

**INDEPENDENT SCHOOL  
DISTRICT #624**



**SCHOOL BOARD  
AGENDA**

December 12, 2011

## **MISSION STATEMENT**

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

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

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

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

To: Members of the School Board

From: Dr. Michael J. Lovett  
Superintendent of Schools

Date: December 1, 2011

A meeting of the White Bear Lake Area School Board will be held on **Monday, December 12, 2011** at 7:00 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

**AGENDA**

**A. PROCEDURAL ITEMS**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve Agenda
5. Consent Agenda
  - a) Approval of Minutes
  - b) Payment of Invoices
  - c) Correspondence
  - d) Acceptance of Gifts
  - d1) Acceptance of Scholarships
  - 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. Report on World Language in Elementary Schools
2. Superintendent's Report

**D. DISCUSSION ITEMS**

1. Presentation of Tax and Budget Information related to Truth-in-Taxation Hearing
2. Open Forum for Public Input on Truth-in-Taxation Presentation
3. Presentation of June 30, 20 11 Audit Report
4. First Reading of Policy 214, Out-of-State Travel by School Board Members
5. First Reading of Policy 405, Veteran's Preference
6. First Reading of Policy 512, School-Sponsored Student Publications and Activities
7. First Reading of Policy 520, Student Surveys
8. First Reading of Policy 526, Hazing Prohibition
9. First Reading of Policy 906, Community Notification of Predatory Offenders

**E. OPERATIONAL ITEMS**

1. Acceptance of June 30, 2011 Audit
2. Action on 2011 Payable 2012 Property Tax Levy
3. Approval of Sale of General Obligation Refunding Bonds
4. Action on Recommendation to Add Chinese to Middle School and High School Course Options
5. Action on Four STEM Mini-Grants from H.B. Fuller
6. Action on Accepting White Bear Lake Area Educational Foundation Gifts
7. Action on Accepting Otto Bremer Foundation Gift
8. Second Reading of Policy 406, Public and Private Personnel Data
9. Second Reading of Policy 509, Enrollment of Nonresident Students

**10. Second Reading of Policy 618, Assessment of Student Achievement**

**F. BOARD FORUM**

**G. ADJOURNMENT**

# **A. PROCEDURAL ITEMS**

AGENDA ITEM: **Consent Agenda**  
MEETING DATE: **December 12, 2011**  
SUGGESTED DISPOSITION: **Procedural Items**  
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

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**Consent Agenda**

- a) Approval of Minutes
- b) Payment of Invoices
- c) Correspondence
- d) Acceptance of Gifts
- d1) Acceptance of Scholarships
- e) Field Trip Request(s)
- f) Human Resources Items

**RECOMMENDATION:**

Approve the items listed on the Consent Agenda.

AGENDA ITEM: School Board Minutes  
MEETING DATE: December 12, 2011  
SUGGESTED DISPOSITION: Consent Agenda  
CONTACT PERSON(S): Cathy Storey, School Board Clerk

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**Background:**

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

**Recommendation:** Approve the minutes.



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

A meeting of the White Bear Lake Area School Board was held on Monday, November 14, 2011 at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

**A. PROCEDURAL ITEM**

- 1 Chair Swanson called the meeting to order at 7:01 p.m.
2. Roll Call- Present: ***Chapman, Hiniker, Newberg, Shevik, Storey, Swanson***  
Absent: ***Kimball***  
Ex-Officio: Lovett  
Cabinet: Present – Daniels, Guenther, Law, Picha, Vette
3. Pledge of Allegiance
4. Newberg moved, Hiniker seconded to approve the agenda. ***Voice vote: all ayes. Motion carried.***
5. Chapman moved, Storey seconded to approve the consent agenda consisting of:
  - approval of minutes of regular meeting on October 10, and work-study session on October 24;
  - 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;
  - approve field trips;
  - passage of resolution to approve personnel issues to include:
    - Retirement - Classified Staff
      - Richard Miller – Maintenance Person, District Center, Employed by District 624 since 02/08/1994, Effective Date: 01/03/2012
    - Resignations - Classified Staff
      - Barbarajo Gangl – Part-Time Cook, Transition Plus, Employed by District 624 since 04/08/2011, Effective Date: 11/15/2011
      - Kristen Palmer – Program Assistant Leader, Oneka Elementary, Employed by District 624 since 01/02/2003, Effective Date: 11/18/2012
      - Kami Woodley – Pupil Support Assistant, On Leave, Employed by District 624 since 02/01/1999, Effective Date: 10/28/2011
    - Leave Of Absence - Classified Staff
      - Kari Stutzelberg-Hines – Pupil Support Assistant, Central Middle School, Employed by District 624 since 09/07/2010, Effective Date: 01/09/2012 through 05/14/2012
    - Leaves Of Absence - Certified Staff
      - Marina Borowy – Spanish Teacher, Central Middle School, Employed by District 624 since 08/26/2010, Effective Date: 11/14/2011
      - Lisa Phillips – Special Education Teacher, South Campus, Employed by District 624 since 08/21/2003, Effective Date: 09/12/11 through 10/19/2011

- Annika Pittman – Communications Teacher, North Campus, Employed by District 624 since 08/27/2009, Effective Date: 09/01/2011 through 10/19/2011
- Sandra Whitby – Elementary Teacher, Matoska International, Employed by District #624 since 09/29/1998, Effective Date: 08/29/2011 through 10/28/2011
- Change In Continuing Contract - Certified Staff
  - Aimee Pollard – Speech-Language Pathologist, Birch Lake Elementary, from a .80 f.t.e. to a 1.00 f.t.e., Effective Date: 11/21/2011 thru 06/08/2012
- New Personnel - Classified Staff
  - Thomas Alexander – Bus Driver, Bus Garage, \$15.80/hr. 5.25 hr. /day 144 + 3 hrs. In-Service \$11,992.20, Effective Date: 10/17/2011
  - Dean Gorden – Program Assistant Leader, Lakeaires Elementary, \$11.85/hr. 3.00 hr. /day 176 days \$6,256.80, Effective Date: 10/25/2011
  - Amy Jacob – Pupil Support Assistant, Lakeaires Elementary, \$15.85/hr. 4.00 hr. /day 155 days \$9,827.00, Effective Date: 10/10/2011
  - Kari Levi – Program Assistant Leader, Hugo Elementary, \$11.85/hr. 2.50 hr. /day 175 days \$5,184.38, Effective Date: 10/26/2011
  - Anne Matzke – Program Leader, Oneka Elementary, \$14.30/hr. 7.00 hr. /day 180 days \$18,018.00, Effective Date: 10/19/2011
  - Mandyn Wilson – Health Assistant, Matoska International, \$15.75/hr. 6.75 hr. /day 132 days \$14,033.25, Effective Date: 11/21/2011
- Long Term Substitute - Certified Staff
  - Elayna Eskeli – .8 Language Arts Teacher, North Campus, BA, Step 2 \$8,334.14, Effective Date: 10/31/2011 through 01/23/2012
  - Fidas Fabian-Fors – Spanish Teacher, Central Middle School/North Campus, BA, Step 1 \$25,430.76, Effective Date: 11/14/2011 through 06/08/2012
  - Lori Tuel – School Counselor, North Campus, MA+45, Step 5 \$10,925.20 Effective Date: 10/06/2011 through 12/07/2011

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

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

**C. INFORMATION ITEMS**

1. Superintendent's Report –Dr. Lovett reported on the following:
  - Students performed two songs from “How to Succeed in Business without Really Trying”, our annual high school play currently being performed at the North Campus Theater. Wendy Suoja, teacher and play director, introduced the students and invited all to attend.
  - Before this evening's meeting, the School Board recognized the following students and their coaches: White Bear Lake Area High School (WBLAHS) cheerleaders who earned first place at the state competition, WBLAHS sailing team members who will be competing at the national regatta this week-end, All-State soccer athletes, boys and girls cross country members who competed at state.
  - MN College Application Week is currently underway at South Campus. South Campus was chosen as one of only 17 pilot sites for the Minnesota Department of

Education's new initiative. A variety of application-related activities are happening each day in an effort to engage and inform students about the college application process.

- Dave Guenther, Director of Community Services, provided details on our Community Services program in honor of Community Education Day being celebrated on November 15.
- Dr. Lovett thanked community members for their support of the White Bear Lake Area Schools students and programs in renewing the District's local operating levy with 73% of the voters voting in favor of the renewal. Three School Board members were also elected. All were incumbents.

Emilee Desmet, School Board Alternate Student Representative, reported that College Application Week was going well, there is a Hat and Mitten drive this week at South Campus, the NHS Blood Drive is this Friday and the recent "Trick or Can" food drive resulted in seven tons of food being collected.

Additional information may be found on the District website: [www.whitebear.k12.mn.us](http://www.whitebear.k12.mn.us).

#### **D. DISCUSSION ITEMS**

1. First Reading of Policy 406, Public and Private Personnel Data, has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. This policy will be placed on the December 12 or subsequent meeting agenda as an operational item for action.
2. First Reading of Policy 509, Enrollment of Nonresident Students, has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. This policy will be placed on the December 12 or subsequent meeting agenda as an operational item for action.
3. First Reading of Policy 599, Academic Recognition Policy, has been reviewed by the School Board Policy Committee. Tim Wald, principal at South Campus, provided an overview of this new policy which has had significant internal review. This policy will be placed on the December 12 or subsequent meeting agenda as an operational item for action.
4. First Reading of Policy 618, Assessment of Student Achievement, has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. This policy will be placed on the December 12 or subsequent meeting agenda as an operational item for action.
5. Superintendent Evaluation – The Board provided comments on Dr. Lovett's recent Superintendent Evaluation.

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

1. Shevik motioned and Newberg seconded to approve the resolution canvassing returns of votes of school district special election. ***Roll call vote: ayes- Chapman, Hiniker, Newberg, Shevik, Storey, Swanson; nays – none; Motion carried.***
2. Hiniker motioned and Storey seconded to approve the resolution canvassing returns of votes of school district general election. ***Roll call vote: ayes- Chapman, Hiniker, Newberg, Shevik, Storey, Swanson; nays – none; Motion carried.***

3. Newberg motioned and Shevik seconded to approve the resolution authorizing issuance of certificates of election and directing the school district clerk to perform other election related duties. ***Roll call vote: ayes- Chapman, Hiniker, Newberg, Shevik, Storey, Swanson; nays – none; Motion carried.***
4. Storey motioned and Hiniker seconded to approve application for Student Activities Grant. Whereas the Minnesota State High School League Foundation has offered a grant opportunity to assist, recognize, promote, and fund extra-curricular participation of high school students in an athletic or fine arts program, the White Bear Lake Area Public School Board supports this grant application. ***Roll call vote: ayes- Chapman, Hiniker, Newberg, Shevik, Storey, Swanson; nays – none; Motion carried.***
5. Newberg motioned and Chapman seconded to approve the Course Proposals for 2012-13. ***Roll call vote: ayes- Chapman, Hiniker, Newberg, Shevik, Storey, Swanson; nays – none; Motion carried.***
6. Hiniker amended his initial motion to accept the resolution to include additional language that total net savings included in the most favorable proposal is at least \$375,000 and the present value benefit as a percent of the present value of the refunded debt service is at least 3.9% and Shevik seconded to approve the amended resolution authorizing the approval of the sale of general obligation school building refunding bonds, series 2011A; covenanting and obligating the district to be bound by and to use the provisions of Minnesota Statutes, section 126C.55 to guarantee the payment of the principal and interest of the bonds. ***Roll call vote: ayes- Chapman, Hiniker, Newberg, Shevik, Storey, Swanson; nays – none; Motion carried.***
7. Chapman motioned and Newberg seconded to approve Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse as recommended. ***Roll call vote: ayes- Chapman, Hiniker, Newberg, Shevik, Storey, Swanson; nays – none; Motion carried.***
8. Chapman motioned and Newberg seconded to approve Policy 416, Drug and Alcohol Testing, as recommended. ***Roll call vote: ayes- Chapman, Hiniker, Newberg, Shevik, Storey, Swanson; nays – none; Motion carried.***
9. Chapman motioned and Newberg seconded to approve Policy 419, Tobacco-Free Environment, as recommended. ***Roll call vote: ayes- Chapman, Hiniker, Newberg, Shevik, Storey, Swanson; nays – none; Motion carried.***

F. **BOARD FORUM** – Swanson thanked the community for their support of our operating levy renewal.

G. **ADJOURNMENT** - Newberg motioned, and Chapman seconded to adjourn the meeting at 8:18 p.m. ***Voice vote: all ayes. Motioned carried.***

Cathy Storey, Clerk

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

A work-study session of the White Bear Lake Area School Board was held on Monday, November 28, 2011 at 5:30 p.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

**A. PROCEDURAL ITEMS**

1. Call To Order – Swanson called the meeting to order at 5:35 p.m.
2. Roll Call – Present: Chapman, Hiniker, Kimball, Newberg, Shevik, Storey, Swanson  
  
Ex-Officio: Lovett  
Cabinet: Present – Daniels, Guenther, Law, Vette, Willcoxon

**B. DISCUSSION ITEMS**

1. Update on School Board/Superintendent Goals
    - a. II.1 All students will expand their global perspective through the study of world language and culture at the elementary schools - Ann Malwitz, Professional Learning and Development Coordinator, and David Law, Assistant Superintendent, provided an update on progress being made on this goal.
    - b. II.2 Secondary students will develop global understanding and competitiveness through expanded world language opportunities at the secondary level – Gretchen Harriman, Curriculum and Program Development Coordinator, Mary Dahle and Ted Anderson, secondary World Language teachers, provided an update on progress being made on this goal.
    - c. III.4 The District will ensure that square footage to accommodate student population and program activities are equitable for all buildings – Dave Guenther, Director of Community Services, provided an update on the White Bear Lake Area Schools and Community Recreational/Athletic Facility Field Use and Needs Analysis. Pete Willcoxon, Executive Director of Business Services, and Phil Fisher, Manager of Building Operations, updated the Board on building space needs and options.
    - d. Goal 2 Ongoing Financial Stewardship and Budget Management
      - Audit Report for 2010-11 – Pete Willcoxon overviewed results of the recent audit.
      - Bond Refinancing – Pete Willcoxon provided a status update on our bond refinancing.
  2. Negotiations Study Session – This item was tabled to the January work study meeting.
- C. ADJOURNMENT** - Newberg motioned; Chapman seconded to adjourn the meeting at 8:38 p.m. **Voice vote: All ayes. Motion carried.**

Submitted by: Cathy Storey, Clerk

AGENDA ITEM: Monthly Check Registers

MEETING DATE: December 12, 2011

SUGGESTED DISPOSITION: Consent Agenda

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

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**Background:**

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

**Recommendation:**

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

## White Bear Lake Area Schools

### Electronic Transfers - November

	<u>11/15/2011</u>	<u>11/30/2011</u>
Direct Deposit 310582-311977	1,472,113.84	
U.S. Treasury (FICA, Medicare, withholding)	484,411.40	
MN State Income Tax	85,243.58	
PERA	86,995.66	
TRA	195,619.56	
ING	3,401.43	
White Bear Lake Teacher's Association	31,525.09	
Direct Deposit 311978-313363		1,505,720.17
U.S. Treasury (FICA, Medicare, withholding)		487,845.83
MN State Income Tax		85,996.98
PERA		87,551.45
TRA		199,174.72
ING		3,401.43
White Bear Lake Teacher's Association		31,467.19

Check Nbr	Vendor Name	Check Date	Check Amount
24335	EDHELPER.COM	11/03/2011	67.97
24336	Vendor Continued Check	11/03/2011	0.00
24337	Vendor Continued Check	11/03/2011	0.00
24338	HOUGHTON MIFFLIN HARCOURT	11/03/2011	79,496.62
24339	LIGHTHOUSE MANAGEMENT GROUP	11/03/2011	6,617.00
24340	MACKIN EDUCATIONAL RESOURCES	11/03/2011	280.34
24341	MCGRAW-HILL COMPANIES	11/03/2011	2,542.32
24342	PAPA MURPHY'S PIZZA	11/03/2011	75.90
24343	PAPA MURPHY'S PIZZA	11/03/2011	14.98
24344	PITNEY BOWES PURCHASE POWER	11/03/2011	112.96
24345	SCHOOL SPECIALTY	11/03/2011	300.55
24346	TRADE PRESS INC	11/03/2011	2,437.00
24347	UNIVERSITY OF WI STOUT	11/03/2011	330.00
13	Computer	Check(s) For a Total of	92,275.64



	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
	13	Computer	Checks For a Total of	92,275.64
Total For	13	Manual, Wire Tran, ACH & Computer	Checks	92,275.64
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		92,275.64

## Payroll

Check Nbr	Vendor Name	Check Date	Check Amount
24348	AIG	11/09/2011	5,590.49
24349	AMERICAN FUNDS	11/09/2011	67,525.17
24350	AMERICAN UNITED LIFE	11/09/2011	45,698.58
24351	AMERIPRISE FINANCIAL SERVICES	11/09/2011	10,906.59
24352	AXA EQUITABLE	11/09/2011	20,684.89
24353	EDUCATION MN ESI BILLING TRUST	11/09/2011	16,915.72
24354	GECRB/AMAZON	11/09/2011	273.35
24355	IUOE LOCAL 70	11/09/2011	2,130.91
24356	MESSERLI & KRAMER PA	11/09/2011	708.50
24357	METROPOLITAN LIFE	11/09/2011	3,930.61
24358	MN CHILD SUPPORT	11/09/2011	2,665.60
24359	MN DEPT OF REVENUE	11/09/2011	318.00
24360	SCHOOL SERVICE EMPLOYEES	11/09/2011	5,363.14
24361	US DEPT OF EDUCATION	11/09/2011	329.00
24362	VANGUARD SMALL BUSINESS SERVIC	11/09/2011	19,536.87
24363	WBLA EDUCATIONAL FOUNDATION	11/09/2011	100.00
16	Computer	Check(s) For a Total of	202,677.42

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
16	Computer	Checks For a Total of	202,677.42
Total For 16	Manual, Wire Tran, ACH & Computer	Checks	202,677.42
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	202,677.42

Check Nbr	Vendor Name	Check Date	Check Amount
24364	1ST LINE/LEEWES VENTURES LLC	11/10/2011	735.25
24365	AARP DRIVER SAFETY PROGRAM	11/10/2011	462.00
24366	ABBOTT PAINT & CARPET INC	11/10/2011	157.99
24367	ADDERLEY, DONALD	11/10/2011	104.00
24368	ADVANCED WIRELESS COMMUNICATIO	11/10/2011	118.28
24369	AGROPUR INC	11/10/2011	29,288.62
24370	AMERICAN MESSAGING	11/10/2011	113.54
24371	AMERICAN RED CROSS MN	11/10/2011	100.00
24372	AMERICAN TIME & SIGNAL CO	11/10/2011	699.28
24373	AMERIPRIDE SERVICES	11/10/2011	1,353.13
24374	ANDERSON, JON C	11/10/2011	493.13
24375	ANDERSON'S	11/10/2011	31.82
24376	ANDERSON'S	11/10/2011	1,465.36
24377	ANDERSON, TERRY	11/10/2011	58.94
24378	ANOKA COUNTY PARKS & RECREATIO	11/10/2011	700.00
24379	APPLIED ENVIRONMENTAL SCI INC	11/10/2011	1,667.49
24380	ARCHIPELAGO LEARNING INC	11/10/2011	5,614.11
24381	AUDIO ENHANCEMENT	11/10/2011	580.00
24382	AVON BUSINESS FORMS & PROMOTIO	11/10/2011	182.00
24383	BARNES & NOBLE	11/10/2011	436.57
24384	BARNETT WB CHRYSLER JEEP DODGE	11/10/2011	24.00
24385	BATTERIES PLUS	11/10/2011	176.43
24386	BAUER, CARA C	11/10/2011	97.25
24387	BEACON ATHLETICS	11/10/2011	611.00
24388	BELL, DAVID	11/10/2011	37.72
24389	BENNETT, RANDY	11/10/2011	55.00
24390	BERRY BLENDZ - EDEN PRAIRIE	11/10/2011	900.00
24391	BEST WESTERN PLUS INN TOWNER	11/10/2011	247.30
24392	BEZECNY, RORY	11/10/2011	18.00
24393	BIX PRODUCE COMPANY INC	11/10/2011	276.96
24394	BLOM, JULIE	11/10/2011	28.00
24395	BLUMENTHAL, JODEL A	11/10/2011	534.65
24396	BOWEN, DAVID	11/10/2011	77.50
24397	BRENK, BARBARA ANN	11/10/2011	223.66
24398	BROCKWAY, TOM	11/10/2011	52.00
24399	BROOKSHAW, SUE	11/10/2011	124.98
24400	BROWN INDUSTRIES INC	11/10/2011	397.25
24401	BRUSKI, JERRILYN	11/10/2011	89.98
24402	THE BUG COMPANY	11/10/2011	16.00
24403	BUREAU OF LECTURES & CONCERT	11/10/2011	850.00
24404	BURMEISTER, JANE M	11/10/2011	122.65
24405	CALLOWAY HOUSE	11/10/2011	39.94
24406	CAMBIUM LEARNING INC	11/10/2011	231.00
24407	CAMP ST CROIX	11/10/2011	261.00
24408	CAREY, MARK	11/10/2011	61.00
24409	CAREY, MATTHEW	11/10/2011	61.00
24410	CARTRIDGE CARE	11/10/2011	333.00
24411	CARTRIDGES DIRECT	11/10/2011	323.96
24412	CDI	11/10/2011	3,101.47
24413	CDW GOVERNMENT INC	11/10/2011	674.32

Check Nbr	Vendor Name	Check Date	Check Amount
24414	CERTIFIED LABORATORIES	11/10/2011	498.12
24415	CHAKOLIS, RICHARD A	11/10/2011	750.00
24416	CHERMAK, COLLEEN	11/10/2011	19.55
24417	CLYNE, KRIS	11/10/2011	49.98
24418	CM CONSTRUCTION COMPANY INC	11/10/2011	198,345.75
24419	CMI EDUCATION INSTITUTE INC	11/10/2011	220.99
24420	COCA-COLA BOTTLING MIDWEST CO	11/10/2011	1,669.68
24421	COMCAST	11/10/2011	33.95
24422	COMCAST	11/10/2011	5.26
24423	COMMUNICATION MAILING SERVICES	11/10/2011	844.03
24424	CONTINENTAL RESEARCH CORP	11/10/2011	456.64
24425	COPY IMAGES INC	11/10/2011	5,374.70
24426	Vendor Continued Check	11/10/2011	0.00
24427	COPY IMAGES INC	11/10/2011	2,066.68
24428	CTB INC	11/10/2011	14,559.89
24429	CULLIGAN BOTTLED WATER	11/10/2011	107.85
24430	CUMMINS NPOWER LLC	11/10/2011	229.68
24431	CUSTOM HEADSETS	11/10/2011	34.95
24432	DAHLEM, TERESA	11/10/2011	310.85
24433	Vendor Continued Check	11/10/2011	0.00
24434	Vendor Continued Check	11/10/2011	0.00
24435	Vendor Continued Check	11/10/2011	0.00
24436	DALCO CORPORATION	11/10/2011	13,335.38
24437	DANIELS, KATHLEEN	11/10/2011	1,303.99
24438	DAO, MICHELLE	11/10/2011	10.80
24439	DECOSTA, DARYL	11/10/2011	21.99
24440	DELLWO, COLLEEN F	11/10/2011	104.10
24441	DELTA EDUCATION	11/10/2011	4,707.05
24442	DEMCO INC	11/10/2011	44.11
24443	DESTINATION IMAGINATION	11/10/2011	135.00
24444	DIANA ETTTEL INTERPRETING SERVI	11/10/2011	56.25
24445	DISCOUNTOFFICEITEMS.COM	11/10/2011	183.00
24446	DIVERSIFIED SNACK DISTRIBUTION	11/10/2011	2,430.83
24447	DOMINOS PIZZA	11/10/2011	296.23
24448	DRAMATISTS PLAY SERVICE	11/10/2011	31.35
24449	DRAMATIC PUBLISHING CO	11/10/2011	40.90
24450	DUSTIN, JOSEPH J	11/10/2011	32.51
24451	DYMIT, MARIE	11/10/2011	89.91
24452	EARLY, SHERRY	11/10/2011	15.30
24453	EARTH ADVENTURE	11/10/2011	150.00
24454	EAST METRO INTEGRATION DIST 60	11/10/2011	60,937.30
24455	EBSCO SUBSCRIPTION SERVICES	11/10/2011	1,716.17
24456	ECKROTH MUSIC	11/10/2011	84.00
24457	EDVOTEK	11/10/2011	169.06
24458	ELLSWORTH, ANNE M	11/10/2011	59.77
24459	ENGSTRAN, PAUL	11/10/2011	40.00
24460	ERBERT & GERBERTS SUBS & CLUBS	11/10/2011	156.09
24461	ESKOW, LYNN	11/10/2011	73.11
24462	ESSON, ANN	11/10/2011	112.50
24463	F&N OPERATIONS LLC	11/10/2011	509.58

