

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

JUNE 11, 2018

MISSION STATEMENT

The mission of the White Bear Lake Area School District, the community at the forefront of educational excellence, honoring our legacy and courageously building the future, is to ensure each student realizes their unique talents and abilities, and makes meaningful contributions with local and global impact through a vital system distinguished by:

- **Students who design and create their own future**
- **Diversity of people and ideas**
- **Safe, nurturing and inspiring environments**
- **Exceptional staff and families committed to student success**
- **Abundant and engaged community partners**

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

To: Members of the School Board

From: Wayne A. Kazmierczak
Superintendent of Schools

Date: June 4, 2018

A student recognition will be held on Monday, June 11, 2017 at 6:30 p.m. in Community Room 112. The recognition will end prior to the start of the 7:00 p.m. Board meeting.

A meeting of the White Bear Lake Area School Board will be held on **Monday, June 11, 2018** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

AGENDA

A. PROCEDURAL ITEMS

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

B. PUBLIC FORUM

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open up to 30 minutes (3minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those who wish to address the Board should fill out the Public Forum Speaker Card and submit the card to the School Board clerk or other district official at the meeting.
4. Questions may be asked on any topic, including those on the agenda.
5. School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting

could violate law or policy. Complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.

6. An attempt will be made to answer questions addressed to the Board. In those cases where an answer is not provided a contact from an appropriate school district official will be made as a follow-up.
7. A handout on the purpose of school board meetings and the meeting process is available at each school board meeting.
8. Citizens may be asked to address the school board on a particular subject during the discussion of that item.
9. The School Board Chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

C. INFORMATION ITEMS

1. Excellence in Financial Reporting Awards
2. Superintendent's Report

D. DISCUSSION ITEMS

1. First Reading of School Board Policies:
 - a. 404, Employee background Checks
404.1, Form - Volunteers Criminal Background Checks
 - b. 420, Students and Employees with Communication or Infectious Diseases
420, Procedures for policy 420
 - c. 507, Corporal Punishment
 - d. 513, Student Promotions, Retention
 - e. 703, Annual Audit
 - f. 706, Accepting of Gift
 - g. 905, Advertising

E. OPERATIONAL ITEMS

1. Action on Preliminary 2018-19 Budget
2. Action on Ramsey County Children's Mental Health Collaborative Joint Powers Agreement
3. Action on OPEB Trust with PFM
4. Action on Dairy Contract
5. Action on Super School Breakfast Grant
6. Action on Property and Casualty Insurance for 2018-19
7. Action on Workers Compensation Insurance for 2018-19

8. Action on Lead and Water Model Plan
9. Northeast Metropolitan Intermediate School District 916's Long Term Facility Maintenance Budget and Proportionate Share
10. Action on Bid for Phone and Voicemail System

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **June 11, 2018**
SUGGESTED DISPOSITION: **Action Items**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

The Consent Agenda is designed to expedite the handling of routine and miscellaneous official business of the School Board. The entire agenda may be adopted by the Board in one motion. The motion for adoption is not debatable and must receive unanimous approval. By request of an individual Board member, an item can be removed from the Consent Agenda and placed upon the regular agenda for consideration and action.

Consent Agenda

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

RECOMMENDATION:

BE IT RESOLVED by the School Board of Independent School District No. 624 that Consent Agenda items, A-5a through A-5f, be approved as written, and a copy of the agenda items is attached to the minutes.

AGENDA ITEM: **School Board Minutes**
MEETING DATE: **June 11, 2018**
SUGGESTED DISPOSITION: **Action Item**
CONTACT PERSON(S): **Ellen Fahey, School Board Clerk**

BACKGROUND:

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

RECOMMENDATION: Approve minutes.

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

A meeting of the White Bear Lake Area School Board was held on **Monday, May 14, 2018** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN 55110.

A. PROCEDURAL ITEMS

1. Chair Mullin called the meeting to order at 7:00 p.m.
2. Roll Call – Present: Mullin, Newmaster, Wilson, Beloyed, Chapman, Ellison, Fahey
Ex-Officio: Kazmierczak
Cabinet: Cooper, Daniels, Garrison, Maurer, Paul, Vette, Wald
Student School Board Representative: Rensted
3. Pledge of Allegiance
4. Ellison moved and Newmaster seconded to approve the agenda as presented. ***Voice vote, all ayes. Motion carried.***
5. Beloyed moved and Wilson seconded to approve the consent agenda consisting of:
 - Approval of minutes of regular meeting of April 9 and work-study message of April 23;
 - 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 a field trip; and
 - Passage of resolution to approve personnel issues to include:
 - **Resignation/Termination – Classified Staff**
 - Valentine Johnson – Custodian, WBLAHS – South Campus
Employed by District 624 since 02/20/2018
Effective Date: 05/18/2018
 - Eileen Lodermeier – Part Time Cook, WBLAHS – North Campus
Employed by District 624 since 06/01/2009
Effective Date: 06/07/2018
 - Joshua Mooney – Pupil Support Assistant, Otter Lake Elementary
Employed by District 624 since 09/05/2017
Effective Date: 06/07/2018
 - Stacy Moua – Instructional Assistant, Vadnais Heights Elementary
Employed by District 624 since 09/11/2017
Effective Date: 05/31/2018
 - Dunja Pelto – Archivist, District Center
Employed by District 624 since 04/03/2012
Effective Date: 03/30/2018
 - Heidi Sell – AA Associate Principal and Attendance Clerk, WBLAHS – North Campus
Employed by District 624 since 11/03/1997
Effective Date: 06/08/2018
 - Jill Tonn – Billing Clerk, Normandy Park
Employed by District 624 since 08/21/1980
Effective Date: 06/08/2018
 - **Resignation/Termination – Certified Staff**
 - Abigale Eikenbary – 1.0 Spanish Teacher, Sunrise Park Middle School
Employed by District 624 since 08/26/2010
Effective Date: 06/08/2018

Paul Meuwissen – .5 FTE Industrial Technology Teacher, Sunrise Park Middle School

Employed by District 624 since 08/21/1986

Effective Date: 06/08/2018

➤ **Retirement – Classified**

Catherine Borowicz – Pupil Support Assistant, Lincoln Elementary

Employed by District 624 since 09/01/2005

Effective Date: 06/07/2018

Peggy Koegel – Bus Driver, Bus Garage

Employed by District 624 since 03/24/2009

Effective Date: 06/07/2018

James Pack – Bus Aide, Bus Garage

Employed by District 624 since 09/05/2006

Effective Date: 06/07/2018

Ursula Thomas – Principal Administrative Assistant, Otter Lake Elementary

Employed by District 624 since 08/23/1993

Effective Date: 06/15/2018

Beotis Turner – Campus Security, WBLAHS – North Campus

Employed by District 624 since 09/23/2013

Effective Date: 05/31/2018

➤ **Retirement – Certified**

Amy Canniff – Business Ed & Work Experience Teacher, WBLAHS – North and ALC

Employed by District 624 since 08/18/1983

Effective Date: 06/08/2018

Mary Jo Coleman – Occupational Therapist, Normandy Park

Employed by District 624 since 08/25/1985

Effective Date: 06/08/2018

Rita Leonard – Health & AVID Teacher, WBLAHS – South Campus

Employed by District 624 since 08/24/1989

Effective Date: 06/08/2018

Nancy Petersen – Language Arts Teacher, Sunrise Park Middle School

Employed by District 624 since 08/27/1987

Effective Date: 06/08/2018

Janel Toussaint – French Teacher, WBLAHS – South Campus

Employed by District 624 since 08/21/1980

Effective Date: 06/08/2018

➤ **Change of Assignment – Classified Staff**

Jenna Battaglia – From Admin. Asst. to Asst. Superintendent To Accountant \$63,000.00 (Prorated by start date \$10,661.53)

Effective Date: 05/01/2018

Melony Follmer – From Student Information. System Registration Asst. To Accounts Payable Clerk

Effective Date: 05/14/2018

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

Jana Buesing – Grade 1 Teacher, Lincoln Elementary

Position .5 (Leave .5)

Effective Date: 2018-2019 School Year

Pamela Johnstone – Grade 1 Teacher, Lincoln Elementary

Position .5 (Leave .5)

Effective Date: 2018-2019 School Year

Adriana Kolodny – Spanish Teacher, Birch Lake Elementary
Position .8 (Leave .2)

Effective Date: 2018-2019 School Year

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

Kari Baillet – Grade 2 Teacher, Matoska Elementary

Employed by District 624 since 08/26/2004

Effective Date: 2018-2019 School Year

Katelin Held – Language Arts Teacher, WBLAHS – North Campus

Employed by District 624 since 08/22/2012

Effective Date: 04/16/2018 through 06/08/2018

Wendy Hoernemann – Science Teacher, WBLAHS – North Campus

Employed by District 624 since 08/23/1999

Effective Date: 2018-2019 School Year

Cortney Johnson – Intervention Teacher, Otter Lake Elementary

Employed by District 624 since 08/22/2012

Effective Date: 2018-2019 School Year

Jennifer Latuff – Visual Art Teacher, WBLAHS – North & South Campus

Employed by District 624 since 08/24/2015

Effective Date: 03/19/2018 through 06/08/2018

Mary Phillips – Grade 3 Teacher, Otter Lake Elementary

Employed by District 624 since 08/19/2014

Effective Date: 2018-2019 School Year

Evelyn Swenson – .6 FTE Social Worker, Lincoln Elementary & Central
Middle School

Employed by District 624 since 09/02/2005

Effective Date: 2018-2019 School Year

Merrily Wolters – Literacy Coach, Birch & Otter Elementary

Employed by District 624 since 09/22/1997

Effective Date: 2018-2019 School Year

➤ **New Personnel – Cabinet**

Lisa Ouren – Director of Student Support Services, District Center
\$132,500.00

Effective Date: 07/02/2018

➤ **New Personnel – Classified Staff**

Jason Alman – Custodian, WBLAHS – North Campus

\$17.46/hr. + \$.25 SD, 8.0 hrs. per day/ 45 days, \$6,375.59

Effective Date: 04/30/2018

Derek Ambrosio – Pupil Support Assistant, Otter Lake Elementary

\$18.77/hr., 6.5 hrs. per day/ 178 days, \$21,716.89

Effective Date: 2018-2019 School Year

Robin Johnson – Part Time Cook, Central Middle School

\$14.79/hr., 3.75 hrs. per day/ 48 days, \$2,662.20

Effective Date: 04/02/2018

Brett Meister – Program Assistant Leader, Oneka Elementary & Central
Middle School

\$14.75/hr., 21.75 hrs. per wk, \$3,286.11

Effective Date: 04/16/2018

Heidi Schuster – Part Time Cook, Central Middle School

\$14.79/hr., 3.75 hrs. per day/ 48 days, \$2,662.20

Effective Date: 04/02/2018

➤ **NEW PERSONNEL – CERTIFIED STAFF**

Amber Buberl – ECSE Teacher, Normandy Park

MA +30, Step 12, \$74,332.00

Effective Date: 2018-2019 School Year

Stacy Eastep – ECSE Teacher, Normandy Park

BA +45, Step 4, \$49,809.00

Effective Date: 2018-2019 School Year

Aimee Eriksen – Special Education Teacher, Otter Lake Elementary

MA, Step 11, \$69,192.00

Effective Date: 2018-2019 School Year

Magdalen Gadbois – Speech Language Pathologist, Lincoln Elementary & Central

MA, Step 1, \$48,023.00

Effective Date: 2018-2019 School Year

Rebecca Holman – Special Education Teacher, Central Middle School

MA, Step 6, \$55,988.00

Effective Date: 2018-2019 School Year

Cassandra Krenz – Speech Language Pathologist, Lakeaires Elementary

MA, Step 1, \$48,023.00

Effective Date: 2018-2019 School Year

Hannah Lindemer – Grade 5 Teacher, Willow Lane Elementary

BA +30, Step 4, \$48,714.00

Effective Date: 2018-2019 School Year

Ricardo Lopez – Special Education Teacher, WBLAHS – North Campus

BA+15, Step 1, \$44,216.00

Effective Date: 2018-2019 School Year

Sara Mcgrath-Daly – .8 FTE Occupational Therapist, Birch Lake Elementary

MA+15, Step 13, \$62,412.00

Effective Date: 2018-2019 School Year

Katie O'shaughnessy – Special Education Teacher, Vadnais Heights Elementary

MA, Step 3, \$50,606.00

Effective Date: 2018-2019 School Year

Angela Peterson – Mathematics Teacher, WBLAHS – North Campus

MA +30, Step 13, \$79,737.00

Effective Date: 2018-2019 School Year

Jennifer Schweiger – Special Education Teacher, Otter Lake Elementary

MA, Step 6, \$55,988.00

Effective Date: 2018-2019 School Year

Eliza Snortland – High School Choir Teacher, WBLAHS – North Campus

MA, Step 4, \$52,434.00

Effective Date: 2018-2019 School Year

John Weisbrod – Language Arts Teacher, WBLAHS – North Campus

MA, Step 9, \$62,780.00

Effective Date: 2018-2019 School Year

Allison Wynn – Mathematics Teacher, Central Middle School

MA, Step 5, \$54,268.00

Effective Date: 2018-2019 School Year

Matthew Young – Associate Principal, WBLAHS – South Campus

Associate Principal, Step 3, \$123,111.00

Effective Date: 07/02/2018

- **Long Term Substitute – Certified Staff**
Heather Berry – Grade 5 Teacher, Lakeaires Elementary
 BA, Step 6, \$8,730.15
 Effective Date: 04/23/2018 through 06/08/2018
Tayler Fertig – Grade 1 Teacher, Lincoln Elementary
 BA, Step 1, \$7,205.05
 Effective Date: 04/25/2018 through 06/08/2018
Lisa McBride – Special Education Teacher, WBLAHS – North Campus
 MA, Step 3, \$8,418.74
 Effective Date: 04/25/2018 through 06/08/2018
- **Correction to April 9, 2018– Certified Staff**
~~Jennifer Mcpherson – Speech Language Pathologist, Normandy Park
 MA, Step 4, \$52,434.00
 Effective Date: 2018-2019 School Year
 School Psychologist, Willow Lane Elementary
 MA+15, Step 7, \$59,376.00
 Effective Date: 2018-2019 School Year
Anna Schuman – School Psychologist, Willow Lane Elementary
 MA+15, Step 7, \$59,376.00
 Effective Date: 2018-2019 School Year
 Speech Language Pathologist, Normandy Park
 MA, Step 4, \$52,434.00
 Effective Date: 2018-2019 School Year~~
Roll call vote: ayes: Mullin, Newmaster, Wilson, Beloyed, Chapman, Ellison, Fahey Nays: none Motion carried.

B. PUBLIC FORUM - No speakers

C. INFORMATION ITEMS

1. Recognize Student Liaisons to the School Board – Dr. Kazmierczak welcomed Ashley Rensted and Makena Pratt to the front and spoke on behalf of the School Board to commend and recognize them for their role as the 2017-18 Student Representatives on the School Board. Don Mullin, School Board Chair, presented each student with a gift bag.

 Kirk Schneidawind and Gregg Abbott from the Minnesota School Boards Association presented Ashley Rensted with a scholarship from MSBA. They issue two scholarships each year to a graduating senior who is a student representative to a school board. Sixty students throughout the State of Minnesota applied and we are proud that Ashley Rensted was selected to receive one of the scholarships this year.
2. Superintendent's Report - Before the meeting the following were recognized: MN D.A.R.E. Statewide Poster Contest winner; MNSOTA Middle Level Honor Orchestra student; MBDA 6-8 All State Honor Band student; Middle School Honor Choir students; and National History Day students. Coffee with Dr. K is May 17 from 11:30 - 12:30 pm at Caribou Coffee on Highway 61. A complete list of graduation ceremonies is on the district website. An informational video of the Strategic Plan narrated by Cynthia Heaney is available on the district website. Student Report - Students have won awards in the Writenow! competition and the Visual Arts Contest hosted by the WBCA. Students performed a mock crash at South Campus. Prom was held on May 5th and students participated in walk-throughs at community nursing homes. Students will have the opportunity to walk through the halls of their elementary school in their cap and gown to

inspire the younger students. The spring play “Antigone in Munich” is May 18, 19, 20. Information is on the district website.

D. DISCUSSION ITEMS

1. White Bear Lake Area Schools Career Pathways Update - Assistant Superintendent for Teaching and Learning Sara Paul presented an update on the Construction, Manufacturing, IT, and Healthcare career pathways, summer opportunities, and looking ahead to next year. Also present were Teaching and Learning Coordinator Jill Pearson and Principal Don Bosch. Career Navigators Jeremy Kerg and Jennifer Moore introduced the following students who shared how their involvement has accelerated them into college and career opportunities: Charlie Rupprecht (Manufacturing); Blake Gressen (Construction); Jordan Freund (IT); Phyllica Dehoop (Health). The presentation is available on the district website.

E. OPERATIONAL ITEMS

1. Wilson moved and Fahey seconded to approve discontinuing operating at both middle schools under the IB MYP framework. ***Roll call vote: ayes: Newmaster, Wilson, Beloyed, Fahey; nays: Mullin, Chapman, Ellison. Motion carried.***
2. Ellison moved and Wilson seconded to approve continuing operating under the IB PYP framework at Matoska International. ***Roll call vote: ayes: Mullin, Newmaster, Wilson, Beloyed, Chapman, Ellison, Fahey. Nays – none. Motion carried.***
3. Ellison moved and Chapman seconded to approve Policy 516, Student Medication; Policy 530, Immunization Requirements; and Policy 525, Violence Prevention, as recommended by the Policy Committee and Cabinet: **Voice vote: all ayes, nays none. Motion carried.**

- F. BOARD FORUM** - Fahey reported that 360 students were recognized at the North Campus Awards ceremony and two North students won an essay writing contest sponsored by the Ramsey County Bar Association. Willow elementary has completed their plan for next year and is working on the details. A focus is literacy and each grade level will have a half hour of What I Need (WIN) time per day. Students will be assessed and grouped according to need and a team of approximately ten staff will provide interventions or extension activities. A school wide program The Leader in Me will be implemented. The goal for the year was to hand out 10,000 positive behavior awards and the number is currently 19,697. Ellison reported that the district is known throughout the state for its participation in National History Day. Mullin wished everyone a safe summer and encouraged everyone to read.

- G. ADJOURNMENT** – Wilson moved and Mullin second to adjourn the meeting at 8:40 p.m.

Submitted by: Ellen Fahey, 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 May 21, 2018** at 5:30 p.m. in Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Call to order - Chapman called the meeting to order at 5:30 p.m.
Roll Call - Present: Beloyed, Chapman, Ellison, Fahey, Mullin (absent),
Newmaster, Wilson
Student Representative: Rensted
Ex-officio: Kazmierczak
Cabinet: Cooper, Daniels, Garrison, Maurer, Paul, Wald

B. DISCUSSION ITEMS

1. College Readiness Update - Assistant Superintendent for Teaching and Learning Sara Paul, Teaching and Learning Coordinator Jill Pearson, Principal Alison Gillespie, teachers Susan Furtney and Brietta Hutson, and students Qiana Dukek, Yajaira Lansiquot, and Megan Gamradt reported on college-level courses available to students in Grades 9 - 12. Currently there are 19 AP courses, 18 College in the Schools courses, 4 Century in the High School Courses, and 4 Project Lead the Way courses. Also reported were developments for 2018-19 and beyond. The presentation is available on the district website.
2. SeeSaw at Elementary - Director of Technology Mark Garrison, Digital Learning Specialist LuAnne Oklobzija, teacher Nick Marty, and student Owen Howard reported on the use of SeeSaw at elementary as their digital parent communication tool. SeeSaw replaces Schoology K-5. The presentation is available on the district website.
3. Project Search Update - Director of Student Support Service Kathleen Daniels and Transition Education Center Student Support Supervisor Sara Derby reported on the first full year of Project Search and our partnership with Gillette Children's Specialty Healthcare. The presentation is available on the district website.
4. OPEB Trust with PFM - Assistant Superintendent for Finance and Operations Tim Wald and Director of Finance Tom Wieczorek presented a recommendation to move OPEB funds from Wells Fargo to PFM Asset Management. Donn Hanson and Jason

Palmer from PFM shared information about their services. The presentation is available on the district website.

5. FY19 Preliminary Budget - Assistant Superintendent for Finance and Operations
Tim Wald and Director of Finance Tom Wieczorek presented the preliminary FY19 and projected FY20, FY21, and FY22 budgets. The presentation is available on the district website.
6. Facilities Update
 - a) White Bear Sports Center Agreement - Assistant Superintendent for Finance and Operations Tim Wald, Director of Student Activities Brian Peloquin, and Hockey Coach Jerry Kwapick presented a recommendation that beginning in July 2018 the district enter into an agreement with City of White Bear Lake to lease ice time at the White Bear Sports Center for the girl's hockey program.
 - b) Comprehensive Facilities Update - Assistant Superintendent for Finance and Operations Tim Wald presented an update and proposed timeline for facilities planning. Wold Architects and Engineers will facilitate the planning process that may lead to a bond referendum. The presentation is available on the district website.
7. Follow up to International Baccalaureate (IB) Vote: Moving Forward - Assistant Superintendent for Teaching and Learning Sara Paul reported on the framework that will guide the process of transitioning from the MYP at Middle School and continuation of the PYP at Matoska. The presentation is available on the district website.

Wilson moved and Newmaster seconded to go into closed session at 7:52 p.m. ***Voice vote: all ayes. Motion carried.***

8. Negotiation Study Session - This portion of the meeting may be closed to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota Statutes 179.A.01 to 179.A.25.

Vice Chair Chapman reconvened the meeting at 8:00 p.m.

Board members present: Beloyed, Chapman, Ellison, Fahey, Mullin (absent), Newmaster, Wilson

Administrators present: Superintendent Kazmierczak, Copper, Wald, Wieczorek

C ADJOURNMENT - Wilson moved and Newmaster seconded to adjourn at 8:16 p.m.
Voice vote: all ayes. Motion carried.

Submitted by: Ellen Fahey, Clerk

AGENDA ITEM: Monthly Check Registers

MEETING DATE: June 11, 2018

SUGGESTED DISPOSITION: Action Item

CONTACT PERSON(S): Tim Wald, Assistant Superintendent of Finance and Operations
Tom Wiczorek, Director of Finance

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 - May

| | | <u>5/15/2018</u> | <u>5/31/2018</u> |
|----------------|---------------|------------------|------------------|
| Direct Deposit | 519009-520543 | 2,080,128.56 | |
| Direct Deposit | 520544-522084 | | 1,922,003.97 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-------------|--------------------------------|-------------------------|--------------|
| 93031-93036 | | 04/30/2018 | VOID |
| 93037 | GREATER TWIN CITIES UNITED WAY | 04/30/2018 | 404.40 |
| 93038 | Vendor Continued Check | 04/30/2018 | 0.00 |
| 93039 | IUOE LOCAL 70 | 04/30/2018 | 4,728.32 |
| 93040 | RAUSCH, STURM, ISRAEL, | 04/30/2018 | 342.79 |
| 93041 | Vendor Continued Check | 04/30/2018 | 0.00 |
| 93042 | Vendor Continued Check | 04/30/2018 | 0.00 |
| 93043 | Vendor Continued Check | 04/30/2018 | 0.00 |
| 93044 | Vendor Continued Check | 04/30/2018 | 0.00 |
| 93045 | SCHOOL SERVICE EMPLOYEES | 04/30/2018 | 15,275.33 |
| 93046 | US DEPT OF EDUCATION | 04/30/2018 | 987.29 |
| 93047 | WBLA EDUCATIONAL FOUNDATION | 04/30/2018 | 864.00 |
| 93048 | WI SCTF | 04/30/2018 | 1,649.38 |
| 12 | Computer | Check(s) For a Total of | 24,251.51 |

| | | | | |
|-----------|----|--------------------------|-----------------------|-----------|
| | 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 |
| | 12 | Computer | Checks For a Total of | 24,251.51 |
| Total For | 12 | Manual, Wire Tran, ACH & | Computer Checks | 24,251.51 |
| Less | 0 | Voided | Checks For a Total of | 0.00 |
| | | | Net Amount | 24,251.51 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|--------------------------------|------------|--------------|
| 9990497 | AIG | 05/15/2018 | 6,488.95 |
| 9990498 | Vendor Continued Check | 05/15/2018 | 0.00 |
| 9990499 | AMERICAN FUNDS | 05/15/2018 | 87,009.42 |
| 9990500 | Vendor Continued Check | 05/15/2018 | 0.00 |
| 9990501 | Vendor Continued Check | 05/15/2018 | 0.00 |
| 9990502 | AMERICAN UNITED LIFE | 05/15/2018 | 90,437.54 |
| 9990503 | Vendor Continued Check | 05/15/2018 | 0.00 |
| 9990504 | AMERIPRISE FINANCIAL SERVICES | 05/15/2018 | 13,463.21 |
| 9990505 | Vendor Continued Check | 05/15/2018 | 0.00 |
| 9990506 | AXA EQUITABLE | 05/15/2018 | 31,106.30 |
| 9990507 | Vendor Continued Check | 05/15/2018 | 0.00 |
| 9990508 | EDUCATION MN ESI BILLING TRUST | 05/15/2018 | 34,593.12 |
| 9990509 | Vendor Continued Check | 05/15/2018 | 0.00 |
| 9990510 | Vendor Continued Check | 05/15/2018 | 0.00 |
| 9990511 | Vendor Continued Check | 05/15/2018 | 0.00 |
| 9990512 | Vendor Continued Check | 05/15/2018 | 0.00 |
| 9990513 | Vendor Continued Check | 05/15/2018 | 0.00 |
| 9990514 | Vendor Continued Check | 05/15/2018 | 0.00 |
| 9990515 | Vendor Continued Check | 05/15/2018 | 0.00 |
| 9990516 | Vendor Continued Check | 05/15/2018 | 0.00 |
| 9990517 | INTERNAL REVENUE SERVICE | 05/15/2018 | 671,832.23 |
| 9990518 | Vendor Continued Check | 05/15/2018 | 0.00 |
| 9990519 | METROPOLITAN LIFE | 05/15/2018 | 2,432.39 |
| 9990520 | MN DEPT OF HUMAN SERVICES | 05/15/2018 | 1,420.50 |
| 9990521 | Vendor Continued Check | 05/15/2018 | 0.00 |
| 9990522 | Vendor Continued Check | 05/15/2018 | 0.00 |
| 9990523 | MN DEPT OF REVENUE | 05/15/2018 | 112,493.48 |
| 9990524 | MN REVENUE | 05/15/2018 | 881.36 |
| 9990525 | Vendor Continued Check | 05/15/2018 | 0.00 |
| 9990526 | MN STATE RETIREMENT | 05/15/2018 | 6,222.11 |
| 9990527 | Vendor Continued Check | 05/15/2018 | 0.00 |
| 9990528 | Vendor Continued Check | 05/15/2018 | 0.00 |
| 9990529 | Vendor Continued Check | 05/15/2018 | 0.00 |
| 9990530 | PUBLIC EMP RETIREMENT ASSOC | 05/15/2018 | 114,513.00 |
| 9990531 | Vendor Continued Check | 05/15/2018 | 0.00 |
| 9990532 | Vendor Continued Check | 05/15/2018 | 0.00 |
| 9990533 | TEACHERS RETIREMENT ASSOC | 05/15/2018 | 339,725.04 |
| 9990534 | Vendor Continued Check | 05/15/2018 | 0.00 |
| 9990535 | VANGUARD SMALL BUSINESS SERVIC | 05/15/2018 | 28,161.07 |
| 9990536 | WHITE BEAR LAKE TEACHERS ASSOC | 05/15/2018 | 41,222.02 |

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| 171801038 | ALLEN, HANNAH M | 05/08/2018 | 27.55 |
| 171801039 | ANDERSON, JON C | 05/08/2018 | 64.55 |
| 171801040 | ATKINS, SARAH A | 05/08/2018 | 158.71 |
| 171801041 | BABCOCK, ARIANA K | 05/08/2018 | 341.61 |
| 171801042 | BAKER, CHERYL A | 05/08/2018 | 47.98 |
| 171801043 | BICKEL, MICHAEL C | 05/08/2018 | 243.74 |
| 171801044 | BOOSALIS, ELIZABETH M | 05/08/2018 | 79.55 |
| 171801045 | BROWN, TEAGAN JENSEN | 05/08/2018 | 50.00 |
| 171801046 | CANNIFF, AMY E | 05/08/2018 | 201.65 |
| 171801047 | CAPAN, NANCY A | 05/08/2018 | 101.10 |
| 171801048 | CHOUINARD, KRISTIN S | 05/08/2018 | 11.45 |
| 171801049 | CLARK, MAGGIE J | 05/08/2018 | 149.00 |
| 171801050 | CLARK, RYAN D | 05/08/2018 | 639.00 |
| 171801051 | CULHANE, MARIEL | 05/08/2018 | 2,146.64 |
| 171801052 | DAHL, MELISA J | 05/08/2018 | 19.98 |
| 171801053 | DENUCCI, KRISTINA E | 05/08/2018 | 33.09 |
| 171801054 | DERBY, SARA A | 05/08/2018 | 129.83 |
| 171801055 | DICKINSON, JANET B | 05/08/2018 | 149.00 |
| 171801056 | EGEMO, PATRICIA ANN | 05/08/2018 | 81.20 |
| 171801057 | ELIAS, JENNIFER J | 05/08/2018 | 115.78 |
| 171801058 | ENGSTRAN, PAUL A | 05/08/2018 | 65.00 |
| 171801059 | FLEMING, MARY CA | 05/08/2018 | 84.99 |
| 171801060 | FUHRMAN, SARAH J | 05/08/2018 | 24.09 |
| 171801061 | GARCIA ANDERSON, ODELIS M | 05/08/2018 | 101.63 |
| 171801062 | GESKE, KATRINA J | 05/08/2018 | 50.00 |
| 171801063 | GILLESPIE, ALISON CARR | 05/08/2018 | 95.81 |
| 171801064 | HARRIMAN, GRETCHEN E | 05/08/2018 | 53.27 |
| 171801065 | HAUGEN, ANNETTE M | 05/08/2018 | 147.21 |
| 171801066 | HAUTMAN, CHRISTOPHER M | 05/08/2018 | 1,545.67 |
| 171801067 | HOEG, SCOTT A | 05/08/2018 | 178.50 |
| 171801068 | HUFFMAN, NATALIE THERESA | 05/08/2018 | 61.45 |
| 171801069 | HUMPHREY, KELLY J | 05/08/2018 | 201.01 |
| 171801070 | JODL, LINDA M | 05/08/2018 | 165.80 |
| 171801071 | JOHNSTONE, PAMELA M | 05/08/2018 | 84.50 |
| 171801072 | JOHNSON, SADIE R | 05/08/2018 | 916.57 |
| 171801073 | JORGENSEN, AMY L | 05/08/2018 | 98.05 |
| 171801074 | KELLEY, DEBRA K | 05/08/2018 | 195.00 |
| 171801075 | KENTFIELD, KELLY S | 05/08/2018 | 71.12 |
| 171801076 | KNAPPENBERGER, ALLEN | 05/08/2018 | 307.30 |
| 171801077 | KROCAK, NANCY J | 05/08/2018 | 429.82 |
| 171801078 | KUBOW, MONICA A | 05/08/2018 | 90.20 |
| 171801079 | LARSON, BRITA A | 05/08/2018 | 72.49 |
| 171801080 | LASSILA, BECKY M | 05/08/2018 | 100.00 |
| 171801081 | LAU, LAI F | 05/08/2018 | 40.00 |
| 171801082 | LEHN, BRIDGET N | 05/08/2018 | 710.48 |
| 171801083 | LILLIE, KRISTEN | 05/08/2018 | 124.95 |
| 171801084 | MCGARTHWAITE, MICHAEL R | 05/08/2018 | 38.15 |
| 171801085 | MERSCH, NICOLE ANN | 05/08/2018 | 79.00 |
| 171801086 | MILES, MARY T | 05/08/2018 | 1,349.91 |

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| 171801087 | MILLER, MOLLY M | 05/08/2018 | 78.75 |
| 171801088 | NADEAU, MARGARET M | 05/08/2018 | 195.00 |
| 171801089 | NASVIK, CRAIG S | 05/08/2018 | 65.90 |
| 171801090 | NICKLASON, LINDSAY CHRISTINE | 05/08/2018 | 50.00 |
| 171801091 | NYREN, DELROY E | 05/08/2018 | 1,383.73 |
| 171801092 | OKLOBZIJA, LUANNE P | 05/08/2018 | 150.00 |
| 171801093 | OYEN, JENNIFER M | 05/08/2018 | 74.02 |
| 171801094 | PINNOW, PAIGE E | 05/08/2018 | 401.41 |
| 171801095 | PRISSEL, JESSIE L | 05/08/2018 | 7.00 |
| 171801096 | RATLIFF, GERALD | 05/08/2018 | 43.60 |
| 171801097 | RIEBOW, MATTHEW R | 05/08/2018 | 233.52 |
| 171801098 | ROESER, DANIEL WILLIAM | 05/08/2018 | 197.72 |
| 171801099 | RUOHOMAKI, TERESA M | 05/08/2018 | 164.71 |
| 171801100 | SANTOSCOY, BRIANA JO | 05/08/2018 | 57.97 |
| 171801101 | SCHMIDT, DEBRA SUE | 05/08/2018 | 253.48 |
| 171801102 | SELBY, MARY JANE | 05/08/2018 | 103.85 |
| 171801103 | STIRLING, CONNIE B | 05/08/2018 | 107.91 |
| 171801104 | THOM, NANCY L | 05/08/2018 | 70.00 |
| 171801105 | TIRADO, JONATHAN | 05/08/2018 | 86.34 |
| 171801106 | WAHLSTRAND, HEATHER L | 05/08/2018 | 65.00 |
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| Check Nbr | Vendor Name | Check Date | Check Amount |
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| 93049 | 1000 PETALS | 05/10/2018 | 702.20 |
| 93050 | A-1 HYDRAULIC SALES & SERVICE | 05/10/2018 | 5.54 |
| 93051 | AARP DRIVER SAFETY PROGRAM | 05/10/2018 | 450.00 |
| 93052 | AARP DRIVER SAFETY PROGRAM | 05/10/2018 | 405.00 |
| 93053 | AC SUPPLY CO | 05/10/2018 | 2,638.99 |
| 93054 | ACER SERVICE CORP | 05/10/2018 | 117.64 |
| 93055 | ACT INC | 05/10/2018 | 6,984.00 |
| 93056 | ADVANCED WIRELESS COMMUNICATIO | 05/10/2018 | 313.84 |
| 93057 | ANDERSON-JOHNSON ASSOC | 05/10/2018 | 1,404.58 |
| 93058 | ALLSTREAM | 05/10/2018 | 3,681.65 |
| 93059 | ALLSTREAM | 05/10/2018 | 1,586.52 |
| 93060 | AMAZON | 05/10/2018 | 678.46 |
| 93061 | AMAZON | 05/10/2018 | 1,242.72 |
| 93062 | AMAZON | 05/10/2018 | 643.12 |
| 93063 | AMERICAN MESSAGING | 05/10/2018 | 21.61 |
| 93064 | AMERICAN RED CROSS | 05/10/2018 | 585.21 |
| 93065 | AMERIPRIDE SERVICES | 05/10/2018 | 900.94 |
| 93066 | APPLE COMPUTER INC | 05/10/2018 | 1,249.00 |
| 93067 | ARCH LANGUAGE NETWORK | 05/10/2018 | 1,780.00 |
| 93068 | ARCHER, CHARLES ROBERT | 05/10/2018 | 159.15 |
| 93069 | ASAP | 05/10/2018 | 240.32 |
| 93070 | ASSOC FOR SUPERVISION & CURRIC | 05/10/2018 | 239.00 |
| 93071 | ASHLAND PRODUCTIONS INC | 05/10/2018 | 1,180.00 |
| 93072 | ASTLEFORD EQUIPMENT CO | 05/10/2018 | 40.10 |
| 93073 | ASTLEFORD INTERNATIONAL TRUCKS | 05/10/2018 | 61.23 |
| 93074 | ATC GROUP SERVICES LLC | 05/10/2018 | 7,468.75 |
| 93075 | AUDUBON CENTER OF THE NORTH WO | 05/10/2018 | 3,487.50 |
| 93076 | B W T & F ENTERPRISES LLP | 05/10/2018 | 300.00 |
| 93077 | BALD EAGLE SPORTSMENS ASSOC | 05/10/2018 | 6,000.00 |
| 93078 | BARNHART PERCUSSION SERVICES | 05/10/2018 | 108.00 |
| 93079 | BARRIER GROUP LLC | 05/10/2018 | 6,000.00 |
| 93080 | BATTERIES PLUS BULBS | 05/10/2018 | 379.40 |
| 93081 | BAUDVILLE | 05/10/2018 | 891.77 |
| 93082 | BEAR PATCH QUILTING CO | 05/10/2018 | 56.95 |
| 93083 | BELOYED, DEBORAH LYNN | 05/10/2018 | 544.68 |
| 93084 | BENCHMARK EDUCATION COMPANY | 05/10/2018 | 1,105.50 |
| 93085 | BENDER, CARMEN | 05/10/2018 | 360.00 |
| 93086 | BENISH, RICHARD L | 05/10/2018 | 77.00 |
| 93087 | BENJAMIN BUS INC | 05/10/2018 | 7,931.36 |
| 93088 | BEST BUY BUSINESS ADVANTAGE AC | 05/10/2018 | 989.88 |
| 93089 | BIG BELL ICE CREAM CO | 05/10/2018 | 25.00 |
| 93090 | BLICK ART MATERIALS | 05/10/2018 | 1,067.91 |
| 93091 | BLUE TARP FINANCIAL INC | 05/10/2018 | 69.96 |
| 93092 | BOYER FORD TRUCKS | 05/10/2018 | 284.34 |
| 93093 | BOYER TRUCKS | 05/10/2018 | 153.95 |
| 93094 | BRAINARD, EVELYN | 05/10/2018 | 299.10 |
| 93095 | BROCKWAY, TOM | 05/10/2018 | 69.00 |
| 93096 | BSN SPORTS | 05/10/2018 | 5,808.82 |
| 93097 | THE BUG COMPANY | 05/10/2018 | 16.00 |
| 93098 | BYERLY, BOB | 05/10/2018 | 85.00 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
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| 93101 | CAPTIVATE MEDIA & CONSULTING | 05/10/2018 | 1,500.00 |
| 93102 | CARLSON, TAIT | 05/10/2018 | 50.00 |
| 93103 | CATALYST SPORTS MEDICINE | 05/10/2018 | 912.00 |
| 93104 | CDW GOVERNMENT INC | 05/10/2018 | 1,262.91 |
| 93105 | CERTIFIED LABORATORIES | 05/10/2018 | 202.71 |
| 93106 | THE CHILDREN'S THEATRE COMPANY | 05/10/2018 | 1,135.00 |
| 93107 | CHLAN, MAXWELL | 05/10/2018 | 78.00 |
| 93108 | CINTAS CORP #470 | 05/10/2018 | 371.38 |
| 93109 | CLARK, CYNTHIA JEAN | 05/10/2018 | 22.95 |
| 93110 | COBORNS DELIVERS | 05/10/2018 | 22.94 |
| 93111 | COMO PARK ZOO AND CONSERVATORY | 05/10/2018 | 300.00 |
| 93112 | COMSTOCK, JOSEPH | 05/10/2018 | 78.00 |
| 93113 | CONNEY SAFETY | 05/10/2018 | 287.08 |
| 93114 | CONTINENTAL RESEARCH CORP | 05/10/2018 | 1,595.35 |
| 93115 | CORNERSTONE OCCUPATIONAL | 05/10/2018 | 110.00 |
| 93116 | CRAFT, PATRICIA | 05/10/2018 | 18.70 |
| 93117 | CROWN GLOBAL CONSULTING LLC | 05/10/2018 | 4,550.00 |
| 93118 | CRYSTAL DATA AND BUSINESS PROD | 05/10/2018 | 384.21 |
| 93119 | Vendor Continued Check | 05/10/2018 | 0.00 |
| 93120 | CUMMINS NPOWER LLC | 05/10/2018 | 1,532.45 |
| 93121 | CURRICULUM ASSOCIATES LLC | 05/10/2018 | 147.28 |
| 93122 | CUSTOM IMAGE | 05/10/2018 | 682.00 |
| 93123 | DALCO CORPORATION | 05/10/2018 | 25,010.44 |
| 93124 | DAVID BYE SERVICES | 05/10/2018 | 75.00 |
| 93125 | DECKER INC | 05/10/2018 | 192.20 |
| 93126 | DELLWOOD COUNTRY CLUB | 05/10/2018 | 3,415.11 |
| 93127 | DELTA EDUCATION | 05/10/2018 | 57.69 |
| 93128 | DEMCO INC | 05/10/2018 | 721.46 |
| 93129 | DISCOUNT SCHOOL SUPPLY | 05/10/2018 | 149.66 |
| 93130 | DISCOUNT MUGS | 05/10/2018 | 235.00 |
| 93131 | DIVERSIFIED SNACK DISTRIBUTION | 05/10/2018 | 2,070.47 |
| 93132 | DOMINOS PIZZA | 05/10/2018 | 45.00 |
| 93133 | DOMINOS PIZZA | 05/10/2018 | 203.43 |
| 93134 | DONATELLI'S | 05/10/2018 | 2,189.25 |
| 93135 | DOOR SERVICE COMPANY | 05/10/2018 | 129.00 |
| 93136 | DOUGLAS, SANDRA L | 05/10/2018 | 75.00 |
| 93137 | Vendor Continued Check | 05/10/2018 | 0.00 |
| 93138 | DEFINITIVE TECHNOLOGY SOLUTION | 05/10/2018 | 8,635.48 |
| 93139 | DEFINITIVE TECHNOLOGY SOLUTION | 05/10/2018 | 11,856.00 |
| 93140 | E & M CONSULTING | 05/10/2018 | 1,599.00 |
| 93141 | EARTHS BIRTHDAY PROJECT INC | 05/10/2018 | 102.50 |
| 93142 | EAST RIDGE HIGH SCHOOL | 05/10/2018 | 125.00 |
| 93143 | ECKROTH MUSIC | 05/10/2018 | 102.23 |
| 93144 | EDHEADS | 05/10/2018 | 30.00 |
| 93145 | EGAN | 05/10/2018 | 1,204.50 |
| 93146 | ELECTRIC MOTOR REPAIR | 05/10/2018 | 212.15 |
| 93147 | ENGSTRAN, STEVE | 05/10/2018 | 70.00 |
| 93148 | ERDMANCZYK, MIKE | 05/10/2018 | 15.70 |

