

**INDEPENDENT SCHOOL  
DISTRICT #624**



**SCHOOL BOARD  
AGENDA**

January 11, 2016

# MISSION STATEMENT

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

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

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

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

To: Members of the School Board

From: Michael J. Lovett  
Superintendent of Schools

Recognition of cast and crew of "Nice Work If You Can Get It"!
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Date: January 6, 2016

A Student Recognition will be held on **Monday, January 11, 2016**, at **6:15 p.m.** in the Community Room at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A meeting of the White Bear Lake Area School Board will be held on **Monday, January 11, 2016** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

**AGENDA**

**A. PROCEDURAL ITEMS**

1. Call to Order
2. Oath of Office of Elected Official
3. Roll Call
4. Pledge of Allegiance
5. Approve Agenda
6. Reorganization of the School Board
7. Consent Agenda
  - a) Approval of Minutes
  - b) Payment of Invoices
  - c) Correspondence
  - d) Acceptance of Gifts
  - e) Approve Field Trips
  - f) Human Resources Items

**B. PUBLIC FORUM**

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

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

personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.

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

#### **C. INFORMATION ITEMS**

1. Overview of Welcome to White Bear Week and Update on Registration Information for 2016-17
2. Superintendent's Report

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

1. First Reading of School Board Policies:
  - a) Policy 304, Superintendent Contract, Duties and Evaluation
  - b) Policy 304 – Addendum A
  - c) Policy 304 – Addendum B
  - d) Policy 524, Electronic Technologies Acceptable Use Policy
  - e) Policy 901, Community Education
  - f) Policy 910, Awarding of Honorary Diplomas

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

1. School Board Operating Procedures for 2016
2. School Board Members' Compensation for 2016
3. Appointment of Representative to the Northeast Metro 916 Intermediate School District's Board
4. Appointment of Representative to the East Metro Integration District 6067
5. School Board Committee Assignments
6. Official Depositories for the School District Funds and Authorized Bank Accounts and Signatures
7. Official Publication for the School District for 2016
8. Action on Appointment of Compliance Officers

9. Action on Local Education Agency Authorization
10. Action on Designation of Legal Counsel
11. Action on School Board Liaison Assignments for 2015-16
12. Action on Bid – Sunrise Park Middle School Replacement HVAC Systems
13. Action on Student Transportation Service Contract Procurement

**F. BOARD FORUM**

**G. ADJOURNMENT**

# **A. PROCEDURAL ITEMS**

AGENDA ITEM: **Oath of Office**  
MEETING DATE: **January 11, 2016**  
SUGGESTED DISPOSITION: **Procedural Item**  
CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

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**Background:**

The following Oath of Office will be administered by Janet Newberg, School Board Chair, to elected School Board members Ellen Fahey, Margaret Newmaster, and Scott Wilson.

**Oath of Office**

I affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 624 to the best of my judgment and ability.

AGENDA ITEM: **Consent Agenda**  
MEETING DATE: **January 11, 2016**  
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) Human Resources Items

**RECOMMENDATION:**

Approve the items listed on the Consent Agenda.



AGENDA ITEM: **School Board Minutes**  
MEETING DATE: **January 11, 2016**  
SUGGESTED DISPOSITION: **Consent Agenda**  
CONTACT PERSON(S): **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 minutes.

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

A meeting of the White Bear Lake Area School Board was held on **Monday, December 14, 2015** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN 55110.

