

**INDEPENDENT SCHOOL  
DISTRICT #624**



**SCHOOL BOARD  
AGENDA**

September 14, 2009

# MISSION STATEMENT

**THE MISSION OF THE WHITE BEAR LAKE  
AREA SCHOOL DISTRICT IS TO  
PROVIDE A HIGH-QUALITY EDUCATIONAL  
EXPERIENCE FOR ALL LEARNERS.**

**To accomplish our mission we believe that a high-quality educational  
Experience must:**

- **be in partnership with the community;**
- **take place in a safe, supportive, and challenging environment;**
- **develop lifelong learners;**
- **allow each learner to reach full potential;**
- **encourage each learner to be a contributing member of a  
global society.**

*Approved by White Bear Lake Area School Board on July 7, 1994*

***The White Bear Lake Area School District leading...  
minds to learning,  
hearts to compassion,  
lives to community service.***

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

To: Members of the School Board

From: Dr. Michael J. Lovett  
Superintendent of Schools

Date: September 9, 2009

A meeting of the White Bear Lake Area School Board will be held on **Monday, September 14, 2009** at 7:00 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

**AGENDA**

**A. PROCEDURAL ITEMS**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve Agenda
5. Consent Agenda - page 1
  - a) Approval of Minutes - pages 2 - 7
  - b) Payment of Invoices - pages 8 - 44
  - c) Correspondence
  - d) Acceptance of Gifts - pages 45 - 46
  - e) Approve Field Trips - pages 47 - 48
  - f) Terminations – Retirements - Resignations – pages 49 - 50
  - g) Leaves of Absence - pages 50 - 51
  - h) New Personnel - pages 52 - 56

**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 for 30 minutes (4 minutes per speaker, 10 minutes per topic, and no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of other public comments should be avoided.
3. Those wishing to address the Board should fill out a card to be turned into the Clerk.
4. Questions may be asked on any topic, excluding those on the agenda.
5. An attempt will be made to answer questions. In those cases where an answer is not available or is not possible to give that evening, a phone call from someone in the administration will be made as a follow-up.
6. A handout on the purpose of School Board meetings and the meeting process is available.
7. Citizens may be asked to address the school board on a particular subject during the discussion of that item.

8. The Chair will attempt to reasonably honor requests to speak, but shall also exercise discretion to recognize time restraints and may limit the number of such presentations accordingly.

**C. INFORMATION ITEMS**

1. Opening School Report - page 57
  - a. Summary/Highlights of August Workshops
  - b. Opening School Enrollment
  - c. New Staff Profile
  - d. Highlights of Summer Facility Projects
2. Presentation of ASBO and GFOA Awards - page 58
3. Superintendent's Report - page 59

**D. DISCUSSION ITEMS**

1. First Reading on Policy 412, Expense Reimbursement - pages 60 - 63

**E. OPERATIONAL ITEMS**

1. Action on Approval of 2009 Payable 2010 Proposed Property Tax Levy - page 64
2. Resolution Appointing Election Judges for the November 3, 2009 School District General Election - pages 65 - 69
3. Action on Policy 705, Investments - pages 70 - 76
4. Action on 410, Medical and Family Leaves - pages 77 - 85

**F. BOARD FORUM**

**G. ADJOURNMENT**

# **A. PROCEDURAL ITEMS**

AGENDA ITEM: Consent Agenda  
MEETING DATE: September 14, 2009  
SUGGESTED DISPOSITION: Procedural Items  
CONTACT PERSON(S): Dr. Michael J. Lovett, Superintendent

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Consent Agenda

- a) Approval of Minutes
- b) Payment of Invoices
- c) Correspondence
- d) Acceptance of Gifts
- e) Field Trip Request(s)
- f) Terminations – Retirements – Resignations
- g) Leaves of Absence
- h) New Personnel

**RECOMMENDATION:**

Approve the items listed on the Consent Agenda.

AGENDA ITEM: School Board Minutes  
MEETING DATE: September 14, 2009  
SUGGESTED DISPOSITION: Consent Agenda  
CONTACT PERSON(S): Cathy Storey, School Board Clerk

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**Background:**

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

**Recommendation:** Approve the minutes.

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

A meeting of the White Bear Lake Area School Board was held on Monday, August 10, 2009 at 7:00 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN

**A. PROCEDURAL ITEMS**

1. Chair Larson called the meeting to order at 7:00 p.m.
2. Roll Call- Present: Kimball, Larson, Newberg, Parsons, Storey, Swanson  
Absent: Hiniker  
Ex-Officio: Lovett  
Cabinet: Present – Daniels, Guenther, Swanson, Thelen, Willcoxon
3. Pledge of Allegiance
4. Seating of Student Representative – The Board and Dr. Lovett welcomed Colleen Wood, senior at White Bear Lake South Campus as our new Student Representative to the School Board for the 2009-10 school year. Derek Stewart is our Alternate Student Representative. Derrick is also a Senior at South Campus.
5. Motion by Newberg and seconded by Swanson to approve the agenda as presented. ***Voice vote: all ayes. Motion carried.***
6. Motion by Parsons and seconded by Storey to approve the consent agenda consisting of:
  - Approval of minutes of regular meeting of July13;
  - Payment of invoices based on a random sample, all of which met the standards and guidelines as set by the Board;
  - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
  - Approve field trips;
  - Passage of resolution to approve personnel issues to include:
    - Resignations – Classified Staff:
      - Marc Reynolds, Pupil Support Assistant, effective date: 6/12/09
    - Resignations – Certified Staff
      - Jon Hopkins, Communications Teacher, effective date: 6/12/09
      - Theresa Wilson, Secondary Business Education Teacher, effective date: 6/12/09
    - Part-Time Leave Request – Professional Staff
      - Andrea Wildman-Hilal, Adult Enrichment Coordinator, effective date: 8/1/09
    - Part-Time Leave Request – Certified Staff
      - Karla Lauerman Cummins, Social Studies Teacher, effective date: 2009-10 school year
    - Change in Part-time Leave Request – Certified Staff
      - Peter Pitman, Social Studies Teacher, from a .10 leave to a .30 leave (.70 position), effective date: 2009-10 school year
      - Tracy Presseller, Special Education Teacher, from a .40 leave to a .20 leave (.80 position), effective date: 2009-10 school year



Changes in Continuing Contract – Certified Staff for the 2009-10 school year

- Sara Cohen, Vocal Music Teacher, Secondary, from a .80 f.t.e. to .90 f.t.e.
- Nicole McGarhwaite (Rydel), Social Studies Teacher, from a .80 f.t.e. to a 1.00 f.t.e.
- Stacey Millikan, Language Arts Teacher, from a .50 f.t.e. to a .90 f.t.e.
- New Personnel – Classified Staff
  - Ruth Desjardins, Nurse Para, Birch Lake Elementary, effective date: 9/8/09
  - Michael Glaeser, Pupil Support Assistant, Central Middle School, effective date: 9/8/09
  - Michelle Hubbard, Scheduling Secretary, Sunrise Park Middle School, effective date: 8/11/09
- Rehire from Termination – Certified Staff
  - Jacob Norby, .60 DAPE/Phy. Ed./Health Teacher, effective 2009-10 school year
  - Angela Tucker, .60 Language Arts Teacher, effective 2009-10 school year
- New Personnel – Certified Staff for the 2009-10 school year
  - Abigail Case, Grade 5 Teacher, Oneka Elementary
  - Shannon Fulton, Grade 1, Lakeaires Elementary
  - Jessica Hosmer, .7 Kindergarten/Learning Skills Teacher, Vadnais Heights Elementary
  - Daniel Peace, .8 Science Teacher, Sunrise Park Middle School
  - Kirsten Plude, .4 Spanish Teacher, Parkview Elementary
  - Marc Reynolds, Special Education Teacher, Lincoln Elementary
  - Abby Tuckner, Grade 2, Oneka Elementary

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

**C. INFORMATION ITEMS**

1. Superintendent's Report - Dr. Lovett provided the following update:

- Thanks to all of the families and community members who stopped by the District's Marketfest booth these past weeks. Administration, staff and School Board members enjoyed visiting with everyone.
- The 2009-2010 Activities Calendar will be mailed to District families in August. Community members may request a copy of the calendar be mailed to their home via the District Web site.
- School information to help prepare for school starting this September may be found on the District Web site and includes: Registration forms, school supply lists and start and end times, school opening event information and the free and reduced lunch program. Bus cards should be arriving in homes the week of August 24.

**D. DISCUSSION ITEMS**

1. First Reading of Policy 705, Investments - Mr. Pete Willcoxon, Executive Director of Business Services provided background on this policy. The changes recommended are consistent with those recommended by the Minnesota School Boards Association (MSBA) and the District Finance Committee.

2. First Reading of Policy 412, Expense Reimbursement - Policy has been reviewed by the School Board Policy Committee. The changes recommended are consistent with those recommended by MSBA and common practices in other school districts. This policy will require the administration to develop specific administrative procedures to implement this policy.
3. First Reading of Policy 410, Medical and Family Leaves – Policy has been reviewed by the School Board Policy Committee. The changes recommended are consistent with those recommended by MSBA.
4. Legislative Changes to Truth in Taxation Process - Legislative changes, enacted during this past session, have eliminated the requirement for school districts to conduct a separate meeting called the Truth and Taxation Hearing. This major change requires that a school district announce the time and place of its subsequent regularly scheduled meeting at which the budget and levy will be discussed and at which the public will be allowed speak. The new schedule will include: September 14, 2009, School Board will certify the proposed property tax levy and set December 14, 2009 as the date for the Truth in Taxation Hearing. It will be part of the School Board agenda that evening. November 11-24, county auditors mail parcel-specific notices to property owners within the School District. December 14, 2009, Truth in Taxation information will be presented. The School Board will adopt the certified property tax levy payable 2010 as an operation item on the regular Board agenda.

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

1. Kimball motioned and Newberg seconded to approve acceptance of 3M Grant to be used for implementing Project Lead the Way. ***Roll call vote: all ayes – Kimball, Larson, Newberg, Parsons, Storey, Swanson. Motion carried.***
2. Parsons motioned and Storey seconded to approve the contract for the location of AWARE Program and the Transition Plus Program. ***Roll call vote: all ayes – Kimball, Larson, Newberg, Parsons, Storey, Swanson. Motion carried.***
3. Swanson motioned and Kimball seconded to approve the participation of the White Bear Lake Area School District in a membership with the Association of Metropolitan School Districts (AMSD) on a trial basis for the 2009-10 school year. ***Roll call vote: all ayes – Kimball, Larson, Newberg, Parsons, Storey, Swanson. Motion carried.***
4. Newberg motioned and Swanson seconded to take formal action to approve the named Compliance Officers. ***Roll call vote: all ayes – Kimball, Larson, Newberg, Parsons, Storey, Swanson. Motion carried.***
5. Parsons motioned and Storey seconded to approve the restructuring of the Special Education Leadership Model, which would eliminate one special education coordinator position beginning in the 2009-10 school year and the addition of one special education supervisor position effective for the 2009-10 school year. ***Roll call vote: all ayes – Kimball, Larson, Newberg, Parsons, Storey, Swanson. Motion carried.***

**F. BOARD FORUM**

- Swanson advised that the White Bear Lake Area Educational Foundation's annual Gala will be held on October 9 at Jimmy's in Vadnais Heights. Sponsorship and donation opportunities are still available. More information is available via the WBLAEF's Web site or via a link from the District Web site.
- Kimball encouraged all to attend their White Bear Lake school reunions as he thoroughly enjoyed recently attending his own.

**G. ADJOURNMENT** – Parsons moved, Larson seconded to adjourn the meeting at 7:28 p.m.

Submitted by: Cathy Storey

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

A work-study session of the White Bear Lake Area School Board was held on Monday, August 24, 2009, at 5:30 p.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

**A. PROCEDURAL ITEMS**

Call To Order - Larson called the meeting to order at 5:40 p.m.

Roll Call – Present: Hiniker, Kimball, Larson, Newberg, Parsons, Storey, Swanson  
Ex-Officio - Lovett

Cabinet - Daniels, Guenther, Moore, Swanson, Thelen, Willcoxon  
Communications - Vette

**B. DISCUSSION ITEM**

1. Superintendent/School Board Goals for 2009-10 – Dr. Lovett provided suggested categories of potential goals for the upcoming school year. These included: Measures of Student Success, Long Range Facility Needs, Financial Stewardship, Communications and Marketing Plan, Strategic Planning and Operational Improvements. Board members discussed and provided feedback related to the above.
2. Review of Strategic Committees for 2009-10 – Dr. Lovett provided Strategic Committees proposed for this next school year. These include: Long Range Facility Use, Elementary Program Enrichment and Options, Student Activities Audit, Technology Audit and District/School Improvement Plan. Board members discussed and provided feedback related to the above.
3. Anticipated Enrollment and Class Sizes for 2009-10 – Pete Willcoxon, Executive Director of Business Services and Dr. Jill Thelen, Director of Schools, provided an overview of enrollment for the upcoming school year. Official counts are not made until October 1, but the current overall numbers show a slight decrease across K-12. These numbers will continue to change.
4. Negotiations Study Session – Marv Swanson, Human Resources Manager, reviewed the status of labor negotiations with the Board.