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| 93149 | EVANS, DANIEL MICHAEL | 05/10/2018 | 69.00 |
| 93150 | EVERLAST CLIMBING INDUSTRIES | 05/10/2018 | 458.00 |
| 93151 | EYE MED | 05/10/2018 | 1,420.19 |
| 93152 | THE FABULOUS PHOTO BOOTH | 05/10/2018 | 650.00 |
| 93153 | FASTENAL COMPANY | 05/10/2018 | 104.63 |
| 93154 | FEDEX | 05/10/2018 | 32.82 |
| 93155 | FESTIVAL FOODS-KNOWLAN'S | 05/10/2018 | 637.89 |
| 93156 | FILTER RECYCLING SERVICES | 05/10/2018 | 100.00 |
| 93157 | FIRST STUDENT INC | 05/10/2018 | 277,265.65 |
| 93158 | THE FITNESS SHOPPE | 05/10/2018 | 2,250.00 |
| 93159 | FLAGHOUSE INC | 05/10/2018 | 593.57 |
| 93160 | FLANAGAN, HOPE LYNN | 05/10/2018 | 800.00 |
| 93161 | FLEETPRIDE | 05/10/2018 | 108.54 |
| 93162 | FLUENCY MATTERS | 05/10/2018 | 124.00 |
| 93163 | FORD & HARRISON LLP | 05/10/2018 | 138.00 |
| 93164 | FRATTALONES HARDWARE STORES | 05/10/2018 | 952.30 |
| 93165 | FRONTLINE TECHNOLOGIES GROUP | 05/10/2018 | 38,269.42 |
| 93166 | FRONTRUNNER SCREEN PRINTING | 05/10/2018 | 152.00 |
| 93167 | FUN EXPRESS LLC | 05/10/2018 | 179.53 |
| 93168 | GJERSVIG, MICHAEL L | 05/10/2018 | 128.00 |
| 93169 | GLOSS INSTITUTE | 05/10/2018 | 400.00 |
| 93170 | GOERS, LINDA S | 05/10/2018 | 1,022.00 |
| 93171 | GOLD MEDAL | 05/10/2018 | 67.95 |
| 93172 | GOPHER | 05/10/2018 | 3,092.46 |
| 93173 | GRAINGER | 05/10/2018 | 4,401.16 |
| 93174 | GRANDMA'S BAKERY INC | 05/10/2018 | 30.66 |
| 93175 | GREAT AMERICAN OPPORTUNITIES I | 05/10/2018 | 2,600.00 |
| 93176 | GREAT RIVER OFFICE PRODUCTS | 05/10/2018 | 550.00 |
| 93177 | GREATAMERICA FINANCIAL SERVICE | 05/10/2018 | 334.85 |
| 93178 | GROTH MUSIC CO | 05/10/2018 | 319.74 |
| 93179 | HAAS MUSICAL INSTRUMENT REPAIR | 05/10/2018 | 92.00 |
| 93180 | HALO TRANSPORTATION | 05/10/2018 | 11,873.50 |
| 93181 | HANNES, TIA MARIE | 05/10/2018 | 300.00 |
| 93182 | HANSON, EUGENE | 05/10/2018 | 69.00 |
| 93183 | HEALTHPARTNERS MEDICAL GROUP | 05/10/2018 | 765.00 |
| 93184 | HEARTLAND SCHOOL SOLUTIONS | 05/10/2018 | 250.00 |
| 93185 | HIAWATHA HOMECARE | 05/10/2018 | 1,526.00 |
| 93186 | HILDI INC | 05/10/2018 | 530.00 |
| 93187 | HISDAHL INC | 05/10/2018 | 5,167.50 |
| 93188 | HOANG, CONG | 05/10/2018 | 200.00 |
| 93189 | HOGLUND BUS AND TRUCK CO | 05/10/2018 | 22,745.85 |
| 93190 | HOME DEPOT CREDIT SERVICES | 05/10/2018 | 562.27 |
| 93191 | HORDYK, MATT | 05/10/2018 | 77.00 |
| 93192 | HUGO CITY OF | 05/10/2018 | 2,174.08 |
| 93193 | IDENTITYSTORES | 05/10/2018 | 1,115.00 |
| 93194 | INNOVATIVE OFFICE SOLUTIONS | 05/10/2018 | 4,456.57 |
| 93195 | INSTRUMENTALIST AWARDS | 05/10/2018 | 135.00 |
| 93196 | ISD #8492 NEW DOMINION SCHOOL | 05/10/2018 | 1,164.24 |
| 93197 | IXL LEARNING | 05/10/2018 | 1,467.00 |
| 93198 | JAYTECH INC | 05/10/2018 | 623.82 |

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| 93199 | JOHNSON, GERALD | 05/10/2018 | 69.00 |
| 93200 | JUNIOR ACHIEVEMENT OF THE UPPE | 05/10/2018 | 2,310.00 |
| 93201 | JUNTUNEN, CARRIE LYNN | 05/10/2018 | 15.00 |
| 93202 | Vendor Continued Check | 05/10/2018 | 0.00 |
| 93203 | JW PEPPER & SON INC | 05/10/2018 | 442.20 |
| 93204 | KANIPES, DAVID F | 05/10/2018 | 138.00 |
| 93205 | KATH FUEL OIL SERVICE CO | 05/10/2018 | 19,408.34 |
| 93206 | KEYSTONE INTERPRETING SOLUTION | 05/10/2018 | 3,400.25 |
| 93207 | KIIHN, ROB | 05/10/2018 | 154.00 |
| 93208 | KILEN, KIP | 05/10/2018 | 78.00 |
| 93209 | KIMBALL MIDWEST | 05/10/2018 | 369.10 |
| 93210 | KONICA MINOLTA PREMIER FINANCE | 05/10/2018 | 6,169.71 |
| 93211 | KOREEN, GLORIA | 05/10/2018 | 17.21 |
| 93212 | KRAFT CONTRACTING & MECHANICAL | 05/10/2018 | 5,541.05 |
| 93213 | KREMER SERVICES LLC | 05/10/2018 | 1,631.52 |
| 93214 | KULLY SUPPLY COMPANY | 05/10/2018 | 639.31 |
| 93215 | KVITRUD, DANIEL J | 05/10/2018 | 77.00 |
| 93216 | Vendor Continued Check | 05/10/2018 | 0.00 |
| 93217 | LAKESHORE LEARNING MATERIALS | 05/10/2018 | 1,165.21 |
| 93218 | LAKESHORE PLAYERS | 05/10/2018 | 278.00 |
| 93219 | LAKEVIEW ELECTRICAL SERVICES | 05/10/2018 | 1,175.00 |
| 93220 | LARSON, CHRISTOPHER | 05/10/2018 | 78.00 |
| 93221 | LARSON, KAREN L | 05/10/2018 | 109.30 |
| 93222 | LARSON ENGINEERING INC | 05/10/2018 | 2,430.00 |
| 93223 | LEARNING ZONE EXPRESS | 05/10/2018 | 41.52 |
| 93224 | LEARNING FORWARD MN | 05/10/2018 | 1,650.00 |
| 93225 | LEVASSEUR, MARY | 05/10/2018 | 38.25 |
| 93226 | LIBERTY CLASSICAL ACADEMY | 05/10/2018 | 1,476.00 |
| 93227 | LINN, JOHN C | 05/10/2018 | 138.00 |
| 93228 | L T G POWER EQUIPMENT | 05/10/2018 | 75.00 |
| 93229 | MAC RUNNEL, MINDY L | 05/10/2018 | 32.30 |
| 93230 | MACKIN EDUCATIONAL RESOURCES | 05/10/2018 | 638.00 |
| 93231 | MAILFINANCE INC | 05/10/2018 | 449.61 |
| 93232 | CITY OF MAPLEWOOD | 05/10/2018 | 14,414.78 |
| 93233 | MARKET DISTRIBUTING | 05/10/2018 | 851.65 |
| 93234 | MN ASSOC OF SCHOOL MAINTENANCE | 05/10/2018 | 137.50 |
| 93235 | MN COMMUNITY EDUC ASSOC (MCEA) | 05/10/2018 | 65.00 |
| 93236 | MCREL | 05/10/2018 | 499.00 |
| 93237 | MEDTOX LABORATORIES | 05/10/2018 | 19.41 |
| 93238 | METRO MEALS ON WHEELS INC | 05/10/2018 | 7,122.00 |
| 93239 | MHS | 05/10/2018 | 606.69 |
| 93240 | MICHAELSON, RUTH F | 05/10/2018 | 16.15 |
| 93241 | MID CITY SERVICES - INDUSTRIAL | 05/10/2018 | 61.34 |
| 93242 | MIDWEST BUS PARTS INC | 05/10/2018 | 150.15 |
| 93243 | MIDWEST AUDIO VISUAL CENTER | 05/10/2018 | 835.00 |
| 93244 | MIDWEST TECHNOLOGY PRODUCTS | 05/10/2018 | 1,667.59 |
| 93245 | MIEURE, MARYELLEN L | 05/10/2018 | 109.02 |
| 93246 | MILLARD, STEPHANIE | 05/10/2018 | 17.96 |
| 93247 | MILLIGAN, THERESA J | 05/10/2018 | 74.00 |
| 93248 | MINNEAPOLIS INSTITUTE OF ARTS | 05/10/2018 | 288.00 |

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| 93249 | MINVALCO INC | 05/10/2018 | 164.12 |
| 93250 | MN CHILDRENS MUSEUM | 05/10/2018 | 130.00 |
| 93251 | MN DEPT OF LABOR & INDUSTRY | 05/10/2018 | 100.00 |
| 93252 | MN ELEVATOR INC | 05/10/2018 | 843.75 |
| 93253 | MN HISTORICAL SOCIETY | 05/10/2018 | 1,334.00 |
| 93254 | MN STATE COLLEGES & UNIV | 05/10/2018 | 352.00 |
| 93255 | MN ULTIMATE | 05/10/2018 | 1,800.00 |
| 93256 | MOUNDS VIEW HIGH SCHOOL | 05/10/2018 | 40.00 |
| 93257 | MN SCHOOL BOARDS ASSN | 05/10/2018 | 555.00 |
| 93258 | MSP COMMUNICATIONS | 05/10/2018 | 1,275.00 |
| 93259 | MULVIHILL, MARKUS | 05/10/2018 | 78.00 |
| 93260 | MY MEDICAL CLINIC | 05/10/2018 | 820.00 |
| 93261 | NASCO | 05/10/2018 | 573.32 |
| 93262 | NASSEFF MECH CONTRACTORS | 05/10/2018 | 3,131.10 |
| 93263 | NCS PEARSON INC | 05/10/2018 | 457.70 |
| 93264 | NELSON, RICK | 05/10/2018 | 131.00 |
| 93265 | NEVCO INC | 05/10/2018 | 309.93 |
| 93266 | NIXON, CATHERINE AYANO | 05/10/2018 | 100.00 |
| 93267 | NORCENTRONIX DISTRIBUTING | 05/10/2018 | 199.00 |
| 93268 | NORTH CENTRAL TRUCK EQUIPMENT | 05/10/2018 | 2,006.63 |
| 93269 | NORTH STAR BANK | 05/10/2018 | 7,650.00 |
| 93270 | NORTH SUBURBAN TOWING | 05/10/2018 | 1,150.00 |
| 93271 | NORTHBOUND CREATIVE | 05/10/2018 | 539.50 |
| 93272 | NSPAA | 05/10/2018 | 1,335.00 |
| 93273 | NYSTROM PUBLISHING CO INC | 05/10/2018 | 1,881.84 |
| 93274 | OFFICE DEPOT | 05/10/2018 | 379.83 |
| 93275 | OLSON, SUZANNE K | 05/10/2018 | 77.35 |
| 93276 | OPG-3 INC | 05/10/2018 | 925.00 |
| 93277 | OXYGEN SERVICE CO INC | 05/10/2018 | 11.40 |
| 93278 | PAR CODE SYMBOLOGY INC | 05/10/2018 | 125.00 |
| 93279 | PARSIMONY INC | 05/10/2018 | 3,363.02 |
| 93280 | PEASE ACADEMY | 05/10/2018 | 60.00 |
| 93281 | PHILBLAD-LANGE, ANTHONY | 05/10/2018 | 131.00 |
| 93282 | PICTURE THAT! | 05/10/2018 | 180.00 |
| 93283 | PINZ | 05/10/2018 | 1,375.43 |
| 93284 | PLADSON ENVIRONMENTAL INC | 05/10/2018 | 784.00 |
| 93285 | PLANK ROAD PUBLISHING INC | 05/10/2018 | 296.98 |
| 93286 | POLAR CHEVROLET MAZDA | 05/10/2018 | 2,617.33 |
| 93287 | PRAXAIR DISTRIBUTION INC | 05/10/2018 | 29.79 |
| 93288 | PRESS PUBLICATIONS | 05/10/2018 | 741.96 |
| 93289 | PRO-ED INC | 05/10/2018 | 46.20 |
| 93290 | PROFESSIONAL TURF & RENOVATION | 05/10/2018 | 5,060.00 |
| 93291 | RAMSEY COUNTY PARKS/REC DEPT | 05/10/2018 | 2,952.00 |
| 93292 | RATHKE, DANIEL J | 05/10/2018 | 77.00 |
| 93293 | REALLY GOOD STUFF INC | 05/10/2018 | 173.68 |
| 93294 | RED BALLOON BOOKSHOP | 05/10/2018 | 286.75 |
| 93295 | REED, DUANE | 05/10/2018 | 154.00 |
| 93296 | REGENTS OF THE UNIV OF MN | 05/10/2018 | 6,785.44 |
| 93297 | REHBEIN TRANSIT CO | 05/10/2018 | 315.00 |
| 93298 | ROCKLER WOODWORKING & HARDWARE | 05/10/2018 | 242.70 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
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| 93299 | ROETTGER, DORIS | 05/10/2018 | 32.00 |
| 93300 | ROLLERBLADE SKATE IN SCHOOL | 05/10/2018 | 1,080.00 |
| 93301 | ROSEVILLE AREA HIGH SCHOOL | 05/10/2018 | 110.00 |
| 93302 | RUNGE-HUNT, LAURA A | 05/10/2018 | 50.70 |
| 93303 | SAFETY-KLEEN CORP | 05/10/2018 | 350.34 |
| 93304 | SAFETYFIRST PLAYGROUND SURFACI | 05/10/2018 | 2,180.38 |
| 93305 | SAM'S CLUB/SYNCHRONY BANK | 05/10/2018 | 445.22 |
| 93306 | SAM'S CLUB/SYNCHRONY BANK | 05/10/2018 | 123.95 |
| 93307 | SAM'S CLUB/SYNCHRONY BANK | 05/10/2018 | 1,211.51 |
| 93308 | SAM'S CLUB/SYNCHRONY BANK | 05/10/2018 | 468.26 |
| 93309 | SAM'S CLUB/SYNCHRONY BANK | 05/10/2018 | 164.37 |
| 93310 | SCANTRON CORPORATION | 05/10/2018 | 88.82 |
| 93311 | SCENARIO LEARNING LLC | 05/10/2018 | 5,283.45 |
| 93312 | SCHELLING, DEREK | 05/10/2018 | 175.50 |
| 93313 | SCHMITT MUSIC COMPANY | 05/10/2018 | 504.90 |
| 93314 | SCHOLASTIC BOOK FAIRS | 05/10/2018 | 638.77 |
| 93315 | SCHOLASTIC INC | 05/10/2018 | 174.86 |
| 93316 | SCHOLASTIC BOOK CLUBS INC | 05/10/2018 | 537.00 |
| 93317 | SCHOOL CHECK IN | 05/10/2018 | 349.50 |
| 93318 | SCHOOL HEALTH CORPORATION | 05/10/2018 | 37.32 |
| 93319 | SCHOOL SPECIALTY | 05/10/2018 | 158.06 |
| 93320 | SCPA NASP ARCHERY TOURNAMENT | 05/10/2018 | 565.00 |
| 93321 | SHOOT-A-WAY | 05/10/2018 | 3,678.00 |
| 93322 | SHRED-IT USA - MINNEAPOLIS | 05/10/2018 | 427.50 |
| 93323 | SITEONE LANDSCAPE SUPPLY | 05/10/2018 | 50.00 |
| 93324 | SKILLPATH SEMINARS | 05/10/2018 | 502.14 |
| 93325 | SKY ZONE INDOOR TRAMPOLINE PAR | 05/10/2018 | 200.00 |
| 93326 | SMITH, MICHAEL | 05/10/2018 | 77.00 |
| 93327 | SODEXO INC | 05/10/2018 | 180.00 |
| 93328 | SOULO COMMUNICATIONS | 05/10/2018 | 444.73 |
| 93329 | ST GEORGE PAUL | 05/10/2018 | 77.00 |
| 93330 | STAFSHOLT, ANGELIKAH | 05/10/2018 | 41.65 |
| 93331 | STAPLES ADVANTAGE | 05/10/2018 | 2,519.95 |
| 93332 | STARIHA, BRUCE C | 05/10/2018 | 78.00 |
| 93333 | STARTECHTEL.COM INC | 05/10/2018 | 1,863.95 |
| 93334 | STATE SUPPLY CO | 05/10/2018 | 1,523.24 |
| 93335 | STAY TUNED PIANO SERVICES | 05/10/2018 | 98.00 |
| 93336 | STEINER, EILEEN A | 05/10/2018 | 31.03 |
| 93337 | STEVE WEISS MUSIC | 05/10/2018 | 659.95 |
| 93338 | STILLWATER HIGH SCHOOL | 05/10/2018 | 1,275.00 |
| 93339 | STREAMLINE DESIGN INC | 05/10/2018 | 1,387.00 |
| 93340 | STUDENT SUPPLY | 05/10/2018 | 164.94 |
| 93341 | SUMMIT COMPANIES | 05/10/2018 | 13,986.48 |
| 93342 | SYNCHRONY BANK | 05/10/2018 | 99.62 |
| 93343 | TEACHER DIRECT | 05/10/2018 | 262.04 |
| 93344 | TEACHER CREATED RESOURCES | 05/10/2018 | 82.93 |
| 93345 | TEACHER SYNERGY LLC | 05/10/2018 | 500.98 |
| 93346 | TEACHERS DISCOVERY | 05/10/2018 | 359.75 |
| 93347 | TECHTRON ENGINEERING | 05/10/2018 | 415.68 |
| 93348 | THAMERT, NIC | 05/10/2018 | 175.50 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
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| 93349 | TIRADO, JONATHAN | 05/10/2018 | 650.00 |
| 93350 | TRADE PRESS INC | 05/10/2018 | 648.00 |
| 93351 | TRANSPORTATION MGMT CORP | 05/10/2018 | 21.85 |
| 93352 | TUSA, COLLEEN T | 05/10/2018 | 125.00 |
| 93353 | TWIN CITY HARDWARE | 05/10/2018 | 948.00 |
| 93354 | TWIN CITY TRANSPORTATION INC | 05/10/2018 | 130,662.23 |
| 93355 | UHL CO INC | 05/10/2018 | 755.50 |
| 93356 | UNITED REFRIGERATION | 05/10/2018 | 50.00 |
| 93357 | UNRL | 05/10/2018 | 4,185.00 |
| 93358 | THE UPS STORE #3299 | 05/10/2018 | 56.25 |
| 93359 | US FOODS CULINARY EQUIP & SUPP | 05/10/2018 | 196.22 |
| 93360 | USA HIGH SCHOOL CLAY TARGET LE | 05/10/2018 | 1,470.00 |
| 93361 | VERIZON WIRELESS | 05/10/2018 | 1,431.93 |
| 93362 | VIKING ELECTRIC SUPPLY | 05/10/2018 | 1,479.06 |
| 93363 | VOGEL, MICHAEL | 05/10/2018 | 77.00 |
| 93364 | VORT CORPORATION | 05/10/2018 | 275.00 |
| 93365 | VOYAGER SOPRIS LEARNING | 05/10/2018 | 325.44 |
| 93366 | WHITE BEAR AREA CHAMBER | 05/10/2018 | 275.00 |
| 93367 | Vendor Continued Check | 05/10/2018 | 0.00 |
| 93368 | WHITE BEAR LAKE (CITY OF) | 05/10/2018 | 6,889.33 |
| 93369 | WBL PIZZA MAN | 05/10/2018 | 274.10 |
| 93370 | WESTERN PSYCHOLOGICAL SERVICES | 05/10/2018 | 125.40 |
| 93371 | WILLETT, RON | 05/10/2018 | 308.00 |
| 93372 | WINDSTREAM | 05/10/2018 | 2,063.18 |
| 93373 | WINN GEORGE | 05/10/2018 | 59.00 |
| 93374 | WL HALL COMPANY | 05/10/2018 | 884.00 |
| 93375 | YMCA OF THE GREATER TWIN CITIE | 05/10/2018 | 500.00 |
| 93376 | ZYCH, DANIEL C | 05/10/2018 | 78.00 |

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| 328 | Computer | Check(s) For a Total of | 871,698.33 |
|-----|----------|-------------------------|------------|

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|-------------------|-------------------------|--------------|
| 90460 | FIREFLY COMPUTERS | 05/10/2018 | 0.00 |
| 1 | Manual | Check(s) For a Total of | 0.00 |

| | | | | |
|-----------|-----|--------------------------|-----------------------|------------|
| | 1 | 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 |
| | 328 | Computer | Checks For a Total of | 871,698.33 |
| Total For | 329 | Manual, Wire Tran, ACH & | Computer Checks | 871,698.33 |
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| | | Net Amount | | 871,698.33 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
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| 171801107 | ALI, OMAR S | 05/17/2018 | 30.66 |
| 171801108 | ANDERSON, JON C | 05/17/2018 | 40.00 |
| 171801109 | BATTERMAN, ANGELA N | 05/17/2018 | 89.38 |
| 171801110 | BEGE, JEFFREY T | 05/17/2018 | 158.08 |
| 171801111 | BERGMAN, KATHERINE K | 05/17/2018 | 1,000.00 |
| 171801112 | BRISTOW, JILL K | 05/17/2018 | 142.33 |
| 171801113 | BURTON, SANDRA J | 05/17/2018 | 143.38 |
| 171801114 | CHRISTIANSON, STACY M | 05/17/2018 | 125.00 |
| 171801115 | CLYNE, KRISTINE L | 05/17/2018 | 100.00 |
| 171801116 | COE, MEGAN N | 05/17/2018 | 299.60 |
| 171801117 | DANIELS, KATHLEEN S | 05/17/2018 | 172.79 |
| 171801118 | DARR, SHELLY M | 05/17/2018 | 49.99 |
| 171801119 | DIMEGLIO, JOSEPH V | 05/17/2018 | 151.95 |
| 171801120 | DYMIT, MARIE S | 05/17/2018 | 88.29 |
| 171801121 | FINK, AVIS A | 05/17/2018 | 120.00 |
| 171801122 | FINKE, CARLA J | 05/17/2018 | 30.00 |
| 171801123 | FOX, FRANCINE H | 05/17/2018 | 35.97 |
| 171801124 | GILLESPIE, ALISON CARR | 05/17/2018 | 93.46 |
| 171801125 | HEALY, JASON CHARLES | 05/17/2018 | 99.00 |
| 171801126 | HEIER, GABRIELLE G | 05/17/2018 | 80.00 |
| 171801127 | INDLECOFFER, TRACI D | 05/17/2018 | 53.65 |
| 171801128 | JEBENS-SINGH, TARA L | 05/17/2018 | 25.00 |
| 171801129 | KERBAGE, STEPHANIE A | 05/17/2018 | 114.28 |
| 171801130 | KERG, JEREMY J | 05/17/2018 | 323.62 |
| 171801131 | KROCAK, NANCY J | 05/17/2018 | 445.30 |
| 171801132 | LAU, LAI F | 05/17/2018 | 44.19 |
| 171801133 | MARSH, KATHERINE M | 05/17/2018 | 194.42 |
| 171801134 | MOREAU, CALLI M | 05/17/2018 | 142.33 |
| 171801135 | NASVIK, CRAIG S | 05/17/2018 | 30.00 |
| 171801136 | NELSON, ANGELA A | 05/17/2018 | 2,400.94 |
| 171801137 | PAUL, SARA T | 05/17/2018 | 24.00 |
| 171801138 | PETERSEN, JILL M | 05/17/2018 | 106.83 |
| 171801139 | PHETTEPLACE, WANDA M | 05/17/2018 | 47.04 |
| 171801140 | PIERRE, CHRISTINA K | 05/17/2018 | 1,500.00 |
| 171801141 | POKORNY, MARY J | 05/17/2018 | 574.30 |
| 171801142 | POLLARD, AIMIE N | 05/17/2018 | 67.58 |
| 171801143 | RIEBOW, MATTHEW R | 05/17/2018 | 195.00 |
| 171801144 | ROSEMEYER, CHRISTINA JOANN | 05/17/2018 | 30.00 |
| 171801145 | SALENGER, SETH A | 05/17/2018 | 56.02 |
| 171801146 | SCHMITZ, KAREN M | 05/17/2018 | 142.33 |
| 171801147 | SCHOCHENMAIER, TIMOTHY R | 05/17/2018 | 273.61 |
| 171801148 | STIRLING, CONNIE B | 05/17/2018 | 284.64 |
| 171801149 | STREIFF, CHRISTINA D | 05/17/2018 | 249.20 |
| 171801150 | TATE, JO E | 05/17/2018 | 342.53 |
| 171801151 | TLUSTY, MELANIE L | 05/17/2018 | 141.22 |
| 171801152 | VAIL, ANNE B | 05/17/2018 | 557.52 |
| 171801153 | VETTE, MARISA AA | 05/17/2018 | 36.85 |
| 171801154 | WALLRICH, KAREN M | 05/17/2018 | 80.11 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
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| 48 | ACH | Check(s) For a Total of | 11,532.39 |

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| | 0 | Manual | Checks For a Total of | 0.00 |
| | 0 | Wire Transfer | Checks For a Total of | 0.00 |
| | 48 | ACH | Checks For a Total of | 11,532.39 |
| | 0 | Computer | Checks For a Total of | 0.00 |
| Total For | 48 | Manual, Wire Tran, ACH & | Computer Checks | 11,532.39 |
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| | | Net Amount | | 11,532.39 |

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05.18.02.00.00-010020

Check Summary

| Check Nbr | Vendor Name | Check Date | Check Amount |
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| 93377 | 2NDGEAR | 05/18/2018 | 90.00 |
| 93378 | AARP DRIVER SAFETY PROGRAM | 05/18/2018 | 265.00 |
| 93379 | ALL SPORTS UNIFORMS | 05/18/2018 | 404.82 |
| 93380 | ALZHEIMERS ASSOC | 05/18/2018 | 28.11 |
| 93381 | AMAZON | 05/18/2018 | 445.87 |
| 93382 | AMAZON | 05/18/2018 | 130.60 |
| 93383 | AMAZON | 05/18/2018 | 4,409.01 |
| 93384 | ANDERSON, PATRICIA | 05/18/2018 | 62.90 |
| 93385 | APPLE COMPUTER INC | 05/18/2018 | 299.00 |
| 93386 | ASTLEFORD INTERNATIONAL TRUCKS | 05/18/2018 | 65.60 |
| 93387 | BAKER, JEFFREY | 05/18/2018 | 69.00 |
| 93388 | BARNES, MIKE P | 05/18/2018 | 110.00 |
| 93389 | BARNETT WB CHRYSLER JEEP DODGE | 05/18/2018 | 37.68 |
| 93390 | BARNES, W MICHAEL | 05/18/2018 | 53.00 |
| 93391 | BARTHOLD | 05/18/2018 | 1,608.20 |
| 93392 | BIG BELL ICE CREAM CO | 05/18/2018 | 25.00 |
| 93393 | BLICK ART MATERIALS | 05/18/2018 | 3.36 |
| 93394 | BOLDT, JAMES | 05/18/2018 | 80.00 |
| 93395 | BOLDT, MARY | 05/18/2018 | 40.00 |
| 93396 | BOWMAN, DON | 05/18/2018 | 138.00 |
| 93397 | BRUNNER, JAY A | 05/18/2018 | 110.00 |
| 93398 | BSN SPORTS | 05/18/2018 | 92.00 |
| 93399 | THE BUG COMPANY | 05/18/2018 | 17.75 |
| 93400 | CAMP ST CROIX | 05/18/2018 | 1,476.00 |
| 93401 | CAPITAL ONE COMMERCIAL | 05/18/2018 | 720.09 |
| 93402 | CAPOCASA, WILLIAM J | 05/18/2018 | 77.00 |
| 93403 | CAPSTONE | 05/18/2018 | 365.00 |
| 93404 | CARDINAL, KATHLEEN T | 05/18/2018 | 28.90 |
| 93405 | CAREY, MARK | 05/18/2018 | 131.00 |
| 93406 | CARLEX INC | 05/18/2018 | 196.85 |
| 93407 | CARLSON WAGONLIT TRAVEL | 05/18/2018 | 497.44 |
| 93408 | CARTER, MATT | 05/18/2018 | 77.00 |
| 93409 | CARTER, MICHAEL D | 05/18/2018 | 184.00 |

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Check Summary

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|--------------------------------|------------|--------------|
| 93410 | CDW GOVERNMENT INC | 05/18/2018 | 550.76 |
| 93411 | CENTENNIAL HIGH SCHOOL ISD #12 | 05/18/2018 | 236.00 |
| 93412 | CLARK, CYNTHIA JEAN | 05/18/2018 | 12.75 |
| 93413 | COBORNS DELIVERS | 05/18/2018 | 103.04 |
| 93414 | COMMERICAL KITCHEN SERVICES | 05/18/2018 | 516.58 |
| 93415 | CROWE, ROBERT | 05/18/2018 | 69.00 |
| 93416 | CULLIGAN BOTTLED WATER | 05/18/2018 | 160.00 |
| 93417 | CUMMINS NPOWER LLC | 05/18/2018 | 468.64 |
| 93418 | CUP AND CONE | 05/18/2018 | 54.75 |
| 93419 | DANIEL, HANNAH LEIGH | 05/18/2018 | 57.23 |
| 93420 | DELTA EDUCATION | 05/18/2018 | 1,335.97 |
| 93421 | DEMCO INC | 05/18/2018 | 962.32 |
| 93422 | DESTACHE, BETSY | 05/18/2018 | 40.00 |
| 93423 | DINNEEN, LAURIE | 05/18/2018 | 138.00 |
| 93424 | DOMINOS PIZZA | 05/18/2018 | 511.17 |
| 93425 | DONATELLI'S | 05/18/2018 | 401.00 |
| 93426 | Vendor Continued Check | 05/18/2018 | 0.00 |
| 93427 | DS ERICKSON & ASSOC PLLC | 05/18/2018 | 1,453.02 |
| 93428 | DUBOIS, DIRK HODGES | 05/18/2018 | 313.91 |
| 93429 | EAST RIDGE SPEECH BOOSTERS | 05/18/2018 | 119.00 |
| 93430 | EBSCO INFORMATION SERV | 05/18/2018 | 179.73 |
| 93431 | ECKROTH MUSIC | 05/18/2018 | 317.79 |
| 93432 | ED'S TROPHIES INC | 05/18/2018 | 23.50 |
| 93433 | EDEN PRAIRIE HIGH SCHOOL | 05/18/2018 | 168.00 |
| 93434 | EDUCATIONAL INSIGHTS | 05/18/2018 | 24.94 |
| 93435 | EDUC PUBLISHING SERVICE | 05/18/2018 | 275.58 |
| 93436 | FACE, TIMOTHY | 05/18/2018 | 154.00 |
| 93437 | FESTIVAL FOODS-KNOWLAN'S | 05/18/2018 | 244.43 |
| 93438 | FINNEGAN, AUSTIN | 05/18/2018 | 131.00 |
| 93439 | FLINN SCIENTIFIC INC | 05/18/2018 | 608.43 |
| 93440 | FOLLETT SCHOOL SOLUTIONS INC | 05/18/2018 | 89.70 |
| 93441 | FOREST LAKE HIGH SCHOOL | 05/18/2018 | 305.00 |
| 93442 | FREEDOM CONCEPTS USA LLC | 05/18/2018 | 26.00 |

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Check Summary

| Check Nbr | Vendor Name | Check Date | Check Amount |
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| 93443 | GAST, DYLAN KEITH | 05/18/2018 | 80.00 |
| 93444 | GEIB, SCOTT | 05/18/2018 | 77.00 |
| 93445 | GILLUND ENTERPRISES | 05/18/2018 | 977.50 |
| 93446 | GOPHER | 05/18/2018 | 406.98 |
| 93447 | GRANDMA'S BAKERY INC | 05/18/2018 | 161.14 |
| 93448 | GREATER TWIN CITIES UNITED WAY | 05/18/2018 | 202.20 |
| 93449 | HAAS MUSICAL INSTRUMENT REPAIR | 05/18/2018 | 85.00 |
| 93450 | HANSON, EUGENE | 05/18/2018 | 179.00 |
| 93451 | HANSON, GORDON | 05/18/2018 | 69.00 |
| 93452 | HASTINGS BUS COMPANY | 05/18/2018 | 408.72 |
| 93453 | HEALTHPARTNERS | 05/18/2018 | 168,466.89 |
| 93454 | HEALTHPARTNERS | 05/18/2018 | 170,329.60 |
| 93455 | HEIBERG ATHLETICS LLC | 05/18/2018 | 1,653.75 |
| 93456 | HEINEMANN | 05/18/2018 | 30.00 |
| 93457 | HERC-U-LIFT | 05/18/2018 | 558.00 |
| 93458 | HERITAGE | 05/18/2018 | 217.84 |
| 93459 | HEUTINK USA | 05/18/2018 | 1,048.00 |
| 93460 | HIGH NOON BOOKS | 05/18/2018 | 141.90 |
| 93461 | HUDSON HIGH SCHOOL | 05/18/2018 | 180.00 |
| 93462 | INTELLIGERE INC | 05/18/2018 | 50.00 |
| 93463 | ISD #833 SOUTH WASHINGTON CO | 05/18/2018 | 120.00 |
| 93464 | IUOE LOCAL 70 | 05/18/2018 | 2,353.68 |
| 93465 | JIMMY'S CONFERENCE & BANQUET C | 05/18/2018 | 4,395.28 |
| 93466 | JOHNSON, SHARON ANNE | 05/18/2018 | 286.64 |
| 93467 | JONES, EDWARD | 05/18/2018 | 77.00 |
| 93468 | KANIPES, DAVID F | 05/18/2018 | 69.00 |
| 93469 | KATH FUEL OIL SERVICE CO | 05/18/2018 | 1,022.45 |
| 93470 | KAUFMAN, MICHAEL | 05/18/2018 | 154.00 |
| 93471 | KEYSTONE INTERPRETING SOLUTION | 05/18/2018 | 1,480.70 |
| 93472 | KIIHN, ROB | 05/18/2018 | 385.00 |
| 93473 | KIVI, DAVID | 05/18/2018 | 131.00 |
| 93474 | KNOW YOUR GOLF RULES | 05/18/2018 | 195.45 |
| 93475 | KOREEN, GLORIA | 05/18/2018 | 36.76 |

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05.18.02.00.00-010020

Check Summary

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|--------------------------------|------------|--------------|
| 93476 | KULLY SUPPLY COMPANY | 05/18/2018 | 257.28 |
| 93477 | KVITRUD, DANIEL J | 05/18/2018 | 77.00 |
| 93478 | LAGERSTROM, LESLIE C | 05/18/2018 | 200.00 |
| 93479 | LANGUAGE LINE SERVICES | 05/18/2018 | 158.95 |
| 93480 | LARSON, BEVERLEY M | 05/18/2018 | 23.59 |
| 93481 | LEARNING RESOURCES | 05/18/2018 | 24.94 |
| 93482 | LEVASSEUR, MARY | 05/18/2018 | 70.55 |
| 93483 | LIFETIME ATHLETIC | 05/18/2018 | 238.00 |
| 93484 | LINDEMANN, SAM | 05/18/2018 | 290.00 |
| 93485 | LORENZ BUS SERVICE INC | 05/18/2018 | 202.13 |
| 93486 | M-F ATHLETIC CO INC | 05/18/2018 | 527.00 |
| 93487 | MAC RUNNEL, MINDY L | 05/18/2018 | 54.19 |
| 93488 | MAD HATTER WELLNESS, LLC | 05/18/2018 | 1,525.00 |
| 93489 | Vendor Continued Check | 05/18/2018 | 0.00 |
| 93490 | Vendor Continued Check | 05/18/2018 | 0.00 |
| 93491 | Vendor Continued Check | 05/18/2018 | 0.00 |
| 93492 | Vendor Continued Check | 05/18/2018 | 0.00 |
| 93493 | Vendor Continued Check | 05/18/2018 | 0.00 |
| 93494 | Vendor Continued Check | 05/18/2018 | 0.00 |
| 93495 | Vendor Continued Check | 05/18/2018 | 0.00 |
| 93496 | Vendor Continued Check | 05/18/2018 | 0.00 |
| 93497 | MADISON NATIONAL LIFE | 05/18/2018 | 38,435.77 |
| 93498 | MAPSTONE, JACK | 05/18/2018 | 53.00 |
| 93499 | MN ASSOC OF SECRETARIES TO THE | 05/18/2018 | 180.00 |
| 93500 | MAYERON, JACK | 05/18/2018 | 80.00 |
| 93501 | MN CENTER FOR BOOK ARTS | 05/18/2018 | 926.00 |
| 93502 | MCCARTHY, DAVID | 05/18/2018 | 35.00 |
| 93503 | MCGRAW-HILL SCH EDUC HOLDINGS | 05/18/2018 | 883.83 |
| 93504 | MCKINLAY, SHANE | 05/18/2018 | 184.00 |
| 93505 | MCNERTNEY, HOWARD | 05/18/2018 | 77.00 |
| 93506 | MEHLHORN, CODY | 05/18/2018 | 254.94 |
| 93507 | MERKLE, KEVIN | 05/18/2018 | 59.00 |
| 93508 | Vendor Continued Check | 05/18/2018 | 0.00 |

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05.18.02.00.00-010020

Check Summary

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|--------------------------------|------------|--------------|
| 93509 | MESSERLI & KRAMER PA | 05/18/2018 | 1,438.87 |
| 93510 | MIDAMERICA BOOKS | 05/18/2018 | 164.67 |
| 93511 | MIDAMERICA ADMIN & RETIREMENT | 05/18/2018 | 5,547.49 |
| 93512 | MIDWEST BUS PARTS INC | 05/18/2018 | 73.20 |
| 93513 | MILLIGAN, THERESA J | 05/18/2018 | 49.50 |
| 93514 | MINVALCO INC | 05/18/2018 | 40.88 |
| 93515 | MN ASSOC OF SENIOR SERVICES | 05/18/2018 | 25.00 |
| 93516 | MN COACHES INC | 05/18/2018 | 2,599.74 |
| 93517 | MN DEPT OF HEALTH | 05/18/2018 | 180.00 |
| 93518 | MN READING ASSOC | 05/18/2018 | 55.00 |
| 93519 | MN ULTIMATE | 05/18/2018 | 1,800.00 |
| 93520 | MOHN, MONICA | 05/18/2018 | 476.00 |
| 93521 | MORELLI, GENO RAYNARD | 05/18/2018 | 69.00 |
| 93522 | MUMBLEAU, RICHARD THOMAS | 05/18/2018 | 80.00 |
| 93523 | MUNOS, SCOTT | 05/18/2018 | 184.00 |
| 93524 | NASSEFF MECH CONTRACTORS | 05/18/2018 | 825.29 |
| 93525 | NATL CAMERA EXCHANGE & VIDEO | 05/18/2018 | 244.89 |
| 93526 | NATL RECOGNITION PRODUCTS | 05/18/2018 | 6,355.24 |
| 93527 | NCPERS MINNESOTA | 05/18/2018 | 192.00 |
| 93528 | NCS PEARSON INC | 05/18/2018 | 95.30 |
| 93529 | NELSON, RICK | 05/18/2018 | 131.00 |
| 93530 | NEOFUNDS BY NEOPOST | 05/18/2018 | 500.00 |
| 93531 | NEW WAY HYPNOSIS CLINC INC | 05/18/2018 | 572.00 |
| 93532 | NORTHEAST METRO EDUCATORS INST | 05/18/2018 | 122.00 |
| 93533 | O'REILLY AUTOMOTIVE INC | 05/18/2018 | 623.48 |
| 93534 | OLSON, SUZANNE K | 05/18/2018 | 15.17 |
| 93535 | PARK HIGH SCHOOL | 05/18/2018 | 150.00 |
| 93536 | PAUL VADNAIS PLUMBING & WELL | 05/18/2018 | 160.00 |
| 93537 | PEEQ TECHNOLOGIES | 05/18/2018 | 191.00 |
| 93538 | PETERSEN, TIM W | 05/18/2018 | 69.00 |
| 93539 | PHOENIX ALTERNATIVES INC | 05/18/2018 | 1,148.35 |
| 93540 | PREMIER BIOTECH | 05/18/2018 | 134.57 |
| 93541 | PRINTING ENTERPRISES INC | 05/18/2018 | 167.75 |

