
59154	DELTA EDUCATION	01/22/2015	145.33
59155	DESIGNER SIGN SYSTEMS INC	01/22/2015	6,987.32
59156	DEY DISTRIBUTING	01/22/2015	26.86
59157	DICK POND ATHLETICS	01/22/2015	344.25
59158	DISCOVERY EDUCATION	01/22/2015	1,570.00
59159	DISNEY EDUCATIONAL PRODUCTIONS	01/22/2015	84.92
59160	DOMINOS PIZZA	01/22/2015	42.99
59161	DONAHUE, LAURA ANN	01/22/2015	17.45
59162	DONATELLI'S	01/22/2015	155.22
59163	DOOR SERVICE COMPANY	01/22/2015	8,882.00
59164	DOUBLE J INC	01/22/2015	995.51
59165	DROUCHES, GEORGE	01/22/2015	74.00
59166	DSA	01/22/2015	2,317.50
59167	DOCUMENT TECH SOLUTIONS INC	01/22/2015	66.11
59168	DUCHARME, NICK	01/22/2015	62.00
59169	DVS RENEWAL	01/22/2015	42.00
59170	EAGLE SCREEN PRINTING	01/22/2015	257.00
59171	ECKROTH MUSIC	01/22/2015	73.76
59172	EDUC PROGRAMS LLC	01/22/2015	70.00
59173	EHLERS	01/22/2015	1,750.00
59174	ELECTRIC MOTOR REPAIR	01/22/2015	470.95
59175	ENGEL, KEVIN	01/22/2015	80.00
59176	ENRIQUEZ, KAREN ELIZABETH	01/22/2015	8.00
59177	F&N OPERATIONS LLC	01/22/2015	416.40
59178	FASTENAL COMPANY	01/22/2015	85.98
59179	FESTIVAL FOODS-KNOWLAN'S	01/22/2015	395.11
59180	FIRST STUDENT INC	01/22/2015	18,482.89
59181	FLINN SCIENTIFIC INC	01/22/2015	127.44
59182	FLORIN, JOLYN A	01/22/2015	604.00
59183	FOLLETT SCHOOL SOLUTIONS INC	01/22/2015	522.00
59184	FRATTALONES HARDWARE STORES	01/22/2015	1,158.18
59185	FAIRVIEW SPORTS & ORTHOPEDIC C	01/22/2015	275.00

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59186	G&K SERVICES	01/22/2015	975.08
59187	GALLAGHERS NORTHWESTERN TIRE C	01/22/2015	64.90
59188	GARDEN & ASSOCIATES INC	01/22/2015	50.00
59189	GARDNER, TRAVIS	01/22/2015	74.00
59190	GENERAL PARTS LLC	01/22/2015	298.99
59191	GEYEN, BRANDON	01/22/2015	135.00
59192	GLOBAL EQUIPMENT COMPANY INC	01/22/2015	752.80
59193	GMS INDUSTRIAL SUPPLIES INC	01/22/2015	240.00
59194	GOLDCOM INC	01/22/2015	3,115.18
59195	GORHAM OIEN MECHANICAL	01/22/2015	525.50
59196	Vendor Continued Check	01/22/2015	0.00
59197	GRAINGER	01/22/2015	1,306.76
59198	GRAPHIC OPTIONS LLC	01/22/2015	1,135.00
59199	GREAT AMER OPPORTUNITIES INC	01/22/2015	1,282.00
59200	GROCH, MIKE	01/22/2015	80.00
59201	GROFF, ANTHONY	01/22/2015	142.00
59202	GROTH MUSIC CO	01/22/2015	2,898.51
59203	GUNFLINT PINES RESORT	01/22/2015	1,284.00
59204	Vendor Continued Check	01/22/2015	0.00
59205	HALLBERG ENGINEERING INC	01/22/2015	71,025.00
59206	HAMANN, RONALD L	01/22/2015	74.00
59207	HAN, VENUS HUYEN	01/22/2015	80.00
59208	HANDWRITING WITHOUT TEARS	01/22/2015	10.00
59209	HASAN, ANDREA M	01/22/2015	50.00
59210	HASTINGS MIDDLE SCHOOL	01/22/2015	115.00
59211	HAUGLAND, DARIN	01/22/2015	74.00
59212	HEALTHPARTNERS	01/22/2015	347,898.33
59213	HEALTHPARTNERS MEDICAL GROUP	01/22/2015	440.00
59214	HEATHER, BRIAN	01/22/2015	80.00
59215	HEFNER MS, SARAH J	01/22/2015	1,800.00
59216	HERITAGE	01/22/2015	96.00
59217	HEUTMAKER, DEANNA	01/22/2015	8.75
59218	HISDAHL INC	01/22/2015	106.00
59219	Vendor Continued Check	01/22/2015	0.00
59220	Vendor Continued Check	01/22/2015	0.00
59221	HOGLUND BUS AND TRUCK CO	01/22/2015	1,994.77
59222	HOLMAN, GREGG	01/22/2015	103.00
59223	HOULE, THOMAS	01/22/2015	74.00
59224	HUGO EQUIPMENT CO	01/22/2015	162.98
59225	INNOVATIVE OFFICE SOLUTIONS	01/22/2015	18,339.61
59226	INTEGRA	01/22/2015	3,109.86
59227	J & R SCHOOL SUPPLIES	01/22/2015	370.00
59228	JOBSINMINNEAPOLIS.COM	01/22/2015	10,200.00
59229	JOHNSON, HOLLY	01/22/2015	80.00
59230	JOHNSON, JUDITH ANN	01/22/2015	274.10
59231	JW PEPPER & SON INC	01/22/2015	260.95
59232	KAehler, MATTHEW PAUL	01/22/2015	115.00
59233	KARRICK, KERRY H	01/22/2015	57.00
59234	KATH FUEL OIL SERVICE CO	01/22/2015	205.96
59235	KNUTSON, ADAM	01/22/2015	115.00

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59236	KOWALSKIS MARKET	01/22/2015	76.97
59237	Vendor Continued Check	01/22/2015	0.00
59238	KRAFT CONTRACTING & MECHANICAL	01/22/2015	9,327.68
59239	KUBITSCHKE, KEITH	01/22/2015	62.00
59240	LAKESHORE LEARNING MATERIALS	01/22/2015	125.97
59241	LALIBERTE, MARK	01/22/2015	80.00
59242	LANCETTE, ANTHONY R	01/22/2015	135.00
59243	LANDS BEST FOODS	01/22/2015	4,950.15
59244	LANGUAGE LINE SERVICES	01/22/2015	174.67
59245	LEFEBVRE, NATHANIEL	01/22/2015	143.00
59246	LIDS TEAM SPORTS	01/22/2015	164.52
59247	LILL, AMY	01/22/2015	78.00
59248	LILLIE, CHAD	01/22/2015	22.00
59249	LINNEMAN, JANICE CREOLA	01/22/2015	50.00
59250	L T G POWER EQUIPMENT	01/22/2015	5.75
59251	LUKE, ALLEN	01/22/2015	143.00
59252	MN ASSOC OF ADMIN OF STATE &	01/22/2015	339.00
59253	MN ASSOC FOR CHILDREN'S MENTAL	01/22/2015	319.54
59254	MADDEN, KATHY	01/22/2015	66.00
59255	MAUER, BRIAN	01/22/2015	74.00
59256	MAVO SYSTEMS	01/22/2015	260.77
59257	MEDICARE PREMIUM COLLECTION CT	01/22/2015	159.20
59258	MEDTOX LABORATORIES	01/22/2015	92.00
59259	METRO ECSU	01/22/2015	15.00
59260	METRO SOUND AND LIGHTING	01/22/2015	638.00
59261	MID CITY SERVICES - INDUSTRIAL	01/22/2015	62.05
59262	MIDWEST BUS PARTS INC	01/22/2015	560.47
59263	MIDWEST PLAYSCAPES INC	01/22/2015	145.00
59264	MINVALCO INC	01/22/2015	1,803.81
59265	MN INSURANCE SCHOLASTIC TRUST	01/22/2015	13,854.00
59266	MN ASSOC OF CAREER & TECH ED	01/22/2015	250.00
59267	MN ATHLETICS TICKET OFFICE	01/22/2015	480.00
59268	MN CONWAY FIRE & SAFETY	01/22/2015	1,825.21
59269	MN DEPT OF HEALTH	01/22/2015	45.00
59270	MN HISTORICAL SOCIETY	01/22/2015	304.00
59271	MN MOBILE TELEPHONE CO INC	01/22/2015	99.00
59272	MN STATE UNIV MANKATO	01/22/2015	150.00
59273	MN TRUE TEAM TRACK & FIELD	01/22/2015	190.00
59274	MN INTERSCHOLASTIC ATHLETIC AD	01/22/2015	100.00
59275	MOBILE RADIO ENGINEERING INC	01/22/2015	1,024.00
59276	MONITA, MICHAEL	01/22/2015	74.00
59277	MOTZKO, SHEILA	01/22/2015	80.00
59278	MSHSCA	01/22/2015	390.00
59279	MUSIC IS ELEMENTARY	01/22/2015	1,341.05
59280	MUSIC THEATER INTL	01/22/2015	1,747.00
59281	NAC MECHANICAL & ELECTRICAL SE	01/22/2015	33,322.82
59282	NATL ASSOC CAREER TECH EDUC	01/22/2015	395.00
59283	NASCO	01/22/2015	13.60
59284	NATL MAH JONGG LEAGUE INC	01/22/2015	24.00
59285	NATL SCIENCE TEACHERS ASSOC	01/22/2015	171.78

