

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

September 9, 2013

MISSION STATEMENT

The mission of the White Bear Lake Area School District, a leader in innovative education and community partnerships, is to ensure our students:

- **develop a love for learning,**
- **excel academically,**
- **are inspired to realize their dreams, and**
- **become engaged citizens with a global understanding**

by challenging each student with a dynamic, respectful and inclusive environment that nurtures the unique talents and abilities of every student.

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

To: Members of the School Board

From: Dr. Michael J. Lovett
Superintendent of Schools

Date: August 3, 2013

A meeting of the White Bear Lake Area School Board will be held on **Monday, September 9, 2013** at 7:00 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

AGENDA

A. PROCEDURAL ITEMS

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

B. PUBLIC FORUM

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open up to 30 minutes (3minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those wishing to address the Board should fill out the Public Forum Speaker Card and submit the card to the School Board clerk or other district official at the meeting
4. Questions may be asked on any topic, including those on the agenda.
5. School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Under School Board Policy 206, complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.
6. An attempt will be made to answer questions addressed to the Board. In those cases where an answer is not provided, a phone call from an appropriate school district official will be made as a follow-up.
7. A handout on the purpose of School Board meetings and the meeting process is available at each School Board meeting.
8. Citizens may be asked to address the school board on a particular subject during the discussion of that item.

9. The School Board chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

C. INFORMATION ITEMS

1. Use of Capital Projects Levy Revenue
2. Opening School Report
3. GFOA and ASBO Awards
4. Superintendent's Report

D. DISCUSSION ITEMS

1. Measures of Student Success for 2013
2. First Reading of School Board Policy 707, Transportation of Public School Students
3. Superintendent Evaluation

E. OPERATIONAL ITEMS

1. Action on School Board/Superintendent Goals and Strategic Plan Priorities for 2013-14
2. Second Reading of School Board Policy 708, Transportation of Nonpublic School Students
3. Second Reading of School Board Policy 709, Student Transportation Safety Policy

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Induction of Student Representative**

MEETING DATE: **September 9, 2013**

SUGGESTED DISPOSITION: **Procedural Item**

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

BACKGROUND:

Kidus Ketema, 12th grade student at South Campus will serve as the Student Representative for the 2013-14 school year. He is involved in National Honors Society, Chemistry Club, Superintendent's Student Advisory Committee, tennis, and is in the process of starting a Business Club.

Ryan Burke, 12th grade student at South Campus will serve as the Alternate Student Representative for the 2012-13 school year. He is involved in WBLAHS tennis, cross country, National Honor Society and LINK Crew.

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **September 9, 2013**
SUGGESTED DISPOSITION: **Procedural Items**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

Consent Agenda

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

RECOMMENDATION:

Approve the items listed on the Consent Agenda.

Consent Agenda Item A-6(a)
September 9, 2013
School Board Meeting

AGENDA ITEM: School Board Minutes
MEETING DATE: September 9, 2013
SUGGESTED DISPOSITION: Consent Agenda
CONTACT PERSON(S): Cathy Storey, School Board Clerk

Background:

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

Recommendation: Approve the minutes.

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

A special work-study session of the White Bear Lake Area School Board was held on Monday, August 12, 2013 at 5:30 p.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Call To Order – Newberg called the meeting to order at 5:32 p.m.
2. Roll Call – Present: Hiniker, Kimball, Newberg, Shevik, Storey, Swanson
Chapman arrived at 5:37 p.m.

Ex-Officio: Lovett

Cabinet: Present – Law, Picha; Willcoxon joined via phone at 6:10 p.m.

B. DISCUSSION ITEM

1. Negotiation Study Session – Hiniker motioned; Swanson seconded to close the meeting at 5:35 p.m. **Voice vote: All ayes. Motion carried.** Meeting was closed and recording began at 5:35 p.m.

Chris Picha, Director of Human Resources, David Law, Assistant Superintendent, and Pete Willcoxon, Executive Director of Business Services, discussed the current status of negotiations.

- C. ADJOURNMENT** - Shevik motioned; Swanson seconded to adjourn the meeting at 6:51 p.m. **Voice vote: All ayes. Motion carried.**

Submitted by: Cathy Storey, Clerk

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

A meeting of the White Bear Lake Area School Board was held on Monday, August 12, 2013 at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEM

- 1 Chair Newberg called the meeting to order at 7:01 p.m.
- 2 Roll Call- Present: ***Chapman, Hiniker, Kimball, Newberg, Shevik, Storey, Swanson***
Ex-Officio: Lovett
Cabinet: Present – Daniels, Garrison, Law, Picha, Vette, Wehrkamp
- 3 Pledge of Allegiance
- 4 Hiniker moved, Swanson seconded to approve the agenda. ***Voice vote: all ayes. Motion carried.***
- 5 Storey moved, Chapman seconded to approve the consent agenda consisting of:
 - approval of minutes of regular meeting on July 8, and work-study session/Board retreat of July 8;
 - payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - passage of resolution to approve field trip; passage of resolution to approve personnel issues to include:
 - **Resignations - Classified Staff**
Noah Dombrowski – Pupil Support Assistant, High School-North Campus
Employed by District 624 since 09/04/2012
Effective Date: 08/05/2013
Joseph Palumbo – Assistant Head Custodian Engineer-A-Bldg., Sunrise MS,
Employed by District 624 since 09/13/2010
Effective Date: 08/02/2013
Lucy Sweeney – Pupil Support Assistant, Birch Lake Elementary
Employed by District 624 since 11/08/2012
Effective Date: 08/02/2013
Amanda Zahler – Program Assistant Leader, Hugo Elementary
Employed by District 624 since 10/02/2006
Effective Date: 07/02/2013
 - **Retirement - Classified Staff**
Deborah Follmer – Pupil Support Assistant, Lakeaires Elementary
Employed by District 624 since 09/22/1998
Effective Date: 08/31/2013
 - **Resignation - Certified Staff**
Travis Pelinka – .60 PE/Health Teacher, Sunrise Middle School
Employed by District 624 since 08/24/2011
Effective Date: 07/01/2013
 - **Change In Continuing Contract - Certified Staff**
Jillian Hautman – Spanish Teacher, Oneka/Otter Lake Elementary
From a .70 f.t.e. to a 1.00 f.t.e.

Effective Date: 2013-2014 School Year

Jennifer Gere – Instrumental Teacher, Central/Sunrise Middle Schools

From a .90 f.t.e. to a 1.00 f.t.e.

Effective Date: 2013-2014 School Year

Lai Lau – Chinese, Lincoln/Vadnais Heights Elementary

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

Effective Date: 2013-2014 School Year

Danielle Olsrud – Spanish Teacher, Otter Lake Elementary

From a .70 f.t.e. to a 1.00 f.t.e.

Effective Date: 2013-2014 School Year

Danielle Perrier-Miller – School Psychologist, Lincoln Elementary

From a .85 f.t.e. to a 1.00 f.t.e.

Effective Date: 2013-2014 School Year

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

Joshua Bock – Elementary Teacher, Oneka Elementary

Employed by District 624 since 08/22/2002

Effective Dates: 03/17/2014 through 06/06/2014

➤ Kelly Pylkas-Bock – Elementary Teacher, Matoska International

Employed by District 624 since 08/24/2000

Effective Dates: 08/26/2013 through 03/07/2014

➤ **Change In Part - Time Leave Request - Certified Staff**

Josephine Robinson – Guidance Counselor, High School-South Campus

.60 Leave (.40 position)

Effective Date: 2013-2014 School Year

➤ **Part - Time Leave Request - Certified Staff**

Debra Thibault – Elementary Teacher, Oneka Elementary

.20 Leave (.80 position)

Effective Date: 2013-2014 School Year

➤ **Change In Position – Supervisory Staff**

Andrea Wildman Hilal – Coordinator–Adult Programs, Senior Center

\$63,750.00

Effective Date: 07/01/2013

➤ **New Personnel – Cabinet - Correction In Salary**

Peter Willcoxon, Sr. – .5 Executive Director of Business Services, District

\$37,480.00

Effective Dates: 07/01/2013 through 12/31/2013

➤ **New Personnel – Classified Staff**

John Koeger – Pupil Support Assistant, High School-North Campus

\$16.65 / hr. 6.5 hrs. /week 180 days \$19,480.50

Effective Date: 09/03/2013

Huong Nguyen – Pupil Support Assistant-ECSE-K, Normandy

\$16.65 / hr. 29 hrs. /week 145 days \$17,503.31

Effective Date: 08/27/2013

Debra Villafania – HR Specialist, District Center

\$47,069.50 (pro-rated based on \$53,209.00)

Effective Date: 08/13/2013

➤ **New Personnel – Professional Staff**

Steven Asper – Technology Support Manager, District Center

\$78,952.10 (Pro-rated on \$89,250.00)

Effective Date: 08/12/2013

Sara Derby – Special Services Supervisor, District Center

\$90,931.75 (Pro-rated on \$96,500.00)

Effective Date: 07/22/2013

➤ **New Personnel – Certified Staff**

Danielle Cotts – Kindergarten Teacher, Vadnais Heights Elementary

BA+45, Step 2 \$41,078.00

Effective Date: 2013 – 2014 School Year

Monica Doherty – Play & Learn Teacher, Normandy Park

\$18,900.00

Effective Date: 2013 – 2014 School Year

Rachel Gilbert – .5 PE/DAPE Teacher, Central MS/High School-South Campus

BA, Step 1 \$18,609.50

Effective Date: 2013 – 2014 School Year

Brigette Johnson – .85 DAPE/PE/Health Teacher, Sunrise MS/High School

MA, Step 1 \$35,571.00

Effective Date: 2013 – 2014 School Year

Kimberly Johnson – Kindergarten Teacher, Lakeaires Elementary

MA, Step 3 \$44,281.00

Effective Date: 2013 – 2014 School Year

Margaret Landby – .3 German Teacher, Sunrise Middle School

BA+60, Step 12 \$18,027.90

Effective Date: 2013 – 2014 School Year

Mary Maloy – Kindergarten Teacher, Hugo Elementary

BA+15, Step 12 \$55,629.00

Effective Date: 2013 – 2014 School Year

Martin Mudek – Social Studies Teacher, Central/Sunrise Middle Schools

MA, Step 9 \$55,699.00

Effective Date: 2013 – 2014 School Year

Elizabeth Waeghe – .4 ECSE Teacher, Normandy Park

BA+45, Step 12 \$22,441.20

Effective Date: 2013 – 2014 School Year

➤ **New Long Term Substitutes – Certified Staff**

Normalyn Haley – Elementary Teacher, Matoska International/Oneka Elementary

BA, Step 1 \$37,219.00

Effective Date: 2013 – 2014 School Year

Colleen Kopp – Intervention Teacher, Hugo/Oneka Elementary

BA, Step 2 \$38,342.00

Effective Date: 2013 – 2014 School Year

Tracy Smith – .5 Mathematics Teacher, Sunrise Middle School

BA+45, Step 2 \$20,539.00

Effective Date: 08/21/2013 through 01/20/2014

Tanner Stevens – Science Teacher, High School-North/South Campuses

BA+45, Step 2 \$41,078.00

Effective Date: 2013 – 2014 School Year

B. PUBLIC FORUM - Ms. Ramona Jwanouskos, community member from White Bear Lake, spoke of concerns regarding Board approved levy monies.

C. INFORMATION ITEMS

1. Presentation of Awards from National School Public Relations Association - Marisa Vette, Director of Communications and Community Relations, presented an overview of awards recently presented to the White Bear Lake Area School District (WBLASD) at the National

School Public Relations Association (NSPRA) national meeting. Congratulations to Marisa and her team for winning one third of the awards presented within the state of Minnesota as well as making an excellent showing nationally. This is the fifth consecutive year the District has received awards from NSPRA. In the spring of 2013, the District also received state publications awards from Minnesota School Public Relations Association and the Minnesota Association of Government Communicators.

2. Presentation on Student Trip to Partnership School in Leipzig, Germany - Fay Kotilinek and Karla Booth, German teachers in the District, along with four of their students, presented a recap of their recent trip to our partnership school in Leipzig, Germany. In the fall of 2012, White Bear Lake Area High School hosted fifteen students from Leipzig. Their high school and ours are part of the German-American Partnership Program (GAPP).
3. Superintendent's Report – Dr. Lovett presented on the following:
 - Back to school activities are gearing up! School supply lists are available on the District website. Open house, welcome back and transition activities will be starting soon. More details may be found on the individual school websites. This includes Where Everybody Belongs (WEB) for middle school and the new LINK program for transitioning into 9th grade at North Campus. The first day of fall sports kicked off on Monday. Activities calendars for the 2013-14 school year will be sent later this month to District families who have students in our schools. Community members who would like a calendar may stop by any of our District schools in September or request a calendar by calling 651-407-7563.
 - Marketfest – Thanks to all who stopped by Marketfest this summer. Photos have been posted on the WBLASD Facebook page.
 - Senior Activity Pass – District community members age 65 and older who have not applied in past years are invited to apply for our Senior Activity Pass which allows free entry into a variety of activities including home athletic contests, concerts, theater productions and more. Those who have applied in the past will be receiving their passes in the mail. Please call 651-407-7563 if you would like to obtain your free pass.

Additional information can be found at the District website: www.isd624.org.

D. DISCUSSION ITEMS

1. Presentation on Capital Projects Levy - Dr. Lovett and Marisa Vette presented an overview of the Capital Projects Levy which expired with our last property tax cycle. The revenue generated by this voter approved levy has been in place for ten years and contributed significantly to the ability of the District to meet its ongoing and increasing needs in the areas of technology, large musical instruments, textbook and media materials. The Board directed administration to work with District legal counsel to develop a resolution to address this issue at its July regular School Board meeting.
2. Preliminary Recommendation for School Board/Superintendent Goals for 2013-14 - Dr. Lovett reviewed the preliminary recommended goals for 2013-14. . Most goals are drawn directly from the District's Strategic Plan with the addition of goals on finance, communications and marketing and a small number of operational goals. These will be further discussed at the August Work Study meeting.

3. First Reading of School Board Policy 708, Transportation of Nonpublic School Students - This policy was introduced and will appear on the September 9 or subsequent Board meeting agenda for approval.
4. First Reading of School Board Policy 709, Student Transportation Safety Policy – This policy was introduced and will be appear on the September 9 or subsequent Board meeting for approval.

E. OPERATIONAL ITEMS

1. Shevik motioned and Chapman seconded to approve the resolution relating to approving a Capital Projects Levy Authorization and calling an election thereon. ***Roll call vote, ayes - Chapman, Hiniker, Kimball, Newberg, Shevik, Storey, Swanson, nays – none. Motion carried.***
2. Kimball motioned and Hiniker seconded to approve the resolution regarding Open Enrollment. ***Roll call vote, ayes - Chapman, Hiniker, Kimball, Newberg, Shevik, Storey, Swanson, nays – none. Motion carried.***

F. BOARD FORUM - Kimball welcomed all new hires to the White Bear Lake Area School District.

G. ADJOURNMENT - Shevik moved; Newberg seconded to adjourn the meeting at 8:19 p.m. **Voice vote: All ayes. Motion carried.**

Submitted by: Cathy Storey, Clerk

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

A work-study session of the White Bear Lake Area School Board was held on Monday, August 26, at 5:30 p.m. in the 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 5:34 p.m.
2. Roll Call – Present: *Newberg, Shevik, Chapman, Kimball, Swanson* Absent: *Hiniker, Storey* Ex-Officio: Lovett Cabinet: Willcoxon, Picha, Garrison, Vette Administration: McGrane, Malwitz, Switzer, Tate, Wald, Bosch

B. DISCUSSION ITEMS

1. Strategic Plan Updates
 - a. 1.1 Update on Measures of Student Success for 2012-13 – Teaching and Learning, and Professional Learning and Development administrators, Mary McGrane, Ann Malwitz and Lisa Switzer presented an overview of math, reading and science MCA test results for the district.
 - b. 1.2 Update on High School Review – North Campus principal, Don Bosch, and South Campus principal, Tim Wald, reported on the results of a survey of students, families and teaching staff with regard to the school district's efforts to strengthen the high school's programs and offerings.
 - c. 2.2 Update on Status of Immersion Program Planning – Dr. Lovett and administration recommended that the school district continue to study the potential of implementing an immersion program over the next year, with possible recommendation coming to the school board in November 2014. Dr. Lovett provided a review of the school district's implementation of the K-5 world languages program and offerings that began during the 2011-12 school year, and noted the importance of developing a strong K-5 world languages program, continuing to strengthen collaboration between elementary and secondary, and the need to building capacity within the current structure.
2. Review Status of Information Campaign for Capital Projects Levy Renewal – Marisa Vette, Director of Communications and Community Relations, provided an overview of the school district's informational campaign for the capital projects levy, including legal notices, community and parent meetings, meetings with local municipalities within the school district boundaries, and information provided through school district resources, such as the district's website.