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Check Summary

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|--------------------------------|------------|--------------|
| 93542 | PRIOR LAKE HIGH SCHOOL | 05/18/2018 | 119.00 |
| 93543 | PURINTON, KEVIN | 05/18/2018 | 69.00 |
| 93544 | RATHKE, DANIEL J | 05/18/2018 | 77.00 |
| 93545 | RATTE, DAVE | 05/18/2018 | 115.00 |
| 93546 | RAUSCH, STURM, ISRAEL, | 05/18/2018 | 122.57 |
| 93547 | READ NATURALLY INC | 05/18/2018 | 99.00 |
| 93548 | REGENTS OF THE UNIV OF MN | 05/18/2018 | 84.24 |
| 93549 | REHBEIN TRANSIT CO INC | 05/18/2018 | 15,200.00 |
| 93550 | RIEKEN, DEBORAH A | 05/18/2018 | 120.00 |
| 93551 | ROETTGER, DORIS | 05/18/2018 | 14.00 |
| 93552 | SAARION, CARL A | 05/18/2018 | 78.00 |
| 93553 | SAFeway DRIVING SCHOOL | 05/18/2018 | 9,135.00 |
| 93554 | SAM'S CLUB/SYNCHRONY BANK | 05/18/2018 | 1,149.61 |
| 93555 | SAVAGE PHD, TODD A | 05/18/2018 | 200.00 |
| 93556 | SCANTRON CORPORATION | 05/18/2018 | 486.26 |
| 93557 | SCHMEICHEL, RUSS | 05/18/2018 | 75.00 |
| 93558 | SCHMITT MUSIC COMPANY | 05/18/2018 | 240.00 |
| 93559 | Vendor Continued Check | 05/18/2018 | 0.00 |
| 93560 | SCHOOL SERVICE EMPLOYEES | 05/18/2018 | 8,084.21 |
| 93561 | SCHUELLER, JAY A | 05/18/2018 | 3,000.00 |
| 93562 | SCHULTZ, PAUL | 05/18/2018 | 80.00 |
| 93563 | SCHULER, SCOTT | 05/18/2018 | 154.00 |
| 93564 | SEATING AND ATHLETIC FACILITY | 05/18/2018 | 19,915.00 |
| 93565 | SEEVER, GRAY | 05/18/2018 | 160.00 |
| 93566 | SETNICKER, NORMAN | 05/18/2018 | 69.00 |
| 93567 | SNAP-ON | 05/18/2018 | 443.46 |
| 93568 | SOUTH ST PAUL SECONDARY SCHOOL | 05/18/2018 | 205.00 |
| 93569 | ST ANTHONY VILLAGE HIGH SCHOOL | 05/18/2018 | 52.00 |
| 93570 | ST PAUL RIVER CENTRE | 05/18/2018 | 2,034.40 |
| 93571 | STATE SUPPLY CO | 05/18/2018 | 190.60 |
| 93572 | STAY TUNED PIANO SERVICES | 05/18/2018 | 196.00 |
| 93573 | STEINER, EILEEN A | 05/18/2018 | 47.60 |
| 93574 | STEVE WEISS MUSIC | 05/18/2018 | 81.95 |

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Check Summary

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|--------------------------------|------------|--------------|
| 93575 | SUPER DUPER PUBLICATIONS | 05/18/2018 | 226.54 |
| 93576 | SYNOVIA SOLUTIONS | 05/18/2018 | 1,551.40 |
| 93577 | TAYLOR PUBLISHING CO | 05/18/2018 | 950.00 |
| 93578 | TEACHER SYNERGY LLC | 05/18/2018 | 105.98 |
| 93579 | TEACHERS DISCOVERY | 05/18/2018 | 599.55 |
| 93580 | TPRS PUBLISHING INC | 05/18/2018 | 124.00 |
| 93581 | TRADE PRESS INC | 05/18/2018 | 417.00 |
| 93582 | TRANS-MISSISSIPPI BIO SUPPLY | 05/18/2018 | 117.44 |
| 93583 | TRIO SUPPLY COMPANY | 05/18/2018 | 6,496.64 |
| 93584 | TROPHY DEPOT INC | 05/18/2018 | 1,216.21 |
| 93585 | TWIN CITY HARDWARE | 05/18/2018 | 486.04 |
| 93586 | UHL CO INC | 05/18/2018 | 6,577.00 |
| 93587 | ULINE | 05/18/2018 | 645.43 |
| 93588 | US DEPT OF EDUCATION | 05/18/2018 | 492.35 |
| 93589 | US FOODS CULINARY EQUIP & SUPP | 05/18/2018 | 35.94 |
| 93590 | USA TEST PREP INC | 05/18/2018 | 325.00 |
| 93591 | VAIL, AARON S | 05/18/2018 | 69.00 |
| 93592 | VALLEYFAIR GROUP SALES | 05/18/2018 | 2,817.50 |
| 93593 | VARSITY SPIRIT FASHIONS | 05/18/2018 | 269.89 |
| 93594 | VFW DEPT OF MN | 05/18/2018 | 175.00 |
| 93595 | WALDVOGEL, KATHY | 05/18/2018 | 35.00 |
| 93596 | WARNER, GENE | 05/18/2018 | 78.00 |
| 93597 | WHITE BEAR CENTER FOR THE ARTS | 05/18/2018 | 11,200.00 |
| 93598 | WHITE BEAR GLASS INC | 05/18/2018 | 420.00 |
| 93599 | WHITE BEAR LOCKSMITH INC | 05/18/2018 | 100.50 |
| 93600 | WBLA EDUCATIONAL FOUNDATION | 05/18/2018 | 432.00 |
| 93601 | WEBER, CRAIG | 05/18/2018 | 184.00 |
| 93602 | WEISS, GREG | 05/18/2018 | 69.00 |
| 93603 | WEST MUSIC COMPANY | 05/18/2018 | 231.45 |
| 93604 | WI SCTF | 05/18/2018 | 824.69 |
| 93605 | WORKFORCE COMM GROUP | 05/18/2018 | 495.00 |
| 93606 | XCEL ENERGY | 05/18/2018 | 78.05 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|-------------|-------------------------|--------------|
| 230 | Computer | Check(s) For a Total of | 547,658.96 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|------------------------|-------------------------|--------------|
| 92826 | EAST RIDGE HIGH SCHOOL | 05/18/2018 | 200.00 |
| 92827 | EASTVIEW HIGH SCHOOL | 05/18/2018 | 100.00 |
| 2 | Void | Check(s) For a Total of | 300.00 |

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05.18.02.00.00-010020

Check Summary

| | | | | |
|-----------|-----|--------------------------|-----------------------|------------|
| | 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 |
| | 230 | Computer | Checks For a Total of | 547,658.96 |
| Total For | 230 | Manual, Wire Tran, ACH & | Computer Checks | 547,658.96 |
| Less | 2 | Voided | Checks For a Total of | 300.00 |
| | | | Net Amount | 547,358.96 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|-----------------|-------------------------|--------------|
| 93607 | HUERTH, MICHAEL | 05/21/2018 | 1,384.80 |
| 1 | Computer | Check(s) For a Total of | 1,384.80 |

| | | | | |
|-----------|---|--------------------------|-----------------------|----------|
| | 0 | Manual | Checks For a Total of | 0.00 |
| | 0 | Wire Transfer | Checks For a Total of | 0.00 |
| | 0 | ACH | Checks For a Total of | 0.00 |
| | 1 | Computer | Checks For a Total of | 1,384.80 |
| Total For | 1 | Manual, Wire Tran, ACH & | Computer Checks | 1,384.80 |
| Less | 0 | Voided | Checks For a Total of | 0.00 |
| | | Net Amount | | 1,384.80 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|--------------------------|------------|--------------|
| 171801155 | BREDENBECK, KAREN M | 05/22/2018 | 164.08 |
| 171801156 | BREWER, ROBERT G | 05/22/2018 | 2,483.00 |
| 171801157 | CARLSON, ALEXANDER P | 05/22/2018 | 725.00 |
| 171801158 | DANIELS, KATHLEEN S | 05/22/2018 | 81.21 |
| 171801159 | DURAND, JENNIFER A | 05/22/2018 | 320.74 |
| 171801160 | FINK, AVIS A | 05/22/2018 | 312.02 |
| 171801161 | GRAMBUSH, TINA | 05/22/2018 | 52.14 |
| 171801162 | HIGGINS, SHEILA J | 05/22/2018 | 121.74 |
| 171801163 | JOHNSON, KIRK W | 05/22/2018 | 92.78 |
| 171801164 | KATH, ABBY J | 05/22/2018 | 29.99 |
| 171801165 | KATZ, HEATHER J | 05/22/2018 | 111.83 |
| 171801166 | KERBAGE, STEPHANIE A | 05/22/2018 | 725.00 |
| 171801167 | KONOP, KRISTEN M | 05/22/2018 | 144.46 |
| 171801168 | LAFRINIER, JENNIFER A | 05/22/2018 | 37.95 |
| 171801169 | MARSH, KATHERINE M | 05/22/2018 | 55.00 |
| 171801170 | MCPHERSON, KIRSTEN M | 05/22/2018 | 936.63 |
| 171801171 | MUNDELL, GERALD K | 05/22/2018 | 386.17 |
| 171801172 | MURPHY, MARY W | 05/22/2018 | 63.57 |
| 171801173 | NELSON, ANGELA A | 05/22/2018 | 169.00 |
| 171801174 | NODGAARD, TRUDY A | 05/22/2018 | 407.68 |
| 171801175 | OKLOBZIJA, LUANNE P | 05/22/2018 | 639.00 |
| 171801176 | OLNESS, KRISTI A | 05/22/2018 | 84.66 |
| 171801177 | PETERSON, BETSY J | 05/22/2018 | 228.00 |
| 171801178 | QUARFOTH, LYNN MARIE | 05/22/2018 | 129.40 |
| 171801179 | RASCH, KIMBERLY MICHON | 05/22/2018 | 75.89 |
| 171801180 | RATLIFF, GERALD | 05/22/2018 | 25.07 |
| 171801181 | RIEBOW, MITCHELL W | 05/22/2018 | 234.24 |
| 171801182 | RISENG, DAG R | 05/22/2018 | 405.00 |
| 171801183 | ROSSBACH, PATRICIA E | 05/22/2018 | 49.80 |
| 171801184 | SCHULTE, DARRELL A | 05/22/2018 | 299.49 |
| 171801185 | SCHWEIZER, JENNIFER M | 05/22/2018 | 61.41 |
| 171801186 | STRAND, TROY ANDREW | 05/22/2018 | 639.00 |
| 171801187 | WIECZOREK, THOMAS DONALD | 05/22/2018 | 337.68 |

| | | | |
|----|-----|-------------------------|-----------|
| 33 | ACH | Check(s) For a Total of | 10,628.63 |
|----|-----|-------------------------|-----------|

| | | | | |
|-----------|----|--------------------------|-----------------------|-----------|
| | 0 | Manual | Checks For a Total of | 0.00 |
| | 0 | Wire Transfer | Checks For a Total of | 0.00 |
| | 33 | ACH | Checks For a Total of | 10,628.63 |
| | 0 | Computer | Checks For a Total of | 0.00 |
| Total For | 33 | Manual, Wire Tran, ACH & | Computer Checks | 10,628.63 |
| Less | 0 | Voided | Checks For a Total of | 0.00 |
| | | | Net Amount | 10,628.63 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|--------------------------------|------------|--------------|
| 93608 | AARP DRIVER SAFETY PROGRAM | 05/24/2018 | 470.00 |
| 93609 | ABLENET INC | 05/24/2018 | 145.00 |
| 93610 | Vendor Continued Check | 05/24/2018 | 0.00 |
| 93611 | AGROPUR INC | 05/24/2018 | 19,735.30 |
| 93612 | AMAZON | 05/24/2018 | 243.46 |
| 93613 | AMAZON | 05/24/2018 | 336.10 |
| 93614 | AMAZON | 05/24/2018 | 2,423.86 |
| 93615 | AMAZON | 05/24/2018 | 811.99 |
| 93616 | AMAZON | 05/24/2018 | 495.10 |
| 93617 | AMAZON | 05/24/2018 | 302.41 |
| 93618 | AMAZON | 05/24/2018 | 1,393.86 |
| 93619 | AMAZON | 05/24/2018 | 571.80 |
| 93620 | AMAZON | 05/24/2018 | 1,868.03 |
| 93621 | AMAZON | 05/24/2018 | 1,898.80 |
| 93622 | AMERICAN FLAGPOLE & FLAG CO | 05/24/2018 | 1,963.90 |
| 93623 | ANDERSON, JIM | 05/24/2018 | 200.00 |
| 93624 | ASL INTERPRETING SERVICES | 05/24/2018 | 240.00 |
| 93625 | ATC GROUP SERVICES LLC | 05/24/2018 | 3,144.66 |
| 93626 | BARNETT WB CHRYSLER JEEP DODGE | 05/24/2018 | 515.20 |
| 93627 | BERGSTROM, ROBERT P | 05/24/2018 | 120.00 |
| 93628 | BIDDLE, JUDITH L | 05/24/2018 | 200.00 |
| 93629 | BIO CORPORATION | 05/24/2018 | 2,184.61 |
| 93630 | BIRDIE MARKETING INC | 05/24/2018 | 6,300.00 |
| 93631 | BLICK ART MATERIALS | 05/24/2018 | 120.44 |
| 93632 | BOLDT, JAMES | 05/24/2018 | 200.00 |
| 93633 | BOLDT, MARY | 05/24/2018 | 160.00 |
| 93634 | BONINE, ROBERT | 05/24/2018 | 80.00 |
| 93635 | BORJI, AMIN | 05/24/2018 | 78.00 |
| 93636 | BSN SPORTS | 05/24/2018 | 686.26 |
| 93637 | BURTIS, ROBERT J | 05/24/2018 | 200.00 |
| 93638 | CARLEX INC | 05/24/2018 | 798.00 |
| 93639 | CDW GOVERNMENT INC | 05/24/2018 | 63,997.68 |
| 93640 | CENGAGE LEARNING | 05/24/2018 | 532.40 |
| 93641 | CERTIFIED LABORATORIES | 05/24/2018 | 620.68 |
| 93642 | COMCAST | 05/24/2018 | 290.92 |
| 93643 | COMO PARK ZOO AND CONSERVATORY | 05/24/2018 | 300.00 |
| 93644 | COMSTOCK & SONS INC | 05/24/2018 | 1,715.00 |
| 93645 | CONNEY SAFETY | 05/24/2018 | 90.80 |
| 93646 | CONQUER ATHLETICS | 05/24/2018 | 100.00 |
| 93647 | THE COWLES CENTER | 05/24/2018 | 450.00 |
| 93648 | CUB FOODS OF WHITE BEAR TWSHP | 05/24/2018 | 1,785.50 |
| 93649 | CUP AND CONE | 05/24/2018 | 25.00 |
| 93650 | DAHL, JEFF | 05/24/2018 | 40.00 |
| 93651 | DAVID BYE SERVICES | 05/24/2018 | 305.00 |
| 93652 | DELTA EDUCATION | 05/24/2018 | 494.36 |
| 93653 | DEMCO INC | 05/24/2018 | 346.22 |
| 93654 | DESTACHE, BETSY | 05/24/2018 | 80.00 |
| 93655 | DISCOUNT SCHOOL SUPPLY | 05/24/2018 | 1,327.87 |
| 93656 | DOMINATE SAFETY LLC | 05/24/2018 | 3,230.00 |
| 93657 | DONAHUE, BETH | 05/24/2018 | 265.97 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|--------------------------------|------------|--------------|
| 93658 | DEFINITIVE TECHNOLOGY SOLUTION | 05/24/2018 | 347.16 |
| 93659 | DEFINITIVE TECHNOLOGY SOLUTION | 05/24/2018 | 11,856.00 |
| 93660 | EDUC PUBLISHING SERVICE | 05/24/2018 | 200.71 |
| 93661 | ETA HAND2MIND | 05/24/2018 | 475.95 |
| 93662 | FACE, TIMOTHY | 05/24/2018 | 77.00 |
| 93663 | FAIRVIEW | 05/24/2018 | 187.50 |
| 93664 | FASTENAL COMPANY | 05/24/2018 | 102.07 |
| 93665 | FINNEGAN, AUSTIN | 05/24/2018 | 131.00 |
| 93666 | FIREFLY COMPUTERS | 05/24/2018 | 678.00 |
| 93667 | FIRST STUDENT INC | 05/24/2018 | 378.00 |
| 93668 | FISCHER, THOMAS | 05/24/2018 | 375.00 |
| 93669 | FLINN SCIENTIFIC INC | 05/24/2018 | 159.48 |
| 93670 | FUN EXPRESS LLC | 05/24/2018 | 895.19 |
| 93671 | FUNTIME FUNKTIONS | 05/24/2018 | 385.00 |
| 93672 | GAST, DYLAN KEITH | 05/24/2018 | 200.00 |
| 93673 | GAYLA INDUSTRIES INC | 05/24/2018 | 60.10 |
| 93674 | GENERAL PARTS LLC | 05/24/2018 | 172.01 |
| 93675 | GILL, PATRICIA C | 05/24/2018 | 103.69 |
| 93676 | GLOBAL EQUIPMENT COMPANY INC | 05/24/2018 | 151.41 |
| 93677 | GLOVER, PHIL | 05/24/2018 | 80.00 |
| 93678 | GOPHER | 05/24/2018 | 1,752.03 |
| 93679 | GRANDMA'S BAKERY INC | 05/24/2018 | 115.20 |
| 93680 | GRAY, HOLLY | 05/24/2018 | 40.00 |
| 93681 | GREATAMERICA FINANCIAL SERVICE | 05/24/2018 | 1,526.84 |
| 93682 | GROTH MUSIC CO | 05/24/2018 | 217.59 |
| 93683 | HEANEY, MONROE E | 05/24/2018 | 450.00 |
| 93684 | HEGGIES PIZZA | 05/24/2018 | 2,183.35 |
| 93685 | HEINEMANN | 05/24/2018 | 9,726.10 |
| 93686 | HERC-U-LIFT | 05/24/2018 | 384.40 |
| 93687 | HERITAGE FOOD SERVICE GROUP | 05/24/2018 | 217.84 |
| 93688 | HESSINI, DIANE | 05/24/2018 | 40.00 |
| 93689 | HIAWATHA HOMECARE | 05/24/2018 | 2,492.00 |
| 93690 | HISDAHL INC | 05/24/2018 | 56.90 |
| 93691 | HOULE, EUGENE | 05/24/2018 | 200.00 |
| 93692 | Vendor Continued Check | 05/24/2018 | 0.00 |
| 93693 | Vendor Continued Check | 05/24/2018 | 0.00 |
| 93694 | Vendor Continued Check | 05/24/2018 | 0.00 |
| 93695 | Vendor Continued Check | 05/24/2018 | 0.00 |
| 93696 | Vendor Continued Check | 05/24/2018 | 0.00 |
| 93697 | IFD | 05/24/2018 | 160,402.11 |
| 93698 | ISD #833 SOUTH WASHINGTON CO | 05/24/2018 | 120.00 |
| 93699 | JOHNSON CONTROLS INC | 05/24/2018 | 602.00 |
| 93700 | JUNIOR ACHIEVEMENT OF THE UPPE | 05/24/2018 | 795.00 |
| 93701 | JW PEPPER & SON INC | 05/24/2018 | 81.00 |
| 93702 | KATH FUEL OIL SERVICE CO | 05/24/2018 | 19,564.44 |
| 93703 | KINNI SPORT & POWER | 05/24/2018 | 705.50 |
| 93704 | KMB SPORTS | 05/24/2018 | 1,800.00 |
| 93705 | Vendor Continued Check | 05/24/2018 | 0.00 |
| 93706 | Vendor Continued Check | 05/24/2018 | 0.00 |
| 93707 | KRAFT CONTRACTING & MECHANICAL | 05/24/2018 | 9,314.09 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|--------------------------------|------------|--------------|
| 93708 | KULLY SUPPLY COMPANY | 05/24/2018 | 217.70 |
| 93709 | Vendor Continued Check | 05/24/2018 | 0.00 |
| 93710 | LAKESHORE LEARNING MATERIALS | 05/24/2018 | 1,409.88 |
| 93711 | LANGERS | 05/24/2018 | 649.80 |
| 93712 | LEHNER, KEN | 05/24/2018 | 154.00 |
| 93713 | LINDER, ROBERT | 05/24/2018 | 77.00 |
| 93714 | LOGOS SCHOOL | 05/24/2018 | 1,160.00 |
| 93715 | MACKIN EDUCATIONAL RESOURCES | 05/24/2018 | 2,403.87 |
| 93716 | MAGIC BOUNCE | 05/24/2018 | 219.00 |
| 93717 | MAILFINANCE INC | 05/24/2018 | 431.82 |
| 93718 | MARCO, INC | 05/24/2018 | 1,407.99 |
| 93719 | MARCUS OAKDALE CINEMAS | 05/24/2018 | 667.70 |
| 93720 | MAYERON, JACK | 05/24/2018 | 120.00 |
| 93721 | MCCORMICK, ED | 05/24/2018 | 200.00 |
| 93722 | Vendor Continued Check | 05/24/2018 | 0.00 |
| 93723 | MCDONOUGH'S WATERJETTING AND | 05/24/2018 | 8,403.49 |
| 93724 | MEDICARE PREMIUM COLLECTION CT | 05/24/2018 | 503.40 |
| 93725 | MENARDS-MAPLEWOOD | 05/24/2018 | 34.86 |
| 93726 | MID CITY SERVICES - INDUSTRIAL | 05/24/2018 | 1,817.25 |
| 93727 | MINVALCO INC | 05/24/2018 | 62.30 |
| 93728 | MN ASSOC OF STUDENT COUNCILS | 05/24/2018 | 140.00 |
| 93729 | Vendor Continued Check | 05/24/2018 | 0.00 |
| 93730 | Vendor Continued Check | 05/24/2018 | 0.00 |
| 93731 | MN DEPT OF HEALTH | 05/24/2018 | 640.00 |
| 93732 | MN SWORD PLAY | 05/24/2018 | 300.00 |
| 93733 | MN ZOO | 05/24/2018 | 1,788.00 |
| 93734 | MOBILE RADIO ENGINEERING INC | 05/24/2018 | 452.05 |
| 93735 | MODERN FENCE & CONST INC | 05/24/2018 | 300.00 |
| 93736 | MOUNDS VIEW HIGH SCHOOL | 05/24/2018 | 125.00 |
| 93737 | MSNA | 05/24/2018 | 2,955.00 |
| 93738 | MN THREAT ASSESSMENT & | 05/24/2018 | 4,200.00 |
| 93739 | MUMBLEAU, RICHARD THOMAS | 05/24/2018 | 160.00 |
| 93740 | MY MEDICAL CLINIC | 05/24/2018 | 615.00 |
| 93741 | MYSTERY SCIENCE INC | 05/24/2018 | 499.00 |
| 93742 | NASSEFF MECH CONTRACTORS | 05/24/2018 | 3,366.48 |
| 93743 | NESTAVAL, VIRONICA | 05/24/2018 | 50.00 |
| 93744 | NEWBRIDGE EDUCATIONAL PUB | 05/24/2018 | 962.28 |
| 93745 | NORCENTRONIX DISTRIBUTING | 05/24/2018 | 140.80 |
| 93746 | NORTHBOUND CREATIVE | 05/24/2018 | 55.00 |
| 93747 | NORTHEAST METRO INTERMEDIATE D | 05/24/2018 | 475,303.97 |
| 93748 | NORTHERN DOOR COMPANY | 05/24/2018 | 3,384.40 |
| 93749 | Vendor Continued Check | 05/24/2018 | 0.00 |
| 93750 | OFFICE DEPOT | 05/24/2018 | 682.01 |
| 93751 | ON SITE SANITATION INC | 05/24/2018 | 740.85 |
| 93752 | ONENECK IT SOLUTIONS LLC | 05/24/2018 | 525.00 |
| 93753 | OPATRYN, ANDREA KATHERINE | 05/24/2018 | 5.60 |
| 93754 | OXYGEN SERVICE CO INC | 05/24/2018 | 57.00 |
| 93755 | PANERA LLC | 05/24/2018 | 148.71 |
| 93756 | PEARSON EDUCATION INC | 05/24/2018 | 487.43 |
| 93757 | PEEQ TECHNOLOGIES | 05/24/2018 | 374.35 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|--------------------------------|------------|--------------|
| 93758 | PERSOON, JOHN | 05/24/2018 | 300.00 |
| 93759 | PARENT INSTITUTE FOR QUALITY E | 05/24/2018 | 62,000.00 |
| 93760 | PODRATZ, DIANE J | 05/24/2018 | 80.00 |
| 93761 | PODRATZ, JAMES C | 05/24/2018 | 80.00 |
| 93762 | POESCHEL, SCOTT | 05/24/2018 | 154.00 |
| 93763 | POLAR CHEVROLET MAZDA | 05/24/2018 | 155.12 |
| 93764 | PRESS PUBLICATIONS | 05/24/2018 | 182.05 |
| 93765 | RATTE, DAVE | 05/24/2018 | 160.00 |
| 93766 | RATWIK ROSZAK & MALONEY PA | 05/24/2018 | 630.00 |
| 93767 | RED BALLOON BOOKSHOP | 05/24/2018 | 95.89 |
| 93768 | REITELBACH, ADAM | 05/24/2018 | 131.00 |
| 93769 | THE RETROFIT COMPANIES INC | 05/24/2018 | 650.99 |
| 93770 | REYNOLDS, SHANNON | 05/24/2018 | 77.00 |
| 93771 | SAINTS NORTH MAPLEWOOD | 05/24/2018 | 592.00 |
| 93772 | SCANTRON CORPORATION | 05/24/2018 | 526.09 |
| 93773 | SCHMEICHEL, RUSS | 05/24/2018 | 75.00 |
| 93774 | SCHOLASTIC INC | 05/24/2018 | 256.14 |
| 93775 | SCHOLASTIC INC | 05/24/2018 | 447.72 |
| 93776 | SCHOLASTIC BOOK FAIRS | 05/24/2018 | 600.16 |
| 93777 | SCHOLASTIC READING CLUB | 05/24/2018 | 60.00 |
| 93778 | SCHOOL SPECIALTY | 05/24/2018 | 898.87 |
| 93779 | SCHULTZ, PAUL | 05/24/2018 | 200.00 |
| 93780 | SEEVER, GRAY | 05/24/2018 | 160.00 |
| 93781 | SERVATIUS, ERIC MICHAEL | 05/24/2018 | 80.00 |
| 93782 | SITEONE LANDSCAPE SUPPLY | 05/24/2018 | 328.91 |
| 93783 | SOCIAL STUDIES SCHOOL SERVICE | 05/24/2018 | 523.81 |
| 93784 | ST PAUL PUBLIC SCHOOLS | 05/24/2018 | 2,625.46 |
| 93785 | ST PAUL SAINTS | 05/24/2018 | 278.14 |
| 93786 | STAPLES ADVANTAGE | 05/24/2018 | 2,191.79 |
| 93787 | STARIHA, BRUCE C | 05/24/2018 | 156.00 |
| 93788 | STAY TUNED PIANO SERVICES | 05/24/2018 | 75.00 |
| 93789 | STILLWATER AREA PUBLIC SCHOOLS | 05/24/2018 | 240.00 |
| 93790 | STOLTZ, STEVE | 05/24/2018 | 120.00 |
| 93791 | STREIT, JULIE | 05/24/2018 | 40.00 |
| 93792 | SUMMIT COMPANIES | 05/24/2018 | 720.00 |
| 93793 | SUPER DUPER PUBLICATIONS | 05/24/2018 | 387.80 |
| 93794 | TAMARACK NATURE CENTER | 05/24/2018 | 40.00 |
| 93795 | TARTON AREA YOUTH ENRICHMENT | 05/24/2018 | 768.45 |
| 93796 | THOMPSON, STEPHEN | 05/24/2018 | 40.00 |
| 93797 | TRANS-MISSISSIPPI BIO SUPPLY | 05/24/2018 | 153.91 |
| 93798 | TRANSPORTATION MGMT CORP | 05/24/2018 | 123.50 |
| 93799 | TREASURED TRANSPORTATION | 05/24/2018 | 46,472.17 |
| 93800 | TROLLHAUGEN | 05/24/2018 | 357.00 |
| 93801 | TRUSTED EMPLOYEES | 05/24/2018 | 2,802.85 |
| 93802 | TURFWERKS INC | 05/24/2018 | 409.13 |
| 93803 | TWIN CITY OFFICIALS | 05/24/2018 | 960.00 |
| 93804 | TYLER TECHNOLOGIES INC | 05/24/2018 | 5,583.39 |
| 93805 | UHL CO INC | 05/24/2018 | 3,693.00 |
| 93806 | VALLEYFAIR GROUP SALES | 05/24/2018 | 955.50 |
| 93807 | VEENSTRA, HEATHER | 05/24/2018 | 40.00 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|--------------------------------|-------------------------|--------------|
| 93808 | WHITE BEAR CENTER FOR THE ARTS | 05/24/2018 | 150.00 |
| 93809 | WHITE BEAR DANCE CENTER | 05/24/2018 | 705.00 |
| 93810 | WHITE BEAR GLASS INC | 05/24/2018 | 240.00 |
| 93811 | WELLNER LAW PLLC | 05/24/2018 | 200.00 |
| 93812 | WHITE, TIM | 05/24/2018 | 120.00 |
| 93813 | WILSON, GARY | 05/24/2018 | 100.00 |
| 93814 | XCEL ENERGY | 05/24/2018 | 30,991.47 |
| 93815 | YOUTH ENRICHMENT LEAGUE | 05/24/2018 | 1,714.50 |
| 93816 | ZHANG, HOUYU | 05/24/2018 | 1,026.60 |
| 93817 | ZHANG, HOUYU | 05/24/2018 | 226.60 |
| 210 | Computer | Check(s) For a Total of | 1,046,235.84 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|-----------------------------|-------------------------|--------------|
| 93164 | FRATTALONES HARDWARE STORES | 05/24/2018 | 0.00 |
| 1 | Manual | Check(s) For a Total of | 0.00 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|------------------------|-------------------------|--------------|
| 93458 | HERITAGE | 05/24/2018 | 217.84 |
| 93592 | VALLEYFAIR GROUP SALES | 05/24/2018 | 2,817.50 |
| 2 | Void | Check(s) For a Total of | 3,035.34 |

| | | | | |
|-----------|-----|--------------------------|-----------------------|--------------|
| | 1 | 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 |
| | 210 | Computer | Checks For a Total of | 1,046,235.84 |
| Total For | 211 | Manual, Wire Tran, ACH & | Computer Checks | 1,046,235.84 |
| Less | 2 | Voided | Checks For a Total of | 3,035.34 |
| | | | Net Amount | 1,043,200.50 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|------------------------|-------------------------|--------------|
| 9990537 | Vendor Continued Check | 05/25/2018 | 0.00 |
| 9990538 | BMO | 05/25/2018 | 25,929.86 |
| 2 | Computer | Check(s) For a Total of | 25,929.86 |

| | | | | |
|-----------|---|--------------------------|-----------------------|-----------|
| | 0 | Manual | Checks For a Total of | 0.00 |
| | 0 | Wire Transfer | Checks For a Total of | 0.00 |
| | 0 | ACH | Checks For a Total of | 0.00 |
| | 2 | Computer | Checks For a Total of | 25,929.86 |
| Total For | 2 | Manual, Wire Tran, ACH & | Computer Checks | 25,929.86 |
| Less | 0 | Voided | Checks For a Total of | 0.00 |
| | | | Net Amount | 25,929.86 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-------------------------------------|--------------------------------|------------|--------------|
| 9990539 | AIG | 05/29/2018 | 6,488.95 |
| 9990540 | AMERICAN FUNDS | 05/29/2018 | 85,955.86 |
| 9990541 | AMERICAN UNITED LIFE | 05/29/2018 | 88,165.53 |
| 9990542 | AMERIPRISE FINANCIAL SERVICES | 05/29/2018 | 13,340.88 |
| 9990543 | AXA EQUITABLE | 05/29/2018 | 30,997.82 |
| 9990544 | EDUCATION MN ESI BILLING TRUST | 05/29/2018 | 34,514.87 |
| 9990545 | Vendor Continued Check | 05/29/2018 | 0.00 |
| 9990546 | Vendor Continued Check | 05/29/2018 | 0.00 |
| 9990547 | Vendor Continued Check | 05/29/2018 | 0.00 |
| 9990548 | Vendor Continued Check | 05/29/2018 | 0.00 |
| 9990549 | INTERNAL REVENUE SERVICE | 05/29/2018 | 683,390.53 |
| 9990550 | METROPOLITAN LIFE | 05/29/2018 | 2,432.39 |
| 9990551 | MN DEPT OF HUMAN SERVICES | 05/29/2018 | 1,514.50 |
| 9990552 | MN DEPT OF REVENUE | 05/29/2018 | 114,431.11 |
| 9990553 | MN REVENUE | 05/29/2018 | 857.95 |
| 9990554 | MN STATE RETIREMENT | 05/29/2018 | 6,222.11 |
| 9990555 | Vendor Continued Check | 05/29/2018 | 0.00 |
| 9990556 | PUBLIC EMP RETIREMENT ASSOC | 05/29/2018 | 119,608.62 |
| 9990557 | TEACHERS RETIREMENT ASSOC | 05/29/2018 | 342,003.14 |
| 9990558 | VANGUARD SMALL BUSINESS SERVIC | 05/29/2018 | 28,104.87 |
| 9990559 | WHITE BEAR LAKE TEACHERS ASSOC | 05/29/2018 | 41,489.11 |
| 21 Computer Check(s) For a Total of | | | 1,599,518.24 |

| | | | | |
|-----------|----|--------------------------|-----------------------|--------------|
| | 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 |
| | 21 | Computer | Checks For a Total of | 1,599,518.24 |
| Total For | 21 | Manual, Wire Tran, ACH & | Computer Checks | 1,599,518.24 |
| Less | 0 | Voided | Checks For a Total of | 0.00 |
| | | | Net Amount | 1,599,518.24 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|--------------------------------|-------------------------|--------------|
| 93818 | ACME TOOLS | 05/30/2018 | 276.00 |
| 93819 | AMAZON | 05/30/2018 | 474.99 |
| 93820 | AMAZON | 05/30/2018 | 25.37 |
| 93821 | AMAZON | 05/30/2018 | 1,460.19 |
| 93822 | ANDERSON, JAMES R | 05/30/2018 | 200.00 |
| 93823 | BARNES & NOBLE | 05/30/2018 | 278.01 |
| 93824 | BOLDUC, MARIETTE | 05/30/2018 | 59.00 |
| 93825 | DAVID BYE SERVICES | 05/30/2018 | 305.00 |
| 93826 | GROTH MUSIC CO | 05/30/2018 | 419.95 |
| 93827 | HEGGIES PIZZA | 05/30/2018 | 3,181.15 |
| 93828 | HISDAHL INC | 05/30/2018 | 105.00 |
| 93829 | ISD #621 MOUNDS VIEW PUBLIC SC | 05/30/2018 | 28,568.68 |
| 93830 | KITTO, JULIAN | 05/30/2018 | 700.00 |
| 93831 | KOWITZ, MARY J | 05/30/2018 | 354.55 |
| 93832 | MN DEPT OF EMPLOY & ECONOMIC | 05/30/2018 | 2,922.27 |
| 93833 | NATIVE PRIDE PRODUCTIONS, INC | 05/30/2018 | 500.00 |
| 93834 | ONEKA RIDGE GOLF COURSE | 05/30/2018 | 2,400.00 |
| 93835 | PIONEER MFG CO | 05/30/2018 | 177.50 |
| 93836 | PUBLIC EMP RETIREMENT ASSOC | 05/30/2018 | 64.06 |
| 93837 | REGENTS OF THE UNIV OF MN | 05/30/2018 | 1,585.00 |
| 93838 | ROCHESTER 100 INC | 05/30/2018 | 562.50 |
| 93839 | SAMS CLUB | 05/30/2018 | 379.78 |
| 93840 | ST ANDREWS LUTHERAN CHURCH | 05/30/2018 | 100.00 |
| 93841 | TORIS PRECIOUS PETS | 05/30/2018 | 125.00 |
| 24 | Computer | Check(s) For a Total of | 45,224.00 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|---------------|-------------------------|--------------|
| 93623 | ANDERSON, JIM | 05/30/2018 | 200.00 |
| 1 | Void | Check(s) For a Total of | 200.00 |

| | | | | |
|-----------|----|--------------------------|-----------------------|-----------|
| | 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 |
| | 24 | Computer | Checks For a Total of | 45,224.00 |
| Total For | 24 | Manual, Wire Tran, ACH & | Computer Checks | 45,224.00 |
| Less | 1 | Voided | Checks For a Total of | 200.00 |
| | | Net Amount | | 45,024.00 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|--------------------------|------------|--------------|
| 171801188 | ANDERSON, JON C | 05/30/2018 | 94.97 |
| 171801189 | CANNIFF, AMY E | 05/30/2018 | 114.02 |
| 171801190 | CARNEY, AMY S | 05/30/2018 | 576.91 |
| 171801191 | HIGGINS, SHEILA J | 05/30/2018 | 141.60 |
| 171801192 | INDLECOFFER, TRACI D | 05/30/2018 | 50.06 |
| 171801193 | JORGENSEN, AMY L | 05/30/2018 | 124.13 |
| 171801194 | KELLY-KENNEDY, ERIKA D | 05/30/2018 | 120.00 |
| 171801195 | LAMWERS, LINDSAY M | 05/30/2018 | 114.90 |
| 171801196 | MCCANN, ALLISON N | 05/30/2018 | 69.76 |
| 171801197 | OTTAVIANI, AMY M | 05/30/2018 | 318.35 |
| 171801198 | SCHOCHENMAIER, TIMOTHY R | 05/30/2018 | 780.00 |
| 171801199 | SCHOUVIELLER, LORI J | 05/30/2018 | 253.43 |
| 171801200 | SOKOLOWSKI, KELLY S | 05/30/2018 | 53.70 |
| 171801201 | WAGNER, JEFFREY PAUL | 05/30/2018 | 75.00 |
| 171801202 | WALFOORT, ANTHONY J | 05/30/2018 | 151.23 |
| 171801203 | YOUNKER, KATHRYN R | 05/30/2018 | 16.51 |

| | | | |
|----|-----|-------------------------|----------|
| 16 | ACH | Check(s) For a Total of | 3,054.57 |
|----|-----|-------------------------|----------|

| | | | | |
|-----------|----|--------------------------|-----------------------|----------|
| | 0 | Manual | Checks For a Total of | 0.00 |
| | 0 | Wire Transfer | Checks For a Total of | 0.00 |
| | 16 | ACH | Checks For a Total of | 3,054.57 |
| | 0 | Computer | Checks For a Total of | 0.00 |
| Total For | 16 | Manual, Wire Tran, ACH & | Computer Checks | 3,054.57 |
| Less | 0 | Voided | Checks For a Total of | 0.00 |
| | | Net Amount | | 3,054.57 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|-----------|--------------------------------|-------------------------|--------------|
| 93842 | GREATER TWIN CITIES UNITED WAY | 05/30/2018 | 197.20 |
| 93843 | IUOE LOCAL 70 | 05/30/2018 | 2,318.57 |
| 93844 | MN HISTORICAL SOCIETY | 05/30/2018 | 2,749.00 |
| 93845 | RAUSCH, STURM, ISRAEL, | 05/30/2018 | 229.48 |
| 93846 | Vendor Continued Check | 05/30/2018 | 0.00 |
| 93847 | SCHOOL SERVICE EMPLOYEES | 05/30/2018 | 8,026.93 |
| 93848 | US DEPT OF EDUCATION | 05/30/2018 | 495.11 |
| 93849 | WBLA EDUCATIONAL FOUNDATION | 05/30/2018 | 452.00 |
| 93850 | WI SCTF | 05/30/2018 | 824.69 |
| 9 | Computer | Check(s) For a Total of | 15,292.98 |

| | | | | |
|-----------|---|--------------------------|-----------------------|-----------|
| | 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 |
| | 9 | Computer | Checks For a Total of | 15,292.98 |
| Total For | 9 | Manual, Wire Tran, ACH & | Computer Checks | 15,292.98 |
| Less | 0 | Voided | Checks For a Total of | 0.00 |
| | | Net Amount | | 15,292.98 |

Goodbye, Arcand OUT!