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24464	FASTENAL COMPANY	11/10/2011	207.22
24465	FEIG, STACEY A	11/10/2011	249.66
24466	FEIGAL-HITCH, SUE	11/10/2011	224.42
24467	FERRELLGAS	11/10/2011	66.98
24468	FESTIVAL FOODS-KNOWLAN'S	11/10/2011	648.81
24469	FINK, AVIS	11/10/2011	301.68
24470	FIRST STUDENT INC	11/10/2011	146,099.50
24471	FISHER SCIENTIFIC	11/10/2011	271.53
24472	FLANAGAN SALES INC	11/10/2011	6,928.00
24473	FLINN SCIENTIFIC INC	11/10/2011	1,333.08
24474	FNS METRIX	11/10/2011	91.80
24475	FORCIER, ELSIE	11/10/2011	33.57
24476	FOREIGN CANDY COMPANY INC	11/10/2011	804.52
24477	FOSTER, CATHERINE A	11/10/2011	82.42
24478	FRATTALONES HARDWARE STORES	11/10/2011	1,023.53
24479	FREE SPIRIT PUBLISHING CO	11/10/2011	55.83
24480	FROGNER, JANINE	11/10/2011	42.47
24481	FUHRMAN, SARAH	11/10/2011	33.47
24482	G&K SERVICES INC	11/10/2011	2,454.18
24483	G&K SERVICES	11/10/2011	736.12
24484	GARCEAUS HARDWARE	11/10/2011	57.06
24485	GARDEN & ASSOCIATES INC	11/10/2011	128.75
24486	GE CAPITAL RETAIL BANK	11/10/2011	15.90
24487	GENERAL ASP	11/10/2011	125.00
24488	GIBBS MUSEUM OF PIONEER &	11/10/2011	442.00
24489	GIBSON, JULIE	11/10/2011	5.00
24490	GILLILAND, JENNIFER	11/10/2011	20.00
24491	GOLDEN, AMANDA	11/10/2011	133.00
24492	GOPHER	11/10/2011	3,342.68
24493	GOPHER STAGE LIGHTING	11/10/2011	55.50
24494	GORIS, PAMELA L	11/10/2011	28.00
24495	GORMAN, DEE DEE	11/10/2011	85.50
24496	Vendor Continued Check	11/10/2011	0.00
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24499	GRAINGER	11/10/2011	2,046.04
24500	GRANDMA'S BAKERY INC	11/10/2011	150.15
24501	GRATZ, MICHELLE C	11/10/2011	148.40
24502	GRAY, DONALD E	11/10/2011	208.13
24503	GREAT AMERICAN PREFERRED	11/10/2011	832.50
24504	GREATAMERICA LEASING CORP	11/10/2011	849.79
24505	GRITZMACHER, SHAWN	11/10/2011	622.69
24506	GROTH MUSIC CO	11/10/2011	14.90
24507	HALLBERG ENGINEERING INC	11/10/2011	21,597.50
24508	HANSON, DONNA	11/10/2011	35.70
24509	HANSON, MARILYN	11/10/2011	89.91
24510	HARRIMAN, DION D	11/10/2011	99.99
24511	HEALY, JASON	11/10/2011	108.23
24512	HEDBERG MAPS, INC	11/10/2011	137.95
24513	HERDER, JIM	11/10/2011	55.00

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24514	HIGHSMITH	11/10/2011	65.60
24515	HISDAHL INC	11/10/2011	1,870.19
24516	HOEFER, SHANE	11/10/2011	64.00
24517	HOERNEMANN, WENDY	11/10/2011	194.19
24518	HOFF, ERIN	11/10/2011	24.64
24519	Vendor Continued Check	11/10/2011	0.00
24520	Vendor Continued Check	11/10/2011	0.00
24521	Vendor Continued Check	11/10/2011	0.00
24522	HOGLUND BUS AND TRUCK CO	11/10/2011	974.61
24523	HOULE, EUGENE	11/10/2011	30.00
24524	HOWARD, JOAN A	11/10/2011	21.25
24525	HOYER, MARCUS C	11/10/2011	30.00
24526	HUEBSCH, URSULA	11/10/2011	12.75
24527	HUGO FEED MILL & HARDWARE	11/10/2011	698.75
24528	HUTCHINSON, JOANNE R	11/10/2011	89.99
24529	ICS CONSULTING INC	11/10/2011	1,005.61
24530	Vendor Continued Check	11/10/2011	0.00
24531	Vendor Continued Check	11/10/2011	0.00
24532	IFD	11/10/2011	76,817.94
24533	IKI INC	11/10/2011	105.00
24534	IMMEL, COLLEEN	11/10/2011	379.00
24535	INTEGRA TELECOM	11/10/2011	463.20
24536	INTERCULTURAL DEVMT INVENTORY	11/10/2011	395.00
24537	INTL READING ASSOC	11/10/2011	803.25
24538	INTL SCULPTURE CTR	11/10/2011	100.00
24539	JACKSON, ROBERT	11/10/2011	483.85
24540	JAGUAR EDUCATIONAL	11/10/2011	78.90
24541	JAMIESON, LEAH	11/10/2011	21.20
24542	JAYTECH INC	11/10/2011	508.00
24543	JW PEPPER & SON INC	11/10/2011	139.85
24544	K PEARSON MECHANICAL LLC	11/10/2011	250.00
24545	KAISER, PHYLLIS	11/10/2011	14.42
24546	KANE JR, MICHAEL P	11/10/2011	54.39
24547	KATH, ABBY J	11/10/2011	87.76
24548	KATH FUEL OIL SERVICE CO	11/10/2011	26,942.58
24549	KBA	11/10/2011	112.50
24550	KEARNEY YEE, CARRIE L	11/10/2011	170.00
24551	KELVIN LP	11/10/2011	233.00
24552	Vendor Continued Check	11/10/2011	0.00
24553	KIMBALL MIDWEST	11/10/2011	2,399.06
24554	KING TRINA	11/10/2011	40.52
24555	KIRKHAM, JENNIFER KD	11/10/2011	323.39
24556	KLIER, BECKY	11/10/2011	54.00
24557	KNUTSON FLYNN & DEANS PA	11/10/2011	386.50
24558	KOLASA, THOMAS	11/10/2011	644.44
24559	KRISTENSEN, CLARK	11/10/2011	45.00
24560	KUBITZ EDUCATIONAL SERVICES	11/10/2011	28.49
24561	KULLY SUPPLY COMPANY	11/10/2011	115.65
24562	KUPFERSCHMIDT, ROBERT	11/10/2011	120.00
24563	LANDS BEST FOODS	11/10/2011	3,030.65

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24564	LARSON, JOHN	11/10/2011	45.00
24565	LARSON, KAY	11/10/2011	30.00
24566	LAWRENCE SIGN	11/10/2011	1,145.00
24567	LEARNING A-Z	11/10/2011	339.80
24568	LEARNED, KARA	11/10/2011	5.99
24569	LEDER, JARROD D	11/10/2011	61.00
24570	LEIGH CAVALIER PHOTOGRAPHY	11/10/2011	198.00
24571	LEVASSEUR, MARY	11/10/2011	17.00
24572	LIBRARY VIDEO COMPANY	11/10/2011	140.67
24573	LOCKWOOD, KEITH H	11/10/2011	227.35
24574	LODERMEIER, EILEEN F	11/10/2011	124.95
24575	LORENZ CORPORATION	11/10/2011	370.00
24576	L T G POWER EQUIPMENT	11/10/2011	38.54
24577	LUFT, MAGGIE	11/10/2011	33.79
24578	LUND, BARBARA A	11/10/2011	44.18
24579	LYONS, CHRISTOPHER A	11/10/2011	46.62
24580	MAAS, ERIN K	11/10/2011	92.35
24581	MACKIN EDUCATIONAL RESOURCES	11/10/2011	1,113.50
24582	MAD SCIENCE OF MINNESOTA	11/10/2011	275.00
24583	MADERICH, PATRICIA J	11/10/2011	240.00
24584	MAILING SOLUTIONS	11/10/2011	1,312.90
24585	MALLEY, DAVID	11/10/2011	55.00
24586	MALWITZ, ANN	11/10/2011	67.88
24587	MANDILE, RICHARD J	11/10/2011	55.00
24588	MANKE, ANNE	11/10/2011	82.14
24589	MASE	11/10/2011	510.00
24590	MASLOWSKI, KELSEY	11/10/2011	9.99
24591	MASSO, JEREMY	11/10/2011	65.00
24592	MATTICE, JULIE A	11/10/2011	40.00
24593	MATTSON, CYNTHIA	11/10/2011	78.40
24594	MAYER, ANTHONY G	11/10/2011	514.00
24595	MCCALL, MAUREEN E	11/10/2011	12.75
24596	MCDONALD, MARIE	11/10/2011	14.44
24597	MCDONOUGH'S WATERJETTING AND	11/10/2011	4,398.75
24598	MCGOURTY, LESLIE R	11/10/2011	44.96
24599	MCMAHON, MARGARET	11/10/2011	40.00
24600	MENARDS-MAPLEWOOD	11/10/2011	308.59
24601	METRO ECSU	11/10/2011	580.00
24602	METRO SOUND AND LIGHTING	11/10/2011	1,196.00
24603	METROPOLITAN PRINCIPALS ACADEM	11/10/2011	175.00
24604	MEUWISSEN, PAUL	11/10/2011	137.93
24605	MICHEL, ROCHELLE N	11/10/2011	140.63
24606	MIDWEST BUS PARTS INC	11/10/2011	445.90
24607	MIDWEST TECHNOLOGY PRODUCTS	11/10/2011	723.94
24608	THE MIDWEST CLINIC	11/10/2011	110.00
24609	MILES, MARY T	11/10/2011	351.59
24610	MINITEX	11/10/2011	343.00
24611	MINVALCO INC	11/10/2011	1,588.30
24612	MLA	11/10/2011	5,075.00
24613	MN BASKETBALL NEWS	11/10/2011	110.00



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24614	MN EDUCATION JOB FAIR	11/10/2011	660.00
24615	MN ELEVATOR INC	11/10/2011	290.77
24616	MN OCCUPATIONAL HEALTH	11/10/2011	69.00
24617	MOBILE RADIO ENGINEERING INC	11/10/2011	1,004.40
24618	MOVIE LICENSING USA	11/10/2011	350.00
24619	MULTI SERVICE CORP	11/10/2011	313.00
24620	MUNDELL, GERALD	11/10/2011	139.86
24621	Vendor Continued Check	11/10/2011	0.00
24622	Vendor Continued Check	11/10/2011	0.00
24623	MUSEUM OF SCIENCE	11/10/2011	81,121.51
24624	MY KID CREATIONZ LLC	11/10/2011	240.00
24625	NAC MECHANICAL & ELECTRICAL SE	11/10/2011	8,446.21
24626	NASCO	11/10/2011	73.53
24627	NATL ARCHERY IN THE SCHOOLS PR	11/10/2011	260.00
24628	NATL GEOGRAPHIC SCHOOL PUBLISH	11/10/2011	119.50
24629	NEOFUNDS BY NEOPOST	11/10/2011	1,000.00
24630	NETCHEMIA	11/10/2011	17,600.00
24631	NEWMASER, MARGARET	11/10/2011	46.61
24632	Vendor Continued Check	11/10/2011	0.00
24633	NORTH CENTRAL TRUCK EQUIPMENT	11/10/2011	1,689.18
24634	NORTHEAST METRO INTERMEDIATE D	11/10/2011	24,554.59
24635	NORTHERN FOREST PRODUCTS LLC	11/10/2011	2,173.07
24636	NORTHERN DOOR COMPANY	11/10/2011	544.58
24637	NORTHLAND APPLIANCE SERVICE	11/10/2011	30.09
24638	NOVINSKA, TOD	11/10/2011	250.00
24639	Vendor Continued Check	11/10/2011	0.00
24640	Vendor Continued Check	11/10/2011	0.00
24641	OFFICE DEPOT	11/10/2011	1,049.41
24642	OLD DUTCH FOODS INC	11/10/2011	418.80
24643	OLSON, MARK	11/10/2011	47.45
24644	Vendor Continued Check	11/10/2011	0.00
24645	ON SITE SANITATION INC	11/10/2011	847.71
24646	OPEN ARMS OF MN	11/10/2011	7,026.66
24647	OXYGEN SERVICE CO INC	11/10/2011	19.53
24648	PACER CENTER INC	11/10/2011	100.00
24649	PAI, ANANTH P	11/10/2011	79.95
24650	PAMS LUNCHROOM LLC	11/10/2011	6,119.36
24651	PAN-O-GOLD	11/10/2011	4,533.76
24652	PAPKE, MATTHEW S	11/10/2011	61.00
24653	PAR INC	11/10/2011	164.59
24654	PARSONS, SALLY ANN	11/10/2011	194.64
24655	PARTS NOW ! LLC	11/10/2011	196.90
24656	PCS REVENUE CONTROL SYSTEMS IN	11/10/2011	2,900.00
24657	PEARSON EDUCATION INC	11/10/2011	192.61
24658	PETERSON, ESTHER	11/10/2011	10.20
24659	PETERSON, REBECCA	11/10/2011	90.00
24660	PICHA, CHRISTINA K	11/10/2011	64.40
24661	PINE TREE APPLE ORCHARD	11/10/2011	2,088.00
24662	PINNOW, PAIGE	11/10/2011	146.85
24663	PITCHER, JULIE K	11/10/2011	150.07

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24664	PITNEY BOWES PURCHASE POWER	11/10/2011	61.57
24665	PM ENTERPRISES	11/10/2011	425.00
24666	POLAR CHEVROLET MAZDA	11/10/2011	201.49
24667	PORTER, THERESA	11/10/2011	39.80
24668	PROFESSIONAL TURF & RENOVATION	11/10/2011	8,025.00
24669	PROGRESSIVE BUSINESS PUBL	11/10/2011	94.56
24670	PROJECTUS	11/10/2011	3,216.00
24671	PUODZIUNAS, DIANE M	11/10/2011	50.55
24672	R & R SPECIALTIES INC	11/10/2011	1,500.05
24673	Vendor Continued Check	11/10/2011	0.00
24674	RAMSEY COUNTY	11/10/2011	3,192.00
24675	RAMSEY COUNTY COMM HUMAN SVCS	11/10/2011	29,800.00
24676	RAMSEY COUNTY PUBLIC HEALTH	11/10/2011	75.00
24677	RATWIK ROSZAK & MALONEY PA	11/10/2011	19,224.34
24678	REED, TAMMY L	11/10/2011	121.99
24679	REFRIGERATION HARDWARE SUPPLY	11/10/2011	145.06
24680	REGION 4AA	11/10/2011	4,252.50
24681	REICHSTADT, LISA	11/10/2011	10.94
24682	REITAN PIANO SERVICE	11/10/2011	280.00
24683	RENAISSANCE LEARNING INC	11/10/2011	4,542.25
24684	RESERVE ACCOUNT	11/10/2011	5,000.00
24685	RICOH AMERICAS CORP	11/10/2011	415.59
24686	ROCKFORD, JEREMY	11/10/2011	43.75
24687	ROCKFORD, KRISTY	11/10/2011	340.00
24688	ROSE, DIANA	11/10/2011	425.98
24689	RS EDEN	11/10/2011	194.87
24690	RUOHOMAKI, TERESA M	11/10/2011	14.43
24691	S & T OFFICE PRODUCTS INC	11/10/2011	116.55
24692	SAFEWAY DRIVING SCHOOL	11/10/2011	9,610.00
24693	SAIKO, KATHY	11/10/2011	110.50
24694	SAM'S CLUB/GEMB	11/10/2011	16.58
24695	SAM'S CLUB/GEMB	11/10/2011	53.20
24696	SAM'S CLUB/GEMB	11/10/2011	1,749.81
24697	SAM'S CLUB/GEMB	11/10/2011	337.85
24698	SAM'S CLUB/GEMB	11/10/2011	1,147.52
24699	SAM'S CLUB #6309	11/10/2011	35.00
24700	SAMMON BRENDA	11/10/2011	49.40
24701	SAMUELSON, RICHARD T	11/10/2011	50.00
24702	SARGENT-WELCH	11/10/2011	17.76
24703	SCHINTZ KATHLEEN M	11/10/2011	17.00
24704	SCHIRMEISTER, MONIKA	11/10/2011	33.14
24705	SCHMECKPEPER, ELLIE	11/10/2011	35.70
24706	SCHMITT, ALYSSA A	11/10/2011	136.06
24707	SCHMITT MUSIC COMPANY	11/10/2011	102.52
24708	SCHOCHET, HANNAH M	11/10/2011	123.10
24709	SCHOLASTIC BOOK FAIRS	11/10/2011	2,611.14
24710	SCHOLASTIC BOOK CLUBS	11/10/2011	240.00
24711	SCHOOL HEALTH CORP	11/10/2011	79.99
24712	SCHOOL SPECIALTY	11/10/2011	1,111.28
24713	SCHULTE, BILL	11/10/2011	25.00

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24714	SCHUMER, PAT	11/10/2011	52.00
24715	SCHWAB-VOLLHABER-LUBRATT	11/10/2011	135.15
24716	SCHWAB, RANDI	11/10/2011	110.00
24717	SECURITAS SEC SVCS USA INC	11/10/2011	2,883.84
24718	SELBY ANNELLE F	11/10/2011	180.00
24719	SENTRY SYSTEMS INC	11/10/2011	1,695.00
24720	SEVERSON, CHAD	11/10/2011	25.00
24721	SHIFFLER EQUIPMENT SALES INC	11/10/2011	349.03
24722	SIEMENS INDUSTRY INC	11/10/2011	806.00
24723	SILK, JUDY	11/10/2011	9.00
24724	SIMMONS, CHERYL	11/10/2011	150.12
24725	SIMMONS, JEFF	11/10/2011	93.84
24726	SIMPLEXGRINNELL LP	11/10/2011	1,492.28
24727	SINGLETON, EVAN	11/10/2011	80.00
24728	SMART APPLE MEDIA	11/10/2011	693.55
24729	SNAP-ON TOOLS	11/10/2011	488.20
24730	SOLUTION TREE	11/10/2011	609.00
24731	SORENSEN, CHRISTOPHER	11/10/2011	29.58
24732	SOUTHWEST BINDING & LAMINATING	11/10/2011	490.26
24733	SPANISH SPECIALISTS AND CONSUL	11/10/2011	95.00
24734	SPEARS, CHRISTINE I	11/10/2011	37.27
24735	SPECIAL ED RULES	11/10/2011	597.00
24736	ST JUDE OF THE LAKE	11/10/2011	300.00
24737	STAGE TECHNOLOGY	11/10/2011	71.29
24738	STAR TRIBUNE	11/10/2011	81.70
24739	STATE SUPPLY CO	11/10/2011	285.57
24740	STILLWATER AREA PUBLIC SCHOOLS	11/10/2011	150.00
24741	STOETZEL, TRACI	11/10/2011	6.99
24742	STOTTLEMYER, JEFF	11/10/2011	59.94
24743	STRUM, BARBARA	11/10/2011	9.00
24744	SUBSCRIPTION SERV OF AMER INC	11/10/2011	77.00
24745	SVIR, SARA A	11/10/2011	93.67
24746	SWANSON, LAWRENCE	11/10/2011	135.00
24747	SWENDSEN, KERRY	11/10/2011	66.00
24748	TARGET BANK	11/10/2011	3,066.48
24749	TARGET BANK	11/10/2011	9.49
24750	TAYLOR SALES INC	11/10/2011	80.63
24751	TEXTBOOK WAREHOUSE INC	11/10/2011	18.50
24752	TIERNEY BROTHERS INC	11/10/2011	6,473.00
24753	TIES DEPOT	11/10/2011	366.11
24754	TJERNLUND, DAVID	11/10/2011	3.99
24755	TOLLISON, STEPHANIE	11/10/2011	130.94
24756	TOP TALENT SOLUTIONS	11/10/2011	955.50
24757	TOUSSAINT, JANEL PHYLLIS	11/10/2011	47.45
24758	TOYOTA-LIFT OF MINNESOTA	11/10/2011	937.37
24759	TRAEGER, MARY	11/10/2011	14.27
24760	TRAVER, SHAWNA J	11/10/2011	100.69
24761	TRINITY FIRST LUTHERAN SCHOOL	11/10/2011	140.36
24762	TRIO SUPPLY COMPANY	11/10/2011	9,126.17
24763	TRUCK UTILITIES MFG CO	11/10/2011	686.96

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24764	TRUSTED EMPLOYEES	11/10/2011	3,036.00
24765	TURFWERKS INC	11/10/2011	195.79
24766	TWIN CITY JANITOR SUPPLY CO	11/10/2011	10,220.00
24767	TWIN CITY NURSERY INC	11/10/2011	231.94
24768	TWIN CITIES TRANSPORT & RECOVER	11/10/2011	150.00
24769	TWIN CITIES MAGIC AND COSTUME	11/10/2011	143.97
24770	U.S. ENERGY SERVICES INC	11/10/2011	7,117.33
24771	U.S. SCHOOL SUPPLY INC	11/10/2011	55.00
24772	UHL CO INC	11/10/2011	3,216.00
24773	VADNAIS HEIGHTS SPORTS COMPLEX	11/10/2011	14,763.75
24774	VANOVERBEKE, TAMARA S	11/10/2011	144.61
24775	VARSITY SPIRIT FASHIONS	11/10/2011	1,632.65
24776	VENBURG TIRE CO	11/10/2011	69.95
24777	VERIZON WIRELESS	11/10/2011	503.27
24778	VETTE, MARISA AA	11/10/2011	38.40
24779	VIAVATTINE, JOSEPH	11/10/2011	210.98
24780	VIKING ELECTRIC SUPPLY	11/10/2011	3,211.12
24781	VIKING INDUSTRIAL CENTER	11/10/2011	540.96
24782	VOYAGEUR ENVIRONMENTAL CENTER	11/10/2011	1,000.00
24783	WAGNER, DON	11/10/2011	41.76
24784	WALTER, BRIAN M	11/10/2011	61.00
24785	WALTERS REBUILDERS	11/10/2011	329.95
24786	Vendor Continued Check	11/10/2011	0.00
24787	WASTE MANAGEMENT OF WI-MN	11/10/2011	13,494.64
24788	WATERPARK OF AMERICA	11/10/2011	882.00
24789	WAYFAIR LLC	11/10/2011	556.17
24790	WB AREA EMERGENCY FOOD SHELF	11/10/2011	100.00
24791	WHITE BEAR GLASS INC	11/10/2011	220.00
24792	WHITE BEAR AREA CHAMBER	11/10/2011	240.00
24793	Vendor Continued Check	11/10/2011	0.00
24794	WHITE BEAR LAKE (CITY OF)	11/10/2011	10,133.04
24795	WEEKLY READER	11/10/2011	226.56
24796	WELLS, SHARON	11/10/2011	29.75
24797	WET PAINT	11/10/2011	332.45
24798	WHITE, THOMAS R	11/10/2011	115.90
24799	WILDLIFE SCIENCE CENTER	11/10/2011	675.00
24800	WIMER, MARY KATHRYN	11/10/2011	150.00
24801	WOODDALE FUN ZONE	11/10/2011	1,056.00
24802	WORLD'S FINEST CHOCOLATE INC	11/10/2011	1,300.00
24803	XCEL ENERGY	11/10/2011	83,559.47
24804	XEROX CORPORATION	11/10/2011	383.43
24805	YOUTH SERVICES INTERNATIONAL	11/10/2011	180.00
24806	ZAHL PETROLEUM MAINTENANCE CO	11/10/2011	390.69
24807	ZARAMBO, MARIA	11/10/2011	64.00
24808	ZITZOW, RACHEL A	11/10/2011	137.93