3. Review School Board/Superintendent Goals for 2013-14 – Dr. Lovett and Board Chair, Janet Newberg, provided an update on the 2013-14 goals. These goals, detailed in the complete board meeting packet, are the result of the district’s strategic planning process and other recommendations by administration. The district is on track to present these goals for school board adoption at the regular meeting of the school board in September.
4. Negotiation Study Session – Swanson moved, and Shevik seconded, to adjourn the work study session for the purpose of conducting a negotiations study session. **Voice vote: All ayes. Motion carried.**
5. Superintendent Evaluation – A separate motion was made by Chapman, and seconded by Shevik, to adjourn the work study session for the purpose of conducting a review of the superintendent’s evaluation for 2012-13. **Voice vote: All ayes. Motion carried.**

The work study session was adjourned at 7:25 p.m.

The school board moved into closed session at 7:26 p.m. to discuss updates on negotiations, as well as to review the superintendent’s performance evaluation for 2012-13.

Negotiations Study Session – Present: Newberg, Shevik, Kimball, Chapman, Swanson, Willcoxon, Picha, Law. Administration provided an update on negotiations.

Superintendent Evaluation – Present: Newberg, Shevik, Kimball, Chapman, Swanson, Lovett. The school board and the superintendent discussed the superintendent evaluation for 2012-13, and recommended that a summary of the process be included on the September regular board meeting agenda.

ADJOURNMENT – Shevik moved, and Swanson seconded to adjourn the meeting at 8:15 p.m. **Voice vote: All ayes. Motion carried.**

Consent Agenda Item A-6(b)
September 9, 2013
School Board Meeting

AGENDA ITEM: Monthly Check Registers

MEETING DATE: September 9, 2013

SUGGESTED DISPOSITION: Consent Agenda

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

Background:

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

Recommendation:

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

White Bear Lake Area Schools Electronic Transfers - August

	8/15/2013	8/30/2013
Direct Deposit 361815-362350	439,480.18	
U.S. Treasury (FICA, Medicare, withholding)	156,196.79	
MN State Income Tax	25,089.94	
PERA	47,037.49	
TRA	34,685.90	
ING	1,141.68	
American Funds	8,035.85	
Direct Deposit 362351-362991		440,023.94
U.S. Treasury (FICA, Medicare, withholding)		154,962.28
MN State Income Tax		24,658.63
PERA		46,745.74
TRA		37,966.38
ING		701.68
American Funds		8,433.35
Extended Day Dues		489.00

Check Nbr	Vendor Name	Check Date	Check Amount
131400126	ALLISON, CHRISTINA M	08/06/2013	5.88
131400127	BRADDOCK, JULIE ANN	08/06/2013	149.54
131400128	BRANHAM, CHELSEY J	08/06/2013	34.01
131400129	BURKE, ERIN M	08/06/2013	33.00
131400130	CHARBONNEAU, JANET N	08/06/2013	75.51
131400131	DERBY, SARA A	08/06/2013	73.48
131400132	DEUEL, LYN M	08/06/2013	31.18
131400133	DORNER, JULIE A	08/06/2013	69.99
131400134	ENGSTRAN, PAUL A	08/06/2013	40.00
131400135	FINKE, CARLA J	08/06/2013	41.19
131400136	FRY, JOHN E	08/06/2013	162.16
131400137	GELDERMAN, DANIEL S	08/06/2013	131.65
131400138	GRITZMACHER, SHAWN W	08/06/2013	526.26
131400139	HAHN, LAURIE J	08/06/2013	379.60
131400140	HARRIMAN, DION D	08/06/2013	182.99
131400141	HERMANN, TIMOTHY J	08/06/2013	886.09
131400142	HOFF, ERIN J	08/06/2013	430.53
131400143	HOLT, RENEE E	08/06/2013	29.40
131400144	KANCANS, ANDREW V	08/06/2013	96.06
131400145	KEESE, JENNIFER R	08/06/2013	101.42
131400146	KOTILINEK, FAY P	08/06/2013	55.28
131400147	LACASSE, KIM S	08/06/2013	40.71
131400148	LAW, DAVID W	08/06/2013	114.70
131400149	LEMIEUX, TAMARA M	08/06/2013	84.76
131400150	MILLER, MOLLY M	08/06/2013	33.62
131400151	PERCIVAL, PATRICIA A	08/06/2013	824.74
131400152	PICHA, CHRISTINA K	08/06/2013	601.17
131400153	PIERRE, CHRISTINA K	08/06/2013	444.28
131400154	RITTENHOUSE, PAULA M	08/06/2013	213.55
131400155	SCHMITT, ALYSSA A	08/06/2013	129.39
131400156	SCHMIDT, HEATHER RAE	08/06/2013	228.24
131400157	SCHMIDT, NOEL N	08/06/2013	4,826.04
131400158	SEHR, DEBRA JEAN	08/06/2013	25.69
131400159	STUMPNER, JODI L	08/06/2013	156.42
131400160	ULFIG, COLLEEN M	08/06/2013	29.09
131400161	WILDMAN HILAL, ANDREA L	08/06/2013	38.97
131400162	WILHELMY, MARIE F	08/06/2013	53.67
131400163	XIONG, XUE	08/06/2013	446.50

38	ACH	Check(s) For a Total of	11,826.76
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	38	ACH	Checks For a Total of	11,826.76
	0	Computer	Checks For a Total of	0.00
Total For	38	Manual, Wire Tran, ACH & Computer	Checks	11,826.76
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		11,826.76

Check Nbr	Vendor Name	Check Date	Check Amount
45373	AARP DRIVER SAFETY PROGRAM	08/08/2013	144.00
45374	ACCESS COMMUNICATIONS INC	08/08/2013	2,847.50
45375	ACT INC	08/08/2013	200.00
45376	THE ACTIVE NETWORK	08/08/2013	67.00
45377	AMAZON	08/08/2013	3,880.80
45378	AMAZON	08/08/2013	1,092.71
45379	AMAZON	08/08/2013	1,073.13
45380	AMAZON	08/08/2013	84.57
45381	AMERICAN MESSAGING	08/08/2013	113.53
45382	ANDERSON, KAY	08/08/2013	60.45
45383	APEX LAMPS	08/08/2013	289.00
45384	APPLIED ENVIRONMENTAL SCI INC	08/08/2013	1,876.80
45385	AUDUBON CENTER OF THE NORTH WO	08/08/2013	1,531.00
45386	AVON BUSINESS FORMS & PROMOTIO	08/08/2013	1,350.32
45387	BIO CORPORATION	08/08/2013	379.41
45388	BLICK ART MATERIALS	08/08/2013	1,222.57
45389	BLOMQUIST, EVAN	08/08/2013	100.00
45390	CAMBIUM LEARNING INC	08/08/2013	900.00
45391	CAMP ST CROIX	08/08/2013	426.00
45392	CDW GOVERNMENT INC	08/08/2013	691.79
45393	CENTRAL STATES SAFETY	08/08/2013	57.00
45394	CENTURY POWER EQUIPMENT	08/08/2013	78.75
45395	CENTURY COLLEGE	08/08/2013	995.00
45396	CERTIFIED LABORATORIES	08/08/2013	302.35
45397	CHILDREN'S HEALTH MARKET INC	08/08/2013	786.50
45398	CLINICARE CORP	08/08/2013	1,027.62
45399	CLINTON, ERIC	08/08/2013	210.00
45400	CONSTRUCTION MANAGEMENT BUILDI	08/08/2013	56,186.29
45401	COMCAST	08/08/2013	43.90
45402	COMO PARK ZOO AND CONSERVATORY	08/08/2013	135.00
45403	CONNEY SAFETY PRODUCTS	08/08/2013	241.40
45404	CONSTRUCTIVE PLAYTHINGS	08/08/2013	3,742.60
45405	CONTINENTAL CLAY CO	08/08/2013	125.29
45406	Vendor Continued Check	08/08/2013	0.00
45407	CONTINENTAL RESEARCH CORP	08/08/2013	5,273.88
45408	COOPS SPORTSWEAR	08/08/2013	1,268.00
45409	Vendor Continued Check	08/08/2013	0.00
45410	COPY IMAGES INC	08/08/2013	5,904.58
45411	COPY IMAGES INC	08/08/2013	617.91
45412	CRESS, ROMAN W	08/08/2013	676.00
45413	CUP AND CONE	08/08/2013	374.00
45414	Vendor Continued Check	08/08/2013	0.00
45415	Vendor Continued Check	08/08/2013	0.00
45416	Vendor Continued Check	08/08/2013	0.00
45417	DALCO CORPORATION	08/08/2013	11,997.52
45418	DART PORTABLE STORAGE INC	08/08/2013	450.00
45419	DEJARLAIS, MARILYN	08/08/2013	20.61
45420	DEPPERT, CURT TIMOTHY	08/08/2013	20.25
45421	DISCOUNT SCHOOL SUPPLY	08/08/2013	71.81
45422	DONATELLI'S	08/08/2013	212.06

Check Nbr	Vendor Name	Check Date	Check Amount
45423	DOOR SERVICE COMPANY	08/08/2013	349.00
45424	DWYER, BENJAMIN J	08/08/2013	683.00
45425	E L REINHARDT	08/08/2013	72.00
45426	EARLY, SHERRY	08/08/2013	33.99
45427	EBSCO	08/08/2013	205.27
45428	EESCO UNITED ELECTRIC	08/08/2013	39.50
45429	ELECTRIC MOTOR REPAIR	08/08/2013	97.42
45430	ELSTAD, TRACY LYNN	08/08/2013	9.55
45431	FASTENAL COMPANY	08/08/2013	63.90
45432	FEDEX	08/08/2013	124.61
45433	FISHER SCIENTIFIC	08/08/2013	89.33
45434	FLEETPRIDE	08/08/2013	39.49
45435	FLORIN, JOLYN A	08/08/2013	729.00
45436	GARDEN & ASSOCIATES INC	08/08/2013	860.00
45437	GOLDCOM INC	08/08/2013	218.90
45438	GOLDEN HARVEST FOODS LLC	08/08/2013	189.01
45439	GOPHER	08/08/2013	270.02
45440	Vendor Continued Check	08/08/2013	0.00
45441	GRAINGER	08/08/2013	2,493.61
45442	GRANGER, BARBARA J	08/08/2013	80.00
45443	GREATAMERICA FINANCIAL SERVICE	08/08/2013	1,404.56
45444	GROTH MUSIC CO	08/08/2013	594.00
45445	GTM SPORTSWEAR	08/08/2013	774.00
45446	HAAS MUSICAL INSTRUMENT REPAIR	08/08/2013	90.20
45447	HANSON, PAUL	08/08/2013	700.00
45448	HEADSETS.COM INC	08/08/2013	1,659.60
45449	HEDBERG AGGREGATES	08/08/2013	386.42
45450	HELLO DIRECT INC	08/08/2013	687.38
45451	HERC-U-LIFT	08/08/2013	421.50
45452	HISDAHL INC	08/08/2013	91.00
45453	HISTORIC FORT SNELLING	08/08/2013	750.00
45454	HOGLUND BUS AND TRUCK CO	08/08/2013	1,459.05
45455	HOME DEPOT CREDIT SERVICES	08/08/2013	559.82
45456	HORN, BARBARA	08/08/2013	17.42
45457	HOUGHTON MIFFLIN HARCOURT	08/08/2013	7,541.95
45458	HUGO CITY OF	08/08/2013	2,049.08
45459	IMPACT FLOORING	08/08/2013	1,510.80
45460	INTEGRA TELECOM	08/08/2013	319.02
45461	INTL BACCALAUREATE ORGANIZATIO	08/08/2013	3,500.00
45462	INVENTORY MGMT PARTNERS LLC	08/08/2013	2,176.26
45463	ISD #834 STILLWATER AREA SCHOO	08/08/2013	43,550.00
45464	Vendor Continued Check	08/08/2013	0.00
45465	JIMMY JOHNS #869	08/08/2013	582.88
45466	JOHN DEERE LANDSCAPES	08/08/2013	869.97
45467	JOHNSON, JUDITH ANN	08/08/2013	502.00
45468	JOKINEN, MARTIN	08/08/2013	139.60
45469	K PEARSON MECHANICAL LLC	08/08/2013	2,807.77
45470	KAISER, PHYLLIS	08/08/2013	19.55
45471	KATH FUEL OIL SERVICE CO	08/08/2013	567.49
45472	KENDALL HUNT PUBLISHING	08/08/2013	353.06

Check Nbr	Vendor Name	Check Date	Check Amount
45473	KOWALSKIS MARKET	08/08/2013	75.60
45474	KRAFT CONTRACTING & MECHANICAL	08/08/2013	924.49
45475	KULLY SUPPLY COMPANY	08/08/2013	509.02
45476	LEE, CHARLOTTE L	08/08/2013	246.00
45477	LEGO EDUCATION	08/08/2013	2,000.00
45478	LONG, NICHOLAS	08/08/2013	425.00
45479	L T G POWER EQUIPMENT	08/08/2013	40.95
45480	MAD SCIENCE OF MINNESOTA	08/08/2013	2,444.00
45481	MARIS LLC	08/08/2013	360.00
45482	MASE	08/08/2013	410.00
45483	MN ASSOC OF SECONDARY SCHOOL P	08/08/2013	360.00
45484	THE MASTER TEACHER	08/08/2013	347.50
45485	MATHIESON, SARA	08/08/2013	10.20
45486	MERZER MALP, SHEILA	08/08/2013	605.00
45487	METRO ECSU	08/08/2013	120.00
45488	MID CITY SERVICES - INDUSTRIAL	08/08/2013	218.39
45489	MIDWEST BUS PARTS INC	08/08/2013	435.00
45490	MINNEAPOLIS PARK & RECREATION	08/08/2013	50.00
45491	MINNETONKA PUBLIC SCHOOLS	08/08/2013	468.00
45492	MINVALCO INC	08/08/2013	184.73
45493	MN DEPT OF LABOR & INDUSTRY	08/08/2013	55.00
45494	MN ELEVATOR INC	08/08/2013	290.77
45495	MN ZOO	08/08/2013	225.00
45496	MOBILE RADIO ENGINEERING INC	08/08/2013	247.00
45497	MODERN FENCE & CONST INC	08/08/2013	625.00
45498	MN REC & PARK ASSN (MRPA)	08/08/2013	320.00
45499	NATL GEOGRAPHIC KIDS	08/08/2013	250.00
45500	NOLEN, CHERELLE	08/08/2013	381.35
45501	Vendor Continued Check	08/08/2013	0.00
45502	NORTH CENTRAL TRUCK EQUIPMENT	08/08/2013	1,678.14
45503	NORTH STAR BANK	08/08/2013	38,400.00
45504	NORTHEAST METRO INTERMEDIATE D	08/08/2013	114.00
45505	O'REILLY AUTOMOTIVE INC	08/08/2013	2,308.09
45506	OLSEN FIRE PROTECTION	08/08/2013	2,930.00
45507	ORKIN INC	08/08/2013	66.23
45508	PAI LLC	08/08/2013	120.46
45509	PALMER WEST CONSTRUCTION	08/08/2013	98,559.90
45510	PALUMBO, JOSEPH L	08/08/2013	61.01
45511	PERFECTION LEARNING CORP	08/08/2013	121.66
45512	PETERSON BROS ROOFING & CONST	08/08/2013	13,925.00
45513	PITNEY BOWES PURCHASE POWER	08/08/2013	1,000.00
45514	PITNEY BOWES	08/08/2013	618.00
45515	PRAXAIR DISTRIBUTION INC	08/08/2013	122.05
45516	PRESS PUBLICATIONS	08/08/2013	1,394.70
45517	PURINTON, KEVIN	08/08/2013	160.00
45518	RAMSEY COUNTY PARKS/REC DEPT	08/08/2013	875.00
45519	REBYL SPORTS INC	08/08/2013	354.00
45520	RESERVE ACCOUNT	08/08/2013	5,000.00
45521	RICOH AMERICAS CORP	08/08/2013	437.81
45522	ROSEVILLE AREA SCHOOLS	08/08/2013	16,912.49