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59286	NATL SPORTS CLINICS	01/22/2015	500.00
59287	NEVCO INC	01/22/2015	3,572.39
59288	NORCENTRONIX DISTRIBUTING	01/22/2015	682.00
59289	NORTH CENTRAL TRUCK EQUIPMENT	01/22/2015	320.83
59290	NORTH HENNEPIN COMM COLLEGE	01/22/2015	1,500.00
59291	NORTH STAR BANK	01/22/2015	7,364.00
59292	NORTHEAST METRO INTERMEDIATE D	01/22/2015	114,859.21
59293	NORTON, DANIEL A	01/22/2015	80.00
59294	Vendor Continued Check	01/22/2015	0.00
59295	NORTHWEST SHEETMETAL CO OF ST	01/22/2015	7,539.67
59296	NYSTROM PUBLISHING CO INC	01/22/2015	2,596.50
59297	ODEGARD, DANIEL A	01/22/2015	77.00
59298	OFFICE DEPOT	01/22/2015	462.46
59299	Vendor Continued Check	01/22/2015	0.00
59300	Vendor Continued Check	01/22/2015	0.00
59301	ON SITE SANITATION INC	01/22/2015	432.29
59302	ONEKA PTA	01/22/2015	375.90
59303	ORKIN INC	01/22/2015	800.00
59304	OSBORN, CHERYL MARIE	01/22/2015	100.00
59305	OTT TO PRINT GREEN	01/22/2015	869.00
59306	OXYGEN SERVICE CO INC	01/22/2015	24.18
59307	P B B S EQUIPMENT CORP	01/22/2015	479.06
59308	PEICK, JACK R	01/22/2015	62.00
59309	PESI	01/22/2015	189.99
59310	PETERSON BROS ROOFING & CONST	01/22/2015	458.00
59311	PITNEY BOWES INC	01/22/2015	143.62
59312	PLAUDA, OWEN	01/22/2015	539.10
59313	POLAR CHEVROLET MAZDA	01/22/2015	859.88
59314	POTHAKAMURI, NAGA M	01/22/2015	22.15
59315	PROGRESS PUBLICATIONS	01/22/2015	638.72
59316	R & R SPECIALTIES INC	01/22/2015	70.00
59317	RATWIK ROSZAK & MALONEY PA	01/22/2015	1,531.00
59318	REBYL SPORTS INC	01/22/2015	899.50
59319	RECREATION, SPORTS & PLAY INC	01/22/2015	828.00
59320	RED BALLOON BOOKSHOP	01/22/2015	353.67
59321	REDWOOD TOXICOLOGY LABORATORY	01/22/2015	249.64
59322	REGENTS OF THE UNIV OF MN	01/22/2015	6.30
59323	RESERVE ACCOUNT	01/22/2015	5,000.00
59324	RM COTTON COMPANY	01/22/2015	1,548.00
59325	ROSE, DIANA	01/22/2015	61.66
59326	RUDDYS PARTY TOWN INC	01/22/2015	130.00
59327	RUPP ANDERSON SQUIRES & WALDSP	01/22/2015	168.00
59328	S & T OFFICE PRODUCTS INC	01/22/2015	353.11
59329	SANBORN, DARYL B	01/22/2015	74.00
59330	SANDIFER, BRIAN	01/22/2015	80.00
59331	SANTILLANA USA	01/22/2015	88.60
59332	SCHAFER, KEVIN	01/22/2015	74.00
59333	SCHMIDT, ALEXZANDRA	01/22/2015	75.00
59334	SCHMITT MUSIC COMPANY	01/22/2015	215.20
59335	SCHOOL SPECIALTY	01/22/2015	53.69

Check Nbr	Vendor Name	Check Date	Check Amount
59336	SEEVER, GRAY	01/22/2015	165.00
59337	SENTRY SYSTEMS INC	01/22/2015	285.00
59338	SETON IDENTIFICATION PRODUCTS	01/22/2015	365.10
59339	SIMPLEXGRINNELL LP	01/22/2015	136.03
59340	SMITH, LAURA	01/22/2015	31.92
59341	Vendor Continued Check	01/22/2015	0.00
59342	SCHOOL NUTRITION ASSOC (SNA)	01/22/2015	130.00
59343	SNAP-ON	01/22/2015	127.30
59344	SPECIALTY PROMOTIONS	01/22/2015	26.50
59345	ST ANDREWS LUTHERAN CHURCH	01/22/2015	570.00
59346	STAPLES ADVANTAGE	01/22/2015	4,289.94
59347	STAPLES ADVANTAGE	01/22/2015	2,538.42
59348	STARTECHTEL.COM INC	01/22/2015	870.00
59349	STATE SUPPLY CO	01/22/2015	39.57
59350	STAY TUNED PIANO SERVICES	01/22/2015	285.00
59351	STILLWATER HIGH SCHOOL	01/22/2015	95.00
59352	STORYBOARD FILMS	01/22/2015	550.00
59353	STRAUSS SKATES AND BICYCLES	01/22/2015	525.00
59354	STROBEL, ANNELIES	01/22/2015	7.22
59355	STURM, JASON	01/22/2015	212.00
59356	SUBURBAN EAST CONFERENCE	01/22/2015	235.00
59357	SUBURBAN/GREEN & WHITE TAXI	01/22/2015	28.02
59358	SWINGS N' THINGS	01/22/2015	367.85
59359	SZYMANSKI, RYAN	01/22/2015	115.00
59360	TEAMWORKS INTERNATIONAL INC	01/22/2015	2,983.40
59361	TERNES, KELLY	01/22/2015	74.00
59362	THAO, PIETA	01/22/2015	61.00
59363	THURY, GREG	01/22/2015	137.00
59364	THYSSENKRUPP ELEVATOR CORP	01/22/2015	696.03
59365	TIES	01/22/2015	978.00
59366	TILTON, SEAN	01/22/2015	115.00
59367	TRADE PRESS INC	01/22/2015	2,040.00
59368	TRI-STATE BOBCAT	01/22/2015	1,045.55
59369	TROJES	01/22/2015	80.00
59370	TWIN PINES IMPRINTING	01/22/2015	217.00
59371	UHL CO INC	01/22/2015	393.00
59372	CITY OF VADNAIS HEIGHTS	01/22/2015	1,907.74
59373	VANDERVEREN, BRADLEY	01/22/2015	103.00
59374	VERIZON WIRELESS	01/22/2015	35.13
59375	VIKING ELECTRIC SUPPLY	01/22/2015	3,113.28
59376	VISI	01/22/2015	525.00
59377	WALSWORTH PUBLISHING CO	01/22/2015	5,805.00
59378	WALTERS REBUILDERS	01/22/2015	349.95
59379	WANG, ZHEN ZHEN	01/22/2015	800.00
59380	WASTE MANAGEMENT OF WI-MN	01/22/2015	16,407.67
59381	WHITE BEAR CENTER FOR THE ARTS	01/22/2015	8,400.00
59382	WHITE BEAR GLASS INC	01/22/2015	650.00
59383	WHITE BEAR LAKE (CITY OF)	01/22/2015	4,051.10
59384	WHITE BEAR LAKE CITY	01/22/2015	154.80
59385	WHITE BEAR LAKE ROTARY CLUB	01/22/2015	231.50

Check Nbr	Vendor Name	Check Date	Check Amount
59386	WELLNER LAW PLLC	01/22/2015	200.00
59387	WELLS FARGO BANK MINNESOTA NA	01/22/2015	2,500.00
59388	WEST MUSIC COMPANY	01/22/2015	251.10
59389	WINTER, PATRICK	01/22/2015	74.00
59390	WL HALL COMPANY	01/22/2015	3,895.00
59391	WOODBURY HIGH SCHOOL	01/22/2015	150.00
59392	WOODRICH III, WARD F	01/22/2015	75.00
59393	WORLD'S FINEST CHOCOLATE INC	01/22/2015	960.00
59394	WYZCO GROUP INC	01/22/2015	280.00
59395	XEROX CORPORATION	01/22/2015	35.88
59396	XEROX FINANCIAL SERVICES	01/22/2015	309.32
59397	ZAHL PETROLEUM MAINTENANCE CO	01/22/2015	204.85
59398	ZARAMBO, MARIA	01/22/2015	66.00
313	Computer	Check(s) For a Total of	877,752.49

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WHITE BEAR LAKE MN ISD #624
Check Summary

11:25 AM

01/22/15

PAGE: 8

Check Nbr	Vendor Name	Check Date	Check Amount
58725	ANDERSON, BARBARA	01/22/2015	46.75
59012	STROBEL, MARSHA L	01/22/2015	7.22
2	Void	Check(s) For a Total of	53.97

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	313	Computer	Checks For a Total of	877,752.49
Total For	313	Manual, Wire Tran, ACH & Computer	Checks	877,752.49
Less	2	Voided	Checks For a Total of	53.97
			Net Amount	877,698.52