**C. ADJOURNMENT** - Parsons moved; Larson seconded to adjourn the meeting at 7:45 p.m. Voice vote: *All ayes. Motion carried.*

Submitted by: Cathy Storey, Clerk

Consent Agenda Item A-5(b)  
September 14, 2009  
School Board Meeting

AGENDA ITEM: Monthly Check Registers

MEETING DATE: September 14, 2009

SUGGESTED DISPOSITION: Consent Agenda

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

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**Background:**

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

**Recommendation:**

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

# **White Bear Lake Area Schools** **Electronic Transfers - August**

	<u>8/14/2009</u>	<u>8/31/2009</u>
Direct Deposit 246032-246538	412,481.26	
U.S. Treasury (FICA, Medicare, withholding)	134,868.12	
MN State Income Tax	21,754.08	
WI State Income Tax	985.28	
PERA	40,480.09	
TRA	24,667.36	
ING	1,890.99	
Direct Deposit 246539-247016		375,834.35
U.S. Treasury (FICA, Medicare, withholding)		121,959.46
MN State Income Tax		19,709.46
WI State Income Tax		773.01
PERA		41,949.89
TRA		21,119.32
ING		1,890.99
Extended Day Association		638.20

Check Nbr	Vendor Name	Check Date	Check Amount
353551	3M	09/03/2009	749.00
353552	AARP DRIVER SAFETY PROGRAM	09/03/2009	394.00
353553	AARP DRIVER SAFETY PROGRAM	09/03/2009	176.00
353554	ADAMS LINDA	09/03/2009	115.01
353555	ADVANCED DISTRIBUTING INC	09/03/2009	3,982.99
353556	AMAZON	09/03/2009	70.63
353557	AMERICAN MESSAGING	09/03/2009	188.85
353558	AMERICAN RED CROSS	09/03/2009	817.75
353559	AMSTERDAM PRINTING & LITHO	09/03/2009	193.24
353560	ANDOVER HIGH SCHOOL	09/03/2009	200.00
353561	ASSOC FOR SUPERVISION & CURRIC	09/03/2009	89.00
353562	AT & T MOBILITY	09/03/2009	1,419.00
353563	BABIASH, JENNIFER MAE	09/03/2009	22.95
353564	BAHR, PETER	09/03/2009	127.00
353565	BARCO PRODUCTS CO	09/03/2009	626.50
353566	BILL WEIGEL SIGNS	09/03/2009	655.00
353567	BLICK ART MATERIALS	09/03/2009	41.28
353568	BOMI INTERNATIONAL	09/03/2009	585.00
353569	BRAKE & EQUIPMENT WAREHOUSE, I	09/03/2009	151.95
353570	BUTTERS CRYSTAL	09/03/2009	160.57
353571	CABLES TO GO	09/03/2009	69.61
353572	CATCO PARTS SERVICE	09/03/2009	316.20
353573	CATES, TAMMY J	09/03/2009	80.84
353574	CCP INDUSTRIES INC	09/03/2009	256.14
353575	CDW GOVERNMENT INC	09/03/2009	278.92
353576	CERTIFIED LABORATORIES	09/03/2009	1,356.04
353577	CHARPENTIER, DEBORAH A	09/03/2009	73.43
353578	CITI-CARGO & STORAGE CO INC	09/03/2009	125.00
353579	CJ DUFFY PAPER CO	09/03/2009	1,618.38
353580	CONSTRUCTION MANAGEMENT BUILDI	09/03/2009	13,224.00
353581	COPY IMAGES INC	09/03/2009	7,535.54
353582	Vendor Continued Check	09/03/2009	0.00
353583	COPY IMAGES INC	09/03/2009	168.92
353584	CORWIN KRONENBERG CONSULTING I	09/03/2009	325.00
353585	CTB INC	09/03/2009	3,200.00
353586	CUB FOODS OF WHITE BEAR TWSHP	09/03/2009	120.88
353587	DAHL CHRISTINE	09/03/2009	452.59
353588	DAHLEM TERESA	09/03/2009	314.30
353589	Vendor Continued Check	09/03/2009	0.00
353590	Vendor Continued Check	09/03/2009	0.00
353591	DALCO CORPORATION	09/03/2009	12,020.60
353592	DALLAS MIDWEST	09/03/2009	468.00
353593	DARTS VMS INC	09/03/2009	76.74
353594	DELTA DENTAL PLAN OF MN	09/03/2009	62,377.60
353595	DESIGNER SIGN SYSTEMS INC	09/03/2009	632.71
353596	DISCOUNT SCHOOL SUPPLY	09/03/2009	1,015.51
353597	DISCOVERY EDUCATION	09/03/2009	21,985.00
353598	DONATELLI'S	09/03/2009	124.20
353599	DOOR SERVICE COMPANY	09/03/2009	2,287.00
353600	DYNAMIC LEARNER CONSULTING INC	09/03/2009	1,500.00

Check Nbr	Vendor Name	Check Date	Check Amount
353601	EARL F ANDERSEN INC	09/03/2009	86.23
353602	EARLY CHILDHOOD CONFERENCE	09/03/2009	70.00
353603	ECKROTH MUSIC	09/03/2009	4,783.82
353604	EDUCATION TO GO	09/03/2009	114.50
353605	EIGENFELD CAROLYN	09/03/2009	785.70
353606	EPA AUDIO VISUAL INC	09/03/2009	1,800.22
353607	ETA/CUISENAIRE	09/03/2009	145.54
353608	FACILITY OFFICE FURNITURE INC	09/03/2009	1,781.88
353609	FARLEY LYNN T	09/03/2009	25.92
353610	Vendor Continued Check	09/03/2009	0.00
353611	FASTENAL COMPANY	09/03/2009	749.90
353612	FERNANDES, ELENA	09/03/2009	75.00
353613	FERRON ELAINE	09/03/2009	28.13
353614	FLINN SCIENTIFIC CO	09/03/2009	621.00
353615	FRA-DOR INC	09/03/2009	663.75
353616	FRASER CHILD & FAMILY CENTER	09/03/2009	690.00
353617	FUHRMAN SARAH	09/03/2009	22.74
353618	GALLAGHERS NORTHWESTERN TIRE C	09/03/2009	59.65
353619	GARCEAUS HARDWARE	09/03/2009	17.28
353620	GENERAL SECURITY SERVICES CORP	09/03/2009	625.50
353621	GILSON, BONNIE	09/03/2009	100.00
353622	GOLD'N SATIN RIBBONS	09/03/2009	174.50
353623	GOLDCOM INC	09/03/2009	24.47
353624	GOVERNMENT TRAINING SERVICES	09/03/2009	195.00
353625	Vendor Continued Check	09/03/2009	0.00
353626	Vendor Continued Check	09/03/2009	0.00
353627	Vendor Continued Check	09/03/2009	0.00
353628	GRAINGER	09/03/2009	6,321.46
353629	GREATAMERICA LEASING CORP	09/03/2009	324.45
353630	GREEN, BARBARA J	09/03/2009	114.81
353631	HALDEMAN HOMME INC	09/03/2009	59,236.00
353632	Vendor Continued Check	09/03/2009	0.00
353633	HALLBERG ENGINEERING	09/03/2009	23,017.01
353634	HAMMEKEN, GRACIELA E	09/03/2009	128.11
353635	HANSEN, MCKENZIE	09/03/2009	100.00
353636	HEALTHPARTNERS	09/03/2009	1,239,045.73
353637	HIGGINS SHEILA	09/03/2009	129.80
353638	HISDAHL INC	09/03/2009	67.50
353639	HOBART CORPORATION	09/03/2009	51.40
353640	HODD ROY	09/03/2009	159.80
353641	HOFFBECK DENNIS	09/03/2009	127.00
353642	HOGLUND BUS AND TRUCK CO	09/03/2009	88.04
353643	HOLMES, JEFF	09/03/2009	375.00
353644	HOME DEPOT CREDIT SERVICES	09/03/2009	511.39
353645	HOUGHTON MIFFLIN HARCOURT	09/03/2009	8,747.05
353646	HOUSE OF PRINT	09/03/2009	7,697.02
353647	ILLGEN, SHAWN	09/03/2009	100.00
353648	INTERSTATE PAVEMENT MAINTENANC	09/03/2009	3,642.40
353649	ISD #139 RUSH CITY	09/03/2009	2,305.80
353650	ISD #281 ROBBINSDALE	09/03/2009	814.04



Check Nbr	Vendor Name	Check Date	Check Amount
353651	JERRYS UPHOLSTERY	09/03/2009	150.00
353652	JOHN MERGES LICSW	09/03/2009	525.00
353653	JOHNSON, BRIA L	09/03/2009	20.63
353654	JOHNSON COLLEEN	09/03/2009	678.00
353655	JOHNSON JUDITH E	09/03/2009	1,346.27
353656	JOHNSON, LISA	09/03/2009	5.05
353657	JOSTENS/AMIOT SCHOLASTIC RECOG	09/03/2009	1,272.00
353658	KEARN BARBARA	09/03/2009	900.00
353659	KEARNEY, CARRIE L	09/03/2009	229.21
353660	KEESE JENNIFER R	09/03/2009	33.28
353661	KEY CURRICULUM PRESS	09/03/2009	130.68
353662	KHALIF, ISMID	09/03/2009	250.00
353663	KITTS HARRY	09/03/2009	250.50
353664	KNOLL JEFF	09/03/2009	70.00
353665	KNUTSON FLYNN & DEANS PA	09/03/2009	1,023.50
353666	KOEHLER, KARYN	09/03/2009	69.99
353667	KRAUS ANDERSON CONSTRUCTION CO	09/03/2009	2,868.13
353668	KUBITZ EDUCATIONAL SERVICES	09/03/2009	306.87
353669	KULLY SUPPLY COMPANY	09/03/2009	406.84
353670	Vendor Continued Check	09/03/2009	0.00
353671	L'ALLIER CONCRETE INC	09/03/2009	51,020.00
353672	LAKE SHORE LEARNING MATERIALS	09/03/2009	203.90
353673	LANGER'S TREE SERVICE	09/03/2009	3,850.00
353674	LARSON, CAROLYN	09/03/2009	30.00
353675	LEIGH ANNETTA K	09/03/2009	413.60
353676	LEININGER JOHN	09/03/2009	50.17
353677	LIBRARY VIDEO COMPANY	09/03/2009	59.80
353678	LOHMANN, JOHN H	09/03/2009	65.44
353679	MAD SCIENCE OF MINNESOTA	09/03/2009	2,685.00
353680	MADISON NATIONAL LIFE INS CO I	09/03/2009	52,323.88
353681	MAHONEY SUSAN	09/03/2009	145.12
353682	MARCROFT PATRICIA L	09/03/2009	128.15
353683	MARTINSON KARA	09/03/2009	104.75
353684	MASA	09/03/2009	269.00
353685	MC DONOUGH'S WATERJETTING AND	09/03/2009	2,033.50
353686	METROPOLITAN PRINCIPALS ACADEM	09/03/2009	1,975.00
353687	MICHEL, ROCHELLE N	09/03/2009	204.66
353688	MIDWEST BUS PARTS INC	09/03/2009	1,034.75
353689	MIEURE MARYELLEN	09/03/2009	39.00
353690	MINVALCO INC	09/03/2009	1,095.80
353691	MN ASSOC OF SECONDARY SCHOOL P	09/03/2009	1,564.00
353692	MN NCPERS LIFE INSURANCE	09/03/2009	576.00
353693	MN REC & PARK ASSN (MRPA)	09/03/2009	916.00
353694	MOBILE RADIO ENGINEERING INC	09/03/2009	3,267.00
353695	MOORE CYNTHIA	09/03/2009	834.38
353696	MUNDELL, KARLA J	09/03/2009	97.89
353697	Vendor Continued Check	09/03/2009	0.00
353698	NARDINI FIRE EQUIPMENT CO INC	09/03/2009	962.10
353699	NEFF, KELLY B	09/03/2009	35.90
353700	NELSON, AMY	09/03/2009	20.00

Check Nbr	Vendor Name	Check Date	Check Amount
353701	NELSON SUSAN	09/03/2009	68.08
353702	NEOPOST LEASING	09/03/2009	159.99
353703	NEXTEL COMMUNICATIONS	09/03/2009	1,104.32
353704	NITTI ROLLOFF SERVICES INC	09/03/2009	318.00
353705	NOLAN KEITH	09/03/2009	70.00
353706	NORTH CENTRAL TRUCK EQUIPMENT	09/03/2009	1,968.00
353707	NORTHERN LANDSCAPE & IRRIGATIO	09/03/2009	4,802.10
353708	OFFICE DEPOT	09/03/2009	310.38
353709	OFFICEMAX INCORPORATED	09/03/2009	38.94
353710	OLSEN FIRE PROTECTION	09/03/2009	596.00
353711	ON SITE SANITATION INC	09/03/2009	474.25
353712	ORBELL, RAY	09/03/2009	70.00
353713	OXYGEN SERVICE CO INC	09/03/2009	63.93
353714	PARTS ASSOC INC	09/03/2009	248.38
353715	PARTS NOW ! LLC	09/03/2009	147.60
353716	Vendor Continued Check	09/03/2009	0.00
353717	Vendor Continued Check	09/03/2009	0.00
353718	PEARSON MECHANICAL SERVICES IN	09/03/2009	24,291.38
353719	PETERSON, BETSY J	09/03/2009	339.34
353720	PETERSON BROS ROOFING & CONST	09/03/2009	15,269.76
353721	PETERSON REBECCA	09/03/2009	55.53
353722	PETTY CASH	09/03/2009	81.33
353723	PETTY CASH	09/03/2009	96.51
353724	PETTY CASH	09/03/2009	200.00
353725	PETTY CASH	09/03/2009	193.59
353726	PETTY CASH	09/03/2009	290.56
353727	PETTY CASH	09/03/2009	150.00
353728	PIERRE CHRISTINA	09/03/2009	423.16
353729	PIONEER PRESS	09/03/2009	93.41
353730	PITNEY BOWES PURCHASE POWER	09/03/2009	39.99
353731	PITNEY BOWES INC	09/03/2009	17.95
353732	PONTIOUS JODY	09/03/2009	932.00
353733	POSTMASTER	09/03/2009	88.00
353734	PREMIER AGENDAS INC	09/03/2009	1,023.25
353735	PROGRESS PUBLICATIONS	09/03/2009	502.74
353736	RATZ, KIM	09/03/2009	1,500.00
353737	READ NATURALLY	09/03/2009	554.40
353738	THE READING WAREHOUSE	09/03/2009	239.27
353739	RESOURCES FOR EDUCATORS	09/03/2009	896.00
353740	THE RESTORATIVE WAY	09/03/2009	55.00
353741	RUN N FUN	09/03/2009	686.00
353742	SAINTS NORTH MAPLEWOOD	09/03/2009	896.00
353743	SAM'S CLUB	09/03/2009	198.64
353744	SAM'S CLUB	09/03/2009	1,155.44
353745	SARGENT-WELCH	09/03/2009	228.00
353746	SCAN AIR FILTER INC	09/03/2009	122.78
353747	SCHINDLER ELEVATOR CORP	09/03/2009	566.37
353748	SCHMIDT NOEL	09/03/2009	2,433.09
353749	SCHMITT MUSIC COMPANY	09/03/2009	1,616.70
353750	SCHOELLER, JOSEPH SCOTT	09/03/2009	217.82