445	Computer	Check(s) For a Total of	1,166,278.63
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Check Nbr	Vendor Name	Check Date	Check Amount
19730	STRUM, BARBARA	11/10/2011	9.00
21321	TRINITY FIRST LUTHERAN SCHOOL	11/10/2011	140.36
23440	COAST TO COAST SAFETY INC	11/10/2011	25.00
23929	BELL, DAVID S	11/10/2011	37.72
24311	UNIVERSITY OF WI STOUT	11/10/2011	420.00
5	Void	Check(s) For a Total of	632.08

	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
	445	Computer	Checks For a Total of	1,166,278.63
Total For	445	Manual, Wire Tran, ACH & Computer	Checks	1,166,278.63
Less	5	Voided	Checks For a Total of	632.08
		Net Amount		1,165,646.55

Check Nbr	Vendor Name	Check Date	Check Amount
24809	DOUGLAS WOOD INC	11/17/2011	950.00
1	Computer	Check(s) For a Total of	950.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	950.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	950.00
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		950.00



Check Nbr	Vendor Name	Check Date	Check Amount
24810-25064	VOID	11/23/2011	0.00
25065	A-1 HYDRAULIC SALES & SERVICE	11/23/2011	47.13
25066	AARP DRIVER SAFETY PROGRAM	11/23/2011	292.00
25067	AARP DRIVER SAFETY PROGRAM	11/23/2011	166.00
25068	AARP DRIVER SAFETY PROGRAM	11/23/2011	222.00
25069	ACADEMIC THERAPY PUBLICATIONS	11/23/2011	79.75
25070	ACCESS COMMUNICATIONS INC	11/23/2011	2,115.00
25071	ACP DIRECT	11/23/2011	41.70
25072	ACT INC	11/23/2011	195.00
25073	ADVANCED WIRELESS COMMUNICATIO	11/23/2011	102.53
25074	AMAZON	11/23/2011	37.56
25075	AMAZON	11/23/2011	1,254.90
25076	AMAZON	11/23/2011	527.54
25077	AMAZON	11/23/2011	4,840.45
25078	AMAZON	11/23/2011	191.69
25079	ANCHOR PAPER CO	11/23/2011	7,238.00
25080	ANDERSON, MARGARET M	11/23/2011	227.06
25081	ANDERSON, MITCHEL	11/23/2011	25.00
25082	APPLE COMPUTER INC	11/23/2011	763.62
25083	APPLIED ENVIRONMENTAL SCI INC	11/23/2011	2,835.00
25084	AQUA ENGINEERING INC	11/23/2011	145.00
25085	ARCHIPELAGO LEARNING INC	11/23/2011	1,520.00
25086	ARENA SERVICES AND PRODUCTS LL	11/23/2011	2,300.00
25087	ARMSTRONG HIGH SCHOOL	11/23/2011	220.00
25088	ARTISTIC INSTALLS	11/23/2011	299.25
25089	ASTLEFORD INTERNATIONAL TRUCKS	11/23/2011	23.02
25090	ATTAINMENT CO INC	11/23/2011	519.75
25091	AVON BUSINESS FORMS & PROMOTIO	11/23/2011	1,395.58
25092	BABIASH, JENNIFER MAE	11/23/2011	170.77
25093	BARNETT WB CHRYSLER JEEP DODGE	11/23/2011	48.36
25094	BARTHOLD	11/23/2011	1,377.00
25095	BATENHORST, LYNSEY K	11/23/2011	221.45
25096	BATTERIES PLUS	11/23/2011	175.85
25097	BATTLE OF THE MIDWEST	11/23/2011	558.00
25098	BATTLE OF THE MIDWEST	11/23/2011	306.00
25099	BEACON ATHLETICS	11/23/2011	1,222.00
25100	BEAR, DELORES ANN	11/23/2011	71.97
25101	BEBENSEE, SHIRLEY	11/23/2011	25.00
25102	BECK, SUEANN	11/23/2011	100.00
25103	BECKMAN, CHRIS	11/23/2011	55.00
25104	BEFORT, STEPHEN F	11/23/2011	1,673.80
25105	BELL, CATHERINE	11/23/2011	51.20
25106	BELL, DAVID	11/23/2011	85.82
25107	BENTLEY, JEAN	11/23/2011	270.84
25108	BERGIN FRUIT AND NUT CO	11/23/2011	20.30
25109	BERGMANN EWING, ANN C	11/23/2011	25.65
25110	BERNIER, CARYN S	11/23/2011	126.55
25111	BEST BUY BUSINESS ADVANTAGE AC	11/23/2011	69.42
25112	BILL WEIGEL SIGNS	11/23/2011	600.00
25113	BIO-RAD LABORATORIES	11/23/2011	1,697.90
25114	BJURSTROM, PETER EMIL	11/23/2011	205.00

Check Nbr	Vendor Name	Check Date	Check Amount
25115	BLICK ART MATERIALS	11/23/2011	1,050.00
25116	BLUEBIRD SCREEN PRINT	11/23/2011	782.25
25117	BOOMBAH	11/23/2011	87.52
25118	BOOTH, KARLA J	11/23/2011	101.84
25119	BOTH, AMY	11/23/2011	25.00
25120	BRAEGER, MARC R	11/23/2011	123.80
25121	BREADBOARD COMPANION LLC	11/23/2011	286.00
25122	BROWN, PAMELA S	11/23/2011	25.00
25123	BRUSKI, JERRILYN	11/23/2011	55.00
25124	BRYAN ROCK PRODUCTS	11/23/2011	525.79
25125	BUREAU OF EDUCATION & RESEARCH	11/23/2011	645.00
25126	BURNS, AMANDA K	11/23/2011	76.85
25127	CALLOWAY HOUSE	11/23/2011	55.90
25128	CAMBIUM LEARNING INC	11/23/2011	40.00
25129	CAP ELECTRIC INC	11/23/2011	186.79
25130	CARNEY, CHRISTINE M	11/23/2011	41.71
25131	CAROLINA BIOLOGICAL SUPPLY	11/23/2011	173.74
25132	CDW GOVERNMENT INC	11/23/2011	3,364.74
25133	CENTER FOR AUTHENTIC	11/23/2011	800.00
25134	CENTURYLINK	11/23/2011	261.34
25135	CHAMPLIN PARK HIGH SCHOOL	11/23/2011	225.00
25136	CITI-CARGO & STORAGE CO INC	11/23/2011	125.00
25137	COBRA CONSTRUCTION	11/23/2011	5,207.00
25138	COMCAST	11/23/2011	99.95
25139	COMCAST	11/23/2011	63.95
25140	COMCAST	11/23/2011	63.95
25141	COMPASS MICRO	11/23/2011	199.32
25142	CONSTANTINE DANCE CLASSES	11/23/2011	150.00
25143	CONTINENTAL RESEARCH CORP	11/23/2011	1,275.16
25144	CONTINENTAL	11/23/2011	234.14
25145	COOK, BEKI	11/23/2011	225.00
25146	Vendor Continued Check	11/23/2011	0.00
25147	COPY IMAGES INC	11/23/2011	14,888.59
25148	Vendor Continued Check	11/23/2011	0.00
25149	Vendor Continued Check	11/23/2011	0.00
25150	COPY IMAGES INC	11/23/2011	2,988.30
25151	COPY SERVICE CORP	11/23/2011	198.00
25152	CPHS CHEER	11/23/2011	522.00
25153	CPHS CHEER	11/23/2011	306.00
25154	CUB FOODS OF WHITE BEAR TWSHP	11/23/2011	130.44
25155	CUB FOODS OF WOODBURY	11/23/2011	422.95
25156	CURRICULUM ASSOCIATES LLC	11/23/2011	405.00
25157	DAHL, CHRISTINE	11/23/2011	56.48
25158	Vendor Continued Check	11/23/2011	0.00
25159	Vendor Continued Check	11/23/2011	0.00
25160	DALCO CORPORATION	11/23/2011	7,531.47
25161	DELTA EDUCATION	11/23/2011	14.75
25162	DEMCO INC	11/23/2011	397.44
25163	DESIGNER SIGN SYSTEMS INC	11/23/2011	300.47
25164	DETAILS PRIVATE CHEF SERVICES	11/23/2011	440.00

Check Nbr	Vendor Name	Check Date	Check Amount
25165	DEY DISTRIBUTING	11/23/2011	16.85
25166	DIGI-KEY CORP	11/23/2011	45.00
25167	DISCOVERY EDUCATION	11/23/2011	20,840.00
25168	DOMBROVSKI, NOAH P	11/23/2011	42.50
25169	DOMINOS PIZZA	11/23/2011	414.75
25170	DOUBLE J INC	11/23/2011	269.90
25171	DRAMM, MATTHEW R	11/23/2011	116.54
25172	DREAMBOX	11/23/2011	300.00
25173	DYMIT, MARIE	11/23/2011	215.00
25174	E.L. REINHARDT COMPANY INC	11/23/2011	149.48
25175	ECKROTH MUSIC	11/23/2011	26.79
25176	EDUCATION TO GO	11/23/2011	611.25
25177	EDVOTEK	11/23/2011	303.88
25178	ELECTRONIX EXPRESS	11/23/2011	2,886.20
25179	EMC PUBLISHING	11/23/2011	530.92
25180	ERBERT & GERBERTS SUBS & CLUBS	11/23/2011	100.59
25181	F&N OPERATIONS LLC	11/23/2011	373.66
25182	FASTENAL COMPANY	11/23/2011	11.27
25183	FESTIVAL FOODS-KNOWLAN'S	11/23/2011	705.15
25184	FISHER SCIENTIFIC	11/23/2011	788.05
25185	FITCH, KATHLEEN K	11/23/2011	641.91
25186	FITNESS DISTRIBUTING INC	11/23/2011	250.00
25187	FLINN SCIENTIFIC INC	11/23/2011	1,103.01
25188	FLOORS BY BECKERS	11/23/2011	2,250.00
25189	FLORIN, JOLYN A	11/23/2011	644.60
25190	FOLLETT LIBRARY RESOURCES	11/23/2011	593.11
25191	FORSYTHE, JOANNE M	11/23/2011	23.31
25192	FOSMER, MARY	11/23/2011	25.00
25193	FRY, JOHN	11/23/2011	45.00
25194	GALLAGHERS NORTHWESTERN TIRE C	11/23/2011	855.60
25195	GARDEN & ASSOCIATES INC	11/23/2011	50.00
25196	GARRISON, MARK S	11/23/2011	1,367.63
25197	GENERAL SECURITY SERVICES CORP	11/23/2011	204.50
25198	GL SPORTS	11/23/2011	415.68
25199	GOETZ, JON	11/23/2011	25.00
25200	GOOGLE INC	11/23/2011	73.86
25201	GOPHER	11/23/2011	3,065.15
25202	GOPHER STAGE LIGHTING	11/23/2011	1,145.89
25203	Vendor Continued Check	11/23/2011	0.00
25204	GRAINGER	11/23/2011	1,602.55
25205	GREAT RIVER OFFICE PRODUCTS	11/23/2011	160.37
25206	GREATAMERICA LEASING CORP	11/23/2011	324.45
25207	GREENHALGH, MICHELE S	11/23/2011	23.49
25208	GREGGS GRAPHIX LLC	11/23/2011	1,897.00
25209	GROTH MUSIC CO	11/23/2011	68.12
25210	GROUP HEALTH INC - WORKSITE	11/23/2011	181.50
25211	GRUN, SUSAN L	11/23/2011	33.95
25212	GULLICK, DANIEL E	11/23/2011	364.88
25213	HAFNER, LORI	11/23/2011	139.59
25214	HAMERNICK, MIKE	11/23/2011	30.97

Check Nbr	Vendor Name	Check Date	Check Amount
25215	HANDWRITING WITHOUT TEARS	11/23/2011	215.00
25216	HANKINS, RYAN	11/23/2011	180.00
25217	HANSEN, JENNIFER L	11/23/2011	50.00
25218	HAWKINSON, STEVEN A	11/23/2011	851.51
25219	HEALTH ED	11/23/2011	1,065.00
25220	HEISE, CHERI	11/23/2011	162.34
25221	HENNEPIN THEATRE TRUST	11/23/2011	175.00
25222	HESLER, JOE	11/23/2011	14.00
25223	HILLYARD INC MINNEAPOLIS	11/23/2011	1,069.97
25224	HISDAHL INC	11/23/2011	388.50
25225	Vendor Continued Check	11/23/2011	0.00
25226	Vendor Continued Check	11/23/2011	0.00
25227	HOGLUND BUS AND TRUCK CO	11/23/2011	125.67
25228	HR SPECIALIST: MN EMPLOYMENT	11/23/2011	363.00
25229	HSBC BUSINESS SOLUTIONS	11/23/2011	495.36
25230	HUMPHREY, KELLY	11/23/2011	126.16
25231	HYLEN, JENNIFER	11/23/2011	42.18
25232	INNOVATIVE OFFICE SOLUTIONS	11/23/2011	4,064.43
25233	IRGENS, LINDA S	11/23/2011	41.00
25234	ISD #742 ST CLOUD AREA SCHOOLS	11/23/2011	1,294.00
25235	IVEY, JEFFREY D	11/23/2011	67.99
25236	JACKSON, ROBERT	11/23/2011	2,905.25
25237	JAY, MARK	11/23/2011	120.00
25238	Vendor Continued Check	11/23/2011	0.00
25239	JAYTECH INC	11/23/2011	3,366.11
25240	JILEK, JULIA	11/23/2011	340.80
25241	JOHNSON, KIRK	11/23/2011	291.24
25242	JOHNSON, SADIE R	11/23/2011	69.93
25243	K PEARSON MECHANICAL LLC	11/23/2011	10,462.68
25244	K12 TRANSPORTATION MGMT SERVIC	11/23/2011	17,843.25
25245	KATH FUEL OIL SERVICE CO	11/23/2011	27,920.81
25246	KELVIN LP	11/23/2011	501.22
25247	KIMBALL MIDWEST	11/23/2011	1,351.59
25248	KNUTSON, CASSANDRA M	11/23/2011	37.92
25249	KOTILINEK, FAY	11/23/2011	75.00
25250	KOVACICH, DAN	11/23/2011	391.37
25251	KULENKAMP, DAVID	11/23/2011	653.40
25252	L'ALLIER CONCRETE INC	11/23/2011	1,000.00
25253	LAKESHORE PLAYERS THEATER	11/23/2011	165.00
25254	LAKEVILLE NORTH HIGH SCHOOL	11/23/2011	250.00
25255	LANGUAGE LINE SERVICES	11/23/2011	112.35
25256	LASZEWSKI, PERRY	11/23/2011	138.00
25257	LAW, DAVID W	11/23/2011	112.67
25258	LAWRENCE SIGN	11/23/2011	750.00
25259	LEARNING FORWARD	11/23/2011	149.00
25260	LENZ, MATT	11/23/2011	90.00
25261	LIBRARIANS BOOK EXPRESS LLC	11/23/2011	407.45
25262	LIDS TEAM SPORTS	11/23/2011	1,376.68
25263	LIEKIS KEN	11/23/2011	139.58
25264	LIGHTHOUSE MANAGEMENT GROUP	11/23/2011	1,316.19

Check Nbr	Vendor Name	Check Date	Check Amount
25265	LOFFLER COMPANIES INC	11/23/2011	677.14
25266	LOPEZ, SHELLY	11/23/2011	65.00
25267	LOVETT, MICHAEL J	11/23/2011	195.00
25268	L T G POWER EQUIPMENT	11/23/2011	128.40
25269	MN ASSOC OF ALTERNATIVE PROGRA	11/23/2011	30.00
25270	MAGNOLIAS RESTAURANT INC	11/23/2011	1,949.75
25271	MALWITZ, ANN	11/23/2011	63.99
25272	MAPLELAG RESORT	11/23/2011	250.00
25273	MARINE DOCK & LIFT	11/23/2011	909.00
25274	MARTINSON, KARA	11/23/2011	80.48
25275	MN CHEERLEADING COACHES ASSOC	11/23/2011	486.00
25276	MCCORMICK, REBEKKA ANNE	11/23/2011	99.86
25277	MCDANIEL, KAYANN	11/23/2011	41.53
25278	MN COMMUNITY EDUC ASSOC (MCEA)	11/23/2011	761.00
25279	MCGRATH, LEE	11/23/2011	72.72
25280	MENARDS-MAPLEWOOD	11/23/2011	265.84
25281	MN ELEMENTARY SCH PRIN ASSOC	11/23/2011	871.00
25282	METRO ECSU	11/23/2011	135.00
25283	MEUWISSEN DAVID	11/23/2011	42.50
25284	MEUWISSEN, PAUL	11/23/2011	33.30
25285	MIDWEST BUS PARTS INC	11/23/2011	211.80
25286	MINVALCO INC	11/23/2011	2,311.77
25287	MN COACHES INC	11/23/2011	2,363.20
25288	MN DEPT OF HEALTH	11/23/2011	15.00
25289	MN HISTORICAL SOCIETY	11/23/2011	50.00
25290	MN READING ASSOC	11/23/2011	265.00
25291	MN WRESTLING EVENTS, LLC	11/23/2011	250.00
25292	MODERN FENCE & CONST INC	11/23/2011	2,600.00
25293	MOMS CLUB OF WB AREA	11/23/2011	30.00
25294	MOORHEAD MACHINERY & BOILER CO	11/23/2011	2,422.00
25295	MOYE, JACQUELYN M	11/23/2011	5.00
25296	MN REC & PARK ASSN (MRPA)	11/23/2011	464.00
25297	MULTI-SOURCE CONSULTANT LLC	11/23/2011	313.00
25298	MURPHY, LYNNE	11/23/2011	180.00
25299	NORTH AMER ASSOC OF EDUC NEGOT	11/23/2011	390.00
25300	NASCO	11/23/2011	29.51
25301	NASVIK, CRAIG S	11/23/2011	44.96
25302	NASVIK, JULIE	11/23/2011	172.95
25303	NATL GEOGRAPHIC SCHOOL PUBLISH	11/23/2011	1,127.86
25304	NEW VISION PRINTING	11/23/2011	167.25
25305	NEXT DAY GOURMET/SUPERIOR PROD	11/23/2011	3,320.00
25306	NEXTEL COMMUNICATIONS	11/23/2011	965.83
25307	NOHR, KATIE J	11/23/2011	25.00
25308	NORCENTRONIX DISTRIBUTING	11/23/2011	730.00
25309	Vendor Continued Check	11/23/2011	0.00
25310	NORTH CENTRAL TRUCK EQUIPMENT	11/23/2011	1,824.45
25311	NORTH SHORE GYM SALES	11/23/2011	338.13
25312	NORTHERN STAR COUNCIL, BSA	11/23/2011	405.00
25313	NORTHERN VOICES	11/23/2011	6,825.00
25314	NORTHWEST GRAPHIC SUPPLY CO	11/23/2011	307.80

Check Nbr	Vendor Name	Check Date	Check Amount
25315	NOWAK, JEFFREY W	11/23/2011	212.50
25316	NYDAM, JOEL A	11/23/2011	52.83
25317	O'REILLY AUTOMOTIVE INC	11/23/2011	1,446.69
25318	Vendor Continued Check	11/23/2011	0.00
25319	OFFICE DEPOT	11/23/2011	399.77
25320	OFFICE SYSTEMS AND DESIGN INC	11/23/2011	304.00
25321	OLSON, LUKE	11/23/2011	180.00
25322	Vendor Continued Check	11/23/2011	0.00
25323	ON SITE SANITATION INC	11/23/2011	812.00
25324	ONE SOURCE FITNESS LLC	11/23/2011	2,695.00
25325	ORPHEUM THEATRE	11/23/2011	555.00
25326	OSOWSKI, DIANE RENEE	11/23/2011	26.46
25327	PARKOS CONSTRUCTION CO INC	11/23/2011	79,591.69
25328	PCI EDUCATIONAL PUBLISHING	11/23/2011	98.74
25329	PEACHTREE BUSINESS PRODUCTS	11/23/2011	1,249.00
25330	PEARSON EDUCATION INC	11/23/2011	827.64
25331	Vendor Continued Check	11/23/2011	0.00
25332	PEARSON EDUCATION	11/23/2011	134.77
25333	PERCIVAL, PATTI	11/23/2011	98.51
25334	PETERSON, BETSY J	11/23/2011	236.97
25335	PETERSON, WAYNE	11/23/2011	89.91
25336	PICHA, CHRISTINA K	11/23/2011	104.41
25337	PODGORSKI, CARRIE J	11/23/2011	217.00
25338	POKORNY, MARY	11/23/2011	284.74
25339	POLAR CHEVROLET MAZDA	11/23/2011	789.92
25340	POMERLEAU, KATIE	11/23/2011	103.00
25341	POSITIVE PROMOTIONS	11/23/2011	198.05
25342	POSTMASTER	11/23/2011	3,000.00
25343	POSTMASTER	11/23/2011	200.00
25344	POSTMASTER	11/23/2011	425.00
25345	PRAXAIR DISTRIBUTION INC	11/23/2011	214.19
25346	PREMIUM WATERS INC	11/23/2011	2.24
25347	Vendor Continued Check	11/23/2011	0.00
25348	PRESS PUBLICATIONS	11/23/2011	2,407.14
25349	PRESTIGE PROD/WB DANCE CENTER	11/23/2011	1,320.00
25350	PRIOR LAKE HIGH SCHOOL	11/23/2011	130.00
25351	PROFESSIONAL TURF & RENOVATION	11/23/2011	1,300.00
25352	PROJECTUS	11/23/2011	2,930.66
25353	PUBLIC INFO RESOURCES INC	11/23/2011	750.00
25354	QUELLO, LORI E	11/23/2011	221.36
25355	R & R SPECIALTIES INC	11/23/2011	32.45
25356	RATWIK ROSZAK & MALONEY PA	11/23/2011	12,003.07
25357	REASON	11/23/2011	450.00
25358	REICHOW, SUSAN	11/23/2011	56.00
25359	REITAN PIANO SERVICE	11/23/2011	70.00
25360	REMEDIA PUBLICATIONS	11/23/2011	25.99
25361	RENSTED, JAY	11/23/2011	9.99
25362	THE RETROFIT COMPANIES INC	11/23/2011	384.10
25363	RICHARDSON, SUSAN	11/23/2011	125.60
25364	RIEBAU, PATRICIA ANN	11/23/2011	1,111.45