Check Nbr	Vendor Name	Check Date	Check Amount
59399	AIG	01/26/2015	6,592.09
59400	AMAZON	01/26/2015	109.44
59401	AMAZON	01/26/2015	408.19
59402	AMAZON	01/26/2015	4,993.17
59403	AMERICAN UNITED LIFE	01/26/2015	60,226.43
59404	AMERICAN UNITED LIFE	01/26/2015	548,250.00
59405	AMERIPRISE FINANCIAL SERVICES	01/26/2015	13,858.26
59406	ASHLAND PRODUCTIONS INC	01/26/2015	82.00
59407	AXA EQUITABLE	01/26/2015	35,610.81
59408	DELTA EDUCATION	01/26/2015	371.84
59409	ECKROTH MUSIC	01/26/2015	278.00
59410	EDUCATION MN ESI BILLING TRUST	01/26/2015	24,940.86
59411	EMEDCO COMPANY INC	01/26/2015	362.45
59412	FRONTRUNNER EVENTS	01/26/2015	8.25
59413	GREAT LAKES HIGHER EDUC GUARAN	01/26/2015	296.87
59414	GURSTEL CHARGO ATTORNEYS AT LA	01/26/2015	294.00
59415	IUOE LOCAL 70	01/26/2015	2,129.71
59416	JW PEPPER & SON INC	01/26/2015	624.99
59417	MESSERLI & KRAMER PA	01/26/2015	491.00
59418	METROPOLITAN LIFE	01/26/2015	2,941.41
59419	MN CHILD SUPPORT	01/26/2015	1,916.60
59420	MUSKE, RICHARD L	01/26/2015	50.00
59421	PC PARTS PLUS LLC	01/26/2015	512.00
59422	PHOENIX SCHOOL COUNSELING LLC	01/26/2015	4,499.54
59423	SCHOOL SERVICE EMPLOYEES	01/26/2015	5,819.43
59424	US DEPT OF EDUCATION	01/26/2015	448.10
59425	VANGUARD SMALL BUSINESS SERVIC	01/26/2015	26,776.67
59426	WBLA EDUCATIONAL FOUNDATION	01/26/2015	906.29
28 Computer Check(s) For a Total of			743,798.40

	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
	28	Computer	Checks For a Total of	743,798.40
Total For	28	Manual, Wire Tran, ACH & Computer	Checks	743,798.40
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	743,798.40

Check Nbr	Vendor Name	Check Date	Check Amount
59427	AMAZON	01/27/2015	418.04
59428	AMERICAN UNITED LIFE	01/27/2015	58,726.43
59429	AMERICAN UNITED LIFE	01/27/2015	43,500.00
59430	MOUNDS VIEW HIGH SCHOOL	01/27/2015	208.00
4	Computer	Check(s) For a Total of	102,852.47

Check Nbr	Vendor Name	Check Date	Check Amount
59403	AMERICAN UNITED LIFE	01/27/2015	60,226.43
1	Void	Check(s) For a Total of	60,226.43

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
4	Computer	Checks For a Total of	102,852.47
Total For	4	Manual, Wire Tran, ACH & Computer Checks	102,852.47
Less	1	Voided	60,226.43
		Net Amount	42,626.04

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: **February 9, 2015**
 SUGGESTED DISPOSITION: **Operational Item**
 CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Finance and Operations**

Donation	Donor	Recipient
\$2,000 to be used for meals for North Campus Students.	Anonymous	White Bear Lake Area High School North Campus Nutrition Services
\$13,676.85	See list attached	Community Services and Recreation Senior Program
\$222 For Technology	Janet Dickinson	Oneka Elementary School
\$500	Premier Banks	White Bear Lake Area School District
Music Equipment	Karen Bunde	White Bear High School Music Department
\$325	Michael and Sylvia Lovett	White Bear Lake Area High School Excellence Event
\$325	Rick and Cathy Storey	White Bear Lake Area High School Excellence Event
\$325	Rotary eClub One	White Bear Lake Area High School Excellence Event
\$650	Richard and Kathryn Cochrane	White Bear Lake Area High School Excellence Event
\$325	White Bear Lake Teachers' Association	White Bear Lake Area High School Excellence Event
Limerick Harp - value \$1,000 Reverie Harps - valued \$450 each (2 X \$450= \$900) Music Stand - valued \$200 Total value: \$2,100	Jennifer Koskie	Otter Lake Elementary School
19 full and partial reams of high grade paper @ \$95 50 large Kraft envelopes @100	Paul Moss and Craig Miller	White Bear Lake Area School District

RECOMMENDATION: Accept donations.

Communtiy Services & Recreation - Donations to Senior Programming - Dec 2014 - Jan 2015

All Senior Programs			
Schwab Charitable Fund	\$ 1,000	JL Stege	\$ 100
Mathew Gagen	\$ 50	White Bear Eye Clinic & Optical	\$ 100
Agnes Lovorato	\$ 25	South Shore Trinity Lutheran	\$ 500
Betty McNulty	\$ 25	K.M. & F.B. Eberwine	\$ 125
Michelle Nivala	\$ 100	Marion Hastings	\$ 25
Michael & MaryJean Waldoch	\$ 25	Elwood & Judy Anderson	\$ 25
Tom and Kate Hill	\$ 25	Terry Beckjorden	\$ 25
Janet Bowser	\$ 25	Dennis & Judith Brewer	\$ 50
Don and Ellen Hanson	\$ 100	Michael & Elizabeth Bronk	\$ 50
Lynnette and Michael Larkin	\$ 100	Ann & Mike Capeder	\$ 50
Gail Ugro	\$ 50	Alice Cederberg	\$ 50
Mark and Terri Toner	\$ 100	Norman I. Christensen	\$ 100
Fred Matzer	\$ 150	Del Clough	\$ 25
Earl and Marian Milbridge	\$ 50	Jack & Nancy Dzubnar	\$ 25
Gloria Hacker	\$ 25	Ralph Ebbott	\$ 100
Duane and Sue Chavie	\$ 30	Marjil Hoffman	\$ 25
Cindy Scott	\$ 50	Michael & Vera Jansen	\$ 150
Rick Mott	\$ 25	Fred A. & Sharon Johnson	\$ 250
Holly Dunsmore	\$ 25	Kathryn Shaw & Larry LaBonte	\$ 1,000
Robert and Vera Mathson	\$ 25	Ellen Maas	\$ 25
Charles Wright	\$ 25	Steven Marier	\$ 25
Dorothy Vondrashek	\$ 25	Caroline Milhofer	\$ 25
Michael McPhee & Amy Okaya	\$ 25	Thomas & Becky Moren	\$ 50
Kenneth & Bernice Peterson	\$ 25	Chich & I-Fei Ouyang	\$ 25
John and Bonnie Coughlan	\$ 25	Dorothy Peters	\$ 25
Ralph Maves	\$ 25	Laudy Ribar	\$ 100
Robert and Kathleen Goff	\$ 30	John & Susan Roden	\$ 30
LeeAnn and Bruce Meyer	\$ 30	Bonnie Selden	\$ 50
Donna Hagemeier	\$ 30	Mark & Rosalie Solyntjes	\$ 25
Timothy and Rhonda Binzer	\$ 40	Shirley & Mark Sundquist	\$ 75
Ted and Bonnie LaValley	\$ 50	Paul & Darlene Wolleat	\$ 25
Karl Heck	\$ 75	James & Doris Ahlberg	\$ 15
Debra McGuire	\$ 100	Stephen M. McGarthwaite	\$ 50
Susanne and Stan Meyer	\$ 100	William H. Peterson	\$ 50
Susan Ward	\$ 100	Karen L. Erickson	\$ 25
Fred and Mary Sue Bass	\$ 14	Earle and Beverly Gray	\$ 100
Sharilyn and Doug Claggett	\$ 50	Janet Peterson	\$ 50
Diana Horvath	\$ 25	Jean Kaas	\$ 30
Sheila Cunningham	\$ 500	Arnold and Jeanette Zack	\$ 25
Gloria Sanderg	\$ 25	Rose Gustafson	\$ 10
Shirley Van Hout	\$ 20	Richard and Rita Renslow	\$ 50
Susan Clancy	\$ 15	S. and K. Hilderman	\$ 50
James Craft	\$ 25	Lee Menssen	\$ 25
Marty & Jean Annoni	\$ 100	Donald and Donna Landsverk	\$ 35
Bart & Sharon Benshoof	\$ 20	Gregg & Roxie Johnson	\$ 35
Jerome & Monetta Cartier	\$ 25	Corrine Kindschy	\$ 10

Communtiy Services & Recreation - Donations to Senior Programming - Dec 2014 - Jan 2015

All Senior Programs - continued

Darlene A. Christenson	\$ 30	Donald & Steven Longhenry	\$ 25
Charles & Cindy Collova	\$ 50	Mary Lynch	\$ 50
James Craft	\$ 30	John & Diane Madden	\$ 50
Barbara Harris	\$ 30	Kelly & Peter Merriman	\$ 50
William & Thelma Hoyer	\$ 25	Rachel S. Olson	\$ 50
Glenn & Jane Schuster	\$ 50	Clayton Pyche	\$ 15
Mary Sue Simmons	\$ 10	Brad Ribar	\$ 50
Diane F. Smith	\$ 25	Joseph & Victoria Schoeller	\$ 50
Ruth Zieper	\$ 50		

Total All Senior Programs		\$ 7,984
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Meals on Wheels & Transportation