Check Nbr	Vendor Name	Check Date	Check Amount
353751	SCHOLASTIC INC	09/03/2009	284.49
353752	SCHOLASTIC MAGAZINES	09/03/2009	247.50
353753	SEEVER GRAY	09/03/2009	130.00
353754	SEHR DEBRA	09/03/2009	44.29
353755	SELBY ANNELLE F	09/03/2009	450.00
353756	SELECTACCOUNT	09/03/2009	885.00
353757	Vendor Continued Check	09/03/2009	0.00
353758	Vendor Continued Check	09/03/2009	0.00
353759	SENTRY SYSTEMS INC	09/03/2009	3,650.00
353760	SHIFFLER EQUIPMENT SALES INC	09/03/2009	597.65
353761	SLATOR, KEVIN	09/03/2009	35.00
353762	SMITH MICRO TECHNOLOGIES INC	09/03/2009	450.00
353763	SNAP ON TOOLS	09/03/2009	167.15
353764	SPECIALTY PROMOTIONS	09/03/2009	348.40
353765	ST ELIZABETH ANN SETON SCHOOL	09/03/2009	700.00
353766	STAR TRIBUNE	09/03/2009	391.00
353767	STATE SUPPLY CO	09/03/2009	427.56
353768	STEICHENS SPORTING GOODS	09/03/2009	574.40
353769	STOTTLEMEYER JEFF	09/03/2009	1,032.70
353770	STYRON, LEE	09/03/2009	141.00
353771	SUBSCRIPTION SERV OF AMER INC	09/03/2009	1,073.01
353772	SUBURBAN EAST CONFERENCE	09/03/2009	5,500.00
353773	SUBURBAN FLOOR COVERING	09/03/2009	2,331.00
353774	SUPERIOR STRIPING INC	09/03/2009	1,600.00
353775	SUPERIOR TRANSIT SALES LLC	09/03/2009	804.90
353776	SUPREME SCHOOL SUPPLY CO	09/03/2009	64.28
353777	SVIR, SARA A	09/03/2009	92.48
353778	SYNOVIA	09/03/2009	7,650.00
353779	TAUTGES, LYNSEY K	09/03/2009	210.65
353780	TEACHERS DISCOUNT	09/03/2009	255.77
353781	TEAMWORKS INTERNATIONAL INC	09/03/2009	6,600.00
353782	Vendor Continued Check	09/03/2009	0.00
353783	THYSSENKRUPP ELEVATOR CORP	09/03/2009	3,784.97
353784	TIERNEY BROTHERS INC	09/03/2009	2,396.00
353785	TOSHIBA FINANCIAL SERVICES	09/03/2009	111.00
353786	TRADE PRESS INC	09/03/2009	456.00
353787	TRANE US INC	09/03/2009	20,941.19
353788	TRIARCO	09/03/2009	102.08
353789	TURFWERKS INC	09/03/2009	79.56
353790	TWIN CITY JANITOR SUPPLY CO	09/03/2009	7,793.40
353791	U.S. ENERGY SERVICES INC	09/03/2009	4,215.39
353792	UECKER, JEREMY	09/03/2009	127.00
353793	UHL CO INC	09/03/2009	9,785.00
353794	UNIVERSITY OF MINNESOTA ATHLET	09/03/2009	125.00
353795	US POSTAL SERVICE	09/03/2009	8,000.00
353796	VAIL, ANNE B	09/03/2009	119.63
353797	VERIZON WIRELESS	09/03/2009	428.29
353798	VIKING INDUSTRIAL CENTER	09/03/2009	357.95
353799	VIRCO INC	09/03/2009	29,411.01
353800	WALTERS, MIKE	09/03/2009	100.00

Check Nbr	Vendor Name	Check Date	Check Amount
353801	WASTE MANAGEMENT BLAINE	09/03/2009	5,597.86
353802	WHITE BEAR CENTER FOR THE ARTS	09/03/2009	720.00
353803	WHITE BEAR LAKE AREA HISTORICA	09/03/2009	624.40
353804	WBLA EDUCATIONAL FOUNDATION	09/03/2009	741.69
353805	WEBER ELECTRIC INC	09/03/2009	17,050.00
353806	WELSH SUE	09/03/2009	121.29
353807	WEST METRO EDUC PROGRAM	09/03/2009	100.00
353808	WEST MUSIC COMPANY	09/03/2009	1,580.00
353809	WESTERLUND, AMY	09/03/2009	7.40
353810	WILFONG, TRAVIS	09/03/2009	25.00
353811	WILHELMY, ANDREW J	09/03/2009	221.93
353812	XCEL ENERGY	09/03/2009	1,925.55
353813	XEROX CORPORATION	09/03/2009	552.88
353814	YOUTH SERVICES INTERNATIONAL	09/03/2009	984.00

264	Computer	Check(s) For a Total of	1,867,271.83
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Check Nbr	Vendor Name	Check Date	Check Amount
353354	LAKESHORE LEARNING STORE	09/03/2009	203.90
1	Void	Check(s) For a Total of	203.90

	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
	264	Computer	Checks For a Total of	1,867,271.83
Total For	264	Manual, Wire Tran, ACH & Computer	Checks	1,867,271.83
Less	1	Voided	Checks For a Total of	203.90
			Net Amount	1,867,067.93

Check Nbr	Vendor Name	Check Date	Check Amount
353550	WHITE BEAR LAKE CITY	08/27/2009	1,146.00
1	Computer	Check(s) For a Total of	1,146.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	1,146.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	1,146.00
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,146.00



Check Nbr	Vendor Name	Check Date	Check Amount
353549	PEARSON MECHANICAL SERVICES IN	08/26/2009	184,218.70
1	Computer	Check(s) For a Total of	184,218.70

	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	184,218.70
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	184,218.70
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	184,218.70



Check Nbr	Vendor Name	Check Date	Check Amount
353516	AIG	08/26/2009	522.09
353517	AMERICAN FUNDS	08/26/2009	9,166.06
353518	AMERIPRISE	08/26/2009	2,504.14
353519	AVON BUSINESS FORMS & PROMOTIO	08/26/2009	612.13
353520	AXA EQUITABLE	08/26/2009	2,140.84
353521	ECMC	08/26/2009	105.00
353522	EDUCATION MN ESI BILLING TRUST	08/26/2009	4,224.97
353523	FREEFIND.COM	08/26/2009	108.00
353524	GE MONEY BANK	08/26/2009	205.67
353525	HOGLUND BUS & TRUCK CO	08/26/2009	191,401.40
353526	INTERMEDIATE DISTRICT 287	08/26/2009	58,657.11
353527	ISD #11 ANOKA/HENNEPIN SCHOOLS	08/26/2009	2,724.80
353528	IUOE #70	08/26/2009	1,221.54
353529	METROPOLITAN LIFE	08/26/2009	876.66
353530	MIDAMERICA ADMINISTRATIVE &	08/26/2009	3,425.00
353531	MN CHILD SUPPORT	08/26/2009	1,281.50
353532	NATL SCHOOL PUBLIC RELATIONS A	08/26/2009	240.00
353533	Vendor Continued Check	08/26/2009	0.00
353534	NORTHEAST METRO INTERMEDIATE D	08/26/2009	120,917.47
353535	PINES SCHOOL	08/26/2009	30,552.46
353536	SCHOOL SERVICE EMPLOYEES	08/26/2009	1,333.79
353537	Vendor Continued Check	08/26/2009	0.00
353538	Vendor Continued Check	08/26/2009	0.00
353539	Vendor Continued Check	08/26/2009	0.00
353540	Vendor Continued Check	08/26/2009	0.00
353541	Vendor Continued Check	08/26/2009	0.00
353542	Vendor Continued Check	08/26/2009	0.00
353543	SENTRY SYSTEMS INC	08/26/2009	68,286.25
353544	STAR TRIBUNE	08/26/2009	223.08
353545	STEWART, ZLIMEN & JUNGERS LTD	08/26/2009	102.00
353546	THUNDER COMMUNICATIONS DESIGN	08/26/2009	356.25
353547	VANGUARD SMALL BUSINESS SERVIC	08/26/2009	3,381.67
353548	XCEL ENERGY	08/26/2009	50,991.14

33 Computer Check(s) For a Total of 555,561.02

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	33	Computer	Checks For a Total of	555,561.02
Total For	33	Manual, Wire Tran, ACH & Computer	Checks	555,561.02
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	555,561.02

Check Nbr	Vendor Name	Check Date	Check Amount
353194	3D SPECIALTIES	08/20/2009	1,758.50
353195	4IMPRINT	08/20/2009	203.86
353196	A-1 HYDRAULIC SALES & SERVICE	08/20/2009	75.29
353197	AARP DRIVER SAFETY PROGRAM	08/20/2009	248.00
353198	ABBOTT PAINT & CARPET CO	08/20/2009	3,727.90
353199	ACKERKNECHT CATHY	08/20/2009	122.49
353200	ACTIVE.COM	08/20/2009	55.00
353201	ADAMS LINDA	08/20/2009	43.58
353202	Vendor Continued Check	08/20/2009	0.00
353203	ADVANCED DISTRIBUTING INC	08/20/2009	25,676.79
353204	ADVANTAGE COATING INC	08/20/2009	21,782.43
353205	ALEXANDRIA PUBLIC SCHOOLS	08/20/2009	85.00
353206	ALLIED BLACKTOP CO	08/20/2009	17,988.00
353207	ALPHAGRAPHICS	08/20/2009	541.36
353208	AMAZON	08/20/2009	804.05
353209	AMERICAN MESSAGING	08/20/2009	181.90
353210	AMERIPRIDE SERVICES	08/20/2009	240.19
353211	AMPCO SYSTEM PARKING	08/20/2009	17.00
353212	ANASTASI, MARY JO	08/20/2009	36.40
353213	ANCHOR PAPER CO	08/20/2009	239.72
353214	ANDERSON, JOHN	08/20/2009	118.15
353215	ANDERSON, TRACY	08/20/2009	22.95
353216	Vendor Continued Check	08/20/2009	0.00
353217	APPLIED ENVIRONMENTAL SCI INC	08/20/2009	11,175.84
353218	ASSOC FOR SUPERVISION & CURRIC	08/20/2009	432.00
353219	ASTLEFORD INTERNATIONAL TRUCKS	08/20/2009	60.16
353220	AUTOMATED DISTRIBUTION	08/20/2009	110.00
353221	BABIASH, JENNIFER MAE	08/20/2009	169.97
353222	BARNES & NOBLE	08/20/2009	808.28
353223	BAUER BUILT INC	08/20/2009	327.22
353224	BECKER ARENA PRODUCTS INC	08/20/2009	850.00
353225	BENILDE ST MARGARETS SCHOOL	08/20/2009	150.00
353226	BICKFORD, ROBIN	08/20/2009	99.00
353227	BINSFIELD, NEAL OR JEANNE	08/20/2009	240.00
353228	BLAINE HIGH SCHOOL	08/20/2009	100.00
353229	BLICK ART MATERIALS	08/20/2009	1,869.56
353230	BOYER FORD TRUCKS	08/20/2009	386.78
353231	BRAUN INTERTEC CORPORATION	08/20/2009	989.50
353232	BRIMAR	08/20/2009	66.00
353233	BUESING, EMILIE C	08/20/2009	77.00
353234	BUILDING RESTORATION CORPORATI	08/20/2009	164,076.00
353235	BUREAU OF CRIMINAL APPREHENSIO	08/20/2009	15.00
353236	CARDINAL, SHILO K	08/20/2009	115.19
353237	CARLEX INC	08/20/2009	312.68
353238	CAROLINA BIOLOGICAL SUPPLY	08/20/2009	97.23
353239	CATCO PARTS SERVICE	08/20/2009	425.99
353240	CDW GOVERNMENT INC	08/20/2009	145.13
353241	THE CENTER FOR EFFICIENT SCHOO	08/20/2009	2,500.00
353242	CHARPENTIER, DEBORAH A	08/20/2009	72.19
353243	CHURACK, SUSAN S	08/20/2009	707.00

Check Nbr	Vendor Name	Check Date	Check Amount
353244	Vendor Continued Check	08/20/2009	0.00
353245	CITI-CARGO & STORAGE CO INC	08/20/2009	423.21
353246	Vendor Continued Check	08/20/2009	0.00
353247	CLASSROOMDIRECT	08/20/2009	408.08
353248	COMCAST	08/20/2009	5.27
353249	COMSTOCK & SONS INC	08/20/2009	1,582.00
353250	CONSTRUCTION MANAGEMENT BUILDI	08/20/2009	16,760.00
353251	CONTINENTAL RESEARCH CORP	08/20/2009	1,633.39
353252	COOL AIR MECHANICAL	08/20/2009	252.13
353253	COON RAPIDS HIGH SCHOOL	08/20/2009	300.00
353254	COPY IMAGES INC	08/20/2009	13,754.44
353255	COPY IMAGES INC	08/20/2009	1,313.46
353256	CREA, CATHERINE	08/20/2009	332.62
353257	CTB INC	08/20/2009	14,144.00
353258	CUB FOODS OF WHITE BEAR TWSHP	08/20/2009	485.85
353259	CULLIGAN BOTTLED WATER	08/20/2009	107.85
353260	CUMMINS NPOWER LLC	08/20/2009	320.14
353261	Vendor Continued Check	08/20/2009	0.00
353262	Vendor Continued Check	08/20/2009	0.00
353263	DALCO CORPORATION	08/20/2009	11,257.73
353264	DANIELS, GRACE M	08/20/2009	26.26
353265	DB DECORATING	08/20/2009	7,322.00
353266	DELL MARKETING LP	08/20/2009	22,497.54
353267	DELLWO COLLEEN F	08/20/2009	1,182.32
353268	DELTA EDUCATION	08/20/2009	166.54
353269	DIAMOND VOGEL PAINTS	08/20/2009	249.57
353270	DISCOUNT SCHOOL SUPPLY	08/20/2009	256.93
353271	DOOR SERVICE COMPANY	08/20/2009	15,071.00
353272	DUOOS, KIRSTEN M	08/20/2009	556.76
353273	E.L. REINHARDT COMPANY INC	08/20/2009	52.74
353274	EARL F ANDERSEN INC	08/20/2009	155.80
353275	EBSCO SUBSCRIPTION SERVICES	08/20/2009	790.73
353276	ECONOMY HANDICRAFTS	08/20/2009	73.46
353277	EDEN PRAIRIE HIGH SCHOOL	08/20/2009	60.00
353278	EDUCATION DEPOT	08/20/2009	92.47
353279	EDUCATORS PUBLISHING SERVICE	08/20/2009	95.70
353280	EDUTEK MIDWEST	08/20/2009	5,825.00
353281	EDWARD DON & COMPANY	08/20/2009	180.08
353282	ELECTRONIX EXPRESS	08/20/2009	2,969.90
353283	ENVIROBATE METRO	08/20/2009	20,600.00
353284	EPA AUDIO VISUAL INC	08/20/2009	654.20
353285	ESSON, ANN	08/20/2009	46.00
353286	EYE ON EDUCATION	08/20/2009	35.95
353287	FARIBAULT HIGH SCHOOL	08/20/2009	100.00
353288	FARMINGTON HIGH SCHOOL	08/20/2009	150.00
353289	FASTENAL COMPANY	08/20/2009	993.62
353290	FEDEX	08/20/2009	122.77
353291	FEHR, ABIGAIL L	08/20/2009	69.78
353292	FESTIVAL FOODS-KNOWLAN'S	08/20/2009	566.87
353293	FITZGERALD, THOMAS M	08/20/2009	145.46