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45523	S & T OFFICE PRODUCTS INC	08/08/2013	379.30
45524	Vendor Continued Check	08/08/2013	0.00
45525	SAFETYFIRST PLAYGROUND SURFACI	08/08/2013	46,801.40
45526	SAFFOLD, KEARY	08/08/2013	400.00
45527	SAFFOLD, KYLAN	08/08/2013	100.00
45528	SAINTS NORTH MAPLEWOOD	08/08/2013	192.50
45529	SAM'S CLUB/GEMB	08/08/2013	156.92
45530	SAM'S CLUB/GEMB	08/08/2013	586.24
45531	SAMACO SUPPLY	08/08/2013	1,359.00
45532	SANTI, MARY	08/08/2013	72.25
45533	SCHOLASTIC INC	08/08/2013	1,657.84
45534	SEA LIFE MN INC	08/08/2013	180.00
45535	SEIPEL, DAVID	08/08/2013	22.05
45536	SOCIETY FOR HUMAN RESOURCE MGM	08/08/2013	180.00
45537	SI KIDS	08/08/2013	249.50
45538	SIMPLEXGRINNELL LP	08/08/2013	1,639.16
45539	SMITH, DELON	08/08/2013	420.00
45540	SOCIAL THINKING PUBLISHING	08/08/2013	340.00
45541	SOUTHWEST BINDING & LAMINATING	08/08/2013	396.62
45542	SPECIALTY PROMOTIONS	08/08/2013	2,240.50
45543	ST PAUL LINOLEUM & CARPET COMP	08/08/2013	2,288.64
45544	ST PAUL PIONEER PRESS	08/08/2013	87.45
45545	STARTECH TELECOMMUNICATIONS	08/08/2013	728.00
45546	SUBSCRIPTION SERV OF AMER INC	08/08/2013	436.79
45547	SUBURBAN RAMSEY COUNTY CTIC	08/08/2013	7.00
45548	TARGET BANK	08/08/2013	1,000.00
45549	TEACHERS RETIREMENT ASSOC	08/08/2013	44.14
45550	TEKK INTL	08/08/2013	146.00
45551	TEXTBOOK WAREHOUSE INC	08/08/2013	2,778.75
45552	TIES	08/08/2013	1,000.00
45553	TIGER OAK PUBLICATIONS	08/08/2013	8,900.00
45554	TIME FOR KIDS	08/08/2013	110.50
45555	TOP TALENT SOLUTIONS	08/08/2013	840.32
45556	TRAEGER, MARY	08/08/2013	10.20
45557	TRAVEL LEADERS	08/08/2013	2,678.44
45558	TRIO SUPPLY COMPANY	08/08/2013	197.40
45559	TRUSTED EMPLOYEES	08/08/2013	1,190.00
45560	TWIN CITY NURSERY INC	08/08/2013	457.99
45561	TWIN PINES IMPRINTING	08/08/2013	595.99
45562	U.S. ENERGY SERVICES INC	08/08/2013	4,918.15
45563	UCPGC INFINITEC MN GRANT	08/08/2013	4,087.00
45564	VAIL, GAYLE J	08/08/2013	10.20
45565	VANDERBILT UNIVERSITY	08/08/2013	40.00
45566	VERIZON WIRELESS	08/08/2013	358.21
45567	Vendor Continued Check	08/08/2013	0.00
45568	VIKING ELECTRIC SUPPLY	08/08/2013	8,940.65
45569	VIRCO INC	08/08/2013	789.40
45570	WALKER ART CENTER	08/08/2013	225.00
45571	WARD, DARRELL E	08/08/2013	254.60
45572	WARD'S SCIENCE	08/08/2013	81.18

Check Nbr	Vendor Name	Check Date	Check Amount
45573	WASTE MANAGEMENT OF WI-MN	08/08/2013	12,342.19
45574	WHITE BEAR BOWL	08/08/2013	332.00
45575	WHITE BEAR GLASS INC	08/08/2013	202.00
45576	WHITE BEAR LAKE CITY	08/08/2013	100.00
45577	WHITE BEAR LAKE CITY	08/08/2013	300.00
45578	WHITE BEAR LAKE SPORTS CENTER	08/08/2013	1,800.00
45579	WHITE BEAR LAKE UMPIRES ASSN	08/08/2013	150.00
45580	WENZEL CUSTOM WOODWORKS	08/08/2013	2,000.00
45581	WEST MUSIC COMPANY	08/08/2013	2,830.75
45582	WHITE, TEVIN M	08/08/2013	150.00
45583	WHITE, TYLER	08/08/2013	140.00
45584	WICHITA STATE UNIV	08/08/2013	1,000.00
45585	WINDSTREAM	08/08/2013	2,603.18
45586	XCEL ENERGY	08/08/2013	1,891.47
45587	XEROX CORPORATION	08/08/2013	317.96
45588	YOGA DEVOTION LLC	08/08/2013	245.00
45589	YOUTH ENRICHMENT LEAGUE	08/08/2013	3,296.00
45590	YOUTH SERVICES INTERNATIONAL	08/08/2013	1,620.00
218 Computer Check(s) For a Total of			521,563.25

Check Nbr	Vendor Name	Check Date	Check Amount
45177	WALKER ART CENTER	08/08/2013	285.00
45253	HANSON, PAUL	08/08/2013	700.00
2	Void	Check(s) For a Total of	985.00

	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
	218	Computer	Checks For a Total of	521,563.25
Total For	218	Manual, Wire Tran, ACH & Computer Checks		521,563.25
Less	2	Voided	Checks For a Total of	985.00
		Net Amount		520,578.25

Check Nbr	Vendor Name	Check Date	Check Amount
45591	AMERICAN UNITED LIFE	08/12/2013	68.75
45592	AMERIPRISE FINANCIAL SERVICES	08/12/2013	2,981.75
45593	AXA EQUITABLE	08/12/2013	6,339.48
45594	EDUCATION MN ESI BILLING TRUST	08/12/2013	1,811.00
45595	IUOE LOCAL 70	08/12/2013	1,325.18
45596	METROPOLITAN LIFE	08/12/2013	511.67
45597	MN CHILD SUPPORT	08/12/2013	1,790.10
45598	MN DEPT OF REVENUE	08/12/2013	887.76
45599	PANERA'S	08/12/2013	826.10
45600	SCHOOL SERVICE EMPLOYEES	08/12/2013	788.08
45601	VANGUARD SMALL BUSINESS SERVIC	08/12/2013	3,620.85
11	Computer	Check(s) For a Total of	20,950.72

	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
	11	Computer	Checks For a Total of	20,950.72
Total For	11	Manual, Wire Tran, ACH & Computer	Checks	20,950.72
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	20,950.72

Check Nbr	Vendor Name	Check Date	Check Amount
131400164	ANDERSON, MARGARET ANN	08/20/2013	402.00
131400165	BARTHOL, JOEL D	08/20/2013	209.62
131400166	BAUER, CARA C	08/20/2013	50.05
131400167	BERNDT, MICHELE R	08/20/2013	115.68
131400168	BOWERMASTER, TRACI G	08/20/2013	360.66
131400169	BRICHACEK, LISA K	08/20/2013	399.80
131400170	CAPAN, NANCY A	08/20/2013	74.39
131400171	CHAKOLIS, RICHARD A	08/20/2013	124.25
131400172	DERAAD, MAX D	08/20/2013	1,817.76
131400173	DOMBROVSKI, NOAH P	08/20/2013	529.96
131400174	DRAMM, MATTHEW R	08/20/2013	74.30
131400175	FROGNER, JANINE M	08/20/2013	133.82
131400176	FROST, LORI J	08/20/2013	141.76
131400177	HAHN, LAURIE J	08/20/2013	510.00
131400178	HANSON, MARILYN LOUCKS	08/20/2013	80.00
131400179	HEALY, JASON CHARLES	08/20/2013	159.33
131400180	HULTMAN, CAROL LINDA	08/20/2013	579.98
131400181	IMMEL, COLLEEN MARIE	08/20/2013	59.89
131400182	JOHNSON, KIMBERLY J.O.	08/20/2013	909.80
131400183	KATH, ABBY J	08/20/2013	299.95
131400184	KELLEY, DEBRA K	08/20/2013	1,135.17
131400185	KLIER, BECKY L	08/20/2013	54.00
131400186	KNOPS, ROXANNE	08/20/2013	28.00
131400187	KOPPE, JON G	08/20/2013	26.84
131400188	KOWITZ, MARY J	08/20/2013	75.88
131400189	KOWITZ, PAUL R	08/20/2013	42.66
131400190	LUBRANT, NANCY JEAN	08/20/2013	412.37
131400191	MCGRANE, MARY E	08/20/2013	367.30
131400192	MUELLER, JUDITH K	08/20/2013	238.22
131400193	MURPHY, MARY W	08/20/2013	144.28
131400194	NASVIK, CRAIG S	08/20/2013	507.10
131400195	NAVIS, NANCY L	08/20/2013	359.89
131400196	PERCIVAL, PATRICIA A	08/20/2013	35.00
131400197	PERRON, MARGARET M	08/20/2013	526.07
131400198	PICHA, CHRISTINA K	08/20/2013	267.84
131400199	PIERRE, CHRISTINA K	08/20/2013	1,634.58
131400200	PLANA, CHRISTINE M	08/20/2013	84.22
131400201	REBER, JODY ANN	08/20/2013	30.84
131400202	ROBINSON, KATHRYN M	08/20/2013	35.68
131400203	ROTHER, JULIE N	08/20/2013	526.68
131400204	SCHWIRTZ, BRENDON M	08/20/2013	773.77
131400205	SUOJA, WENDY T	08/20/2013	32.92
131400206	SWITZER, LISA MARIE	08/20/2013	7.04
131400207	VAIL, ANNE B	08/20/2013	946.94
131400208	VANOVERBEKE, TAMERA S	08/20/2013	428.92
131400209	VAUGHN, DEBRA JEAN	08/20/2013	501.22
131400210	VETTE, MARISA AA	08/20/2013	85.00
131400211	WALD, TIMOTHY A	08/20/2013	75.87
131400212	WEHRKAMP, KRISTINE J	08/20/2013	65.00
131400213	WILSON-WORSLEY, TIFFANY R	08/20/2013	17.85

Check Nbr	Vendor Name	Check Date	Check Amount
50	ACH	Check(s) For a Total of	16,500.15

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	50	ACH	Checks For a Total of	16,500.15
	0	Computer	Checks For a Total of	0.00
Total For	50	Manual, Wire Tran, ACH & Computer Checks		16,500.15
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		16,500.15

Check Nbr	Vendor Name	Check Date	Check Amount
45602	AARP DRIVER SAFETY PROGRAM	08/22/2013	392.00
45603	AARP DRIVER SAFETY PROGRAM	08/22/2013	446.00
45604	ABBOTT PAINT & CARPET INC	08/22/2013	2,643.51
45605	ACCESS COMMUNICATIONS INC	08/22/2013	167.50
45606	ACOUSTICS ASSOCIATES	08/22/2013	45,752.00
45607	ADVANCED WIRELESS COMMUNICATIO	08/22/2013	298.72
45608	AGROPUR INC	08/22/2013	972.38
45609	AICPA	08/22/2013	225.00
45610	ALEXANDRIA PUBLIC SCHOOLS	08/22/2013	200.00
45611	AMAZON	08/22/2013	363.71
45612	ANDERSON, JAMES	08/22/2013	60.44
45613	ANOKA HIGH SCHOOL	08/22/2013	100.00
45614	APEX LAMPS	08/22/2013	555.00
45615	APPLE COMPUTER INC	08/22/2013	2,403.00
45616	APPLIED ENVIRONMENTAL SCI INC	08/22/2013	3,488.90
45617	ASTLEFORD INTERNATIONAL TRUCKS	08/22/2013	82.10
45618	Vendor Continued Check	08/22/2013	0.00
45619	Vendor Continued Check	08/22/2013	0.00
45620	AVON BUSINESS FORMS & PROMOTIO	08/22/2013	6,903.57
45621	BARNES & NOBLE	08/22/2013	138.13
45622	BARNETT WB CHRYSLER JEEP DODGE	08/22/2013	50.00
45623	BARRIER GROUP LLC	08/22/2013	500.00
45624	BARTHOLD	08/22/2013	18.00
45625	BASICH, MICHAEL	08/22/2013	11.50
45626	BENCHMARK EDUCATION COMPANY	08/22/2013	5,130.50
45627	BENILDE ST MARGARET SCHOOL	08/22/2013	150.00
45628	BETTER CHINESE	08/22/2013	2,710.09
45629	BUSINESS IMPACT GROUP	08/22/2013	950.00
45630	BLAINE HIGH SCHOOL	08/22/2013	55.00
45631	BLB CONSULTING LLC	08/22/2013	720.00
45632	BLICK ART MATERIALS	08/22/2013	2,217.01
45633	BLUE BELL ENTERPRISES INC	08/22/2013	6,450.58
45634	BLUEBIRD SCREEN PRINT	08/22/2013	160.36
45635	BOYER TRUCKS	08/22/2013	556.35
45636	BRAKE & EQUIPMENT WAREHOUSE, I	08/22/2013	326.88
45637	CCP INDUSTRIES INC	08/22/2013	513.97
45638	CDW GOVERNMENT INC	08/22/2013	287.24
45639	CENTER FOR EFFICIENT SCHOOL OP	08/22/2013	17,500.00
45640	CENTER STAGE PRODUCTIONS	08/22/2013	805.00
45641	CENTRAL HIGH SCHOOL	08/22/2013	50.00
45642	CENTURYLINK	08/22/2013	260.90
45643	CERTIFIED LABORATORIES	08/22/2013	389.64
45644	THE CHILDREN'S THEATRE COMPANY	08/22/2013	472.00
45645	CITI-CARGO & STORAGE CO INC	08/22/2013	85.00
45646	CLASS 5 INC	08/22/2013	1,500.00
45647	CLINICARE CORP	08/22/2013	2,507.58
45648	CLINTON, ERIC	08/22/2013	210.00
45649	CONSTRUCTION MANAGEMENT BUILDI	08/22/2013	2,345.00
45650	COLUMBUS HIGH SCHOOL	08/22/2013	110.00
45651	COMCAST	08/22/2013	74.60