William & Patricia Riley	\$ 30	Roger and Theresa Bacon	\$ 20
Gerald & Patricia Wilharber	\$ 25	Mary Burdick	\$ 25
Patricia Ponath	\$ 25	Laurence and Beverly Carlson	\$ 50
Nancy Zabel	\$ 25	Metro Meals on Wheels	\$ 1,000
Janice Johnstone	\$ 50	Frank Murphy Fashions	\$ 84
Mary Kay Connolly	\$ 25	Ted and Joanne Thornquist	\$ 50
Chris and Viola Rozikes	\$ 20	Barb Guiser	\$ 50
Emmie Ingram	\$ 25	Elizabeth Ahl	\$ 25
Dorothy Elion	\$ 25	Alberna June Ball	\$ 30
Roger Price	\$ 25	Kristen Brodie	\$ 50
Dagmar Barton	\$ 25	Linda Clemens	\$ 50
Vandora Linck	\$ 30	Robert & Karin Magill Cuerden	\$ 50
Laurence & Beverly Carlson	\$ 50	Martha K. Cunningham	\$ 250
Norman W Youness	\$ 50	Mike Dittman	\$ 25
Jill Nelson	\$ 25	Russell Isbrandt	\$ 30
James & Judith Overmier	\$ 100	Dana & Lori Klimp	\$ 50
Rex and Renee Redmer	\$ 10	Caroline Lau	\$ 15
James and Gloria Julia	\$ 50	Shirley Lockbeam	\$ 60
Richard & Frances Smith	\$ 30	Elizabeth Luebker	\$ 250
Dan & Sandra Korthuis	\$ 80	Judith Peters	\$ 50
Charlie & Jan Roeser	\$ 50	Doug & Maureen Shepard	\$ 50
Beverly Flake	\$ 10	George W. Slater	\$ 50
Ann & Mike Jorgensen	\$ 75	Bev Flake	\$ 4
Elizabeth Luebker	\$ 250	Walter J "Mike" Hooker	\$ 25
Doug & Maureen Shepard	\$ 50	Sandra K. Gibson	\$ 25
Virginia Matthey	\$ 30		

Total Meals on Wheels & Transportation		\$ 3,558
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Communtiy Services & Recreation - Donations to Senior Programming - Dec 2014 - Jan 2015

Senior Center & Senior Connections					
Lois Hendricks	\$	30	Michael Marttila	\$	30
Margery Rocknem	\$	50	White Bear Lake Lions Club	\$	300
Alice Bloomquist	\$	50	William and Phyllis Huck	\$	50
Jack Curtis	\$	25			
Total Senior Center & Senior Connections				\$	535

Lionmobile & Lion Help			
White Bear Lake Lions Club	\$	1,600	
Total Lionmobile & Lion Help			\$ 1,600

Grand Total: Donations December & January **\$ 13,676.85**

AGENDA ITEM: Field Trip Request

MEETING DATE: February 9, 2015

SUGGESTED DISPOSITION: Consent Agenda

CONTACT PERSON(S): Sara Paul, Assistant Superintendent

Background:

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

Date of Trip and Destination	Requesting Staff Member	Grade/ Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
Monday, May 4, 2015 – Friday, May 8, 2015 Wolf Ridge Environmental Learning Center Finland, MN	Paula Perron Karen Beirise Heidi Walsh	Birch Lake ES	4	33	Total cost per student: \$212.00 Student Portion: \$212.00 Other Source(s): Fundraising	Bus	Meets many of the objectives of the science and health standards.

Recommendation: The administration recommends the School Board to approve this field trip.

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

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

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

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATIONS/TERMINATION – CLASSIFIED STAFF

JOCELYN CROSSFIELD – Part Time Cook, Central Middle School

Employed by District 624 since 09/18/2014
Effective Date: 01/28/2015

ALLISON GREEN – Program Assistant Leader, Oneka Elementary

Employed by District 624 since 10/23/2014
Effective Date: 01/23/2015

KARISSA MALRICK – Program Assistant Leader, Otter Lake Elementary

Employed by District 624 since 09/27/2013
Effective Date: 01/23/2015

NATHANIEL PLATTNER – Facility & Equipment Maintenance Technician, District Wide

Employed by District 624 since 12/01/2014
Effective Date: 01/18/2015

RESIGNATIONS/TERMINATION – CERTIFIED STAFF

JILLIAN HAUTMAN – Spanish Teacher, Oneka Elementary School

Employed by District 624 since 08/22/2012
Effective Date: 06/08/2015

JENNIFER HOWARD – Mathematics Teacher, High School – North Campus

Employed by District 624 since 08/24/2006
Effective Date: 06/08/2015

RETIREMENT – CLASSIFIED STAFF

KAREN BERNIER – Bus Aide, Bus Garage

Employed by District 624 since 09/01/1999
Effective Date: 06/15/2015

SANDRA ENGLUND – Bus Driver, Bus Garage

Employed by District 624 since 08/30/2001
Effective Date: 02/04/2015

RETIREMENT – CERTIFIED STAFF

ELLEN FAHEY – Science Teacher, Sunrise Park Middle School

Employed by District 624 since 08/24/1998
Effective Date: 06/08/2015

DONNA PETERSON – Special Education Teacher, High School – North Campus

Employed by District 624 since 08/20/1981
Effective Date: 06/08/2015

LYNN SLEETER – Special Education Teacher, Sunrise Park Middle School
Employed by District 624 since 08/21/1997
Effective Date: 06/08/2015

MICHAEL SNELL – Music Teacher, Sunrise Park Middle School
Employed by District 624 since 08/22/1985
Effective Date: 06/08/2015

FULL – TIME LEAVE REQUEST – CERTIFIED STAFF
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SHANNON ANDERSON – Music Teacher, High School – North & South Campus
Employed by District since 08/25/2005
Effective Date: December 1, 2014 through April 29, 2015

RACHEL CLARK – Business Education Teacher, High School-South Campus
Second Year General Leave Request
Effective Date: 2015 – 2016 School Year

JENNIFER ENGMAN – Special Education Teacher, Sunrise Park Middle School
Second Year General Leave Request
Effective Date: 2015 – 2016 School Year

CAROLYN LOUNSBERRY – Communications Teacher, ALC
Fifth Year General Leave Request
Effective Date: 2015 – 2016 School Year

ANDREW MARTINSON – Mathematics Teacher, High School - North Campus
Fourth Year General Leave Request
Effective Date: 2015 – 2016 School Year

KELLY PICARD – Spanish Teacher, Sunrise Park Middle School
Second Year General Leave Request
Effective Date: 2015 – 2016 School Year

AMIEE POLLARD – Speech Clinician, Birch Lake & Otter Lake Elementary
Employed by District since 08/26/2010
Effective Date: January 6, 2015 through April 14, 2015

BELINDA POON – 1st Grade Teacher, Otter Lake Elementary School
Second Year General Leave Request
Effective Date: 2015 – 2016 School Year

ROBIN ROUSH – Occupational Therapist, District Wide
Employed by District since 03/09/1998
Effective Date: January 5, 2015 through February 27, 2015

ANDREA SHOUP – Counselor, Central Middle School
Third Year General Leave Request
Effective Date: 2015 – 2016 School Year

KARI THALHUBER – Health Teacher, High School - North Campus
Fifth Year General Leave Request
Effective Date: 2015 – 2016 School Year

LINDSAY THOMAS – 1st Grade Teacher, Hugo Elementary

Employed by District since 08/26/2010

Effective Date: January 5, 2015 through March 27, 2015

ROBIN WALES – Special Education Teacher, Lincoln Elementary

Second Year General Leave Request

Effective Date: 2015 – 2016 School Year

CHANGE IN PROBATIONARY CONTRACT – CERTIFIED STAFF

KIRK GEDNALSKE – Science Teacher, Central & Sunrise Park Middle

From .90 f.t.e. to .95 f.t.e.

Effective Date: August 20, 2014 through June 8, 2015

STEPHEN NELSON – Science Teacher, High School-South Campus

From .60 f.t.e. to .70 f.t.e.

Effective Date: January 19, 2015 through June 8, 2015

SARAH SCHOELLER – Science Teacher, High School-South Campus

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

Effective Date: January 19, 2015 through June 8, 2015

MICHELE SEIFERT – Occupational Therapist, District Wide

From .40 f.t.e. to .60 f.t.e.

Effective Date: January 15, 2015 through March 6, 2015

NEW PERSONNEL – CLASSIFIED STAFF

JACQUELINE BECHT – Program Assistant Leader, Lakeaires & Vadnais Heights Elementary

\$12.92 / hr., varied hours \$5,038.80

Effective Date: 01/05/2015

STEPHANIE CROCK – Communications Specialist, District Center

\$17,218.39 (Pro-rated on \$42,000)

Effective Date: 02/02/2015

BRYAN DOUGHTY – Pupil Support Assistant, High School-South Campus

\$17.30 / hr., 6.5 hrs. / 79 days \$8,883.55

Effective Date: 01/06/2015

MOLLY FRANTA – Part Time Cook, Central Middle School

\$13.94 / hr., 3.5 hrs. / 88 days \$4,293.52

Effective Date: 01/26/2015

NELDA HENDERSON – Pupil Support Assistant, ALC

\$17.30 / hr., 5.0 hrs. / 91 days \$7,871.50

Effective Date: 01/21/2015

ELOISE NETTLETON – Administrative Assistant-Registrar/Records, High School-South Campus

\$17.29 / hr., 8.0 hrs. / 107 days \$14,800.24

Effective Date: 01/26/2015

KATHERINE RALEIGH – Pupil Support Assistant, Transition Education Center

\$17.30 / hr., 6.0 hrs. / 72 days \$7,473.60

Effective Date: 02/17/2015

NEW PERSONNEL – FOREIGN EXCHANGE TEACHER

ZHENZHEN WANG – Chinese Exchange Teacher, Various Buildings

Stipend \$4,800.00

Effective Date: 01/09/2015 through 06/05/15

NEW LONG TERM SUBSTITUTE – CERTIFIED STAFF

BARB BRENK – Occupational Therapist, Lakeaires & Matoska International

MA+15, Step 13 \$5,680.93 (Pro-rated on \$72,269)

Effective Date: January 19, 2015 through February 27, 2015

AMY GOERTZEN – Kindergarten Teacher, Lakeaires Elementary

BA, Step 1 \$7,794.32 (Pro-rated on \$39,275)

Effective Date: February 17, 2015 through April 15, 2015

NICHOLAS MASON – Music Teacher, High School – North & South Campus

BA, Step 1 \$14,070.16 (Pro-rated on \$39,275)

Effective Date: January 19, 2015 through April 29, 2015

LEIGH MILLS – 1st Grade Teacher, Hugo Elementary

BA, Step 13 \$16,337.23 (Pro-rated on \$56,096)

Effective Date: January 5, 2015 through March 27, 2015

ROSE PREMENTINE – Speech Clinician, Birch Lake & Otter Lake Elementary

MA+15, Step 13 \$23,655.05 (Pro-rated on \$72,269)

Effective Date: January 12, 2015 through April 14, 2015

ASHLEY WILSON – Kindergarten Teacher, Vadnais Heights Elementary

MA, Step 1 \$15,223.40 (Pro-rated on \$43,783)

Effective Date: February 13, 2015 through May 22, 2015

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: **Middle School International Baccalaureate Recognition**

MEETING DATE: **February 9, 2015**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**
Sara Paul, Assistant Superintendent
Dr. Noel Schmidt, Principal, Central Middle School
Dr. Robert McDowell, Principal, Sunrise Park Middle School

BACKGROUND:

In January, we received notification that both Sunrise Park and Central Middle Schools have received authorization as International Baccalaureate World Schools.