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: **June 11, 2018**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for Finance and Operations and Tom Wiczorek, Director of Finance**

| Donation | Donor | Recipient |
|---|---|---|
| \$500 for a family in need | Christ the King Lutheran Church | Birch Lake Elementary |
| 500 free My Size Meals or 6 piece Chicken Rings with adult purchase | White Castle #36 | Oneka Elementary |
| Chips and Salsa for teacher conference | Don Julios | Lincoln Elementary |
| \$100 to be used toward kids who do not have a lunch meal | Tina and Charles Nguyen | Lincoln Elementary |
| 750 Free Chik-fil-A Nuggets Kid's Meal, Original or Grilled (4-count) or Chick-n-Strip Kid's meal (1 count) | Chick-fil-A | Oneka |
| Office and school supplies, computer monitor | Tom and June Sinnett | Lincoln Elementary |
| \$300 from Allina Health Dollars for Doers program | Bradley Messerschmidt (Dollars for Doers) | Sunrise Park Middle School |
| \$100 for Fishing Team | Thomas Sarne Construction | White Bear Lake Area High School |
| \$100 for Fishing Team | Precision Trimming, Inc. | White Bear Lake Area High School |
| \$500 for Fishing Team | Woody's Rebar Co., Inc. | White Bear Lake Area High School |
| \$100 for Fishing Team | JJ's Bierstube, Inc. | White Bear Lake Area High School |
| \$100 for Boys Tennis Team | VFW – Keep Zimmer Post #1782 | White Bear Lake Area High School |
| Tenor Saxophone; Snare Drum, case, stand and sticks; bell kit, case, stand and mallets | Mary Jo Stewart | Sunrise Park Middle School Band Program |
| Accent student trumpet and method book | Kate Macrae | Sunrise Park Middle School Band Program |
| \$15 for Bob Jackson Scholarship | Sharon Radd and James Benick | White Bear Lake Area High School – South Campus |
| \$100 for Bob Jackson Scholarship | SPUDS LLC | White Bear Lake Area High School – South Campus |

| | | |
|-------------------------------------|---|---|
| \$50 for Bob Jackson Scholarship | Minnesota Valley Uniserv | White Bear Lake Area High School – South Campus |
| \$20 for Bob Jackson Scholarship | Kevin and Ann Haggerty | White Bear Lake Area High School – South Campus |
| \$15 for Bob Jackson Scholarship | Kevin and Gweneth Case | White Bear Lake Area High School – South Campus |
| \$20 for Bob Jackson Scholarship | Linda Hanson | White Bear Lake Area High School – South Campus |
| \$30 for Bob Jackson Scholarship | Doug and Lola Baxter | White Bear Lake Area High School – South Campus |
| \$20 for Bob Jackson Scholarship | Steven and Janet Schonrock | White Bear Lake Area High School – South Campus |
| \$40 for Bob Jackson Scholarship | Sheri and John Stewart | White Bear Lake Area High School – South Campus |
| \$25 for Bob Jackson Scholarship | Dennis and Barbara Schluender | White Bear Lake Area High School – South Campus |
| \$50 for Bob Jackson Scholarship | Clayton Copple | White Bear Lake Area High School – South Campus |
| \$25 for Bob Jackson Scholarship | Thomas or Bonnie Spivak | White Bear Lake Area High School – South Campus |
| \$1,000 for Bob Jackson Scholarship | Jonathan and Jaclyn Chaffee | White Bear Lake Area High School – South Campus |
| \$50 for Bob Jackson Scholarship | Roosevelt Sunshine Fund Roosevelt School | White Bear Lake Area High School – South Campus |
| \$50 for Bob Jackson Scholarship | Joseph Tempel, M.D. and Kay Tempel | White Bear Lake Area High School – South Campus |
| \$25 for Bob Jackson Scholarship | Roger and Debra Claeys | White Bear Lake Area High School – South Campus |
| \$50 for Bob Jackson Scholarship | Dorothy Ecker | White Bear Lake Area High School – South Campus |
| \$40 for Bob Jackson Scholarship | Ronald and Kathleen Severson | White Bear Lake Area High School – South Campus |
| \$50 for Bob Jackson Scholarship | T.J. Broadcast Services Thomas Witschen | White Bear Lake Area High School – South Campus |
| \$40 for Bob Jackson Scholarship | Joyce Barnett | White Bear Lake Area High School – South Campus |
| \$50 for Bob Jackson Scholarship | Douglas and Jenny Meslow | White Bear Lake Area High School – South Campus |
| \$20 for Bob Jackson Scholarship | Michael and Debra Butler | White Bear Lake Area High School – South Campus |
| \$20 for Bob Jackson Scholarship | Christine and Jon Anderson | White Bear Lake Area High School – South Campus |
| \$100 for Bob Jackson Scholarship | Michael and Shirley Stefanski | White Bear Lake Area High School – South Campus |
| \$20 for Bob Jackson Scholarship | Frank and Jean Osendorf | White Bear Lake Area High School – South Campus |
| \$100 for Bob Jackson Scholarship | Dorothy Dupper and Ross Dupper | White Bear Lake Area High School – South Campus |
| \$15 for Bob Jackson Scholarship | Jane and Lawrence Koenig | White Bear Lake Area High School – South Campus |

| | | |
|--------------------------------------|---|---|
| \$100 for Bob Jackson Scholarship | Jill Konrath | White Bear Lake Area High School – South Campus |
| \$20 for Bob Jackson Scholarship | Janel and Michel Toussaint | White Bear Lake Area High School – South Campus |
| \$25 for Bob Jackson Scholarship | Jill and Peter Thelen | White Bear Lake Area High School – South Campus |
| \$20 for Bob Jackson Scholarship | Robert and Sheila Schultz | White Bear Lake Area High School – South Campus |
| \$25 for Bob Jackson Scholarship | G. Scott and Jill Lutgens | White Bear Lake Area High School – South Campus |
| \$25 for Bob Jackson Scholarship | James Simser | White Bear Lake Area High School – South Campus |
| \$150 for Bob Jackson Scholarship | Mary Jackson | White Bear Lake Area High School – South Campus |
| \$100 for Bob Jackson Scholarship | Suburban East Conference | White Bear Lake Area High School – South Campus |
| \$125 for Bob Jackson Scholarship | Larry Osendorf | White Bear Lake Area High School – South Campus |
| \$500 for Manufacturing Scholarship | Water Gremlin Company John Johnston | White Bear Lake Area High School – South Campus |
| \$500 for Scholarship | White Bear Lake Women of Today | White Bear Lake Area High School – South Campus |
| \$500 for Ahlness Scholarship | Col. And Mrs. Ahlness | White Bear Lake Area High School – South Campus |
| \$250 | 3M Foundation | White Bear Lake Area High School – South Campus |
| \$1,000 for Band Booster Scholarship | White Bear Music Booster Club | White Bear Lake Area High School – South Campus |
| \$33,700 for Scholarships | White Bear Lake Area Educational Foundation | White Bear Lake Area High School – South Campus |

RECOMMENDATION: Accept donations.

AGENDA ITEM: **Field Trip Requests**

MEETING DATE: **June 11, 2018**

SUGGESTED DISPOSITION: **Consent Agenda**

CONTACT PERSON(S): **Sara Paul, Assistant Superintendent for Teaching and Learning and Tim Wald, Assistant Superintendent for Finance and Operations**

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 |
|-----------------------------------|-------------------------|-----------------------------------|------------------------------|------------------------------|--|-------------------------|---|
| March 8 – 17, 2019 Costa Rica | Lindsay & David Lamwers | 20 MS, 4 HS Week Without Walls | 1 | 24 | Total Cost per Student: \$2,460 Source of Revenue: Personal Funds, possible Scholarship Opportunities | Airfare | Take their studies outside of the classroom to serve, connect to, and gain understanding from their global community. |
| March 13 – 22, 2020 Costa Rica | Lindsay & David Lamwers | 20 MS, 4 HS Week Without Walls | 1 | 24 | Total Cost per Student: \$2,489 Source of Revenue: Personal Funds, possible Scholarship Opportunities | Airfare | Take their studies outside of the classroom to serve, connect to, and gain understanding from their global community. |

| | | | | | | | |
|---|----------------------------|-----------------------------------|---|----|--|---------|---|
| March 11 – 20, 2021 Vietnam, Cambodia and Thailand | Lindsay & David Lamwers | 18 HS Week Without Walls | 1 | 18 | Total Cost per Student: \$3,299 Source of Revenue: Personal Funds, possible Scholarship Opportunities | Airfare | Take their studies outside of the classroom to serve, connect to, and gain understanding from their global community. |
| March 12 – 21, 2021 Costa Rica | Lindsay & David Lamwers | 20 MS, 4 HS Week Without Walls | 1 | 18 | Total Cost per Student: \$3,299 Source of Revenue: Personal Funds, possible Scholarship Opportunities | Airfare | Take their studies outside of the classroom to serve, connect to, and gain understanding from their global community. |

Recommendation: The administration recommends the School Board approve the field trips.

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

WHEREAS, that human resources items, A-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

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| RESIGNATION/TERMINATION – CLASSIFIED STAFF |
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DEAN GORDEN – Program Assistant Leader, Oneka Elementary
Employed by District 624 since 10/25/2011
Effective Date: 06/07/2018

CHRISTOPHER HANSON – Pupil Support Assistant, Sunrise Park Middle School
Employed by District 624 since 09/19/2017
Effective Date: 06/07/2018

JACOB HUNT – Health Assistant, Birch Lake Elementary
Employed by District 624 since 08/30/2016
Effective Date: 06/07/2018

SONDRA KEENEY – Pupil Support Assistant, Transition Education Center
Employed by District 624 since 09/05/2017
Effective Date: 06/07/2018

ROBERT MACCORNACK – Bus Driver, Bus Garage
Employed by District 624 since 12/17/2007
Effective Date: 06/07/2018

CHERYL NESS – Program Assistant Leader, Otter Lake Elementary
Employed by District 624 since 08/29/2016
Effective Date: 06/07/2018

LARUEN PALM – Pupil Support Assistant, Transition Education Center
Employed by District 624 since 09/07/2015
Effective Date: 06/06/2018

LINDA TRIPLETT – Program Assistant Leader, Otter Lake Elementary
Employed by District 624 since 08/28/2017
Effective Date: 06/08/2018

KILEY VAN HORN – BEAR Fundamentals Lead Instructor, Otter Lake Elementary
Employed by District 624 since 09/02/2017
Effective Date: 06/09/2018

KELLIE YUNKER – Nurse Para, Transition Education Center
Employed by District 624 since 09/04/2017
Effective Date: 06/06/2018

RESIGNATION/TERMINATION – CERTIFIED STAFF

KAREN BEIRISE – Grade 3 Teacher, Birch Lake Elementary
Employed by District 624 since 08/21/2013
Effective Date: 06/08/2018

STACY MUTHS – Special Education Teacher, Central Middle School
Employed by District 624 since 08/24/1998
Effective Date: 06/08/2018

KIRSTIE SCHNECK – Speech & Language Pathologist, Lincoln, Otter and Central
Employed by District 624 since 08/21/2017
Effective Date: 06/08/2018

RESIGNATION/TERMINATION – NON-AFFILIATED STAFF

JAMES BARNETT – Achievement and Integration Coordinator, District Center
Employed by District 624 since 08/15/2016
Effective Date: 06/08/2018

PAMELA CREGER – Title I Teacher Non-Public, District Wide
Employed by District 624 since 11/03/2017
Effective Date: 06/08/2018

RETIRMENT – CLASSIFIED

CAROL DRIELING – Program Assistant Leader, Lakeaires Elementary
Employed by District 624 since 10/19/1992
Effective Date: 06/07/2018

RETIRMENT – CERTIFIED

PATRICIA ROSSBACH – Science Teacher, Central Middle School
Employed by District 624 since 01/02/1992
Effective Date: 06/08/2018

ALAN SCHULTZ – Science Teacher, Central Middle School
Employed by District 624 since 08/27/1990
Effective Date: 06/08/2018

CHANGE OF ASSIGNMENT – CLASSIFIED STAFF

CHERYL ETERNO – Admin. Assist. – Building Assistant, Willow Lane Elementary
From 5.0 hrs. per day To 6.5 hrs. per day
Effective Date: 2018-2019 School Year

MOLLY FRANTA – From Admin. Assist. – Assoc. Principal, Central Middle School
To Admin. Assist – Principal, Otter Lake Elementary
From Level III, Step 3, \$19.94 per hour To Level IV, Step 3, \$20.88 per hour
Effective Date: 2018-2019 School Year

MEGAN FROST – From Admin. Assist. – Principal, Willow Lane Elementary
To Admin. Assist – Principal, Central Middle School
From 206 days per year to 260 days per year
Effective Date: 06/18/2018

JOLEEN NICKELS – From Admin. Assist. – Principal, Central Middle School
To Admin. Assist – Cabinet Member, District Center
From Level IV, Step 2, \$19.41 per hour To Level V, Step 2, \$20.88 per hour
Effective Date: 05/21/2018

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| CHANGE OF CLASSIFICATION – CLASSIFIED STAFF |
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KATHERYN ROBINSON – From Admin. Asst. – Cabinet Member, Secretarial and Clerical Unit
To Admin. Assistant to Asst. Superintendent, Confidential Unit
Step 3, \$28.19 per hour, 8 hours per day, 130 days
Effective Date: 01/01/2018

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| CHANGE OF EMPLOYMENT STATUS – CERTIFIED STAFF |
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LORI MARIANI – Special Education Teacher, Central Middle School
Rescind Retirement date 06/08/2018
Recommendation, based on employee's request, to rescind initial request for retirement with no break in service.

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| PART TIME LEAVE REQUEST – CERTIFIED STAFF |
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LORI FELTON – Intervention Teacher, Matoska Elementary
Position .5 (Leave .5)
Effective Date: 2018-2019 School Year

LAURA KRUEGER – Physical Therapist, Normandy Park
Position .75 (Leave .15)
Effective Date: 2018-2019 School Year

DAG RISENG – Special Education Teacher, District Wide
Position .6 (Leave .4)
Effective Date: 2018-2019 School Year

FULL TIME LEAVE REQUEST – CLASSIFIED STAFF

NICOLE MCKINNEY – Pupil Support Assistant, Oneka Elementary
Employed by District 624 since 10/25/2010
Effective Date: 2018-2019 School Year

PART – TIME TEACHER PROGRAM – CERTIFIED STAFF

LAURA KRUEGER – Physical Therapist, Normandy Park
Employed by District since 08/27/1990
Effective: 2018-2019 School Year

EXTRA ASSIGNMENT – CERTIFIED STAFF

KARLIE MYETTE – .2 FTE Mathematics Teacher, Central Middle School
MA+15, Step 13, \$15,603.00
Effective Date: 08/27/2018

NEW PERSONNEL – CLASSIFIED STAFF

KIRSTEN JENKINS – Health Assistant/Child Study Secretary, Willow Lane Elementary
\$18.72/hr., 7.5 hrs. per day/ 185 days, \$25,975.00
Effective Date: 08/24/2018

JENNIFER KEALY – Admin. Assist. – Building Assistant, Willow Lane Elementary
\$17.63/hr., 5.0 hrs. per day/ 180 days, \$15,867.00
Effective Date: 2018-2019 School Year

MEGAN KELLY – Pupil Support Assistant, Otter Lake Elementary
\$18.77/hr., 6.5 hrs. per day/ 180 days, \$21,960.90
Effective Date: 2018-2019 School Year

COYA NIGHT PIPE – Human Resources Assistant, District Center
\$24.04/hr., 8.0 hrs. per day/ 260 day
Effective Date: 06/11/2018

ROSE ROBERTS – Part-Time Cook, Central Middle School
\$14.79/hr., 3.75 hrs. per day/ 16 days, \$1,005.72
Effective Date: 05/17/2018

BREENA SLIVIK – Pupil Support Assistant, TEC
\$18.77/hr., 6.0 hrs. per day/ 180 days, \$20,271.60
Effective Date: 2018-2019 School Year

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| NEW PERSONNEL – NON-AFFILIATED |
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NICOLE LOCH – Supervisor -Student Support Services Department, District Center
\$106,305.00
Effective Date: July 1, 2018

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| NEW PERSONNEL – CERTIFIED STAFF |
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JACQUELINE BAKER – .9 FTE PLTW & Science Teacher, Central Middle School
BA+45, Step 2, \$39,309.60
Effective Date: 2018-2019 School Year

REGAN CERZA – Special Education Teacher, Matoska Elementary
BA+60, Step 2, \$48,078.00
Effective Date: 2018-2019 School Year

ALISON DAVIES – Grade 2 Teacher, Matoska Elementary
MA, Step 2, \$49,524.00
Effective Date: 2018-2019 School Year

JANET ELLIOT – Orchestra Teacher, Matoska Elementary
BA, Step 1, \$43,310.00
Effective Date: 2018-2019 School Year

JOSEPH HELD – Social Studies Teacher, WBLAHS - North
MA+15, Step 6, \$57,199.00
Effective Date: 2018-2019 School Year

CORY HOFFMANN – Social Studies Teacher, Central Middle School
BA, Step 5, \$48,051.00
Effective Date: 2018-2019 School Year

VICTORIA MCKENZIE – Language Arts Teacher, Sunrise Park Middle School
BA, Step 2, \$44,191.00
Effective Date: 2018-2019 School Year

MOLLY OKLOBZIJA – Language Arts Teacher, Central Middle School
MA, Step 11, \$69,192.00
Effective Date: 2018-2019 School Year

EMILY SCANLON – Grade 3 Teacher, Otter Lake Elementary
BA+45, Step 1, \$46,029.00
Effective Date: 2018-2019 School Year

ELIZABETH SCHWALBACH – Mathematics Teacher, Central Middle School
BA, Step 2, \$44,191.00
Effective Date: 2018-2019 School Year

MAUREEN SULLIVAN – Special Education Teacher, Building to be Determined
MA, Step 13, \$76,306.00
Effective Date: 2018-2019 School Year

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| LONG TERM SUBSTITUTE – CERTIFIED STAFF |
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KATHERINE LUNDE – Grade 3 Teacher, Vadnais Heights Elementary
MA, Step 2, \$4,993.19
Effective Date: 05/14/2018 through 06/08/2018

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: **Excellence in Financial Reporting Awards**

MEETING DATE: **June 11, 2018**

SUGGESTED DISPOSITION: **Information Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for
Finance and Operations**

BACKGROUND:

The White Bear Lake Area School Board recently received an Excellence in Financial Reporting award from the Association of School Business Officials (ASBO), and the GFOA's Certificate of Achievement for Excellence in Financial Reporting. These awards are the highest forms of recognition given in the area of governmental accounting and financial reporting, ISD 624 has received these awards for eighteen consecutive years.

"The finance team in White Bear works hard to navigate a complicated state school finance system, and the district has a history of excellence in this area," said Assistant Superintendent for Finance and Operations Tim Wald. "This recognition demonstrates the commitment of both the School Board and district leadership have to transparency and accountability with our finances."

The White Bear Lake Area School District has received a bond rating of AA from Standard and Poor's every year the district has applied since 2010.

AGENDA ITEM: **Superintendent's Report**

MEETING DATE: **June 11, 2018**

SUGGESTED DISPOSITION: **Information Item**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

Dr. Kazmierczak will provide information on current issues and events pertaining to the White Bear Lake Area Schools.

D. DISCUSSION ITEMS

AGENDA ITEM: **Policy 404, Employee Background Checks**
MEETING DATE: **June 11, 2018**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Mitch Cooper, Director of Human Resources**

BACKGROUND:

School Board Policy 404, Employee Background Checks, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

This policy had minor changes to section III Procedures: A, deleted C, changed D to C and all of the others through J.

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of volunteers, independent contractors, and student employees in the school district.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 16 School Board meeting agenda or a subsequent meeting for action.

Adopted: April 29, 1996
Revised: January 11, 2010
Revised: October 11, 2010

White Bear Lake Area School District #624 Policy 404
Revised: October 8, 2012

404 EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or providing services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. An individual will not commence employment until the school district receives the results of the criminal history background check. ~~However, the school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check, but shall notify the individual that the individual's employment or opportunity to provide services may be terminated~~

~~based on the result of the background check.~~ Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minn. Stat. § 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and/or the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer or granted permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

~~C. The school district, at its discretion, may elect not to request a criminal history background check on an individual who holds an initial teaching license issued by the state board of teaching or the commissioner of education within the 12 months preceding an offer of employment or permission to provide services.~~

- ~~D.~~^{C.} The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:

1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
2. the other school hiring authority conducted a criminal background check within the previous 12 months;
3. the individual executes a written consent form giving the school district access to the results of the check; and
4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.

- ~~E.~~^{D.} For all non-state residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the individual's

resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or providing services to, the school district. Such individuals must provide an executed criminal history consent form.

- ~~F.~~E. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- ~~G.~~F. Copies of this policy shall be available in the school district's employment office and will be distributed, upon request, to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services. The requirement to submit to a criminal history background check may be included with the basic criteria for employment or providing services in the position posting and position advertisements.
- ~~H.~~G. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- ~~I.~~H. If the criminal history background check precludes the individual from employment with, or providing services to, the school district, the individual will be so advised.
- ~~J.~~I. The school district ~~may~~ **shall** apply these procedures ~~to other volunteers, independent contractors, or student employees.~~
- ~~K.~~J. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal History Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References:

CRIMINAL BACKGROUND CHECK –MS 123B.03
COMBINED DISCLOSURE AND INFORMED CONSENT FORM FOR VOLUNTEERS
(Important: Please read entire document before signing)

White Bear Lake School District 624
District Center
4855 Bloom Ave
White Bear Lake, MN. 55110

The Fair Credit Reporting Act requires that we inform you that a background check will be conducted as part of our employee screening process. This may include an inquiry to obtain information regarding your employment history, police record, education, qualifications, motor vehicle record, and/or credit and indebtedness. The primary objective of any investigation will be to verify information you provided on your application or consent form for employment with the district (includes paid and unpaid positions). A consumer report and/or an investigative consumer report may be obtained at any time during the background check process or during your time of employment with the district. Upon timely written request to our human resources department, and within five (5) days of this request, the name, address, and phone number of the reporting agency and the nature and scope of the report (if one is made) will be provided to you. You have the right to request details of the report from the consumer reporting agency. **Volunteer background checks are done every three (3) years.**

Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and phone number of the reporting agency, a summary of your rights under the Fair Credit Reporting Act, as well as additional information on your rights under the law.

The items of information requested below are required to process your background investigation. They are intended solely for that purpose and will not be used in a discriminatory manner for making of business decisions.

Are you willing to consent to a criminal background check? YES ____ NO ____

Full Legal Name of Volunteer (Please print): _____
First Middle Last

Maiden, Previous or Alias: _____ Email Address: _____

Address: _____ City/State/Zip _____

Date of Birth: _____ Social Security Number: _____ - _____ - _____

I hereby authorize White Bear Lake Area Schools, ISD 624 and/or Trusted Employees Employment Screening and their agents, without and reservation, to investigate my background as it pertains to criminal history pursuant to Minnesota Statute 123B.03 for the purpose of employment with the School District. I hereby release all persons, companies, or other entities furnishing such information from liability and responsibility in connection herewith.

DO NOT sign this section if you are **LESS THAN 18** years of age. See exemption below. **All others please sign below.**

This authorization shall be in effect for a period of no longer than one (1) year from the date of my signature.

Signature of Volunteer

Date

Notice: **ONLY** complete this section if you are requesting an exemption due to being **LESS THAN 18** years of age.

REQUEST FOR EXEMPTION FROM CRIMINAL BACKGROUND CHECK

I hereby request exemption from the criminal background check at this time based on the following:

____ I am less than 18 years of age. Date of Birth: _____ Print Full Name: _____

Signature of Minor/Guardian

Date

AGENDA ITEM: **Policy 420, Students and Employees with Communicable or Infectious Diseases**

MEETING DATE: **June 11, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 404, Employee Background Checks, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

This policy had minor changes to section II General Statement of Policy in A, B, D, H, J, and in Legal References.

The school board will adopt measures effectively responding to health concerns regarding communicable or infectious diseases while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 16 School Board meeting agenda or a subsequent meeting for action.

Adopted: April 29, 1996
Revised: May 9, 2005
Revised: May 12, 2008
Revised: April 12, 2010

*White Bear Lake Area
School District #624 Policy 420*

420 STUDENTS AND EMPLOYEES WITH COMMUNICABLE OR INFECTIOUS DISEASES

I. PURPOSE

The School Board will adopt measures effectively responding to health concerns regarding communicable or infectious diseases while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

~~It is~~ **T**he policy of the School Board **is** that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established in consultation with community health and private health care providers by the school district in its IEP and Section 504 team process. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees.

~~It is~~ **T**he policy of the School Board **is** that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions

1. Determinations of whether an infected individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case-by-case

basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the person is infectious), the severity of the risk (what is the potential harm to other people) and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student identified as having a disability, such a determination will be made in consultation with the Individual's Educational Planning (IEP) team.

2. The ~~S~~chool ~~B~~oard recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious diseases than other persons infected with the same disease. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee. These considerations may be in consultation with the physician of the student or employee, the parent/guardian of the student, and/or with the Minnesota Department of Health.

D. Student with Special Circumstances and Conditions

The Director of ~~Special Services~~ Student Support Services, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by a Minnesota Department of Health epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals, taking into consideration guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right-to-know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational (including health and safety) need to know and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right-to-know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a student or staff member has a reportable communicable disease or their medical condition threatens public health, a report will be made to the county and state health departments, and it must be reported to the Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with the Minn. Stat. 121A.23.

J. Vaccination and Screening

~~The school district will follow the law and guidelines for immunization of students (Minnesota Statute Sec. 121A.15 and Minnesota Rules Chapter 4604).~~

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Legal References: ~~Minn. Stat.121A.15 (School Immunization Law)~~
Minn. Stat. §121A.23 (Health-Related Programs)
Minn. Stat. §144.441-442 (Tuberculosis)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1400 *et seq.* (~~IDEA~~) (Individuals with Disabilities
Employment Improvement Act of 2004)
29 U.S.C. 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. §12101 *et seq.* (Americans with Disabilities Act)

29 C.F.R. 1910.1030 (Occupational Exposure to Bloodborne Pathogens)

Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.) *cert. denied*, 493 U.S. 892, 110 S. Ct. 239 (1989)

School Board of Nassau County, Fla. V. Arline, 480 U.S. 273, 107 S.Ct. 1123 (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: WBLASB Policy 402 (Disability Nondiscrimination)
WBLASB Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
WBLASB Policy 521 (Student Disability Nondiscrimination)
WBLASB Policy 530 (Immunization Requirements)

**PROCEDURES FOR POLICY 420: STUDENTS AND EMPLOYEES WITH
COMMUNICABLE OR INFECTIOUS DISEASES**

INCIDENT: INFECTIOUS DISEASE - EPIDEMIC / PANDEMIC

I. General Information

- A. Definitions:
 - 1. Epidemic - An outbreak or unusually high occurrence of a disease or illness in a population or area. (may include pertussis, mumps, meningitis, encephalitis, etc.)
 - 2. Pandemic - an epidemic that is geographically widespread; occurring throughout a region or even throughout the world. (May include: pandemic influenza, avian flu, SARS, etc.)
- B. The information in this incident plan is a general overview of preparedness planning and early detection. The response to an epidemic incident or a pandemic incident will have a varying response depending on the type of disease/illness and how widespread it is. County, state and federal public health agencies will become involved as cases are identified and geographical areas determined. The district is working with these officials to develop a complete preparedness and response plan.

II. Preparedness Hints:

- A. Protect yourself – wash hands, often, using soap and warm water.
- B. Cover your mouth when coughing or sneezing.
- C. Maintain a healthy life style, including eating healthy, getting exercise and getting enough rest.
- D. Maintain a good fluid intake.
- E. Use disinfectants or cleaning wipes on phones, desks, etc.
- F. Check with your doctor to ensure that your immunizations, including annual influenza immunization, are up to date. If not, get the appropriate immunizations.

III. During School Hours

- A. Students or staff showing signs of illness will report to the Health Office. Health Office employees will use designated procedures, including the use of personal protective equipment, to evaluate ~~person~~ their condition.

**PROCEDURES FOR POLICY 420: STUDENTS AND EMPLOYEES WITH
COMMUNICABLE OR INFECTIOUS DISEASES**

- B. Students or staff may be sent home or advised to seek medical care for further diagnosis or treatment.
- C. The Health Office, through a reporting process with the St. Paul - Ramsey County Department of Public Health or Washington County Department of Public Health, or Anoka county Public Health Department, (dependent on where the suspected or known cases reside), will track cases. The school district will refer to Hennepin County's "Infectious Diseases in Childcare Settings and Schools Manual". (<https://www.hennepin.us/Childcare Manual>)
- D. The Health Office will notify the building administrator when the presence of the infectious disease or the number of cases reaches the reporting level for that disease. (Diseases Reportable to the Minnesota Department of Health)
- E. The school nurse or building administrator will notify the Director of Student Support Services (651-407-7552) and the Superintendent (651-407-7563) or Assistant Superintendent for Teaching and Learning (651-407-7567).
- F. The district will work with the appropriate local, county and state agencies.
- G. A determination will be made whether or not to cancel school and/or to send students home.
- H. Plans for long-term school or district closing will be determined as needed.
- I. Designated District Administrator/Communications Coordinator will disseminate appropriate information to staff and students.
- J. The police department, in coordination with designated District Administrator/Communications, Coordinator will release information to media.
- K. Implement post-crisis procedures. (See: "Procedures – Post Crisis Review" section)

IV. Incident Occurs After Hours:

If an outbreak happens inside our school facilities after school hours the following steps should be followed.

- A. **Call (9) 911.**
- B. Locate Assistant Head Engineer/Custodian (see: Appendix: Emergency Phone Numbers)
- C. Assistant Head Engineer/Custodian will contact building administrator. If an outbreak happens in our community, not within our facilities, the building calling system will be used to contact staff regarding procedures to follow. Students and families should watch media reports for school closings, these procedures will be similar to the current school closings – snow procedures that the district ~~we~~ uses.

AGENDA ITEM: **Policy 507, Corporal Punishment**
MEETING DATE: **June 11, 2018**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Sara Paul, Assistant Superintendent for Teaching and Learning**

BACKGROUND:

School Board Policy 507, Corporal Punishment, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

This policy had changes to section III Exceptions and IV Violation.

The purpose of this policy is to describe limitations on corporal punishment of students.

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 16 School Board meeting agenda or a subsequent meeting for action.

Adopted: July 22, 1996
Revised: June 11, 2001
Revised: September 9, 2002

*White Bear Lake Area
School District Policy 507*

507 CORPORAL PUNISHMENT

I. PURPOSE

The purpose of this policy is to describe limitations on corporal punishment of students.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

III. EXCEPTIONS

~~A teacher or school principal~~ **An employee or agent of the school district** may use reasonable force when ~~it is necessary under the circumstances to correct or restrain a student or prevent~~ **from inflicting** bodily harm **to self** or death to another **person**. ~~Other school district employees, school bus drivers, or other agents of a school district may use reasonable force when necessary under the circumstances to restrain a student or prevent bodily harm or death to another.~~

IV. VIOLATION

Employees **and agents of the school district** who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to, and in accordance, with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the **those school district** employees **and agents**.

Legal References: Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 609.06 Subd. 1 (6)(7) (Authorized Use of Force)

Cross References: WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 506 (Student Discipline)

AGENDA ITEM: **Policy 513, Student Promotion, Retention and Program Design**

MEETING DATE: **June 11, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Sara Paul, Assistant Superintendent for Teaching and Learning**

BACKGROUND:

School Board Policy 513, Student PromotiOn, Retention and Program Design, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

This policy had changes to section II General Statement of Policy in C, Program Design.

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention and program design.

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 16 School Board meeting agenda or a subsequent meeting for action.

Adopted: September 8, 1997
Revised: June 11, 2001
Revised: November 8, 2010

White Bear Lake Area
School Board Policy 513

513 STUDENT PROMOTION, RETENTION AND PROGRAM DESIGN

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention and program design.

II. GENERAL STATEMENT OF POLICY

The School Board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

~~III. PROMOTION~~

A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next level at the completion of each school year.

~~IV. B. Retention~~

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. The superintendent's decision shall be final.

~~V. C. Program Design~~

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. ~~A procedure for screening and identifying~~ process to assess and evaluate students for program assignment can be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with creating the world's best workforce.
2. The school district will adopt guidelines for assessing and identifying students for participation in gifted and talented programs. The guidelines should include the use of:
 - a. Multiple objective criteria; and

- b. Assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to gender participation and to under-represented groups, including, but not limited to low-income, minority, twice, exceptional, and English learners.
- 23. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
 - a. Assess a student's readiness and motivation for acceleration; and
 - b. Match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.
- 4. The school district will adopt procedures which describe the comprehensive evaluation in cognitive, social, and emotional development domains to help determine a child's ability to meet kindergarten grade expectations and progress to first grade. The procedures must be sensitive to under-represented groups.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Program)
Minn. Stat. § 123B.143 Subd.1(Superintendents)

Cross References: WBLASB Policy 613 (Graduation Requirements)
WBLASB Policy 614 (School District Testing Policy and Procedure)
WBLASB Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEP, Section 504 Plans, and LEP Students)
WBLASB Policy 618 (Assessment of Student Achievement)
WBLASB Policy 620 (Credit for Learning)

AGENDA ITEM: **Policy 703, Annual Audit**

MEETING DATE: **June 11, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for
Finance and Operations**

BACKGROUND:

School Board Policy 703, Annual Audit, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

This policy has very minor changes in section III. Requirement.

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

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 16 School Board meeting agenda or a subsequent meeting for action.

Adopted: April 28, 1997
Revised: August 27, 2001
Revised: December 10, 2012
Revised: February 9, 2015

White Bear Lake Area School Board Policy 703

703 ANNUAL AUDIT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENT

- A. The ~~s~~School ~~b~~B~~o~~ard shall appoint independent certified public accountants to audit, examine and report upon the books and records of the school district. The ~~s~~School ~~b~~B~~o~~ard may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and staff shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit its unaudited financial data for the preceding year to the Commissioner ~~for~~ of Education on forms prescribed by the Commissioner. The report shall also include those items required by Minn. Stat. § 123B.14 Subd. 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.
- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance Guide issued by the Office of the State Auditor.

- F. The sSchool bBoard must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the sSchool bBoard regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. Ch. 6.

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

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

AGENDA ITEM: **Policy 706, Accepting of Gifts**

MEETING DATE: **June 11, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for
Finance and Operations**

BACKGROUND:

School Board Policy 706, Acceptance of Gifts, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

This policy has very minor changes in sections II, III, IV, and V.

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

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 16 School Board meeting agenda or a subsequent meeting for action.

706 ACCEPTANCE OF GIFTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. ACCEPTANCE OF GIFTS GENERALLY

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

IV. GIFTS OF REAL OR PERSONAL PROPERTY

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

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

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

Legal References: Minn. Stat. § 123B.402, Subd. 6 (Bequests, Donations, Gifts)
Minn. Stat. § 465.03 (Gifts to Municipalities)

Cross References:

AGENDA ITEM: **Policy 905, Advertising**

MEETING DATE: **June 11, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Marisa Vette, Director of Communications and
Community Relations**
Mitch Cooper, Director of Human Resources

BACKGROUND:

School Board Policy 905, Advertising, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

This policy has very minor changes in sections II, III, and Legal References.

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 16 School Board meeting agenda or a subsequent meeting for action.

905 ADVERTISING

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

II. GENERAL STATEMENT OF POLICY

~~It is~~ The school district's policy is that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

III. ADVERTISING GUIDELINES

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising for alcohol, tobacco, electronic cigarettes, drugs, drug paraphernalia, weapons, or pornographic or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectiveness of the school district or inappropriate for inclusion in the publication. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, gender, disability, ethnic, racial, and religious harassment.
- B. The district may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A above will apply. Advertising will not be allowed outside the specific area approved by the School Board. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.
- C. Donations that include or carry advertisements must be approved by the superintendent or designee.
- D. The school district or a school may acknowledge a donation it has received from an organization by displaying a "donated by", "sponsored in part by", or a similar by-line with the organization's name and/or symbol on the item. Examples include activity programs or yearbooks.

- E. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the superintendent or designee. Advertising will be limited to the specific event or purpose approved by the superintendent or designee.
- F. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, organization, or activity.

IV. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS.