Check Nbr	Vendor Name	Check Date	Check Amount
25365	RIGHTWAY GLASS INC	11/23/2011	95.00
25366	RINK-TEC INTERNATIONAL INC	11/23/2011	305.00
25367	ROBSON, JIM	11/23/2011	55.00
25368	ROCKFORD, KRISTY	11/23/2011	190.00
25369	ROSEVILLE AREA HIGH SCHOOL	11/23/2011	165.00
25370	RUMBLE ON THE RED LLC	11/23/2011	350.00
25371	S & T OFFICE PRODUCTS INC	11/23/2011	227.86
25372	SAFETYFIRST PLAYGROUND SURFACI	11/23/2011	616.50
25373	SALZMAN, SHARI	11/23/2011	90.00
25374	SAM'S CLUB/GEMB	11/23/2011	273.75
25375	SAM'S CLUB/GEMB	11/23/2011	70.00
25376	SARGENT-WELCH	11/23/2011	2,308.54
25377	SCHMITT MUSIC COMPANY	11/23/2011	28.60
25378	SCHOCHET, HANNAH M	11/23/2011	77.15
25379	SCHOOL OUTFITTERS.COM	11/23/2011	242.94
25380	SCHOOL SPECIALTY	11/23/2011	873.32
25381	SCHUETTE, LUKE	11/23/2011	4.99
25382	SCOTT, LAURIE	11/23/2011	28.00
25383	SCSU CHEER TEAM	11/23/2011	558.00
25384	SCSU CHEER TEAM	11/23/2011	306.00
25385	SECURITAS SEC SVCS USA INC	11/23/2011	1,201.60
25386	SEEBA, PAUL T	11/23/2011	32.38
25387	SEHR, DEBRA	11/23/2011	328.44
25388	SELBITSCHKA, MARY	11/23/2011	49.00
25389	SELBY, MARY JANE	11/23/2011	180.00
25390	SENSORY EDGE	11/23/2011	557.39
25391	SENTRY SYSTEMS INC	11/23/2011	2,360.00
25392	SHERATON SAND KEY RESORT	11/23/2011	954.24
25393	SIEBENALER, KEVIN R	11/23/2011	195.36
25394	SIMMER, KATHLEEN C	11/23/2011	450.00
25395	SMITH HOUSE PRESS	11/23/2011	70.00
25396	SMITH MICRO TECHNOLOGIES INC	11/23/2011	50.00
25397	SNAP-ON TOOLS	11/23/2011	106.82
25398	SOUTHEASTERN PERFORMANCE APPAR	11/23/2011	732.95
25399	SPECIALTY PROMOTIONS	11/23/2011	636.00
25400	SPORT RESOURCE GROUP INC	11/23/2011	1,739.00
25401	SPRING LAKE PARK HIGH SCHOOL	11/23/2011	100.00
25402	ST MARTIN, CHARLES	11/23/2011	15.00
25403	STAFF DEVELOPMENT FOR EDUCATOR	11/23/2011	955.00
25404	Vendor Continued Check	11/23/2011	0.00
25405	STAPLES ADVANTAGE	11/23/2011	5,846.55
25406	STAR TRIBUNE	11/23/2011	395.60
25407	STARFALL PUBLICATIONS	11/23/2011	70.00
25408	STARTECH TELECOMMUNICATIONS	11/23/2011	423.41
25409	STATE SUPPLY CO	11/23/2011	511.50
25410	STIRLING, CONNIE	11/23/2011	100.56
25411	STODOLKA, PAUL	11/23/2011	1,000.00
25412	STOREY, CATHY	11/23/2011	60.00
25413	STREAMLINE DESIGN INC	11/23/2011	192.00
25414	SUOJA, WENDY	11/23/2011	283.66

Check Nbr	Vendor Name	Check Date	Check Amount
25415	SVIR, SARA A	11/23/2011	74.06
25416	SWANSON, LORI A	11/23/2011	60.00
25417	SWENSON, CYNTHIA L	11/23/2011	103.02
25418	TEACHERS CURRICULUM INSTITUTE	11/23/2011	1,275.30
25419	TDS METROCOM - MN	11/23/2011	405.49
25420	TEXTBOOK WAREHOUSE INC	11/23/2011	299.33
25421	BUREAU OF ENGRAVING	11/23/2011	150.00
25422	THUNDER COMMUNICATIONS DESIGN	11/23/2011	680.00
25423	TIERNEY BROTHERS INC	11/23/2011	3,446.70
25424	TIES	11/23/2011	640.00
25425	TJERNLUND, DAVID	11/23/2011	16.95
25426	TOLONEN, CLAY	11/23/2011	101.51
25427	TOP TALENT SOLUTIONS	11/23/2011	1,473.91
25428	TOTINO-GRACE CHEER	11/23/2011	558.00
25429	TOTINO-GRACE CHEER	11/23/2011	306.00
25430	TRADE PRESS INC	11/23/2011	934.00
25431	TRANS-MISSISSIPPI BIO SUPPLY	11/23/2011	167.29
25432	TRAVEL LEADERS	11/23/2011	1,177.28
25433	TRAVER, SHAWNA J	11/23/2011	80.67
25434	TRUCK UTILITIES MFG CO	11/23/2011	187.12
25435	TWIN CITIES MAGIC AND COSTUME	11/23/2011	173.98
25436	UNIVERSITY OF MN RAPTOR CENTER	11/23/2011	20.00
25437	VALLEY TROPHY INC	11/23/2011	100.45
25438	VENBURG TIRE CO	11/23/2011	1,158.31
25439	VERIZON WIRELESS	11/23/2011	52.04
25440	VICKERMAN, SUSAN	11/23/2011	28.00
25441	VIKING INDUSTRIAL CENTER	11/23/2011	23.12
25442	VULU, BENJAMIN NYA	11/23/2011	130.00
25443	WANLESS, TAMELA K	11/23/2011	100.00
25444	WASHINGTON CO PUBLIC HEALTH	11/23/2011	1,302.00
25445	WATERTOWN MAYER HIGH SCHOOL	11/23/2011	105.00
25446	WHITE BEAR CENTER FOR THE ARTS	11/23/2011	5,400.00
25447	WHITE BEAR GLASS INC	11/23/2011	626.00
25448	WHITE BEAR LOCKSMITH INC	11/23/2011	55.05
25449	WHITE BEAR RENTAL EQUIPMENT	11/23/2011	371.85
25450	WBL PRINCIPALS ASSOC	11/23/2011	2,329.00
25451	WBLAHS CHEERLEADING	11/23/2011	306.00
25452	WEEKLY READER	11/23/2011	386.50
25453	WINDSTREAM	11/23/2011	2,606.10
25454	WOLTERS KLUWER LAW & BUSINESS	11/23/2011	267.54
25455	WROBEL, AMY	11/23/2011	60.00
25456	XCEL ENERGY	11/23/2011	72,873.65
25457	XEROX CORPORATION	11/23/2011	419.46
25458	ZIMMERMAN, NICHOL	11/23/2011	65.00

394	Computer	Check(s) For a Total of	492,191.19
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Check Nbr	Vendor Name	Check Date	Check Amount
24453	EARTH ADVENTURE	11/23/2011	150.00
24619	MULTI SERVICE CORP	11/23/2011	313.00
24708	SCHOCHET, HANNAH M	11/23/2011	123.10
24718	SELBY, ANNELLE F	11/23/2011	180.00
4	Void	Check(s) For a Total of	766.10

	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
	394	Computer	Checks For a Total of	492,191.19
Total For	394	Manual, Wire Tran, ACH &	Computer Checks	492,191.19
Less	4	Voided	Checks For a Total of	766.10
			Net Amount	491,425.09

Check Nbr	Vendor Name	Check Date	Check Amount
25459	1ST LINE/LEEWES VENTURES LLC	11/30/2011	928.65
25460	A-1 HYDRAULIC SALES & SERVICE	11/30/2011	37.43
25461	AUTISM ASPERGER PUBLISHING CO	11/30/2011	615.64
25462	AIG	11/30/2011	5,590.49
25463	AMAZON	11/30/2011	438.29
25464	AMAZON	11/30/2011	973.76
25465	AMERICAN FUNDS	11/30/2011	67,538.50
25466	AMERICAN LIBRARY ASSOC	11/30/2011	264.00
25467	AMER RED CROSS	11/30/2011	475.00
25468	AMERICAN UNITED LIFE	11/30/2011	45,635.42
25469	AMERIPRISE FINANCIAL SERVICES	11/30/2011	10,906.59
25470	ANDERSON'S	11/30/2011	19.42
25471	AMERICAN OCCUPATIONAL THERAPY	11/30/2011	225.00
25472	APPLE COMPUTER INC	11/30/2011	400.00
25473	APPLIED ENVIRONMENTAL SCI INC	11/30/2011	1,849.47
25474	AQUA ENGINEERING INC	11/30/2011	145.00
25475	ARMSTRONG TORSETH SKOLD & RYDE	11/30/2011	1,446.35
25476	AT & T MOBILITY	11/30/2011	1,312.08
25477	AVON BUSINESS FORMS & PROMOTIO	11/30/2011	2,204.38
25478	AXA EQUITABLE	11/30/2011	21,481.56
25479	BARCHENGER, ZELLAH	11/30/2011	35.00
25480	BARNES & NOBLE	11/30/2011	57.48
25481	BARNETT WB CHRYSLER JEEP DODGE	11/30/2011	87.20
25482	BARTHOLD	11/30/2011	288.00
25483	BEGE, JEFF	11/30/2011	188.50
25484	BERGIN FRUIT AND NUT CO	11/30/2011	104.02
25485	BOND, JENNIFER A	11/30/2011	49.78
25486	BOYER TRUCKS	11/30/2011	21.55
25487	BROWN INDUSTRIES INC	11/30/2011	14.15
25488	BUREAU OF EDUCATION & RESEARCH	11/30/2011	225.00
25489	CDW GOVERNMENT INC	11/30/2011	1,546.88
25490	CHAMPION YOUTH	11/30/2011	1,050.00
25491	COMCAST	11/30/2011	33.95
25492	CONTINENTAL RESEARCH CORP	11/30/2011	195.93
25493	COPY IMAGES INC	11/30/2011	446.55
25494	COPY IMAGES INC	11/30/2011	12.00
25495	CREATIVE TEACHING PRESS	11/30/2011	36.66
25496	CUB FOODS OF WHITE BEAR TWSHP	11/30/2011	2,988.37
25497	DALCO CORPORATION	11/30/2011	572.13
25498	DANUS, SANDY	11/30/2011	14.65
25499	DARTS VMS INC	11/30/2011	32.49
25500	DCX LLC (TORNADO SLUSH)	11/30/2011	690.00
25501	DELL MARKETING LP	11/30/2011	5,583.25
25502	DELTA EDUCATION	11/30/2011	18.20
25503	DELTA DENTAL PLAN OF MN	11/30/2011	63,469.50
25504	DICKINSON, JANET B	11/30/2011	680.80
25505	DISCOUNT SCHOOL SUPPLY	11/30/2011	193.11
25506	DOEBLER, DAYNE	11/30/2011	165.94
25507	DOTTE, BRENDA L	11/30/2011	100.00
25508	DOUBLE J INC	11/30/2011	269.90

Check Nbr	Vendor Name	Check Date	Check Amount
25509	DOUGLAS WOOD INC	11/30/2011	233.00
25510	EDUCATIONAL INSIGHTS	11/30/2011	70.53
25511	EDUCATION MN ESI BILLING TRUST	11/30/2011	16,915.72
25512	EDUCATION TO GO	11/30/2011	246.75
25513	EHLERS	11/30/2011	100.00
25514	EIGENFELD, CAROLYN	11/30/2011	861.90
25515	ELECTRONIX EXPRESS	11/30/2011	254.85
25516	ENGSTROM, MARK	11/30/2011	131.00
25517	ENGSTRAN, PAUL	11/30/2011	40.00
25518	ERIC ARMIN INC	11/30/2011	58.69
25519	FARLEY LYNN T	11/30/2011	29.85
25520	FESTIVAL FOODS-KNOWLAN'S	11/30/2011	154.39
25521	FOLLETT LIBRARY RESOURCES	11/30/2011	1,142.78
25522	FOREIGN CANDY COMPANY INC	11/30/2011	961.88
25523	FORESTLAND NURSERIES INC	11/30/2011	220.00
25524	FUHRMAN, SARAH	11/30/2011	32.19
25525	GALLAGHERS NORTHWESTERN TIRE C	11/30/2011	1,045.25
25526	GALLOPADE INTERNATIONAL INC	11/30/2011	1,290.00
25527	GARETH STEVENS PUBLISHING	11/30/2011	159.87
25528	GOLDCOM INC	11/30/2011	908.52
25529	GOPHER	11/30/2011	331.56
25530	GRAFFIC TRAFFIC LLC	11/30/2011	261.00
25531	GRAINGER	11/30/2011	603.40
25532	GRANDMA'S BAKERY INC	11/30/2011	52.20
25533	GREATAMERICA LEASING CORP	11/30/2011	368.80
25534	GRITZMACHER, SHAWN	11/30/2011	219.87
25535	HANKINS, RYAN	11/30/2011	120.00
25536	HANSON, PAT	11/30/2011	138.00
25537	Vendor Continued Check	11/30/2011	0.00
25538	Vendor Continued Check	11/30/2011	0.00
25539	HEALTHPARTNERS	11/30/2011	1,111,845.28
25540	HOFF, ERIN	11/30/2011	27.09
25541	HOGLUND BUS AND TRUCK CO	11/30/2011	132.77
25542	HOME DEPOT CREDIT SERVICES	11/30/2011	790.36
25543	HORAZDOVSKY, LEILA	11/30/2011	365.92
25544	HOSMER, JESSICA A	11/30/2011	91.80
25545	HUBERT COMPANY	11/30/2011	17.71
25546	INTERCULTURAL DEVMT INVENTORY	11/30/2011	340.00
25547	INTEGRA TELECOM	11/30/2011	614.00
25548	IUOE LOCAL 70	11/30/2011	2,130.91
25549	JEANNIE BURLOWSKI CONSULTING	11/30/2011	1,231.80
25550	JOHN DEERE LANDSCAPES	11/30/2011	48.86
25551	JUNIOR LIBRARY GUILD	11/30/2011	350.40
25552	JUNKERMEIER, LARRY KEITH	11/30/2011	500.00
25553	K12 TRANSPORTATION MGMT SERVIC	11/30/2011	2,060.00
25554	KAAS, FRANCIS J	11/30/2011	200.00
25555	KAAS, LORRI	11/30/2011	75.00
25556	KEARN, BARBARA	11/30/2011	87.89
25557	KITTS, HARRY	11/30/2011	284.75
25558	KNOWBUDDY RESOURCES	11/30/2011	154.75

Check Nbr	Vendor Name	Check Date	Check Amount
25559	KNUTSON FLYNN & DEANS PA	11/30/2011	2,492.00
25560	KOEHLER, KARYN	11/30/2011	104.29
25561	KUPFERSCHMIDT, ROBERT	11/30/2011	50.00
25562	LAKESHORE LEARNING MATERIALS	11/30/2011	136.10
25563	LANE, MARGARET	11/30/2011	355.73
25564	LANGER'S	11/30/2011	350.00
25565	LAW, DAVID W	11/30/2011	390.00
25566	LEARNING RESOURCES	11/30/2011	185.94
25567	LEE, CHARLOTTE L	11/30/2011	226.00
25568	LIBRARY STORE INC	11/30/2011	57.76
25569	Vendor Continued Check	11/30/2011	0.00
25570	Vendor Continued Check	11/30/2011	0.00
25571	Vendor Continued Check	11/30/2011	0.00
25572	MADISON NATIONAL LIFE	11/30/2011	55,060.00
25573	MAINSTREET-INK.COM	11/30/2011	151.95
25574	MALLOY/MONTAGUE/KARNOWSKI & CO	11/30/2011	4,500.00
25575	MALONEY, BARBARA	11/30/2011	25.00
25576	MARCO PRODUCTS INC	11/30/2011	50.90
25577	MCCOY REBECCA	11/30/2011	30.00
25578	MESSERLI & KRAMER PA	11/30/2011	708.50
25579	METROPOLITAN LIFE	11/30/2011	3,930.61
25580	MIDWEST BUS PARTS INC	11/30/2011	479.70
25581	MILLER, NATALIE	11/30/2011	90.00
25582	MINNETESOL	11/30/2011	135.00
25583	MN CHILD SUPPORT	11/30/2011	2,325.60
25584	MN DEPT OF REVENUE	11/30/2011	318.54
25585	Vendor Continued Check	11/30/2011	0.00
25586	Vendor Continued Check	11/30/2011	0.00
25587	MN DEPT OF LABOR & INDUSTRY	11/30/2011	650.00
25588	MOBILE RADIO ENGINEERING INC	11/30/2011	130.00
25589	MODERN FENCE & CONST INC	11/30/2011	2,400.00
25590	MOGREN TURF LLP	11/30/2011	206.00
25591	MOORE, CYNTHIA	11/30/2011	879.50
25592	MUMBLEAU, ANGELA C	11/30/2011	77.16
25593	MURPHY MOLLY	11/30/2011	52.90
25594	NATL GEOGRAPHIC SCHOOL PUBLISH	11/30/2011	190.65
25595	NATL GEOGRAPHIC SCHOOL PUBLISH	11/30/2011	238.97
25596	NCPERS MINNESOTA	11/30/2011	496.00
25597	NELSON, DON	11/30/2011	125.00
25598	NIKKEL, DIANE L	11/30/2011	1,114.66
25599	NORTHEAST METRO INTERMEDIATE D	11/30/2011	106.20
25600	NORTHERN GREEN EXPO	11/30/2011	119.00
25601	NORTHSTAR SCOREBOARDS INC	11/30/2011	308.00
25602	OFFICE DEPOT	11/30/2011	16.39
25603	OLSON, ANGELA	11/30/2011	141.25
25604	ONDIK, STEPHANIE	11/30/2011	900.00
25605	OYEN, JENNIFER M	11/30/2011	61.84
25606	PARTS NOW ! LLC	11/30/2011	96.90
25607	PERRON, MARGARET M	11/30/2011	100.00
25608	PROFESSIONAL GROUNDS MGMT SOCI	11/30/2011	175.00

Check Nbr	Vendor Name	Check Date	Check Amount
25609	PHOENIX ALTERNATIVES INC	11/30/2011	77.50
25610	PINE TREE APPLE ORCHARD	11/30/2011	1,968.00
25611	POKORNY, MARY	11/30/2011	116.87
25612	POSTMASTER	11/30/2011	176.00
25613	POSTMASTER	11/30/2011	44.00
25614	POSTMASTER	11/30/2011	190.00
25615	PREMIER RESTAURANT EQUIP CO	11/30/2011	1,489.00
25616	R & R SPECIALTIES INC	11/30/2011	32.45
25617	RENAISSANCE LEARNING INC	11/30/2011	131.56
25618	RHODY, BILL	11/30/2011	131.00
25619	RICOH AMERICAS CORP	11/30/2011	415.59
25620	RIDDELL INC	11/30/2011	3,370.52
25621	ROBINSON, KATHRYN M	11/30/2011	1,173.47
25622	ROSSINI, PATRICIA D	11/30/2011	47.28
25623	S & T OFFICE PRODUCTS INC	11/30/2011	176.64
25624	SARGENT-WELCH	11/30/2011	118.08
25625	SAVOY'S PIZZA	11/30/2011	2,923.00
25626	SCHISSEL, JEAN	11/30/2011	287.30
25627	SCHOLASTIC INC	11/30/2011	125.44
25628	SCHOLASTIC MAGAZINES	11/30/2011	114.11
25629	SCHOLASTIC BOOK CLUBS	11/30/2011	472.50
25630	SCHOOL SERVICE EMPLOYEES	11/30/2011	5,365.56
25631	SCHOOL SPECIALTY	11/30/2011	63.97
25632	SECURITAS SEC SVCS USA INC	11/30/2011	1,201.60
25633	SICARD, HEIDI M	11/30/2011	124.98
25634	SNAP-ON TOOLS	11/30/2011	12.25
25635	STAFF DEVELOPMENT FOR EDUCATOR	11/30/2011	698.00
25636	STEPPINGSTONE THEATRE	11/30/2011	702.00
25637	Vendor Continued Check	11/30/2011	0.00
25638	STREAMLINE DESIGN INC	11/30/2011	6,196.50
25639	SUN, AIJING	11/30/2011	800.00
25640	SUN-CHEM	11/30/2011	705.59
25641	TAHO SPORTSWEAR INC	11/30/2011	9,004.32
25642	TEAM SPORTING GOODS INC	11/30/2011	95.00
25643	Vendor Continued Check	11/30/2011	0.00
25644	THYSSENKRUPP ELEVATOR CORP	11/30/2011	4,216.73
25645	TIERNEY BROTHERS INC	11/30/2011	1,107.00
25646	TRADE PRESS INC	11/30/2011	2,698.00
25647	TRANS-MISSISSIPPI BIO SUPPLY	11/30/2011	320.22
25648	TRAVER, SHAWNA J	11/30/2011	495.07
25649	TRI STATE BOBCAT	11/30/2011	2,806.14
25650	TRUCK UTILITIES MFG CO	11/30/2011	668.73
25651	TUCKNER, ABBY E	11/30/2011	85.92
25652	UPS	11/30/2011	71.74
25653	US DEPT OF EDUCATION	11/30/2011	329.00
25654	VANGUARD SMALL BUSINESS SERVIC	11/30/2011	19,536.87
25655	VERIZON WIRELESS	11/30/2011	429.87
25656	WATTERS, LAURA J	11/30/2011	30.13
25657	WHITE BEAR LAKE (CITY OF)	11/30/2011	871.80
25658	WBLA EDUCATIONAL FOUNDATION	11/30/2011	100.00

Check Nbr	Vendor Name	Check Date	Check Amount
25659	WILDMAN HILAL, ANDREA L	11/30/2011	174.25
25660	WILSON LANGUAGE TRAINING CORP	11/30/2011	82.50
25661	WORDMASTERS	11/30/2011	95.96
25662	YOCUM OIL CO INC	11/30/2011	245.00
25663	ZAHL PETROLEUM MAINTENANCE CO	11/30/2011	287.33
25664	ZAPPA'S SPORTING GOODS	11/30/2011	42.50
206	Computer	Check(s) For a Total of	1,543,943.19

Check Nbr	Vendor Name	Check Date	Check Amount
18537	STENEN, ANGELA	11/30/2011	66.00
18789	WROBEL, AMY	11/30/2011	9.95
20220	VUE, PADER	11/30/2011	18.90
20553	MORTEL, AMY	11/30/2011	25.00
25439	VERIZON WIRELESS	11/30/2011	52.04
5	Void	Check(s) For a Total of	171.89



	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
	206	Computer	Checks For a Total of	1,543,943.19
Total For	206	Manual, Wire Tran, ACH & Computer	Checks	1,543,943.19
Less	5	Voided	Checks For a Total of	171.89
			Net Amount	1,543,771.30

**RESOLUTION FOR ACCEPTANCE OF GIFTS**

WHEREAS, the School Board believes it necessary and appropriate to accept the gifts that are reflected upon the following pages; and

WHEREAS, these gifts are consistent with State laws, School Board policy, and administrative practices; and