Check Nbr	Vendor Name	Check Date	Check Amount
353294	FLINN SCIENTIFIC CO	08/20/2009	545.97
353295	FLR SANDERS INC	08/20/2009	4,897.20
353296	FOLLETT EDUCATIONAL SERVICES	08/20/2009	854.10
353297	FRASER CHILD & FAMILY CENTER	08/20/2009	1,552.50
353298	FRATTALONES HARDWARE STORES	08/20/2009	1,279.79
353299	FRY JOHN	08/20/2009	180.40
353300	G&K SERVICES INC	08/20/2009	367.68
353301	G&K SERVICES INC	08/20/2009	117.23
353302	GALLAGHERS NORTHWESTERN TIRE C	08/20/2009	315.80
353303	GCS SERVICE INC	08/20/2009	397.94
353304	GENERATIONS TILE LLC	08/20/2009	9,200.00
353305	GILLUND ENTERPRISES	08/20/2009	239.64
353306	GLASGOW, MATTHEW	08/20/2009	198.00
353307	GOLDCOM INC	08/20/2009	658.76
353308	GOODIN COMPANY	08/20/2009	70.74
353309	GOPHER BEARING CO	08/20/2009	368.32
353310	GOPHER	08/20/2009	1,318.45
353311	Vendor Continued Check	08/20/2009	0.00
353312	Vendor Continued Check	08/20/2009	0.00
353313	Vendor Continued Check	08/20/2009	0.00
353314	GRAINGER	08/20/2009	1,960.27
353315	GRAVLEY STEPHEN	08/20/2009	40.00
353316	GREATAMERICA LEASING CORP	08/20/2009	246.00
353317	GREENWOOD PUBLISHING	08/20/2009	165.41
353318	HAMLIN UNIVERSITY	08/20/2009	150.00
353319	HANDWRITING WITHOUT TEARS	08/20/2009	999.85
353320	HISDAHL INC	08/20/2009	24.00
353321	Vendor Continued Check	08/20/2009	0.00
353322	Vendor Continued Check	08/20/2009	0.00
353323	HOGLUND BUS AND TRUCK CO	08/20/2009	2,314.75
353324	HOOLEY MEG	08/20/2009	42.52
353325	Vendor Continued Check	08/20/2009	0.00
353326	Vendor Continued Check	08/20/2009	0.00
353327	Vendor Continued Check	08/20/2009	0.00
353328	Vendor Continued Check	08/20/2009	0.00
353329	Vendor Continued Check	08/20/2009	0.00
353330	Vendor Continued Check	08/20/2009	0.00
353331	Vendor Continued Check	08/20/2009	0.00
353332	Vendor Continued Check	08/20/2009	0.00
353333	HOUGHTON MIFFLIN HARCOURT	08/20/2009	91,494.54
353334	HSBC BUSINESS SOLUTIONS	08/20/2009	447.58
353335	HUGO CITY OF	08/20/2009	240,556.00
353336	HUGO FEED MILL & ELEV	08/20/2009	54.95
353337	HUGO MILL OUTDOOR POWER	08/20/2009	895.00
353338	HULTMAN CAROL LINDA	08/20/2009	638.73
353339	HYDROLOGIC WATER MANGEMENT	08/20/2009	1,181.15
353340	IMAGINE DESIGN & CREATIVE	08/20/2009	3,800.00
353341	IMMEL COLLEEN	08/20/2009	88.55
353342	INNOVATIVE OFFICE SOLUTIONS	08/20/2009	1,204.32
353343	ISD #623 ROSEVILLE AREA SCHOOL	08/20/2009	41.00

Check Nbr	Vendor Name	Check Date	Check Amount
353344	JOOS ELECTRIC CO	08/20/2009	10,450.00
353345	KATH COMPANIES	08/20/2009	16,930.52
353346	KELLEY DEBRA	08/20/2009	175.00
353347	KIEFER & ASSOC	08/20/2009	324.05
353348	KIMBALL MIDWEST	08/20/2009	545.17
353349	KNUTSON FLYNN & DEANS PA	08/20/2009	3,070.50
353350	KOTA PAINTING LLC	08/20/2009	3,605.95
353351	KRAUS ANDERSON CONSTRUCTION CO	08/20/2009	72,474.81
353352	L'ALLIER CONCRETE INC	08/20/2009	8,620.00
353353	L'ALLIER ELECTRIC	08/20/2009	5,448.00
353354	LAKESHORE LEARNING STORE	08/20/2009	203.90
353355	LAKESHORE LEARNING MATERIALS	08/20/2009	2,512.00
353356	LANGER'S TREE SERVICE	08/20/2009	787.50
353357	LANGUAGE LINE SERVICES	08/20/2009	51.75
353358	LARSON ENGINEERING INC	08/20/2009	7,167.00
353359	LAWSON PRODUCTS INC	08/20/2009	298.03
353360	DIANA FLORES LEON	08/20/2009	400.00
353361	LETTERTECH INC	08/20/2009	299.50
353362	LIBERTY MUTUAL INS GROUP	08/20/2009	42,621.00
353363	LOCH STACEY	08/20/2009	60.00
353364	LOEFFLER SHOES	08/20/2009	119.95
353365	LOFFLER COMPANIES INC	08/20/2009	310.00
353366	LOVETT, MICHAEL J	08/20/2009	180.00
353367	L T G POWER EQUIPMENT	08/20/2009	449.99
353368	MAAA	08/20/2009	240.00
353369	MALLOY/MONTAGUE/KARNOWSKI & CO	08/20/2009	14,200.00
353370	MAPLEWOOD BOWL	08/20/2009	479.50
353371	MARTINSON KARA	08/20/2009	145.93
353372	MARTINI, TARA M	08/20/2009	283.05
353373	MASTER TEACHER INC	08/20/2009	282.75
353374	MC DONOUGH'S WATERJETTING AND	08/20/2009	540.00
353375	MCGRAW TIM	08/20/2009	146.56
353376	Vendor Continued Check	08/20/2009	0.00
353377	MIDWEST BUS PARTS INC	08/20/2009	1,722.74
353378	MILACA HIGH SCHOOL	08/20/2009	50.00
353379	MILLER, ZACHERY R	08/20/2009	12.65
353380	MINVALCO INC	08/20/2009	177.64
353381	MN ASSOC OF SCH BUSINESS OFFIC	08/20/2009	200.00
353382	MN DEPT OF HEALTH	08/20/2009	15.00
353383	MN DEPT OF HEALTH	08/20/2009	35.00
353384	MN ELEVATOR INC	08/20/2009	269.73
353385	MN HISTORICAL SOCIETY	08/20/2009	138.00
353386	MN STATE HIGH SCHOOL LEAGUE	08/20/2009	445.00
353387	MN SUPERINTENDENTS OFC PERSONE	08/20/2009	40.00
353388	MODERN FENCE & CONST INC	08/20/2009	6,661.40
353389	MOORE CYNTHIA	08/20/2009	1,330.19
353390	MOUNDS VIEW HIGH SCHOOL	08/20/2009	80.00
353391	MUNDELL GERALD	08/20/2009	237.87
353392	MVP & ASSOC	08/20/2009	2,600.00
353393	Vendor Continued Check	08/20/2009	0.00



Check Nbr	Vendor Name	Check Date	Check Amount
353394	Vendor Continued Check	08/20/2009	0.00
353395	NARDINI FIRE EQUIPMENT CO INC	08/20/2009	6,906.16
353396	NASCO	08/20/2009	178.28
353397	NATL STAFF DEVELOPMENT COUNCIL	08/20/2009	119.00
353398	NATL STAFF DEVELOPMENT COUNCIL	08/20/2009	844.00
353399	NCS PEARSON INC	08/20/2009	1,206.32
353400	NEW VISION PRINTING	08/20/2009	612.68
353401	Vendor Continued Check	08/20/2009	0.00
353402	Vendor Continued Check	08/20/2009	0.00
353403	Vendor Continued Check	08/20/2009	0.00
353404	NORTH CENTRAL TRUCK EQUIPMENT	08/20/2009	3,220.09
353405	NORTHEAST METRO INTERMEDIATE D	08/20/2009	828.18
353406	NORTHLAND APPLIANCE SERVICE	08/20/2009	118.95
353407	NOVELL ACADEMIC SERVICES	08/20/2009	2,600.00
353408	OFFICE DEPOT	08/20/2009	503.91
353409	OLSON, CHRISTOPHER	08/20/2009	18.43
353410	Vendor Continued Check	08/20/2009	0.00
353411	ON SITE SANITATION INC	08/20/2009	320.00
353412	ORANGE TREE EMPLOYMENT SCREENI	08/20/2009	64.75
353413	ORIENTAL TRADING CO INC	08/20/2009	38.96
353414	OSTERBAUER, TODD E	08/20/2009	129.98
353415	OXYGEN SERVICE CO INC	08/20/2009	17.67
353416	PALEY CENTER FOR MEDIA	08/20/2009	125.00
353417	PAN-O-GOLD	08/20/2009	146.70
353418	PETTY CASH	08/20/2009	324.30
353419	PHETTEPLACE WANDA	08/20/2009	115.50
353420	PIONEER PRESS	08/20/2009	82.29
353421	POSTMASTER	08/20/2009	655.00
353422	POSTMASTER	08/20/2009	2,700.00
353423	POWER LIFT, INC	08/20/2009	465.00
353424	PRAXAIR DISTRIBUTION INC	08/20/2009	83.15
353425	PRESS PUBLICATIONS	08/20/2009	155.65
353426	PUSH PEDAL PULL	08/20/2009	193.20
353427	REALLY GOOD STUFF INC	08/20/2009	431.49
353428	RENAISSANCE LEARNING INC	08/20/2009	146.51
353429	RESERVE ACCOUNT	08/20/2009	5,000.00
353430	RIZZARDI, TIA	08/20/2009	75.00
353431	ROACH, ANGI	08/20/2009	160.00
353432	ROCHESTER CENTURY HIGH SCHOOL	08/20/2009	80.00
353433	ROOF SPEC INC	08/20/2009	675.00
353434	ROSEMOUNT HIGH SCHOOL	08/20/2009	100.00
353435	ROSS, MARI BETH	08/20/2009	22.00
353436	SAFETY-KLEEN CORP	08/20/2009	806.63
353437	SAFEWAY DRIVING SCHOOL	08/20/2009	8,990.00
353438	SAINTS NORTH MAPLEWOOD	08/20/2009	647.50
353439	SAM'S CLUB	08/20/2009	131.40
353440	SAM'S CLUB	08/20/2009	471.55
353441	SAMACO SUPPLY	08/20/2009	1,260.00
353442	SAMUELSON RICHARD T	08/20/2009	109.66
353443	SCHMITT, ALYSSA A	08/20/2009	40.70

Check Nbr	Vendor Name	Check Date	Check Amount
353444	SCHMIDT NOEL	08/20/2009	764.99
353445	SCHMITT MUSIC COMPANY	08/20/2009	108.90
353446	SCHOELLER, JOSEPH SCOTT	08/20/2009	384.19
353447	SCHOLASTIC INC	08/20/2009	23.17
353448	SCHOLASTIC INC	08/20/2009	62,759.00
353449	SCHOLASTIC MAGAZINES	08/20/2009	1,234.01
353450	SCHOOL HEALTH	08/20/2009	45.72
353451	SCHOOL NUTRITION ASSOC (SNA)	08/20/2009	145.25
353452	SCHOOLFINANCES.COM	08/20/2009	100.00
353453	SCHOOLS FOR EQUITY IN EDUCATIO	08/20/2009	7,749.80
353454	SCHROEDER MILK CO INC	08/20/2009	664.30
353455	SCHWAB-VOLLHABER-LUBRATT	08/20/2009	141.38
353456	SEEVER GRAY	08/20/2009	60.00
353457	SENTRY SYSTEMS INC	08/20/2009	455.00
353458	SHOUP, ANDREA J	08/20/2009	159.99
353459	SIEBEN, JAYME	08/20/2009	100.00
353460	SIEBENALER, KEVIN R	08/20/2009	19.80
353461	SILKWORTH CYNTHIA K	08/20/2009	131.34
353462	SNAP ON TOOLS	08/20/2009	428.50
353463	SOLUTION TREE	08/20/2009	452.00
353464	SOUTH CAMPUS STUDENT ACTIVITY	08/20/2009	100.00
353465	ST OLAF HIGH SCHOOL CROSS COUN	08/20/2009	90.00
353466	ST PAUL LINOLEUM & CARPET COMP	08/20/2009	72,430.00
353467	STAPLES ADVANTAGE	08/20/2009	2,769.05
353468	Vendor Continued Check	08/20/2009	0.00
353469	STATE SUPPLY CO	08/20/2009	2,635.93
353470	STEADLAND, ADAM D	08/20/2009	46.76
353471	STEICHENS SPORTING GOODS	08/20/2009	395.88
353472	STREAMLINE DESIGN INC	08/20/2009	658.00
353473	SUPERIOR TRANSIT SALES LLC	08/20/2009	11,429.83
353474	TA SCHIFSKY & SONS INC	08/20/2009	21,038.00
353475	TAHER INC	08/20/2009	5,091.56
353476	TALLY'S DOCKSIDE	08/20/2009	960.00
353477	THELEN JILL ANNE	08/20/2009	312.52
353478	THIMJON KARI	08/20/2009	35.32
353479	TIME FOR KIDS	08/20/2009	574.60
353480	TOUSLEY FORD INC	08/20/2009	15.00
353481	TOUSSAINT, SASHA J	08/20/2009	31.76
353482	TOWER ASPHALT INC	08/20/2009	294,500.00
353483	TRADE PRESS INC	08/20/2009	647.00
353484	TRIARCO	08/20/2009	9.60
353485	TWIN CITY NURSERY INC	08/20/2009	459.92
353486	UCARE MINNESOTA	08/20/2009	260.00
353487	UHL CO INC	08/20/2009	31,504.85
353488	UNIVERSITY OF MINNESOTA	08/20/2009	50.00
353489	UNLIMITED SUPPLIES	08/20/2009	177.30
353490	VALUE TECH SUPPLY	08/20/2009	184.67
353491	VARGS SPORTSWEAR INC	08/20/2009	595.00
353492	VASKE MARY	08/20/2009	1,500.00
353493	VENBURG TIRE CO	08/20/2009	13.00