We will welcome the principals, our middle school IB coordinator, students and staff, who will describe this authorization and what it means.

We have attached a recent press release explaining our International Baccalaureate authorization.



**White Bear Lake
Area Public Schools**

Independent School District 624

Marisa Vette, APR
Director of Communications
and Community Relations

4855 Bloom Avenue
White Bear Lake, MN 55110
651-407-7695
marisa.vette@isd624.org

For Immediate Release: January 23, 2015

Contact: Marisa Vette, Communications Director
White Bear Lake Area Public Schools
651-407-7695, marisa.vette@isd624.org

Central Middle School and Sunrise Park Middle School authorized as International Baccalaureate World Schools

WHITE BEAR LAKE, Minn. – Central Middle School and Sunrise Park Middle School recently became authorized as International Baccalaureate World Schools. The schools are now part of a network of more than 3,000 schools in 140 countries with a similar vision and emphasis on best educational practices.

The authorizations to offer the IB Middle Years Programme (MYP) create a continuous flow from the district's elementary IB World School, Matoska International, and provide students and families the opportunity for rigorous International Baccalaureate K-8 programming.

The MYP emphasizes intellectual challenge, encouraging students to make connections between their studies in traditional subjects and the real world. It fosters the development of skills for communication, intercultural understanding and global engagement - essential qualities for young people who are becoming global leaders.

Having both district middle schools go through the process on the same track is unique. "The hard work of the staff members at both schools allowed us to complete the rigorous process at the two sites simultaneously so we can offer IB opportunities to all district students at the middle school level," said Jill Pearson, the district's IB MYP coordinator.

- more -

In order to become authorized, schools engage in a four-phase process of consideration, request for candidacy, candidate phase and trial, and request for authorization. The completion of the steps typically takes at least three years, and oftentimes requires multiple attempts of phases. Both Central and Sunrise were approved in a minimum amount of time and on the first request.

Although the two middle schools completed the IB MYP certification process relatively quickly in the minimal three years, the International Baccalaureate initiative is one that has been a topic of discussion in the district for some time. Matoska International became authorized as an IB World School in 2010 and has implemented the rigorous Primary Years Program since that time. In 2011, a sub-committee of parents and school leaders recommended the expansion of IB into the middle school level. The initiative was accepted by the School Board as a component of the district's Strategic Plan, and Central and Sunrise have been working toward certification since that time.

Additional information about International Baccalaureate middle Years Program can be found on the school websites at [/Central/index.asp?ID=3269](#) (Central Middle School) and [/SunrisePark/index.asp?ID=3238](#) (Sunrise Park Middle School).

###

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **February 9, 2015**
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: **Proposed School Calendar for 2015-16**
MEETING DATE: **February 9, 2015**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Linda Goers, Director of Human Resources**

BACKGROUND:

On December 15, 2014, the calendar committee proposed a draft school calendar for year 2015-16 school year. Further consultation with union leadership and principals resulted in additional revisions included in this final draft.

The 2015-16 calendar consists of 172 student days; 186 work days and eight paid holidays for a total of 194 paid days for teachers. The first day for students is on September 8, 2015, and the last day for students is on June 9, 2016. One (1) additional day not appearing on the calendar but footnoted can be used for teacher preparation such as preparing for parent conferencing. Teachers will schedule when these hours will be used with their principal. It is also agreed that these hours must be completed no later than the end of the Education Minnesota Professional Conference week in October 2015.

2015-16 **CALENDAR**

White Bear Lake Area Schools

August 24-25.....New Teacher Orientation
 August 31.....Teacher Work Day & Professional Development

September 1 Convocation
 September 2-3 Teacher Work Day & Professional Development
 September 7 No School - Labor Day
 September 8 First Day of School (Grades 1-12)
 September 8-9 Kindergarten Orientation
 September 10 First Day of School (K & K+)

October 15-16 No School - Education Minnesota Conference

November 6 End of First Quarter
 November 9 No School—Teacher Work Day
 November 10 Parent Conferences (Pre K-12)
 November 12 Parent Conferences (Pre K-12)
 November 16 Parent Conferences (Pre K-5)
 November 17 Parent Conferences (6-12+)
 November 26-27 No School - Thanksgiving Break

December 21-31 No School - Winter Break

January 1 No School - Winter Break
 January 18 No School - MLK, Jr. Day Professional Development
 January 28 End of Second Quarter
 End of First Semester
 January 29 No School - Teacher Work Day

February 4 Parent Conferences (Pre K-5)
 February 9 Parent Conferences (Pre K-5)
 February 11..... Parent Conferences (Pre K-5)
 February 15..... No School - Presidents Day

March 8..... Parent Conferences (6-12+)
 March 10..... Parent Conferences (6-12+)
 March 15..... Parent Conferences (6-12+)
 March 21-25..... No School - Spring Break

April 7 End of Third Quarter
 April 8 No School—Teacher Work Day & Professional Development
 April 29..... No School—Professional Development
 May 30..... No School - Memorial Day
 June 9..... Last Day of School (All Students)
 End of Fourth Quarter

JULY						
S	M	T	W	Th	F	S
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19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY						
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24	25	26	27	28	29	30
31						

AUGUST						
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23	24	25	26	27	28	29
30	31					

FEBRUARY						
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21	22	23	24	25	26	27
28	29					

SEPTEMBER						
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27	28	29	30			

MARCH						
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27	28	29	30	31		

OCTOBER						
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APRIL						
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NOVEMBER						
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29	30					

MAY						
S	M	T	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DECEMBER						
S	M	T	W	Th	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE						
S	M	T	W	Th	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

 First/Last Day of School
  No School for Students
  Parent/Teacher Conference
 End of Quarter/Semester
  District Center Closed

AGENDA ITEM: **Policy 421, Gifts to Employees, Classrooms, and Board Members**

MEETING DATE: **February 9, 2015**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Finance and Operations**

BACKGROUND:

School Board Policy 421, Gifts to Employees, Classrooms, and Board members, has been reviewed by the Policy Committee and the administration. It is being presented for a first reading.

The purpose of this policy is to avoid an actual or the appearance of an impropriety, and an actual or the appearance of a conflict of interest with respect to gifts given to school district employees, to schools, classrooms, and school board members.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 2, 2015 School Board meeting agenda or a subsequent meeting for action.

Adopted: April 29, 1996

White Bear Lake Area School District #624 Policy 421

Revised: May 13, 2013

421 GIFTS TO EMPLOYEES, AND SCHOOLS, CLASSROOMS, AND SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to avoid an actual, or the appearance of, an impropriety, and or an actual, or the appearance of, a conflict of interest with respect to gifts given to school district employees, or gifts given to schools, classrooms, or and school board members.

II. GENERAL STATEMENT OF POLICY

A. The school district recognizes that students, parents/guardians, and others may wish to show appreciation to school district employees or school board members and/or to a particular school or classroom. ~~It is the~~ The policy of the school district, however, is to discourage gift-giving to employees, and schools, classrooms, and school board members, and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia. Any gifts accepted of more than that are not of nominal value, shall become property of the District.

B. ~~It shall be a~~ A violation of this policy occurs when ~~for any an~~ employee ~~to~~ solicits, accepts, or receives either by direct or indirect means, a gift of greater than nominal value from a student, parent/guardian, or other individual or organization ~~of greater than nominal value.~~

C. ~~It shall be a~~ A violation of this policy occurs when ~~for any~~ employee ~~to~~ solicits, accepts, or receives gifts or donations, of greater than nominal value, to fund school or classroom items, by any means, including the use of a website, without prior approval of the building principal and/or in a manner that is otherwise out of compliance with Policy 706: Acceptance of Gifts.

D. ~~It shall be a~~ A violation of this policy occurs when ~~for any~~ employee ~~to~~ solicits, accepts, or receives 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~~ nominal value or less or 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 other 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.

G. An elected or appointed member of the school board, the superintendent, school principals and building administrators, and district cabinet members, including the school business official, may not accept any gift valued at more than \$5 from an interested person.

III. DEFINITIONS

A. "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.

B. "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that the school board, the superintendent, school principals and building administrators, or a district cabinet member is authorized to make.

C. "Nominal value" means a value of \$5 or less.

IV. PROCEDURES

Any employee or school board member considering the acceptance of a gift, individually or for any component ~~their school or classroom~~ of the district, 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 and/or discharge. School board members who violate the provisions of this policy may be subject to discipline in accordance with applicable statute and school district policy.