Check Nbr	Vendor Name	Check Date	Check Amount
45652	COMCAST	08/22/2013	74.60
45653	COMSTOCK & SONS INC	08/22/2013	3,185.00
45654	CONSTANT CONTACT INC	08/22/2013	714.00
45655	COON RAPIDS HIGH SCHOOL	08/22/2013	300.00
45656	COOPS SPORTSWEAR	08/22/2013	997.00
45657	COPY IMAGES INC	08/22/2013	535.00
45658	CRISIS PREVENTION INSTITUTE IN	08/22/2013	1,798.00
45659	CUB FOODS OF WHITE BEAR TWSHP	08/22/2013	521.94
45660	CUP AND CONE	08/22/2013	352.00
45661	Vendor Continued Check	08/22/2013	0.00
45662	DALCO CORPORATION	08/22/2013	6,817.52
45663	DELL MARKETING LP	08/22/2013	73,808.40
45664	DESIGN IN MIND INC	08/22/2013	32.15
45665	DESIGNER SIGN SYSTEMS INC	08/22/2013	2,790.03
45666	DESIGNS BY JEFF	08/22/2013	775.00
45667	DESIGNS BY JEFF	08/22/2013	785.00
45668	DEVET, NICHOLAS M	08/22/2013	50.00
45669	DEVETTER DESIGN GROUP	08/22/2013	3,411.00
45670	DISCOUNT MAGAZINE SUBSC SERV I	08/22/2013	508.57
45671	DISCOUNTOFFICEITEMS.COM	08/22/2013	247.68
45672	DOMINOS PIZZA	08/22/2013	637.29
45673	DONATELLI'S	08/22/2013	513.75
45674	ED'S TROPHIES INC	08/22/2013	784.00
45675	EDUCATIONAL RESEARCH AND DEV	08/22/2013	29,724.80
45676	EDUCATION TO GO	08/22/2013	130.00
45677	EH RENNER & SONS	08/22/2013	9,474.71
45678	ENCORE PRODUCTIONS	08/22/2013	368.00
45679	EDUCATIONAL TESTING SERVICE	08/22/2013	900.00
45680	FARIBAULT HIGH SCHOOL	08/22/2013	150.00
45681	FASTENAL COMPANY	08/22/2013	318.30
45682	FESTIVAL FOODS-KNOWLAN'S	08/22/2013	444.17
45683	FIRST STUDENT INC	08/22/2013	3,411.44
45684	FLEETPRIDE	08/22/2013	16.35
45685	FOREST LAKE HIGH SCHOOL	08/22/2013	150.00
45686	FRA-DOR INC	08/22/2013	91.00
45687	FRATTALONES HARDWARE STORES	08/22/2013	873.54
45688	G&K SERVICES	08/22/2013	668.16
45689	GALLAGHERS NORTHWESTERN TIRE C	08/22/2013	2,950.85
45690	GARVEY, PATRICIA	08/22/2013	15.04
45691	GEAR WEST BIKE & TRIATHLON	08/22/2013	469.97
45692	Vendor Continued Check	08/22/2013	0.00
45693	GENERAL PARTS LLC	08/22/2013	452.06
45694	GESE, SANDRA JEANNE	08/22/2013	71.99
45695	GOLDCOM INC	08/22/2013	5,455.73
45696	GOOGLE INC	08/22/2013	639.84
45697	GOOGLE INC	08/22/2013	13,134.00
45698	GRAFFIC TRAFFIC LLC	08/22/2013	2,057.50
45699	Vendor Continued Check	08/22/2013	0.00
45700	GRAINGER	08/22/2013	673.99
45701	GRANGER, BARBARA J	08/22/2013	80.00

Check Nbr	Vendor Name	Check Date	Check Amount
45702	GREATAMERICA FINANCIAL SERVICE	08/22/2013	324.45
45703	HALLBERG ENGINEERING INC	08/22/2013	8,875.85
45704	HEAD/PENN RACQUET SPORTS	08/22/2013	366.00
45705	HEDBERG AGGREGATES	08/22/2013	156.90
45706	HISDAHL INC	08/22/2013	721.20
45707	Vendor Continued Check	08/22/2013	0.00
45708	Vendor Continued Check	08/22/2013	0.00
45709	HOGLUND BUS AND TRUCK CO	08/22/2013	3,409.26
45710	HOME SCIENCE TOOLS	08/22/2013	1,123.10
45711	HUGO EQUIPMENT CO	08/22/2013	257.84
45712	IFD	08/22/2013	3,763.86
45713	IMAGE BUILDERS	08/22/2013	8,615.89
45714	IMAGINE DESIGN & CREATIVE	08/22/2013	3,000.00
45715	INDIAN HILLS GOLF CLUB	08/22/2013	8,517.90
45716	INDIANA DEV TRAINING CTR OF LA	08/22/2013	2,330.85
45717	INTEGRA TELECOM	08/22/2013	1,963.17
45718	INVENT NOW	08/22/2013	580.00
45719	JC ENVIRONMENTAL & DEMOLITION	08/22/2013	4,300.00
45720	JOHN DEERE LANDSCAPES	08/22/2013	2,870.10
45721	JW PEPPER & SON INC	08/22/2013	301.69
45722	K PEARSON MECHANICAL LLC	08/22/2013	1,155.00
45723	KIMBALL MIDWEST	08/22/2013	138.18
45724	LAKEVIEW ELECTRICAL SERVICES	08/22/2013	225.00
45725	LAKEVILLE NORTH HIGH SCHOOL	08/22/2013	200.00
45726	LAMINATOR.COM	08/22/2013	104.15
45727	LANGERS	08/22/2013	9,247.57
45728	LANGUAGE LINE SERVICES	08/22/2013	68.03
45729	Vendor Continued Check	08/22/2013	0.00
45730	LIDS TEAM SPORTS	08/22/2013	2,475.21
45731	MACMILLAN PUBLISHING SERVICES	08/22/2013	905.47
45732	MALLOY/MONTAGUE/KARNOWSKI & CO	08/22/2013	9,500.00
45733	MANITOU RIDGE GOLF CLUB	08/22/2013	2,470.00
45734	MN ASSOC OF SECONDARY SCHOOL P	08/22/2013	7,542.00
45735	THE MASTER TEACHER	08/22/2013	52.35
45736	MCDONOUGH'S WATERJETTING AND	08/22/2013	1,066.25
45737	MEDCO SUPPLY CO	08/22/2013	2,816.92
45738	MEDTOX LABORATORIES	08/22/2013	36.80
45739	MN ELEMENTARY SCH PRIN ASSOC	08/22/2013	5,863.00
45740	METRO ECSU	08/22/2013	40.00
45741	METROPOLITAN PRINCIPALS ACADEM	08/22/2013	175.00
45742	MID CITY SERVICES - INDUSTRIAL	08/22/2013	155.45
45743	MIDWEST BUS PARTS INC	08/22/2013	145.60
45744	MIDWEST VOLLEYBALL WAREHOUSE	08/22/2013	225.86
45745	MILACA HIGH SCHOOL	08/22/2013	60.00
45746	MN ASSOC FOR CHILDREN'S MENTAL	08/22/2013	236.00
45747	MN COACHES INC	08/22/2013	1,220.72
45748	MN DEPT OF HEALTH	08/22/2013	45.00
45749	MN STATE HIGH SCHOOL LEAGUE	08/22/2013	4,233.00
45750	MN SWORD PLAY	08/22/2013	1,320.00
45751	MN ZOO	08/22/2013	340.00

Check Nbr	Vendor Name	Check Date	Check Amount
45752	MN NONPUBLIC SCHOOL ACCREDITIN	08/22/2013	325.00
45753	MOORE, CYNTHIA A	08/22/2013	560.00
45754	MN SCHOOL BOARDS ASSN	08/22/2013	450.00
45755	MUSIC CONNECTION INC	08/22/2013	6,708.00
45756	NAC MECHANICAL & ELECTRICAL SE	08/22/2013	114,991.06
45757	Vendor Continued Check	08/22/2013	0.00
45758	NARDINI FIRE EQUIPMENT CO INC	08/22/2013	1,050.40
45759	NORTH BRANCH HIGH SCHOOL	08/22/2013	290.00
45760	Vendor Continued Check	08/22/2013	0.00
45761	NORTH CENTRAL TRUCK EQUIPMENT	08/22/2013	3,156.96
45762	NORTH MEMORIAL URGENT CARE	08/22/2013	36.00
45763	NORTH STAR BANK	08/22/2013	39,702.00
45764	NORTHERN STAR COUNCIL, BSA	08/22/2013	200.00
45765	NORTHWEST EVALUATION ASSOC	08/22/2013	85,625.00
45766	O'NEIL, LOIS	08/22/2013	15.92
45767	Vendor Continued Check	08/22/2013	0.00
45768	ON SITE SANITATION INC	08/22/2013	1,284.00
45769	Vendor Continued Check	08/22/2013	0.00
45770	Vendor Continued Check	08/22/2013	0.00
45771	ORKIN INC	08/22/2013	1,093.63
45772	OXYGEN SERVICE CO INC	08/22/2013	24.18
45773	PAMS LUNCHROOM LLC	08/22/2013	27.48
45774	PAN-O-GOLD	08/22/2013	281.32
45775	PANERA	08/22/2013	74.93
45776	PANERA'S	08/22/2013	460.52
45777	PARKOS CONSTRUCTION CO INC	08/22/2013	40,601.33
45778	PARTS MIDWEST INC	08/22/2013	206.78
45779	PEARSON EDUCATION INC	08/22/2013	1,847.37
45780	PIONEER PRESS	08/22/2013	443.80
45781	PIONEER PRESS	08/22/2013	70.40
45782	PLAYS FOR YOUNG AUDIENCES	08/22/2013	285.00
45783	POSTMASTER	08/22/2013	368.00
45784	POSTMASTER	08/22/2013	2,389.18
45785	POSTMASTER	08/22/2013	38.57
45786	PRESS PUBLICATIONS	08/22/2013	156.00
45787	PROGRESS PUBLICATIONS	08/22/2013	614.25
45788	PROJECTORZONE.COM	08/22/2013	7,135.42
45789	PRUFROCK PRESS INC	08/22/2013	768.13
45790	R&H THEATRICAL	08/22/2013	4,088.50
45791	REASON	08/22/2013	1,792.00
45792	RENNER, STEPHEN	08/22/2013	100.00
45793	REYNOLDS, JESSE A	08/22/2013	100.00
45794	RIDDELL INC	08/22/2013	200.00
45795	RIGHTWAY GLASS INC	08/22/2013	240.00
45796	ROOF SPEC INC	08/22/2013	1,550.00
45797	ROSEMOUNT HIGH SCHOOL	08/22/2013	120.00
45798	RUPP ANDERSON SQUIRES & WALDSP	08/22/2013	2,114.23
45799	RYDIN DECAL	08/22/2013	982.69
45800	SAFeway DRIVING SCHOOL	08/22/2013	7,245.00
45801	SAM'S CLUB/GEMB	08/22/2013	119.98

Check Nbr	Vendor Name	Check Date	Check Amount
45802	SAM'S CLUB #6309	08/22/2013	45.00
45803	SCHOENTHALER, SANDRA	08/22/2013	24.80
45804	SCHOLASTIC INC	08/22/2013	1,109.95
45805	SCHOLASTIC INC	08/22/2013	1,962.27
45806	SCHOOLIDENTITY.COM	08/22/2013	348.00
45807	SCHULTZ, CALLIE	08/22/2013	16.60
45808	SEEVER, GRAY	08/22/2013	105.00
45809	SENTRY SYSTEMS INC	08/22/2013	125.00
45810	SFM	08/22/2013	70,379.00
45811	SKYWARD INC	08/22/2013	4,955.00
45812	SMITH, DELON	08/22/2013	330.00
45813	SCHOOL NUTRITION ASSOC (SNA)	08/22/2013	53.75
45814	SOFTERWARE	08/22/2013	540.00
45815	SPECTRUM INDUSTRIES INC	08/22/2013	6,594.24
45816	ST CROIX RECREATION CO INC	08/22/2013	4,126.90
45817	STAR TRIBUNE NIE	08/22/2013	412.80
45818	STATE SUPPLY CO	08/22/2013	534.80
45819	STREAMLINE DESIGN INC	08/22/2013	368.00
45820	SUBURBAN EAST CONFERENCE	08/22/2013	5,500.00
45821	SUBURBAN/GREEN & WHITE TAXI	08/22/2013	49.50
45822	SUPREME SCHOOL SUPPLY CO	08/22/2013	128.80
45823	TALLY'S DOCKSIDE	08/22/2013	720.00
45824	TAMARACK NATURE CENTER	08/22/2013	390.00
45825	TDS METROCOM - MN	08/22/2013	6,854.74
45826	TEXTBOOK WAREHOUSE INC	08/22/2013	7,853.45
45827	THELEN HEATING & ROOFING INC	08/22/2013	429,827.50
45828	TIERNEY BROTHERS INC	08/22/2013	665.82
45829	TIES	08/22/2013	3,320.00
45830	TIME FOR KIDS	08/22/2013	397.80
45831	TOP TALENT SOLUTIONS	08/22/2013	2,135.14
45832	TOTINO-GRACE HIGH SCHOOL	08/22/2013	275.00
45833	T.R.F. SUPPLY CO	08/22/2013	527.00
45834	TURFWERKS INC	08/22/2013	556.35
45835	TWIN CITY NURSERY INC	08/22/2013	49.49
45836	US PRINTER SUPPLIES INC	08/22/2013	510.04
45837	VENBURG TIRE CO	08/22/2013	749.87
45838	VERIZON WIRELESS	08/22/2013	122.06
45839	VADNAIS HEIGHTS ECONOMIC DEV C	08/22/2013	175.00
45840	VIRCO INC	08/22/2013	781.90
45841	VISI	08/22/2013	525.00
45842	WASTE MANAGEMENT OF WI-MN	08/22/2013	1,675.27
45843	WHITE BEAR GLASS INC	08/22/2013	535.00
45844	WHITE BEAR LOCKSMITH INC	08/22/2013	91.85
45845	Vendor Continued Check	08/22/2013	0.00
45846	WHITE BEAR LAKE (CITY OF)	08/22/2013	8,190.69
45847	WEIGMAN, SUSAN	08/22/2013	100.00
45848	XEROX FINANCIAL SERVICES	08/22/2013	289.67
45849	YOUTH SERVICES INTERNATIONAL	08/22/2013	1,890.00

Check Nbr	Vendor Name	Check Date	Check Amount
248	Computer	Check(s) For a Total of	1,285,060.23

Check Nbr	Vendor Name	Check Date	Check Amount
42865	THREE RIVERS PARK DISTRICT	08/22/2013	100.00
44894	MONTESSORI RESOURCES & EQUIP	08/22/2013	17.50
45029	215 WABASHA PROPERTIES	08/22/2013	725.00
45399	CLINTON, ERIC	08/22/2013	210.00
45503	NORTH STAR BANK	08/22/2013	38,400.00
45547	SUBURBAN RAMSEY COUNTY CTIC	08/22/2013	7.00
6	Void	Check(s) For a Total of	39,459.50

	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
	248	Computer	Checks For a Total of	1,285,060.23
Total For	248	Manual, Wire Tran, ACH & Computer	Checks	1,285,060.23
Less	6	Voided	Checks For a Total of	39,459.50
			Net Amount	1,245,600.73

Check Nbr	Vendor Name	Check Date	Check Amount
45850	AIG	08/26/2013	526.68
45851	AMERICAN UNITED LIFE	08/26/2013	68.75
45852	AMERIPRISE FINANCIAL SERVICES	08/26/2013	2,981.75
45853	AXA EQUITABLE	08/26/2013	6,960.40
45854	COPY IMAGES INC	08/26/2013	23,212.15
45855	COMM & THEATER ASSOC OF MN	08/26/2013	50.00
45856	Vendor Continued Check	08/26/2013	0.00
45857	DELTA DENTAL PLAN OF MN	08/26/2013	62,136.10
45858	EDUCATION MN ESI BILLING TRUST	08/26/2013	1,861.00
45859	Vendor Continued Check	08/26/2013	0.00
45860	Vendor Continued Check	08/26/2013	0.00
45861	HEALTHPARTNERS	08/26/2013	1,045,343.34
45862	HOLIDAY INN HOTEL & CONFERENCE	08/26/2013	1,319.60
45863	IUOE LOCAL 70	08/26/2013	1,332.34
45864	Vendor Continued Check	08/26/2013	0.00
45865	Vendor Continued Check	08/26/2013	0.00
45866	Vendor Continued Check	08/26/2013	0.00
45867	MADISON NATIONAL LIFE	08/26/2013	40,434.24
45868	METROPOLITAN LIFE	08/26/2013	511.67
45869	MN CHILD SUPPORT	08/26/2013	1,790.10
45870	SCHOLASTIC INC	08/26/2013	8,000.00
45871	SCHOOL SERVICE EMPLOYEES	08/26/2013	1,286.18
45872	STAPLES ADVANTAGE	08/26/2013	656.66
45873	VANGUARD SMALL BUSINESS SERVIC	08/26/2013	3,835.85
24 Computer Check(s) For a Total of			1,202,306.81