Check Nbr	Vendor Name	Check Date	Check Amount
353494	VERNIER SOFTWARE	08/20/2009	3,641.40
353495	VERUS CORP	08/20/2009	825.00
353496	VIKING ELECTRIC SUPPLY	08/20/2009	7,896.29
353497	VIKING INDUSTRIAL CENTER	08/20/2009	947.00
353498	WASTE MANAGEMENT BLAINE	08/20/2009	4,917.98
353499	WHITE BEAR FLORAL SHOP	08/20/2009	16.00
353500	WHITE BEAR GLASS INC	08/20/2009	1,839.00
353501	WHITE BEAR LOCKSMITH INC	08/20/2009	72.22
353502	WHITE BEAR RENTAL EQUIPMENT	08/20/2009	84.24
353503	WHITE BEAR SHOPPING CTR INC	08/20/2009	6,994.00
353504	Vendor Continued Check	08/20/2009	0.00
353505	WHITE BEAR LAKE (CITY OF)	08/20/2009	12,063.45
353506	WHITE BEAR LAKE FOOTBALL	08/20/2009	230.00
353507	WEEKLY READER	08/20/2009	393.49
353508	WELSH SUE	08/20/2009	32.00
353509	WENZEL, RAYMOND	08/20/2009	736.00
353510	WILLCOXON PETE JR	08/20/2009	617.70
353511	WILLIAM H SADLIER INC	08/20/2009	1,119.55
353512	WILLIAMS JR LEE E	08/20/2009	127.60
353513	WILMES BETH	08/20/2009	261.25
353514	WINNING EDGE SEMINARS	08/20/2009	324.50
353515	ZAHL PETROLEUM MAINTENANCE CO	08/20/2009	137.75

322 Computer Check(s) For a Total of 1,590,520.57

Check Nbr	Vendor Name	Check Date	Check Amount
353102	NORTHEAST METRO INTERMEDIATE D	08/20/2009	40.00
353166	UHL CO INC	08/20/2009	6,258.15
2	Void	Check(s) For a Total of	6,298.15

	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
	322	Computer	Checks For a Total of	1,590,520.57
Total For	322	Manual, Wire Tran, ACH & Computer	Checks	1,590,520.57
Less	2	Voided	Checks For a Total of	6,298.15
		Net Amount		1,584,222.42

Check Nbr	Vendor Name	Check Date	Check Amount
353191	EAGAN CITY OF PARKS & REC	08/14/2009	855.00
353192	SAM'S CLUB	08/14/2009	242.36
2	Computer	Check(s) For a Total of	1,097.36

	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	1,097.36
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	1,097.36
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,097.36

Check Nbr	Vendor Name	Check Date	Check Amount
353193	PEARSON MECHANICAL SERVICES IN	08/14/2009	160,327.89
1	Computer	Check(s) For a Total of	160,327.89



	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	160,327.89
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	160,327.89
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	160,327.89



Check Nbr	Vendor Name	Check Date	Check Amount
353178	AIG	08/11/2009	156.25
353179	AMERICAN FUNDS	08/11/2009	8,728.56
353180	AMERIPRISE	08/11/2009	2,504.14
353181	AXA EQUITABLE	08/11/2009	1,879.51
353182	EDUCATION MN ESI BILLING TRUST	08/11/2009	4,174.97
353183	IUOE #70	08/11/2009	1,221.54
353184	METROPOLITAN LIFE	08/11/2009	876.66
353185	MN CHILD SUPPORT	08/11/2009	1,472.33
353186	SCHOOL SERVICE EMPLOYEES	08/11/2009	742.60
353187	STEWART, ZLIMEN & JUNGERS LTD	08/11/2009	70.00
353188	VANGUARD SMALL BUSINESS SERVIC	08/11/2009	3,166.67
11	Computer	Check(s) For a Total of	24,993.23

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	11	Computer	Checks For a Total of	24,993.23
Total For	11	Manual, Wire Tran, ACH & Computer Checks		24,993.23
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	24,993.23

Check Nbr	Vendor Name	Check Date	Check Amount
352988	AARP DRIVER SAFETY PROGRAM	08/05/2009	108.00
352989	ACCESS COMMUNICATIONS INC	08/05/2009	160.00
352990	ACTIVE.COM	08/05/2009	119.00
352991	ADVANCED DISTRIBUTING INC	08/05/2009	900.00
352992	AMERICAN INSTITUTE OF CPAS	08/05/2009	200.00
352993	ANDERSON-JOHNSON ASSOC INC	08/05/2009	3,380.00
352994	ASTECH	08/05/2009	10,832.85
352995	AT & T MOBILITY	08/05/2009	1,438.80
352996	AVON BUSINESS FORMS & PROMOTIO	08/05/2009	42.86
352997	BARRY, LESLIE	08/05/2009	28.00
352998	BESSER BOB	08/05/2009	315.00
352999	BIX PRODUCE COMPANY INC	08/05/2009	484.39
353000	BLACK BOX RESALE SERVICES	08/05/2009	103.00
353001	BLICK ART & CRAFT	08/05/2009	214.08
353002	BLICK ART MATERIALS	08/05/2009	2,291.54
353003	BOLEEN ELIZABETH	08/05/2009	70.00
353004	BOSCH, DONALD	08/05/2009	905.65
353005	BRABENEC, JACOB	08/05/2009	55.00
353006	BRAKE & EQUIPMENT WAREHOUSE, I	08/05/2009	112.00
353007	BRIMAR	08/05/2009	82.39
353008	BROWN, NATALIE J	08/05/2009	119.00
353009	BUILDING RESTORATION CORPORATI	08/05/2009	26,988.00
353010	CARLSON, NANCY ANN	08/05/2009	673.80
353011	CDW GOVERNMENT INC	08/05/2009	4,350.00
353012	THE CENTER FOR EFFICIENT SCHOO	08/05/2009	2,500.00
353013	CHARAIS, EMILY	08/05/2009	50.00
353014	CHILDCRAFT	08/05/2009	31.67
353015	CITI-CARGO & STORAGE CO INC	08/05/2009	112.50
353016	CONSTRUCTION MANAGEMENT BUILDI	08/05/2009	12,156.00
353017	CONTINENTAL RESEARCH CORP	08/05/2009	2,710.39
353018	COPY IMAGES INC	08/05/2009	7,460.77
353019	COPY IMAGES INC	08/05/2009	326.84
353020	CRESTLINE SPECIALTIES CO INC	08/05/2009	291.41
353021	CUSTOM DRYWALL	08/05/2009	20,476.00
353022	Vendor Continued Check	08/05/2009	0.00
353023	DALCO CORPORATION	08/05/2009	6,985.76
353024	DELL MARKETING LP	08/05/2009	9,280.50
353025	DEMCO INC	08/05/2009	3,780.18
353026	DEY DISTRIBUTING	08/05/2009	22.61
353027	DONATELLI'S	08/05/2009	458.38
353028	DOOR SERVICE COMPANY	08/05/2009	177.00
353029	DOUGLAS SANDRA L	08/05/2009	37.95
353030	E.L. REINHARDT COMPANY INC	08/05/2009	556.50
353031	EBSCO SUBSCRIPTION SERVICES	08/05/2009	689.42
353032	ECKROTH MUSIC	08/05/2009	50.10
353033	EDUCATION TO GO	08/05/2009	229.00
353034	ENGSTRAN PAUL	08/05/2009	40.00
353035	ERICKSON LYNN	08/05/2009	110.00
353036	FENZL, KIM	08/05/2009	100.00
353037	FERNANDEZ KEVIN	08/05/2009	395.64

Check Nbr	Vendor Name	Check Date	Check Amount
353038	FERRON ELAINE	08/05/2009	20.18
353039	FESTIVAL FOODS-KNOWLAN'S	08/05/2009	10.30
353040	FIRSTGROUP AMERICA	08/05/2009	7,024.95
353041	FISHER TRACKS INC	08/05/2009	69,337.00
353042	FRASER CHILD & FAMILY CENTER	08/05/2009	862.50
353043	FRENCH, ROGER F	08/05/2009	247.00
353044	GALLAGHERS NORTHWESTERN TIRE C	08/05/2009	1,255.90
353045	GENERAL ASP	08/05/2009	125.00
353046	GENERATIONS TILE LLC	08/05/2009	11,445.56
353047	GESE SANDRA	08/05/2009	37.40
353048	GIBSON, JILL	08/05/2009	119.00
353049	G NEIL DIRECT MAIL INC	08/05/2009	270.38
353050	Vendor Continued Check	08/05/2009	0.00
353051	GRAINGER	08/05/2009	1,656.95
353052	GRANDMA'S BAKERY INC	08/05/2009	138.75
353053	GREAT RIVER OFFICE PRODUCTS	08/05/2009	1,254.26
353054	GREATAMERICA LEASING CORP	08/05/2009	827.87
353055	GREEN, BARBARA J	08/05/2009	235.23
353056	GROUP HEALTH INC - WORKSITE	08/05/2009	75.00
353057	HALLEY DIANE	08/05/2009	11.88
353058	HANSON MARILYN	08/05/2009	80.00
353059	HODD ROY	08/05/2009	159.80
353060	HOGLUND BUS AND TRUCK CO	08/05/2009	20.47
353061	HOME DEPOT CREDIT SERVICES	08/05/2009	1,095.05
353062	HUGO CITY OF	08/05/2009	27,382.00
353063	INTEGRA TELECOM	08/05/2009	1,849.43
353064	JC ENVIRONMENTAL & DEMOLITION	08/05/2009	3,075.00
353065	JIMMY'S FOOD AND DRINK	08/05/2009	345.00
353066	JOSTENS INC	08/05/2009	491.08
353067	JOSTENS/AMIOT SCHOLASTIC RECOG	08/05/2009	15,971.00
353068	KITTS HARRY	08/05/2009	250.50
353069	KLEMMANN, CHERYL	08/05/2009	238.00
353070	KOEHLER & DRAMM WHOLESALE FLOR	08/05/2009	91.11
353071	KOTA PAINTING LLC	08/05/2009	2,120.71
353072	KULLY SUPPLY COMPANY	08/05/2009	192.71
353073	L'ALLIER CONCRETE INC	08/05/2009	15,935.00
353074	L'ALLIER ELECTRIC	08/05/2009	18,820.00
353075	LAKESHORE LEARNING MATERIALS	08/05/2009	516.35
353076	MASTERGRAPHICS, INC	08/05/2009	2,921.31
353077	MATTAI SUSAN	08/05/2009	18.93
353078	MAYER, ANTHONY G	08/05/2009	36.58
353079	MCCOLLOUGH MICK	08/05/2009	16.22
353080	MCCORMICK JOAN	08/05/2009	58.00
353081	MC DONOUGH'S WATERJETTING AND	08/05/2009	1,162.50
353082	MCKENZIE MICHAEL	08/05/2009	100.39
353083	MERLES WATER CONDITIONING	08/05/2009	4,734.75
353084	METRO ECSU	08/05/2009	8,212.30
353085	MIDWEST BUS PARTS INC	08/05/2009	28.00
353086	Vendor Continued Check	08/05/2009	0.00
353087	MINVALCO INC	08/05/2009	1,674.63

Check Nbr	Vendor Name	Check Date	Check Amount
353088	MISHLER, SUSAN D	08/05/2009	44.00
353089	MN ASSOC OF SECONDARY SCHOOL P	08/05/2009	1,549.00
353090	MN DEPT OF HEALTH	08/05/2009	15.00
353091	MN NCPERS LIFE INSURANCE	08/05/2009	592.00
353092	MN REC & PARK ASSN (MRPA)	08/05/2009	960.00
353093	MODERN FENCE & CONST INC	08/05/2009	675.00
353094	MOORE CYNTHIA	08/05/2009	773.58
353095	MUNDELL GERALD	08/05/2009	300.03
353096	MVP & ASSOC	08/05/2009	500.00
353097	NARDINI FIRE EQUIPMENT CO INC	08/05/2009	618.18
353098	NEOPOST LEASING	08/05/2009	159.99
353099	NEXTEL COMMUNICATIONS	08/05/2009	1,058.09
353100	NORCOSTCO	08/05/2009	21.91
353101	NORD, MICHAEL	08/05/2009	119.00
353102	NORTHEAST METRO INTERMEDIATE D	08/05/2009	40.00
353103	NORTHSTAR ACCESS LLC	08/05/2009	2,663.13
353104	NOVELL ACADEMIC SERVICES	08/05/2009	23,375.00
353105	O'REILLY AUTOMOTIVE INC	08/05/2009	2,396.03
353106	Vendor Continued Check	08/05/2009	0.00
353107	Vendor Continued Check	08/05/2009	0.00
353108	ON SITE SANITATION INC	08/05/2009	2,485.40
353109	ORIENTAL TRADING CO INC	08/05/2009	1,008.28
353110	ORIGINS	08/05/2009	1,390.00
353111	PAMS LUNCHROOM LLC	08/05/2009	17.25
353112	PARSONS SALLY ANN	08/05/2009	276.70
353113	PARTS ASSOC INC	08/05/2009	314.00
353114	PAYPAL INC-VPS	08/05/2009	54.10
353115	Vendor Continued Check	08/05/2009	0.00
353116	Vendor Continued Check	08/05/2009	0.00
353117	Vendor Continued Check	08/05/2009	0.00
353118	PEARSON MECHANICAL SERVICES IN	08/05/2009	44,196.95
353119	PEARSON EDUCATION INC	08/05/2009	25.22
353120	PEARSON EDUCATION	08/05/2009	1,234.53
353121	PETERSON BROS ROOFING & CONST	08/05/2009	134,274.90
353122	PIERSON, CATHERINE A	08/05/2009	33.00
353123	PITNEY BOWES PURCHASE POWER	08/05/2009	211.96
353124	PITNEY BOWES	08/05/2009	1,269.00
353125	POSTMASTER	08/05/2009	1,202.50
353126	PREMIER LIGHTING INC	08/05/2009	500.26
353127	PREMIER AGENDAS INC	08/05/2009	5,767.96
353128	PROFESSIONAL TURF RENOVATION	08/05/2009	764.00
353129	REED, SUSAN K	08/05/2009	24.45
353130	ROEMELING, LISA	08/05/2009	52.00
353131	ROSEVILLE AREA SCHOOLS	08/05/2009	15,694.77
353132	RUPAR ROBERT T	08/05/2009	50.00
353133	SAFeway DRIVING SCHOOL	08/05/2009	3,100.00
353134	SAINTS NORTH MAPLEWOOD	08/05/2009	616.00
353135	SAX ARTS & CRAFTS	08/05/2009	243.42
353136	SCHOLASTIC BOOK CLUBS INC	08/05/2009	117.98
353137	SCHOOL NURSE SUPPLY INC	08/05/2009	595.08