- Legal References:** Minn. Stat. § 123B.93 (Advertising on School Buses)
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)
- Cross References:** WBLASB Policy 421 (Gifts to Employees and School Board Members)
WBLASB Policy 702 (Accounting)
WBLASB Policy

E. OPERATIONAL ITEMS

AGENDA ITEM: **Approval of Fiscal Year 2019 Preliminary Budget**

MEETING DATE: **June 11, 2018**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for Finance & Operations; Tom Wieczorek, Director of Finance**

BACKGROUND:

Attached please find the District's Fiscal Year 2019 Preliminary Budget that will be presented for approval at the June 11, 2018 School Board meeting. The budget was discussed at the May 21, 2018 work-study meeting. Adjustments to the budget were made based on that discussion; additionally, Minnesota's 2018 legislative session ended on May 20, 2018. Adjustments to the budget were made to reflect the results of the legislative session. The following is a summary of the preliminary budget:

| | Beginning Fund Balance | Revenues and Other Sources | Expenditures | Ending Fund Balance |
|---|---------------------------|-------------------------------|--------------|------------------------|
| General Fund (01, 03, 05) | 15,874,523 | 106,165,153 | 106,056,755 | 15,931,162 |
| Food Service Fund (02) | 329,024 | 4,567,275 | 4,555,196 | 341,103 |
| Community Service Fund (04) | 1,470,731 | 5,224,627 | 5,303,400 | 1,391,958 |
| Debt Service (07) | 1,421,500 | 4,815,800 | 5,059,666 | 1,177,634 |
| Other Post Employment Benefits Debt Service (47) | 874,017 | 6,171,522 | 5,887,663 | 1,157,876 |

RECOMMENDED ACTION: *Approve the fiscal year 2019 Preliminary Budget as presented.*

White Bear Lake Area Schools
General, Nutritional Services, and Community Services Funds--Revenues and Expenditures Summary
Preliminary FY19 and Projected FY20, FY21 & FY22 Budgets

| | Actual 2017 | Revised 2018 | Preliminary 2019 | Projected 2020 | Projected 2021 | Projected 2022 |
|--|----------------|-----------------|---------------------|-------------------|-------------------|-------------------|
| 1 General Fund | | | | | | |
| 2 Revenue | | | | | | |
| 3 Local sources | | | | | | |
| 4 Property taxes | 23,808,740 | 23,390,625 | 25,491,799 | 25,746,717 | 26,004,184 | 26,264,226 |
| 5 Investment earnings | 241,938 | 250,000 | 265,000 | 270,000 | 270,000 | 270,000 |
| 6 Other | 3,233,704 | 3,400,000 | 3,400,000 | 3,400,000 | 3,400,000 | 3,400,000 |
| 7 State sources | 61,758,255 | 65,019,295 | 67,464,722 | 68,439,369 | 69,423,763 | 70,418,001 |
| 8 Special Education | 11,926,095 | 12,436,918 | 12,996,579 | 13,581,425 | 14,192,589 | 14,831,256 |
| 9 Federal sources | 2,732,657 | 2,808,315 | 2,819,000 | 2,819,000 | 2,819,000 | 2,819,000 |
| 10 Total revenue | \$ 103,701,389 | \$ 107,305,153 | \$ 112,437,100 | \$ 114,256,511 | \$ 116,109,536 | \$ 118,002,482 |
| 11 | | | | | | |
| 12 Expenditures | | | | | | |
| 13 Current | | | | | | |
| 14 Administration | 4,428,948 | 4,576,783 | 4,666,353 | 4,727,713 | 4,820,116 | 4,913,073 |
| 15 District support services | 2,150,921 | 2,042,067 | 2,076,113 | 2,110,784 | 2,146,096 | 2,182,050 |
| 16 Elementary and secondary regular instruction | 47,911,170 | 49,895,167 | 52,224,060 | 53,350,363 | 54,510,597 | 55,543,188 |
| 17 Vocational education instruction | 1,534,004 | 929,441 | 947,050 | 965,050 | 983,453 | 999,398 |
| 18 Special education instruction | 20,846,113 | 21,218,016 | 22,489,821 | 22,936,735 | 23,394,007 | 23,853,480 |
| 19 Instructional support services | 7,901,076 | 7,874,475 | 8,337,451 | 8,116,211 | 8,251,706 | 8,386,529 |
| 20 Pupil support services | 4,355,368 | 4,560,032 | 4,650,188 | 4,742,162 | 4,836,003 | 4,929,226 |
| 21 Transportation | 7,270,171 | 7,627,658 | 7,729,435 | 7,778,566 | 7,958,243 | 8,159,503 |
| 22 Sites and buildings | 8,382,462 | 8,688,529 | 8,217,153 | 8,342,956 | 8,470,991 | 8,598,112 |
| 23 Fiscal and other fixed cost programs | 318,782 | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 |
| 24 Debt service | | | | | | |
| 25 Principal | 664,137 | 690,180 | 717,200 | 745,270 | 779,432 | 795,020 |
| 26 Interest and fiscal charges | 406,164 | 381,000 | 353,900 | 325,780 | 296,547 | 281,720 |
| 27 Total expenditures | \$ 106,169,316 | \$ 108,783,348 | \$ 112,708,724 | \$ 114,441,590 | \$ 116,747,191 | \$ 118,941,299 |
| 28 | | | | | | |
| 29 Excess (deficiency) of revenue over expenditures | (2,467,927) | (1,478,195) | (271,624) | (185,079) | (637,654) | (938,817) |
| 30 | | | | | | |
| 31 Other financing sources (uses) | | | | | | |
| 32 District Reserves | | | | | | |
| 33 Assigned for Subsequent Years Budgets | | 1,300,000 | | | | |
| 34 Assigned for Secondary Facilities | 500,000 | 500,000 | | | | |
| 35 Assigned for Construction & Capital Improvements | 450,000 | 250,000 | 150,000 | 150,000 | 150,000 | 150,000 |
| 36 Assigned for Carryovers | 610,000 | 560,000 | 550,000 | 550,000 | 550,000 | 550,000 |
| 37 Assigned for Strategic Priorities | 250,000 | 50,000 | 50,000 | 20,000 | 20,000 | 20,000 |
| 38 Student Transportation Vehicles | | 300,000 | 130,000 | | | |
| 39 | | | | | | |
| 40 Capital lease issued | | | | | | |
| 41 Proceeds from sale of assets | 2,387 | | | | | |
| 42 Prior Period Adjustment | | | | | | |
| 43 Transfer In | | | | | | |
| 44 Transfer to Community Service Fund | | | | | | |
| 45 Total other financing sources (uses) | \$ 1,812,387 | \$ 2,960,000 | \$ 880,000 | \$ 720,000 | \$ 720,000 | \$ 720,000 |
| 46 | | | | | | |
| 47 Net change in fund balances | (655,540) | 1,481,805 | 608,376 | 534,921 | 82,346 | (218,817) |
| 48 | | | | | | |
| 49 Fund balances | | | | | | |
| 50 Beginning of year | 27,505,144 | 25,039,604 | 23,561,409 | 23,289,785 | 23,104,706 | 22,467,051 |
| 51 | | | | | | |
| 52 Ending Fund Balance (Assigned and Unassigned) | 25,039,604 | 23,561,409 | 23,289,785 | 23,104,706 | 22,467,051 | 21,528,235 |
| 53 Ending Fund Balance (Assigned) | 12,872,907 | 9,912,907 | 9,032,907 | 8,312,907 | 7,592,907 | 6,872,907 |
| 54 Ending Fund Balance (Unassigned) | \$ 12,166,697 | \$ 13,648,502 | \$ 14,256,878 | \$ 14,791,799 | \$ 14,874,144 | \$ 14,655,328 |
| 55 | | | | | | |
| 56 Ending Fund Balance (Unassigned as % of expenditures) | 11.5% | 12.5% | 12.6% | 12.9% | 12.7% | 12.3% |
| 57 | | | | | | |
| 58 Nutritional Services | | | | | | |
| 59 Revenues | 4,607,261 | 4,567,275 | 4,667,571 | 4,737,585 | 4,808,648 | 4,880,778 |
| 60 Expenditures | 4,426,363 | 4,555,196 | 4,705,251 | 4,799,356 | 4,895,343 | 4,993,250 |
| 61 | | | | | | |
| 62 Excess (deficiency) of revenue over expenditures | 180,898 | 12,079 | (37,680) | (61,771) | (86,694) | (112,471) |
| 63 Ending Fund Balance | \$ 501,338 | \$ 513,417 | \$ 475,737 | \$ 413,966 | \$ 327,271 | \$ 214,800 |
| 64 | | | | | | |
| 65 Ending Fund Balance (as % of expenditures) | 11.3% | 11.3% | 10.1% | 8.6% | 6.7% | 4.3% |
| 66 | | | | | | |
| 67 Community Services | | | | | | |
| 68 Revenues | 5,647,653 | 5,231,877 | 5,751,119 | 5,894,897 | 6,042,269 | 6,193,326 |
| 69 General Fund Transfer | | | | | | |
| 70 Expenditures | 5,470,711 | 5,383,250 | 6,018,649 | 6,123,975 | 6,231,145 | 6,340,190 |
| 71 | | | | | | |
| 72 Excess (deficiency) of revenue over expenditures | 176,942 | (151,373) | (267,530) | (229,078) | (188,876) | (146,864) |
| 73 Ending Fund Balance | \$ 1,647,673 | \$ 1,496,300 | \$ 1,228,770 | \$ 999,692 | \$ 810,816 | \$ 663,952 |
| 74 | | | | | | |
| 75 Ending Fund Balance (as % of expenditures) | 30.1% | 27.8% | 20.4% | 16.3% | 13.0% | 10.5% |

White Bear Lake Area Schools
General Fund Revenues and Expenditures Detail
Preliminary FY19 and Projected FY20, FY21 & FY22 Budgets

| | Actual 2017 | Revised 2018 Budget | Preliminary 2019 Budget | Projected 2020 Budget | Projected 2021 Budget | Projected 2022 Budget |
|-------------------------------------|----------------|------------------------|----------------------------|--------------------------|--------------------------|--------------------------|
| 1 Revenue | | | | | | |
| 2 Local sources | | | | | | |
| 3 Property taxes | \$ 23,808,740 | \$ 23,390,625 | \$ 25,491,799 | \$ 25,746,717 | \$ 26,004,184 | \$ 26,264,226 |
| 4 Investment earnings | 241,938 | 250,000 | 265,000 | 270,000 | 270,000 | 270,000 |
| 5 Other | 3,233,704 | 3,400,000 | 3,400,000 | 3,400,000 | 3,400,000 | 3,400,000 |
| 6 State sources | 61,758,255 | 65,019,295 | 67,464,722 | 68,439,369 | 69,423,763 | 70,418,001 |
| 7 Special Education | 11,926,095 | 12,436,918 | 12,996,579 | 13,581,425 | 14,192,590 | 14,831,256 |
| 8 Federal sources | 2,732,657 | 2,808,315 | 2,819,000 | 2,819,000 | 2,819,000 | 2,819,000 |
| 9 Total revenue | 103,701,389 | 107,305,153 | 112,437,100 | 114,256,511 | 116,109,537 | 118,002,483 |
| 10 | | | | | | |
| 11 Expenditures | | | | | | |
| 12 Current | | | | | | |
| 13 Administration | | | | | | |
| 14 Salaries | 3,077,757 | 3,162,697 | 3,225,955 | 3,290,476 | 3,356,284 | 3,423,410 |
| 15 Employee benefits | 986,455 | 1,049,760 | 1,072,431 | 1,095,591 | 1,119,262 | 1,141,647 |
| 16 Purchased services | 271,470 | 286,325 | 289,188 | 262,081 | 264,213 | 266,855 |
| 17 Supplies and materials | 19,920 | 17,000 | 17,170 | 17,341 | 17,513 | 17,688 |
| 18 Other expenditures | 73,346 | 61,001 | 61,609 | 62,224 | 62,844 | 63,472 |
| 19 Total administration | 4,428,948 | 4,576,783 | 4,666,353 | 4,727,713 | 4,820,116 | 4,913,073 |
| 20 | | | | | | |
| 21 District support services | | | | | | |
| 22 Salaries | 1,031,028 | 992,566 | 1,012,418 | 1,032,667 | 1,053,320 | 1,074,386 |
| 23 Employee benefits | 398,199 | 371,876 | 379,743 | 387,775 | 395,980 | 403,900 |
| 24 Purchased services | 603,370 | 536,585 | 541,802 | 547,069 | 552,391 | 557,915 |
| 25 Supplies and materials | 94,064 | 116,000 | 116,860 | 117,730 | 118,607 | 119,793 |
| 26 Capital expenditures | - | - | - | - | - | - |
| 27 Other expenditures | 24,260 | 25,040 | 25,290 | 25,543 | 25,798 | 26,056 |
| 28 Total district support services | 2,150,921 | 2,042,067 | 2,076,113 | 2,110,784 | 2,146,096 | 2,182,050 |
| 29 | | | | | | |
| 30 Elementary and secondary regular | | | | | | |
| 31 instruction | | | | | | |
| 32 Salaries | 31,404,561 | 33,034,606 | 34,748,574 | 35,623,804 | 36,522,534 | 37,252,985 |
| 33 Employee benefits | 11,465,610 | 11,732,100 | 11,969,791 | 12,212,524 | 12,460,452 | 12,709,661 |
| 34 Purchased services | 1,675,599 | 1,463,642 | 1,472,996 | 1,482,442 | 1,491,985 | 1,506,905 |
| 35 Supplies and materials | 2,640,768 | 3,233,363 | 3,600,300 | 3,597,356 | 3,599,532 | 3,635,527 |
| 36 Capital expenditures | 241,582 | 235,395 | 234,518 | 234,518 | 234,518 | 234,518 |
| 37 Other expenditures | 483,050 | 196,061 | 197,881 | 199,719 | 201,576 | 203,592 |
| 38 Total elementary and secondary | | | | | | |
| 39 regular instruction | 47,911,170 | 49,895,167 | 52,224,060 | 53,350,363 | 54,510,597 | 55,543,188 |
| 40 | | | | | | |
| 41 Vocational education instruction | | | | | | |
| 42 Salaries | 873,828 | 383,887 | 393,953 | 404,288 | 414,899 | 423,197 |
| 43 Employee benefits | 353,961 | 183,741 | 187,774 | 191,893 | 196,105 | 200,027 |
| 44 Purchased services | 271,861 | 354,898 | 358,408 | 361,954 | 365,534 | 369,189 |
| 45 Supplies and materials | 31,717 | 6,915 | 6,915 | 6,915 | 6,915 | 6,984 |
| 46 Capital expenditures | - | - | - | - | - | - |
| 47 Other expenditures | 2,637 | - | - | - | - | - |
| 48 Total vocational education | | | | | | |
| 49 instruction | 1,534,004 | 929,441 | 947,050 | 965,050 | 983,453 | 999,398 |
| 50 | | | | | | |
| 51 Special education instruction | | | | | | |
| 52 Salaries | 14,192,479 | 14,390,911 | 15,538,171 | 15,857,866 | 16,185,169 | 16,508,872 |
| 53 Employee benefits | 5,824,097 | 6,054,521 | 6,173,086 | 6,294,262 | 6,418,131 | 6,546,494 |
| 54 Purchased services | 564,131 | 545,692 | 550,227 | 554,811 | 559,439 | 565,033 |
| 55 Supplies and materials | 161,426 | 144,322 | 145,476 | 146,641 | 147,816 | 149,294 |
| 56 Capital expenditures | 21,745 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| 57 Other expenditures | 82,235 | 32,570 | 32,861 | 33,155 | 33,452 | 33,787 |
| 58 Total special education instruc | 20,846,113 | 21,218,016 | 22,489,821 | 22,936,735 | 23,394,007 | 23,853,480 |
| 59 | | | | | | |
| 60 Instructional support services | | | | | | |
| 61 Salaries | 4,423,144 | 4,282,198 | 4,367,841 | 4,455,198 | 4,544,297 | 4,635,183 |
| 62 Employee benefits | 1,578,288 | 1,593,450 | 1,628,454 | 1,664,230 | 1,700,803 | 1,734,819 |
| 63 Purchased services | 215,025 | 316,210 | 319,373 | 322,568 | 325,795 | 329,053 |
| 64 Supplies and materials | 166,876 | 76,247 | 81,109 | 77,779 | 78,556 | 79,342 |
| 65 Capital expenditures | 1,488,585 | 1,035,866 | 1,364,465 | 1,014,465 | 1,014,465 | 1,014,465 |
| 66 Other expenditures | 29,158 | 570,504 | 576,209 | 581,971 | 587,790 | 593,668 |
| 67 Total instructional support ser | 7,901,076 | 7,874,475 | 8,337,451 | 8,116,211 | 8,251,706 | 8,386,529 |
| 68 | | | | | | |

White Bear Lake Area Schools
General Fund Revenues and Expenditures Detail
Preliminary FY19 and Projected FY20, FY21 & FY22 Budgets

| | | | | | | | |
|-----|---|---------------|---------------|---------------|---------------|---------------|---------------|
| 69 | Pupil support services | | | | | | |
| 70 | Salaries | 2,861,601 | 3,070,135 | 3,131,722 | 3,194,541 | 3,258,618 | 3,323,790 |
| 71 | Employee benefits | 1,054,558 | 1,150,495 | 1,175,668 | 1,201,395 | 1,227,698 | 1,252,252 |
| 72 | Purchased services | 218,139 | 221,365 | 223,579 | 225,816 | 228,075 | 230,356 |
| 73 | Supplies and materials | 112,692 | 57,437 | 58,013 | 58,592 | 59,176 | 59,768 |
| 74 | Capital expenditures | - | - | - | - | - | - |
| 75 | Other expenditures | 108,378 | 60,600 | 61,206 | 61,818 | 62,436 | 63,060 |
| 76 | Total pupil support services | 4,355,368 | 4,560,032 | 4,650,188 | 4,742,162 | 4,836,003 | 4,929,226 |
| 77 | | | | | | | |
| 78 | Transportation | | | | | | |
| 79 | Salaries | 1,641,236 | 1,477,858 | 1,507,415 | 1,537,563 | 1,568,315 | 1,599,681 |
| 80 | Employee benefits | 530,663 | 542,046 | 555,598 | 567,922 | 580,525 | 592,136 |
| 81 | Purchased services | 4,316,234 | 4,753,250 | 4,873,348 | 4,997,048 | 5,124,460 | 5,278,194 |
| 82 | Supplies and materials | 505,008 | 423,504 | 431,974 | 444,933 | 453,832 | 458,370 |
| 83 | Capital expenditures | 277,030 | 430,000 | 360,000 | 230,000 | 230,000 | 230,000 |
| 84 | Other expenditures | - | 1,000 | 1,100 | 1,100 | 1,111 | 1,122 |
| 85 | Total transportation | 7,270,171 | 7,627,658 | 7,729,435 | 7,778,566 | 7,958,243 | 8,159,503 |
| 86 | | | | | | | |
| 87 | Sites and buildings | | | | | | |
| 88 | Salaries | 3,090,721 | 3,086,074 | 3,147,797 | 3,210,754 | 3,274,968 | 3,340,467 |
| 89 | Employee benefits | 1,130,902 | 1,179,600 | 1,206,174 | 1,233,344 | 1,261,132 | 1,286,355 |
| 90 | Purchased services | 2,491,169 | 2,517,349 | 2,542,521 | 2,567,944 | 2,593,623 | 2,619,559 |
| 91 | Supplies and materials | 838,703 | 999,478 | 1,009,473 | 1,019,565 | 1,029,756 | 1,040,054 |
| 92 | Capital expenditures | 800,461 | 890,000 | 295,000 | 295,000 | 295,000 | 295,000 |
| 93 | Other expenditures | 30,506 | 16,028 | 16,188 | 16,349 | 16,512 | 16,677 |
| 94 | Total sites and buildings | 8,382,462 | 8,688,529 | 8,217,153 | 8,342,956 | 8,470,991 | 8,598,112 |
| 95 | | | | | | | |
| 96 | Fiscal and other fixed cost programs | | | | | | |
| 97 | Purchased services | 318,782 | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 |
| 98 | | | | | | | |
| 99 | Debt service | | | | | | |
| 100 | Principal | 664,137 | 690,180 | 717,200 | 745,270 | 779,432 | 795,021 |
| 101 | Interest and fiscal charges | 406,164 | 381,000 | 353,900 | 325,780 | 296,547 | 281,720 |
| 102 | Total debt service | 1,070,301 | 1,071,180 | 1,071,100 | 1,071,050 | 1,075,979 | 1,076,740 |
| 103 | | | | | | | |
| 104 | Total expenditures | 106,169,316 | 108,783,348 | 112,708,724 | 114,441,590 | 116,747,191 | 118,941,299 |
| 105 | | | | | | | |
| 106 | Excess (deficiency) of revenue over | | | | | | |
| 107 | expenditures | (2,467,927) | (1,478,195) | (271,624) | (185,079) | (637,654) | (938,816) |
| 108 | | | | | | | |
| 109 | Other financing sources (uses) | | | | | | |
| 110 | District Reserves | | | | | | |
| | Assigned for Subsequent Years Budgets | | 1,300,000 | | | | |
| 111 | Assigned for Secondary Facilities | | 500,000 | | | | |
| 112 | Assigned for Construction & Capital Improvments | | 250,000 | 150,000 | 150,000 | 150,000 | 150,000 |
| 113 | Assigned for Carryovers | | 560,000 | 550,000 | 550,000 | 550,000 | 550,000 |
| 114 | Assigned for Strategic Priorities | | 50,000 | 50,000 | 20,000 | 20,000 | 20,000 |
| 115 | Transportation | | 300,000 | 130,000 | | | |
| 116 | Capital lease issued | | | | | | |
| 120 | Proceeds from sale of assets | 2,387 | | | | | |
| 121 | Transfers in | | | | | | |
| 122 | Transfers (out) | | | | | | |
| 123 | Total other financing sources (| 2,387 | 2,960,000 | 880,000 | 720,000 | 720,000 | 720,000 |
| 124 | | | | | | | |
| 125 | Net change in fund balances | (2,465,540) | 1,481,805 | 608,376 | 534,921 | 82,346 | (218,816) |
| 126 | | | | | | | |
| 127 | Fund balances | | | | | | |
| 128 | Beginning of year | 27,505,144 | 25,039,604 | 23,561,409 | 23,289,785 | 23,104,706 | 22,467,052 |
| 129 | Prior Period Adjustment | | | | | | |
| 130 | End of year | \$ 25,039,604 | \$ 23,561,409 | \$ 23,289,785 | \$ 23,104,706 | \$ 22,467,052 | \$ 21,528,236 |

White Bear Lake Area Schools
Revised FY17 and Projected FY18, FY19 & FY20 Budgets
Nutritional Services Fund--Detailed Revenues and Expenditures

| | Actual 2017 | Revised 2018 | Preliminary 2019 | Projected 2020 | Projected 2021 | Projected 2022 |
|---|----------------|-----------------|---------------------|-------------------|-------------------|-------------------|
| 1 Revenue | | | | | | |
| 2 Local sources | | | | | | |
| 3 Investment earnings | 2,199 | 100 | 100 | 100 | 100 | 100 |
| 4 Other | 2,326,238 | 2,269,400 | 2,212,950 | 2,246,144 | 2,279,836 | 2,314,034 |
| 5 State sources | 248,468 | 246,500 | 272,100 | 276,182 | 280,324 | 284,529 |
| 6 Federal Sources | 2,030,356 | 2,051,275 | 2,182,421 | 2,215,157 | 2,248,385 | 2,282,110 |
| 7 Total revenue | 4,607,261 | 4,567,275 | 4,667,571 | 4,737,583 | 4,808,645 | 4,880,773 |
| 8 | | | | | | |
| 9 Expenditures | | | | | | |
| 10 Current | | | | | | |
| 11 Salaries | 1,530,715 | 1,618,300 | 1,636,300 | 1,669,026 | 1,702,407 | 1,736,455 |
| 12 Employee Benefits | 440,624 | 477,025 | 507,680 | 517,834 | 528,190 | 538,754 |
| 13 Purchased Services | 335,199 | 351,150 | 388,150 | 395,913 | 403,831 | 411,908 |
| 14 Supplies and Materials | 2,064,269 | 2,091,021 | 2,109,721 | 2,151,915 | 2,194,954 | 2,238,853 |
| 15 Other Expenditures | 11,631 | 13,700 | 13,900 | 14,178 | 14,462 | 14,751 |
| 16 Capital Outlay | 43,925 | 4,000 | 49,500 | 50,490 | 51,500 | 52,530 |
| 17 Total expenditures | 4,426,363 | 4,555,196 | 4,705,251 | 4,799,356 | 4,895,343 | 4,993,250 |
| 18 | | | | | | |
| 19 Excess (deficiency) of revenue over expenditures | 180,898 | 12,079 | (37,680) | (61,773) | (86,698) | (112,477) |
| 20 | | | | | | |
| 21 Other financing sources (uses) | | | | | | |
| 22 Proceeds from Sale of Assets | | | | | | |
| 23 | | | | | | |
| 24 Net change in fund balances | 180,898 | 12,079 | (37,680) | (61,773) | (86,698) | (112,477) |
| 25 | | | | | | |
| 26 Fund balances | | | | | | |
| 27 Beginning of year | 320,440 | 501,338 | 513,417 | 475,737 | 413,964 | 327,267 |
| 28 | | | | | | |
| 29 Ending Fund Balance (Assigned and Unassigned) | 501,338 | \$ 513,417 | \$ 475,737 | \$ 413,964 | \$ 327,267 | \$ 214,792 |

White Bear Lake Area Schools
Proposed FY18, Projected FY19 & FY20 Budgets
Community Services Fund--Detailed Revenues and Expenditures

| | Actual 2017 | Revised 2018 | Preliminary 2019 | Projected 2020 | Projected 2021 | Projected 2022 |
|---|----------------|-----------------|---------------------|-------------------|-------------------|-------------------|
| 1 Revenue | | | | | | |
| 2 Local sources | | | | | | |
| 3 Property taxes | \$ 1,000,767 | \$ 912,785 | \$ 923,447 | \$ 946,533 | \$ 970,197 | \$ 994,451 |
| 4 Investment earnings | 12,947 | 12,000 | 12,000 | 12,300 | 12,608 | 12,923 |
| 5 Other | 3,882,256 | 3,630,731 | 4,082,400 | 4,184,460 | 4,289,072 | 4,396,298 |
| 6 State sources | 736,898 | 676,361 | 733,272 | 751,604 | 770,394 | 789,654 |
| 7 Federal Sources | 14,785 | | | | | |
| 8 Total revenue | 5,647,653 | 5,231,877 | 5,751,119 | 5,894,897 | 6,042,269 | 6,193,326 |
| 9 | | | | | | |
| 10 Expenditures | | | | | | |
| 11 Current | | | | | | |
| 12 Salaries | 3,222,675 | 3,135,123 | 3,636,032 | 3,699,663 | 3,764,407 | 3,830,284 |
| 13 Employee Benefits | 947,239 | 968,022 | 1,175,760 | 1,196,336 | 1,217,272 | 1,238,574 |
| 14 Purchased Services | 902,826 | 885,407 | 859,325 | 874,363 | 889,665 | 905,234 |
| 15 Supplies and Materials | 362,218 | 361,248 | 309,297 | 314,710 | 320,217 | 325,821 |
| 16 Other Expenditures | 15,201 | 27,000 | 10,185 | 10,363 | 10,545 | 10,729 |
| 17 Capital Outlay | 20,552 | 6,450 | 28,050 | 28,541 | 29,040 | 29,549 |
| 18 Total expenditures | 5,470,711 | 5,383,250 | 6,018,649 | 6,123,975 | 6,231,145 | 6,340,190 |
| 19 | | | | | | |
| 20 Excess (deficiency) of revenue over expenditures | 176,942 | (151,373) | (267,530) | (229,078) | (188,876) | (146,864) |
| 21 | | | | | | |
| 22 Other financing sources (uses) | | | | | | |
| 23 Transfer In | | | | | | |
| 24 | | | | | | |
| 25 Net change in fund balances | 176,942 | (151,373) | (267,530) | (229,078) | (188,876) | (146,864) |
| 26 | | | | | | |
| 27 Fund balances | | | | | | |
| 28 Beginning of year | 1,470,731 | 1,647,673 | 1,496,300 | 1,228,770 | 999,692 | 810,816 |
| 29 | | | | | | |
| 30 Ending Fund Balance (Assigned and Unassigned) | \$ 1,647,673 | \$ 1,496,300 | \$ 1,228,770 | \$ 999,692 | \$ 810,816 | \$ 663,952 |

AGENDA ITEM: **Action on Joint Powers Agreement with Ramsey County Children's Mental Health Collaborative**

MEETING DATE: **June 11, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The White Bear Lake Area Schools have been a member of the Ramsey County Children's Mental Health Collaborative for well over 10 years. The Mission of the Collaborative is as follows:

The mission of RCCMHC is to work across systems and with families to meet the complex needs of youth with or at risk for emotional disturbance (ED) or serious emotional disturbance (SED). The purpose of the RCCMHC is to sustain an integrated, coordinated, and responsive mental health service delivery system in Ramsey County which targets the complex, multisystem needs of youth with or at risk for ED or SED and their families. The definition of youth and their families to be served are set forth in the RCCMHC Bylaws. The RCCMHC will build on member strengths, addresses community challenges, and leverage resources and capabilities to meet locally-generated goals and outcomes as well as those set forth in state priorities and statutes that apply to children's mental health collaboratives.

In the last couple years, RCCMHC renewed its efforts to bring all school districts in Ramsey County together under one governance agreement. A Joint Powers Agreement was developed to help the collaborative comply with any applicable state or federal statutes, regulations, and rules. In addition, it will develop and sustain a governance structure to accomplish the mission of the RCCMHC as well as manage fiscal responsibility and outcomes.

There can only be one Children's Mental Health Collaborative per county (unlike family collaboratives) so it has been important that they truly represent a whole-county effort at cross-system collaboration. Current member Districts of the Collaborative include: NE Metro 916, Moundview, Roseville, North St Paul/Maplewood/Oakdale and the St Paul Public Schools

A Collaborative operating under a JPA:

- Can manage its own finances and staff
- Can institutionalize system change
- Can receive and administer state/federal funds
- Has the potential to facilitate easier data/information sharing across JPA partners

- Protects resources of the partners
- Can purchase separate liability insurance (RCCMHC does this) and is protected by public agency liability caps and limits liability to the single collaborative entity

Tonight Wendy Goodman, Executive Director of Ramsey County Children's Mental Health Collaborative will be present to answer questions.

RECOMMENDED ACTION: *Move to approve the Joint Powers Agreement between the Ramsey County Children's Mental Health Collaborative and the White Bear Lake Area Schools.*



In 1993, Minnesota enacted legislation that established Collaboratives as special districts in Minnesota. Collaboratives were envisioned to reduce fragmentation and enhance funding flexibility by creating a multi-agency system of care in which the family is a full partner. An INTEGRATED FUND allows local service decision makers to draw funding from a single local source.

There are 90 “state-sanctioned” Collaboratives

12 Children’s Mental Health Collaboratives ▪ 47 Family Service Collaboratives ▪ 31 Integrated CMH/FS Collaboratives

- Children’s Mental Health Collaboratives develop and sustain an integrated mental health system that targets the complex, multisystem needs of youth with (or at risk for) mental health disorders and their families.
- Family Service Collaboratives focus on addressing health, educational, developmental, and family-related needs of all youth.

NOTE: White Bear Lake is a partner of the suburban FSC



RCCMHC was formed in 1997. We are a diverse community partnership of 200 + families and over 70 public and private child-serving agencies. (1997-2010) RCCMHC operated with an Interagency Agreement between the County and all School Districts. In 2010, RCCMHC adopted a JPA between SPPS and the County in order to gain greater liability protection for its partners.

16 Board Members include: County Commissioner, RC Social Services, RC Corrections, St Paul/RC Public Health, All RC School Districts (and 916), MACMH, Cultural Outreach Chair, Advisory Council Chair, 2 Family Services Committee Chairs and 1 youth.

Basic Operating Budget: \$ 213,500 (includes Family Engagement & Training) **Unallocated Funds:** \$1,400,000

VISION:

Ramsey County youth will have the strengths, skills, relationships, supports, and opportunities that they need to experience mental health and wellbeing.

| White Bear Lake Area Schools District 624 | RCCMHC |
|---|---|
| <p>Mission The mission of the White Bear Lake Area School District, the community at the forefront of educational excellence, honoring our legacy and courageously building the future, is to ensure each student realizes their unique talents and abilities, and makes meaningful contributions with local and global impact through a vital system distinguished by:</p> <ul style="list-style-type: none"> • Students who design and create their own future • Diversity of people and ideas • Safe, nurturing and inspiring environments • Exceptional staff and families committed to student success • Abundant and engaged community partners <p>Strategies The White Bear Lake Area Schools Strategic Plan consists of the following eight Strategies:</p> <ul style="list-style-type: none"> • We will ensure that each student is the primary agent in their learning. • We will provide expanding access to a broad range of opportunities for all students. • We will foster community engagement and partnerships. • We will build organizational capacity. • We will embrace all cultures with humility and respect. • We will ensure learning environments enhance students' educational experience. • We will engage families as partners in the education of their children. • We will ensure the social and emotional growth of our students. | <p>Mission RCCMHC will work across systems and with families to meet the complex needs of youth with mental health disorders</p> <p>Goals</p> <ol style="list-style-type: none"> 1. A Responsive Children's Mental Health Delivery System 2. Health Equity 3. Youth and Whole-Family Wellbeing <p>Strategies</p> <ul style="list-style-type: none"> • Partnerships, Policy and Collaboration • Family & Community Engagement • Capacity Building and Workforce Development • Cross-System Services and Supports • Data-Informed/ Community-Defined Decision Making • Resource Sharing & Development |

Benefits of partnering with RCCMHC

- Share Ideas, brainstorm solutions, align resources and work toward common goals
- Institutionalize system changes
- Build on member strengths, address community challenges, and leverage resources and capabilities
- Improved communication across systems and potential for easier information/data sharing

Collaborative Benefits of Using a JPA

- Can receive and administer state/federal funds
- Can manage its own finances and staff (which reduces error and costs less money)
- Can purchase separate liability insurance (RCCMHC does this)
- Is protected by public agency liability caps and limits liability to the Collaborative as a single entity

Financial Risk? Financial risk for White Bear Lake Area Schools is very small.

- The JPA states that the amount of contributions will be negotiated each year
- The JPA states that contributions can be monetary OR in-kind
- Each partner has a representative on the Governing Board who can voice concerns about contributions
- 6 of our 16 Board members are school districts. (other members are 4 County and 6 Community)
- Any partner can withdraw from the JPA with a 60-day notice

Liability? Liability for Mounds View is very low

- RCCMHC has \$1,400,000 in unallocated funds.
- Our office and related bills are provided as an in-kind contribution from SPPS
- Our operating expenses (including the cost of family engagement/ trainings) is \$213,5000. Our bills are minimal.
- A Joint Powers Agreement (JPA) creates a separate, singular legal entity that allows for the limitation of tort liability for all parties (combined) to those set forth in Mn. Stat. Chapter 466.
 - In other words, the Joint Powers Entity is protected by public agency liability caps. This limits liability to the single Collaborative entity (not its partners) and it caps the amount that the Collaborative could be sued.
- RCCMHC maintains Officers Insurance and Liability Insurance (1,500,000 occurrence and 3,000,000 aggregate)

Recent work with RCCMHC

- Children's Mental Health: The Whole Story <https://www.rccmhc.org/whole-story> (kids)
- \$650,000 SLMH grant through DHS/ \$40,000 for county-wide approach
- Suburban Resource Fair (May 12)
- Family Care Binders, Calm Down Kits, Trainings for Families, Trainings for Staff
- Coming Soon-
 - Expanded Monthly Trainings to Suburban School Districts
 - Resource Hub (working with Suburban Family Collaborative)
 - \$12 M System of Care Grant (DHS)
 - 2018-2019 Resource Fairs

RAMSEY COUNTY CHILDREN'S MENTAL HEALTH COLLABORATIVE

AMENDED AND RESTATED JOINT POWERS AGREEMENT

THIS AMENDED AND RESTATED JOINT POWERS AGREEMENT (this "Agreement") is made on this ____ day of _____, 2018 (the "Effective Date"), by and between Ramsey County, a body corporate and politic in the State of Minnesota, through its Social Services, Public Health, and Community Corrections Departments (the "County"); Independent School District No. 625, St. Paul Public Schools, a body corporate and politic in the State of Minnesota ("St. Paul School District"); Northeast Metro Intermediate School District No. 916, a body corporate and politic in the State of Minnesota ("916 School District"); Independent School District No. 621, Mounds View Public Schools, a body corporate and politic in the State of Minnesota ("Mounds View School District"); Independent School District No. 622 North St. Paul-Maplewood-Oakdale, a body corporate and politic in the State of Minnesota ("North St. Paul School District"); Independent School District No. 623, Roseville Area Schools, a body corporate and politic in the State of Minnesota ("Roseville School District"); Independent School District No. 624, White Bear Lake Area Schools, a body corporate and politic in the State of Minnesota ("White Bear School District"); and Minnesota Association for Children's Mental Health, a nonprofit corporation in the State of Minnesota ("MACMH.") The parties to this Agreement are collectively referred to as the "Parties" in this Agreement.

WHEREAS, the Parties to this Agreement are committed to the vision that Ramsey County youth will have the strengths, skills, relationships, support, and opportunities that they need to experience mental health and wellbeing;

WHEREAS, youth with (or at risk for) Emotional Disturbance (ED) or Serious Emotional Disturbance (SED) and their families often have complex needs and move between systems or are served by multiple systems at the same time;

WHEREAS, to effectively address the complex, multisystem needs of youth with (or at risk for) Emotional Disturbance (ED) or Serious Emotional Disturbance (SED) it is necessary to engage systems and families to 1) identify needs, 2) develop and sustain an integrated and coordinated service delivery system (system of care) that cuts across traditional system boundaries, and 3) ensure that services and supports are: accessible, consumer-directed, culturally responsive and linguistically appropriate, data-driven, individualized, strength-based, trauma-informed, and wellbeing- focused;

WHEREAS, Minnesota Statutes Sections 245.491 to 245.496, "The Children's Mental Health Integrated Fund," encourages creation of a "local children's mental health collaborative" and provides a framework around which such a collaborative may be created;

WHEREAS, Minnesota Statutes Section 471.59, subdivision 11 (c) provides that counties, school districts, and mental health entities may establish a joint powers board to establish and govern a local children's mental health collaborative; and

WHEREAS, a local children's mental health collaborative joint powers entity named the "Ramsey County Children's Mental Health Collaborative" (the "RCCMHC") was established by and between Ramsey County and St. Paul Public Schools in 2010;

WHEREAS, the parties desire that the RCCMHC be expanded to include the suburban Ramsey County school districts as members of the RCCMHC while continuing in the RCCMHC's mission to work across systems and with families to meet the complex needs of youth with or at risk for ED or SED;

WHEREAS, the parties to this Agreement want to meet these needs by offering accessible, consumer-directed, culturally affirming and responsive, data-driven, holistic/individualized, strengths-based, trauma-informed, and wellbeing/resilience-focused services and wish to have the RCCMHC perform its services in accordance with these values;

WHEREAS, the Parties to this Agreement also desire to modify the governance structure of the RCCMHC through this Agreement; and

NOW THEREFORE, in consideration of the foregoing, all of the undersigned Parties do hereby enter into this Agreement to reorganize the RCCMHC which will continue to be known as the Ramsey County Children's Mental Health Collaborative and agree as follows:

1. **Mission and Purpose.**

The mission of RCCMHC is to work across systems and with families to meet the complex needs of youth with or at risk for emotional disturbance (ED) or serious emotional disturbance (SED). The purpose of the RCCMHC is to sustain an integrated, coordinated, and responsive mental health service delivery system in Ramsey County which targets the complex, multisystem needs of youth with or at risk for ED or SED and their families. The definition of youth and their families to be served are set forth in the RCCMHC Bylaws. The RCCMHC will build on member strengths, addresses community challenges, and leverage resources and capabilities to meet locally-generated goals and outcomes as well as those set forth in state priorities and statutes that apply to children's mental health collaboratives. The goals of the RCCMHC will be stated in the RCCMHC's bylaws.

Parties to this Agreement will:

- A. Comply with any applicable state or federal statutes, regulations, and rules. The statutes that are applicable to the RCCMHC are attached to this Agreement as Appendix A;
- B. Commit funds and resources such as staff, services, technologies, and expertise to the RCCMHC and its Integrated Fund;
- C. Develop and sustain a governance structure to accomplish the mission of the RCCMHC as well as manage fiscal responsibility and outcome evaluation;
- D. Appoint representatives to the Governing Board;
- E. Participate in programs and projects operated by the RCCMHC;

- F. Ensure that youth and their families are valued as equal partners with providers and policy makers and are actively engaged as invested stakeholders and systems builders in Ramsey County;
- G. Make a good faith effort to cooperate with each other in carrying out the Agreement.

2. **Merger of Prior Agreements.**

This Agreement and the related Amended Bylaws shall supersede all prior agreements and organizational documents of the RCCMHC involving any of the parties to this Agreement as of the Effective Date of this Agreement.

3. **Governing Board.**

- A. The Governing Board shall hold the full and complete legal authority of the RCCMHC and shall assume all statutorily mandated duties of the RCCMHC.
- B. The Governing Board shall have 16 members as established by this Agreement.
- C. Upon the Effective Date of this Agreement, the membership of the Governing Board shall be as follows:
 - i. Eleven Appointed Board Members: The following Board members are to be appointed by their respective agencies, districts, or boards:
 - a. One Ramsey County Commissioner;
 - b. One member from Ramsey County Social Services;
 - c. One member from Ramsey County Public Health;
 - d. One member from Ramsey County Community Corrections;
 - e. One member from the Mounds View School District;
 - f. One member from the North St. Paul School District;
 - g. One member from the Roseville School District;
 - h. One member from the White Bear School District;
 - i. One member from the St. Paul School District;
 - j. One member from the 916 School District; and
 - k. One member from MACMH.
 - ii. Four Elected Board Members: The following Board members are to be elected by their respective committees:
 - a. Both co-chairs of the Family Services Committee (parent/caregiver);
 - b. The chair of the Advisory Council; and
 - c. The chair of the Cultural Outreach Committee.

iii. One Nominated Board Member: The following Board member is to be nominated by the Governing Board. Once the Nominating Committee is established, the Nominating Committee will be responsible for nominating this Board member.

a. One youth member (up to age 24).

D. All 16 members' terms will begin initially as one, two, or three-year terms that transition into three-year staggered terms. The youth member term may serve a one or three year term. The terms shall be staggered according to the following schedule:

| December 2017 to December 2018 (1-year term) | January 2017 to December 2018 (1-year term) | December 2017 to December 2019 (2-year term) | January 2017 to December 2020 (3-year term) |
|---|---|---|--|
| Ramsey County Commissioner | Youth (up to age 24) if appointed for a one year term | Ramsey County Social Services | Co-chair #2 of the Family Service Committee |
| Ramsey County Public Health | | Co-Chair #1 of the Family Service Committee | Ramsey County Community Corrections |
| Mounds View School District | | North Saint Paul School District | Chair of the Advisory Council |
| Roseville School District | | White Bear School District | Chair of the Cultural Outreach Committee |
| St. Paul School District | | 916 School District | MACMH |
| | | | Youth (up to age 24) if appointed for a three year term. |

The members of the School Districts and Ramsey County will assume their voting privileges after appointments by the respective School Boards and the County Board.

D. Upon the occurrence of a vacancy on the Governing Board through the expiration of a term, resignation, or other reason, the position shall be filled within 60 days. Appointed positions will be filled by the respective agency, district or Board, elected positions will be filled by their respective committees, and nominated positions will be filled by the Governing Board or Nominating Committee. A person appointed to fill a vacant position shall serve the remainder of the term. Members will be appointed, elected, or nominated for a term of three years. The exception to this rule is that youth Board members may be nominated for a one-year term. Elected and nominated Board members shall have a term limit of two

consecutive three-year terms. Appointed Board members do not have a term limit.

- E. Board Committees. The Governing Board may establish committees to develop and provide recommendations to the Governing Board. The Chair of every standing committee must be a Board member.
- F. Bylaws. The Governing Board shall adopt bylaws and may amend them from time to time as necessary, for the orderly administration of the business and affairs of the RCCMHC.
- G. All meetings of the Governing Board shall be conducted in accordance with the provisions of Minnesota Statutes Chapter 13D, the Open Meeting Law.