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 527, Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches**

MEETING DATE: **February 9, 2015**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Sara Paul, Assistant Superintendent**

BACKGROUND:

School Board Policy 527, Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches, has been reviewed by the Policy Committee and the administration. It is being presented for a first reading.

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 2, 2015 School Board meeting agenda or a subsequent meeting for action.

Adopted: December 10, 2001
Revised:

White Bear Lake Area
School Board Policy 527

527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

~~It is the~~ The policy of this school district ~~is~~ to allow the limited use and parking of motor vehicles by students in school district locations. ~~It is the~~ The position of the school district ~~is~~ that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the students' educational experience., ~~will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel.~~ This policy applies to all students in the school district.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item, possession of which is prohibited by school district policy and/or law. It includes, but is not limited, to weapons and "look-alikes", alcoholic beverages, controlled substances and "look-alikes", overdue books and other materials belonging to the school district, and stolen property.

(Order changed to be alphabetical)

- B. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.
- C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

- D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include any site where a school function occurs, such as school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campuses during the school day only if there is an emergency and or permission has been granted to the student by the designated school official to use a motor vehicle. Except for situations where students have completed the appropriate form and received permission, or when district transportation is not provided, students representing the school district through their participation in district events, sports, and activities, are required to use district provided transportation to and from district events. ~~Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campuses. Student drivers are expected to be safe and courteous at all times.~~

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot(s) and/or section of the parking lot(s) designated for student parking only. Students will not park vehicles in driveways, on private property, on street locations where parking is restricted, or in other designated areas, e.g. parking lots designated for use only by staff or by the general public, **including designated visitor parking areas. (visitor parking). Students who park in designated student parking areas must display a valid, school-issued parking permit. A valid permit is one that has been paid in full and has been issued by the school for the current term. The vehicle that is parked with the permit must be the vehicle on record with the school. Information about purchasing a parking permit can be found on the school's website and in the main office.**
- B. When there are unauthorized vehicles parked on school district property, school officials may:
1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or

2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

VI. PATROLS, INSPECTIONS AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors **and plain view interiors of student vehicles within plain view of the motor vehicles of students**. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections

School officials **personnel** may conduct routine patrols of student parking lots and other school district locations and routine inspections ~~of the exteriors of the~~ motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures

It shall be a **A** violation of this policy **occurs when** ~~for~~ students to store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches and/or seizures as provided by this policy.

D. Seizure of Contraband

If a search yields contraband, school officials will seize the item and may turn it over to law enforcement officials.

E. Dissemination of Policy

A copy of this policy will be printed in the high school student handbook and/or disseminated in any other way which school officials deem appropriate.

VII. DIRECTIVES AND GUIDELINES

The superintendent is authorized to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be **provided to students.** ~~attached as an addendum to this policy.~~

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to law enforcement when appropriate.

Legal References:

U.S. Const., amend. IV

Minn. Const., art. I, 10

Minn. Stat. 123B.02, Subds. 1 and 5 General Powers of Independent School Districts)

General Powers of Independent School Districts)

New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

Cross Reference:

WBLASB Policy 417 (Chemical Use/Abuse)

WBLASB Policy 418 (Drug-Free Workplace/Drug-Free School)

WBLASB Policy 501 (School Weapons)

WBLASB Policy 502 (Search of Student Lockers, Desks, Personal Possessions and Students Person)

WBLASB Policy 506 (Student Discipline)

WBLASB Policy 712 (Video Surveillance Other Than on Buses)

AGENDA ITEM: **Policy 704, Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System**

MEETING DATE: **February 9, 2015**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Finance and Operations**

BACKGROUND:

School Board Policy 704, Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System, has been reviewed by the Policy Committee and the administration. It is being presented for a first reading.

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 2, 2015 School Board meeting agenda or a subsequent meeting for action.

704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is that a fixed asset accounting system and an inventory of fixed assets **will be** ~~has been~~ developed and ~~will be~~ maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district, and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all ~~continued~~ abstracts showing the conveyance of the property to the school district; certificates of title showing title to property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

When a piece of land, land improvement, building, piece of machinery, equipment or licensed vehicle have an original cost of \$5,000 or greater, it will be capitalized and placed on the fixed asset inventory. Land improvements, buildings, pieces of machinery, equipment and licensed vehicles will be depreciated over their useful life. Criteria for capitalization include all of the following:

- It retains its original shape and appearance with use
- It is nonexpendable; that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit.
- It does not lose its identity through incorporation into a different or more complex unit or substance.

- It has a useful life of greater than five years.

Additionally, critical control assets, which include but are not limited to technology equipment, which have an original cost of less than \$5,000 will be inventoried for insurance purposes.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

Legal References: Minn. Stat. 123B.02 (School District Powers)
Minn. Stat. 123B.09 (School Board Powers)
Minn. Stat. 123B.51 (Schoolhouse and Sites; Access for Noncurricular Purposes)

Cross References: WBLASB Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding

E. OPERATIONAL ITEMS

AGENDA ITEM: Action on Revised Budget for Fiscal Year 2014-2015

MEETING DATE: February 9, 2015

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON: Dr. Wayne Kazmierczak, Director of Finance and Operations

BACKGROUND:

A revised budget for fiscal year 2014-2015 was presented to the School Board for discussion at the January 26, 2015 Work-Study Session. At the February 9, 2015 School Board meeting, this revised budget will be proposed for approval. In addition, a projected budgets for fiscal years 2015-2016 and 2016-2017 will be presented. This presentation will include an overview of funds set aside for strategic priority implementation, including a potential orchestra program addition. Additionally, projects under consideration for Phase I of the District's Secondary Facilities and Program Review, including the installation of an artificial turf field at South Campus, will be highlighted.

RECOMMENDATION:

The administration recommends the School Board to approve the revised budget for Fiscal Year 2014-15.

White Bear Lake Area Schools
FY15 Revised Budget, FY16 and FY17 Projected Budgets

	Actual 2013	Adopted 2014 Budget	Actual 2014	Preliminary 2015	Revised 2015	Projected 2016	Projected 2017
General Fund							
Revenue							
Local sources							
Property taxes	\$ 21,280,073	\$ 21,000,101	\$ 12,956,296	\$ 23,545,473	\$ 23,516,362	\$ 23,772,000	\$ 24,000,000
Investment earnings	21,332	15,150	20,131	15,000	15,000	20,000	20,000
Other	1,198,099	820,071	1,601,805	896,700	1,650,723	1,700,000	1,700,000
State sources	52,560,756	53,279,155	63,533,412	57,951,083	57,921,919	58,935,000	59,966,380
Special Education	8,585,319	7,931,776	9,066,468	7,770,901	9,470,901	9,660,000	9,853,200
Federal sources	2,798,778	2,902,747	2,844,272	2,650,000	2,822,068	2,822,068	2,822,068
Total revenue	86,444,357	85,949,000	90,022,384	92,829,157	95,396,973	96,909,068	98,361,648
Expenditures							
Current							
Administration	4,015,982	4,216,451	4,360,452	4,427,675	4,418,582	4,526,814	4,626,611
District support services	2,193,489	1,742,832	1,642,913	1,756,309	1,648,481	1,740,824	1,776,338
Elementary and secondary regular instruction	39,629,298	41,654,220	41,901,372	41,819,713	43,593,870	45,261,803	46,491,347
Vocational education instruction	816,566	893,693	827,110	891,116	872,552	896,191	918,662
Special education instruction	18,408,949	18,065,128	18,603,528	18,866,441	18,769,682	19,307,185	19,816,592
Instructional support services	4,478,937	6,095,831	5,682,729	6,927,382	7,579,618	7,715,475	7,840,843
Pupil support services	2,743,672	2,994,979	2,867,753	3,115,739	3,935,016	4,019,479	4,106,877
Transportation	5,231,629	5,134,300	4,937,462	5,244,214	5,279,364	5,106,438	5,018,776
Sites and buildings	13,539,510	10,569,566	16,559,644	14,922,952	15,544,580	8,630,582	9,044,745
Fiscal and other fixed cost programs	366,519	480,000	383,556	278,000	278,000	283,560	289,231
Debt service							
Principal	134,839	280,000	293,817	608,562	499,918	731,030	664,080
Interest and fiscal charges	16,077	105,000	142,506	474,757	483,475	435,010	406,880
Total expenditures	91,575,467	92,232,000	98,202,842	99,332,860	102,903,138	98,654,391	101,000,982
Excess (deficiency) of revenue over expenditures	(5,131,110)	(6,283,000)	(8,180,458)	(6,503,703)	(7,506,165)	(1,745,323)	(2,639,334)
Other financing sources (uses)							
District Reserves							
Assigned for Secondary Facilities					1,500,000	500,000	250,000
Assigned for Construction					600,000		
Assigned for Carryovers					475,213	500,000	500,000
Assigned for Strategic Priorities						250,000	250,000
Capital lease issued	3,900,000		8,000,000				
Lease Levy Reimbursements		1,400,000		6,600,000	5,400,000		
Alternative Facilities Contribution				671,062	531,676		
Proceeds from sale of assets	9,850		630				
Prior Period Adjustment	-		10,405,920				
Transfer to Community Service Fund	(388,000)	(388,000)	(388,000)	(388,000)	(250,000)	(250,000)	(150,000)
Total other financing sources (uses)	3,521,850	1,012,000	18,018,550	6,883,062	8,256,889	1,000,000	850,000
Net change in fund balances	(1,609,260)	(5,271,000)	9,838,092	379,359	750,724	(745,323)	(1,789,334)
Fund balances							
Beginning of year	20,138,708	18,529,448	18,529,448	28,367,540	28,367,540	29,118,264	28,372,941
Ending Fund Balance (Assigned and Unassigned)	\$ 18,529,448	\$ 13,258,448	\$ 28,367,540	\$ 28,746,899	\$ 29,118,264	\$ 28,372,941	\$ 26,583,607
Ending Fund Balance (Unassigned)	\$ 7,295,063	\$ 2,024,063	\$ 12,888,284	\$ 13,267,643	\$ 14,018,367	\$ 13,273,044	\$ 11,483,710
Ending Fund Balance (Unassigned as percentage of expenditures)	8.0%	2.2%	13.1%	13.4%	13.6%	13.5%	11.4%
Food Service							
Revenues	4,060,843	4,204,000	4,204,291	4,275,452	4,275,452	4,360,961	4,448,180
Expenditures	4,098,121	4,204,000	4,205,461	4,223,572	4,223,572	4,308,043	4,394,204
Excess (deficiency) of revenue over expenditures	(37,278)	-	(1,170)	51,880	51,880	52,918	53,976
Ending Fund Balance	271,267	271,267	270,097	321,977	321,977	374,895	428,871
Ending Fund Balance (as percentage of expenditures)	6.6%	6.5%	6.4%	7.6%	7.6%	8.7%	9.8%
Community Services							
Revenues	5,097,513	4,041,000	4,621,755	4,067,226	4,503,044	4,593,105	4,684,967
General Fund Transfer	388,000	388,000	388,000	388,000	250,000	250,000	150,000
Expenditures	5,443,742	4,390,000	4,445,004	4,476,829	4,717,907	4,812,265	4,908,510
Excess (deficiency) of revenue over expenditures	41,771	39,000	564,751	(21,603)	35,137	30,840	(73,543)
Ending Fund Balance	306,939	345,939	871,690	850,087	906,827	937,667	864,123