Check Nbr	Vendor Name	Check Date	Check Amount
353138	SCHOOL NURSE ORG OF MN	08/05/2009	95.00
353139	SCHOOL PROJECT	08/05/2009	2,545.20
353140	SCHOOL SPECIALTY SUPPLY	08/05/2009	6,368.04
353141	SCHWAB-VOLLHABER-LUBRATT	08/05/2009	2,586.97
353142	SENTRY SYSTEMS INC	08/05/2009	195.00
353143	SHIFFLER EQUIPMENT SALES INC	08/05/2009	212.37
353144	SKAJ, AMY	08/05/2009	119.00
353145	SKILLPATH SEMINARS	08/05/2009	149.00
353146	SLOGAR, MERRI LEE	08/05/2009	119.00
353147	SMEESTER, JULIE	08/05/2009	29.00
353148	SMITH BRUCE	08/05/2009	75.00
353149	SOUTH CAMPUS STUDENT ACTIVITY	08/05/2009	1,600.00
353150	SOUTHWEST PREFERRED FINISHING	08/05/2009	231.10
353151	SPECIALTY PROMOTIONS	08/05/2009	8.00
353152	ST ELIZABETH ANN SETON SCHOOL	08/05/2009	625.00
353153	STAR TRIBUNE	08/05/2009	134.40
353154	STATE SUPPLY CO	08/05/2009	131.29
353155	STEICHENS SPORTING GOODS	08/05/2009	3,977.00
353156	STRINGER BUSINESS SYSTEMS INC	08/05/2009	14.89
353157	SUPREME SCHOOL SUPPLY CO	08/05/2009	194.15
353158	SVENDSEN, STEVEN	08/05/2009	33.00
353159	TAHER INC	08/05/2009	3,366.29
353160	TENNANT, MELISA	08/05/2009	208.84
353161	TINOCO, JUAN	08/05/2009	119.00
353162	TOSHIBA FINANCIAL SERVICES	08/05/2009	111.00
353163	TRANE US INC	08/05/2009	6,101.25
353164	TYLER TECHNOLOGIES INC	08/05/2009	675.00
353165	U.S. ENERGY SERVICES INC	08/05/2009	5,895.59
353166	UHL CO INC	08/05/2009	6,258.15
353167	VALUE TECH SUPPLY	08/05/2009	560.69
353168	VERIZON WIRELESS	08/05/2009	668.35
353169	VIRCO INC	08/05/2009	25,086.31
353170	WHITE BEAR DANCE CENTER	08/05/2009	1,728.00
353171	WHITE BEAR LAKE SPORTS CENTER	08/05/2009	2,080.00
353172	WHITE BEAR LAKE UMPIRES ASSN	08/05/2009	8,075.00
353173	WEBER ELECTRIC INC	08/05/2009	85,790.00
353174	XCEL ENERGY	08/05/2009	1,860.71
353175	XEROX CORPORATION	08/05/2009	49.09
353176	YOGADEVOTION LLC	08/05/2009	350.00
353177	ZEP SALES & SERVICE	08/05/2009	145.03

190 Computer Check(s) For a Total of 745,504.27

Check Nbr	Vendor Name	Check Date	Check Amount
352763	FRASER	08/06/2009	345.00
1	Void	Check(s) For a Total of	345.00



	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
	190	Computer	Checks For a Total of	745,504.27
Total For	190	Manual, Wire Tran, ACH & Computer	Checks	745,504.27
Less	1	Voided	Checks For a Total of	345.00
			Net Amount	745,159.27

**RESOLUTION FOR ACCEPTANCE OF GIFTS**

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

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

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

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

AGENDA ITEM: **Acceptance of Gifts**

MEETING DATE: **September 14, 2009**

SUGGESTED DISPOSITION: **Operational Item**

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

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<b>Donation</b>	<b>Donor</b>	<b>Recipient</b>
140 Backpacks with school supplies	First Lutheran Church	White Bear Lake Area Public Schools
100 Backpacks with school supplies	Eagle Brook Church	White Bear Lake Area Public Schools
75 Backpacks with school supplies and 75 bags with school supplies	Redeemer Lutheran Church	White Bear Lake Area Public Schools
17 Backpacks and school supplies	Moms Club of White Bear Lake/Vadnais Heights	White Bear Lake Area Public Schools
4 Backpacks with school supplies	Denny Gilbertson	White Bear Lake Area Public Schools
School supplies and \$200 Lakeshore Learning Gift Certificate	Anne and Ray Smith	Birch Lake Elementary School
10 Backpacks with school supplies and 3 large bins filled with school supplies	Carlson Chiropractic Clinic	White Bear Lake Area Public Schools
15 Backpacks with school supplies	Anonymous	White Bear Lake Area Public Schools
\$500 for the Peter E. Palm Memorial	Peggy Palen	White Bear Lake Area Public Schools
\$100	Dan and Kathleen Wachtler	Community Services Senior Program
Two guitars, one amp, one trumpet, and music stand (value \$900)	Kris and Larry Krepski	Central Middle School
T1-84 Plus Graphing Calculator with case and instruction manual	Ronald Engh	White Bear High School South Campus
Six Audio Books – CD's <i>Everyman, Split Second, The Third Translation, Superman Returns, A Twist in the Tale, and The Innocent Man</i>	Ronald Engh	White Bear High School South Campus

**RECOMMENDATION:** Accept donations.

AGENDA ITEM: Field Trip Request

MEETING DATE: September 14, 2009

SUGGESTED DISPOSITION: Consent Agenda

CONTACT PERSON(S): Cindy Moore, Director of Curriculum and Assessment  
Jill Thelen, Director of Schools

**Background:**

School Board Policy #610 – Field Trips requires School Board approval of any overnight field trips. 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	Cost and Source of Revenue	Means of Transportation	Purpose of Field Trip
December 11 and 12, 2009 Duluth/Cloquet	Tim Sager	Boys Hockey	½ day	39 athletes 5 coaches	\$10 (Blue Line Club paying for bus and hotel.)	Coach Bus	Nonconference Games
November 4-6, 2009 Deep Portage	Mrs. Gevers Mr. Grothe Ms. Swanson Mr. Liekis	5 <sup>th</sup> Grade class from Lincoln	3 day	70 students	\$160 per student (Fundraising, PTA, parents.)	Coach Bus	Instructional guidance on how to respect the environment
December 18-19, 2009 Rochester, MN	Craig Nasvik	White Bear High School Wrestling Team	1 day	14 athletes 4 adults	\$40 (Family and fundraiser.)	Parents Drive	To participate in the Christmas Tournament.
December 29-30, 2009 Fargo, North Dakota	Craig Nasvik	White Bear High School Wrestling Team	0	45 athletes 4 adults	\$40 (Family pays for trip.)	Parents Drive	Team building and great tournament.

Date of Trip and Destination	Requesting Staff Member	Grade/Team	Number of School Days Missed	Number of Students Attending	Cost and Source of Revenue	Means of Transportation	Purpose of Field Trip
March 27 – 31, 2010 Phoenix, AZ	Craig Nasvik	White Bear High School Boys Golf Team	0	11 athletes 2 adults	\$685 (Family and fundraisers. No school dollars.)	Plane and Van	Team building experience for our program.
May 7-8, 2010 Detroit Lakes	Craig Nasvik	White Bear High School Boys Golf Team	1 day	12 athletes 2 adults	\$80 (Fundraisers and family pays.)	Vans or Bus (Fundraiser and family)	To participate in the Northwest Invite.

**Recommendation:**

Administration recommends the School Board approve the field trips.

**RESOLUTION FOR PERSONNEL ITEMS**

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

WHEREAS, that personnel items, A-5(f) to A-5(h), 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 personnel item listed in Consent Agenda Items A-5(f) to A-5(h).

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

**RESIGNATIONS - CLASSIFIED STAFF**

SUSAN L. CHASE - Regular Part-Time Cook, North Campus  
Employed by District 624 since 12/17/2007  
Effective Date: 06/12/2009

**RECOMMEND APPROVAL**

PATRICK T. MOORE - Bus Driver, Bus Garage  
Employed by District 624 since 01/29/2008  
Effective Date: 06/12/2009

**RECOMMEND APPROVAL**

MARY B. NINTZEL - Program Assistant Leader, Vadnais Heights Elementary  
Employed by District 624 since 11/10/2008  
Effective Date: 06/12/2009

**RECOMMEND APPROVAL**

CHRISTOPHER A. OLSON - Bus Driver, Bus Garage  
Employed by District 624 since 08/28/2008  
Effective Date: 06/12/2009

**RECOMMEND APPROVAL**

**RESIGNATIONS - CERTIFIED STAFF**

AMANDA J. PASCUZZI - Communications Teacher, Secondary  
Employed by District 624 since 08/21/2003  
Effective Date: 06/12/2009

**RECOMMEND APPROVAL**

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

**PART-TIME LEAVE REQUEST - CERTIFIED STAFF**

REBECCA J. BUTTERS-LEVAHN - Teacher Special Education, Elementary  
.20 Leave (.80 position)  
Effective Date: 2009-2010 School Year

**RECOMMEND APPROVAL**

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

**PART-TIME LEAVE REQUEST - CERTIFIED STAFF**

KERRY C. FEIRN - Teacher Spanish, Secondary  
.40 Leave (.60 position)  
Effective Date: 2009-2010 School Year

**RECOMMEND APPROVAL**

DEBRA S. THIBAUT - Learning Skills Specialist, Elementary  
.20 Leave (.80 position)  
Effective Date: 2009-2010 School Year

**RECOMMEND APPROVAL**

**CHANGE IN PART-TIME LEAVE REQUEST - CERTIFIED STAFF**

NICOLE M. AHRENS - Elementary Classroom Teacher  
From a 1.00 Leave to a .50 Leave (.50 position)  
Effective Date: 2009-2010 School Year

**RECOMMEND APPROVAL**

JENNIFER M. BABIASH - Secondary Health Teacher, Secondary  
From a .20 Leave to a .10 Leave (.90 position)  
Effective Date: 2009-2010 School Year

**RECOMMEND APPROVAL**

DEBORAH M. BUTTERS - Physical Education Teacher, Secondary  
From a .30 Leave to a .20 Leave (.80 position)  
Effective Date: 2009-2010 School Year

**RECOMMEND APPROVAL**

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

**CHANGE IN CONTINUING CONTRACT - CERTIFIED STAFF**

LEIGH A. ANDERSON - Learning Skills Teacher, Elementary  
From a .60 f.t.e to a .71 f.t.e.  
Effective Date: 2009-2010 School Year

**RECOMMEND APPROVAL**



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

**NEW PERSONNEL - CLASSIFIED STAFF**

PAMELA K. BEACH - Health Assistant/General Clerical, Hugo Elementary  
Increased Hours for Current Position  
\$15.45/hr., 6.50 hrs./day, 185 days \$18,578.63  
Effective Date: 09-01-2009

**RECOMMEND APPROVAL**

MARK J. BECKERS - Bus Driver, Bus Garage  
New Position  
\$15.50/hr., 5.25 hrs./day, 173 days \$14,077.88  
Effective Date: 09-03-2009

**RECOMMEND APPROVAL**

MARTHA E. CHARPENTIER - AV/Computer Assistant, North Campus  
Replacing S. Johnson who transferred  
\$14.95/hr., 8.00 hrs./day, 195 days \$23,322.00  
Effective Date: 08-19-2009

**RECOMMEND APPROVAL**

LINDSEY K. EICHENLAUB - Pupil Support Assistant, Hugo Elementary  
Replacing M. Reynolds, who resigned  
\$15.55/hr., 6.50 hrs./day, 180 days \$18,193.50  
Effective Date: 09-08-2009

**RECOMMEND APPROVAL**

KIMBERLEY A. GRANGER - Bus Driver, Bus Garage  
Replacing T. Wright who transferred  
\$15.50/hr., 5.25 hrs./day, 173 days \$14,077.88  
Effective Date: 09-03-2009

**RECOMMEND APPROVAL**

MOLLY C. MURPHY - Computer/Elementary Assistant, Lakeaires Elementary  
Replacing S. Venzke who retired  
\$14.95/hr., 4.50 hrs./day, 185 days  
\$14.45/hr., 1.50 hrs./day, 185 days \$16,455.75  
Effective Date: 09-01-2009

**RECOMMEND APPROVAL**

LISA M. NAROW - Bus Driver, Bus Garage  
New Position  
\$15.50/hr., 5.00 hrs./day, 173 days \$13,407.50  
Effective Date: 09-03-2009

**RECOMMEND APPROVAL**

TERRY A. NIEMCZYCKI - Bus Driver, Bus Garage  
Replacing E. Peterson who transferred  
\$15.50/hr., 5.00 hrs./day, 173 days \$13,407.50  
Effective Date: 09-03-2009

**RECOMMEND APPROVAL**

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

**NEW PERSONNEL - CLASSIFIED STAFF**

TIMOTHY D. O'CONNOR - Bus Driver, Bus Garage  
Replaced D. Neubeck who transferred  
\$15.50/hr., 5.00 hrs./day, 173 days \$13,407.50  
Effective Date: 09-03-2009

**RECOMMEND APPROVAL**

JENA M. OLHEISER - Bus Driver, Bus Garage  
Replaced Z. Miller who resigned  
\$15.50/hr., 5.00 hrs./day, 173 days \$13,407.50  
Effective Date: 09-03-2009

**RECOMMEND APPROVAL**

**NEW PERSONNEL - COMMUNICATIONS INTERN**

JOHN C. GERMSCHIED - Communications Intern, District Center  
\$11.00/hr., 20 hrs./wk  
Effective Date: 09-08-2009

**RECOMMEND APPROVAL**

**REHIRE FROM TERMINATION - CERTIFIED STAFF**

MANDAIN L. LITTLEFIELD - .45 Art/PHY ED/Health, Secondary  
(Terminated on May 11, 2009)  
Effective Date: 2009-2010 School Year

**RECOMMEND APPROVAL**

**NEW PERSONNEL - CERTIFIED STAFF**

ANGELA M. ARANT - Literacy/Math Coach, Lincoln Elementary  
Effective Date: 2009-2010 School Year  
BA/Step 7 \$42,164.00  
Attended: Crown College, St. Bonifacius, MN  
Elementary Education BA  
Experience: Basic Skills Teacher  
St. Francis School District, St. Francis, MN

**RECOMMEND APPROVAL**

GREGORY M. CAMPBELL - .6 Mathematics Teacher, North/South  
Effective Date: 2009-2010 School Year  
BA+45/Step 1 \$22,500.00  
Attended: Augsburg College, Minneapolis, MN  
Education Program (MA in progress) BA  
Experience: Student Teacher  
Maple Grove Sr. H.S., Maple Grove, MN