4. **Powers of the Governing Board.**

The Governing Board is hereby authorized to exercise such authority as is necessary and proper to make all decisions to carry out its purpose as described in Section 1 of this Agreement and to fulfill its obligations under Minnesota Statutes Section 13.02, subdivision 18. Such powers shall be subject to the provisions of Minnesota Statutes Section 471.59, as it may be amended from time to time, and any other applicable statute, and may include, but will not be limited to, any or all of the following to the extent provided by law or not otherwise limited by this Agreement:

- A. Adopt and amend annual budgets, to be established on a calendar year basis, together with a statement of the sources of funding and an estimate of the proportion of such amounts required of each party. The Governing Board shall develop policies and procedures regarding reserves, encumbering of funds, and allocation of assets.
- B. Enter into transactions, including agreements required in furtherance of this Agreement and statutory mandate and enforce such transactions to the extent available in equity or at law. The Governing Board may approve any agreement relating to this Agreement up to the amount approved in the annual budget or as the budget may be amended and may authorize the Executive Director to execute those agreements.
- D. Apply for and accept gifts, grants, loans of money, other property or assistance on behalf of the RCCMHC from the United States government, the State of Minnesota, or any person, association, or agency for any of its purposes, including any grant which may be available; enter into any agreement in connection therewith; and hold, use, and dispose of such money, other property and assistance in accordance with the terms of the gift, grant, or loan relating thereto.

- E. Hold such property as may be required to accomplish the purposes of this Agreement and upon termination of this Agreement, make distribution of such property as is provided for in this Agreement.
- F. Enter into agreements for personal services as the Governing Board determines necessary.
- G. Incur debts, liabilities, or obligations which shall not constitute a debt of any of the Parties or their agencies or representatives. The Governing Board does not have authority to incur debts, liabilities, or obligations which constitute a debt of any of the Parties.
- H. To sue and be sued in its own name. The RCCMHC and each Party shall be subject to the protections set forth in Minnesota Statutes Chapter 466.
- I. To hire employees.
- J. Assure compliance with all statutes concerning collaboratives as well as laws, regulations, and ethical practices, including review and approval of any external reporting done on behalf of RCCMHC.

5. **Officers, Administrative Contracts, and Services.**

All powers granted herein shall be exercised by the Governing Board in accordance with the legal requirements applicable to the RCCMHC. The Governing Board shall elect a Chair, Vice Chair, Treasurer, and Past Chair from among its members each to serve a term of one year. The Board shall also appoint a Secretary who may, but need not be, a member of the Governing Board. If the Secretary is not a member of the Governing Board, the Secretary shall not have the right to vote.

- A. The Governing Board may enter into agreements with any agencies or organizations represented on the Governing Board to provide administrative, financial, accounting services, (including disbursement of funds), or any other services. The Office Manager/Bookkeeper of the RCCMHC shall act as controller of the RCCMHC and shall draw warrants to pay demands against the RCCMHC when the demands have been approved by the Governing Board. Any Governing Board member shall retain his or her authority to request reports pertaining to any and all such services.
- B. Ad hoc staffing to provide technical support and project-driven shared staff for special projects may be provided to the RCCMHC by staff assigned by a party on an as-needed basis.

6. **Integrated Fund.**

- A. The Parties agree to establish an Integrated Fund in compliance with the Children's Mental Health Integrated Fund statutes, Minnesota Statutes Sections 245.491-245.495. The Integrated Fund shall consist of a pool of public and

private, local, state, and federal resources consolidated at the local level to accomplish locally agreed upon services goals for the target population. The Fund will be used to help the RCCMHC serve the mental health needs of children in the target population by allowing the RCCMHC to develop and implement an integrated children's mental health service system.

- B. The Integrated Fund may consist of either monetary or in-kind resources to which a monetary value shall be assigned by agreement between the contributor and the RCCMHC.
- C. The amount of the Parties' contributions to the Integrated Fund shall be negotiated each year and approved by the Governing Board at its annual meeting. Parties shall make four equal payments of their monetary Integrated Fund contributions on the first day of the first month of each fiscal quarter (January 1, April 1, July 1, and October 1). No Party shall be required to contribute any amount exceeding its required contribution amount, but nothing in this Agreement shall prohibit any Party from making an additional contribution or encumbrance of monetary or in-kind resources, nor from considering additional contributions or encumbrances on a case-by-case basis.

7. **Personnel.**

The Governing Board may appoint an Executive Director to serve at the pleasure of the Board with such duties and compensation as the Board may establish.

8. **Data Practices.**

All Parties agree to establish data practices for the RCCMHC that conform to state and federal statutes and rules regulating the privacy and security of data, particularly the collection, creation, receipt, maintenance, or dissemination of private or confidential data on individuals as defined and regulated by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the "MGDPA") or any other applicable state or federal laws. The Executive Director shall serve as the MGDPA Responsible Authority for the RCCMHC, unless some other person has been so designated by the Governing Board.

In accordance with Minnesota Statutes Section 16C.05, subdivision 5 as amended, the RCCMHC and each Party agrees to make its books and records pertaining to its performance under this Agreement available for audit to each other, and to keep such documentation for six years following termination of this Agreement.

9. **Indemnification and Insurance.**

- A. Indemnification. Each Party shall be liable for its own acts and the results thereof to the extent provided by law and agrees to defend, indemnify, and hold harmless the other Parties (including their officials, employees, volunteers, and agents) from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorneys' fees, resulting directly or indirectly from any act or omission of themselves, anyone they directly or indirectly employ, and anyone for whose acts or omissions they may be liable in the

performance or failure to adequately perform their obligations under this Agreement. The provisions of the Municipal Tort Claims Act, Minnesota Statutes, Chapter 466 and other applicable law shall govern the Parties' liability. Nothing in this Agreement shall be construed to allow a claimant to obtain separate judgments or stack separate liability caps as to the Parties collectively or each individual Party or volunteer.

B. Insurance.

- i. The RCCMHC shall purchase general liability and directors' and officers' errors and omissions insurance and such other insurance as it deems necessary to defend the RCCMHC and covered parties for actions arising out of this Agreement.
- ii. The RCCMHC shall maintain workers' compensation insurance covering each of its employees.
- iii. Covered parties shall include any individual engaged in the activities of the RCCMHC including but not limited to: members of the Governing Board; employees employed by the RCCMHC; RCCMHC volunteers; and parents and consumers performing duties for the RCCMHC.
- iv. Any liability to the RCCMHCC or any Party under this Agreement shall be limited by the provisions of Minnesota Statute Chapter 466 (Tort Liability, Political Subdivisions) and other applicable law and that such liability limits shall apply to any and all signatories to this Agreement and to any and all individuals while performing duties for the RCCMHCC.

10. Termination and Withdrawal.

- A. Any Party may withdraw from this Agreement by passage of a resolution by its governing body declaring its intent to withdraw on a specific date, which date shall not be less than **60** days from the date of resolution and receipt of that resolution by the Governing Board. Said date shall then become the effective date of withdrawal.
- B. Where a Party exercises its option to withdraw, the withdrawing Party shall remain liable for its share of the fiscal obligations incurred by the RCCMHC prior to the effective date of withdrawal but shall incur no additional fiscal liability beyond the effective date of withdrawal.
- C. The withdrawing Party shall not be entitled to a refund of any contributions made to the Integrated Fund or other fees paid to operate the RCCMHC.
- D. Notwithstanding the Parties' authority to withdraw and anything herein to the contrary, this Agreement shall continue in force until the expiration of its term as

herein provided or, if sooner, all participating Parties mutually agree to terminate this Agreement by joint resolution of the Parties, or if necessitated by law or decision of a court of competent jurisdiction. After the effective date of termination of this Agreement, the Governing Board shall continue to exist for the limited purpose of discharging the RCCMHC's debts and liabilities, settling its affairs, and disposing of Integrated Fund assets, if any.

11. **Term of Agreement; Amendment; and Renewal.**

This Agreement shall be effective upon execution by all of the parties and remain effective until December 31, 2021, and shall be automatically renewed for terms of five years thereafter unless a majority of the Parties indicate in writing a desire to terminate the Agreement at the end of any term. This Agreement may be amended at any time by all of the parties in a writing approved by each Party's governing board.

13. **Disposition of Surplus Funds or Property.**

All property, real and personal, held by or in the name of the RCCMHC at the time of termination of this Agreement, shall be distributed by resolution of the Governing Board in accordance with law and in a manner deemed appropriate to best accomplish the stated purposes of the RCCMHC.

14. **Counterparts.**

This Agreement may be executed simultaneously in any number of counterparts, all of which shall constitute one and the same instrument.

15. **Entire Agreement.**

It is understood and agreed that this Agreement represents the entire agreement between the Parties and supersedes and cancels any and all prior agreements, written or oral, between the Parties relating to the subject matter hereof. No Party has relied on any representations that are not stated in this Agreement or in the RCCMHC Bylaws.

16. **Audit.**

The books, records, and documents relevant to this Agreement are subject to review and audit by the Parties and the State of Minnesota at reasonable times upon written notice.

17. **Nondiscrimination.**

The RCCMHC shall not discriminate by reason of age, race, religion, color, sex, sexual orientation, national origin, marital status, or handicap with respect to the hiring of employees or contractors or the provision of services under this Agreement.

18. **Severability.**

In the case where any one or more provisions of this Agreement shall be held to be invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining provisions contained in this Agreement will not be in any way affected or impaired thereby.

19. **Assignment.**

No party to this Agreement shall assign its rights or duties under this Agreement to another party.

Signatures

Ramsey County

By: _____ Date: _____

Its: _____

By: _____ Date: _____

Its: _____

Ramsey County through its Public Health Department

By: _____ Date: _____

Its: _____

By: _____ Date: _____

Its: _____

Ramsey County through its Social Services Department

By: _____ Date: _____

Its: _____

By: _____ Date: _____

Its: _____

Ramsey County through its Community Corrections Department

By: _____ Date: _____

Its: _____

By: _____ Date: _____

Its: _____

Independent School District No. 625, St. Paul Public Schools

By: _____ Date: _____

Its: _____

By: _____ Date: _____

Its: _____

Northeast Metro Intermediate School District No. 916

By: _____ Date: _____

Its: _____

By: _____ Date: _____

Its: _____

Independent School District No. 621, Mounds View Public Schools

By: _____ Date: _____

Its: _____

By: _____ Date: _____

Its: _____

Independent School District No. 622 North St. Paul – Maplewood – Oakdale

By: _____ Date: _____

Its: _____

By: _____ Date: _____

Its: _____

Independent School District No. 623, Roseville Area Schools

By: _____ Date: _____

Its: _____

By: _____ Date: _____

Its: _____

Independent School District No. 624, White Bear Lake Area Schools

By _____ **Date:** _____

Its: _____

By: _____ **Date:** _____

Its: _____

Minnesota Association of Children's Mental Health

By: _____

Date: _____

Its: _____

Appendix A to Joint Powers Agreement

The statutes directly and indirectly relating to children's mental health collaboratives can be lengthy and often contain statements that are similar but worded differently. Please take the time to acquaint yourself with each of the statutes below. Key ideas that are most often associated with the RCCMHC's work have been abbreviated as bullet points below each statute. Please note that these bullet points are NOT comprehensive. The full text of the statute is available at each statute's hyperlink.

Statutes Directly Related to Children's Mental Health Collaboratives:

Minn. Stat. § 124D.23 FAMILY SERVICES AND COMMUNITY-BASED COLLABORATIVES

- Collaboratives are expected to have broad community representation
- Two or more collaboratives may consolidate decision-making, pool resources, and collectively act on behalf of the individual collaboratives, based on a written agreement
- Collaborative duties:
 - Establish clear goals;
 - Use outcome-based indicators to measure progress;
 - Establish a comprehensive planning process that involves all sectors of the community, identifies local needs, and surveys existing local programs;
 - Integrate service funding sources;
 - Coordinate families' services to avoid duplicative and overlapping assessment and intake procedures;
 - Focus primarily on family-centered services;
 - Encourage parents and volunteers to actively participate;
 - Provide services in locations that are readily accessible;
 - Use new or reallocated funds to improve or enhance services;
 - Identify institutional barriers to coordinating services and suggest ways to remove barriers;
 - Design and implement an **Integrated Local Service Delivery System** for children and their families that coordinates funding streams and the delivery of services between existing agencies, coordinates services across agencies and is client centered. Examples may include:
 - Improve outreach and early identification of youth/families;
 - Intervene across service systems on behalf of families;
 - Offer an inclusive service system;
 - Coordinate services that eliminate the need to match funding streams, provider eligibilities, or clients with multiple providers;
 - Improve access to services by coordinating transportation;
 - Provide new mother outreach and periodic family visits ;
 - Coordinate assessment across systems to determine which children and families need coordinated multiagency services and supplemental services;

- Include multiagency service plans and coordinate unitary case management; and
- Integrate funding of services.
- Information Sharing (NOTE: This is different from Minnesota Statutes Section 245.493)
 - The school district, county, and public health entity members of a family services collaborative may inform each other as to whether an individual or family is being served by the member, without the consent of the subject of the data.
 - If further information sharing is necessary in order for the collaborative to carry out duties, the collaborative may share data if the individual gives written informed consent.
 - If a federal law or regulation impedes information sharing that is necessary in order for a collaborative to carry out duties, the appropriate state agencies shall seek a waiver or exemption from the law or regulation.
- Integrated Fund
 - A collaborative must establish an integrated fund to help provide an integrated service system and fund additional supplemental services. The integrated fund may consist of federal, state, local, or private resources.
 - The collaborative agreement must specify a minimum financial commitment by the contributors to an integrated fund. Contributors may not reduce their financial commitment except as specified in the agreement or by federal declaration.
 - A collaborative must seek to maximize federal and private funds by designating local expenditures for services that can be matched with federal or private grant funds and by designing services to meet the requirements for state or federal reimbursement.
 - Collaboratives may seek to maximize federal reimbursement of funds under Minnesota Statutes Section 256F.10.
- Local Plans
 - The collaborative plan must describe how the collaborative will carry out the duties and implement the integrated local services delivery system.
 - The plan must include a list of the collaborative participants, a copy of the agreement required under subdivision 1, the amount and source of resources each participant will contribute to the integrated fund, and methods for increasing local participation in the collaborative, involving parents and other community members in implementing and operating the collaborative, and providing effective outreach services.
 - The plan must also include specific goals that the collaborative intends to achieve and methods for objectively measuring progress.
 - The Children's Cabinet must approve local plans for collaboratives.

Minn. Stat. § 245.491 CITATION; DECLARATION OF PURPOSE.

- Children with emotional or behavioral disturbances or who are at risk of suffering such disturbances often require services from multiple service systems.
- An integrated children's mental health service system will:

- Allow local service decision makers to draw funding from a single local source so that funds follow clients and eliminates the need to match clients, funds, services, and provider eligibilities;
- Create a local pool of state, local, and private funds to procure a greater medical assistance federal financial participation;
- Improve the efficiency of use of existing resources;
- Minimizes or eliminate the incentives for cost and risk shifting; and
- Increase the incentives for earlier identification and intervention.

Minn. Stat. § 245.492 DEFINITIONS

- **"Children with emotional or behavioral disturbances"** includes children with emotional disturbances as defined in Minnesota Statutes Section 245.4871, subdivision 15, and children with emotional or behavioral disorders as defined in Minnesota Rules, Part 3525.1329, subpart 1.
- **"Family"** has the definition provided in Minnesota Statutes Section 245.4871, subdivision 16.
- **"Integrated fund"** is a pool of both public and private local, state, and federal resources, consolidated at the local level, to accomplish locally agreed-upon service goals for the target population.
- **"Integrated service system"** means a coordinated set of procedures established by the local children's mental health collaborative for coordinating services and actions across categorical systems and agencies that results in:
 - integrated funding;
 - improved outreach, early identification, and intervention across systems;
 - strong collaboration between parents and professionals in:
 - identifying children in the target population,
 - facilitating access to the integrated system, and
 - coordinating care and services for these children;
 - a coordinated assessment process across systems that determines which children need multiagency care coordination and wraparound services;
 - multiagency plan of care; and
 - individualized rehabilitation services.
 - Services provided by the integrated service system must meet the requirements set out in Minnesota Statutes Sections 245.487 to 245.4889.
 - Children served by the integrated service system must be economically and culturally representative of children in the service delivery area.
- **"Local children's advisory council"** refers to the council established under Minnesota Statutes Section 245.4875, subdivision 5.
- **"Local children's mental health collaborative"** or "collaborative" means an entity formed by the agreement of representatives of the local system of care for the purpose of developing and governing an integrated service system.
 - Where a local coordinating council as defined in Minnesota Statutes Section 125A.22 is not the local children's mental health collaborative, the local children's mental health collaborative must work closely with the local coordinating council in designing the integrated service system.

- **"Local system of care"** has the definition provided in Minnesota Statutes Section 245.4871, subdivision 24.
- **"Multiagency plan of care"** means a written plan of intervention and integrated services developed by a multiagency team in conjunction with the child and family based on their unique strengths and needs as determined by a multiagency assessment. The plan must outline measurable client outcomes and specific services needed to attain these outcomes, the agencies responsible for providing the specified services, funding responsibilities, timelines, the judicial or administrative procedures needed to implement the plan of care, the agencies responsible for initiating these procedures and designate one person with lead responsibility for overseeing implementation of the plan.
- **"Target population"** means children up to age 18 with an emotional or behavioral disturbance or who are at risk of suffering an emotional or behavioral disturbance as evidenced by a behavior or condition that affects the child's ability to function in a primary aspect of daily living including personal relations, living arrangements, work, school, and recreation, and a child who can benefit from:
 - multiagency service coordination and wraparound services; or
 - informal coordination of traditional mental health services provided on a temporary basis.
 - Children between the ages of 18 and 21 who meet these criteria may be included in the target population at the option of the local children's mental health collaborative.
- **"Individualized rehabilitation services"** are alternative, flexible, coordinated, and highly individualized services that are based on a multiagency plan of care. These services are designed to build on the strengths and respond to the needs identified in the child's multiagency assessment and to improve the child's ability to function in the home, school, and community. Individualized rehabilitation services may include, but are not limited to, residential services, respite services, services that assist the child or family in enrolling in or participating in recreational activities, assistance in purchasing otherwise unavailable items or services important to maintain a specific child in the family, and services that assist the child to participate in more traditional services and programs.

Minn. Stat. § 245.493 LOCAL CHILDREN'S MENTAL HEALTH COLLABORATIVE.

- **Mandatory partners**
 - One county, one school district or special education cooperative, one mental health entity, and one juvenile justice or corrections entity.
- **Possible members**
 - Representatives of the local system of care and nongovernmental entities such as parents of children in the target population; parent and consumer organizations; community, civic, and religious organizations; private and nonprofit mental and physical health care providers; culturally specific organizations; local foundations; and businesses.
- **Partners/members must:**
 - Develop an integrated service system;
 - Commit resources to providing services through the children's mental health collaborative; and
 - Develop a plan to contribute funds to the children's mental health collaborative.
- **Local Coordinating Bodies**

- A children's mental health collaborative may assume the duties of a community transition interagency committee established under Minnesota Statutes Section 125A.22; an interagency early intervention committee established under Minnesota Statutes Section 125A.30; or a local advisory council established under Minnesota Statutes Section 245.4875, subdivision 5.
- Two or more family services collaboratives or children's mental health collaboratives may consolidate decision making, pool resources, and collectively act on behalf of the individual collaboratives, based on a written agreement among the participating collaboratives.
- **Duties of the Children's Mental Health Collaborative**
 - provide a copy of the signed collaborative agreement to the Commissioner of Human Services within 10 days of formation.
 - identify a service delivery area and an operational target population that is economically and culturally representative of children within that service delivery area.
 - seek to maximize federal revenues available to serve children in the target population by designating local expenditures for services for these children and their families that can be matched with federal dollars;
 - in consultation with the local children's advisory council and the local coordinating council, if it is not the local children's mental health collaborative, design, develop, and ensure implementation of an integrated service system that meets the requirements for state and federal reimbursement and develop interagency agreements necessary to implement the system;
 - expand membership to include representatives of other services in the local system of care (SOC) including prepaid health plans under contract with the Commissioner of Human Services;
 - create or designate a management structure for fiscal and clinical responsibility and outcome evaluation;
 - spend funds generated by the local children's mental health collaborative as required in Minnesota Statutes Sections 245.491 to 245.495;
 - explore methods and recommend changes needed at the state level to reduce duplication and promote coordination of services including the use of uniform forms for reporting, billing, and planning of services;
 - submit its integrated service system design to the Children's Cabinet for approval within one year of notifying the Commissioner of Human Services of its formation;
 - provide an annual report and the collaborative's planned timeline to expand its operational target population to the Children's Cabinet; and
 - expand its operational target population.
- **Information Sharing (NOTE: This is different from Minnesota Statutes Section 124D.23)**
 - Members of a children's mental health collaborative may share data on individuals being served by the collaborative or its members if the individual gives written informed consent and the information sharing is necessary in order for the collaborative to carry out duties.
 - If a federal law or regulation impedes information sharing that is necessary in order for a collaborative to carry out duties, the appropriate state agencies shall attempt to get a waiver or exemption from the applicable law or regulation.

Minn. Stat. § 245.4931 INTEGRATED LOCAL SERVICE SYSTEM.

- The integrated service system established by the children's mental health collaborative must:
 - Include a process for communicating to agencies in the local SOC eligibility criteria for services received through the children's mental health collaborative and a process for determining eligibility.
 - The process shall place strong emphasis on outreach to families, respecting the family role in identifying children in need, and valuing families as partners;
 - Include measurable outcomes, timelines for evaluating progress, and mechanisms for quality assurance and appeals;
 - Involve the family and the individual child, in developing multiagency service plans to the extent required in Minnesota Statutes Sections 125A.08, 245.4871, subdivision 21, 245.4881, subdivision 4, 253B.03, subdivision 7, 260C.212, subdivision 1, and 260C.201, subdivision 6.
 - Meet all standards and provide all mental health services as required in Minnesota Statutes Sections 245.487 to 245.4889 and ensure that the services provided are culturally appropriate;
 - Spend funds generated by the children's mental health collaborative as required in Minnesota Statutes Sections 245.491 to 245.495;
 - Encourage public-private partnerships to increase efficiency, reduce redundancy, and promote quality of care; and
 - Ensure that, if the county participant of the local children's mental health collaborative is also a provider of child welfare targeted case management, then federal reimbursement received by the county for child welfare targeted case management provided to children served by the local children's mental health collaborative is directed to the integrated fund.

Minn. Stat. § 245.4932 REVENUE ENHANCEMENT; AUTHORITY AND RESPONSIBILITIES

- Children's mental health collaboratives shall have the following authority and responsibilities regarding federal revenue enhancement. The collaborative:
 - Must establish an integrated fund;
 - Shall designate a lead county or other qualified entity as the fiscal agency for reporting, claiming, and receiving payments;
 - May enter into subcontracts with other counties, school districts, special education cooperatives, municipalities, and other public and nonprofit entities for purposes of identifying and claiming eligible expenditures to enhance federal reimbursement;
 - Shall use any enhanced revenue attributable to the activities of the collaborative, including administrative and service revenue, solely to provide mental health services or to expand the operational target population;
 - Must develop and maintain an accounting and financial management system adequate to support all claims for federal reimbursement, including a clear audit trail and any provisions specified in the contract with the commissioner of human services;

- The collaborative or its members may elect to pay the nonfederal share of the medical assistance costs for services designated by the collaborative; and
- The lead county or other qualified entity may not use federal funds or local funds designated as matching for other federal funds to provide the nonfederal share of medical assistance.

Minn. Stat. § 245.495 ADDITIONAL FEDERAL REVENUES.

- Each children's mental health collaborative shall report expenditures eligible for federal reimbursement in a manner prescribed by the commissioner of human services under Minnesota Statutes Section 256.01, subdivision 2, paragraph (p).
 - The collaborative must use these funds to expand the operational target population or to develop or provide mental health services through the local integrated service system to children in the target population. Funds may not be used to supplant funding for services to children in the target population.
 - For purposes of this section, "mental health services" are community-based, nonresidential services, which may include respite care, that are identified in the child's multiagency plan of care.

Statutes Indirectly Related to Children's Mental Health Collaboratives

Minn. Stat. § 4.045 CHILDREN'S CABINET

- The Children's Cabinet shall consist of the commissioners of education, human services, employment and economic development, public safety, corrections, management and budget, health, administration, Housing Finance Agency, and transportation, and the director of the Office of Strategic and Long-Range Planning. The governor shall designate one member to serve as cabinet chair. The chair is responsible for ensuring that the duties of the Children's Cabinet are performed.

Minn. Stat. Ch. 13 MINNESOTA GOVERNMENT DATA PRACTICES ACT (MGDPA)

- This is a very long and comprehensive chapter that cannot be abbreviated for purposes of this appendix. Please access the full text at the above link.

Minn. Stat. Ch. 13D OPEN MEETING LAW

- This is a long and comprehensive chapter that cannot be abbreviated for purposes of this appendix. Please access the full text at the above link.

Minn. Stat. § 179A.03 DEFINITIONS (Public Employment Labor Relations)

- Public Employer
 - When two or more units of government subject to Minnesota Statutes Sections 179A.01 to 179A.25 undertake a project or form a new agency under law authorizing common or joint action, the employer is the governing person or board of the created agency. The governing official or body of the cooperating governmental units shall be bound by an agreement entered into by the created agency according to Minnesota Statutes Sections 179A.01 to 179A.25.
- Public Employee

- “Public employee” or “employee” means any person appointed or employed by a public employer except:
 - elected public officials;
 - part-time employees whose service does not exceed the lesser of 14 hours per week or 35 percent of the normal work week in the employee’s appropriate unit;
 - employees whose positions are basically temporary or seasonal in character and: (i) are not for more than 67 working days in any calendar year; or (ii) are not for more than 100 working days in any calendar year and the employees are under the age of 22, are full-time students enrolled in a nonprofit or public educational institution prior to being hired by the employer, and have indicated, either in an application for employment or by being enrolled at an educational institution for the next academic year or term, an intention to continue as students during or after their temporary employment;
- The following individuals are public employees regardless of the exclusions of paragraph (a), clauses (5) and (6) stated above:
 - an employee hired by a school district to replace an absent teacher is a public employee regardless of the exclusions for part-time employees stated above.

Minn. Stat. § 179A.60 JOINT POWERS AGREEMENTS

- For purposes of this statute, “entity” means an operating organization, established by agreement of two or more governmental units for the joint exercise of governmental powers, that has its own governing board with the authority to hire its own employees.
- Employees of an entity are public employees and joint powers entities are public employers under Minnesota Statutes Section 179A.03.

Minn. Stat. § 245.4875 LOCAL SERVICE DELIVERY SYSTEM

- The county board in each county is responsible for using all available resources to develop and coordinate a system of locally available and affordable children's mental health services.
- The county board may provide some or all of the children’s mental health services and activities (below) directly through a county agency or under contracts with other individuals or agencies.
- The children’s mental health service system must include the following services:
 - education and prevention, Minnesota Statutes Section 245.4877;
 - mental health identification and intervention, Minnesota Statutes Section 245.4878;
 - emergency services, Minnesota Statutes Section 245.4879;
 - outpatient services, Minnesota Statutes Section 245.488;
 - family community support services, Minnesota Statutes Section 245.4881;
 - day treatment, Minnesota Statutes Section 245.4884, subdivision 2;
 - residential treatment, Minnesota Statutes Section 245.4882;
 - acute care hospital inpatient treatment, Minnesota Statutes Section 245.4883;
 - screening, Minnesota Statutes Section 245.4885;
 - case management, Minnesota Statutes Section 245.4881;

- therapeutic support of foster care, Minnesota Statutes Section 245.4884, subdivision 4;
- professional home-based family treatment, Minnesota Statutes Section 245.4884, subdivision 4; and
- mental health crisis services, Minnesota Statutes Section 245.488, subdivision 3.
- Counties are encouraged to join with one or more county boards to establish a multicounty local children's mental health authority
- The county board shall establish a **local children's mental health advisory council** or children's mental health subcommittee of the existing local mental health advisory council or shall include persons on its existing mental health advisory council who are representatives of children's mental health interests.
 - The following individuals must serve
 - At least one person who was in a mental health program as a child or adolescent;
 - At least one parent of a child or adolescent with severe emotional disturbance;
 - One children's mental health professional;
 - Representatives of minority populations of significant size residing in the county;
 - A representative of the children's mental health local coordinating council; and
 - One family community support services program representative.
 - The local children's mental health advisory council shall seek input from parents, former consumers, providers, and others about the needs of children with emotional disturbance in the local area and services needed by families of these children.
 - Shall meet monthly- but not less than quarterly- to review, evaluate, and make recommendations regarding the local children's mental health system.
 - Annual tasks:
 - arrange for input from the local SOC providers regarding coordination of care between the services;
 - identify for the county board the individuals, providers, agencies, and associations as specified in Minnesota Statutes Section 245.4877, paragraph (2); and
 - provide to the county board a report of unmet mental health needs of children residing in the county.
- Transition Services
 - The county board may continue to provide mental health services as defined in Minnesota Statutes Sections 245.487 to 245.4889 to persons over 18 years of age, but under 21 years of age, if the person was receiving case management or family community support services prior to age 18, and if one of the following conditions is met:
 - the person is receiving special education services through the local school district;
 - it is in the best interest of the person to continue services defined in Minnesota Statutes Sections 245.487 to 245.4889; or
 - the person is requesting services and the services are medically necessary.

Minn. Stat. § 471.59 JOINT EXERCISE OF POWERS

- Two or more governmental units may jointly or cooperatively exercise any power common to the contracting parties or any similar powers
- Liability
 - A governmental unit participating in a joint venture or joint enterprise, including participation in a cooperative activity undertaken pursuant to this statute or other law, is not liable for the acts or omissions of another governmental unit participating in the joint venture or joint enterprise, unless the participating governmental unit has agreed in writing to be responsible for the acts or omissions of another participating governmental unit.
 - For purposes of determining total liability for damages, the participating governmental units and the joint board, if one is established, are considered a single governmental unit and the total liability for the participating governmental units and the joint board, if established, shall not exceed the limits on governmental liability for a single governmental unit as specified in Minnesota Statutes Sections 3.736 or 466.04, subdivision 1, or as waived or extended by the joint board or all participating governmental units under Minnesota Statutes Sections 3.736, subdivision 8; 466.06; or 471.981. This paragraph does not protect a governmental unit from liability for its own independent acts or omissions not directly related to the joint activity.
 - If a participating governmental unit has procured or extended insurance coverage pursuant to Minnesota Statutes Sections 3.736, subdivision 8; 466.06; or 471.981 in excess of the limits on governmental liability under Minnesota Statutes Sections 3.736 or 466.04, subdivision 1, covering participation in the joint venture or joint enterprise, the procurement of that insurance constitutes a waiver of the limits of governmental liability for that governmental unit to the extent that valid and collectable insurance or self-insurance, including, where applicable, proceeds from the Minnesota Guarantee Fund, exceeds those limits and covers that governmental unit's liability for the claim, if any.
- The agreement shall state the purpose or the power to be exercised and it shall provide for the method by which the purpose sought shall be accomplished or the manner in which the power shall be exercised.
 - When the agreement provides for use of a joint board, the board shall be representative of the parties to the agreement.
- The parties to such agreement may provide for disbursements from public funds to carry out the purposes of the agreement.
 - Contracts let and purchases made under the agreement shall conform to the requirements applicable to contracts and purchases of any one of the parties, as specified in the agreement. Strict accountability of all funds and report of all receipts and disbursements shall be provided for.
- Such agreement may be continued for a definite term or until rescinded or terminated in accordance with its terms.
- Such agreement shall provide for the disposition of any property acquired as the result of such joint or cooperative exercise of powers, and the return of any surplus moneys in proportion to contributions of the several contracting parties after the purpose of the agreement has been completed.

- For the purposes of the development, coordination, presentation and evaluation of training programs for local government officials, governmental units may exercise their powers under this section in conjunction with organizations representing governmental units and local government officials.
- Two or more governmental units, through action of their governing bodies, by adoption of a joint powers agreement may establish a **joint powers board** to issue bonds or obligations
 - A joint board established under this section may issue obligations and other forms of indebtedness only in accordance with express authority granted by the action of the governing bodies of the governmental units that established the joint board.
 - Counties, school districts, and mental health entities, through action of their governing bodies, may establish a joint board to establish and govern a children's mental health collaborative under Minnesota Statutes Sections 245.491 to 245.495, or a collaborative established by the merger of a children's mental health collaborative and a family services collaborative under Minnesota Statutes Section 124D.23. The county, school district, and mental health entities may include other entities at their discretion. The membership of a board established under this paragraph, in addition to members of the governing bodies of the participating governmental units, must include the representation provided by Minnesota Statutes Section 245.493, subdivision 1.

AGENDA ITEM: **OPEB Fund Vendor Transfer**

MEETING DATE: **June 11, 2018**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for Finance and Operations; Tom Wieczorek, Director of Finance**

BACKGROUND:

In 2008 the legislature allowed School Districts to sell bonds to be used for other post-employment benefits (OPEB). In October, 2008 the District sold \$40m in OPEB bonds, investing the funds with Wells Fargo Bank. Administration is recommending moving the remaining funds to PFM Asset Management. PFM has significant experience working with public entities and manages funds in MSDLAF+, the Minnesota School District Liquid Asset Fund, with whom we invest our liquid assets. At the May 21, 2018 work-study meeting Donn Hansen and Jason Palmer from PFM introduced their company and investment approach to the Board.

RECOMMENDED ACTION: *Approve the OPEB Investment Agreement to transfer funds from Wells Fargo to PFM Asset Management.*

INVESTMENT ADVISORY AGREEMENT

THIS AGREEMENT, entered into as of the 11th day of June, 2018 (the "Agreement"), by and between White Bear Lake Area School District (hereinafter the "Client") and PFM ASSET MANAGEMENT LLC, a Delaware limited liability company with an office in Minneapolis, Minnesota (hereinafter the "Advisor").

W I T N E S S E T H

WHEREAS, the Client maintains the White Bear Lake Area School District OPEB Trust (the "Fund") in order to provide retiree health benefits and other post-employment benefits other than pension benefits ; and

WHEREAS, the Fund has funds available for investment purposes; and

WHEREAS, the Client desires to avail itself of the experience, sources of information, advice, assistance and facilities available to the Advisor; to have the Advisor undertake certain duties and responsibilities; and to perform certain services as investment advisor on behalf of the Fund, as provided herein; and

WHEREAS, the Advisor is willing to provide such services on the terms and conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the premises and mutual covenants herein contained, the parties hereto, intending to be legally bound, agree as follows:

1. SERVICES OF ADVISOR.

The Client hereby engages the Advisor to serve as investment advisor with respect to the Fund under the terms of this Agreement, and the Advisor accepts such engagement. The Advisor will determine the asset allocation of investments for the Fund (the "Investment Strategy" of the Fund) on the basis of information provided by the Client or other service providers, including the anticipated amounts of cash required by the Fund for distributions and other expenses, and the appropriate risk tolerance for the Fund based upon the cash needs of the Fund and the Client's resources. The Advisor will then execute the Investment Strategy of the Fund by buying and selling shares of the investment funds. Initially the Fund shall be invested in investment funds in specified proportions as set forth in a separate schedule delivered to the Client by the Advisor at or prior to the time the Fund is initially funded (as the same may be revised by the Advisor from time to time, the "Schedule").

The Advisor will reassess and may alter the Investment Strategy asset allocation at least annually and "rebalance" the investment funds as reflected in the Schedule at least annually to maintain the ratios of the Investment Strategy, and will consult with the Client at least annually to determine whether there are reasons to revise the Investment Strategy. The Advisor will conduct a review at least annually of the performance of the investment funds held by the Fund and, in its judgment, will add to or reduce allocations to each investment fund and will add or delete investment funds (within the parameters of the Investment

Strategy). The Advisor will promptly advise the Client in writing of any revision of the Fund's Investment Strategy and any additions to or deletions from the investment funds held by the Fund. In addition, the Advisor will provide to the Client a quarterly analysis of the performance of the investment funds in which the Fund is invested together with notice of any reallocation of assets among investment funds; the asset balances and market values for such analysis shall be as supplied to the Advisor by the Custodian (as hereinafter defined). In connection with all of the foregoing, the Advisor will promptly give the Client written notice of any changes to the Schedule.

The Client agrees to legally appoint a custodian (the "Custodian") to take and have custody of cash, assets and securities of the Fund. The Custodian shall not be the Advisor and shall be independent of the Advisor. The Client agrees to enter, or that it has entered, into a custodian agreement with the Custodian. The Advisor is authorized to give instructions to the Custodian with respect to the Fund as to deliveries of securities and payments of cash for the payment of securities and as otherwise provided in Section 2(b) of this Agreement. The Advisor shall not take possession of or act as custodian for the cash, securities or other assets of the Fund and shall have no responsibility in connection therewith. The Advisor agrees to recommend and to monitor the Custodian so that the Client's custodial and transaction costs are appropriate for the level and nature of services rendered by the Custodian to the Fund, the Client and the Advisor.

Authorized investments shall include only those investments which are permissible under applicable statutes and regulations and the Fund's written investment policy, if any, as provided by the Client to the Advisor. The Custodian or an affiliate of the Custodian may be the investment advisor of investment funds selected by the Advisor.

2. COMPENSATION.

(a) For all services provided by the Advisor to the Fund pursuant to this Agreement, the Fund shall incur an annual fee based on net assets under management in the Fund determined on a monthly basis as defined in the Investment Advisory Fee Schedule below. For purposes of this section, "net assets" means the net market value of all cash and investments assets as of the end of the most recent month.

Investment Advisory Fee Schedule

| | |
|---------------------------------------|-------|
| First \$10 million in net assets..... | 0.45% |
| Next \$10 million in net assets..... | 0.35% |
| Next \$30 million in net assets..... | 0.25% |
| Next \$50 million in net assets..... | 0.20% |
| Over \$100,000,000..... | 0.15% |

The minimum annual fee is \$20,000, to be applied in equal monthly installments.

(b) At the end of each calendar month, the Advisor will prepare and submit to the Client for approval a monthly invoice for its fee. Such invoice will include a statement of the basis upon which the fee was calculated. Unless

instructed otherwise within 15 calendar days of the postmark on the invoices, the Client authorizes the Advisor to charge such invoices to the Fund's account and authorizes and instructs the Custodian to disburse funds from such account for the payment of the fees and costs to the Advisor. If sufficient funds are not available, the Client agrees to compensate the Advisor from other sources within 30 calendar days of the postmark date. If the Advisor shall serve for less than the whole month, the compensation shall be pro-rated.

(c) If and to the extent that the Client shall request the Advisor to render services other than those to be rendered by the Advisor hereunder, such additional services shall be compensated separately on terms to be agreed upon between the Advisor and the Client.

(d) Assets invested by the Advisor under the terms of this Agreement may from time to time be invested in mutual funds managed by the Advisor (a "Proprietary Fund"). With respect to any such investment, the Fund shall be entitled to a credit against fees described in this Section, in an amount at least equal to the amount of the investment advisory fee, then in effect and net of any fee waivers applicable to such investment advisory fee, which the Advisor receives from the Proprietary Fund for the investment of the Managed Funds. Expenses of the Proprietary Fund, including compensation for the Advisor, are described in the relevant prospectus or registration statement and are paid from the Proprietary Fund.

3. EXPENSES.

(a) The Advisor shall furnish at its own expense all necessary administrative services, office space, equipment, clerical personnel, telephone and other communication facilities, investment advisory facilities, and executive and supervisory personnel for managing the investments, inclusive of reasonable costs required to attend meetings with the Client.

(b) Except as expressly provided otherwise herein, the Fund shall pay all of its expenses including, without limitation, taxes, expenses (including front- or back-end charges) of an investment fund, fees and expenses of the Fund's independent auditors and legal counsel, if any, insurance premiums, fees and expenses of the Custodian appointed by the Client, as provided in Section 1, and the keeping of books and accounts.

4. REGISTERED ADVISOR; DUTY OF CARE.

The Advisor hereby represents it is a registered investment advisor under the Investment Advisers Act of 1940. The Advisor shall immediately notify the Client if at any time during the term of this Agreement it is not so registered or if its registration is suspended. The Advisor agrees to perform its duties and responsibilities under this Agreement with reasonable care. The federal securities laws impose liabilities under certain circumstances on persons who act in good faith. Nothing herein shall in any way constitute a waiver or limitation of any rights which the Client or the Fund may have under any federal securities laws. The Client hereby authorizes the Advisor to sign an Internal Revenue Service Form W-9 on behalf of the Client and to deliver such form to broker-dealers or others from time to time as required in connection with securities transactions pursuant to this Agreement.

5. ADVISOR'S OTHER CLIENTS.

The Client understands that the Advisor performs investment advisory services for various other clients which may include investment companies, commingled trust funds and/or individual portfolios. The Client agrees that the Advisor, in the exercise of its professional judgment, may give advice or take action with respect to any of its other clients which may differ from advice given or the timing or nature of action taken with respect to the Fund. The Advisor shall not have any obligation to purchase, sell or exchange any security for the Client solely by reason of the fact that the Advisor, its principals, affiliates, or employees may purchase, sell or exchange such security for the account of any other client or for itself or its own accounts.

6. TERM.

This Agreement may be terminated by the Client in the event of any material breach of its terms immediately upon notice by certified mail, return receipt requested. This Agreement may be terminated by the Client at any time, on not less than thirty (30) days' written notice to the Advisor. The Advisor may terminate this Agreement immediately upon any material breach of its terms by the Client, or at any time after one year upon thirty (30) days' written notice.