	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
	24	Computer	Checks For a Total of	1,202,306.81
Total For	24	Manual, Wire Tran, ACH & Computer	Checks	1,202,306.81
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,202,306.81

Check Nbr	Vendor Name	Check Date	Check Amount
45874	MN CHILD SUPPORT	08/27/2013	1,731.54
1	Computer	Check(s) For a Total of	1,731.54

Check Nbr	Vendor Name	Check Date	Check Amount
45869	MN CHILD SUPPORT	08/27/2013	1,790.10
1	Void	Check(s) For a Total of	1,790.10

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	1,731.54
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	1,731.54
Less	1	Voided	Checks For a Total of	1,790.10
			Net Amount	-58.56

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: **September 9, 2013**
 SUGGESTED DISPOSITION: **Operational Item**
 CONTACT PERSON(S): **Pete Willcoxon, Sr.**
Executive Director of Business Services

Donation	Donor	Recipient
Four backpacks with school supplies	Denny and Cheryl Gilbertson	White Bear Lake Area Public Schools
18 backpacks with school supplies	MOMS Club of White Bear/Vadnais Heights	White Bear Lake Area Public Schools
250 backpacks filled with school supplies	Eagle Brook Church	White Bear Lake Area Public Schools
144 Backpacks 139- K-5 bags of school supplies 132 - 6-12 th bags of school supplies 5 boxes of binders Large box of Kleenex Bag of calculators miscellaneous school supplies	First Lutheran Church	White Bear Lake Area Public Schools
School Supplies	Senior Program Members	White Bear Lake Area Public Schools
\$36.90	Kristin Hansen	Sunrise Park Middle School
\$225	Ice Bears Wrestling Club	White Bear Lake Area High School Wrestling Program
\$100	Gregory Gressen	White Bear Lake Area High School Boys' Tennis Program
\$120	Katherine and Raymond Berlin	White Bear Lake Area High School Girls' Soccer Program
\$1,500	White Bear Lake Lions Club	White Bear Lake Area High School Boys' Track Program
\$12	Anonymous	Willow Lane Elementary School
\$108.90	Beatrice Werenicz	Willow Lane Elementary School
\$175	Oxton Family	Lincoln Elementary School

RECOMMENDATION: Accept donations.

AGENDA ITEM: **Field Trip Request**

MEETING DATE: **September 9, 2013**

SUGGESTED DISPOSITION: **Consent Agenda**

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

Background:

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

Date of Trip and Destination	Requesting Staff Member	Grade/Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
Wednesday, 10/02/13 - Friday, 10/04/13 Deep Portage, Hackensack, Minnesota	Ellen Gevers, David Grothe	Lincoln Elementary 5 th Grade Class	3	59	Total cost per student: \$160 Student Portion: \$160 Other Sources(s): Fundraising, PTA	Coach Buses	Environmental issues dealing with recycling/reusing/reducing. Instructional guidance on how to respect the environment by methods of conservation. Familiarize students on the natural habitat of wild life and the effect on nature.

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

WHEREAS, that human resources items, A-6(f), as revised be approved on the premise that they conform to previously Board approved actions or contractual agreements.

THEREFORE BE IT RESOLVED, that the School Board authorizes the approval of the human resources items listed in Consent Agenda Items A-6(f).

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATIONS/TERMINATION - CLASSIFIED STAFF
--

DANIEL BURKHALTER – Bus Driver, Bus Garage
Employed by District 624 since 01/14/2013
Effective Date: 08/23/2013

JOHN HERMANN – Bus Driver, Bus Garage
Employed by District 624 since 11/29/2010
Effective Date: 08/15/2013

ROY HODD – Bus Driver, Bus Garage
Employed by District 624 since 08/30/2001
Effective Date: 08/22/2013

CHERI JUKER – Pupil Support Assistant, Matoska International
Employed by District 624 since 05/01/2005
Effective Date: 08/23/2013

JULIE PITCHER – Food Service, High School – North Campus
Employed by District 624 since 05/12/2008
Effective Date: 08/21/2013

MELISSA PLOUFF – Food Service, Central Middle School
Employed by District 624 since 02/29/2012
Effective Date: 08/27/2013

BRITTANY RICHERT – Pupil Support Assistant, High School-North Campus
Employed by District 624 since 11/13/2012
Effective Date: 08/12/2013

LORI ROSE – Food Service, Central Middle School
Employed by District 624 since 09/23/2008
Effective Date: 08/14/2013

DANA TURNER – Bus Driver, District Wide
Employed by District 624 since 01/17/2006
Effective Date: 08/16/2013

RETIREMENT - CLASSIFIED STAFF

JANET FURE – Behavior Management Assistant, Oneka Elementary
Employed by District 624 since 05/22/1997
Effective Date: 08/31/2013

FULL - TIME LEAVE REQUEST - CERTIFIED STAFF
--

LORI RUOPSA – Special Education Teacher, Central Middle School

Employed by District 624 since 09/26/1988

Effective Date: 08/26/2013 through 10/07/13

NEW PERSONNEL – CLASSIFIED STAFF

ERIKA ARNDT – Program Assistant Leader, Lincoln and Oneka Elementary

\$12.45 / hr., 5.75 hrs. / 212 days \$15,176.55 (Pro-rated on \$18,326.50)

Effective Date: 09/03/2013

PAULA BOLT – Pupil Support Assistant, High School-North Campus

\$16.65 / hr., 6.5 hrs. / 180 days \$19,480.50

Effective Date: 09/03/2013

MATTHEW BRADSHAW – Program Assistant Leader, Matoska International

\$12.45 / hr., 5.50 hrs. / 212 days \$14,516.70 (Pro-rated on \$17,529.60)

Effective Date: 09/03/2013

CATHERINE CARLSEN – Pupil Support Assistant/Van Driver, Transition Plus

\$16.65 / hr., 6.0 hrs. / 180 days \$17,982.00

Effective Date: 09/03/2013

TANYA GIESE – Administrative Assistant-Associate Principal, Sunrise Park Middle School

\$16.55 / hr., 8.0 hrs. / day, 215 days \$27,142.00 (Pro-rated on \$28,466.00)

Effective Date: 08/19/2013

SARA JAMESON – Pupil Support Assistant, High School-North Campus

\$16.65 / hr., 6.0 hrs. / 180 days \$17,982.00

Effective Date: 09/03/2013

HEATHER KATZ – Pupil Support Assistant, Matoska International

\$16.65 / hr., 6.0 hrs. / 180 days \$17,982.00

Effective Date: 09/03/2013

JENNIFER OSTER – Program Assistant Leader, Vadnais Elementary

\$12.45 / hr., 2.75 hrs. / 212 days \$7,258.35 (Pro-rated on \$8,764.80)

Effective Date: 09/03/2013

RYAN RUD – Pupil Support Assistant, Birch Lake Elementary

\$16.65 / hr., 6.5 hrs. / 180 days \$19,480.50

Effective Date: 09/03/2013

ROCHELLE SCHEEL – Pupil Support Assistant, Central Middle School

\$16.65 / hr., 6.5 hrs. / 180 days \$19,480.50

Effective Date: 09/03/2013

NEW PERSONNEL – PROFESSIONAL STAFF

NANCY MELQUIST – Early Childhood Education Supervisor, Normandy, Hugo and Tamarack
\$71,923.47 (Pro-rated on \$85,000.00)
Effective Date: 08/26/2013

NEW PERSONNEL – CERTIFIED STAFF
--

KIRSTEN ALVAREZ – Kindergarten Teacher, Otter Lake Elementary
BA, Step 1 \$37,024.14 (Pro-rated on \$37,219.00)
Effective Date: August 27, 2013 – June 6, 2014

KAREN BEIRISE – Elementary Teacher, Birch Lake Elementary
MA, Step 1 \$41,848.00
Effective Date: 2013 – 2014 School Year

KATHERINE BERGMAN – Intervention Teacher, Willow Lane Elementary
BA+60, Step 3 \$42,956.00
Effective Date: 2013 – 2014 School Year

EMILY HEIR – Kindergarten Teacher, Birch Lake Elementary
BA, Step 6 \$43,300.00
Effective Date: 2013 – 2014 School Year

DANIELLE PARSHALL – Mathematics Teacher, High School–North Campus
BA, Step 2 \$38,342.00
Effective Date: 2013 – 2014 School Year

SAMANTHA RITTENOUR – Title I Teacher, Willow Lane Elementary
MA, Step 2 \$43,262.00
Effective Date: 2013 – 2014 School Year

KELLY SOKOLOWSKI – Kindergarten Teacher, Willow Lane Elementary
MA, Step 9 \$55,699.00
Effective Date: 2013 – 2014 School Year

NEW LONG TERM SUBSTITUTES – CERTIFIED STAFF
--

PAULETTE BARTH – Special Education Teacher, High School – South Campus
BA+60, Step 7 \$7,760.00
Effective Date: August 26, 2013 – October 16, 2013

MEGAN CHURCH – Intervention Teacher, Matoska International
BA, Step 2 \$38,342.00
Effective Date: 2013 – 2014 School Year

ELIZABETH CRONK – Social Studies Teacher, High School-North Campus
BA, Step 1 \$7,215.93
Effective Date: August 21, 2013 – October 16, 2013

SHANA EBERHARD – Elementary Teacher, Matoska International
MA, Step 12 \$13,444.20
Effective Date: August 26, 2013 – October 16, 2013

JENNIFER LAFRINIER – Intervention Teacher, Lakeaires Elementary
MA, Step 6 \$24, 422.10 (Prorated on \$24,676.50)
Effective Date: August 28, 2013 – June 6, 2014

SUZANNE MCDOWELL – Language Arts Teacher, Central Middle School
MA, Step 10 \$15,207.80
Effective Date: August 21, 2013 – November 1, 2013

NIKOLE ROBERTS – Intervention Teacher, Lincoln Elementary
BA, Step 1 \$37,219.00
Effective Date: 2013 – 2014 School Year

MADISON SAWYER – Special Education Teacher, Central Middle School
BA, Step 0 \$5,886.59
Effective Date: August 21, 2013 – October 4, 2013

B. PUBLIC FORUM

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open up to 30 minutes (3 minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those wishing to address the Board should fill out the Public Forum Speaker Card and submit the card to the School Board clerk or other district officials at the meeting.
4. Questions may be asked on any topic, including those on the agenda.
5. School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Under School Board Policy 206, complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.
6. An attempt will be made to answer questions addressed to the Board. In those cases where an answer is not provided, a phone call from an appropriate school district official will be made as a follow-up.
7. A handout on the purpose of School Board meetings and the meeting process is available at each School Board meeting.
8. Citizens may be asked to address the School Board on a particular subject during the discussion of that item.
9. The School Board chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

C. INFORMATION ITEMS

AGENDA ITEM: **Use of Capital Projects Levy Revenue**

MEETING DATE: **September 9, 2013**

SUGGESTED DISPOSITION: **Information Item**

CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent of Schools**
Pete Willcoxon, Sr., Executive Director of Business
Services
Marisa Vette, Director of Communications and
Community Relations

BACKGROUND:

This evening the administration will provide a brief presentation and short video which explains our upcoming capital projects levy. To help provide information to the public we produced a brief video which features Board members, teachers, parents, and students to help us tell the story of how the levy revenue is used. This video will be made available to all of our community members.

AGENDA ITEM: **Opening School Report**
MEETING DATE: **September 9, 2013**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON: **Dr. Michael Lovett, Superintendent**

Background:

Summer Professional Development

The first day of school for the 2013-14 school year was Tuesday, September 3, the day after Labor Day. This presentation will highlight some of the professional development and orientation activities which occurred during the month of August, 2013 to prepare teachers, administrators, and support staff.

New Staff Profile

We will provide information about our new teachers for 2013-14 and profile staff new for 2013-14.

Facilities Report

In preparation for the school year, our school facilities and building and grounds staff have worked to prepare our school buildings, grounds, fields, and playgrounds to be in excellent condition for the beginning of the school year.

At the School Board meeting on Monday night, we will highlight some of the major improvements made this summer.

Opening School Enrollment

The administration will present opening school enrollment based on student enrollment from the opening days of school. The official enrollment count will be on October 1, consistent with state law, but the opening day enrollment gives us good indication of what our anticipated enrollment will be for the year. We will also provide an update on enrollment in our pre-school and childcare programs.

Preschool and Early Childhood

For many families, school begins before kindergarten through our early education and preschool programs. We will highlight this year's programs.

Welcoming All Students and Families

We will take special note of how we support students and families at the entry points to new schools, (K, grades 6, 9, and 11), and highlight our new ninth grade "LINK" program.

AGENDA ITEM: Presentation of ASBO and GFOA Awards

MEETING DATE: September 9, 2013

SUGGESTED DISPOSITION: Information Item

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

Background:

For the thirteenth consecutive year, White Bear Lake Area Schools (ISD #624) has received the prestigious awards for excellence in financial reporting from both the Association of School Business Officials (ASBO) and the Government Finance Officers Association (GFOA). Our District is the only Minnesota school district to have won both of these awards for **thirteen** consecutive years.

These awards are the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. The District's annual comprehensive annual financial report (CAFR) has been judged by impartial panels to meet the highest standards of the program including demonstrating constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

Winning such awards is truly a team effort. I want to extend a special thanks to our controller Mary Vaske for development of most of the data that went into our CAFR. A significant effort was put forth to develop this information, without which we would not have received these awards.

Another thank you goes out to the District Finance Committee for their encouragement to us to go for these awards, for their continued support and for the time and effort that they put into serving on the committee.

Presentation of the awards will be made to our School Board chair.

Recommendation:

It is recommended by administration that the Board accept these awards.

Agenda Item C-4
September 9, 2013
School Board Meeting

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **September 9, 2013**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

BACKGROUND:

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

D. DISCUSSION ITEMS

AGENDA ITEM: **Update on Measures of Student Success for 2013**

MEETING DATE: **September 9, 2013**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON: **Dr. Michael Lovett, Superintendent**

Background

In late August, the Minnesota Department of Education released Minnesota Comprehensive Assessment (MCA) results for all Minnesota Schools in math, reading and science.

At our work study session on August 26, the School Board reviewed our School District results in detail, with assistance and insight from members of our Teaching and Learning team. On the next day, August 27, the state made results public for all Minnesota school districts, giving us opportunity to see how our student results compare statewide.

District-to-District Comparisons

Inter-district comparisons are especially helpful because Minnesota has made major changes in MCA tests, as newer tests are aligned with emerging national standards. For example, a major change was made in the math MCA tests beginning in 2011, and now in reading for 2013. Normally, schools take a year or two to align what is taught at a certain grade level with the new test. As a result, in the first year of a new proficiency test, percentages of students proficient drop from the year prior.

Given the dynamic that all or nearly all schools have lower scores on a new test, comparing with other districts helps us determine how to interpret the results of our own student performance.

White Bear Lake Area Schools Press Release of August 30

The attached press release of August 30 explains that compared to sixteen East Metro School Districts, a group including those in the Intermediate School District 916 Joint Powers District, and East Metro Integration District (EMID), White Bear Lake Area Schools student composite proficiency scores now rank fourth in science and fifth in both reading and math.

What will be highlighted at our meeting?

At our meeting we will highlight 2013 MCA results in math, science, and reading, what the results mean, how we use the data for continuing improvement, and what will next be released by the Department of Education. Within the next month, we anticipate the state will publish *AYP status* (Annual Yearly Progress, under the Federal No Child Left Behind Law) and the state's *MMR* (Multiple Measures Rating), part of the State of Minnesota's waiver from certain requirements of the Federal Law. These next measures and ratings will reflect how well each subgroup of students have performed, including children in special education programs, children newly learning English, children in families that qualify for free and reduced lunch, and racial or ethnic groups as defined by state and federal law.