**RECOMMEND APPROVAL**

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

NEW PERSONNEL - CERTIFIED STAFF (continued page 2)

ALEXANDER P. CARLSON - .4 Social Studies Teacher, South Campus

Effective Date: 2009-2010 School Year

BA/Step 1 \$14,000.00

Attended: University of Wisconsin, River Falls, WI

Elementary Education

BA

Experience: Student Teacher

Irondale High School, New Brighton, MN

**RECOMMEND APPROVAL**

ASHLEY R. CHAVEZ - .6 Language Arts Teacher, Sunrise Middle School

Effective Date: 2009-2010 School Year

BA/Step 1 \$21,000.00

Attended: Carleton College, Northfield, MN

English

BA

Experience: Community Education/Reserve Teacher

Minneapolis Public Schools, Minneapolis, MN

**RECOMMEND APPROVAL**

THOMAS S. DETERMAN - .4 Mathematics Teacher, Central Middle School

Effective Date: 2009-2010 School Year

BA/Step 1 \$14,000.00

Attended: Minnesota State University, Mankato, MN

Elementary Education-MS Mathematics Emphasis

BA

Experience: Student Teacher

Westwood Elementary, Zimmerman, MN

**RECOMMEND APPROVAL**

JESSICA L. ELBING - Kindergarten Teacher, Willow Lane Elementary

Effective Date: 2009-2010 School Year

BA+45/Step 1 \$37,500.00

Attended: University of St. Thomas, St. Paul, MN

Elementary Education and English

BA

Experience: Student Teacher

Lake Elmo Elementary, Lake Elmo, MN

**RECOMMEND APPROVAL**

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

NEW PERSONNEL - CERTIFIED STAFF (continued page 3)

MELISSA A. HANSON - .5 Kindergarten Teacher, Lakeaires Elementary

Effective Date: 2009-2010 School Year

MA+15/Step 9 \$26,826.00

Attended: University of Minnesota, Minneapolis, MN  
Masters of Education MA

University of Minnesota, Minneapolis, MN  
Elementary Education BA

Experience: Elementary Teacher  
South St. Paul Public Schools, South St. Paul, MN  
St. Bernard's School, St. Paul, MN

**RECOMMEND APPROVAL**

SEAN M. PADDEN - .45 Business Ed/Health Teacher, Central Middle School

Effective Date: 2009-2010 School Year

BA/Step 1 \$15,750.00

Attended: Concordia College, St. Paul, MN  
K-12 Physical Education/Health BA

Experience: Student Teacher  
Lakeaires Elementary/North Campus, WBL, MN

**RECOMMEND APPROVAL**

ANNIKA R. PITTMAN - Language Arts Teacher, North Campus

Effective Date: 2009-2010 School Year

MA/Step 3 \$41,981.00

Attended: University of Otago, New Zealand  
Masters of Art MA

Valparaiso University, Indiana  
English/Secondary Education BA

Experience: English Teacher  
Vail School District, Vail, AZ

**RECOMMEND APPROVAL**

MICHAEL R. SELB - Elementary Teacher, Otter Lake Elementary

Effective Date: 2009-2010 School Year

BA+30/Step 1 \$36,668.50

Attended: University of Wisconsin, Eau Claire WI  
Biology BA

Experience: Student Teacher  
Otter Lake Elementary, WBL, MN

**RECOMMEND APPROVAL**

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

NEW PERSONNEL - CERTIFIED STAFF (continued page 4)

ANNETTE M. SMITH - .5 Literacy/Math Coach, Otter Lake Elementary

Effective Date: 2009-2010 School Year

MA/Step 9 \$26,162.50

Attended: University of Minnesota, Minneapolis, MN  
Curriculum/Instruction MA

Minnesota State University, Mankato, MN  
Elementary Education BA

Experience: Elementary Teacher  
Minnetonka Public Schools, Minnetonka, MN

**RECOMMEND APPROVAL**

JANEL L. VAN ARRAGON - Literacy/Math Coach Teacher, Parkview/Willow

Effective Date: 2009-2010 School Year

MA/Step 12 \$62,395.00

Attended: Western Michigan University, Kalamazoo, MI  
Reading MA

Calvin College, Grand Rapids, MI  
Elementary Education BA

Experience: Reading Teacher  
Roosevelt Middle School, Blaine, MN  
Blaine High School, Blaine, MN

**RECOMMEND APPROVAL**

# **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 for 30 minutes (4 minutes per speaker, 10 minutes per topic, and no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of other public comments should be avoided.
3. Those wishing to address the Board should fill out a card to be turned into the Clerk.
4. Questions may be asked on any topic, excluding those on the agenda.
5. An attempt will be made to answer questions. In those cases where an answer is not available or is not possible to give that evening, a phone call from someone in the administration will be made as a follow-up.
6. A handout on the purpose of School Board meetings and the meeting process is available.
7. Citizens may be asked to address the school board on a particular subject during the discussion of that item.
8. The Chair will attempt to reasonably honor requests to speak, but shall also exercise discretion to recognize time restraints and may limit the number of such presentations accordingly.

# **C. INFORMATION ITEMS**

**AGENDA ITEM:** Opening School Report  
**MEETING DATE:** September 14, 2009  
**SUGGESTED DISPOSITION:** Information Item  
**CONTACT PERSON:** Dr. Michael Lovett, Superintendent of Schools

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**Background:**

Summary/Highlights of August Workshops

The first day of school for the 2009-10 school year was Tuesday, September 8, the day after Labor Day. This presentation will highlight some of the support and training activities which occurred during the month of August, 2009 to prepare teachers, administrators, and support staff.

We have attached a list of the professional training opportunities that our teaching and administrative staff had beginning with the leadership retreat on August 11, and continuing through the opening convocation for all staff held on the morning of September 3.

In addition, sessions were held with groups of employees throughout August for reserve teachers, specialized training for our school health staff to prevent and monitor flu including H1N1, training for bus drivers, our food service staff, and other groups.

On Monday night we will highlight some of these with more detail and photos.

Opening School Enrollment

The administration will present opening school enrollment based on student enrollment from the opening days of school. The official enrollment count will be on October 1, consistent with State law, but the opening day enrollment gives us good indication of what our anticipated enrollment will be for the year.

New Staff Profile

We will provide a list of our new teachers for 2009-10 including their assignments, undergraduate school, and experience. We will highlight the profile of our new staff for 2009-10.

Facilities Report

In preparation for the school year, our school facilities and building and grounds staff have worked to prepare our school buildings, grounds, fields, and playgrounds to be in excellent condition for the beginning of the school year. In addition, a number of projects were completed during the summer, many of them using the alternative facilities levy proceeds.

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



# Professional Learning Overview

## Summer 2009

### Leadership Meeting (August 11 & 12)

- District leadership team shared reflections from summer reading selections.
- *Synergy*, a high school student group, performed and presented a message about understanding the opportunities, challenges, and barriers of a demographically diverse student population and community.
- Jennifer York-Barr provided the first in a series of leadership workshops - *Enhancing Our Leadership Capacity*.
- Teaching and Learning Team Shared Overview of Continuous Improvement Planning for 2009-2010.

### K-5 Social Studies Framework Implementation (June 18, August 25 & 26)

- 168 K-5 staff members attended a launch inservice of our new social studies curriculum program, *Social Studies Alive* published by Teachers' Curriculum Institute.
- K-5 Leadership Team consisting of Jane Jahnke, Jeanne Mack, Sally Parsons, Dan Schmidt and Ann Malwitz, attended the Coaches' Training Conference for our new social studies program, *Social Studies Alive*.

### K-5 Mathematics Framework Implementation (August 25 & 26)

- 209 K-5 staff members attended launch inservice of new elementary mathematics program, *Math Expressions*.

### Technology Training

- Beginning and intermediate level Smart Board training sessions were offered throughout the summer by Becky Mullaly and Juanita McCormick.

### Authentic Intellectual Work (AIW)

- AIW is a protocol for professional development which results in teams of teachers examining instructional tasks, student work, and instruction to impact the quality of teaching and learning. Dr. Dana Carmichael, Dynamic Learner Consulting has provided the training for this initiative.
- **AIW Coordinator Academy (August 3-5)** - Ann Malwitz and Gretchen Harriman participated in the AIW Coordinator Academy, for leaders involved in taking local AIW sites to scale.
- **Kick-off Event for Cohort 2 (August 20)** - Kick-off Event for Cohort 2 consisted of 17 high school teachers, and five administrators, including middle schools and ALC. Principals from Central Middle School, Sunrise Park Middle School, and ALC are participating in preparation for possible expansion to additional sites. Cohort 1 consists of 14 continuing teachers, 2 principals, and 4 district leaders.

### Project Lead the Way

- Four Technology Education teachers participated in an intensive 2-week long engineering training hosted by the University of Minnesota to prepare for implementing Project Lead the Way.

- Middle school teachers, Paul Meuwissen and Tom Paulson, completed the Gateway to Technology program.
- High school teachers, Dan Rossiter and Del Nyren, completed the Introduction to Engineering Design program. All expenses for the training were paid for by the Kern Family Foundation Grant.

### **Curriculum Writing**

- All high school departments took part in curriculum mapping and curricular revisions to transition from the block schedule to the 6-period day.
- 6-10 Language Arts teachers worked with Dr. Deborah Appleman of Carleton College to address the alignment of the advanced offerings of the department.

### **New Teacher Orientation (August 27 & 28)**

- Fifty new staff members were welcomed during New Teacher Orientation.
- New staff members learned about the district mission, core values, continuous improvement process and the Framework for Teaching.
- The highlight of the day was a bus tour hosted by Board Member, Lori Swanson.

### **Convocation (September 3)**

- All staff members gathered at opening convocation to re-connect, celebrate examples of staff excellence, and learn about the vision for the 2009-10 school year.
- Student musicians provided wonderful musical entertainment for the morning.
- The keynote speaker, Mark Scharenbroich, provided a message that highlighted the value of acknowledging, honoring and making connections that move people.

**AGENDA ITEM:** Presentation of ASBO and GFOA Awards

**MEETING DATE:** September 14, 2009

**SUGGESTED DISPOSITION:** Information Item

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

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**Background:**

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

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

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

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

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

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**Recommendation:**

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

AGENDA ITEM: **Superintendent's Report**  
MEETING DATE: **September 14, 2009**  
SUGGESTED DISPOSITION: **Information Item**  
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent of Schools**

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**BACKGROUND:**

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

## **D. DISCUSSION ITEMS**

AGENDA ITEM: School Board Policy #412, Expense Reimbursement  
MEETING DATE: September 14, 2009  
SUGGESTED DISPOSITION: Discussion Item  
CONTACT PERSON(S): Pete Willcoxon, Executive Director of Business Services

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**BACKGROUND:**

School Board Policy 412, Expense Reimbursement, has been reviewed by the School Board Policy Committee and was recommended for a first reading in August.

This past week the Minnesota School Boards Association released recommended revisions to Policy 412, Expense Reimbursement. The administration is resubmitting this policy for an additional first reading with the recent changes that are recommended by MSBA.

Note that the policy change will require the administration to develop specific administrative procedures to implement the policy.

**RECOMMENDATION:** To review the policy and provide suggestions or feedback to the administration, with the policy placed on the October 12, 2009 School Board meeting agenda or subsequent meeting as an operational item for action.

## **412 EXPENSE REIMBURSEMENT**

### **I. PURPOSE**

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

### **II. AUTHORIZATION**

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees and other reasonable and necessary school district business-related expenses.

### **III. REIMBURSEMENT**

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the IRS or as provided for by the employee's contract. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip. For out-of-state travel, the rate paid will be the tourist airline fare. If a private car is used for out-of-state travel, the amount paid will be the lesser of the airfare as indicated, or the actual mileage at the approved rates.
- C. All contract provisions for expense reimbursements must meet IRS regulations. If there are any contract provisions that appear to be inconsistent with IRS regulations, the expense reimbursed under these provisions will be reported by the district accounting office to the IRS and the employee on the employee's W-2 form.
- D. Conference request and Expense reimbursement forms must clearly state the type of expenditures incurred and the reason for the expenditure. This information should include: place visited, business or school purpose, function attended, and the actual costs.
- E. Hotel or motel cost reimbursement will be on the basis of a receipt presented for the actual cost of the room, not to exceed \$125.00 per day. Lodging expenses in the Twin Cities area will be reimbursed only when the employee is supervising

students as part of an approved activity. Exceptions to the lodging reimbursement rate will be made by the Superintendent or the Superintendent's designee when warranted based upon presiding lodging rates at the city of destination.

- F. Food costs will be reimbursed on the basis of the actual cost of the meals, not to exceed \$45.00 per day, including tips, unless special conference banquet arrangements necessitate an increased cost in which case a statement to that effect shall be submitted.
- G. Meals for other individuals, laundry, personal telephone calls, liquor, and entertainment are not reimbursable expenses.

#### **IV. REQUEST PROCEDURE**

All conference requests from the building level must be approved by the building principal and the appropriate Director. Requests by District office staff must be approved by their immediate administrative supervisor. Staff Development guidelines must be followed when Staff Development funds are used for travel.

Requests for other (non-conference related) expense reimbursements must be approved by the immediate administrative supervisors.

All request for payments (conference and all other) must be reviewed and approved by the Executive Director of Business Services or designee before payment will be issued.

#### **V. AIRLINE TRAVEL CREDIT**

A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.

1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.

B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.



- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

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

A schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement, will be ~~established by the School Board~~ clearly delineated in administrative procedures.

***Legal References:*** Minn. Stat. § 471.665 (Mileage Allowances)  
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)  
Minn. Op. Atty. Gen. No. 161B-12 (January 24, 1989) (Operating Expenses of Car)

***Cross References:*** WBLASD Policy 214 (Out-of-State Travel by School Board Members)

# **E. OPERATIONAL ITEMS**

**AGENDA ITEM:** Approval of 2009 Payable 2010 Proposed Property Tax Levy.

**MEETING DATE:** September 14, 2009

**SUGGESTED DISPOSITION:** Operational Item

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

.....  
**Background:**

Each year, prior to September 30<sup>th</sup>, the School Board must certify to the county auditors (Anoka, Ramsey and Washington) the proposed tax levy for Independent School District #624.

We have not yet received final information from the Minnesota Department of Education as to what our proposed amount may be. Because the numbers typically change somewhat throughout the month of September, we have, historically, certified the "maximum" amount as certified by the Commissioner of Education.

The resolution below is prepared for your consideration at this School Board meeting.