7. FORCE MAJEURE.

The Advisor shall have no liability for any losses arising out of the delays in performing or inability to perform the services which it renders under this Agreement which result from events beyond its control, including interruption of the business activities of the Advisor or other financial institutions due to acts of God, acts of governmental authority, acts of war, terrorism, civil insurrection, riots, labor difficulties, or any action or inaction of any carrier or utility, or mechanical or other malfunction.

8. DISCIPLINARY ACTIONS.

The Advisor shall promptly give notice to the Client if the Advisor shall have been found to have violated any state or federal securities law or regulation in any final and unappealable judgment in any criminal action or civil suit in any state or federal court or in any disciplinary proceeding before the Securities and Exchange Commission (the "SEC") or any other agency or department of the United States, any registered securities exchange, the Financial Industry Regulatory Authority, or any regulatory authority of any State based upon the performance of services as an investment advisor.

9. INDEPENDENT CONTRACTOR.

The Advisor, its employees, officers and representatives, shall not be deemed to be employees, agents (except as to the purchase or sale of securities described in Section 1), partners, servants, and/or joint ventures of the Client or the Fund by virtue of this Agreement or any actions or services rendered under this Agreement.

10. BOOKS.

The Advisor shall maintain records of all transactions in the Fund. The Advisor shall use its best efforts to cause the Custodian to provide the Client with a statement, no less frequently than quarterly, showing deposits, withdrawals, purchases and sales (or maturities) of investments, earnings received, and the value of assets held on the last business day of the month all as provided for in the Custodian agreement between the Client and the Custodian.

11. ADVISOR'S BROCHURE AND BROCHURE SUPPLEMENT.

The Advisor warrants that it has delivered to the Client prior to the execution of this Agreement, the Advisor's current SEC Form ADV, Part 2A (brochure) and Part 2B (brochure supplement). The Client acknowledges receipt of such brochure and brochure supplement prior to the execution of this Agreement.

12. MODIFICATION.

This Agreement shall not be changed, modified, terminated or discharged in whole or in part, except by an instrument in writing signed by both parties hereto, or their respective successors or assigns.

13. SUCCESSORS AND ASSIGNS.

The provisions of this Agreement shall be binding on the Advisor and its successors and assigns, provided, however, that the rights and obligations of the Advisor may not be assigned without the consent of the Client.

14. NOTICE.

Written notices required under this Agreement shall be sent by regular mail, certified mail, overnight delivery or courier, and shall be deemed given when received at the parties' respective addresses shown below. Either party must notify the other party in writing of a change in address.

Client's Address

White Bear Lake Area Schools
4855 Bloom Avenue
White Bear Lake, MN
Attn: Tim Wald

Advisor's Address

PFM Asset Management LLC
50 South Sixth Street
Suite 2254
Minneapolis, MN 55402
Attn: Donn Hanson

With a Copy to:

PFM Asset Management LLC
1735 Market Street
43rd Floor
Philadelphia, PA 19103
Attn: Controller

15. APPLICABLE LAW.

This Agreement shall be construed, enforced, and administered according to the laws of the State of Minnesota. The Advisor and the Client agree that, should

a disagreement arise as to the terms or enforcement of any provision of this Agreement, each party will in good faith attempt to resolve said disagreement prior to filing a lawsuit.

16. APPROVAL; EXECUTION; SEVERABILITY.

(a) This Agreement has been approved by the White Bear Lake Area School District (the "Governing Body") of the Client. The Governing Body hereby authorizes each designated person (a "Designated Person") identified on Annex I hereto, acting on behalf of the Client, to interact with the Advisor regarding the Fund, and the Advisor may rely on any instructions received from such Designated Person; provided however, that this Agreement may not be amended without the prior approval of the Governing Body. The Governing Body may designate additional Designated Persons or remove Designated Persons from time to time by written notice to the Advisor.

(b) Each party to this Agreement represents and warrants that the person or persons signing this Agreement on behalf of such party is authorized and empowered to sign and deliver this Agreement for such party.

(c) The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their authorized representatives as of the date set forth in the first paragraph of this Agreement.

PFM ASSET MANAGEMENT LLC

By: _____
Name: _____
Title: _____

WHITE BEAR LAKE AREA SCHOOL DISTRICT

By: _____
Name: _____
Title: _____

ANNEX I

DESIGNATED PERSONS

The following are Designated Persons pursuant to Section 16 of the foregoing Investment Advisory Agreement, and each such person's signature is set forth below.

| <u>Name of Designated Person</u> | <u>Title</u> | <u>Signature</u> |
|--------------------------------------|--|------------------|
| Dr. Wayne Kazmierczak | Superintendent | _____ |
| Tim Wald | Asst. Superintendent for Finance and Operations | _____ |
| Tom Wieczorek | Director of Finance | _____ |

AGENDA ITEM: **Action on Dairy Contract**

MEETING DATE: **June 11, 2018**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for Finance and Operations; Bridget Lehn, Nutrition Services Coordinator**

BACKGROUND:

Nutrition Services put out a bid for dairy products May 2, 2018. Three vendors returned bids. Nutrition Services would like to accept the lowest bid from Agropur, totaling an estimated \$158,139.40 for the 2018-2019 school year with the option to renew two additional years. The evaluation matrix is enclosed for review.

Bridget Lehn, Nutrition Services Coordinator, will be present to answer any questions.

RECOMMENDED ACTION: *Move to approve the dairy bid with Agropur, Inc., totaling an estimated \$158,139.40 for the 2018-2019 school year with the option to renew two additional years*

Bid Tally Sheet

Bid for: Nutrition Services - Dairy Products

| 5/30/2018 | | Vendor | | | | Vendor | | | | Vendor | | | | Vendor | | | |
|---|-----------------|-------------------------------------|-------------------------------|----------------------------------|-------------------------------------|---|-------------------------------|----------------------------------|-------------------------------------|----------------------------|-------------------------------|----------------------------------|-------------------------------------|----------------------------|-------------------------------|----------------------------------|-------------------------------------|
| | | Agropur | | | | Dean Foods | | | | Kemp | | | | Hastings | | | |
| Bid Bond 5% \$9863.23 | | Cashier's Check \$7906.97 | | | | Yes 5% | | | | Yes- 5% | | | | | | | |
| Signed Affidavit | | Yes | | | | Yes | | | | Yes | | | | | | | |
| HACCP Documentation | | Yes | | | | Yes | | | | No | | | | | | | |
| Evidence of Worker's Comp | | Yes | | | | | | | | | | | | | | | |
| IMS Certified, if applicable | | Yes | | | | Yes | | | | | | | | | | | |
| AMS Certified, if applicable | | | | | | | | | | | | | | | | | |
| Other | | EEO, NSF Certified, Delivery Window | | | | Merieux NutriSciences Certification, MDA inspection | | | | | | | | | | | |
| Product Specifications | | Yes | | | | Yes | | | | | | | | | | | |
| Item | Estimated Usage | Firm Bid with Milk Coolers | Firm Bid without Milk Coolers | Escalating Bid with Milk Coolers | Escalating Bid without Milk Coolers | Firm Bid with Milk Coolers | Firm Bid without Milk Coolers | Escalating Bid with Milk Coolers | Escalating Bid without Milk Coolers | Firm Bid with Milk Coolers | Firm Bid without Milk Coolers | Escalating Bid with Milk Coolers | Escalating Bid without Milk Coolers | Firm Bid with Milk Coolers | Firm Bid without Milk Coolers | Escalating Bid with Milk Coolers | Escalating Bid without Milk Coolers |
| 1% white milk, ½ pint | 150,000 ½ pints | NA | | 0.134 | 0.134 | NA | | 0.191 | 0.169 | NA | | 0.179 | 0.164 | | | | Declined |
| Skim white milk ½ pint | 120,000 ½ pints | | | 0.128 | 0.128 | | | 0.1769 | 0.1589 | | | 0.171 | 0.156 | | | | |
| Chocolate skim milk, ½ pint | 800,000 ½ pints | | | 0.145 | 0.145 | | | 0.1869 | 0.166 | | | 0.18 | 0.165 | | | | |
| Lactaid milk, ½ pint | 4500 ½ pints | | | 0.57 | 0.57 | | | 0.64 | 0.59 | | | 0.689 | 0.689 | | | | |
| Skim flavored or unflavored aseptic package, ½ pint | 3000 ½ pints | | | 0.47 | 0.47 | | | NA | NA | | | NA | NA | | | | |
| 2% white milk, 1 Gallon | 175 gallons | | | 2.62 | 2.62 | | | 2.67 | 2.47 | | | 3.232 | 3.232 | | | | |
| Buttermilk, ½ Gallon | 800 ½ gallons | | | 1.85 | 1.85 | | | 1.97 | 1.87 | | | 2.137 | 2.137 | | | | |
| Sour Cream, Light 5# | 90 5# tub | | | 8.51 | 8.51 | | | 6.59 | 6.39 | | | 6.895 | 6.895 | | | | |
| Total | | | | | | | | \$ 158,139.40 | \$ 158,139.40 | | | | | | | | |

AGENDA ITEM: **Action on Super School Breakfast Grant**

MEETING DATE: **June 11, 2018**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for Finance and Operations; Bridget Lehn, Nutrition Services Coordinator**

BACKGROUND:

Nutrition Services applied and received a Fuel Up to Play 60 and United Health Care Nutrition Equipment Grant for the Super School Breakfast initiative in the amount of \$10,000. This grant will fund the expansion of breakfast outside of the cafeteria at White Bear Lake Area High School – South Campus.

Bridget Lehn, Nutrition Services Coordinator, will be present to answer any questions.

RECOMMENDED ACTION: *Move to approve acceptance of the Fuel Up to Play 60 and United Health Care Nutrition Equipment grant in the amount of \$10,000 to fund the Super School Breakfast at White Bear Lake Area High School – South Campus.*

AGENDA ITEM: Approval of Property and Casualty Insurance

MEETING DATE: June 11, 2018

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Tim Wald, Assistant Superintendent for Finance and Operations; Tom Wiczorek, Director of Finance

BACKGROUND:

Prior to 2014-15 school year, the School Board approved the District's membership in the Minnesota Insurance Scholastic Trust (MIST), a cooperative venture allowing member districts to utilize a risk sharing and cooperative purchasing structure to purchase property and casualty insurance. Among its benefits, MIST allows district to address the true cost of risk rather than just the cost of the insurance premium. The group has grown from 7 members in 2013 to its current level of 23 school districts.

The District's expiring premium for property and casualty insurance is \$282,176. The proposed renewal rate is \$289,138, an *increase* of 2.47% compared to the existing premium. Please see the attached documents for an executive summary of the 2018-19 renewal as well as a breakdown of the costs of the program.

RECOMMENDED ACTION: Move to approve the property and casualty insurance package with the Minnesota Insurance Scholastic Trust (MIST) in the amount of \$289,138 effective July 1, 2018 through June 30, 2019.

Minnesota Insurance Scholastic Trust

Executive Summary

The Arthur J. Gallagher Risk Management Services, Inc. administration team is proud to present the July 1, 2018 to July 1, 2018 Property/Casualty renewal proposal for the Minnesota Insurance Scholastic Trust (MIST). As MIST enters its sixth year of service to Minnesota school districts, we would like to thank each of you for allowing our team to be of service to your district. We truly value the partnership with each of the MIST members and look to continue the success of the MIST program far into the future.

Our renewal marketing results are reflective of the pools current loss experience and combined with a changing insurance market. We look to finish the year strong and head into our sixth year with a competitive program

As we discussed at our mid-year board meeting, the insurance marketplace, was in flux. Property losses in 2017 created upward pressure on rates in 2018. As the year has gone on the property rates stabilized slightly higher for good risks but not as high as some were predicting. Property losses continue to drive the loss experience for MIST.

We also discussed increasing automobile premiums mostly due to distracted driving claims.

Primary and excess liability carriers are in a relatively soft markets for clean risks. That being said, many are still reviewing their books of business as school districts in states around the country are experiencing issues related to security/law enforcement, sexual abuse, and concussions. Specifically in Minnesota, there continues to be current court cases that have tested Minnesota Public Entity Tort Immunity provisions.

Some lines however, are continuing to show signs of rate and deductible increases due to underwriting losses within those lines. One area that continues to see rate increases and deductible increases is School Board Legal Liability coverage. Carriers are continuing to see losses across the country that involves alleged Employment Practice violations, EEOC hearings, and IEP hearings. All of these losses are causing the limited School Board Legal Liability marketplace to raise rates and reduce coverage terms and limits.

For 2018, AJG marketed three lines of coverage: your excess property, package and cyber liability coverage. In 2017, we went through an extensive marketing effort for all lines of coverage. Generally we do not like to market every year but due to the catastrophic property losses of 2017, we felt it necessary to determine where the market was heading on property. We also marketed the cyber even though we had a nice decrease last year. In marketing the package and property, we secured a 4.5% rate increase on the property and a flat renewal on the package (which has your first property layer). We are recommending staying with your incumbent carriers in 2018. The following is a summary of our efforts:

- We approached nine insurance companies.
- We received pool rate reductions for 4 lines of coverage in the MIST program.
- The overall recommend renewal is flat

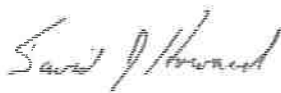
As you can see above, the MIST program is performing well and achieving flat or reduced renewal rates on most lines of the program. As we approach the end of our fifth successful year of the MIST program, we would like to remind our members that MIST will continue to gain momentum, respect, and new members in the coming years. As our team continues to promote the program as the premier alternative to conventional insurance, we will continue to provide a program to the school districts of Minnesota that allows each member to truly control their own destiny.

We are extremely proud of our service team that is dedicated to the MIST membership. Our teams are not generalists in the insurance industry; we are niche specialists in the K-12 Scholastic arena. We not only have our local MIST team, but also have our national scholastic team throughout the United States that we can utilize to help bring the best programs available to our MIST members.

We again would like to thank each of you for your cooperation during the 2017-2018 renewal. We value each of you and look forward to being of service to you and your staff. We thank you for your cooperation and support.



Tyler LaMantia
Area Executive Vice President



David Howard
Area Executive Vice President



Nick Lano
Area Vice President



PROPERTY/CASUALTY
Effective July 1, 2018 to July 1, 2019

District: White Bear Lake Area Schools ISD#624

| Fixed Costs | 2017-2018 Expiring Costs | 2018-2019 Renewal Costs | % Of Change |
|--|-----------------------------|----------------------------|--------------|
| Package (includes Property, General Liability, Auto Liability & Physical Damage, Crime, Excess Liability, EBL, Law, Abuse) [*] | [-8.03%] \$56,167.93 | [5.38%] \$59,188.71 | 5.38% |
| Excess Property | \$51,930.00 | \$54,428.00 | 4.81% |
| Boiler & Machinery | \$9,155.00 | \$8,453.00 | -7.67% |
| Cyber Liability | \$14,204.06 | \$14,624.47 | 2.96% |
| Pollution Liability | \$7,798.07 | \$7,675.45 | -1.57% |
| Arthur J. Gallagher Risk Management Services Fee | \$30,040.00 | \$30,940.00 | 3.00% |
| Gallagher Bassett Services Claims Administration Fee | \$9,273.00 | \$8,977.00 | -3.19% |
| Gallagher Bassett Services Loss Control Fee | \$1,000.00 | \$1,000.00 | 0.0% |
| Operations Cost | \$7,504.00 | \$7,558.00 | 0.72% |
| Total Fixed Costs | \$187,072.06 | \$192,844.63 | 3.09% |

| Variable Costs | 2017-2018 Expiring Costs | 2018-2019 Renewal Costs | % Of Change |
|---|-----------------------------|----------------------------|--------------|
| Loss Fund – Package [*] | [-7.95%] \$95,104.00 | [-0.27%] \$96,296.00 | 1.25% |
| Total Program Contribution on a Maximum Cost Basis | \$282,176.06 | \$289,140.63 | 2.47% |

| | |
|--------------------------------------|---------------------|
| Total Program Costs 2018-2019 | \$289,140.63 |
|--------------------------------------|---------------------|

| Statistical Information | 2017-2018 Expiring | 2018-2019 Renewal | % of Change |
|--|--------------------|-------------------|-------------|
| Total Insurable Values (includes Auto Physical Damage) | \$394,603,127 | \$398,198,867 | 0.91% |
| Students | 8,815 | 9,326 | 5.80% |
| All Vehicles | 88 | 77 | -12.50% |

[*] Please note the actuarial debit/credit system for the 2018/2019 renewal is based upon your districts exposures as well as the previous 5 years of loss history (excluding the current year).

AGENDA ITEM: **Action on Workers Compensation Insurance for 2018-19**

MEETING DATE: **June 11, 2018**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for Finance and Operations; Tom Wieczorek, Director of Finance**

BACKGROUND:

A renewal quote for 2018-2019 was received from the District's existing workers compensation provider, Dakota Truck Underwriters. The renewal premium for 2018-2019 is \$573,885, a decrease of approximately 6.4% compared to the current year's premium of \$612,908. Nick Lano and David Howard from Arthur J. Gallagher Risk Management Services, Inc. will be in attendance to provide a brief overview of the District's workers compensation insurance renewal and to answer questions.

RECOMMENDED ACTION: Move to accept the quote of \$573,885 from Dakota Truck Underwriters for workers compensation insurance effective July 1, 2018 through June 30, 2019.

Independent School District 624

Program Details

Coverage: Workers' Compensation
Carrier: Dakota Truck Underwriters
Policy Period: 7/1/2018 to 7/1/2019

Coverage:

| DESCRIPTION | LIMIT TYPE | AMOUNT | BASIS |
|---|---------------|-----------|---------------|
| Coverage A - Workers' Compensation | | | Statutory |
| Employers' Liability Limits: Bodily Injury by Accident | Limit | \$500,000 | Each Accident |
| Employers' Liability Limits: Bodily Injury by Disease | Limit | \$500,000 | Each Employee |
| Employers' Liability Limits: Bodily Injury by Disease | Limit | \$500,000 | Policy Limit |

Deductibles / Self Insured Retention

| TYPE | COVERAGE | AMOUNT |
|------------|-----------------------|--------|
| Deductible | Workers' Compensation | None |

Experience Modification Factor(s):

| DESCRIPTION | FACTOR |
|-------------|--------|
| MN | 1.11 |

States:

| DESCRIPTION | STATE |
|------------------|----------------|
| States Covered: | MN |
| States Excluded: | OH, ND, WA, WY |

Executive Officers/Partners:

| NAME | TITLE | INCLUDE/EXCLUDE |
|-------------------------|-------|-----------------|
| Volunteers are Excluded | | Excluded |

Exclusions include, but are not limited to:

| DESCRIPTION |
|---|
| Longshore & Harbor Workers' Act |
| Owners or Officers |
| Bodily Injury to an Employee While Employed in Violation of Law |

Independent School District 624

Program Details (Cont.)

Exclusions include, but are not limited to:

DESCRIPTION

Bodily Injury Intentionally Caused by Insured
Federal Employers' Liability Act
Assumptions under Contract

Other Significant Terms and Conditions/Restrictions:

DESCRIPTION

Premium Includes Terrorism of \$7,195.00
If electing an Installment Payment Plan, A \$5 Service Charge Per Invoice Will Apply

| | |
|---|---------------------|
| Premium | \$541,650.00 |
| Surcharges & Assessments | |
| Expense Constant | \$220.00 |
| SCF Assessment | \$25,953.00 |
| Total Surcharges & Assessments | \$26,173.00 |
| ESTIMATED PROGRAM COST | \$567,823.00 |
| TRI/TRIPRA PREMIUM (+ Additional Surcharges, Taxes and Fees as applicable) | INCLUDED |

Subject to Audit: Annually

Auditable Exposures:

| STATE | CLASS CODE | DESCRIPTION | EXPOSURE | RATE PER \$100 |
|-------|------------|--|--------------|----------------|
| MN | 7380 | Chauffeurs & Helpers | \$90,498 | 6.53 |
| MN | 7382 | Bus CO.—all Other Employees & Drivers | \$1,303,821 | 5.11 |
| MN | 8385 | Bus Company - Garage Emp. | \$103,116 | 4.02 |
| MN | 8868 | Schools: Professional Employees and Clerical | \$66,019,291 | 0.52 |
| MN | 9101 | Schools- all Other Employees | \$4,434,889 | 4.9 |

Independent School District 624

Program Details (Cont.)

Option #1:

| DESCRIPTION | LIMIT TYPE | AMOUNT | BASIS |
|---|---------------|-------------|---------------|
| Coverage A - Workers' Compensation | | Statutory | |
| Employers' Liability Limits: Bodily Injury by Accident | Limit | \$1,000,000 | Each Accident |
| Employers' Liability Limits: Bodily Injury by Disease | Limit | \$1,000,000 | Each Employee |
| Employers' Liability Limits: Bodily Injury by Disease | Limit | \$1,000,000 | Policy Limit |

Premium **\$547,431.00**

Surcharges & Assessments

Expense Constant **\$220.00**

SCF Assessment **\$26,234.00**

Total Surcharges & Assessments **\$26,454.00**

ESTIMATED PROGRAM COST **\$573,885.00**

TRIA/TRIPRA PREMIUM
(+ Additional Surcharges, Taxes and Fees as applicable) **INCLUDED**

AGENDA ITEM: **Action on Lead in Drinking Water Testing Plan**
MEETING DATE: **June 11, 2018**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for Finance and Operations**

BACKGROUND:

Although it hasn't been required, White Bear Lake Area Schools has been testing for lead in drinking water at all of our schools since 2005 following EPA and Minnesota Department of Health recommendations.

New legislation 9 MN Statute 121A.335) has been put in place requiring all Minnesota school districts to have a Board adopted lead in drinking water testing plan in place by July 1, 2018. The Commissioner of Education has developed a model plan for schools to help outline the requirements and we're aligning our current plan with the Commissioner's model plan to satisfy all statutory requirements.

Attached is a copy of the model plan and testing schedule.

RECOMMENDED ACTION: Approve the proposed lead in drinking water testing plan.

**White Bear Lake Area Schools
Lead in Water Sampling**

| School/ Approximate # of Fixtures | | Years Tested & Next Scheduled Test | Reports |
|--|--|--|---|
| Hugo K-5 (9:25-3:40) 23 fixtures | | 2005 2/2010 2012 (if not tested in 2010) 2015 2020 | 10-006 12-033 15-067 |
| Normandy Park 34 fixtures | | 2005 2010 2015 2016 2020 | 10-006 15-067 15-654 16-378 |
| Oneka 2-5 (9:15-3:40) 70 fixtures | | 2010 2015 2020 | 10-006 15-067 |
| Bellaire 27 fixtures | | 2012 2017 2022 | 12-033 (^{'17}) M476900003- Bellaire NE Metro 916 |
| Otter 2-5 (9:15-3:40) 104 fixtures | | 2006 2011 2016 2021 | 11-057 12-033 16-017 16-378 |
| Willow K-5 (9:15- 3:40) 66 fixtures | | 2011 2016 2021 | 11-057 16-017 |
| Transition Plus (Hugo) 5 fixtures | | 2011 2016 2021 | 11-057 16-017 |

| | | | |
|--|--|---|---|
| Sunrise 6-8 33 fixtures | | 2007 2012 2013 2017 2022 | 07-111 07-113 12-033 13-076 (^{'17}) M476900003-SUN |
| Vadnais K-5 (9:15- 3:40) 65 fixtures | | 2010 2012 2015 2020 | 10-006 11-057 12-033 15-067 |
| South 11-12 (7:55- 2:37) 63 fixtures | | 2007 2012 2017 2022 | 07-112 12-033 (^{'17}) M476900003-South & 916 |

| School/ Approximate # of Fixtures | | Years Tested & Next Scheduled Test | Reports |
|--|--|---|---|
| ALC 9-12 8-3:30 M-Th 47 fixtures (2014) | | 2009 2014 2016 2019 | 09-043 14-018 16-378 |
| North 9-10 (7:30-2:18) 52 fixtures | | 2009 2012 2014 2019 | 09-043 12-033 14-018 |
| Birch K-5 (9:15-3:40) 66 fixtures | | 2009 2012 2014 2016 2019 | 09-043 12-033 14-018 16-017 |
| Lincoln K-5 (9:15-3:40) 61 fixtures | | 2008 2012 2013 2016 2018 2023 | 08-111 12-033 13-076,13-378 16-378 M476900014-L |
| District Ctr. & CMS 6-8 (8:15-3:01) 24 fixtures | | 2008 2013 2018 2023 | 08-111 13-076 M476900014-CMS |
| Lakeaires K-5 (9:15-3:40) 54 fixtures | | 2008 2010 2012 2015 2020 | 08-111 10-006 12-033 15-067 16-017 |
| Matoska K-5 (9:14-3:40) 73 fixtures | | 2008 2012 2017 2022 | 08-111 12-033 (17) M476900003-MAT |



Reducing Lead in Drinking Water

A TECHNICAL GUIDANCE AND MODEL PLAN FOR
MINNESOTA'S PUBLIC SCHOOLS



DEPARTMENT OF EDUCATION

DEPARTMENT OF HEALTH

April 2018

Minnesota Department of Education
Division of School Finance – Long-Term Facilities Maintenance
1500 Highway 36 West
Roseville, Minnesota 55113
651-582-8779
mde.funding@state.mn.us
[Minnesota Department of Education \(http://www.education.state.mn.us\)](http://www.education.state.mn.us)

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www.health.state.mn.us

Upon request, this material will be made available in an alternative format. Printed on recycled paper.

Foreword

Reducing potential lead risks in school drinking water

We are pleased to present this guidance and model plan, *Reducing Lead in Drinking Water: A Technical Guidance and Model Plan for Minnesota's Public Schools*. This plan reflects the commitment of public health, education, and legislative leaders, as well as those directly responsible for operating school drinking water systems, to reduce the chance that children are exposed to the health hazards of lead through school drinking water. It provides information on both required steps (testing, reporting) and flexible guidance that schools can consider to meet their individual needs. Reducing lead exposure is a high priority for all of us.

When children take in even small amounts of lead, there can be detrimental health effects. The longer children are exposed to lead, or the higher the dose, the greater the impact. While current science has not found a safe level of lead exposure, lead is still present in many areas of our environment, making it very difficult and costly to reach a point of zero exposure. That is why it is so important for those of us who are concerned for the health and safety of our children to do what we can to reduce lead exposures for children.

While the greatest risks, by far, for children to be exposed to lead are typically in their own homes from a source such as lead paint, under certain conditions children can be exposed to lead through school drinking water. This manual builds on existing guidance that schools have used since 1989. It is designed to help schools develop and implement plans to test for lead in drinking water and communicate results to parents and the public – fulfilling the requirements of a new state law passed in 2017. Further, the manual describes steps schools may take to reduce lead in drinking water.

We recognize the challenges school managers will face in executing lead testing, communicating results, and taking action to reduce lead in drinking water. Many schools have already taken steps to reduce lead in drinking water and we are learning from their experience. If all schools take appropriate actions and continue to follow best practices, potential exposures across the State can be greatly limited and children protected from the life-long negative impacts of lead exposure. Staff in both of our agencies are available to provide assistance to help school staff to address these challenges.

We look forward to working with all schools in Minnesota to create a more lead-free future for our children.

Brenda Casselius
Commissioner of Education

Jan Malcolm
Commissioner of Health

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Introduction

Purpose of this Technical Guidance and Model Plan

This technical guidance is designed to assist Minnesota's school districts and charter schools in minimizing the exposure of students and staff to lead in drinking water. It also contains the model plan for lead testing of school drinking water as required under Minnesota Statutes, section 121A.335. The specific text of the statute can be found at:

- [Lead in School Drinking Water \(https://revisor.mn.gov/statutes/?id=121A.335\)](https://revisor.mn.gov/statutes/?id=121A.335)

Minnesota Statutes, section 121A.335 requires schools to either adopt the model plan outlined in this document or develop and adopt an alternative plan that accurately and efficiently tests for the presence of lead in water in public school buildings serving students. The statute further directs that this technical guidance be based on “standards established by the United States Environmental Protection Agency (EPA)” and current Minnesota Department of Health (MDH) guidance. In addition to describing required aspects (planning, testing, reporting), the manual also presents flexible guidance that schools can consider to meet their individual needs most efficiently.

The Minnesota Department of Education (MDE) and MDH intend that school administrators consult this technical guidance and model plan when testing for lead in their drinking water and implement activities as needed to reduce exposure to lead. The school district is responsible for adopting and retaining the model plan/alternative plan and test results records, as well as making those results available to parents and the public.

Who is Required to Use this Technical Guidance and Model Plan?

This technical guidance and model plan are intended for use by all school districts and charter schools subject to requirements of Minnesota Statutes, section 121A.335.

School administrators, school boards and others in positions of governance should review this guidance. Beyond the model plan for lead testing, this technical guidance includes recommendations to reduce lead levels at taps used for drinking water and food preparation. The instructions for testing and suggested lead hazard reduction options are designed for school health, safety, and maintenance personnel, as well as consultants working with educational agencies.

If your school is served by a Community Public Water System (CPWS), i.e. municipality, you should contact your CPWS to learn more about lead in your water supply before testing your facility. It's important to develop a working relationship with your CPWS, including having a coordinated communications plan.

While this technical guidance and model plan pertains specifically to school districts and charter schools subject to Minnesota Statutes, 121A.335, other facilities serving infants, preschoolers, and children are encouraged to use this technical guidance and model plan to identify and reduce lead in drinking water.

Health Information

Why Worry About Lead in Schools?

Lead is a toxic material known to be harmful to human health if ingested or inhaled. Recent research has shown that exposure to lead is associated with adverse mental, physical, and behavioral effects on children. The current scientific consensus is that there is no safe level of lead exposure. For more background see:

- [Centers for Disease Control and Prevention \(https://www.cdc.gov/nceh/lead/\)](https://www.cdc.gov/nceh/lead/).

Therefore, any measureable blood lead level can have negative health effects. While water is just one potential source of exposure to lead in the environment, reducing lead in school drinking water can decrease an individual's overall exposure to lead.

Health Risks of Lead

While we have known that lead is toxic for many centuries, there has historically been a level of exposure presumed to be “safe.” Over the years, the safe level has been reduced based on new research, but it was always there. However, in 2012, the Centers for Disease Control and Prevention dramatically changed the way lead toxicity is assessed. Instead of setting a safe level, the new approach acknowledges the fact that there is no currently known safe level of lead exposure and recommends a primary prevention approach (i.e., preventing a problem before it occurs) to reducing risk. This concept of “no safe level” is similar to the way we assess risks from carcinogens.

Health risks from carcinogens are managed by setting an acceptable risk probability (not zero) that balances the need to reduce exposure with the practicality of avoiding chemicals that are widely distributed in our environment. The new approach for lead hazard reduction is similar in that it balances the need to reduce exposure (i.e., primary prevention) while recognizing that lead is still present in many areas of our environment.

Children

Children are more susceptible to lead exposure because their bodies absorb metals at higher rates than the average adult. Children younger than six years old are most at risk due to their rapid rate of growth and ongoing brain development. Exposure to lead can cause damage to the brain, nervous system, red blood cells, and kidneys. Lead also has the potential to cause lower IQs, hearing impairments, reduced attention span, hyperactivity, developmental delays, and poor classroom performance.

The damage from lead exposure in children is permanent. Fortunately, the impacts of lead exposure can be minimized with good nutrition, a stimulating education, and a supportive environment.

Adults

High blood lead levels in adults have been linked to increased blood pressure, poor muscle coordination, nerve damage, decreased fertility, and hearing and vision impairment. Pregnant

women and their fetuses are especially vulnerable to lead exposure since lead can significantly harm the fetus, causing lower birth weight and slowing normal mental and physical developments. For more information on the health impacts of lead on children and adults, please see the Minnesota Department of Health lead page:

- [Lead \(http://www.health.state.mn.us/topics/lead/index.html\)](http://www.health.state.mn.us/topics/lead/index.html)

Common Sources of Lead

There are a number of pathways of exposure to lead in the environment. While this guidance focuses on lead in drinking water at schools, it is important to reduce exposure from all potential sources of lead. These include:

- Lead-based paint in older homes (i.e., built before 1978). This is the most common source for childhood lead poisoning;
- Lead-contaminated dust and soil;
- Imported spices, cosmetics, and medications contaminated with lead;
- Pottery or ceramics with lead glazes;
- Exposure through lead dust from a household member who has a job or hobby that involves lead, such as construction or shooting firearms;
- Swallowing items that contain lead, such as fishing sinkers; and
- Corrosion of plumbing materials including brass, solder and pipes.

Therefore, while water is not typically the most prominent source of lead exposure for an individual, reducing lead in drinking water can help in lowering an individual's overall exposure.

How Does Lead Get Into Drinking Water?

Lead found in drinking water comes primarily from materials and components associated with the water distribution system and plumbing. While public water distribution systems may have lead components, the highest concentrations of lead are typically found nearest to the tap. Lead may be present in various materials in a building's plumbing system such as lead solder, brass fixtures, valves, and lead pipes. Corrosion of these materials allows lead to dissolve into the water passing through the plumbing system. The amount of corrosion depends on the type of plumbing materials, water quality characteristics, electrical currents, and how water is used. The longer water remains in contact with lead materials, the greater the chance lead can get into the water.

Why is Lead a Special Concern for Schools?

Children are more vulnerable to lead

Children typically have higher intake rates for environmental materials (such as soil, dust, food, water, air, paint) than adults. They are more likely to play in the dirt and put their hands and other objects in their mouths. Children tend to absorb a higher fraction of ingested lead than adults, which can slow the normal physical and mental development of their growing bodies. In addition, the physical and behavioral health effects from lead exposure can impact student success and school function. While the most vulnerable age for lead exposure is for children

less than six years old, the brains of school-age children are still developing and can be significantly impacted by lead exposure.

Plumbing materials and water use patterns at schools

Lead levels in the water within the plumbing system of schools can vary greatly from tap to tap. Plumbing materials and usage patterns influence the amount of lead in drinking water due to the variety of materials in the system (e.g., lead or copper pipes, lead solder, and brass fixtures). The amount of time the water is in contact with various materials in the plumbing system may have a significant effect on the concentrations found as well. The “on-again, off-again” water use patterns of most schools can contribute to elevated lead levels in drinking water. Water that remains stagnant in plumbing overnight, over a weekend, or during a vacation has longer contact with plumbing materials and therefore may contain higher levels of lead.

What Can Be Done to Reduce Lead Levels in Drinking Water?

This section is relevant to any tap used for drinking water or food preparation. These are best practices in reducing lead concentrations and can be used at home, school, or at work.

When evaluating the best approach for protecting against lead exposure in schools, it is important to balance a number of factors:

- Current research has not identified a safe level of exposure to lead;
- Lead is still present in many areas of the environment, making it very difficult to eliminate all exposure;
- The risks of developing irreparable damage from lead in water increase with higher concentrations of lead and longer exposure times;
- School buildings across the state are very different, being old/new, big/small, busy/limited, targeted/multi-purpose, which impacts the likelihood of lead exposure; and
- Local school districts have the best understanding of their buildings and how they are used; they can work with parents, students, teachers, and administrators to come up with the best approach for their specific situation.

An effective response to lead in water must consider all of the factors listed above. Both MDE and MDH are readily available for technical assistance and consultation, but the local school district is in the best position to understand and implement an effective strategy for their specific situation.

Use only cold water for drinking and food preparation

Use only cold water for drinking, preparing food, and making baby formula. Hot water releases more lead from pipes than cold water. The water may be warmed before use in formula.

Let it run before use

Running water at a tap, prior to using it for drinking or food preparation, will typically help reduce lead levels in the water. This works by removing the water that has been in the longest contact with the plumbing materials, thus removing the water with the highest concentration of lead. Let the water run for 30-60 seconds before using it for drinking or cooking if the water

has not been turned on in over six hours. The only way to know if lead has been reduced after letting it run is to check with a test.

Other routine maintenance

Like any appliance, water systems require routine maintenance to function properly. Steps to help reduce the presence of lead in your water include:

- Clean faucet aerators on a quarterly basis - more often if debris buildup is observed - as lead-containing materials may accumulate in aerator screens;
- Use only certified lead free materials when performing plumbing work.
 - [Lead Free Certification Marks](http://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P100GRDZ.txt)
(<http://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P100GRDZ.txt>) ; and
- Follow the manufacturer's recommendations for water softener settings to ensure an appropriate level of hardness. The hardness of the incoming water may have to be determined by asking your water supplier or having a sample analyzed.

Test the water for lead

The only way to determine how much lead may be present in drinking water is to have the water tested. Each tap or fixture providing water for drinking or food preparation should be tested at least every five years. Some form of lead hazard reduction should be implemented for taps where lead is found. Detailed instructions on testing water for lead and recommended lead hazard reduction options can be found later in this document.

Regulations and Guidance

Due to lead's health effects and the special circumstances that make lead a concern in schools, a number of legal requirements and guidance materials exist that are applicable to reducing lead in school drinking water.

Table 1 displays the rules, regulations and guidance applicable to schools. They represent a range of laws, rules (enforceable) and guidance (not enforceable) developed over the past 30 years. Much has been learned over that time regarding lead health impacts, requiring an ongoing evolution in the way we address lead hazards. Each rule, regulation or guidance is explained in detail in the sections following the table.

Table 1: Regulations and Guidance Governing Lead in Schools Drinking Water

| Type | State Statutory Requirement | Federal Laws and Rules | | | State Guidance | Federal Guidance (EPA) |
|----------------|---|---|--------------------------------|--|---------------------------------|-------------------------------------|
| Name | Minnesota Statute 121A.335 | Lead and Copper Rule (SDWA) | Lead Contamination Control Act | Reduction of Lead in Drinking Water Act (SDWA) | Reducing Lead in Drinking Water | 3Ts (Training, Testing and Telling) |
| Effective Date | 2018 | 1991/2007 | 1988 | 2014 | 1989/2014 | 1994/2006 |
| Applicability | All public and charter schools in Minnesota | Directly applies to schools served by their own water source (e.g., well) and serving 25 or more people | All schools | All schools | All schools | All schools |

Minnesota State Statute 121A.335

The document you are reading was developed in response to Minnesota State Statute 121A.335. It requires public and charter schools to have a plan for efficiently and accurately testing for lead in drinking water using the model plan developed by MDE and MDH or by adopting an alternative plan. The law applies in addition to any other current testing requirements. The full Statute is found at:

- [Lead in School Drinking Water \(https://revisor.mn.gov/statutes/?id=121A.335\)](https://revisor.mn.gov/statutes/?id=121A.335)

Under the statute, **by July 1, 2018 school districts must:**

- Adopt the model plan from this document or develop and adopt an alternative plan to accurately and efficiently test for lead in school buildings serving students from prekindergarten to grade 12;

- Create a schedule for testing that includes all school district buildings and charter schools serving students where there is a source of water that may be consumed by students (used in cooking or directly by drinking). Each tap must be tested at least once every five years. Testing must have begun by July 1, 2018 and complete testing of all buildings serving students must be done within five years; and
- Make the results of testing available to the public to review and notify the parents and guardians of the availability of the information.

The Safe Drinking Water Act, Lead and Copper Rule

The Lead and Copper Rule (LCR) of the federal Safe Drinking Water Act (SDWA) was first passed in 1991, was updated in 2007, and applies to the public water system (PWS) supplying drinking water to a school building. Compliance with the LCR is based on the 90th percentile concentration value from samples collected at different points in the PWS. Compliance is a statistical calculation used to determine when a PWS must explore options to reduce lead in the water in the whole system. The LCR does not apply to individual taps.

Testing under the LCR is conducted based on a tier system, with the highest priority being individual residences. Therefore, a school served by a community water supply will not be tested under the LCR. However, if a school has a private well and has 25 or more staff and students, they are classified as a PWS and must test for lead under the LCR. More information on the LCR is at:

- [Lead and Copper Rule \(http://water.epa.gov/lawsregs/rulesregs/sdwa/lcr/index.cfm\)](http://water.epa.gov/lawsregs/rulesregs/sdwa/lcr/index.cfm)

The Lead Contamination Control Act

The Lead Contamination and Control Act (LCCA) - Public Law 100-572 was passed in 1988 and applies to all schools. The intent of the LCCA is to identify and reduce lead in drinking water at schools and relies on voluntary compliance by individual schools and school districts. In particular, it focuses on certain models of water coolers in existence at the time of the law's enactment, while also addressing lead risk reduction generally. Although compliance with the LCCA is voluntary, schools are encouraged to review its recommendations and consider implementation where appropriate.

More information on the LCCA is at:

- [Lead in Drinking Water in Schools Historical Documents \(https://www.epa.gov/dwreginfo/lead-drinking-water-schools-historical-documents\)](https://www.epa.gov/dwreginfo/lead-drinking-water-schools-historical-documents)

The Safe Drinking Water Act, Reduction of Lead in Drinking Water Act

The Reduction of Lead in Drinking Water Act (Public Law 111-380 amending Section 1417 of the Safe Drinking Water Act) became effective in January 2014. This law applies to all schools. The most common source of lead in drinking water is the corrosion of pipes and plumbing fixtures. In an effort to reduce this contamination source, the EPA amended the SDWA to mandate that

all pipes, solders, fittings, and fixtures be “lead free.” The Act revised the definition of lead free to lower the allowable amount of lead to a weighted average of 0.25% percent of the wetted surfaces of plumbing products and established a statutory method for calculating lead content; it retains a 0.20% lead limit for solder and flux. The law also created exemptions from the lead free requirements for plumbing products used exclusively for non-potable services as well as for other specified products. All plumbing fittings and fixtures must meet the NSF/ANSI Standard 61, Annex G.