AGENDA ITEM: Action on Recommendation for String Orchestra Program

MEETING DATE: February 9, 2015

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSONS: Dr. Michael Lovett, Superintendent
Sara Paul, Assistant Superintendent
Lisa Switzer, Curriculum and Program Development
Coordinator

BACKGROUND:

School Board/Superintendent Goal 4c reads “Develop plans for a String Orchestra program with the first phase programming beginning in the 2015-16 school year.”

The Orchestra proposal was most recently discussed at our November 24, 2014 and January 25, 2015 work-study sessions. An orchestra program has been on our list of priorities for the past six years and intensively studied for the past three years. This evening’s recommendation to proceed with an orchestra program is explained in detail in the attached summary of questions and answers.

We especially acknowledge the work of our music department, principals, and community members who have contributed their ideas, time, and passion in the pursuit of adding an orchestra program to our already outstanding choral and band programs.

RECOMMENDATION:

That the School Board approve the recommendation for an Orchestral Strings Program to begin in 2015-16 at the fifth grade level, and expand one grade each year until the District offers a full 5-12 Comprehensive Program.



Recommendations for an Orchestral Strings Program to begin in 2015-16 at the fifth grade level, and expand one grade each year until the District offers a full 5-12 Comprehensive Program

Questions and Answers

**School Board Work Study Meeting of January 26, 2015
Updated for School Board Meeting of February 9, 2015**

1. What is the rationale for adding a strings program?

Based on extensive research, an evaluation of East Metro programs, and an assessment of our own music program, we believe an orchestra program would further enhance a comprehensive fine arts program in White Bear Lake Schools. Participation in a high quality music performance ensemble enhances a child's quality of life. It provides creative, emotional, and social opportunities and can lead to improvements in academic performance in other areas beyond music.

Seven out of 8 schools in the Suburban East Conference, not including White Bear Lake have an orchestra program. Cretin Derham Hall does not have an orchestra program.

Five out of 7 neighboring districts, not including White Bear Lake, have orchestra programs. Of nearby school districts, Mahtomedi and North St. Paul, Maplewood, Oakdale do not have orchestras. South Washington, Roseville, Forest Lake, Stillwater, and Moundsview have orchestra programs..

2. What is the rationale for beginning strings at grade five?

Thorough research into best practices and an evaluation of neighboring school district programs has led us to recommend an elementary start at grade 5 for 2015-16, with the plan to add one grade each year so by the time next year's fifth graders are seniors, the program would span grades 5 through 12.

In reviewing options we evaluated the option of a fourth grade start. If we did so, we would advise starting band at 5th grade, rather than our current start in band at grade 6. Our music department advises that students be given the opportunity to enroll in a strings program one year in advance of the start of a band instrumental offering. There are benefits for both students and the program with an elementary start; developmentally experts advise beginning strings before middle school.

Costs also play a factor in the recommendation. The fifth grade start is more expensive than a sixth grade start would be, but we concluded based on the experience of other districts and research on what is developmentally appropriate, a fifth grade start will permit the development of a much stronger program. By comparison, beginning strings at grade 4 and band at grade 5 would be considerably more expensive.

As has been discussed at several School Board meetings, string instruments are available in a range of sizes, including half and three-quarter sizes, so appropriate instrument fit can be made for each child. In contrast, band instruments are available only in standard sizes. As part of our elementary classroom music program, all students have the opportunity to learn a range of rhythm and percussion instruments, as well as the recorder.

3. What does a strings program include at the elementary level?

A fifth grade lesson program includes students taught in groups, normally of 3-5 students, who meet 30 minutes weekly or in a similar rotation during the school day. The actual schedule is designed by elementary principals, taking into account priorities for what times in the day work best and what times or classes to avoid for pulling students out of other classes or activities.

A fifth grade group ensemble would meet regularly and include all students from within the elementary school.

Both experiences are important for student and programmatic success.

4. What does a strings program include at the 6-12 level?

At the middle and high school levels, the scheduling of string lessons and ensembles would parallel practices in the band program. Beginning at the middle school level, where band and string instruments are both taught, music teachers can begin the process of creating ensembles including a wide range of orchestral instruments.

By the high school level, levels of proficiency and range of instrumentation should be such to allow the high school music teachers to conduct a range of orchestral music. For example, upper level bands and string programs would ideally be scheduled during the same academic period so the teachers can combine the ensembles for orchestral music.

5. How will we ensure access to all students?

We will continue the practices in place with our band program to assure that opportunities to participate in the strings and orchestra program are available based on student interest and not constrained by family economic level or other factors. An important characteristic of highly successful music programs is access and availability to all students.

If any portion of the strings program occurs outside of the school day, such as some ensembles, we will consider all necessary options to allow access to the program.

6. What teacher qualifications and levels of staffing are recommended?

We recommend an initial staffing allocation for the elementary schools of 2 FTE instrumental music specialists with expertise in strings. Responsibilities of teachers would include but are not limited to teaching ensemble rehearsals, teaching lessons to all fifth grade string players, building a successful and sustainable strings program, recruiting students, writing curriculum, ordering materials and completing other duties as needed.

At the middle and high school levels, we anticipate that teaching FTE would be based on the number of students participating in the strings program; because the cohort sizes (number of students per grade) are larger beginning with the 6th grade in 2016-17, we assume that orchestral staffing would be added in lieu of other staff which otherwise would have been needed to teach the increased number of students.

To illustrate, current class sizes by grade are as follows: 5th grade – 555 (lowest class size), 4th grade – 616, 3rd grade – 622, 2nd grade – 672, 1st grade – 674, Kindergarten – 666. The cohorts range from sixty to one hundred fifteen additional students beyond the current fifth grade level.

7. What are anticipated costs for the program?

The estimated cost of two teachers at the elementary level is \$130,000, including the full cost of salary and benefits. This would be an ongoing annual cost for maintaining the program at grade five. For the 6-12 program, staffing the orchestra program does not incur added costs, since students choosing strings would be doing so in lieu of other course options.

When future facilities are being addressed, we should consider the need for climate controlled storage spaces to alleviate the cost of instrument repair, particularly at the high school level. Repair to wood instruments stored in an area without climate control will eventually outweigh the initial cost of creating an appropriate space.

Rehearsal space should also be considered in the secondary facilities study. Some elementary buildings have sufficient space now to dedicate space to the strings program; others schools would need to make modifications with existing space depending on the schedule that is implemented.

Other costs include: instruments, storage units, library songs, music cabinets, method/technique books, posture chairs and music stands. Based on detailed analysis of start up needs, we estimate the annual average costs for the first seven years of the program would be \$46,000 for fully equipping eight elementary schools, both middle schools and the two high school campuses. Cost beyond these years would likely be less, but would reflect an appropriate repair and replacement budget, as would be the case with the band program.