WHEREAS, acceptance of these gifts are consistent with the mission and educational programs of the White Bear Lake Area Schools; and

THEREFORE BE IT RESOLVED, that the School Board authorizes the acceptance and use of the following gifts:



AGENDA ITEM: **Acceptance of Gifts**

MEETING DATE: **December 12, 2011**

SUGGESTED DISPOSITION: **Operational Item**

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

<b>Donation</b>	<b>Donor</b>	<b>Recipient</b>
\$300	United Educators Foundation	Willow Lane Elementary School 3 <sup>rd</sup> Grade Teacher
\$105.01	Earth Grains	Willow Lane Elementary School
\$250	3M Foundation	Willow Lane Elementary School
\$200	Winkel Enterprises, LLC	White Bear Lake Area High School Theater Department
\$25	Jonathan Hines	White Bear Lake Area High School Theater Department
\$134.61	Suzanne Dailey	White Bear Lake Area School District
\$13.44	Margaret Dewitz	White Bear Lake Area High School South Campus
\$42	Jennifer Nelson	White Bear Lake Area High School North Campus Choir Program
\$500	Medtronic Foundation	White Bear Lake Area High School Robotics Program
\$25	Erickson/Aamodt Orthodontics, P.A.	White Bear Lake Area High School Theater Department
\$50	Fine Line	White Bear Lake Area High School Theater Department
\$57.72	Thiesfeld Family	White Bear Lake Area School District #624 Patrol Fund

\$3,760 for Smart Response PE System with receiver and remotes (Smartboard clickers)	Birch Lake Elementary PTA	Birch Lake Elementary School
\$1,000	Walmart	White Bear Lake Area High School South Campus
\$250	Thomas and Mary Kelly	White Bear Lake Area High School Nordic Ski Team
\$900 for Women in Science Award	Royal Credit Union	White Bear Lake Area High School South Campus
\$3,810.01	John and Maria Marzitelli Patrick Marzitelli Science and Aviation Scholarship Fund	White Bear Lake Area High School
\$270	Go Kids Day Network	White Bear Lake Area High School South Campus
\$170	Go Kids Day Network	Sunrise Park Middle School
495 Books (estimated value\$434.75)	Taymark	White Bear Lake Area Public Schools
\$1,000 for needy families	Anonymous	White Bear Lake Area Public Schools

**RECOMMENDATION:** Accept donations.

AGENDA ITEM: **Acceptance of Scholarships**

MEETING DATE: **December 12, 2011**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Scholarship	Recipient
\$3,000	Harry G. Hauglie and John Carter Bullard Scholarship Fund	Graduates of White Bear Lake Area High School who have demonstrated superior skill in playing a musical instrument and who intend to major in music or music education.
\$1,000	Advanced National Studies Fund	Graduate from White Bear Lake Area High School with a financial need.
\$1,600	Community Service Leadership Award Fund	Graduate from White Bear Lake Area High School with a record of community service and outreach.
\$1,000	Connexus Energy	Scholarship used for the 2010-11 school year.
\$6,000	Kopp Family Foundation	Scholarships used for the 2010-11 school year.
\$500	Larkin Wrestling Scholarship	2011 Scholarship
\$250 for WBL Academic and Community Service Scholarship	Daniel Ayd	2011 Scholarship
\$3,000	WBL Basketball Association	Basketball Association 2011 Scholarship
\$3,000	LASX Industries, Inc.	2011 LasX Scholarship
\$1,000	White Bear Lake Teachers' Association	2011 Scholarship
\$7,000	Patrick Marzitelli Science and Aviation Scholarship Fund	Three 2011 Scholarships
\$2,000	City of Gem Lake	2011 Gem Lake Scholarship
\$12,250	White Bear Lake Area Educational Foundation	2011 Scholarships
\$4,500	White Bear Lake Lions Club	Three 2011 Scholarships
\$30	Gordon Lee	Peter Palm Scholarship Fund

**RECOMMENDATION:** Accept scholarships.

Consent Agenda Item A-5(e)  
December 12, 2011  
School Board Meeting

AGENDA ITEM: Field Trip Request

MEETING DATE: December 12, 2011

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, 12/14/11 - Friday 12/16/11 Long Lake Conservation Center Palisade, Minnesota	Rick Hansen and Jane Barnett	Oneka 5th grade classes	3	135	Total cost per student: \$128 Student Portion: \$128 Other Source(s): Fundraising	District bus	To develop and encourage understanding of how humans and our natural environment are interdependent and how they can be wise stewards of our natural resources.
Thursday, 3/1/12 - Sunday, 3/4/12 Louisville, Kentucky	Heather Leaf	White Bear Lake Area High School Varsity Cheerleaders	0	32	Total cost per student: \$410 Student Portion: \$350 Other Source(s): Fundraising	Coach bus	Competing at the national level with great competitors and judges. This will be a great learning experience while working together as a team to achieve a goal.
Friday, 5/18/12 - Saturday, 5/19/12 Jay Cooke State Park Carlton, Minnesota	Ben Nakagaki	North Campus Ambassadors	0	30	Total cost per student: \$90 Student Portion: \$90 Other Source(s): Ambassadors fee at beginning of year	Bus	End of the year wrap-up and celebration. Uses the white water rafting adventure as a metaphor for concepts of leadership, teamwork, and stepping outside comfort zone.

**RESOLUTION FOR HUMAN RESOURCES ITEMS**

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

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

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



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

**RESIGNATION - CLASSIFIED STAFF**

**JILL WRIGHT** – Health Assistant, St. Pius X  
Employed by District 624 since 09/15/2006  
Effective Date: 11/09/2011

**RETIREMENT - CERTIFIED STAFF**

**ROBERT JACKSON**– Physical Education Teacher/Football Coach, South Campus  
Employed by District 624 since 08/26/1993  
Effective Date: 06/08/2012

**LEAVES OF ABSENCE - CERTIFIED STAFF**

**STEPHANIE MAKI** – Kindergarten Teacher, Hugo Elementary  
Employed by District 624 since 08/26/2010  
Effective Date: 09/06/2011 through 11/23/2011

**KELLY NEFF** – Social Worker, North Campus  
Employed by District #624 since 08/24/1998  
Effective Date: 10/06/2011 through 12/07/2011

**SARA ORTHAUS** – Special Education Teacher, North Campus  
Employed by District 624 since 08/21/2008  
Effective Date: 09/16/11 through 11/18/2011

**KIM SIMSHAUSER** – Special Education Teacher, Vadnais Elementary  
Employed by District 624 since 08/23/2007  
Effective Date: 08/29/2011 through 11/18/2011

**CHANGE IN CONTINUING CONTRACT - CERTIFIED STAFF**

**LEIGH ANDERSON** – Learning Skills Teacher, Willow Lane Elementary  
From a .60 f.t.e. to a .65 f.t.e.  
Effective Date: 11/21/2011 through 06/08/2012

**KRISTINE CLYNE** – Title Teacher, Birch Lake Elementary  
From a .50 f.t.e. to a .70 f.t.e.  
Effective Date: 11/21/2011 through 06/08/2012

**EMILY GALLATIN** – Title Teacher, Willow Lane Elementary  
From a .80 f.t.e. to a .85 f.t.e.  
Effective Date: 11/21/2011 through 06/08/2012

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

**CHANGE IN CONTINUING CONTRACT - CERTIFIED STAFF**

**VANESSA LOTITO-MEIER** – Social Worker, Willow Lane Elementary

From a .63 f.t.e. to a .81 f.t.e.

Effective Date: 11/21/2011 through 06/08/2012

**REBECCA PETERSON** – Learning Skills/Title Teacher, Lakeaires & Willow Lane

From a .70 f.t.e. to a .80 f.t.e.

Effective Date: 11/21/2011 through 06/08/2012

**NEW PERSONNEL - CLASSIFIED STAFF**

**DENAE KRAUSE** – Assistant Program Leader, Oneka Elementary

\$11.85/hr. 5.75 hr. / day 157days \$10,697.59

Effective Date: 11/21/2011

**TERESA SOMMERHAUSE** – Part-Time Cook, South Campus

\$12.83/hr. 3.00 hr. /day 130 days \$5,003.70

Effective Date: 11/21/2011

**LONG TERM SUBSTITUTE - CLASSIFIED STAFF**

**MARY SCHROEDER** – Pupil Support Assistant, Central Middle School

\$15.85 4.00 hr. /day 94 days \$5,959.60

Effective Dates: 01/03/2012 through 06/07/2012

**LONG TERM SUBSTITUTES - CERTIFIED STAFF**

**CHRISTINE CARNEY** – Mathematics Teacher, North Campus

BA, Step 1 \$8,296.56

Effective Dates: 01/13/2012 through 03/16/2012

**HEATHER LEAF** – Elementary Teacher, Matoska International

BA, Step 1 \$9,919.80

Effective Dates: 01/03/2012 through 03/16/2012

**PAULA PERRON** – Elementary Teacher, Birch Lake Elementary

MA, Step 8 \$28,991.60

Effective Dates: 01/03/2012 through 06/08/2012

**PAUL WEBER** – Social Studies Teacher, South Campus

BA, Step 1 \$23,627.16

Effective Dates: 11/28/2011 end date to be determined.

# **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: Report on World Language in Elementary Schools

MEETING DATE: December 12, 2011

SUGGESTED DISPOSITION: Information Item

CONTACT PERSON: Michael J. Lovett, Superintendent  
John Leininger, Principal of Matoska International  
Dan Schmidt, Principal of Lincoln Elementary

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## BACKGROUND

During the past two years we have begun to expand world language opportunities for our elementary students. This evening we will highlight two programs.

First, at Matoska International, beginning with the 2010-11 school year, we have developed a more rigorous Spanish curriculum. Children receive two periods of Spanish every six-day cycle as a component of our International Baccalaureate program.

Principal John Leininger and Teacher Abby Aikenbary will be present to show a brief video of Spanish classes at Matoska, and provide an overview of our goals in the program.

Secondly, as the District is looking at our Strategic Plan action plan 2.1, which provides *"All students will expand their global perspective through the study of world language and culture at the elementary schools,"* we have been looking for low cost and effective ways of getting some presence of world language in all our elementary schools.

Last year, we expanded our work with Concordia Language Villages, and through discussion with the ten EMID schools, obtained funding to pilot residencies in world language. This is a pilot with approximately half of the funding coming from EMID and half from our existing budgets to provide an enrichment activity for students.

After discussion about what would be appropriate for the 2011-12 school year, we determined the upper elementary grades would be an ideal placement for piloting this language experience. For our eight elementary schools, four have a three-day school based experience in Spanish and four in Chinese, the two languages for which Concordia is currently staffed during the school year. In addition, each school will have a one day full immersion experience at Concordia Language Villages campus at Wilder Forest, north of Stillwater.

Principal Dan Schmidt will show a brief video clip from the recent visit of the Chinese teachers to Lincoln, and provide an overview of how the partnership program is working this year.

AGENDA ITEM: **Superintendent's Report**  
MEETING DATE: **December 12, 2011**  
SUGGESTED DISPOSITION: **Information Item**  
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent of Schools**

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**BACKGROUND:**

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

## **D. DISCUSSION ITEMS**



**AGENDA ITEM:**                    **Presentation of Information Relating to the Truth in  
Taxation Hearing Requirements**

**MEETING DATE:**                **December 12, 2011**

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

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

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**BACKGROUND**

**Legislative changes have eliminated the requirement for school districts to conduct the Truth in Taxation Hearing as a separate hearing. However, truth in taxation information must now be presented at this meeting and the public must be allowed the opportunity to speak on this issue.**

**The School Board will adopt the certified property tax levy payable 2012 as an operational item later on this agenda.**

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**Recommendation:**

**To receive a presentation and ask questions as appropriate.**

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

**MEETING DATE:**               **December 12, 2011**

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

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

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**As required by the legislative changes enacted during the 2010 session,  
the public must be allowed the opportunity to speak at the presentation of the  
truth-in-taxation information.**

**This agenda item will allow for that input.**

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**Recommendation:**

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

**AGENDA ITEM: June 30, 2011 Audit Report**

**MEETING DATE: December 12, 2011**

**SUGGESTED DISPOSITION: Discussion Item**

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

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**Background:**

**Jim Eichten, from our audit firm of MMKR, will present the results of our audit for the year ending June 30, 2011.**

**Jim met with the Finance Committee on November 30th and reviewed this information.**

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**Recommendation:**

**To receive a formal presentation of the audit and ask questions as appropriate.**

AGENDA ITEM: **School Board Policy 214, Out-of-State Travel by School Board Members**

MEETING DATE: **December 12, 2011**

SUGGESTED DISPOSITION: **Discussion Item**

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

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**Background:**

School Board Policy 214, Out-of-State, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

**Recommendation:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 9 School Board meeting agenda or subsequent meeting as an operational item for action.

*Adopted: August 14, 2006*  
*Revised: \_\_\_\_\_*

*White Bear Lake Area  
School District #624*

## **214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS**

### **I. PURPOSE**

The purpose of this policy is to control out-of-state travel by school board members as required by law.

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

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

### **III. APPROPRIATE TRAVEL**

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to ~~other~~ out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

### **IV. REIMBURSABLE EXPENSES**

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

### **V. REIMBURSEMENT**

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

## **VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

## **~~VII. ANNUAL REVIEW~~**

~~This policy must be annually reviewed by the school board.~~

***Legal References:*** Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)  
Minn. Stat. § 471.661 (Out-of-State Travel)  
Minn. Stat. § 471.665 (Mileage Allowances)  
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

***Cross References:*** WBLASB Policy 212 (School Board Member Development)  
WBLASB Policy 412 (Expense Reimbursement)

AGENDA ITEM: **School Board Policy 405, Veteran's Preference**  
MEETING DATE: **December 12, 2011**  
SUGGESTED DISPOSITION: **Discussion Item**  
CONTACT PERSON(S): **Chris Picha, Director of Human Resources**

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**Background:**

School Board Policy 405, Veteran's Preference, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

**Recommendation:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 9 School Board meeting agenda or subsequent meeting as an operational item for action.

## 405 VETERAN'S PREFERENCE

### I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) ~~law mandating which provides~~ preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

### II. GENERAL STATEMENT OF POLICY

A. ~~It is the~~ school district's policy is to comply with ~~Minnesota law~~ the VPA regarding veteran's preference rights and ~~mandating of mandated preference points to veterans and spouses of deceased veterans or disabled veterans.~~

~~B. Veteran preference points will be applied pursuant to applicable law.~~

B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct, or good faith abolishment of position shown after a hearing upon due notice and in writing. This paragraph does not apply to the position of teacher.

### III. IMPLEMENTATION

A. Veteran's preference points will be applied pursuant to applicable law as follows:

1. A credit of five points shall be added to the competitive open examination rating of a non disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
2. A credit of ten points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.



4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- ~~E~~.B. Eligibility for and application of veteran's preference, ~~and the definition of a veteran for the purpose of preference, and the definition of a disabled veteran for purposes of this policy~~ will be pursuant to ~~applicable law~~ the VPA.
- ~~D~~.C. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- ~~E~~.D. ~~It is the~~ school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- ~~F~~. E. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
- F. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- G. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

**Legal References:** Minn. Stat. § 43A.11 (Veteran's Preference)  
Minn. Stat. § 197.455 (Veteran's Preference Applied)  
Minn. Stat. § 197.46 (Veterans Preference Act)

*Hall v. City of Champlin*, 463 N.W.2d 502 (Minn. 1990)

*Young v. City of Duluth*, 410 N.W.2d 27 (Minn. Ct. App. 1987)

**Cross References:** MSBA/MASA Model Policy 401 (Equal Employment Opportunity)  
~~MSBA Research Bulletin 91-6~~

AGENDA ITEM: School Board Policy 512, School-Sponsored Student Publications and Activities

MEETING DATE: December 12, 2011

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): David Law, Assistant Superintendent  
Marisa Vette, Director of Communications and Community Relations

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**Background:**

School Board Policy 512, School-Sponsored Student Publications and Activities, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

**Recommendation:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 9 School Board meeting agenda or subsequent meeting as an operational item for action.

## **512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES**

### **I. PURPOSE**

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

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

- A. The school district may exercise editorial control over the style and content of student expressions in school-sponsored publications and activities.
- B. Expressions and representations made by students in school-sponsored publications and activities is are not expressions or representations of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.
- C. Students who believe their right to free expression has been unreasonably restricted in an official student publication or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.
  - 1. Students producing official school publications and activities shall be under the supervision of a faculty advisor and the school principal. Official publications and activities shall be subject to the guidelines set forth below.
  - 2. Official school publications may be distributed at reasonable times and locations.

### **III. DEFINITIONS**

- A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, ~~or~~ posting or displaying material, or placing materials in internal staff or student mailboxes.
- B. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

C. "Material and substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

D. "Minor" means any person under the age of eighteen (18).

E. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
3. The material, taken as a whole, lacks ~~serious~~ important literary, artistic, political, or scientific value for minors.

F. "Official school publications" means school newspapers, yearbooks, digital or online or "e" newsletters or websites, or material produced in communication, journalism of other writing classes as a part of the curriculum.

G. "School activities" means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

#### IV. GUIDELINES

- A. Expression in an official school publication or school-sponsored activity is prohibited when the material is:
- (1) is obscene to minors;
  - (2) is libelous or slanderous;
  - (3) advertises or promotes any product or service not permitted for minors by law;
  - (4) encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
  - (5) expresses or advocates sexual, racial or religious harassment or violence or prejudice;
  - (6) distributed or displayed in violation of time, place and manner regulations.
- B. Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content as long as the school district's actions are reasonably related to legitimate pedagogical or other district-related concerns. These pedagogical concerns may include, but are not limited to, the desire of the school district to maintain the following assurances:
1. assuring that participants learn whatever lessons the activity is designed to teach;
  2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
  3. assuring that the views of the individual speaker are not erroneously attributed to a school or to the school district; ~~the school~~;
  4. assuring that the school district maintains a neutral position ~~is not associated with any position other than neutrality~~ on matters of political controversy;
  5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
  6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

C. Time, Place and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be ~~approved by the building principal~~ limited to the hours before the school day begins, during lunch hour, and after school is dismissed.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

**Legal References:** U.S. Const., Amend. I  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)  
*Bystrom v. Fridley High School, I.D.S. No. 14*, 822 F.2d 747  
(8th Cir. 1987)  
*Morse v. Frederick*, 551 U.S. 393, 127 S.Ct. 2618, 168 L.Ed.2d 290 (2007)

**Cross References:** WBLASB Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premise by Students and Employees)  
WBLASB Policy 506 (Student Discipline)  
WBLASB Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

AGENDA ITEM: **School Board Policy 520, Student Surveys**

MEETING DATE: **December 12, 2011**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **David Law, Assistant Superintendent**  
**Marisa Vette, Director of Communications and**  
**Community Relations**

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**Background:**

School Board Policy 520, Student Surveys, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

**Recommendation:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 9 School Board meeting agenda or subsequent meeting as an operational item for action.



## **520 STUDENT SURVEYS**

### **I. PURPOSE**

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

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

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

### **III. STUDENT SURVEYS IN GENERAL**

- A. Student surveys/data will be reported anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
  - 1. ~~The parent or guardian of the student may submit a written request for the student to be excluded from such survey participation, except as noted in III.C.2.~~
  - 2. ~~Written permission from the student's parent or guardian is required prior to a student's participation in surveys funded in whole or part through the U.S. Department of Education.~~

- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.

#### **IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM**

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
1. political affiliations or beliefs of the student or the student's parent/guardian;
  2. mental and psychological problems of the student or the student's family;
  3. sex behavior or attitudes;
  4. illegal, antisocial, self-incriminating or demeaning behavior;
  5. critical appraisals of other individuals with whom respondents have close family relationships;
  6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  7. religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
  8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program),
- C. ~~The following policies apply to student surveys consistent with Sections IV.A~~

~~and IV.B. conducted as part a U.S. Department of Education Program. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.~~

1. ~~Student and parental rights are protected as follows: The following policies are to be adopted in consultation with parents:~~

- a. ~~parents have the right to request access to and inspect in a school setting, within a reasonable period of time, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.~~

"Parent" means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

- b. ~~The student's privacy is protected in the event of the administration or distribution of a survey or evaluation that contains one or more of the items listed in Section IV.B. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.~~

- c. ~~The parent's right to request access to and inspect in a school setting, within a reasonable period of time, The right of a parent of a student to inspect, on request, any instructional material used as part of the education curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received, related to the survey that is used as part of the educational curriculum for the student.~~

"Instructional material" means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

- d. ~~These policies apply to The administration of physical examinations or screenings administered to a student, except those administered in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et. Seq.) or those mental health screenings conducted pursuant to Minn. Stat. § 121A.45, that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400, et. seq.).~~
- e. ~~The district shall make arrangements to insure the privacy of student information in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing the information to others for that purpose.~~

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

- (1) “Personal information” means individually identifiable information including a student’s or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.
- (2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:
- (a) college or other postsecondary education recruitment or military;
  - (b) book clubs, magazines, and programs providing access to low cost literary products;
  - (c) curriculum and instructional materials used by elementary and secondary schools;
  - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to

generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;

(e) the sale by students of products or services to raise funds for school-related or education-related activities; and

(f) student recognition programs.

(3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable period of time after the request is received.

2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district. The district shall provide reasonable notice of the adoption or continued use of this policy directly to parents of students enrolled in or served by the school district.

a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.

b. The notice will provide parents with an opportunity to opt out of participation in the following activities:

(1) Activities involving collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

(2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.

(3) Any non-emergency invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

- c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2, Subparagraph b., above, are scheduled, or expected to be scheduled.
  - d. These notice provisions ~~do~~ shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.
- D. The school district shall give parents and students notice of their rights under this section.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
20 U.S.C. 1232g (Family Educational Right and Privacy Act)  
20 U.S.C. 1232h (Protection of Pupil Rights)  
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act Regulations)  
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)  
C.N. v. Ridgewood Bd. Of Educ., 430 F. 3d. 159 (3<sup>rd</sup> Cir. 2005)  
Fields v. Palmdale School District, 427 F.3d. 1197 (9<sup>th</sup> Cir. 2005)

**Cross References:** WBLASB Policy 515 (Protection and Privacy of Student Records)  
WBLASB Policy 521 (Student Disability Nondiscrimination)  
WBLASB Policy 522 (Student Sex Nondiscrimination)

## PUBLIC NOTICE

Independent School District No. 624 gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district and students currently in attendance in the school district, of their rights regarding inspection of instructional materials and limits on survey, analysis, or evaluation:

1. Parents, eligible students and students are hereby informed that they have the following rights:
  - a. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.
  - b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
    - (1) political affiliations;
    - (2) mental and psychological problems potentially embarrassing to the student or the student's family;
    - (3) sex behavior and attitudes;
    - (4) illegal, antisocial, self-incriminating and demeaning behavior;
    - (5) critical appraisals of other individuals with whom respondents have close family relationships;
    - (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
    - (7) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

INDEPENDENT SCHOOL DISTRICT NO. 624  
WHITE BEAR LAKE, MINNESOTA

Dated: \_\_\_\_\_

\_\_\_\_\_  
Chair

AGENDA ITEM: **School Board Policy 526, Hazing Prohibition**  
MEETING DATE: **December 12, 2011**  
SUGGESTED DISPOSITION: **Discussion Item**  
CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

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**Background:**

School Board Policy 526, Hazing Prohibition, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

**Recommendation:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 9 School Board meeting agenda or subsequent meeting as an operational item for action.