How MCA Results Fit With Our Strategic Plan

Finally, keep in mind that consistent with our strategic plan, our district is committed to reach the goal that all students *achieve grade level in reading, writing and math by grade four (4) and maintain grade level proficiency throughout their tenure in the White Bear Lake Area Schools*. MCA results are one important measure of the extent to which our students are reaching proficiency. Additional measures, such as the EXPLORE assessment, taken by eighth grade students; PLAN, taken by tenth grade students; and ACT, taken by most juniors and seniors, are additional means of determining the extent to which students are on track to do college level work.

Other Measures of Student Success:

While written assessments are not the only way to measure proficiency, they are one generally accepted proficiency measure. Given our goal to prepare all students for college and other post-secondary success, another measure is the extent to which students are successful in college level work while still in high school. It is noteworthy that by the senior year of high school, 60% of White Bear Lake Area High School students are taking college level courses.

The district has developed a broader set of metrics to measure the progress of our students toward our two strategic goals for challenging students and helping them excel academically: *proficiency* and *readiness for college*.

This set of metrics, shared with the Board in a preliminary form last winter and again in August, provide a framework for us to monitor the progress of our students, and strategically intervene and support on-going student growth and success.



**White Bear Lake
Area Public Schools**

Independent School District 624

Marisa Vette, APR
Director of Communications
and Community Relations

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For Immediate Release: August 30, 2013

Contact: Marisa Vette, Communications Director
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White Bear Lake Area Schools' growth in science scores leads East Metro

WHITE BEAR LAKE, Minn. – This week, the Minnesota Department of Education released student proficiency percentages in reading, mathematics, and science. These state tests, called Minnesota Comprehension Assessments (MCAs), are required annually of Minnesota students.

For White Bear Lake Area Schools, the news was especially good in science. Student proficiency rose 4.9 percent, the largest single-year rise in any of 16 East Metro school districts. The rise in scores occurred at elementary, middle school and high school. The district 2013 proficiency now stands at 63%, more than ten percentage points above the state average. Within the 16 school district comparison, the district now is tied for fourth, up from sixth place in 2012. Three elementary schools now are above 70% proficiency – Birch Lake at more than 78%, Otter at 76%, and Matoska International at 72%.

“When student scores rise, credit goes to our students, teachers, support staff, families and community,” said Dr. Michael Lovett, Superintendent of White Bear Lake Area Schools. “We are especially pleased with the progress our students are making in science, in high school mathematics, and significant improvements at individual schools.”

- more -

In mathematics, overall proficiency for 2013 remained at 68%, the same as in 2012, but up five points from 2011 when the current, more rigorous version of mathematics test was given to students in grades three through eight.

At the high school, the one-year change between 2012 and 2013 was a full ten percentage points. At the elementary level, the highest performing school was Birch Lake Elementary at 85%. There were some modest drops at the other elementary schools between 2012 and 2013. The district partially attributes this change in scores to the amount of testing required by the state in 2013, as many elementary students took the test as early as mid-March a month or more prior to the time the math test generally been given. This has the effect of reducing the time that students have to master the material and affects the overall proficiency rating. In the 16 East Metro district comparisons, White Bear Lake Area Schools is tied for fifth in math.

In reading for 2013, all Minnesota students received a new reading test aligned with national standards. MCA reading proficiency scores on the new tests are lower across the state and among the Northeast Metro than those in previous years. For example, in the past close to 80% of White Bear Lake Area Schools students have been meeting proficiency requirements and about 75% of the students state-wide. In the new test, White Bear proficiency is at 64%, with the state at 58%. White Bear Lake Area Schools scores ranked fifth out of the 16 East Metro school districts in reading.

“We are confident we will continue to see growth in student scores,” said Lovett. “In line with our Strategic Plan, we are committed to assuring every student reaches proficiency in reading and mathematics by grade four and every grade thereafter.”

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AGENDA ITEM: Policy 707, Transportation of Public School Students

MEETING DATE: September 9, 2013

SUGGESTED DISPOSITION: Discussion Item

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

BACKGROUND:

School Board Policy 707, Transportation of Public School Students, was reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

Recommendation:

To review the policy and provide suggestions or feedback to the administration, with the policy to be placed on the October 14 School Board meeting agenda or a subsequent meeting.

Adopted: December 9, 1996

White Bear Lake Area
School Board Policy 707

Revised: _____

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. ~~It is~~ The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents/guardians but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. “Home” is the legal residence of the child. In the discretion of the school district, “home” ~~may~~ also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student’s parent or guardian as the home of a student for part or all of the day, if requested by the student’s parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)
- B. “Homeless student” means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (42 U.S.C. § 11434a)

- C. “Nonpublic school” means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. §123B.41, Subd. 9)
- D. “Nonresident student” is a student who attends school in the school district and resides in another district, defined as the “nonresident district.” In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student’s parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- E. “Pupil support services” are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- F. “School of origin,” for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- G. “Shared time basis” is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. § 120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)
- H. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)
- I. ~~“Disabled student~~ Student with a disability” includes every child ~~who was identified under federal and state special education law as having a hearing impairment, blindness, visual disability, deaf or hard of hearing, blind or visually impaired, deaf blind, or having a~~ speech or language impairment, a physical handicap impairment, other health impairment disability, mental handicap developmental cognitive disability, an emotional/ or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple disabilities impairments, or deaf blind disability and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, ~~five~~ who needs special

instruction and services, as determined by the ~~standards~~ rules of the ~~Department of Education~~ Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development, is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)

IV. ELIGIBILITY

Students who reside within the attendance area of the school and outside the walking area are eligible for transportation at the expense of the school district.

The walking area for each school is determined by the School Board and the distance may vary with the grade level of the student.

The walking distance as established by the School Board is as follows:

Grades K-2	1/2 mile*	Grades 6-12	1 mile
Grades 3-5	3/4 mile		

*All kindergarten students qualify for transportation during times when no students in a higher grade students are transported to/from school.

Exceptions may be made for students who encounter an extraordinary, persistent hazard walking to and from school, at the discretion of the school district administration.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. ~~It is the responsibility of the nonresident student to get to an established school bus stop.~~ (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))
- D. The school district may provide transportation to allow a student who attends a high-need English learner program and who resides within the transportation

attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

A. In general, the resident school district is not obligated to provide transportation between a resident student's home and the border of a nonresident district where the student chooses to attend school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)

B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the resident school district, if in the discretion of the resident school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The resident school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)

C. In general, the resident school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

VII. SPECIAL EDUCATION ~~STUDENTS/DISABLED STUDENTS~~ STUDENTS WITH A DISABILITY/STUDENTS WITH TEMPORARY DISABILITIES

A. Upon a request of a parent or guardian, a resident student with a disability who is not yet enrolled in kindergarten, who requires special education services in a location other than the student's home, shall be provided transportation to and from the student's home at the expense of the school district and shall not be subject to any distance requirement. (Minn. Stat. § 123B.88, Subd. 1)

B. Resident ~~disabled students~~ students with a disability whose disabling conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route

for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport ~~disabled students~~ students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)

- C. ~~Any parent of a disabled student who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the due process procedures provided for in Minn. Stat. § 120.71 (Minn. R. 3520.3300, subp.2)~~

- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation by the school district to and from said board and lodging facilities at the expense of the school district. (Minn. Stat. § 125A.65)

- D. If a resident student with a disability attends a public school located in a non-resident school district and the resident school district does not provide special instruction and services, the resident school district shall provide necessary transportation for the student between the resident school district boundary and the educational facility where special instruction and services are provided within the non-resident school district. The resident school district may provide necessary transportation of the student between its boundary and the school attended in the non-resident school district, but shall not pay the cost of transportation provided outside the resident school district boundary. (Minn. Stat. § 125A.12)

- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the resident school district shall provide the transportation, at the expense of the resident school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis

and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))

- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is greater than the distance set forth in section IV of this policy from the school of origin and the student's transportation privileges have not been revoked. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
 - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is greater than the distance set forth in section IV of this policy from the school of origin and the student's transportation privileges have not been revoked, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))

3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))
4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92 Subd. 3(c)).

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act of 1974. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent/guardian is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District)
Minn. Stat. Ch. 125A (Children With a Disability)
Minn. Stat. § 125A.02 (Children With a Disability, Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)

Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
 Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
 Minn. Stat. § 126C.01 (General Education Revenue - Definitions)
 Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
 Minn. Stat. § 190.05 (Definitions)
 Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
 Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
 20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)
 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
 42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
 42 U.S.C. § 11431, *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
 42 U.S.C. § 12132, *et seq.* (Americans With Disabilities Act)

Cross References: WBLASB Policy 708 (Transportation of Nonpublic School Students)
 WBLASB Policy 709 (Student Transportation Safety Policy)
 WBLASB Policy 710 (Extracurricular Transportation)
 MSBA Service Manual, Chapter 40 [2](#), Transportation

AGENDA ITEM: **Superintendent's Evaluation**
MEETING DATE: **September 9, 2013**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Janet Newberg, School Board Chair**

BACKGROUND:

At the work-study session of August 26, the School Board reviewed the results of the 2012-13 performance evaluation with the superintendent.

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

E. OPERATIONAL ITEMS

AGENDA ITEM: **School Board/Superintendent Goals for 2013-14**

MEETING DATE: **September 9, 2013**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Each year the School Board reviews goals for the year both from the district's Strategic Plan and other operational goals identified by the administration and school board.

Beginning with 2011-12 most of our goals are drawn directly from the district's Strategic Plan, with the addition of goals on finance, communications and marketing, and a small number of operational goals.

For 2013-14, the strategic priorities are drawn from the 30 member Strategic Planning team and provided to the School Board this past spring. The school board reviewed both the Strategic Plan priorities and other potential school board/superintendent goals at their retreat on July 8, 2013, and again at our August Board meeting.

The goals are scheduled for adoption this evening.

School Board/Superintendent Goals for 2013-14

Goal 1: Strategic Plan (see full list attached)

Goal 2: Ongoing Financial Stewardship and Budget Management

Goal 3: Continue Implementation of the Communications and Marketing Plan for the District.

Goal 4: Development of a School District Vision

Goal 5: Operational Improvements

- a. Recognition Program, Phase II
- b. Implement the recommendations of the Gifted and Talented program review, with staged implementation beginning for the 2013-14 school year.

- c. Develop plans for a String Orchestra program with the first phase programming beginning in the 2014-15 school year.
- d. Update Emergency Response Plan

RECOMMENDATION: Approve the School Board/Superintendent Goals for 2013-14 as recommended.

WHITE BEAR LAKE AREA SCHOOLS
STRATEGIC ACTION PLAN PRIORITIES
Based on April 23, 2013 Strategic Planning Team Meeting

Agenda Item E-1
September 9, 2013
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Strategy I: We will develop a comprehensive understanding of our students' needs and interests to ensure students are challenged and excelling academically.

PRIORITIES IN PROGRESS (BEGUN 2011-12 or 2012-13)

- I. 1. All students will achieve grade level in reading, writing and math by grade 4 and maintain grade level proficiency throughout their tenure in White Bear Lake Area Public Schools.
- I. 2. All students will have an ongoing plan for post-secondary readiness that will be monitored from grades 6 through 12 and all students will have the academic skills to be successful in a post-secondary institution.
- I. 4. The District will build upon the International Baccalaureate (IB) offering already in place at Matoska by implementing the IB Middle Years Program, career-related program, and Diploma program at District schools. (STIPULATION - IB should not be limited from moving beyond this for other schools if there is interest)

PRIORITIES FOR FUTURE CONSIDERATION

- I. 3. Authentic Intellectual Work (AIW) principles will be implemented at all grade levels. (STIPULATION - Communication with parents and community with the ability to report back to show evidence that AIW is working.)
- I. 5. Students will have the opportunity to access multiple electives each year while meeting graduation standards.

**WHITE BEAR LAKE AREA SCHOOLS
STRATEGIC ACTION PLAN PRIORITIES**
Based on April 23, 2013 Strategic Planning Team Meeting

Agenda Item E-1
September 9, 2013
School Board Meeting

Strategy II: We will create and implement a plan for global experiences and relationships to further understand world connections.

PRIORITIES IN PROGRESS (BEGUN 2011-12 or 2012-13)

- II. 1. All students will expand their global perspective through the study of world language and culture at the elementary schools. (STIPULATION - within each school, one or more options will be available to study world language and culture)
- II. 2. Secondary students will develop global understanding and competitiveness through expanded world language opportunities at the secondary level.
- II. 4. All students will expand their global perspective by participating in annual service learning opportunities at the classroom or building level. (STIPULATION - opportunities are voluntary and not required)
- II. 6. Middle school level students will develop global understanding and competitiveness through expanded and developed International Baccalaureate programming.

PRIORITIES FOR FUTURE CONSIDERATION

- II. 3. Teachers and staff will have the knowledge and skills to promote global languages and culture among students.
- II. 5. Elementary students have an opportunity to develop global understanding and competitiveness through expanded International Baccalaureate programming.
- II. 7. All students will have opportunities to have cross-cultural experiences in and out of the classroom.
- II. 8. All students will expand their global perspective through the study of world cultures and history of peoples within our diverse student body and community (Cross reference to Strategy IV - Plan 7).

**WHITE BEAR LAKE AREA SCHOOLS
STRATEGIC ACTION PLAN PRIORITIES**
Based on April 23, 2013 Strategic Planning Team Meeting

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Strategy III: We will ensure our facilities support our district's mission and objectives.

PRIORITIES IN PROGRESS (BEGUN 2011-12 or 2012-13)

- III. 1. The District will ensure that inside and outside large group spaces are comparable to conference schools.
- III. 2. At an additional three elementary schools, the District will provide a gym with a performing arts area separate from the cafeteria.
- III. 3. The District will ensure that storage spaces are equitable for all district facilities. *Combined with III.2.*
- III. 4. The District will ensure that square footage to accommodate student population and program activities are equitable for all buildings.
- III. 6. Each district facility will have an HVAC system that provides optimum air quality throughout the district.
- III. 8. The District will ensure that all schools provide secure entrances.
- III. 9. District facilities will be designed to allow for informational technology to be accessible by all ISD 624 employees, learners and families.
- III.10. The District will ensure that elementary class sizes are balanced across the district.
- III.11. Secondary facilities will be evaluated and recommendations will be made that improve programs and reduce transitions, including a cost benefit analysis of a single campus high school.

PRIORITIES NEW FOR 2013-2014:

- III. 5. Each district facility will have a standardized operations and a maintenance procedures manual consistent with best practices.

PRIORITIES FOR FUTURE CONSIDERATION

- III. 7. Each District facility will have appropriate acoustical levels for the site.

WHITE BEAR LAKE AREA SCHOOLS
STRATEGIC ACTION PLAN PRIORITIES
Based on April 23, 2013 Strategic Planning Team Meeting

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Strategy IV: We will create a district-wide culture that inspires innovation, a passion for learning, and confidence to pursue dreams.

PRIORITIES IN PROGRESS (BEGUN 2011-12 or 2012-13)

- IV.11. Every classroom will have equitable access to a core set of effective, innovative, and well supported technology.
- IV.12. The District will enhance communication, interaction, and collaboration through the use of a web site.
- IV.13. The District will establish a learning management system to support the development and management of online coursework to allow web-based learning for staff and students.
- IV.14. A policy will be developed and presented for board approval that leverages students' access to mobile technology and use of that technology in the classroom.
- IV.15. Instructional technology will be available for use by students beyond the traditional school day/year.

PRIORITIES NEW FOR 2013-2014:

- IV. 9. Students will have an "individual development/graduation plan" in place that reflects their passions, interests, and strengths.

PRIORITIES FOR FUTURE CONSIDERATION

- IV. 1. The WBLAS will identify strengths and weaknesses in the areas of innovation, confidence to pursue dreams, and passion for learning.
- IV. 2. An evaluation protocol will be implemented assessing a teacher's use of available technology to facilitate collaboration, engagement, and interaction with students.
- IV. 3. Faculty will have the skills to implement collaboration, critical thinking, creativity, and communication skills within their lesson plans.
- IV. 4. STEM integration, 21st century skills and creativity will be incorporated within the curriculum review cycle for areas undergoing current and future review.
- IV. 5. Self-awareness and emotional intelligence curriculum will be incorporated within the curriculum review cycle.