More information on identifying lead free certification marks is at:

- [EPA How to Identify Lead-Free Certification Marks for Drinking Water System and Plumbing Materials \(http://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P100GRDZ.txt\)](http://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P100GRDZ.txt)

MDH Guidance

In 1989, MDH developed its first guidance document addressing lead in school drinking water based on the information in the 1988 EPA Lead Contamination Control Act. The latest revision in 2014 was based on new information in the 2014 EPA Reduction of Lead in Drinking Water Act. The 2014 version is superseded by this 2018 guidance.

3Ts (Training, Testing and Telling)

In 1994 the EPA developed the Lead in Drinking Water in Schools and Nonresidential Buildings guidance to assist schools in reducing the lead concentrations in their drinking water. In 2005, it was updated to become technical guidance titled “3Ts for Reducing Lead in Drinking Water in Schools and Child Care Facilities.” The 3Ts were designed to aid schools with the following:

- Establishing partnerships;
- Determining current water quality;
- Identifying potential problem areas;
- Developing a monitoring plan;
- Collecting and submitting water samples;
- Implementing corrective actions if lead is detected in any sample result; and
- Communicating and conducting public outreach.

The 3Ts guidance may be found at:

- [3Ts for Reducing Lead in Drinking Water in Schools and Child Care Facilities \(https://www.epa.gov/dwreginfo/3ts-reducing-lead-drinking-water-schools-and-child-care-facilities\)](https://www.epa.gov/dwreginfo/3ts-reducing-lead-drinking-water-schools-and-child-care-facilities)

Guidance Values of Lead

Lead is still present in many areas of our environment, including materials that were commonly used in plumbing systems. To help in understanding the risks posed by environmental lead, a variety of guidance values have been developed at different times by different organizations. Some of the values are relatively recent, others much older; some are health based, while

others are for statistical assessment of a water system. Table 2 summarizes guidance values frequently identified with public health protection.

Table 2: Lead in Drinking Water: by the Numbers

| Guidance Value: ppb (parts per billion) | Description |
|--|---|
| 0 ppb | EPA has set a maximum contaminate level goal (MCLG) of zero for lead in water. <i>Note: analytical tests can only measure down to their detection limits; it is not possible to actually measure down to 0 ppb.</i> |
| 1 ppb | The American Academy of Pediatrics recommends this level be used as a standard for school drinking water taps. <i>Note: The minimum repeatable detection limits achieved by laboratories today are typically between 0.5 and 2.0 ppb.</i> |
| 5 ppb | Illinois, Michigan and Washington DC use this value as a trigger for schools to implement lead hazard reduction or provide notification. Health Canada has proposed this value as their new Maximum Allowable Concentration. See Health Canada (https://www.canada.ca/en/health-canada/programs/consultation-lead-drinking-water/document.html#a1) Is the International Bottled Water Association (IBWA) Bottled Water Code of Practice finished water quality product standard. |
| 15 ppb | Public water systems sample for lead following the EPA Lead and Copper Rule. No more than 10 percent of a water system's samples are allowed to be above this level. However, this is not a health-based value. It is applied as a statistical calculation to determine when a public water system must explore corrosion control treatment options to reduce lead in the water based on the laboratory detection limit available at the time of the rule making. This action level has not been updated since 1991. Several states have adopted this value in their school guidance in order to match the Lead and Copper Rule value. |
| 20 ppb | This is the trigger value used in EPA's Lead in Drinking Water in Schools and Nonresidential Buildings (1994), now the 3Ts (2005). This value has not been updated since the publication of these documents and is not a health-based value. |

Model Plan for Lead Testing

This section presents the model plan as required by Minnesota Statute 121A.335. If schools adopt the model plan, all steps should be implemented. If there are questions regarding the model plan, contact MDE at 651-582-8779 or MDH at 651-201-4700 for further information.

Required Components of a Model Plan

The model plan includes three required steps:

- Step 1. Sampling Program Development
- Step 2. Conduct First Draw Tap Monitoring
- Step 3. Communicate Results

All schools must complete these steps or formulate a plan that addresses the core concepts of a sampling plan, testing, and communicating results. An alternative plan must accurately and efficiently test for the presence of lead in water in school buildings serving pre-kindergarten students and students in kindergarten through grade 12.

Recommendations for interpreting results and possible hazard reduction steps, which must be tailored to meet specific local needs and conditions, are presented later in this document. The recommendations are presented as guidance and are not a required part of Minnesota Statute 121A.335

MDE Support for Lead Reduction Activities

MDE administers the Long-Term Facilities Maintenance Revenue program under Minnesota Statutes, section 123B.595. This program may be utilized to reimburse costs associated with lead testing and remediation. Funding does not cover staff time used to perform daily flushing or water use utility cost associated with flushing procedures. Memorandums from MDE, program guidance documents, spreadsheets and forms used to obtain approval to receive revenue are available at this link:

- [Long-Term Facilities Maintenance](http://education.state.mn.us/MDE/dse/schfin/fac/ltfm/)
(<http://education.state.mn.us/MDE/dse/schfin/fac/ltfm/>)

Step 1- Sampling Program Development:

A program to assess and sample for lead in drinking water must incorporate, at a minimum, the following actions:

- **Inventory drinking water taps used for consumption (i.e., drinking water and food preparation):**
 - A drinking water faucet or tap is the point of access for people to obtain water for drinking or food preparation. A faucet/tap can be a fixture, faucet, drinking fountain or water cooler. Drinking water taps typically do not include bathroom taps, hose bibbs, laboratory faucets/sinks or custodial closet sinks; these should be clearly marked not for drinking.

- Taps used for human consumption should only be cold water taps.
- Hot water taps should never be used to obtain water for drinking water or food preparation.
- **Check all drinking fountains to ensure EPA has not identified them as having a lead lined tank under the LCCA.** This list can be found at:
[Lead in Drinking Water Coolers \(http://tinyurl.com/kr8kppf\)](http://tinyurl.com/kr8kppf);
 - If a drinking fountain within the school is found on this list, it should be removed from use immediately.
- **Determine a schedule for sampling:**
 - All taps used for drinking water or food preparation must be tested at a minimum of once every five years.
 - If budget or resources do not allow all taps to be tested in the first year, it is suggested that taps be prioritized, with all high priority taps tested the first year, medium priority the second, and low priority the third. The fourth year should be used as a “make up” year, if needed.
 - Recommended priority levels are:
 - High priority: taps used by children under the age of six years of age or pregnant women (e.g., drinking fountains, nurse’s office sinks, classrooms used for early childhood education and kitchen sinks);
 - Medium priority: other taps regularly used to obtain water for drinking or cooking (e.g., Family and Consumer Science sinks, classroom sinks, and teacher’s lounges); and
 - Low priority: other taps that could reasonably be used to obtain water for drinking but are not typically used for that purpose
- **Determine logistics for sampling:**
 - Water testing should be done consistent with the established schedule. Prior to testing it must be determined if school staff or a contractor will conduct the testing.
 - If the school will be doing the testing itself, it will need to contact a laboratory or purchase field testing equipment.
 - Schools will also need to decide if they will use field analyzers or laboratories to analyze results. Either method is acceptable with appropriate quality control and experience.
- **Analysis by an Accredited Laboratory:**
 - Laboratory analysis typically involves a school district or consultant contracting with an accredited lab to obtain sample bottles. The laboratory will send instructions for sampling, sample bottles, and a chain-of-custody form to document time and date collected, collector name, and sample location.
 - Limitations:
 - Analytical costs. These vary from lab to lab. Currently, typical per sample costs for lead and copper analysis may range from \$20 - \$50, depending on a variety of factors;
 - May take longer to get results than using a field analyzer; and
 - Typically requires shipping.

- Benefits
 - District and/or consultant will not need to maintain instrument calibration records;
 - Uses a Chain-of-Custody to ensure integrity of sample analysis process;
 - Analysis done by third-party may provide more independent review/transparency;
 - Accredited labs use EPA approved methods and have met industry standards for analysis; and
 - Analysts are certified and trained.

A listing of accredited laboratories may be found at:

- [Accredited Laboratories \(http://www.health.state.mn.us/labsearch\)](http://www.health.state.mn.us/labsearch)

Figure 1 presents a screen shot from the MDH website on search terms for finding an accredited lab using a customized search.

Program = Safe Drinking Water Program

Analyte = Lead

Matrix = Drinking Water

Figure 1: Screenshot of Customized Searches from MDH website

- **Analysis Using Field Analyzers:**

A Field Analyzer can be a great tool for quickly and efficiently testing for lead in drinking water. If you or your consultant uses a field analyzer, it is important that you understand its limitations and proper use.

- Limitations:
 - Some analyzers may not measure all forms of lead in drinking water. It is important that the instrument you use measures *total* lead (particulate and dissolved). If the instrument does not measure all types of lead in drinking water, your result could be biased low;

- Staff using an instrument need to ensure that the instrument is properly calibrated and maintained according to manufacturer's specifications, and that records of calibration and maintenance are kept;
- Instruments may require chemicals which will need to be stored and that can expire;
- Field instruments may not have limits of detection that are as low as an accredited laboratory. Be sure that the method you use can identify concentrations as low as 1 ppb; and
- Some instruments may have interferences with other contaminants and, therefore, under or overestimate the lead level. This may require that additional tests for iron, manganese, hardness, alkalinity or other contaminants be done prior to use to ensure that the instrument will be operated as designed.
- Benefits:
 - Get results faster;
 - Useful when doing large numbers of samples or investigative sampling where many samples might be taken from one tap;
 - Can be done on-site (no shipping needed); and
 - Can be more cost efficient depending on frequency of use.

Step 2- Conduct First Draw Tap Monitoring:

Once the plan from Step 1 is set, water sampling must be conducted according to the established schedule and priority. Water from taps used for drinking or food preparation must be tested for lead using "first draw" samples. First draw means that the samples are collected before the fixture is used or flushed during the day. Use only cold water for collecting lead samples. It is necessary to consider the order in which tap samples are collected to avoid the potential of accidentally flushing a tap. Always start at taps closest to where the water enters the building.

Sample site preparation and sample collection must be performed consistent with the following conditions:

- Note that it may be necessary to collect samples over a number of days to ensure only first draw samples were collected;
- The day before sampling - normal usage of the sampling tap should occur;
- The night before sampling - secure the fixture from being used (e.g., hang a "Do Not Use" sign);
- Do not use sampling taps for a minimum of six hours. MDH recommends not exceeding 18 hours;
- Do not remove aerators or attachments;
- Collect the first draw sample using a 250 mL bottle. Be sure to start sampling at taps closest to where the water enters the building so that no accidental flushing occurs;
- Complete all scheduled sampling for that sampling period; and
- Have samples analyzed by sending to a laboratory or conduct analysis using field analyzers. Be sure to follow all instructions from the lab or field analyzer manufacturer.

Schools with active flushing programs or considering a flushing program may also want to collect a flushed sample in order to verify flushing effectiveness.

Step 3- Communicate Results:

Minnesota Statutes section 121A.335, subdivision 5 creates a reporting requirement for schools as follows - “A school district that has tested its buildings for the presence of lead shall make the results of the testing available to the public for review and must notify parents of the availability of the information.”

In addition to testing for lead and meeting the reporting requirements, a lead hazard reduction program should include a comprehensive communication plan. The purpose of a communication plan is to provide a process for school employees, students and parents to address questions, report results and provide ongoing, up-to-date information regarding sampling efforts.

School management should:

- Assign a designated person to be the contact;
- Notify affected individuals about the availability of the testing and results within a reasonable time. School employees, students, and parents should be informed and involved in the communication process. Results of initial and any follow-up testing should be easily accessible along with documentation of lead hazard reduction options. Posting the information on a website is preferred, but the information should also be available to those without easily accessible internet access. Examples of other information venues are: meetings, open houses, and public notices; and
- Identify and share specific activities pursued to correct any lead problems. Local health officials can assist in understanding potential health risks, technical assistance and communication strategies.

MDE and MDH have developed an Education and Communication Toolkit to aid schools in implementing this Model Plan.

The three steps presented above constitute the required portions of the Model Plan. Guidance provided in the remaining sections of this manual, which are highly recommended but not statutorily required, can be used by schools to help ensure that results from required sampling are appropriately reviewed, interpreted, and communicated. Information is also presented to help school districts assess and implement effective and reasonable lead hazard control measures.

Lead Hazard Reduction Options

Information gathered as part of the required three steps of the model plan can be used to formulate actions to address and mitigate lead exposure. The options presented here are not a required part of Minnesota Statutes, section 121A.335. Recommended lead hazard reduction options include:

Step 4. Interpret Sample Results

Step 5. Take Corrective Actions

Step 6. Reassess

Because individual school buildings vary tremendously across the state, it is imperative that final decisions on hazard reduction options are driven by local conditions and considerations. Actions that may be ideal in one district may not be appropriate for another district.

The recommendations in this section were compiled by MDE and MDH to assist school districts in choosing the best lead hazard reduction option to reduce exposure to lead in their schools. They should not be taken to be requirements, but may be implemented individually, in combination, or not at all, depending on the specific situation at an individual school. Because no two districts or buildings are exactly alike, best management practices will likely vary across the state.

Guidance on Interpreting Results and Recommended Lead Hazard Reduction Options

It is widely understood that there is no safe level of lead exposure from any environmental hazard, including water. When confirmed evidence of a lead hazard is identified, some response to manage the exposure (risk or harm) is necessary and appropriate. MDH encourages some level of response be taken for any plumbing fixtures identified as producing a detectable level of lead.

Districts should be prepared to communicate with parents about decisions made to address lead hazards. In their communication plan, schools should be prepared to speak to taking some action at every level. However, given that lead is still found in many environments and products, it is also important to recognize that attaining zero exposure to lead may not be reasonable, or even possible, under some circumstances.

In addition, it is critical to understand that health risks from lead do not abruptly change at varying concentration of lead. As lead concentrations, the duration of exposure, or the number of taps impacted (i.e., distribution) steadily increases, the risks posed to students steadily increase. Response options should consider vulnerability of those exposed, concentration of lead, duration of exposures, and current practices to reduce lead, among other things. The most accurate relationship between lead risk and appropriate responses follow a smooth path (i.e., solid line) as concentration increases (Figure 2). Therefore, a result of 19 ppb is not appreciably safer than a result of 21 ppb. The dashed line represents a standards-based approach (e.g. responses are similar up to a threshold, and then abruptly change). Both the risk

present and response options needed for lead exposure should be evaluated as a continuum and not be driven by specific numbers.

Figure 2: Relationship between Lead Risk and Risk Response



Mitigation strategies used will depend on the site-specific conditions of the school building such as building age, plumbing materials, water use pattern, incoming water quality, and population served. It may take a combination of options and multiple steps over a period of time to manage/remove lead in drinking water. Analytical results can be highly variable and a clear pattern should be identified before implementing any strategy. Schools may consider prioritizing strategies to prevent exposures to students and staff most at risk. The following discussion provides the most common hazard reduction options, but is not intended to be all-inclusive. EPA's 3Ts guidance document is also an excellent resource for strategies on finding lead sources and implementing mitigation.

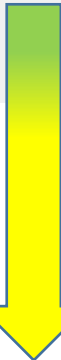

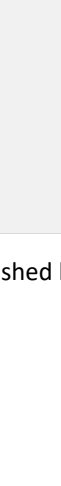
Step 4- Interpret Sample Results:

Once a school receives its sample results, it should verify that all results are expressed in parts per billion (ppb). For water samples, this will sometimes be stated as micrograms per liter ($\mu\text{g/L}$), which is equivalent to ppb.

Table 3 presents possible lead hazard reduction options for various lead levels. The intention of presenting the information is to provide perspective on possible actions in response to increasing lead concentrations in water. The concentration ranges represent increasing levels of lead and should not be used as strict thresholds. More comprehensive actions may be necessary to address health threats from higher concentrations. As there is no safe level of

lead, it is important to incorporate lead hazard reduction options and communicate at all levels of lead in order to raise awareness and reduce exposure.

Table 3: Recommended Lead Hazard Reduction Options

| Lead Level At The Tap | Lead Hazard Reduction Options |
|---|---|
| <p>< 2 ppb or Non-Detected</p>  | <ul style="list-style-type: none"> Lead was not detected. Tap may be used as normal; Record result and test again in 5 years; and Make all test results and lead education materials accessible to the community, such as on a website, or annual report, and available upon request. |
| <p>2 ppb to 20 ppb*</p>  | <p>The tap may be used for cooking and drinking water while steps are taken to reduce overall exposure. A higher number of taps with elevated results increases the urgency to implement hazard reduction.</p> <p>Options include:</p> <ul style="list-style-type: none"> Retest the sample tap and attempt to more accurately determine the source of the lead; consider monitoring tap more frequently until the source of lead is found and removed; Consider the feasibility of flushing or other steps to minimize lead exposure, including limiting softened water supplies to hot water taps only, taking into account other actions that the school may already have in place; Make all test results and lead education materials accessible to the community, such as on a website, or annual report, and available upon request. |
| <p>> 20 ppb*</p>  | <p>Action should be taken to reduce exposure. The specific action(s) taken will be dependent on individual school conditions.</p> <p>Options include:</p> <ul style="list-style-type: none"> Remove tap from service until problem is demonstrably corrected by replacement, a flushing program, filtration, or treatment; Do <i>not</i> use tap for cooking or drinking water; Retest the tap and attempt to determine the source of the lead; If the tap is not replaced, consider monitoring tap more frequently, such as annually, until the source of lead is found and removed; Implement a flushing protocol or other lead hazard reduction option; sampling should be use to evaluate effectiveness; Make all test results and lead education materials accessible to the community, such as on a website, or annual report, and available upon request; and Provide targeted communication and education to individuals, parents, and staff members that routinely use that tap. |

* established by EPA 3Ts guidance; if EPA amends, Table 3 will be adjusted to be consistent with new value

Step 5- Lead Hazard Reduction Options:

In addition to possible lead hazard reduction options outlined in Table 3, the options further described here are in priority order of long-term effectiveness in reducing lead hazards. Some lead hazard reduction option needs to be implemented when lead is detected.

If the school receives its water from a Community Public Water Supply (such as a municipal water supply) the school is encouraged to work with them to assess the source contribution of lead coming into the school and if the school has a lead service line. For schools on their own well, the only way to characterize lead contribution from the water source is to do a test of water coming into the building.

Option 1. Removal of Lead Sources

Engineering plans and specifications for the plumbing system are useful for identifying sources of lead and helpful in determining if sources of lead can be removed from service or replaced with lead free fixtures. Options for eliminating lead sources include:

- Remove tap/fixture from service. If the tap is seldom used, it may be disconnected or removed from the water supply line, but first verify the tap is not required for local building code compliance;
- Replace with lead free fixture/plumbing component in accordance with Reduction of Lead in Drinking Water Act;
 - If the existing tap is suspected to be the source of contamination, replace with a lead free tap;
 - Replace other sources of lead, including lead pipe, lead solder joints, and brass plumbing components with lead free materials; and
 - To minimize the introduction of lead into drinking water systems, go to EPA's website to identify lead free certification marks for drinking water systems and plumbing materials.
 - [Lead Free Certification Marks](http://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P100GRDZ.txt)
(<http://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P100GRDZ.txt>)

Option 2. Implement a Flushing Program

Flushing the drinking water taps (letting the water run for a set amount of time on a regular basis) can effectively reduce lead concentrations in drinking water. A flushing program works to reduce lead concentrations by clearing the taps of water that has been in contact with plumbing components that may contain lead. While flushing can work to reduce lead, it requires staff time, diligence, and commitment to ensure effectiveness. Essential to any flushing program is monitoring after flushing to verify effectiveness.

There are two primary types of flushing programs: Individual Tap Flushing and Main Pipe Flushing.

Individual Tap Flushing Program

- May be implemented if lead concentrations are found to be high at certain taps;
- Flush individual taps that have been tested and found to have high lead levels. This procedure is to be followed each day the school is in session;
- During periods of normal use:

- Run each tap for 2 to 3 minutes in the morning before children arrive
- Run each tap midday for two to three minutes if the tap has been unused and stagnant for the morning period
- Periodic testing may be done prior to and after the midday flushing to ensure the lead concentrations have remained low throughout the morning hours. If they have not, the flushing time should be increased or another option should be implemented;
- After weekends or breaks, run each tap for ten to fifteen minutes before children return to school then return to normal use; and
- Frequency and duration of flushing should be reasonably documented.

Main Pipe Flushing Program

- May be implemented if lead concentrations are found to be high throughout the entire school or confined to a certain area of the school. This procedure is to be followed each day the school is in session;
- Begin by flushing the tap furthest away from the water source for at least ten minutes;
- Next flush the tap the second furthest away and continue in this manner until all taps have been flushed;
- Flushed samples should be periodically collected and analyzed for lead to confirm the effectiveness of flushing programs;
- It is recommended that midday samples and end of the day samples be taken periodically to ensure the lead concentrations have remained low throughout the day. If they have not, another option should be implemented; and
- Review the results upon receipt and continue to optimize the procedure to reduce lead.

More on Flushing

Flushing is a best management practice used to reduce lead levels by controlling the age of the water. It can be an interim or long-term option. This guidance presents flushing procedures that MDH has found effective in reducing the lead level in drinking water. Site-specific conditions will determine how long a tap needs to be flushed and the number of times a day a tap needs flushing. The key to using flushing as a best management practice is monitoring that demonstrates the lead level has been reduced.

Note that schools implementing a flush program may wish to identify non-consumptive uses for the flushed water (watering, cleaning, etc.) in order to make use of this resource.

Option 3. Treatment

Point-of-Use (POU) Treatment Device

A POU water treatment device may be installed at taps where lead has been detected. It is strongly encouraged that the POU device is approved to meet NSF Standard 53, NSF Standard 58, or an equivalent standard. It is to be installed, operated, and maintained in accordance with the manufacturer's recommendations. **POU treatment systems may be subject to Department of Labor and Industry (DLI) or local administrative authority plan review and approval prior to installation. Contact DLI at (651) 284-5063 for more information.**

Point of Entry (POE) Chemical Treatment

Adjusting the water chemistry may reduce the amount of lead absorbed by the water. This may be done by adding a chemical to the water as it enters the building. Typical methods of chemical treatment include addition of a phosphate-based or silica-based corrosion inhibitor or an adjustment to the water's pH or hardness. **All chemical treatment systems are subject to MDH plan review and approval prior to installation.** In addition, a school that installs POE corrosion control treatment becomes a public water system and is required to meet the regulatory requirements of the SDWA. As a public water system, the school would be responsible for meeting all of the water quality standards of the SDWA, be subject to inspection of the water distribution system, and be required to have a certified water operator.

Contact the Minnesota Department of Health Drinking Water Protection Program at 651-201-4700 to determine if additional requirements will apply to your school prior to installing treatment.

Step 6- Reassess:

All taps affected by a lead hazard reduction option should be retested to ensure the control options worked. A first draw sample is to be taken using the procedure outlined in Step 2.

Interpreting Post Control Option Results

- If the analysis does not detect lead, no further action is required, as long as the control option remains in place. The next sample should be collected within five years;
- If the analysis shows lead remains present, continue twice daily flushing. A midday sample, as specified in Step 5, should be collected to determine if flushing is effective. Alternatively, a new control option can be implemented followed by retesting as specified in Step 2.

MN Statute 121A.335 specifies that each building be tested at least once every five years. MDH and MDE recommend that schools repeat monitoring once every five years if results are below two ppb. If results show persistent elevated lead levels, testing should continue until the lead source is found and hazard reduction options implemented. The overall goal is to have MDH, MDE, school districts, parents, and students all work together to ensure that available resources are best targeted to minimize exposure to lead in drinking water.

Glossary of Terms and Abbreviations

Aerator - An aerator is found at the tip of the faucet. Aerators are screwed onto the faucet head, creating a non-splashing stream and delivering a mixture of water and air

Corrosion - A dissolving and wearing-away of metal caused by a chemical reaction between water and plumbing materials in contact with the water

Detection Level (DL) - The lowest concentration of lead that can be analyzed with a certainty of precision. Results below this level are often expressed as “non-detected,” “nd,” or “<DL.” For the purposes of this document, 2 ppb is the maximum detection level recommended for lead analysis

Detected: An amount of lead above the detection level. A concentration of lead analyzed with a certainty of precision to be at or above the detected level

Drinking Water Faucet/Tap - Point of access for people to obtain water for drinking or food preparation. A faucet/tap can be a fixture, faucet, drinking fountain or water cooler. Drinking water taps typically **do not** include bathroom taps, hose bibs, laboratory faucets/sinks or custodial closet sinks when clearly marked

Field Analyzer - Instrument suitable for water quality analysis in the field and will provide results without the use of a laboratory

First Draw Sample - The first water drawn from a faucet/tap after the water has sat undisturbed in the plumbing system for at least six hours

Fittings - Plumbing components used to join sections of pipe or to join pipe to fixtures

Fixture - Exchangeable device connected for the distribution and use of water in a building. Examples: fountain, sinks, shower, tub, toilet, hydrant

Flush(ing) - Running the water at a faucet/tap or combination of faucets/taps to clear standing water from the plumbing system

Flush Sample - A water sample that has been collected following the flushing of a drinking water tap

Flux - A substance applied during soldering to facilitate the flow of solder. Flux used prior to 1986 contains lead and can itself be a source of lead contamination in water

LCCA – Lead Contamination Control Act, July 1989

LCR – Lead and Copper Rule, June 1991

Lead Free - Weighted average of not more than 0.25% in wetted surface material for pipe, pipe and plumbing fittings and fixtures and 0.2% for solder and flux. More information is available from the EPA website at the following link:

- [Basic Information about Lead in Drinking Water \(https://www.epa.gov/ground-water-and-drinking-water/basic-information-about-lead-drinking-water\)](https://www.epa.gov/ground-water-and-drinking-water/basic-information-about-lead-drinking-water)

Limit of Detection (LOD) – The lowest quantity of a substance that can be distinguished from the absence of the substance due to the instrument’s analytical process. It is usually lower than the detection level

MDE – Minnesota Department of Education

MDH – Minnesota Department of Health

Model Plan - The plan developed by the commissioners of health and education to accurately and efficiently test for the presence of lead in drinking water in public school buildings, as required under Minnesota Statutes 121A.335

Non-Detect: A lead result below the limit of detection, often expressed as “non-detected,” “nd,” or “<DL.”

pH - A logarithmic measure of acidity and alkalinity between 0 (highly acidic) and 14 (highly basic); 7 is neutral

Parts per Billion (ppb) - A standard unit of measurement commonly used to describe the concentration of lead in drinking water. Also expressed as micrograms/liter (µg/L)

Point of Entry (POE) - A water treatment device installed to treat all water entering a single school, building, facility or home. Example: water softener

Point of Use (POU) - A water treatment device intended to treat water for direct consumption, typically at a single tap or a limited number of taps. Example: faucet mount cartridge filter

Primary Prevention - aims to prevent disease or injury before it ever occurs. It is done by preventing exposures to hazards that cause disease or injury, altering unhealthy or unsafe behaviors that can lead to disease or injury, and increasing resistance to disease or injury should exposure occur

Public Water System (PWS) - A system that has at least 15 service connections or regularly serves an average of 25 individuals daily at least 60 days out of the year

- **Community Public Water System (CPWS)** - A PWS which serves at least 15 service connections used by year round residents or regularly serves at least 25 year round residents. Examples: municipalities, manufactured mobile home parks

- **Nontransient Noncommunity (NTNC) Public Water System** - A PWS that is not a CPWS and that regularly serves at least 25 of the same persons over 6 months per year
 - Examples: schools, childcare centers, factories

Schools - Minnesota's public and charter schools serving students in pre-kindergarten through grade 12

SDWA – Federal Safe Drinking Water Act

Service Connection - The pipe that carries tap water from the public water main to a building

Solder - A metallic compound used to seal the joints between pipes. Until 1988, solder containing up to 50% lead was legally used in potable water plumbing. Lead free solders, which can contain up to 0.2% lead, often contain one or more of the following metals: antimony, tin, copper or silver

United States Environmental Protection Agency (EPA) - Federal agency with a mission to protect human health and the environment; oversees implementation of the SDWA

AGENDA ITEM: **Northeast Metropolitan Intermediate School District 916's
Long Term Facility Maintenance Budget and
Proportionate Share**

MEETING DATE: **June 11, 2018**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for Finance & Operations**

BACKGROUND:

Intermediate school districts became eligible for Long Term Facility Maintenance (LTFM) revenue beginning with the 2016-2017 school year. This revenue program replaces the Intermediate Health and Safety levy. The School Board of Northeast Metropolitan Intermediate School District 916 approved its LTFM budget of \$105,895, and each member district must also pass a resolution approving the budget in order for member districts to levy for these costs. The approved budget includes the 2019-2020 school year.

Attached please find information related to Northeast Metro 916's LTFM budget. White Bear Lake Area Schools' proportionate share of project costs for fiscal years 2019 and 2020 is \$8,449.32. Also attached, please find a document titled *Resolution Approving Northeast Metropolitan Intermediate School District No. 916's Long Term Facility Maintenance Budget and Authorizing the Inclusion of a Proportionate Share of Those Projects in the District's Application for Long Term Facility Maintenance Revenue*.

RECOMMENDED ACTION: Move to approve the *Resolution Approving Northeast Metropolitan Intermediate School District No. 916's Long Term Facility Maintenance Budget and Authorizing the Inclusion of a Proportionate Share of Those Projects in the District's Application for Long Term Facility Maintenance Revenue* as presented.

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT #624
(White Bear Lake)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a _____ meeting of School Board of Independent School District No. 624, State of Minnesota, was held on _____, 2018, at _____-o'clock __m., for the purpose, in part, of approving the Northeast Metropolitan Intermediate School District No. 916's long term facility maintenance budget and authorizing the inclusion of a proportionate share of Intermediate School District's long term facility maintenance projects in the district's application for long term facility maintenance revenue.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING NORTHEAST METROPOLITAN
INTERMEDIATE SCHOOL DISTRICT NO. 916'S LONG TERM
FACILITY MAINTENANCE BUDGET AND AUTHORIZING THE
INCLUSION OF A PROPORTIONATE SHARE OF THOSE PROJECTS
IN THE DISTRICT'S APPLICATION FOR LONG TERM FACILITY
MAINTENANCE REVENUE**

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

1. The school board of Northeast Metropolitan Intermediate School District No. 916 has approved a long term facility maintenance budget for its facilities for the 2019-2020 school year in the amount of \$105,895. The various components of this program budget are attached as EXHIBIT A hereto and are incorporated herein by reference. Said budget is hereby approved.
2. Minnesota Statutes, Section 123B.595, Subdivision 3, as amended, provides that if an intermediate school district's budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long term facility maintenance revenue application.
3. The proportionate share of the costs of the intermediate school district's long term facility maintenance program for each member school district to be included in its application shall be determined by utilizing a blended rate where half of the rate is determined by multiplying the total cost of the intermediate school district long term facility maintenance times the ratio of the member school district's net tax capacity to the total net tax capacity of the intermediate school district and half of the rate is determined by multiplying the total cost of the intermediate school district long term facility maintenance times the ratio of ADM utilization by district to the total ADM utilization.

The inclusion of this proportionate share in the district's long term facility maintenance revenue application for fiscal year 2019 is hereby approved, subject to approval by the Commissioner of the Minnesota Department of Education.

4. Upon receipt of the proportionate share of long term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and, upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF _____

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 624, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Independent School District No. 624 held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Northeast Metropolitan Intermediate School District No. 916's long term facility maintenance budget and authorizing the inclusion of a proportionate share of the Intermediate School District's long term facility maintenance projects in the district's application for long term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk this ____ day of _____, 2018.

Clerk
Independent School District No. 624

| INSTRUCTIONS: Enter estimated expenditures that are allowable uses of Long term Facilities Maintenance Revenue under MS 1238.595, Subd. 10, by UFAB5 Finance Code by fiscal year in the space provided. Finance codes shown for accessibility and deferred capital expenditures and maintenance projects are proposed new Finance | | | | | | | | | | | | | | |
|---|--|---------------------------------|--|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|----------------|
| Finance | Category | Fiscal Year, Ending June 30th → | District Name: Northeast Metro Intermediate District | | | | | | | | | | District # 916 | Date: 4/9/2018 |
| | | | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | | |
| ESTIMATED EXPENDITURES: | | | | | | | | | | | | | | |
| Health and Safety, Excluding Projects in Finance codes 358, 363 and 366 Costing > \$100,000 per Site | | | | | | | | | | | | | | |
| Finance | Category | | | | | | | | | | | | | |
| 347 | Physical Hazards | | \$ 7,500.00 | \$ 6,750.00 | \$ 10,250.00 | \$ 10,250.00 | \$ 10,250.00 | \$ 10,250.00 | \$ 10,250.00 | \$ 10,250.00 | \$ 10,250.00 | \$ 10,250.00 | \$ 10,250.00 | |
| 349 | Other Hazardous Materials | | \$ 2,010.00 | \$ 2,010.00 | \$ 2,260.00 | \$ 2,260.00 | \$ 2,260.00 | \$ 2,260.00 | \$ 2,260.00 | \$ 2,260.00 | \$ 2,260.00 | \$ 2,260.00 | \$ 2,260.00 | |
| 352 | Environmental Health & Safety Management | | \$ 33,700.00 | \$ 33,630.00 | \$ 51,500.00 | \$ 51,500.00 | \$ 51,500.00 | \$ 51,500.00 | \$ 51,500.00 | \$ 51,500.00 | \$ 51,500.00 | \$ 51,500.00 | \$ 51,500.00 | |
| 358 | Asbestos Removal and Encapsulation | | \$ 317,485.00 | \$ 50,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 363 | Fire Safety | | \$ 12,405.00 | \$ 13,505.00 | \$ 15,805.00 | \$ 12,405.00 | \$ 13,405.00 | \$ 15,805.00 | \$ 12,405.00 | \$ 13,405.00 | \$ 15,805.00 | \$ 12,405.00 | \$ 13,405.00 | |
| 366 | Indoor Air Quality | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| | Total Health and Safety Capital Projects | | \$373,100 | \$105,895 | \$79,815 | \$76,415 | \$77,415 | \$79,815 | \$76,415 | \$77,415 | \$79,815 | \$76,415 | \$77,415 | |
| Health and Safety, Projects Costing > \$100,000 per Site | | | | | | | | | | | | | | |
| 358 | Asbestos Removal and Encapsulation | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 363 | Fire Safety | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 366 | Indoor Air Quality | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| | Total Health and Safety Capital Projects \$100,000 or More | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| Accessibility | | | | | | | | | | | | | | |
| 367 | Category | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| | Accessibility | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Deferred Capital Expenditures and Maintenance Projects | | | | | | | | | | | | | | |
| Finance | Category | | | | | | | | | | | | | |
| 368 | Building Envelope | | \$ - | \$ - | \$ 26,080.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 369 | Building Hardware and Equipment | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 370 | Electrical | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 379 | Interior Surfaces | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 380 | Mechanical Systems | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 381 | Plumbing | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 382 | Professional Services and Salary | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 383 | Roof Systems | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 384 | Site Projects | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| | Total Deferred Capital Expense and Maintenance | | \$0 | \$0 | \$26,080 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| | Total Annual 10 Year Plan Expenditures | | \$373,100 | \$105,895 | \$105,895 | \$76,415 | \$77,415 | \$79,815 | \$76,415 | \$77,415 | \$79,815 | \$76,415 | \$77,415 | |
| end of worksheet | | | | | | | | | | | | | | |

District Name: Northeast Metro Intermediate District
 Date: 4/9/2018
 E-mail: jamlin.wood@nemetro.k12.mn.us
 Phone #: (651) 415-5568

District Contact for Questions on this Spreadsheet:
 Name: Jamlin Wood
 District Contact for Questions on this Spreadsheet:

AGENDA ITEM: **Approve Bid for Phone and Voicemail System**
MEETING DATE: **June 11, 2018**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Mark Garrison, Director of Technology and Innovation**

BACKGROUND:

Our current phone and voicemail systems date back to the mid-1990's and are in need of replacement. The technology department put out an RFP in May to purchase a new phone system with the goal of installation in the summer of 2018.

We received six bids and have selected Marco as the vendor we recommend moving forward.

RECOMMENDED ACTION: Move to approve Marco's bid totaling approximately \$384,786.62 for a new phone system.

White Bear Lake Area Schools Phone System Upgrade - Summer 2018

Category Information

| | | | |
|-------------------------------|---|----------------------|-------------------|
| Purchase Type: | Capital | Category: | VOIP Phone System |
| Target Purchase Price: | \$350,000 | Incumbent: | Mitel |
| Department: | IT | Project Lead: | Mark Garrison |
| Strategy: | Solicit multiple proposals with pricing based on valid Joint Powers agreements. | | |

Process Summary

| | |
|--|--|
| Phase 1: Planning/Request Design | <ul style="list-style-type: none"> Development of the request was based on numerous factors including: <ul style="list-style-type: none"> Current assets (system and hardware) Current platforms utilized (Gmail and Microsoft) Enhancing system resiliency (assure line access in emergencies) Enhancing identification and notification for emergency calls placed Flexibility requirements for potential future integration needs for security and automation Hardware and integration preferences System management and support preferences |
| Phase 2: RFP Distribution | <ul style="list-style-type: none"> A Request for Proposal process was utilized to identify which vendor the district would enter direct negotiations with. The process required interested parties to currently hold a valid Joint Powers agreement in which to base their proposed pricing. The following vendors received the information and invite to the conference call: <ul style="list-style-type: none"> 8x8 Global Cloud Communications Allstream Broadline Solutions Cady Business Technologies CDW-G High Point Networks Marco Matrix Communications |
| Phase 3: Pre-Proposal Conference Call | <ul style="list-style-type: none"> An open conference call was held on 5/24/2018 at 9:00 AM (CST) to allow all interested vendors to interact with the district IT team and ask questions and interact with the district. All questions from the call were transcribed and all participants were provided a draft of the questions submitted and the district's responses. |
| Phase 4: Proposal Review | <ul style="list-style-type: none"> Proposals were submitted throughout the week prior to the submission deadline of May 31st, 2018 at 3:00 PM (CST). The district received proposals from the following vendors <ul style="list-style-type: none"> Allstream Cady Business Technologies CDW-G High Point Networks Marco Proposals were reviewed individually by district IT team (Mark Garrison, Pat Suko, Steve Asper, and Chris Hautman) and Catalyst Sourcing (Ryan Kleinjan). A review meeting was held on Friday, June 1st at 2:00 PM (CST) to review the proposals submitted. At that time, based on the costs/value of the various proposals (both first year and five year), two vendors were identified to engage in direct negotiation within their capabilities from their Joint Powers agreements. |

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**Phase 5:
Direct
Negotiation**

- Following the review of all proposals, the team selected to negotiate further with two vendors of Mitel solutions under NJPA Contract #040314-MBS. The vendors selected were Marco and Cady Business Technologies.
- Working directly with the vendors, Mitel Channel Managers, and the NJPA – the vendors were challenged to identify areas to reduce overall cost within the allowances of the NJPA contract.
- Both vendors were able to reduce proposed labor costs based on the advanced expertise of the district's internal IT team.
- Mitel supported both vendors with increasing the public-sector discount (approved by NJPA).
- Marco proposed a licensing reduction cost through an upgrade incentive of the district's current NuPoint licenses.
- Cady changed their proposed wireless phone solution to a less expensive model that fit the requirements
- Marco proposed a solution in which they (Marco) would prepay the 5-year Software Assurance and allow the district to pay it annually at no finance charge, allowing the district to maintain a lower first year charge.

Initial Proposed Costs

| | Allstream | Cady | CDW-G | High Point | High Point (Shoretel) | Marco |
|--|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Proposed Solution | Mitel MiVoice Business | Mitel | Cisco | Mitel MiVoice Business | Shoretel Legacy (Mitel)* | Mitel |
| Joint Powers Agreement Utilized | NJPA contract #040314-MBS | NJPA contract #040314-MBS | NJPA contract #100614-CDW | NJPA contract #040314-MBS | NJPA contract #040314-MBS | NJPA contract #040314-MBS |
| First Year Total | \$421,222.39 | \$493,691.06 | \$439,558.22 | \$461,217.46 | \$440,988.01 | \$460,714.18 |
| Five Year Total | \$573,221.59 | \$530,613.14 | \$646,044.22 | \$564,116.74 | \$545,189.51 | \$520,714.18 |

*System proposed has unpredicted future for support due to acquisitions.

Second/Direct Negotiation Comparison

| | Cady | Marco |
|--|---------------------------|---------------------------|
| Proposed Solution | Mitel | Mitel |
| Joint Powers Agreement Utilized | NJPA contract #040314-MBS | NJPA contract #040314-MBS |
| First Year Total | \$461,156.22 | \$384,786.62 |
| Five Year Total | \$496,110.66 | \$447,995.18 |

Recommended Selection

Based on the process results, the district IT staff is recommending the proposal from Marco be selected for implementation in summer of 2018.

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