*Adopted: March 9, 1998*  
*Revised: June 11, 2001*  
*Revised: December 14, 2009*

*White Bear Lake Area*  
*School District #624 Policy 526*

## **526 HAZING PROHIBITION**

### **I. PURPOSE**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

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

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours. This includes weekends and other non-school days.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
  - 2. Any type of physical activity such as sleep deprivation, exposure to weather,

confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. This may include verbal abuse such as yelling swearing and insulting the student.
  5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. “Student organization” means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving and investigating reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter’s future employment, grades or work assignments.

- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, suspension from Minnesota State High School League Activities, Saturday School, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a hazing incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

## **VI. REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment or intentional disparate treatment.

## **VII. DISSEMINATION OF POLICY**

- A. This policy shall be referenced in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

**Legal References:** Minn. Stat. § 121A.40 - 121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)

**Cross Reference:** W.B.L.A.S.B Policy 403 (Discipline, Suspension and Dismissal of School District Employees)  
W.B.L.A.S.B. Policy 413 (Harassment and Violence)  
W.B.L.A.S.B. Policy 506 (Student Discipline)  
W.B.L.A.S.B. Policy 514 (Bullying Prohibition Policy)  
W.B.L.A.S.B. Policy 525 (Violence Prevention [Applicable to Students and Staff])

AGENDA ITEM: School Board Policy 906, Community Notification of  
Predatory Offenders

MEETING DATE: December 12, 2011

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): Marisa Vette, Director of Communications and  
Community Relations

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**Background:**

School Board Policy 906, Community Notification of Predatory Offenders, is a new policy for our District. We are following the proposed MSBA Policy 906. This policy has been reviewed with the School Board Policy Committee.

**Recommendation:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 9 School Board meeting agenda or subsequent meeting as an operational item for action.

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

White Bear Lake Area  
School Board Policy 906

## **New Policy**

### **906 COMMUNITY NOTIFICATION OF PREDATORY OFFENDERS**

#### **I. PURPOSE**

The purpose of this policy is to assist school administrators and staff members in responding to a notification by a law enforcement agency that a convicted predatory offender is moving into the school district so that they may better protect individuals in the school's care while they are on or near the school district premises or under the control of the school district.

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

- A. The policy of the school district is to provide information to staff regarding known predatory offenders that are moving into the school district so that they may monitor school premises for the safety of the school, its students, and employees. Staff will be notified ~~as appropriate~~ and have access to Offender Fact Sheets as appropriate.
- B. The superintendent, in cooperation with appropriate school transportation officials, will evaluate bus routes and bus stops. Bus drivers will have access to Offender Fact Sheets. If necessary, bus stops may be moved if they place children in close proximity to a predatory offender who has been convicted of crimes against children of similar ages.
- C. The superintendent, in conjunction with the building principal or designee, shall prepare or provide safety information for distribution to students regarding protecting themselves from abuse, abduction, or exploitation. The school district will prepare a list of available resources. Staff will provide safety information to students on how to protect themselves against abuse, abduction, or exploitation. School officials may ask their police liaison officer or local law enforcement officials for assistance in providing instruction to staff and students.

#### **III. DEFINITIONS**

- A. "Criminal history conviction data" is public data on a convicted criminal which is compiled by the State Bureau of Criminal Apprehension (BCA). (Minn. Stat. § 13.87)
- B. "Law enforcement agency" means the law enforcement agency having primary jurisdiction over the location where the offender expects to reside upon release. (Minn. Stat. § 244.052, Subd. 1(3))

C. “Notification or Disclosure by Law Enforcement Agency”

1. Risk Level I – The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses to the offense committed by the offender. There will be no disclosure to school districts.
2. Risk Level II – In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter that the offender is about to move into the community and provide to those agencies and groups an Offender Fact Sheet on the offender. School districts, private schools, day care centers, and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.
3. Risk Level III – In most cases, the local law enforcement agencies will hold a public community meeting and distribute an Offender Fact Sheet with information concerning and a photograph of the soon-to-be-released Level III offender.

(Minn. Stat. § 244.052, Subd. 4)

D. “Offender Fact Sheet” is a data sheet compiled by the Department of Corrections or local law enforcement agency. The Offender Fact Sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender’s residence.

1. A local law enforcement agency will generally provide Offender Fact Sheets for Level II predatory offenders directly to the school district.
2. Level III Offender Fact Sheets will be distributed at a public community meeting conducted by the local law enforcement agency.

E. “Risk Level Assessment” is the level of danger to the community as established by the Minnesota Department of Corrections following a review by a committee of experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification. (Minn. Stat. § 244.052, Subds. 2, 3)

F. “Risk Levels”

1. “Level I” – Risk Level I is assigned to a predatory offender whose risk assessment score indicates a low risk of reoffense.
2. “Level II” – Risk Level II is assigned to a predatory offender whose risk assessment score indicates a moderate risk of reoffense.

3. “Level III” – Risk Level III is assigned to a predatory offender whose risk assessment score indicates a high risk of reoffense.

(Minn. Stat. § 244.052, Subd. 3(e))

- G. The “Sex Offender Community Notification Act,” Minn. Stat. § 244.052, as amended, allows law enforcement agencies to disclose information about certain predatory offenders when they are released into the community. The information disclosed and to whom it is disclosed will depend upon their assessment of the level of risk posed by the predatory offender.

#### IV. PROCEDURES

##### A. Level II Notification

In keeping with the statutorily designated purpose that Offender Fact Sheets are to be used by staff members to secure the school and protect individuals in the school district’s care while they are on or near the school district’s premises or under the control of the school district, the school district will take the following steps:

1. The superintendent shall notify the law enforcement agencies within the school district that all appropriate Level II and Level III notifications are to be provided at least to the superintendent of schools.
2. Upon notification of the release of a Level II predatory offender, the superintendent shall forward the Offender Fact Sheet to all building principals and ~~central-office~~ District Center administrators. This would include transportation, food service and buildings and grounds supervisors.
3. Principals of schools in close proximity to the Level II predatory offender’s residence shall meet with staff and show the Offender Fact Sheet to persons within the buildings who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This includes, but is not limited to, administrators, teachers, coaches, paraprofessionals, custodians, clerical and office workers, food service workers, volunteers, and transportation providers.
4. The school district shall request criminal history conviction data on the Level II predatory offender from the Minnesota Bureau of Criminal Apprehension. On a case-by-case basis, the superintendent may determine whether to send a letter to parents with general information regarding release of the Level II offender and a copy of the criminal history conviction data that the school district obtained from the BCA. The



offender fact sheet contains data classified as private or not public under Minnesota law and may only be distributed to parents, students, or others outside the school district if it determines the release is for the purpose of securing the schools and protecting individuals under the school district's care while they are on or near school premises.

5. The building administrator shall cause the Offender Fact Sheet to be posted in each building in an area accessible to staff and employees but not the general public unless a determination has been made that public posting will help secure the school or protect students.
6. The school district shall not distribute or provide access to Level II Offender Fact Sheets to parents, students, or others outside the school district unless a determination has been made that dissemination of the data will help secure the school or protect students.

**B. Level III Notification**

1. The superintendent shall notify the law enforcement agencies within the school district that all Level III notifications of public community meetings are to be provided to the superintendent of schools.
2. When a Level III predatory offender is released into a community, generally the local law enforcement agency will notify the school district of the time and location of the public community meeting at which the Level III Offender Fact Sheet will be distributed to the community.
3. When the school district receives this information, the superintendent shall determine on a case-by-case basis whether the school district will notify parents and students of the time, date, and location of the public community meeting.
4. When notified of a Level III predatory offender public community meeting the superintendent or another school district administrator designated by the superintendent shall attend the community notification meeting.
5. When the school district receives information that a Level III predatory offender is moving into the school district, in addition to following the procedures specified above, the school district shall follow the procedures outlined for a Level II notification.
6. If the predatory offender is participating in programs offered by the school district that require or allow the person to interact with children other than the person's children, the superintendent shall notify parents of children in the school district of the contents of the Offender Fact Sheet.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 244.052 (Community Notification)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
42 U.S.C. § 14071 (Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program)  
Dept. of Admin. Advisory Op. No. 98-004

***Cross References:*** WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
WBLASB Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
WBLASB Policy 515 (Protection and Privacy of Pupil Records)  
WBLASB Policy 903 (Visitors to School District Buildings)

# **E. OPERATIONAL ITEMS**

**AGENDA ITEM:** Acceptance of June 30, 2011 Audit  
**MEETING DATE:** December 12, 2011  
**SUGGESTED DISPOSITION:** Operational Item  
**CONTACT PERSON:** Pete Willcoxon Sr.  
Executive Director of Business Services

.....  
**Background:**

Jim Eichten, from our audit firm of MMKR, presented the results of our audit for the year ending June 30, 2011 earlier this evening.

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

.....  
**Recommendation:**

It is recommended that the School Board accept the audit for the fiscal year ending June 30, 2011.

**AGENDA ITEM:**                      **Approval of 2011 Payable 2012 Property Tax Levy.**

**MEETING DATE:**                      **December 12, 2011**

**SUGGESTED DISPOSITION:**   **Operational Item**

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

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**Background:**

**According to Minnesota statute, at its September 26, 2011 special meeting the School Board set the proposed 2011 Payable 2012 property tax levy.**

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

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

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**Recommendation:**

**It is recommended by administration that the School Board certify its 2011 Payable 2012 property tax levy in the amount of \$34,361,011.24.**

**AGENDA ITEM:** Approval of Sale of General Obligation Refunding Bonds

**MEETING DATE:** December 12, 2011

**SUGGESTED DISPOSITION:** Operational Item

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

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**Background:**

**This is the final step in the process to sell refunding bonds.**

**The School Board authorized the sale of these bonds at its November 14, 2011 meeting.**

**The bond sale took place on Tuesday December 6, 2011. The bids were analyzed by Ehlers and Associates and met the criteria that were established at the November meeting. Based on that analysis, they recommended that the Superintendent and School Board Chairperson execute the acceptance document.**

**The minimum savings criterion that was established at the November meeting was \$375,000. The actual savings generated by the bond sale was \$569,285.**

**Documents prepared by legal counsel are included in this packet.**

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**Recommendation:**

**It is recommended that the School Board approve the sale of bonds as recommended by Ehlers & Associates.**

CERTIFICATION OF MINUTES RELATING  
TO  
GENERAL OBLIGATION SCHOOL BUILDING REFUNDING BONDS, SERIES 2011A

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 624  
(WHITE BEAR LAKE AREA SCHOOLS)  
STATE OF MINNESOTA

BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING: A regular meeting held on  
December 12, 2011, at 7:00 o'clock p.m., in the District.

MEMBERS PRESENT:

MEMBERS ABSENT:

DOCUMENTS ATTACHED: Extract of Minutes of said meeting.

**RESOLUTION RATIFYING THE AWARD OF THE SALE, DETERMINING THE  
FORM AND DETAILS, AUTHORIZING THE EXECUTION, DELIVERY,  
AND REGISTRATION, AND PROVIDING FOR THE PAYMENT OF  
GENERAL OBLIGATION SCHOOL BUILDING REFUNDING BONDS, SERIES 2011A**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this \_\_\_\_ day of  
December, 2011.

\_\_\_\_\_  
School District Clerk

December 6, 2011

## Sale Report

ISD No. 624,  
(White Bear Lake), Minnesota

White Bear Lake Area Schools

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





## Independent School District No. 624 (White Bear Lake), MN Results of Bond Sale – December 6, 2011

\$8,745,000

### General Obligation School Building Refunding Bonds, Series 2011A

**Purpose:** To effect a current refunding of the 2013 and 2014 maturities of the \$12,745,000 General Obligation School Building Refunding Bonds, Series 2002B, dated March 7, 2002; to effect a current refunding of the 2013 and 2014 maturities (term bond maturing in 2014) of the \$15,805,000 General Obligation School Building Refunding Bonds, Series 2002C, dated December 11, 2002; and to effect a current refunding of the 2013 through 2017 maturities of the \$5,125,000 General Obligation School Building Refunding Bonds, Series 2004B, dated February 11, 2004.

**Rating:** Standard & Poor's "AA+" – credit enhanced rating  
Standard & Poor's "AA" – underlying rating

**Number of Bids:** 8

**Low Bidder:** Piper Jaffray & Co., Minneapolis, MN

**True Interest Cost:** 0.7996%

	<b>Low Bid</b>	<b>High Bid</b>	<b>Interest Savings</b>
<b>Interest Savings from Lowest to Highest Bid:</b>	0.8017%	1.0339%	\$39,760

**Summary of Results:** The 3.0% interest rates on the new bonds compare with interest rates from 5.00% on the 2002B and 2002C bonds and rates from 3.125% to 3.75% on the 2004A bonds. These interest rates, along with the "premium" of \$372,954 paid by the underwriter of the bonds, **will reduce future debt service payments by \$582,574**. The present value of savings is \$569,285 or 5.875% of the refunded debt service. This will reduce the District's property tax levies payable in 2013 through 2016.

**Closing Date:** December 28, 2011

**Board Action:** Resolution Ratifying The Award Of The Sale, Determining The Form And Details, Authorizing The Execution, Delivery, And Registration, And Providing For The Payment Of General Obligation School Building Refunding Bonds, Series 2011A

**Attachments:**

- Bid Tabulation
- Debt Service Comparison
- Bond Resolution (Distributed in Board Packets)

\* The size of the bond issue changed from the projected amount due to a reduction in bond proceeds needed, reduction in underwriters' discount, and a decrease in costs of issuance.

[www.ehlers-inc.com](http://www.ehlers-inc.com)

## BID TABULATION

**\$9,175,000\* General Obligation School Building Refunding Bonds, Series 2011A**

**INDEPENDENT SCHOOL DISTRICT NO. 624 (WHITE BEAR LAKE AREA SCHOOLS), MINNESOTA**

**SALE:** December 6, 2011

**AWARD:** PIPER JAFFRAY & CO.

**MN SD CREDIT ENHANCEMENT RATING:** Standard & Poor's Credit Markets "AA+" **BBi:** 4.12%

**UNDERLYING RATING:** Standard & Poor's Credit Markets "AA"

NAME OF BIDDER	MATURITY (February 1)	RATE	REOFFERING YIELD	PRICE	NET INTEREST COST	TRUE INTEREST RATE
PIPER JAFFRAY & CO. Leawood, Kansas	2013	3.000%	0.490%	\$9,566,225.35	\$149,255.90	0.8017%
	2014	3.000%	0.690%			
	2015	3.000%	0.950%			
	2016	3.000%	1.150%			
	2017	3.000%	1.200%			
RAYMOND JAMES & ASSOCIATES, INC. Memphis, Tennessee	2013	2.000%		\$9,387,718.25	\$147,602.58	0.8046%
	2014	2.000%				
	2015	2.000%				
	2016	2.000%				
	2017	2.000%				
BMO CAPITAL MARKETS GKST INC. Chicago, Illinois	2013	2.000%		\$9,440,471.05	\$150,391.87	0.8141%
	2014	2.000%				
	2015	3.000%				
	2016	3.000%				
	2017	3.000%				
MORGAN KEEGAN Memphis, Tennessee	2013	2.000%		\$9,385,779.75	\$149,541.08	0.8153%
	2014	2.000%				
	2015	2.000%				
	2016	2.000%				
	2017	2.000%				

\*Subsequent to bid opening the issue size was decreased to \$8,745,000.

Adjusted Price - \$9,117,954.02

Adjusted Net Interest Cost - \$141,744.73

Adjusted TIC - 0.7996%

**\$9,175,000 General Obligation School Building Refunding Bonds, Series 2011A**  
**Independent School District No. 624 (White Bear Lake Area Schools), Minnesota**

**Page 2**

<b>NAME OF BIDDER</b>	<b>MATURITY (February 1)</b>	<b>RATE</b>	<b>REOFFERING YIELD</b>	<b>PRICE</b>	<b>NET INTEREST COST</b>	<b>TRUE INTEREST RATE</b>
BAIRD Milwaukee, Wisconsin	2013	2.000%		\$9,426,736.80	\$164,126.12	0.8895%
	2014	2.000%				
	2015	3.000%				
	2016	3.000%				
	2017	3.000%				
FIFTH THIRD BANK Grand Rapids, Michigan	2013	2.000%		\$9,358,840.10	\$176,480.73	0.9644%
	2014	2.000%				
	2015	2.000%				
	2016	2.000%				
	2017	2.000%				
BOSC, INC., A SUBSIDIARY OF BOK FINANCIAL CORPORATION Menomonee Falls, Wisconsin	2013	2.000%		\$9,357,790.55	\$177,530.28	0.9702%
	2014	2.000%				
	2015	2.000%				
	2016	2.000%				
	2017	2.000%				
VINING SPARKS IBG, L.P. Chicago, Illinois	2013	2.000%		\$9,346,305.05	\$189,015.78	1.0339%
	2014	2.000%				
	2015	2.000%				
	2016	2.000%				
	2017	2.000%				

## I.S.D. No. 624 (White Bear Lake), MN

\$8,745,000 G.O. School Building Refunding Bonds, Series 2011

Issue Summary - Current Refunding of  
Series 2002B, 2002C & 2004B

### Debt Service Comparison

Date	Total P+I	Net New D/S	Old Net D/S	Savings
02/01/2012		(1,003.74)	-	1,003.74
02/01/2013	3,961,398.75	3,961,398.75	4,079,562.30	118,163.75
02/01/2014	3,962,100.00	3,962,100.00	4,075,218.76	113,118.76
02/01/2015	447,800.00	447,800.00	561,956.26	114,156.26
02/01/2016	445,500.00	445,500.00	564,281.26	118,781.26
02/01/2017	442,900.00	442,900.00	560,250.00	117,350.00
<b>Total</b>	<b>\$9,259,698.75</b>	<b>\$9,258,695.01</b>	<b>\$9,841,268.78</b>	<b>\$582,573.77</b>

### PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	565,281.39
Net PV Cashflow Savings @ 0.775% (Bond Yield) .....	568,281.39
Contingency or Rounding Amount.....	1,003.74
Net Present Value Benefit .....	\$569,285.13
Net PV Benefit / \$9,690,615.54 PV Refunded Debt Service .....	5.875%
Net PV Benefit / \$9,070,000 Refunded Principal .....	6.277%
Net PV Benefit / \$8,745,000 Refunding Principal .....	6.510%

### Refunding Bond Information

Refunding Dated Date .....	12/28/2011
Refunding Delivery Date .....	12/29/2011

AGENDA ITEM: Action on Recommendation to Add Chinese to  
Middle School and High School Course Options

MEETING DATE: December 12, 2011

SUGGESTED DISPOSITION: Information Item

CONTACT PERSON: Michael J. Lovett, Superintendent

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## **BACKGROUND**

As shown in the attached summary, at the work-study session of November 20, 2011, the School Board received a detailed world language program review with specific recommendations for improvements consistent with the District's Strategic Plan.

Based on the rationale described in the attached materials, this evening the administration is recommending that Chinese language be added as a middle school option beginning with the sixth grade in the 2012-13 school year, and expanding to grades 6 and 7 for 2013-14, and for grades 6, 7, and 8 for 2014-15.

In addition, Chinese I would be listed as a language offering at White Bear Lake Area High School grades 9 through 12, beginning with the 2012-13 school year. The administration will develop a plan to offer Chinese II through the College-in-the-Schools level for future years.

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## **RECOMMENDATION**

The School Board approve the addition of Chinese language as a course offering for White Bear Lake Area Schools middle schools beginning with grades 6 during 2012-13, and beginning with Chinese I, offered as a high school course option for grades 9 through 12.

## **Recommendation based on Secondary World Language Program Review**

### **BACKGROUND**

In June, 2011, the School Board approved the District's Strategic Plan after months of public review. Work on the details of the plan began in the fall of 2011, and included the active participation of more than 150 representatives of the school community.

This evening we are making recommendations based on Strategy 2, specific result 2, which reads: *"Secondary students will develop global understanding and competitiveness through expanded world language opportunities at the secondary level."*

At a Board work-study session on September 26, 2011, the School Board and administration reviewed a plan for involving staff, students, and parents in carrying out this objective.

On November 28, 2011, at our November work-study session, staff submitted the "White Bear Lake Area Schools Secondary World Language Program Review."

The committee, including members of our World Language department and administration, addressed four strategies:

1. Best practice, research, and standards;
2. Survey of local secondary world language programs;
3. Pathways to higher education/dual enrollment options; and
4. Results of student and parent surveys.

In their summary statement and recommendations, the committee recommended:

1. *We see a need for world language experiences beginning in elementary school, and articulating with the secondary program.*
2. *Expansion of American Sign Language is an identified need. (ASL 3 has been proposed and Board approved for the 2012-13 school year.)*
3. *According to the survey data, we should expand course offerings to include an Asian language. Chinese has emerged as a target language for expansion.*

Of these recommendations, 1 is currently being studied; the School Board will have an update on the progress of this committee at our January work-study session.

Recommendation 2, adding year 3 of American Sign Language, was approved by the School Board in November.

Recommendation 3, expanding course offerings to include an Asian language, with Chinese as a target language for expansion, is being addressed this evening.

### **RECOMMENDATION**

Since the November work-study session, the proposal and supporting data have been reviewed with our middle and high school principals.

Based on this review and the committee's report, this evening we are recommending the addition of Chinese (Mandarin) as a course offering for White Bear Lake Area Schools middle schools and high school beginning with the 2012-13 school year.

To provide a smooth transition, we recommend offering Chinese to grade 6 students beginning in 2012-13; for 2013-14 Chinese would be an option for grades 6 and 7; and for 2014-15, for grades 6, 7, and 8.

Beginning in 2012-13, we would offer Chinese 1 to students grades 9-12. Student course requests would determine whether the course could be offered at both North and South Campuses.

We would work to develop a sequence of Chinese classes leading up to a College in the Schools (University of Minnesota) course CHN 1011 *Beginning Modern Chinese*.

When this implementation is complete, we anticipate that our students would be able to take any of Spanish, French, German, or Chinese to the CIS level. In addition, planning is underway to determine whether college level ASL could be offered as well.

### **COST RAMIFICATIONS**

When a new program is offered, it is natural to have some concerns about the ramifications of the initiatives of other classes. In this case, the effect on French, German, American Sign Language, and Spanish is unknown, but our goal is to assure that we keep a strong world language department in offering all five languages.

Our plans are to staff with extra flexibility for the 2012-13 and 2013-14 school years to keep our staffing level as stable as possible. This may require some additional FTE to run some classes with a lower teacher student ratio than we normally would do. Cost of this staffing will be charged to our Strategic Planning funds, drawing from the \$100,000 set aside for this purpose. We anticipate that the draw would be somewhere in the range of no cost to .4 FTE (\$0 to \$24,000).

All other implementation costs, including curriculum development and text books and materials, would be allocated out of existing District budgets, with actual school budgets reflecting student enrollment and classes offered. We anticipate that by the 2013-14 and 2014-15 school years, our overall world language staff at the middle level will rise due to

increasing enrollment. Currently, enrollment in each of grades 6, 7, and 8 is at or slightly under the 600 student mark. Our current third and fourth grade classes are significantly larger, at 666 and 622 students respectively. Thus, as our middle schools grow, our language staffing would be expected to grow as well.



**Agenda Item:** Action to Approve STEM Mini-Grants from H.B. Fuller

**Meeting Date:** December 12, 2011

**Suggested Disposition:** Operational Item

**Contact Persons(s):** Gretchen Harriman, Curriculum and Program Development Coordinator  
David Law, Assistant Superintendent

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**BACKGROUND:**

Listed below are four mini-grants funded from an area corporation to support Science/Technology/Engineering/Mathematics (STEM) instruction in the White Bear Lake Area School District.