WHITE BEAR LAKE AREA SCHOOLS
STRATEGIC ACTION PLAN PRIORITIES
Based on April 23, 2013 Strategic Planning Team Meeting

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- IV. 7. Teachers will have the skills to assist students as they implement individual development plans within the classroom. (STIPULATION - teachers will have the cultural competence necessary to effectively help students with their individual plans)
- IV. 8. Teachers will have an implementation plan to incorporate current best teaching and learning practices.
- IV.10. A process will be established to facilitate the collection and implementation of innovative ideas.

**WHITE BEAR LAKE AREA SCHOOLS
STRATEGIC ACTION PLAN PRIORITIES**
Based on April 23, 2013 Strategic Planning Team Meeting

Agenda Item E-1
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Strategy V: We will build a network of partnerships to provide personal and educational growth and service opportunities for students.

PRIORITIES IN PROGRESS (BEGUN 2011-12 or 2012-13)

- V. 1. The District will implement a process that will provide a consistent method to initiate and maintain community partnerships.
- V. 2. A comprehensive needs assessment will be developed and administered at every WBLA school in order to provide direction to future partnerships.
- V. 3. The District will create a process which aligns a partner with a compelling need or promising vision.
- V. 5. The District will communicate information related to partnerships using a variety of resources.

PRIORITIES FOR FUTURE CONSIDERATION

- V. 4. The District will evaluate each partnership with a periodic review of the objectives and effectiveness of all parties involved.

**WHITE BEAR LAKE AREA SCHOOLS
STRATEGIC ACTION PLAN PRIORITIES**
Based on April 23, 2013 Strategic Planning Team Meeting

Agenda Item E-1
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Strategy VI: We will foster connections with and among students and staff members to ensure all feel valued, supported and understood; and we will establish an environment that cultivates understanding and respect for differences among people.

PRIORITIES IN PROGRESS (BEGUN 2011-12 or 2012-13)

- VI. 1. The District will adopt a comprehensive bullying prevention, intervention, and support program for students and staff that promotes a safe, civil, and inclusive climate and is implemented in each building, program, and service.
- VI. 2. The District will increase the number of faculty and staff from culturally diverse communities to more closely reflect the diversity of the student population.
- VI. 3. During curriculum review cycles in all areas, the District will identify best practices that promote and enhance multi-cultural understanding.
- VI. 5. The District will provide programming that will continue to create an environment of understanding similarities and differences among students, staff, administration, community members, and parents.
- VI. 6. The District will review and assess the current plan related to cultural competency.

PRIORITIES NEW FOR 2013-2014:

- VI. 4. Programs will be adopted and implemented and resources allocated for students and families to promote a positive transition between buildings and programs.

AGENDA ITEM: Policy 708, Transportation of Nonpublic School Students

MEETING DATE: September 9, 2013

SUGGESTED DISPOSITION: Operational Item

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

BACKGROUND:

School Board Policy 708, Transportation of Nonpublic School Students, was reviewed by the School Board Policy Committee in July and August, had a first reading in August, and is recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

RECOMMENDATION:

To approve School Board Policy 708, Transportation of Nonpublic School Students, as recommended by the administration.

708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

~~It is~~ **The** policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

- A. ~~Resident students shall be eligible for transportation to and from a nonpublic school, at the expense of the school district, when transportation is deemed necessary by the school board of the transporting school district because of distance or traffic conditions.~~

The school district shall provide equal transportation within the school district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minn. Stat. §§ 123B.88 and 123B.92 when applicable. (Minn. Stat. § 123B.86, Subd. 1)

- B. ~~A resident student who attends a nonpublic school located within the district shall be eligible for transportation, at the expense of the school district, to and from the nonpublic school within the same guidelines established for public school students.~~

Upon the request of a parent or guardian, the resident school district shall provide school bus transportation to the resident school district boundary for students residing in the resident school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation shall be provided whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the resident school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. (Minn. Stat. § 123B.88, Subd. 1; Minn. Stat. § 123B.86, Subd. 2(a))

- C. ~~A resident student who attends a nonpublic school located in another district may be eligible for transportation, at the expense of the school district, to district boundaries. For a student to qualify for transportation, the nonpublic school, which the student attends, must maintain grades or departments not maintained in the district or attendance of such students at the nonpublic school can more safely, economically, or conveniently be provided for by such means.~~

The resident school district may provide school bus transportation to a nonpublic school in another school district for students residing in the resident school district and attending that school. The resident district may provide this transportation whether there is or is not another nonpublic school within the transporting school district if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the resident school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such transportation provided outside the resident school district boundaries. (Minn. Stat. § 123B.86, Subd. 2(b))

- D. ~~A resident student who attends a nonpublic school in another district may be provided transportation to that school, whether or not there is another nonpublic school within the transporting district, if the transportation is to a school maintaining grades or departments not maintained in the district or if the attendance of such students at the nonpublic school can more safely, economically, or conveniently be provided by such means. If the school district transports students to a nonpublic school located in another district, the nonpublic school shall pay the cost of such transportation provided outside the district boundaries.~~

The school district shall provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services, if the school district elects to provide pupil support services at a site other than a nonpublic school. (Minn. Stat. § 123B.44, Subd. 1)

- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students and any other matter relating thereto shall be within the sole discretion, control and management of the school district. (Minn. Stat. § 123B.86, Subd. 3; Minn. Stat. § 123B.91, Subd. 1a)

- F. Additional transportation to and from a nonpublic school may be provided at the expense of the school district where such services are provided in the discretion of the school district.

IV. SPECIAL EDUCATION/DISABLED STUDENTS

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district shall provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a

shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the resident school district shall provide necessary transportation for that student between the resident school district boundary and the educational facility. The resident school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the resident school district. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law. (Minn. Stat. § 125A.18)

- B. Disabled students whose disabling conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport disabled students on the basis of the disabling condition and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600, Subd. 1)
- C. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- D. Any parent or guardian of a disabled student who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. ~~125A~~. 120.17 (Minn. Rules Part ~~7470.1600~~, Subd. 3520.330, subp. 2)

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [WBLASB Policy 707] shall apply to the transportation of nonpublic school students except as specifically provided herein.

Legal References: Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § ~~123B.84~~ 123.76 (Policy)
Minn. Stat. § ~~123B.86~~ 123.78 (Equal Treatment)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)

~~Minn. Stat. § 123B.91, Subd. 1a (Compliance by Nonpublic and Charter School Students)~~

Minn. Stat. § 123B.92 (Transportation Aid Entitlement)

Minn. Stat. Ch. 125A (Children With a Disability)

Minn. R. 3520.3300 (Transportation of Handicapped Students)

Cross References:

WBLASB Policy 707 (Transportation of Public School Students)

WBLASB Policy 709 (Student Transportation Safety Policy)

MSBA Service Manual, Chapter 2, Transportation

Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al., 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)

Eldredge v. Independent Sch. Dist. No. 625, 422 N.W.2d 319 (Minn. App. 1988)

Healy v. Independent Sch. Dist. No. 625, 962 F.2d 1304 (8th Cir. 1992)

AGENDA ITEM: Policy 709, Student Transportation Safety Policy

MEETING DATE: September 9, 2013

SUGGESTED DISPOSITION: Operational Item

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

BACKGROUND:

School Board Policy 709, Student Transportation Safety Policy, was reviewed by the School Board Policy Committee in July and August, had a first reading in August, and is being recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

RECOMMENDATION:

To approve School Board Policy 709, Student Transportation Safety Policy, as recommended.

Adopted: December 9, 1996
Revised: _____

White Bear Lake Area
School Board Policy 709

709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week.

The first week of school is designated as school bus safety week. The National School Bus Safety week is the third week in October.

B. Student Training.

The school district shall provide students enrolled in grades kindergarten through 10 with age appropriate school bus safety training. The training shall be results oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of the following:

- a. the concept that transportation by school bus is a privilege, not a right;
 - b. district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. ~~All students in grades K-3 who are transported by school bus and are enrolled during the first or second week of school must demonstrate achievement of the school bus safety training competencies by the end of the third week of school. Students grades 4-10 must demonstrate achievement of these competencies by the end of the sixth week of school. Students who enroll in a school after the second week of school and are transported by school bus shall undergo school bus safety training and demonstrate achievement of the school bus safety competencies within four weeks of the first day of attendance. The school district may deny transportation to a student who fails to demonstrate the competencies, unless the student is unable to achieve the competencies due to a disability. Further, the~~

~~school district may deny transportation to a student who attends a nonpublic school that fails to provide appropriate student training.~~

- ~~3. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.~~
- ~~4. The district will, to the extent possible, provide kindergarten students with school bus safety training before the first day of school.~~
- ~~5. The school district's curriculum for transportation is maintained and available for review in the Transportation Office.~~
- ~~6. Nonpublic school students transported by the school district will receive school bus safety training in their nonpublic school. The nonpublic school must certify to the school district's school transportation safety director that all students have received the appropriate training.~~

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. ~~Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or is at the bus stop.~~

The school district's general student behavior rules are in effect for all students on school buses, including nonpublic students.

- B. Consequences for school bus/bus stop misconduct will be imposed by the building principal, building administrator or the principal/administrator's designee. In addition, all school bus/bus stop misconduct will be reported to the district's Transportation Safety Director. Serious misconduct will be reported to the Department of Public Safety and, if appropriate, reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. The school district's discipline procedures will be followed when a rule or rules are broken. In most situations consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to school district administration and document accordingly. All rules, responsibilities, and behavior standards are in addition to those listed in the White Bear Lake Area School District Code of Student Conduct.
2. Consequences of rule violation(s).

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's eligibility to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

Discipline will generally be progressive, as indicated below, but the school district reserves the right to vary from this sequence.

1st report: Warning with a copy of report sent home to parent
or guardian.

2nd report: Student will be placed on probation and the parent/guardian will be notified that further behavior infractions will result in loss of ridership privileges.

3rd report: Student will be suspended from the bus for 3 days.

4th report: Student will be suspended from the bus for 5 days.

5th report: Student will be suspended from the bus for 10 days.

6th report: Meeting with parent/guardian. Possible loss of
bus ridership privileges for the remainder of the
school year.

(1) Other Discipline.

Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(2) Records.

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety by the Transportation Safety Director.

(3) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

(4) Notice.

Students will be given a copy of school bus rules and the responsibilities and behavior standards for bus riders before the end of school bus safety training. The rules will also be posted on each bus.

(5) Criminal Conduct.

In cases involving criminal conduct (e.g. assault, weapons, possession/distribution of a controlled substance, or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent/Guardian Responsibilities for Transportation Safety:

1. Provide the school office with proper student information including the home address, home telephone number, and telephone number at which the parent/guardian may be reached in the event of an emergency.
2. Provide the school office and the transportation office with accurate information regarding student name, address, phone number, emergency information and day care information. Immediately notify the school office of any changes.
3. Instruct children to be at the school bus stop at least 5 minutes before the scheduled pick-up time. Under no circumstances should students arrive at the bus stop more than 10 minutes prior to the scheduled pick-up time.
4. Remain alert to impending weather patterns and have children properly clothed for the current weather conditions.
5. Consider in advance how long the child should wait at pick-up chill conditions.
6. Know the school name and the route number of the bus. Students in K-2 should have a "bus pass" fastened to their book bag or backpack.
7. Provide the child with a book bag or backpack for books and loose papers, pencils, etc.

B. Parent and Guardian Notification:

A copy of the school district school bus and bus stop rules will be provided to each family at the beginning of the school year or at the time of enrollment if

enrollment occurs during the school year. Parents and guardians are asked to review the rules with their students.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

All school bus drivers shall be adequately prepared, both physically and mentally, each day to perform required duties. These duties shall include:

A. Operating the vehicle in a safe and efficient manner.

1. Safety. The primary concern of each driver is safety. Drivers will exercise extreme caution during the loading and unloading process as well as when driving.
2. Defensive Driving. All drivers are to drive defensively at all times. A definition of defensive driving is: driving in a manner to avoid accident involvement despite adverse conditions created by roads, weather, traffic, or errors of other drivers or pedestrians.
3. Driving Adjustments. Winter and wet weather conditions require adjusting speed and normal driving practices to compensate for road conditions.
4. Emergency Doors. Emergency doors must be free and operable. Under no circumstances may the doors be obstructed to prevent easy access.
5. Service Door. The service door of the bus must be closed at all times while the bus is in motion.
6. Overloads. The registration card in all vehicles designates the maximum number of passengers allowed. This limit cannot be exceeded. A driver should call the dispatch office for instructions should a vehicle become overloaded.
7. Railroad Crossings. All vehicles must stop at railroad crossings, using required procedures, whether they are loaded or empty. Drivers shall not activate the eight-way lights; four-way hazard lights are to be used before stopping and when crossing the tracks.
8. Speeding and Other Moving Violations. No bus will travel faster than road, traffic and weather conditions safely permit, regardless of the posted speed limit. Any driver convicted of a moving violation with a school bus will face disciplinary action. Other reports or warnings regarding speeding will result in suspension and/or termination.
9. Smoking Prohibited. Smoking by either the driver or the passengers is prohibited on any school bus, Type III vehicle, or on school property.

- B. Conducting thorough pre-trip and post-trip inspections of the vehicle and special equipment.
1. Bus Inspection. Drivers are required to make a pre-trip inspection of the bus before each trip. Failure to do so is a violation of State law. Defects are to be reported in writing. Drivers are required to check their buses for students, vandalism and articles left on the bus after each route segment.
 2. Safety Equipment. All drivers are responsible for ensuring that the necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflectorized emergency warning device, and any additional items required by the district. Drivers of vehicles for disabled students will ensure all student health information cards are on board the bus.
 3. Bus Cleaning. Drivers are required to keep the interior of their buses swept and free of trash at all times.
 4. Fueling. The driver is responsible for ensuring that his or her assigned vehicle is adequately fueled before leaving the yard. Smoking is prohibited in the fueling area. The engine shall be turned off while fueling. It is against the law to fuel with passengers aboard.
- C. Ensuring the safety, welfare and orderly conduct of passengers while on the bus.
(See Section II)
- D. Meeting emergency situations in accordance with operating procedures. (See section V)
- E. Communicating effectively with school staff, students, parents/guardians, law enforcement officials and the motoring public.
1. Relations with Students. Bus drivers will treat students with respect and will refrain from any conduct which is intended or could be perceived as demeaning, intimidating or harassing.
 2. Relations with School Officials. School officials can and will be of considerable assistance to drivers. They are trained in the education of students and it is in a driver's best interest to work together with school officials to ensure that proper student behavior is maintained on the bus. Therefore, it is very important that drivers have good relationships with the school officials and give them full cooperation.
 3. Relations with the Public. To the general public, the driver represents the school district. Buses are among the most visible vehicles on the road. Drivers must deal with students, parents/guardians, and other motorists in a polite, professional and considerate manner.

4. Student Discipline. Although drivers are responsible for maintaining order on the bus, drivers must always remember that the types of actions they may use are governed by school district policy. Drivers must never, under any circumstances, use corporal punishment. Drivers have no authority to deny a child the privilege of riding the bus, or drop the student at any location other than the designated stop. Denial of bus-riding privileges can come only from the school authorities.
5. Route Changes. Drivers may not make changes in the pick-up or drop-off schedule for his or her route without prior authorization. Bus stops may not be added, deleted or moved without approval. Drivers may not deviate from the established route without prior permission except as required by an emergency or temporary road conditions.
6. Route Problems. All problems encountered by a driver on the routes or trips should be brought to the attention of the Dispatch Specialist or the Transportation Supervisor as soon as possible.
7. Unauthorized Passengers. Only authorized passengers may be transported in a bus. Any other passenger must be specifically approved by the Transportation Supervisor.
8. Notices. It is the responsibility of the driver to check for notices each day and to check with his or her supervisor regularly.