Based on recently enacted legislative changes and following the process that we used last year, the time line looks like this:

September 14, 2009: School Board certifies the proposed property tax levy and sets December 14, 2009 as the date for the truth in taxation hearing. It will be part of the school board agenda that evening.

September 22, 2009: Finance Committee Meeting ... includes levy discussion.

September 28, 2009: Work Study session with further levy discussion.

September 30, 2009: Final proposed levy sent to county auditors and MDE.

November 11 through November 24: County auditors mail parcel-specific notices to property owners within the school district.

December 14, 2009: Truth in taxation information will be presented and the public will have the opportunity to speak. The School Board will adopt the certified property tax levy payable 2010 as an operational item later on that agenda.

.....  
**Recommendation:**

It is recommended by administration that the School Board approve the following resolution.

Be it resolved that the School Board of Independent School District #624 certify to the county auditors its proposed 2009 Payable 2010 property tax levy in the amount equal to the "maximum" levy limitation certified by the Commissioner of Education to the county auditors according to Minnesota Statutes section 275.065 subdivision 1.

AGENDA ITEM: Resolution Appointing Election Judges for the  
November 3, 2009 School District  
General Election

MEETING DATE: September 14, 2009

SUGGESTED DISPOSITION: Operational Item

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

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**BACKGROUND:**

This resolution has been provided by our attorney to appoint election judges for the November 3, 2009 ISD # 624 School Board General Election.

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**RECOMMENDATION:**

Pass the resolution to appoint election judges for the School Board General Election on November 3, 2009.

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

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 624, State of Minnesota, was duly held in said school district on September 14, 2009, at 7 o'clock p.m. for the purpose, in part, of adopting a resolution appointing election judges.

Member \_\_\_\_\_ moved the adoption of the following Resolution:

**RESOLUTION APPOINTING ELECTION JUDGES  
FOR THE NOVEMBER 3, 2009  
SCHOOL DISTRICT GENERAL ELECTION**

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

1. The individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the school district's general election on November 3, 2009 to act as such at the polling places and combined polling places listed on said exhibit.

2. The election judges appointed by the City of Lino Lakes, the City of Maplewood and the City of White Bear Lake for the municipal election in those cities are also appointed as election judges of the School District's general election, to act as such at the individual city precincts located in the school district. Their names are incorporated in this resolution as though fully set forth herein.

3. The election judges shall act as clerks of election, count the ballots cast, and submit the results to the school board for canvass in the manner provided for other school district elections.

The motion for the adoption of the foregoing resolution was duly seconded by

\_\_\_\_\_. On a roll call vote, the following voted in favor:

and the following voted against:

## EXHIBIT A

<u>POLLING PLACE OR COMBINED POLLING PLACE</u>	<u>ELECTION JUDGES</u>
Sunrise Middle School (City of Birchwood)	Head Election Judge Dave Wentworth Joan Janecek Barb Benedict Floyd Just Ellen Lemke Jean Mueller Myrn Carlson
Otter Lake Elementary School	Head Election Judge Ed Champion Joanne Chartrand Dave Ramer Lillian Lewis Darlene Ascheman
Eagle Brook Church	Head Election Judge Bob Dahl Tom Ratte Virginia Sykes Carolyn Wensman Ann Palecek
South Shore Trinity Lutheran Church	Head Election Judge Conrad Leighton Bonnie Hass Marlene Summerdorf Janet Stenglein Rita Schmid
Heritage Hall	Head Election Judge John Farmer Marceline Mitchell Mary Ellen Maczka Rose Gustafson Jean Kass
Vadnais Heights School	Head Election Judge Tim Kelvie Tom Joyal Jack Anderson Velda Humble Teresa Martin Gloria Norlinger

Vadnais South Fire Station

Head Election Judge Betty Capeder  
Sue Roettger  
Nancy Monahan  
Kristin Olson  
Pat DeChaine

Hugo Fire Hall

Head Election Judge Jan Dahl  
Donna Kostuch  
Corine Roberts  
Kathy Brevig  
Elizabeth Fucini

Oneka Elementary

Head Election Judge Marilyn Rosenquist  
Alice Christiansen  
Thelma McIntire  
Janet Zahler  
C.J. Carlson

Alternates:

Steve Kramer  
Jim Chatterton  
Joyce Miller  
Dorothy Jerome  
Helen Claassen  
Karen Fry  
Bill Rau  
Gerry Schulz  
Evelyn Joyal  
Angie Nelson  
Diona Champion  
Cindy Oien  
Keith Dahlman  
Doris Buberl  
Joelle Rau

STATE OF MINNESOTA   )  
  )SS  
COUNTY OF RAMSEY    )

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 624, State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to appointing election judges for the general election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 14th day of September, 2009.

\_\_\_\_\_  
Clerk



AGENDA ITEM: **School Board Policy #705, Investments**  
MEETING DATE: **September 14, 2009**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Pete Willcoxon, Executive Director of Business Services**

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**BACKGROUND:**

School Board Policy 705, Investments, has been reviewed by the School Board Policy Committee and received a first reading at the August 10 School Board meeting. The changes recommended are consistent with those recommended by MSBA.

**RECOMMENDATION:** Approve School Board Policy #705, Investments.

Adopted: April 28, 1997  
Revised: \_\_\_\_\_

*White Bear Lake Area  
School Board Policy 705*

## **705 INVESTMENTS**

### **I. PURPOSE**

The purpose of this policy is to establish guidelines for the investment of school district funds.

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

It is the policy of this school district to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

### **III. SCOPE**

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

### **IV. AUTHORITY; OBJECTIVES**

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. **CH. 118A** §§ ~~118.005, 118.01, 124.05, 475.66, 475.76~~, and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
  - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
  - 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable and debt service.
  - 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

## **V. DELEGATION OF AUTHORITY**

- A. The **Executive Director of Business Services** ~~Director of Finance~~ of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees, but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust, and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

## **VI. STANDARD OF CONDUCT**

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

## **VII. MONITORING AND ADJUSTING INVESTMENTS**

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets and the relative value of competing investment instruments.

## **VIII. INTERNAL CONTROLS**

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions by officers, employees or others. The internal controls may include, but shall not be limited to, provisions relating to control of collusion, separation of functions, separation of

transaction authority from accounting and record keeping, custodial safekeeping, avoidance of bearer form securities, clear delegation of authority to applicable staff members, limitations regarding securities losses and remedial action, written confirmation of telephone transactions, supervisory control of employee actions, minimizing the number of authorized investment officials, and documentation of transactions and strategies.

## **IX. PERMISSIBLE INVESTMENT INSTRUMENTS**

The school district may invest its available funds in those instruments specified in Minn. Stat. §~~475.66~~ **§§118A.04 and 118A.05**, as ~~that~~ **those** sections may be amended from time to time, or any other law governing the investment of school district funds.

**The assets of a trust or trust account established pursuant to Minn. Stat. §471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7.**

**Investment of funds in an OPEB trust or trust account under Minn. Stat. § 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB trust investments, shall be governed by the District's Investment Policy Statement (IPS) developed in conjunction with the Finance Committee and the trust administrator.**

## **X. PORTFOLIO DIVERSIFICATION; MATURITIES**

- A. Limitations on instruments, diversification and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
  - 1. The investment officer shall prepare and present **a table** to the school board for its review and approval. ~~a table~~ **The table shall** specifying the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. ~~The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.~~
  - 2. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled

expenditures, as well as anticipated dates of receipt of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

## **XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS**

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

## **XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS**

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota Statutes governing the investment of public funds. The broker must acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

## **XIII. SAFEKEEPING AND COLLATERALIZATION**

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any federal reserve bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. § 475.66 **118A.06.**

The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

- B. Deposit-type securities shall be collateralized as required by Minn. Stat. § ~~118.01~~ **118A.03** for any amount exceeding FDIC, SAIF, BIF or FCUA, **or other federal deposit** coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

#### **XIV. REPORTING REQUIREMENTS**

- A. **Pursuant to investments made under Minn. Stat. §§118A.04 and 118A.05, the investment officer shall generate transaction reports for management purposes, as needed. In addition, the school board shall be provided a quarterly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.**
- B. Pursuant to investments made under Minn. Stat. § 356A.06, Subd. 7, the trust administrator shall provide quarterly reports to the school board on all trust fund activity, as well as market updates, economic developments, strategic planning, and changes in investment instruments and asset allocation strategy approved by the Finance Committee.
- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

#### **XV. DEPOSITORIES**

The school board shall annually designate one or more official depositories for school district funds. The treasurer ~~and~~ **or** the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board

shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § ~~118.01~~ **118A.03** and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition and withdrawal of collateral.

## **XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT**

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

***Legal References:***    ~~Minn. Stat. § 118.005 (Designation, Protection of Deposit)~~  
                             ~~Minn. Stat. § 118.01 (Depository Bonds and Collateral)~~  
                             ~~Minn. Stat. § 124.05 (Depository Law)~~  
                             ~~Minn. Stat. § 471.38 (Claims)~~  
                             ~~Minn. Stat. § 475.66 (Debt Service Fund)~~  
                             ~~Minn. Stat. § 475.76 (Reverse Repurchase Agreements)~~  
                             **Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)**  
                             **Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)**  
                             **Minn. Stat. § 118A.03 (Depositories and Collateral)**  
                             **Minn. Stat. § 118A.04 (Investments)**  
                             **Minn. Stat. § 118A.05 (Contracts and Agreements)**  
                             **Minn. Stat. § 118A.06 (Delivery and Safekeeping)**  
                             **Minn. Stat. § 356A.06, Subd. 7 (Authorized Investment Securities)**  
                             **Minn. Stat. § 471.38 (Claims)**  
                             **Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)**

***Cross References:***    WBLASB Policy 703 (Annual Audit)  
                             MSBA Service Manual, Chapter 9, Public School Finance  
                             Minnesota Legal Compliance Audit Guide prepared by the Office of the  
                             State Auditor

AGENDA ITEM: **School Board Policy #410, Medical and Family Leave**  
MEETING DATE: **September 14, 2009**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Marv Swanson, Interim Director of Human Resources**

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**BACKGROUND:**

School Board Policy 410, Medical and Family Leaves, has been reviewed by the School Board Policy Committee and received a first reading at the August 10 School Board meeting. The changes recommended are consistent with those recommended by MSBA.

**RECOMMENDATION:** Approve School Board Policy #410, Medical and Family Leave.



## **410 FAMILY AND MEDICAL LEAVE POLICY**

### **I. PURPOSE**

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act and also with parenting leave under state law.

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

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the Family and Medical Leave Act of 1993 (FMLA) and consistent with the requirements of the Minnesota Parenting Leave laws.

### **III. DEFINITIONS**

- A. “Active duty” or “call to active duty” means a federal call to active duty as a member of the reserve components (Army National Guard, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve) or a retired member of the regular Armed Forces or reserve component in support of a contingency operation. For purposes of this policy, active duty or call to active duty status does not include members of the regular Armed Forces.
- B. “Contingency operation” means a military operation that is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force or which results in the call or order to, or retention on, active duty of members of the uniformed services under federal law or any other provision of law during a war or during a national emergency declared by the President or Congress.
- C. “Covered military member” means the employee’s spouse, son, daughter, or parent on active duty or call to active duty status.
- D. “Covered servicemember” means a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty while on active duty that may render the

servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating.

- E. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. While the 12 month of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her National Guard or Reserve military service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- F. “Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to covered servicemember, all such family members shall be considered the covered servicemember next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- G. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
  2. to attend military events and related activities of a covered military member;
  3. to address issues related to childcare and school activities of a covered military member’s child;
  4. to address financial and legal arrangements for a covered military member;
  5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
  6. to spend up to five days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;

7. to attend post-deployment activities related to a covered military member; and
8. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.

#### IV. LEAVE ENTITLEMENT

##### A. Twelve-week Leave.

1. ~~Regular full-time and part-time employees who have been employed by the school district for at least 12 months and have worked at least 1,250 hours during the 12 month period immediately preceding the commencement of the leave~~ Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
  - a. birth of the employee's child and to care for such child;
  - b. placement of an adopted or foster child with the employee;
  - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition; ~~and/or~~
  - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
  - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on active duty, or notified of an impending call or order to active duty, in the reserve component of the Armed Forces or a retired member of the regular Armed Forces or reserve component in support of a contingency operation.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence ~~uses any leave.~~
3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
- ~~3.~~ 4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not

intended to cover short term conditions for which treatment and recovery are very brief.

- ~~4.~~ 5. Eligible spouses employed by the school district are limited to an aggregate of ~~twelve~~ 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken by one spouse to care for the other spouse who is seriously ill, to care for a child with a serious health condition; ~~or because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.~~
- ~~5.~~ 6. Depending on the type of leave, intermittent or reduced schedule leave may be granted at the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
- ~~6.~~ 7. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
- ~~7.~~ 8. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
- ~~8.~~ 9. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, or parent being on active duty, or notified of an impending call or order to active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from

planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.

10. The school district may require that a request for leave under Paragraph IV. A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status in support of a contingency operation and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
11. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may, in some situations, be required to reimburse the school district for the cost of the health plan premiums paid by it.
- ~~9. An employee who does not return to work after leave may, in some situations, be required to reimburse the school district for the cost of the health plan premiums paid by it.~~
- ~~10. The provisions of this policy are intended to comply with applicable law, including the Family and Medical Leave Act of 1993 ("FMLA") and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by that Act and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.~~
- ~~11. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.~~

B. Six-week Leave.

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a or IV.A.1.b. above may qualify for a six-week unpaid parenting leave for birth or adoption of a child. The employee may qualify if he or she has worked for the school district for at least 12 consecutive months and has worked an average number of hours per week equal to one-half fulltime equivalent. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs.

C. Twenty-six week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall only be available during a single 12-month period. For purpose of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.6., IV.A.9., and IV.A.11 shall apply to leaves under this section.

**V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES.**

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.

B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:

1. take leave for the entire period or periods of the planned medical treatment; or
2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.

C. Instructional employees who request continuous leave near the end of a trimester or semester may be required to extend the leave through the end of the trimester or semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.

1. If an instructional employee begins leave for any purpose more than five weeks before the end of a trimester or semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the trimester or semester.
2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a trimester or semester, the school district may require that the leave be continued until the end of the trimester or semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the trimester or semester.
3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of a trimester or semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the trimester or semester.

D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

## **VI. OTHER**

A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

## **VII. DISSEMINATION OF POLICY**

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

***Legal References:*** Minn. Stat. §§ 181.940-181.944 (Parenting Leave)  
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)  
29 C.F.R. pt. 825 (Family and Medical Leave Act)

***Cross References:*** MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)