The H.B. Fuller STEM Mini-Grants provide materials to support classroom instruction. Four White Bear Lake middle school science and mathematic grant applications were funded this year, totaling \$14,128.25. Teachers from Central Middle School whose projects have been funded include:

- a. Science Department Staff, Central Middle School  
*Fifteen of all Vernier Probeware: Labquest, Temperature Sensors, pH Testers, Hand Grip Heart Monitors, Dual-Range Force Sensors.*
- b. Carol Hultman, Central Middle School  
*LAB-AIDS Applied Science Concepts Kit: Force & Motion – complete unit with all materials for 16 hands-on activities.*
- c. Lynsey Fast and Carol Hultman, Central Middle School  
*Two classroom sets of calculators and two storage pocket charts for two teams of students.*
- d. Amy Jorgenson, Central Middle School  
*Hands on Equations program set for classroom of 40; SMART Board program, additional worksheets and training.*

**RECOMMENDATION:**

Accept the STEM mini-grants from H.B. Fuller in the amount of \$14,128.25

AGENDA ITEM: Accept Brosious Teaching Grants from the  
White Bear Lake Area Educational Foundation

MEETING DATE: December 12, 2011

SUGGESTED DISPOSITION: Operational Item

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

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**BACKGROUND:**

At last month's White Bear Lake Area Foundation meeting, the Foundation approved nine proposals, funded by the Brosious Teaching Grants. At tonight's meeting we are asking the School Board to accept these grants.

As part of our internal process, the Foundation reviews the proposals with our Teaching and Learning office and we confirm that each of the proposals are consistent with our curriculum, and if technology is used, that it is consistent with our internal technology plans.

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**RECOMMENDATION:**

Accept the nine Brosious Teaching Grants as shown in the attached materials.

Date: November 9, 2011

To: WBLAEF Board of Directors

From: Connie Dickson  
Brosious Teaching Grant Committee Chair

Subject: Grant Recommendations

The committee received 9 proposals and recommends the following for funding:

Project Title	Project	Amount
<b>"Sing Better than a Rock Star!"</b>  Jody Pontious  <b>Otter Lake Elementary</b>	This project will utilize a product called, "whisper phones", that allows students to clearly hear themselves sing, while singing with a group or alone. The ability to hear your singing voice helps students to learn how to sing in tune.	\$466.98
<b>"Work Box System"</b>  Jessie Prissel and Transition Plus Staff  <b>Transition Plus</b>	The Work Box System would be an instructional component of Work Based Learning to improve students' work readiness skills. Students would participate in a simulated work environment, learning and demonstrating job skills that relate to five work areas: Assembly, Clerical, Production, Service and Technology. They would learn how to follow work procedures and appropriate behavior.	\$1975.00
<b>"Walk, Listen, Learn"</b>  Christina Plana, Char Cady and Emilie Buesing  <b>Central Middle School</b>	This is a project to bring in audio books for students to use at any level. This project has been set up to assist the strong reader, as well as the readers with challenges or function at a different ability level. To help challenged readers become more fluent readers and help them keep up with the rest of the class.	\$3625.41
<b>"Achieving More with Mondo"</b>  Heather Schmidt, Nancy Higgs, Teresa Shafer and Abbi Case  <b>Oneka Elementary, Intervention &amp; Special Ed</b>	Map testing data shows us that we need to place greater focus on word study and nonfiction in our classrooms. This project is an answer to a definitive need at Oneka, deliberate, engaging, and a research-based program designed to reach our most struggling readers in regard to comprehension and word study skills.	\$1965.60
<b>"Historical Figures Leading the Way"</b>  Elizabeth Ulmer  <b>Oneka Elementary</b>	This project is to get more non-fiction into the class room by getting multiple copies of biographies to use in guiding reading. Then this would be used with her weekly writers' workshop and literacy centers into this plan as well. She would like to purchase comprehension activities that can be used with these new books during that time. These activities include a variety of strands that are on the NWEA tests.	\$506.00
<b>"Extreme Makeover-Reading Edition"</b>  LuAnne Oklobzija, John Barnes and Kristin Erickson  <b>Otter Lake Elementary</b>	This grant is for students who need high interest, age appropriate leveled readers, resources and tools to succeed in reading and writing in the class room. In the intermediate grades, students reading below grade level have difficulty finding books and tools to motivate them. They are often embarrassed by their choices for reading material compared to their peers. This will help motivate them to become better readers and keep up with classmates.	\$3500.00

<b>Project Title</b>	<b>Project</b>	<b>Amount</b>
<b>"From Poetry to Songwriting"</b>  Tim McGraw and Mike Hamernick  <b>White Bear Lake ALC</b>	This grant will focus on an artist in residence week-long workshop called, "The Performance Art of the Spoken Word" and another artist who will teach "Hip-Hop/Rap Songwriting" based on work from the Spoken Word workshop. Students will write original poetry, style-write it for performance, learn a variety of theatre and performance skills, and conduct a "coffeehouse" style open "mic" for their peers.	          <b>\$2450.00</b>
<b>"Technological Advance to Enhance Higher Learning and Thinking in ASL Other World Language Classes"</b>  David Nathanson, Mary Dahle, Janelle Toussaint, Kerry Feirn, Ted Anderson and Kari Sundberg  <b>South Campus</b>	American Sign Language (ASL) is one of the languages within the World Language Dept. that requires video media compatible with computers to provide an equally rigorous instruction that occurs in other world languages. At this time they have only 2 computers for the World Language Dept. lab. Webcams for video capability have already been purchased through a WBLS's technology grant. This grant would provide 7 computers to allow students to advance to more rigorous levels of learning.	          <b>\$4000.00</b>
<b>"The First Lego League Club"</b>  Paul Meuwissen and Christopher Lyons  <b>Sunrise Park Middle School</b>	The First Lego League Club is an international competition ear-marked for elementary and middle school students in which students participate in a variety of tasks related to robotics and the programming of robotics. This grant would give our students an opportunity to build on our pre-engineering coursework by giving students an enrichment activity outside the school day.	          <b>\$3645.90</b>
	<b>Total Funding Needed:</b>	<b>\$22,134.89</b>

AGENDA ITEM: Otto Bremer Foundation Grant

MEETING DATE: December 12, 2011

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Dave Guenther, Director of Community Services  
and Recreation  
Barb Green, Senior Program Coordinator

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**BACKGROUND:**

This is the third time the White Bear Area School District Senior Program has been awarded an Otto Bremer Foundation grant. This year's grant is \$15,000.

The grant will be used to support the Senior Program's efforts to serve seniors who need services and/or want to participate in activities. These services and activities include Meals on Wheels, Transportation, Senior Connections and the Senior Center.

Thank you to the Otto Bremer Foundation for providing this grant.

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**RECOMMENDATION:**

Accept the Otto Bremer Foundation Grant to support general operations of the White Bear Lake Area School District Senior Program.

**OTTO BREMER FOUNDATION**

445 Minnesota Street, Suite 2250, St. Paul, MN 55101-2107 (651) 227-8036 (888) 291-1123 Fax (651) 312-3665 email: obf@ottobremer.org

November 21, 2011

Ms. Barbara Green  
White Bear Lake School District, #624  
Community Services Department  
2484 E. County Road F  
White Bear Lake, MN 55110

RE: Grant #: 20786  
Purpose: For general operating support for this organization that serve seniors.

Dear Ms. Green:

It is my pleasure to inform you that the Otto Bremer Foundation has approved a grant to White Bear Lake School District, #624, Community Services Department in the amount of \$15,000. These terms apply to your organization's use of the Foundation's grant:

**1. Purpose**

The grant, and any income you earn from investment of the grant funds, must be used as described in this letter and in your proposal to the Foundation. Your proposal is defined as the original written and budget materials submitted on July 25, 2011, but it also incorporates any financial and program updates and modifications you provided to the Foundation during the grant review process. If this box is checked -- ☐ -- additional terms of this letter are set forth in an attachment, which must be signed on behalf of the Foundation and your organization in order to be effective. To the extent that the terms of this letter differ from your proposal, this letter governs. The grant is to be expended over the one-year period beginning on the date of this letter. Any substantial variance from the proposal or this letter must be approved in advance and in writing by the Foundation.

**2. Payment Schedule; Termination**

Your payment will be sent shortly after the foundation receives this signed agreement.

The Foundation reserves the right, in its sole discretion, to discontinue funding if: (a) it is not satisfied with the progress of the activity to be supported by the grant or the content of any written report required by this letter; (b) you have failed in any other material way to comply with the terms of this letter; or, (c) we determine that any statement in your proposal that we relied on in approving the grant is false. You agree to repay to the Foundation any grant funds that have not been used by end of the one-year grant period in compliance with the terms of this letter.

### **3. Reporting**

Within one year after each payment of the grant, you must provide the Foundation with a written report describing the activities carried out under the grant and whether the goals of the grant have been met. The report should provide both narrative and financial information, including a detailed expenditure report. You may submit the Minnesota Common Report Form (available at <http://www.mcf.org/MCF/grant/commonreport.htm>) in satisfaction of this requirement. You must maintain financial and other business records in accordance with sound accounting and business practices, and you agree to permit a representative of the Foundation to have access to those records on reasonable notice for the purpose of auditing or verifying your use of the grant funds.

### **4. Access**

You agree to take reasonable measures to assure access of any interested party to activities supported by the grant, and not to discriminate on the basis of race, color, creed, gender, religion, age, disability, sexual orientation, marital status, or national origin.

### **5. Oversight**

The Foundation may monitor and conduct an evaluation of operations funded by this grant, which may include a visit from Foundation personnel to observe your organization's program, discuss the program with your personnel, and review financial and other records and materials connected with the activities financed by this grant.

### **6. Public Reports**

The Foundation may include information about this grant in public reports and may also refer to the grant in press releases. If there are special considerations concerning the public announcement of this grant by your organization, or if you would like to coordinate a public announcement of the grant with the Foundation's announcement, we encourage you to contact the Foundation to discuss this.

### **7. Anti-Terrorism**

You acknowledge that you are familiar with the U.S. Executive Orders and laws that prohibit the provision of resources and support to individuals and organizations associated with terrorism. You will ensure that you do not support or promote violence, terrorist activity or related training, or money laundering.

### 8. Notice of Change

Your organization must promptly notify the Foundation in writing, at the address listed in this letter, of any lawsuit brought against the organization; any proceeding or investigation directed at the organization by a federal, state, tribal, or local administrative agency or authority; or any proposed change in the organization's status under Section 501(c)(3) or 509(a) of the Internal Revenue Code.

### 9. Miscellaneous

- a. This agreement constitutes the entire agreement between the Foundation and your organization with respect to the grant, and supersedes all prior agreements and understandings between the parties, whether written or oral.
- b. Any provision or requirement of this letter may be waived at any time by the party entitled to the benefits thereof. Such waiver or failure to insist on strict compliance will not operate as a waiver of any other failure to comply.
- c. Your organization must not assign its rights or delegate its obligations under this letter without the prior written consent of the Foundation.

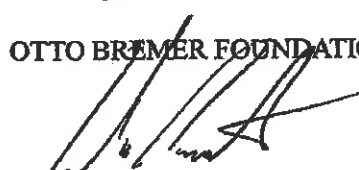
\* \* \*

If this letter correctly sets forth your understanding of the terms of this grant, please indicate your organization's agreement by having the enclosed copy of this letter countersigned by an officer of your organization and returned to the Foundation to the attention of Danielle Cheslog.

On behalf of the Foundation, may I extend every good wish for your organization's success. Please do not hesitate to contact your assigned program officer if you have questions about this grant agreement or the grant.

Sincerely,

OTTO BREMER FOUNDATION



Dominic Papatola  
Program Officer  
651-312-3660



Randi Ilyse Roth  
Executive Director




November 21, 2011

Page 4

The undersigned, on behalf of White Bear Lake School District, #624, Community Services Department, hereby accepts and agrees to the foregoing terms.

White Bear Lake School District, #624, Community Services Department

By:   
Signature

Printed Name: Pete Willcox Sr.

Title: Executive Director of Business Services

Address: 4855 Bloom Ave.

Phone: 651-407-2516

Email: Peter.WillcoxSr@isd624.org

Date: 11-29-11

Grant #20786

## **PROPOSAL NARRATIVE**

### **I. ORGANIZATION INFORMATION**

#### **A. Summary of Organization History**

The White Bear Area Senior Program, a program of the Community Services and Recreation Department of the White Bear Lake Area School District #624, was established in 1975 when Ramsey County started funding Meals on Wheels. A year later, the Senior Program added senior transportation which provides rides to medical appointments, grocery shopping and personal errands. Today, the Senior Program offers a multitude of services and activities that encourage independent living and socialization.

#### **B. Mission and Goals**

The mission of the Senior Program is: "To provide information, activities, and services to enhance the lives of older adults. We strive to provide and create opportunities in a manner which affirms the dignity and self-worth of each individual."

#### **C. Current Programs and Activities**

The White Bear Area Senior Program offers the following programs and activities to people who are 60 years of age and older who are residents of School District #624:

- Lionmobile Transportation Program – provides rides annually to individuals who are no longer able to drive, drive only close to their home or cannot drive following certain medical procedures. Rides to medical appointments are our top priority. We also provide rides for grocery shopping, personal errands and to our Senior Center. The Transportation Program operates with one vehicle which travels 23,000 miles a year. The Lionmobile, which is equipped with a lift, provides rides within the School District, surrounding suburbs and to St. Paul. Twenty-five percent of the people we serve require the use of our vehicle lift. The program operates Monday through Friday from 8:00 a.m. to 4:30 p.m. The program provided 3,056 rides from July 1, 2010 to June 30, 2011 which are 376 more rides than the same period the year before. This increase is a result of Metro Transit's redesign of the dial-a-ride service which reduced service in the White Bear Lake area.
- Meals on Wheels Program – Meals are provided Monday through Friday, to elderly and disabled people who are homebound and unable to prepare their own meals. We also provide frozen meals that are delivered once a week to people who are able to heat their own meals and do not require the daily contact. Over 200 volunteers deliver the hot, nutritious meals at noon-time throughout the School District. 23,630 meals were provided to 220 clients from July 1, 2010 to June 30, 2011, which are 1,180 more meals than the same period the year before.
- Senior Center – is open Monday through Friday from 8:00 a.m. – 4:30 p.m. and offers seniors from the School District and surrounding areas with activities such as Cribbage, Bridge, 500, Dominos, Mah Jong, Bingo, line dancing, woodcarving, sewing and needlework, Craft Corner Gift Shop, Aerobics, Yoga and a lending library. In addition, the Center offers various types of classes and services including foot care clinic, driver safety classes, health insurance counseling, flu shot clinic, blood pressure screening and support groups. We have added Wii Classes and a Brain Fitness Station to help people improve their physical and mental coordination. From July 1, 2010 to June 30, 2011, the Center offered 19

ongoing activities a week, 5 services a week and approximately 6 classes a month to an average of 85 people per day.

- Senior Connections Program – is made up of several components:
    - 1) Outreach Services – assistance for seniors and their families who need to access our services as well as connect to the various resources available through both private and public service providers. Our Outreach Services staff often fills in the gaps for clients who don't know where to turn for help, have been unable to navigate the confusing network of services for seniors, or who are falling through the cracks. Many of those served by Outreach Services just need a helping hand to make the connections necessary for them to live the quality of life they deserve in their later years. Outreach Services include our efforts to reach out to those most in need through community presentations, our newsletter sent to every head of household over 60 in our service area, articles in local White Bear Press, as well as working closely with community organizations to serve those who otherwise would not know where to turn. Outreach Services workers are available to assist clients who walk in to the Senior Center, make appointments for Outreach Counseling in the office, or those who need a home visit. The ability to visit seniors in their own homes means we are able to connect to those who are homebound, or otherwise isolated, provide an in-depth thorough assessment of their needs and resources, and help make connections for them, a service not immediately available to the majority of the senior population. We also provide information, referral and assistance to caregivers of seniors living in our community or long distance caregivers of seniors living in our community.
    - 2) Volunteer Services – The program is responsible for the recruitment, placement and recognition of Senior Program volunteers who serve as Meals on Wheels drivers, office receptionists, Foot Clinic receptionists, Craft Corner sales clerks and bookkeepers, interns, volunteer visitors, special project volunteers Senior Center activities volunteers.
    - 4) Lions HELP – volunteers from the White Bear Lake Lions Club assist qualifying seniors and people with disabilities with making their homes more accessible by building ramps, adding grab bars to bathroom facilities and various other means.
- From July 1, 2010 through June 30, 2011, over 5,000 contacts were made through Senior Connections.

#### **D. Relationship and Role with other Organizations**

The White Bear Area Senior Program is a member of the Senior Services Consortium of Ramsey County, a membership group of programs serving seniors throughout Ramsey County. We receive funding through the Consortium as well as technical support and materials designed to assist programs in promoting their services and providing quality services. The Senior Program is also a member of Metro Meals on Wheels, a membership organization of over 37 Meals on Wheels programs within the Twin Cities area. We receive funding from Metro Meals on Wheels, materials that assist us in providing meals to our homebound residents, technical assistance and assistance with volunteer recruitment.

In November 2006, the Senior Program brought together a group of individuals, from the communities that make up the White Bear Lake Area School District, to discuss how to best serve the growing senior population that resides in the communities served by the Senior Program. Representatives from White Bear Lake, Vadnais Heights, Hugo and White Bear Township joined with representatives from local congregations, senior housing facilities, service providers, elected officials and the general public in an effort to prepare for the ever increasing needs of the current and future senior population. During the past 4 1/2 years, Senior Program has taken the leadership role

in convening meetings, bringing on new members, arranging for guest speakers, seeking funding support for a consultant, developing a Resource Guide and researching various services. The group is focused on creating a “communities for a lifetime” model, whereby a commitment is made to develop services and amenities that allow seniors to remain in their communities as long as they desire. The Mahtomedi School District and North St. Paul/Maplewood./Oakdale School District eventually joined the group.

In 2010, the Consortium’s work resulted in the creation in the Senior Chore Program, which provides light housekeeping, yard work and minor repairs to elderly residents of the White Bear Lake Area School District and the Mahtomedi School District. The Program, which is housed at the White Bear Lake Area Community Counseling Center, received a startup grant from the Department of Human Services.

The group filed for incorporation on March 4, 2011 as the Consortium of Lake Area Senior Services (CLASS) and became a 501c3 organization as of May 26, 2011. The Consortium has a Board of Directors with 12 members which were elected in October 2010. Barbara Green, Coordinator of the White Bear Area Senior Program, is president of the Board. The mission of CLASS is to support older adults by building and supporting a network of services and opportunities, leading to vital and accessible communities, by leveraging community assets.

#### **E. Board Members, Staff and Volunteers**

The Senior Program has an Advisory Committee which is made up of 18 members who represent the various programs and activities offered through the program. As part of the School District, the seven member School Board oversees the Senior Program. The Senior Program has 2 full-time paid staff – the coordinator and secretary, 12 part-time staff – Meals on Wheels coordinator and cooks, Senior Connections staff and Lionmobile drivers. The program also has over 400 volunteers who provided over 14,000 hours of service from July 1, 2010 through June 30, 2011, at a value of \$292,000.

## **II. PURPOSE OF GRANT**

The White Bear Area Senior Program is seeking general operating support to meet the increasing cost of providing its current services.

#### **Opportunity, Challenges, Issues or Need**

Our Meals on Wheels Program received a \$61,000 cut in federal and state funding when the Metropolitan Area Agency on Aging decided to use these funds for once a week delivery of frozen meals by paid drivers, instead of the daily delivery of hot meals by volunteers that our program provides. This decision also impacted all of the community-based Meals on Wheels Programs in Ramsey and Washington Counties. In total, these programs lost nearly \$600,000 in federal and state funds. Eight of the 10 programs in Ramsey County, including the Senior Program, continue to provide daily delivery of hot meals despite the loss of these funds. In the White Bear Lake area, 15 clients chose to switch to new provider of frozen meals while 120 clients remained with our program. Our program also provides the option of once a week delivery of frozen meals to those clients who do not require the daily check in and prefer this option. We also deliver cold meals daily to individuals who prefer to have their meal later in the day.

The population that White Bear Area Senior Program serves, 60 years of age and older, has steadily increased each year and will grow substantially now that the boomers are turning 60. We are close to full capacity in our Lionmobile Transportation Program. Currently, we do not have a waiting list for this program but anticipate that we will need to make changes to the program to ensure that people will not go unserved.

We have added evening activities at our Senior Center to accommodate younger seniors who may still be working but want to participate in Center activities and are partnering with other facilities to utilize their space.

Our Outreach Services has begun offering limited care management services to seniors who are in need of a broader range of services, workshops for caregivers and Volunteer Visitors for isolated seniors who want additional companionship. The staff continues to partner with other organizations to provide services

Our Transportation Program is currently working in collaboration with PRISM, a transportation provider that provides rides in Ramsey County, to meet the transportation needs of seniors within our School District.

### **Goal(s), Objectives, Activities and Timelines for the Funding Period**

#### **LIONMOBILE**

##### **Work with PRISM Transportation Program to increase service**

- A. Explore ways that we can work together to better utilize vehicles including centralized scheduling and dispatching
- B. Explore ways to generate funds for both programs
- C. Implement proposed plans  
STAFF: Jeanne Koeckeritz and Barb Green  
TIMELINE: December 2011

##### **Apply for a new 5310 lift equipped vehicle**

- A. Complete application to Minnesota Department of Transportation
- B. Submit application to MNDOT
- C. Provide additional information to MNDOT as needed
- D. Order new vehicle if application is approved  
STAFF: Barb Green  
TIMELINE: Application due September 30, 2011, vehicle ordered March, 2012, vehicle delivered Summer 2012

#### **MEALS ON WHEELS**

##### **Develop an effective communication with regular and substitute drivers**

- A. Gather email addresses and cell phone numbers from all drivers
- B. Develop a once-a-month Meals on Wheels e-news piece which includes updates on what is going on with the program, delivery changes, upcoming holidays and various promotions  
STAFF: Debbie Walker  
TIMELINE: Ongoing

##### **Create a Meals on Wheels Informational Brochure**

- A. Design brochure with input from Outreach Staff
- B. Print and distribute brochure  
STAFF: Debbie Walker, Mary Mengel, Mary Bryan Day, Barb Green  
TIMELINE: August 2011

### **Create a Meals on Wheels Volunteer Information Packet**

- A. Design packet which will contain information about emergency procedures, delivery procedures, mileage reimbursement options, driver expectations, delivery times, meal definitions (hot, cold, frozen, bag & dietary), confidentiality and other items.
- B. Distribute packet to volunteers  
STAFF: Debbie Walker  
TIMELINE: January 2012

### **SENIOR CENTER**

#### **Explore changing the name of the Senior Center**

- A. Determine what steps need to be taken to legally change the name of the Senior Center
- B. Get input from the community regarding the renaming the Senior Center to attract adults of all ages
- C. Hold a contest to come up with a new name
- D. Rename the Senior Center  
STAFF: All Senior Program Staff and Advisory Committee  
TIMELINE: March 2012

### **SENIOR CONNECTIONS**

#### **Outreach**

#### **Promote our Meals on Wheels Program**

- A. Develop and implement plan to promote MOW's to waived case managers.
- B. Provide "Welcome Packets" to Senior Housing in WBL Area
- C. Provide information to key community leaders such as our Advisory Board, WBL, Twp., Hugo and V.H. Mayors and Council Members, Health Providers, Church leaders, etc.
- D. Continue submissions to WB Press, WB City Newsletter, etc.
- E. Determine additional and effective ways of reaching new clients and their families.  
STAFF: Mary Bryan Day, Mary Mengel, Debbie Walker, Barb Green  
TIMELINE: July 1, 2011 – Dec. 30, 2011

#### **Review Outreach Services and Staffing**

- A. Review client referrals and services requested, whether changes have occurred in requests
- B. Review current duties of outreach staff now that we have less staff and less funding and different requirements from funders.
- C. Set priorities and duties for outreach staff for current year.  
STAFF: Mary Bryan Day, Mary Mengel and Barb Green  
TIMELINE: July 1, 2011 – Sept. 30, 2011

#### **Launch Fee-Based Care Connections Service including Individual Care Coordination, Caregiver Support, Workplace and Community Workshops and Presentations**

- A. Develop forms and tools for fee-based services such as care plan documents, billing statements, etc.
- B. Develop and implement marketing plan and products for fee-based outreach services including finalizing brochure and other marketing materials, listing of available workshops, plan to disseminate materials, etc.
- C. Develop and implement fundraising plan for subsidized and no cost outreach services for those unable to pay.
- D. Develop services for businesses, attorneys, churches, health providers.
- E. Explore providing and billing for case management and/or caregiver services to waived clients.
- F. Monitor, evaluate, and adapt fee-based services as needed.  
STAFF: Mary Bryan Day and Mary Mengel  
TIMELINE: July 1, 2011 - June 30, 2012

### **Provide Workshops to Community Through School District Community Education**

- A. Develop several different topics and formats for delivery of information to a variety of audiences.
- B. Conduct Community Ed. workshops at least once a quarter on elder care resources for older adults and their caregivers as a community service and as a way to market our services.
- C. Evaluate content and format of workshops to continue to enhance and expand offerings and meet needs of elders and caregivers.