F. Completing required reports.

It is the responsibility of the driver to completely fill out and turn in all reports, discipline referrals, time cards, and mechanical defect slips as required. This includes all requirements pertaining to pre-trip inspections and stop-arm violation reports.

G. Completing required training programs successfully.

The training program is outlined in the "Safe School Bus Driver Curriculum" and is available in the Transportation Department.

H. Providing maximum safety for passengers during loading and unloading.

1. Standeers Prohibited. Standees are not allowed on a moving school bus. Drivers must not move a bus from a stopped position until all passengers are seated. Students are to remain seated until the bus has stopped.
2. Dangerous Articles. No weapons or articles that may be classified as dangerous may be transported on a school bus. This includes any and all weapons, gasoline cans, animals, and other dangerous or objectionable items. Possession of weapons on school property or the bus will not be tolerated. Companion dogs are allowed.

3. Bus drivers must wear a driver's seat belt whenever the bus is in motion.

Additional driver duties and responsibilities may be found in the driver handbook. All bus driver dismissals will be reported to the Department of Public Safety pursuant to Department of Public Safety directions.

VI. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. All routes shall be on file with the school district's transportation office. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the district shall be transported. The number of students or other authorized passengers transported in ~~or~~ ~~assigned to~~ a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. Drivers are to enforce the provisions of the school bus and bus stop rules as appropriate. Students may be released from the bus at only two points, the designated bus stop or at school, except in case of an emergency or as otherwise authorized.
4. The parent/guardian may designate, pursuant to school district policy, ~~by a signed, written request~~ a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet other eligibility requirements.
5. Students who misbehave severely may be returned to the school immediately and reported to the building principal or designee.
6. Safety evacuation drills for the student passengers shall be conducted in compliance with state law.
7. There shall be no students in the bus while the fuel tank is being filled.
8. Upon leaving the vehicle when students are in the bus, the driver shall stop the bus, remove the ignition key, set the brakes and otherwise render the bus immobile.
9. Buses shall not be run backwards on the school grounds or any other point if it can be avoided. If it is necessary to run a bus backwards on school grounds, the driver shall have another responsible person act as a guard

flagman in back of the bus to keep other persons out of the path and to issue warnings to the driver of approaching traffic.

10. When arriving or leaving the school grounds, the driver must not follow closer than 50 feet from the vehicle directly in front of the bus or closer than 500 feet when traveling on the highway.
11. No school bus shall pull any trailer when students are being transported on regular routes to or from school.
12. In case of an accident or breakdown of the bus, the driver shall contact the dispatcher using the two-way radio. If no radio contact is available, the driver shall not leave the bus but shall send two responsible students to the nearest house to summon help.
13. The district may adopt such additional operating rules as are deemed necessary to meet local conditions and needs, provided they do not conflict with State laws and regulations.

B. Use of Signals, Loading or Unloading

The driver shall follow the following procedures:

1. Activate the flashing 8-light system of the bus at least 300 feet before stopping to load or unload students when outside an incorporated municipality, and 100 feet when operating within an incorporated municipality, and shall not extinguish such lights until loading or unloading is completed and persons who must cross the roadway or highway are safely across.
2. Bring the vehicle to a complete stop in the right hand lane of the roadway parallel to the center line.
3. Prior to discharging students, open the door, activate the red flashing lights, and extend the stop arm. Discharge students only after all traffic (front and rear) has come to a complete stop.
4. Keep the door open and eight-light system operating until all students have been loaded or unloaded safely.
5. Avoid loading or unloading students where the view is obstructed to other motorists for 200 feet in either direction.
6. Do not allow students to stand or get on or off the bus while it is in motion.
7. Bring the bus to a full stop and disengage gears by shifting the

gear shift lever into the neutral position or selector into neutral or park position before loading or unloading students.

8. The driver shall visually ascertain that students getting off the bus are out of the school bus danger zones at safe distance before moving the vehicle.
9. Buses shall load and unload students only at designated locations.

C. Crossing Highways and Streets

1. Students shall pass approximately 10 feet in front of the school bus so as to be seen by the driver and cross the road only upon receiving a hand signal from the driver; or
2. Students shall pass approximately 10 feet in front of the school bus so as to be seen by the driver while being conducted across the road by the school bus patrol; or
3. The driver shall personally conduct the students across the road after following required procedures for disabling the bus.

~~4. The driver shall visually ascertain that students getting off the bus who do not need to cross the road are a safe distance from the bus before moving the vehicle.~~

D. Type III Vehicles

1. Any vehicle designed to carry more than 10 passengers must meet all legal requirements for a school bus. Any Type III vehicle used to transport students must carry all emergency equipment including: fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflectorized emergency warning device, and any additional items required by the school district. If school district owned, the school district name will be clearly marked on the side of the vehicle. All school-owned Type III vehicles will be properly licensed, insured, and inspected.
2. Students will not be regularly transported in private vehicles. Emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a Type III vehicle. The school district has no system of inspection for private vehicles.
3. All drivers of Type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a Type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

Any driver of a type III vehicle that does not possess a school bus driver's license must pass the school van driver's test and provide a copy of their driver's license before driving the van.

VII. SCHOOL BUS DRIVER TRAINING

A. Training.

All new bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students and shall meet the competencies specified by the Department of Public Safety. All school bus drivers shall receive in-service training annually in compliance with state law. The following driver training standards represent the minimum areas of training which each driver must receive prior to entering service to the school district. The school district shall forward to the Commissioner of Public Safety the certification of in-service training, including the number of hours and competency certification for each driver.

1. Pre-Trip Inspection

Both new and experienced drivers must be familiar with the elements of the mandatory pre-trip inspection required under Minnesota law including:

- a. The engine compartment — belts, valves, fluid leaks
- b. Engine start, warning lights, gauges, horn
- c. Fuel level
- d. Brakes — pedal reserve and air/vacuum gauges
- e. Interior — seats, floor, lights
- f. Electrical charging system
- g. Emergency door
 - (1) smooth latch operation
 - (2) alarm buzzer
- h. Entrance door operation
- i. Lift door operation and alarm
- j. Lift equipment for wheelchairs
- k. Wheels, service brakes, emergency brake
- l. Exterior Lights - headlights, brake lights, marker lights, turn signals
- m. Exhaust system
- n. Windows, windshield, and inspection sticker
- o. Eight-light system and stop arm
- p. Emergency equipment — first aid kit, bodily fluids clean-up kit, flashlight, reflectors, two-way radio

2. Fundamentals and Techniques of School Bus Driving

The driver training program must include:

- a. Relevant laws
- b. Rules of the road and school district safety policies
- c. Defensive driving
- d. Driving in inclement weather conditions
 - (1) reduced visibility — rain, snow, fog
 - (2) wet roads
 - (3) icy roads
- e. Dealing with pedestrians and students in traffic
- f. Operation of the manual or automatic transmission
- g. The use of the drive train for stopping the school bus
- h. Situations where the hand brake will and will not stop a moving bus
- i. Steering and turning techniques
- j. Right and left turn maneuvers
- k. Gauging the speed of other vehicles on cross streets
- l. Use of mirrors
- m. Merging into traffic
- n. Visual perceptions
- o. Safe following distances
- p. Safe passing procedures
- q. Safe backing procedures
- r. Use of the eight-light system and school district policy regarding its use
- s. Loading and unloading procedures
- t. Knowledge of the danger zone concept
- u. Policies and procedures for grade level railroad crossings
- v. Emergency use of the public address system
- w. Response to an approaching emergency vehicle while unloading
- x. Procedure for leaving the bus unattended at school sites

3. Special Education Transportation

Special education transportation requires skills and abilities that exceed those required to provide normal school bus service. Drivers will be familiar with:

- a. What to do in a medical emergency
- b. Handling of wheelchairs
- c. Operating lift equipment
- d. Properly use of wheelchair securement devices
- e. School district policies on the use of seat belts on designated students
- f. Handicapping conditions
- g. Responsibilities of the bus driver and the bus aide
- h. School district policy in situations where a responsible person is not available to receive a student

4. Emergency Procedures

Drivers must be prepared to deal with emergency situations while operating on routes and field trips. Included in these emergency situations are mechanical breakdown, fire, accident, or passenger injury. Drivers are to receive training in:

- a. Identifying the degree of an emergency before beginning an evacuation
- b. Identifying a safe evacuation unloading area
- c. Preplanning emergency evacuations for both conventional and lift busses
 - (1) front, rear, and both door evacuations
 - (2) evacuation of special education students
 - (3) evacuation of physically disabled students and students using wheel chairs
 - (4) placement of students in a safe location
- d. Cooperation in emergency evacuation drills
- e. Mechanical breakdowns
 - (1) stop bus in safe location
 - (2) keep passengers in bus if safe to do so
 - (3) take steps to warn motorists
 - (4) radio or call for assistance
- f. How to secure the school bus and place emergency triangles
- g. Use of the two-way communication system in an emergency
- h. When it is appropriate to evacuate the school bus
- i. How to supervise an emergency evacuation
- j. Emergency evacuation of the disabled
- k. Special considerations when evacuating a lift bus
- l. Lifting techniques for handling disabled students in an emergency situation
- m. Priorities when dealing with injured passengers
- n. How to use the school bus first aid kit
- o. Use and operation of the fire extinguisher
- p. Dealing with other motorists and the police
- q. Use of emergency reflectors and hazard lights
- r. Control of exposure to blood borne pathogens
- s. Use of body fluid clean-up kits
- t. School district policy on medical emergencies
- u. Recognition and handling of epileptic seizures
- v. How to respond if a passenger has a weapon on the bus

5. First Aid

All drivers must be trained in first aid, including the Heimlich maneuver, procedures for dealing with obstructed airways, shock, bleeding, and seizures.

6. Private or Confidential Student Information

All drivers should know the types of student data that are considered private or confidential under Minnesota Statutes

7. Student Discipline

All Drivers are expected to know district policies/procedures on:

- a. Creating a positive attitude on the school bus

- b. Oral and visual communications skills between the driver and the passenger
- c. Dealing confidently with a disruptive student
- d. District discipline policy
- e. Developing and enforcing appropriate student behavior
- f. Incident report forms
- g. District policy on possession of weapons by a student
- h. District policy on sexual, racial and religious harassment/violence
- i. District policy on smoking

8. Human Relations

All Drivers are expected to know district policies/procedures on:

- a. Appropriate driver behavior
- b. Sensitivity to a diverse student population
- c. Sensitivity to handicapping conditions
- d. Relations with parents and school staff
- e. Working with a special education bus aide

9. Chemical Abuse

All Drivers are expected to know district policies/procedures on:

- a. How alcohol and/or drugs can affect driving skills
- b. Drug-testing programs
- c. State and federal requirements

B. Evaluation.

All drivers will be evaluated for the following competencies at least once annually:

- 1. Safely operate the type of school bus the driver will be driving
- 2. Understand student behavior, including issues relating to students with disabilities
- 3. Ensure orderly conduct of students on the bus and handle incidents of misconduct appropriately
- 4. Know and understand relevant laws, rules of the road and local school bus safety policies
- 5. Handle emergency situations
- 6. Safely load and unload students, and;
- 7. Demonstrate proficiency in first aid and CPR procedures.
- 8. The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the Model School bus Driver Training Manual.

VIII. EMERGENCY PROCEDURES

A. Fire.

In the event of a fire, the first priority is to evacuate the bus. Drivers will make certain passengers are safe before attempting to put out the fire.

B. Injuries/Medical Emergencies.

Drivers will be familiar with first aid and CPR procedures. Drivers should first contact the dispatcher to call 911 in the case of serious injuries. Drivers should administer proper first aid in accordance with their training and level of ability. In the event an injured passenger is taken to the hospital, record the students' name and the name of the hospital where the student is sent.

C. Tornado.

If there is likelihood that a tornado will hit a vehicle, and there is no escape route available or no time to drive to a safe location, the driver should evacuate the bus, taking the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the bus far enough away from the bus so that the bus will not roll over on them and instruct them to cover their heads with their arms. If the students are wearing coats or jackets, these can be used to provide additional protection for their heads and bodies. Drivers should take only the first aid kit from the bus.

If drivers are on the road when they hear a tornado warning or spot a funnel, and there is no time to evacuate the students after stopping the bus, drivers should have the students assume the protective position, remaining in their seats, with their heads below window level.

D. Evacuation.

Drivers should evacuate buses only when there is a danger of fire, collision or other potential hazard. Drivers should inform passengers that there is an emergency, and in very calm and precise terms, tell them exactly what they are to do. When safely possible, drivers will keep all evacuees a minimum of 100 feet from the bus. They should be loaded back onto the bus only when the driver has determined it is safe to do so.

E. Accident.

In case of an accident, the driver should immediately assess students for injuries and begin any emergency first aid procedures if necessary. The driver must also notify the school district and law enforcement of any school bus accidents immediately.

Upon providing emergency care and notifying the district, the driver shall:

1. In cooperation with police officer and/or ambulance service, assist with the care of students.
2. See that all injured students receive proper care.
3. Determine facts pertaining to **the** accident.
4. Call transportation/district staff to give a list of names and circumstances so they can begin calling parents/guardians.
5. Discuss the accident only with police and school district officials.
6. Record all students' names.

7. Not leave the scene of an accident until released by the driver's supervisor.

Before leaving for the day, the driver shall fill out an accident report. All bus accidents resulting in death, personal injury, or apparent property damage of more than \$4,400 will be reported to the Department of Public Safety. A school bus involved in such an accident may not transport pupils until it has been inspected by or has received a waiver from the State Patrol.

F. Cold Weather Stop.

If a driver is stuck or stalled in cold weather, the driver should call for assistance and wait for help. The driver should avoid relying on the engine to provide heat for the driver and passengers as long as possible. If it is necessary to run the engine to provide heat, the driver will make sure the exhaust pipe is clear of snow, open windows for ventilation, and check passengers frequently for headaches or drowsiness.

G. Dangerous Weapons

If a driver observes or learns that a passenger may have a dangerous weapon on the bus, he or she should remain calm and call for assistance using a pre-determined code. The driver should give the location of the bus to the dispatcher, continue the route and wait for assistance. The driver should not inform the passenger suspected of having the weapon that he or she knows of the weapon.

H. Lights.

In an emergency stop, the driver should turn on the four-way hazard warning lights, and running or clearance lights.

I. Getting Assistance.

The driver should use the two-way radio communications system to get assistance. Drivers should report the location and number of the bus, the nature of the problem, and the status of the passengers. If the driver cannot use a radio to contact the dispatcher, he/she should ask a passerby or other motorist to do so from the nearest telephone. The driver should write out the number and location of the school bus, the nature of the emergency, and the status of the passengers.

IX. VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district. A copy of this program shall be available in the Transportation Office.
- B. All school vehicles shall be state inspected in accordance with legal requirements.

C. ~~Daily pre-trip inspections shall be required and prompt reports submitted of defects to be immediately corrected. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.~~

D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

~~X. EXPENDITURES FOR SCHOOL BUS SAFETY ACTIVITIES~~

~~The school district's expenditures for transportation safety are incorporated by reference into this policy.~~

~~All expenditures shall be directly related to student and/or bus driver safety training and will be reported annually to the Department of Public Safety by the Transportation Safety Director.~~

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is ~~annually~~ periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address, and telephone number of the school transportation safety director are on file with the Superintendent ~~school district office~~. Any questions regarding student transportation or this policy ~~should~~ may be addressed to the school transportation safety director.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)

Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
 Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
 Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)
Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)
Minn. Stat. § 171.321 (Qualifications of School Bus Driver)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)

Cross References: WBLASB Policy 416 (Drug and Alcohol Testing)
 WBLASB Policy 506 (Student Discipline)
 WBLASB Policy 515 (Protection and Privacy of Pupil Records)
 WBLASB Policy 707 (Transportation of Public Students)
 WBLASB Policy 708 (Transportation of Nonpublic Students)
 WBLASB Policy 710 (Extracurricular Transportation)