8. What research supports the academic benefits of instrumental music training?

<http://www.plosone.org/article/info%3Adoi%2F10.1371%2Fjournal.pone.0003566>

- The part of the brain responsible for planning, foresight, and coordination is substantially larger for instrumental musicians than for the general public.
- Children who received at least three years ($M = 4.6$ years) of instrumental music training outperformed their control counterparts on two outcomes closely related to music (auditory discrimination abilities and fine motor skills) and on two outcomes distantly related to music (vocabulary and nonverbal reasoning skills). Duration of training also predicted these outcomes. Contrary to previous research, instrumental music training was not associated with heightened spatial skills, phonemic awareness, or mathematical abilities.
- “Music On the Mind,” Newsweek, July 24, 2000
- On the 1999 SAT, music students continued to outperform their non-arts peers, scoring 61 points higher on the verbal portion and 42 points higher on the math portion of the exam.
- Steven M. Demorest and Steven J. Morrison, “Does Music Make You Smarter?,” Music Educators Journal, September, 2000
- The Pittsburgh, Pennsylvania School District analyzed its 1997 dropout rate in terms of students’ musical experience. Students with no ensemble performance experience had a dropout rate of 7.4 percent. Students with one to two years of ensemble experience had a dropout rate of 1 percent, and those with three or more years of performance experience had a dropout rate of 0.0 percent.
- Eleanor Chute, “Music and Art Lessons Do More Than Complement Three R’s,” Pittsburgh Post-Gazette, April 13, 1998

9. At what grades do students begin strings in surrounding districts?

District	Orchestra	Grade started
South Washington	yes	4 th
Stillwater	yes	5 th
Mounds View	yes	4 th
Forest Lake	yes	6 th
Roseville	yes	4 th
Mahtomedi	No	
North St. Paul, Maplewood, Oakdale	No	

AGENDA ITEM: **Approval of Bid—Otter Lake Elementary School HVAC Replacement**

MEETING DATE: **February 9, 2015**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Director of Finance and Operations**

BACKGROUND:

Attached please find a tabulation of the bids received for work related to the Otter Lake Elementary School HVAC replacement project. The project is included in the District's 10-year alternative facilities plan and will be funded using a combination of proceeds from the issuance of alternative facilities bonds and operating capital funds. After reviewing the information with the district's engineer for the project, Hallberg Engineering, Inc., it is recommended that the project be awarded as follows:

Otter Lake Elementary School HVAC Replacement	Contractor	Amount
Base Bid	Thelen Heating & Roofing	1,638,000
Alternate Bid #1 (Chiller)	Thelen Heating & Roofing	586,000
Alternate #3 (Roof Top Unit-1)	Thelen Heating & Roofing	4,000
Total		\$2,228,000

The District's strategic plan includes the following: *Strategy III. 6: Each district facility will have an HVAC system that provides optimum air quality throughout the district.* This project completes the HVAC upgrades at the District's elementary schools and provides equity among the elementary buildings by including the addition of a chiller. Currently, all of the District's elementary schools are air conditioned with the exception of Otter Lake Elementary.

Recommendation: Move to accept the bid for the Otter Lake Elementary School HVAC replacement project submitted by Thelen Heating & Roofing, Inc. in the amount of \$2,228,000.

**WHITE BEAR LAKE AREA SCHOOLS
BID TABULATION**

Building/Site: Otter Lake Elementary School

Project Description: Replacement HVAC System
Project No. R11-1220.001

Bid Opening: February 3, 2015 at 3:00 p.m.

Contractor	Base Bid	Alternate #1	Alternate #2	Alternate #3	Total
Thelen Heating & Roofing	1,638,000	586,000	212,000	4,000	2,440,000
Horwitz/NS/I	1,645,888	613,000	188,000	6,000	2,452,888
General Sheet Metal	1,675,777	575,000	187,000	14,000	2,451,777
Morcon Construction	1,750,000	603,000	199,700	13,700	2,566,400
Northern Air Corporation	1,999,749	690,200	257,940	6,000	2,953,889

AGENDA ITEM: **Policy 703, Annual Audit**
MEETING DATE: **February 9, 2015**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Finance and Operations**

BACKGROUND:

School Board Policy 703, Annual Audit, has been reviewed by the Policy Committee and the administration, had a first reading in January, and is recommended for action.

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

RECOMMENDATION:

To approve Policy 703, Annual Audit, as recommended by the Policy Committee and administration.

Adopted: April 28, 1997

White Bear Lake Area School Board Policy 703

Revised: August 27, 2001

Revised: December 10, 2012

703 ANNUAL AUDIT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENT

- A. The school board shall appoint independent certified public accountants to audit, examine and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and staff shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit its unaudited financial data for the preceding year to the Commissioner for ~~the Department of~~ Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minn. Stat. § 123B.14 Subd. 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The

audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.

- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance Guide issued by the Office of the State Auditor. 03-2
- F. The school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. Ch. 6.

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

Cross References: WBLASB Policy 702 (Accounting)
WBLASB Policy Policy 714: Fund Balances
MSBA Service Manual, Chapter 7, Education Funding

AGENDA ITEM: **Policy 706, Acceptance of Gifts**
MEETING DATE: **February 9, 2015**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Finance and Operations**

BACKGROUND:

School Board Policy 706, Acceptance of Gifts, has been reviewed by the Policy Committee and the administration, had a first reading in January, and is recommended for action.

The purpose of this policy is to provide guidelines for the acceptance of gifts by the School Board.

RECOMMENDATION:

To approve Policy 706, Acceptance of Gifts, as recommended by the Policy Committee and administration.

Adopted: April 28, 1997

White Bear Lake Area School Board Policy 706

Revised: _____

POLICY 706: ACCEPTANCE OF GIFTS

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall attempt to administer it in accordance with the intent of the terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References:

Minn. Stat. § 123~~B~~.40~~2~~, Subd. 3~~6~~ (~~b~~Bequests, ~~d~~Donations, ~~g~~Gifts)

Minn. Stat. § 465.03 (~~g~~Gifts to Municipalities)

Cross References:

AGENDA ITEM: **Policy 714, Fund Balances**
MEETING DATE: **February 9, 2015**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Finance and Operations**

BACKGROUND:

School Board Policy 714, Fund Balances, is a new policy and has been reviewed by the Policy Committee and the administration. Policy 714 had a first reading in January and is recommended for action.

The purpose of this policy is to ensure the financial stability of the White Bear Lake Area Schools, to provide a sound basis to justify a strong financial rating, and to provide a reserve enabling the school district to deal with unforeseen budget expenditures and revenue shortfalls.

RECOMMENDATION:

To approve Policy 714, Fund Balances, as recommended by the Policy Committee and administration.

NEW POLICY

Adopted: _____

White Bear Lake Area School Board Policy 714

POLICY 714: FUND BALANCES

I. PURPOSE

The purpose of this policy is to ensure the financial stability of the White Bear Lake Area Schools, to provide a sound basis to justify a strong financial rating, and to provide a reserve enabling the school district to deal with unforeseen budget expenditures and revenue shortfalls.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is, in compliance with Governmental Accounting Standards Board (GASB) Statement No. 54, to maintain an appropriate fund balance. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. “Assigned” fund balance amounts are comprised of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. “Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.

- D. “Fund balance” means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. “Nonspendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. “Unrestricted” fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned General Fund balance of between 12.5 percent and 16.7 percent of the annual budget, which equates to a range of 1.5 to 2 months of operating expenses. This policy shall also apply to the administration of the Food Service Operating Fund and the Community Education Fund with proper consideration and adjustment to conform with reserve limits established by statute.

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: Superintendent and chief financial officer. Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: MSBA Service Manual, Chapter 7, Education Funding

AGENDA ITEM: **Policy 722, Credit Card Usage**
MEETING DATE: **February 9, 2015**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Finance and Operations**

BACKGROUND:

School Board Policy 722, Credit Card Usage, is a new policy and has been reviewed by the Policy Committee and the administration, had a first reading in January, and is recommended for action.

The purpose of this policy is to control the use of credit cards and to ensure the proper usage of credit cards.

RECOMMENDATION:

To approve Policy 722, Credit Card Usage, as recommended by the Policy Committee and administration.

NEW POLICY

Adopted: _____

White Bear Lake Area School Board Policy 722

722 CREDIT CARD USAGE

I. PURPOSE

The purpose of this policy is to control the use of credit cards and to ensure the proper usage of credit cards.

II. GENERAL STATEMENT

Credit card usage shall be consistent with state law and follow recommendations made by the district's auditors and the Minnesota Office of the State Auditor.

III. CREDIT CARD USAGE

- A. The school board shall authorize the superintendent to annually identify the employees who are authorized to make purchases on behalf of the district. Credit cards shall only be used by those employees authorized to make purchases.
- B. Purchases made with a credit card must be consistent with state law and guidance from the Minnesota Office of the State Auditor.
- C. The authority to use credit cards does not authorize the creation of a new form of debt for the district; credit cards are to be considered another form of authorized payment. Credit card balances shall be paid off on a monthly basis by the employees authorized to use the cards.
- D. Purchases shall be limited to purchases that are made in the regular course of business and for business travel expenses incurred by authorized credit card users. Travel expenses shall include meals, lodging, conference registration, transportation and parking.
- E. Credit card charges shall be limited to \$2,500 per transaction. Any authorized employee who desires to use a credit card to make a purchase greater than this amount must seek prior approval from the superintendent or the district's chief financial officer.
- F. All receipts and other supporting documents must be submitted to the district's business office in a timely manner for review and approval. Itemized receipts are required for substantiation of credit card usage. If the school district does not authorize a credit card purchase, the employee

who made the purchase will be personally liable for the amount of purchase.

- G. Given that listing only the credit card company on a claims list would merely identify the method of payment, a claims list must identify the vendors providing the goods or services. Invoices and receipts must be retained and submitted to support the items charged in the bill from the credit card company.
- H. The purchase of non-business related and/or personal items and services is prohibited. Credit cards shall not be used for cash advances. The purchase of alcoholic beverages and tobacco is prohibited.
- I. If a credit card is lost or stolen, the authorized user shall notify the district's business office immediately.
- J. The district shall not issue debit cards because debit cards allow funds to be immediately withdrawn from the district's financial account, provide fewer protections than credit cards and circumvent statutory claims approval safeguards.
- K. All authorized users are required to provide a signed, written acknowledgement of the district's credit card policy prior to the use of a district issued credit card.

Cross Reference: *Minnesota Office of the State Auditor Statement of Position on Credit Card Use and Policies, February 2014.*