STAFF: Mary Bryan Day and Mary Mengel

TIMELINE: Community Ed. Workshops conducted in Oct. 2011 and Dec. 2011, and again 1<sup>st</sup> and 2<sup>nd</sup> quarter of 2012.

### **FUND DEVELOPMENT**

#### **Generate \$89,000 in funds to continue and expand Senior Program Services**

- A. Work with the Consortium of Lake Area Senior Services to develop a fund development plan to generate funds for the Senior Program, the Senior Chore Program and other aging services
- B. Send out two letters a year to current donors asking for donations – one during the holidays and one at the end of our fiscal year
- C. Send out annual donation request letters to area businesses and churches
- D. Send out annual donation request letter in our November/December *Senior Voice* newsletter
- E. Purchase mailing lists of individuals who have previously donated to aging services
- F. Work with the Senior Services Consortium of Ramsey County and Metro Meals on Wheels to generate funds for Meals on Wheels.

STAFF: Barb Green

TIMELINE: July 1, 2011 through June 30, 2012

### **Long-term Funding Strategies**

Our long-term funding strategies are as follows:

- Semi-annual appeals to individuals
- Increase direct mail data base through the purchase of donor lists
- Continue to promote the Legacy and Bequest program
- Annual appeal to churches and businesses
- Annual appeal to family of clients
- Annual percent increase in fees for service
- Grant proposals to corporations and foundations
- Charge fees for Outreach Services

### **III. EVALUATION**

Our criteria for success will be as follows:

- No waiting lists for services
- High level of satisfaction for services based on information from annual surveys
- Increase in individual donations
- Provide 6 -12 community presentations and 6 newsletters during the year
- Maintain the number of clients served from previous year, no reduction in services
- Older adults in the area look to the Senior Program as the primary place for services and information and referral
- Broader community looks to Senior Program for the expertise in aging issues

We will measure successes through annual surveys of people who use our services and participate in our activities. The surveys will be conducted by staff and volunteers and results will be presented to our Advisory Committee for their input. The results of the surveys will be used to help us improve current services and activities.

We will also seek input from the community as to how they perceive the Senior Program and its services/activities. This will be done through various types of meetings and forums made up of seniors, representatives from the local cities and townships, congregation, senior housing facilities, other senior services providers, elected officials and the general public. This information will help us with future planning.

<b>PROPOSAL CHECKLIST</b>
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- |  |  |
|--|--|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Cover letter.</li><li><input type="checkbox"/> Cover sheet.</li><li><input type="checkbox"/> Proposal narrative.</li><li><input type="checkbox"/> Organization budget.</li><li><input type="checkbox"/> Project budget (if not general operating grant).</li><li><input type="checkbox"/> Financial statements, preferably audited, showing actual expenses including:<ul style="list-style-type: none"><li><input type="checkbox"/> Balance sheet.</li><li><input type="checkbox"/> Statement of activities (income and expenses).</li></ul></li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Statement of functional expenses.</li><li><input type="checkbox"/> List of additional funders.</li><li><input type="checkbox"/> List of board members and their affiliations.</li><li><input type="checkbox"/> Brief description of key staff.</li><li><input type="checkbox"/> IRS determination letter.</li><li><input type="checkbox"/> Confirmation letter of fiscal agent (if required).</li><li><input type="checkbox"/> Additional information required by each individual funder.</li></ul> |
|--|--|



# Minnesota Common Grant Application Form

## ORGANIZATION BUDGET

This format is optional and can serve as a guide to budgeting. If you already prepare an organization budget that contains this information, please feel free to submit it in its original form. Feel free to attach a budget narrative explaining your numbers if necessary.

### INCOME

<u>Source</u>	<u>Amount</u>
<i>Support</i>	
Government grants	\$0
Foundations	\$30,000
Corporations	\$0
United Way or other federated campaigns	\$0
Individual contributions	\$39,650
Fundraising events and products	\$0
Membership income	\$3,500
In-kind support (Volunteers)	\$292,000
Investment income	\$0
<i>Revenue</i>	
Government contracts	\$78,125
Earned income	\$0
Other (specify) Fees from Patrons	\$118,550
Lions Clubs (White Bear Lake, Vadnais Heights and Hugo)	\$19,550
Municipalities	\$10,500
ISD #624 Community Services	\$77,506
<b>Total Income</b>	<b>\$669,381</b>

### EXPENSES

<u>Item</u>	<u>Amount</u>
Salaries and wages	\$185,670
Insurance, benefits and other related taxes	\$50,511
Consultants and professional fees	\$15,400
Travel	\$2,550
Equipment	\$600
Supplies	\$14,800
Printing and copying	\$0
Telephone and fax	\$400
Postage and delivery	\$6,450
Rent and utilities	\$0
In-kind expenses	\$292,000
Depreciation	\$0
Other (specify) Repair and Maintenance	\$1,500
Transportation Program (gas, oil, repairs)	\$12,500
Meals on Wheels caterer	\$87,000
<b>Total Expense</b>	<b>\$669,381</b>
<b>Difference (Income less Expense)</b>	<b>\$0</b>

AGENDA ITEM: **School Board Policy 406, Public and Private  
Personnel Data**

MEETING DATE: **December 12, 2011**

SUGGESTED DISPOSITION: **Operational Item**

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

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**Background:**

School Board Policy 406, Public and Private Personnel Data, has been reviewed by the School Board Policy Committee, and had a first reading in November. The changes recommended are consistent with those recommended by MSBA.

**Recommendation:** Approve Policy 406, Public and Private Personnel Data, as recommended.

*Adopted: April 29, 1996*  
*Revised: January 10, 2005*  
*Revised: October 11, 2010*

*White Bear Lake Area  
School District #624 Policy 406*

## **406 PUBLIC AND PRIVATE PERSONNEL DATA**

### **I. PURPOSE**

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

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

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

### **III. DEFINITIONS**

- A. "Confidential" means the data is not available to the subject.
- B. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- C. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space and work telephone number.
- D. "Personnel data" means government data on individuals ~~collected~~ maintained because they are or were employees of the school district, applicants for employment, volunteers for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- E. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- F. "Protected health information" means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider.

“Protected health information” excludes health information in education records covered by FERPA and employment records held by a school district in its role as employer.

G. “Public” means that the data is available to anyone who requests it.

#### IV. PUBLIC PERSONNEL DATA

A. The following information on employees, including volunteers and independent contractors, is public:

1. name;
2. employee identification number, which may not be the employee’s social security number;
3. actual gross salary;
4. salary range;
5. terms and conditions of employment relationship;
- ~~5.6.~~ contract fees;
- ~~6.7.~~ actual gross pension;
- ~~7.8.~~ the value and nature of employer-paid fringe benefits;
- ~~8.9.~~ the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
- ~~9.10.~~ job title;
- ~~10.11.~~ bargaining unit
- ~~11.12.~~ job description;
- ~~12.13.~~ education and training background;
- ~~13.14.~~ previous work experience;
- ~~14.15.~~ dates of first and last employment;
- ~~15.16.~~ the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;

~~16.~~17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;

~~17.~~18. the terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;

~~18.~~19. work location;

~~19.~~20. work telephone number;

~~20.~~21. badge number;

22. work-related continuing education;

~~21.~~23. honors and awards received; and

~~22.~~24. payroll time sheets or other comparable data that is used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data; and

B. The following information on applicants for employment or advisory board/commission positions is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and
6. work availability.

C. Names of applicants is private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.

- D. Names and home addresses of applicants for appointment to and members of an advisory board/commission are public.
- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. §13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge is public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

## **V. PRIVATE PERSONNEL DATA**

- A. All other personnel data is private and will only be shared with individuals within the entity (school district) whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents is private data.
- C. Data created, collected or maintained by the school district to administer employee assistance programs is private.
- D. Parking space leasing data is private.
- E. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when authorized by the Commissioner of the Bureau of Mediation Services.
- F. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- G. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that is relevant to the concerns for safety to:
  - 1. The person who may be harmed and to the attorney representing the person when the data is relevant to obtaining a restraining order;
  - 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
  - 3. A court, law enforcement agency or prosecuting authority.

- H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purposes of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- I. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- J. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
1. threaten the personal safety of the complainant or a witness; or
  2. subject the complainant or witness to harassment.
- If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.
- K. The school district shall make any report to the Board of Teaching or the Board of School Administrators as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, any settlement or compromise, or any investigative file.
- L. Private personnel data shall be disclosed to the Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that is relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report.
- N. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data.
- O. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, to make the school district more efficient, or to improve school district operations is private.

- P. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- Q. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.

## **VI. MULTIPLE CLASSIFICATIONS**

If data on individuals is classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data is private.

## **VII. CHANGE IN CLASSIFICATIONS**

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

## **VIII. RESPONSIBLE AUTHORITY**

The school district has designated the Director of Human Resources as the authority responsible for personnel data. If you have any questions, contact the Director of Human Resources.

## **IX. RELEASE FORM**

Employee authorization for release form will appear as “Attachment A” to this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat § 13.39 (Civil Investigation Data)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat § 122A.20, Subd. 2 (Mandatory Reporting)  
P.L. 104-191 (HIPAA)  
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

**Cross References:** WBLASB Policy 206 (Public Participation in School Board Meetings/ Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
WBLASB Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin “T” (School Records-Privacy-Access to Data)



**FORM: EMPLOYEE AUTHORIZATION FOR RELEASE OF INFORMATION**

To: [School District]  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Personnel Records of *[name]*

\_\_\_\_\_  
(Date of Birth and/or Social Security Number)

This is your full and sufficient authorization, pursuant to Minn. Stat. § 13.05, subd. 4 and Minn. Rules 1205.1400, subp. 4, to release to \_\_\_\_\_

\_\_\_\_\_,  
its representatives or employees, all information pertaining to *[describe]* \_\_\_\_\_

\_\_\_\_\_  
maintained by the employer school district, with the following exceptions: \_\_\_\_\_

\_\_\_\_\_  
The information is needed for the purpose of *[specify]* \_\_\_\_\_

\_\_\_\_\_  
This authorization specifically includes records prepared prior to the date of this authorization and records prepared after the date of this authorization, such records to be used only for the purpose specified. I do not authorize re-release of this information by the third party.

I understand that I may revoke this consent in writing at any time. Upon the fulfillment of the above-stated purpose, this consent will automatically expire without my express revocation. A photocopy of this authorization will be treated in the same manner as an original.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

ATTENTION PUBLIC FACILITIES: Minnesota Statutes Section 13.05 requires automatic expiration of this authorization one (1) year from the date of authorization.

AGENDA ITEM: School Board Policy 509, Enrollment of Nonresident Students

MEETING DATE: December 12, 2011

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): David Law, Assistant Superintendent

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**Background:**

School Board Policy 509, Enrollment of Nonresident Students, has been reviewed by the School Board Policy Committee and had a first reading in November. The changes recommended are consistent with those recommended by MSBA.

**Recommendation:** Approve Policy 406, Public and Private Personnel Data, as recommended by the administration.

*Adopted: August 12, 1996*  
*Revised: June 11, 2001*  
*Revised: January 10, 2005*  
*Revised: November 8, 2007*

*White Bear Lake Area  
School Board Policy 509*

## **509 ENROLLMENT OF NONRESIDENT STUDENTS**

### **I. PURPOSE**

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. §124D.03. It is the purpose of this policy to set forth the application and exclusion procedures used by the school district in making said determination.

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

- A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, class, grade level, or school building as established by school board resolution and provided that:
1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
  2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
  3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.
- B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph IIA, the school district may refuse to allow a pupil who is expelled under Section 121A.45 to enroll during the term of the expulsion if the student was expelled for:
1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
  2. possessing or using an illegal drug at school or a school function;

3. selling or soliciting the sale of a controlled substance while at school or a school function; or
  4. committing a third-degree assault involving “assaulting another and inflicting substantial bodily harm”.
- C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment;
1. previous academic achievement of a student;
  2. athletic or extracurricular ability of a student;
  3. disabling conditions of a student;
  4. a student’s proficiency in the English language; ~~and~~
  5. the student’s district of residence; or
  6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section E of this policy.
- D. Application. The student and parent or guardian must complete and submit an Application for Enrollment a School District Enrollment Options Program application developed by the Minnesota Department of Education (that enrollment form follows this policy).
- E. Exclusion.
1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
  2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

**F. Termination of Enrollment**

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03, or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 16 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.226, Subd. 8.
2. The school district may also terminate the enrollment of a nonresident student over 16 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

***Legal Reference:*** Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)  
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)  
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair dismissal Act)  
Minn. Stat. § 124D.03, ~~Subds. 3, 4, 6 and 7~~ (Enrollment Options Program)  
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)  
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)  
Minn. Ch. 260A (Truancy)  
Minn. Stat. § 260C.007, Subd 19 (Habitual Truant Defined)  
Minn. Opp Atty. Gen. No. 169-f (August 13, 1986)

*Indep. Sch. District No. 623 v. Minn. Dept. of Educ.*, Co. No A05-361,  
2005  
WL 3111963 (Minn. App. 2005) (unpublished)

***Cross Reference:*** WBLASB Policy 506 (Student Discipline)  
WBLASB Policy 517 (Student Recruiting)  
MSBA Service Manual, Chapter 5, Various Educational Programs

<b>MDE</b> Minnesota Department of <b>EDUCATION</b>	Alternative Programs Team 935 Capitol Square — 550 Cedar St. Paul, MN 55101-2273	<b>APPLICATION FOR ENROLLMENT</b> <b>SCHOOL DISTRICT ENROLLMENT OPTIONS PROGRAM</b>		ED-01861-10

**GENERAL INFORMATION:** Kindergarten through twelfth grade students may apply to attend a public school outside of their resident district (Minnesota Statutes, Section 120.062). Please read instructions on reverse side before completing this application. Use one application for each student.

**SECTION 1: TO BE COMPLETED BY THE STUDENT'S PARENT OR GUARDIAN**  
 (See instructions on reverse side)

Parent/Guardian Name (Last, First, M.I.)		Telephone Number: Home: (    )    - Work: (    )    -	
Parent/Guardian Address (Residence)	City	Zip Code:	
Resident District (of student)	City	Resident District No.	
District Name (of intended Enrollment)	City	Nonresident District No.	
Student Name (Last, First, M.I.)	Birthdate Month    Date    Year	Sex M    F	
Student Address (if different from Parent/Guardian)	City	Zip Code:	
School Currently Attending	Current Grade	<input type="checkbox"/> Special Needs (specify):	
Student Race/Ethnicity (check one only): <input type="checkbox"/> American Indian <input type="checkbox"/> Asian or <input type="checkbox"/> Hispanic <input type="checkbox"/> Black, not of <input type="checkbox"/> White, not of Pacific Islander        Hispanic Origin        Hispanic Origin			
List School Name/Program/Curriculum Area in which student wishes to be enrolled AND reason for this request.			
The above information is true and correct to the best of my belief and knowledge.			
_____ Signature - Parent/Guardian		_____ Date	

**NOTE:** Families living in Duluth, Minneapolis or St. Paul MUST submit their School District Enrollment Options application to their resident district for approval to leave the district. If the request does not disrupt desegregation guidelines, the application will be approved and sent to the non-resident district.

**SECTION 2: TO BE COMPLETED BY THE RESIDENT DISTRICT WITH A DESEGREGATION PLAN**

Date of receipt of Application	District Name	District Number
Contact Person (District Enrollment Options Program)	Title	Telephone Number (    )    -
Following review of this application for enrollment, and with consideration to the laws and rules applicable to the School District Enrollment Options Program, and to the criteria of this district which has been developed for approval of applications for enrollment under this program, this application is hereby (check one);  <input type="checkbox"/> APPROVED and sent to the non-resident district for approval.  <input type="checkbox"/> DISAPPROVED for the following reasons:		
_____ Signature - Superintendent/Responsible Authority		_____ Date

NON-RESIDENT DISTRICTS MUST COMPLETE THE REVERSE SIDE \_\_\_\_\_

**SECTION 3: TO BE COMPLETED BY THE NON-RESIDENT DISTRICT**

Date of Receipt of Application		District Name		District Number	
Contact Person (District Enrollment Options Program)			Title		Telephone Number ( ) -
Following review of this application for enrollment, and with consideration to the laws and rules applicable to the School District Enrollment Program, and to the criteria of this district which has been developed for approval of applications for enrollment under this program, this application is hereby (check one):  <div style="display: flex; justify-content: space-around;"> <span>[ ] APPROVED<sup>1</sup></span> <span>[ ] DISAPPROVED<sup>2</sup></span> </div>					
Signature - Superintendent/Responsible Authority			Date		
<p>1 To be completed by the nonresident district: On the basis of information provided in the above application, and with respect to district criteria, policies and procedures, the above student will be assigned for enrollment:</p> <p>in _____ School Building Name</p> <p>on _____, at _____</p> <p>Starting Date _____ Student Grade Level _____</p> <p>Please visit the district offices at least ten (10) days prior to the above starting date for completion of all enrollment forms.</p>			<p>2 The above district is unable to approve your request for enrollment under the School District Enrollment Options Program for the following reason(s):</p> <div style="margin-top: 10px;"> <input type="checkbox"/> Lack of Space Within School         </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Lack of Space Within Program         </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Lack of Space Within District         </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Racial Imbalance (re: Desegregation Plan)         </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Other: _____         </div> <div style="margin-top: 10px;"> <input type="checkbox"/> See Attachment(s)         </div>		

**INSTRUCTIONS**

**SECTION 1:** Before applying, visit schools and ask questions of administrators, teachers, parents and students. The Minnesota Department of Education has a pamphlet How To Select A School For Your Child: A Family Guide which will be sent on request by calling (612) 296-1261. Another pamphlet, How To Pick Your Child's School should be available at a school in your district, or call the Minnesota Association of School Administrators at (612) 645-6272. Ask for school information from the district.

Set up an appointment for you and your child(ren) to meet with a designated school person to discuss your reason(s) for applying to a school outside the district. With the exceptions of Duluth, Minneapolis or St. Paul. NO school district can deny a student from leaving the district.

Complete all information under Section 1 and send to the non-resident district, unless you reside in Duluth, Minneapolis, or St. Paul, in which case send the application form to your district for approval to leave. Applications must be received by the non-resident district BEFORE JANUARY 15. (Applications into or out of desegregated districts may be submitted at any time for enrollment at anytime.) The receiving district must notify you by February 15 of acceptance or non-acceptance. (Duluth, Minneapolis, or St. Paul must notify you within 30 days of receiving the application.) Parents/Guardians must notify the non-resident district by March 1 of their commitment to attend the new district for the coming school year.

**SECTION 2:** Duluth, Minneapolis, and St. Paul MUST accept or reject such individual application based on compliance with its desegregation plan. The district MUST give SPECIFIC reason the district acceptance or rejection would result in noncompliance. Applications for attendance outside the district once accepted are to be sent to the non-resident district. Notification of acceptance or rejection must be sent to parents/guardians within 30 days of receipt of application. Acceptance into a desegregated district must include starting enrollment date.

**SECTION 3:** The non-resident district must notify parents/guardians by FEBRUARY 15 of acceptance or rejection of application. After receipt of commitment to attend, the non-resident district must notify the resident district by MARCH 15 of students' intent to enroll. Applications into or out of a desegregated district may be submitted at anytime for enrollment at anytime. Accepted applications must include starting enrollment date.



AGENDA ITEM: **School Board Policy 618, Assessment of Student Achievement**

MEETING DATE: **December 12, 2011**

SUGGESTED DISPOSITION: **Operational Item**

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

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**Background:**

School Board Policy 618, Assessment of Student Achievement, has been reviewed by the School Board Policy Committee and had a first reading at the November Board meeting. The changes recommended are consistent with those recommended by MSBA.

**Recommendation:** To approve Policy 618, Assessment of Student Achievement, as recommended by the administration.

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

*White Bear Lake  
School District #624 Policy 618*

## **618 ASSESSMENT OF STUDENT ACHIEVEMENT**

### **I. PURPOSE**

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

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

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

### **III. DEFINITIONS**

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

### **IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT**

- A. ~~The Director of Curriculum and Assessment~~ Assessment Coordinator shall establish criteria by which student performance of the Minnesota Academic Standards are to be evaluated and approved. The criteria will be submitted to the school board for approval. Upon approval by the school board ~~or Director of Curriculum and Assessment~~, the criteria shall be deemed part of this policy.
- B. The Superintendent ~~or Director of Curriculum and Assessment~~ shall ensure that students and parents or guardians are provided with notice of the process by which program Minnesota Academic Standards will be assessed.

- C. Staff members will be expected to utilize staff development opportunities to the extent necessary to ensure effective implementation and continued improvement of the assessments under the Minnesota Academic Standards.

## V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS ASSESSMENTS

### A. Benchmarks

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

### B. Local Assessments

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

### C. Statewide Academic Standards Testing

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

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

D. Rigorous Course of Study Waiver

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

***Legal References:***

Minn. Stat § 120B.02 Educational Expectations for Minnesota Students)

Minn. Stat. § 120B.021 (Required Academic Standards)

Minn. Stat. § 120B.022 (Elective Standards)

Minn. Stat. § 120B.023 (Benchmarks)

Minn. Stat § 120B.11 (School District Process)

Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)

Minn. Rule Parts 3501.0010 - 3501.0180 (~~Rules Relating to~~ Graduation Standards—Mathematics and Reading)

Minn. Rule Parts 3501.0200-3501.0290 (~~Rules Relating to~~ Graduation Standards—Written Composition)

Minn. Rules Parts 3501.0505-3501.0550 (~~Graduation Standards~~ Academic Standards for Language Arts)

Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)

Minn. Rules Parts 3501.1000-3501.1190 (Graduation – Required Assessment for Diploma)

20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

***Cross References:***

WBLASB Policy 104 (School District Mission Statement)

WBLASB Policy 601 (School District Curriculum and Instruction Goals)

WBLASB Policy 613 (Graduation Requirements)

WBLASB Policy 614 (School District Testing Plan and Procedure)

WBLASB Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation and LEP Students)

WBLASB Policy 616 (School District System Accountability)