**A. PROCEDURAL ITEMS**

1. Chair Newberg called the meeting to order at 7:00 p.m.
2. Roll Call – Present: Kimball, Mullin, Newberg, Storey, Swanson, Chapman, Hiniker  
Ex-Officio: Dr. Lovett, Superintendent of Schools  
Cabinet: Daniels, Goers, Kazmierczak, Paul, Vette, Wehrkamp
3. Pledge of Allegiance
4. Hiniker motioned and Mullin seconded to approve the agenda as presented. ***Voice vote: all ayes. Motion carried.***
5. Storey motioned and Kimball seconded to approve the consent agenda consisting of:
  - Approval of minutes of regular meeting of November 9, 2015, and work study session and special meeting of November 23, 2015;
  - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
  - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
  - Passage of field trip requests;
  - Passage of resolution to approve personnel issues to include:
    - **Resignation/Termination – Classified Staff**
      - Diamond Barton – Program Assistant Leader, Vadnais Heights Elementary, Employed by District 624 since 10/08/2015  
Effective Date: 12/3/2015
      - Cheryl Bray – Custodian, Hugo Elementary  
Employed by District 624 since 10/06/1987  
Effective Date: 12/31/2015
      - Melissa Carraher – Custodian, High School – North Campus  
Employed by District 624 since 10/7/2013  
Effective Date: 11/27/2015
      - Jessica Edwards – Program Assistant Leader, Lincoln Elementary  
Employed by District 624 since 08/25/2008  
Effective Date: 11/30/2015
      - Kimberly Lahr – Program Assistant Leader, Otter Lake Elementary  
Employed by District 624 since 02/06/2015  
Effective Date: 12/11/2015
      - Mai Thao – Program Assistant Leader, Lincoln Elementary  
Employed by District 624 since 10/01/2014  
Effective Date: 10/27/2015
      - Cody Webster – Paraprofessional, High School – South Campus  
Employed by District 624 since 09/02/2014  
Effective Date: 12/18/2015

- **Full – Time Leave Request – Certified Staff**
  - Christine Balgord – Special Education Teacher, Central Middle School  
Employed by District 624 since 8/23/1999  
Effective Date: November 17, 2015 through January 26, 2016
  - Maggie Clark – 4th Grade Teacher, Oneka Elementary  
Employed by District 624 since 3/30/2015  
Effective Date: November 10, 2015 through January 29, 2016
  - Janice Darling – School Nurse, Central Elementary School  
Employed by District 624 since 9/22/08  
Effective Date: November 20, 2015 through December 13, 2015
  - Kristie Holman – Spanish Teacher, Central Middle School  
Employed by District 624 since 8/20/2014  
Effective Date: November 16, 2015 through January 29, 2016
  - Carol Hultman – Science Teacher, Central Middle School  
Employed by District 624 since 08/24/1972  
Effective Date: September 8, 2015 through January 29, 2016
  - Angela Rider – 5th Grade Teacher, Vadnais Heights Elementary  
Employed by District 624 since 08/22/2012  
Effective Date: November 30, 2015 through February 24, 2016
- **New Personnel – Classified Staff**
  - Jessica Edwards – Out of School Time Activity Leader, Oneka Elementary  
\$14.75 / hr., 8.0 hrs. / 153 days \$18,054  
Effective Date: 11/30/2015
  - Susan Emison – Part Time Cook, Central Middle School  
\$13.94 / hr., 3.5 hrs. / 138 days \$6,733.02  
Effective Date: 11/10/2015
  - Amy Jacob – Extended Day Program Assistant Leader, District Wide  
\$12.92 / hr., 3.5 hrs. / 160 days \$7,235.20  
Effective Date: 11/12/2015
  - James Milbauer – Bus Driver, Bus Garage  
\$17.16/ hr., 5.5 hrs. / 126 days \$11,891.88  
Effective Date: 11/02/2015
  - Lawrence Paist – Bus Driver, Bus Garage  
\$17.16/ hr., 4.0 hrs. / 126 days \$8,648.64  
Effective Date: 11/16/2015
  - Nichole Pax – Extended Day Program Assistant Leader, District Wide  
\$12.92 / hr., 2.5 hrs. / 139 days \$4,489.70  
Effective Date: 12/11/2015
  - Heather Sandberg – Paraprofessional, Vadnais Heights Elementary  
\$16.90 / hr., 6.0 hrs. / 101 days \$10,241.40  
Effective Date: 11/30/2015
- **Retirement – Certified Staff**
  - Margaret Newmaster – Media Specialist, High School – North Campus  
Employed by District 624 since 3/19/1971, Effective Date: 1/11/16

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

Ashlee Farrell – 4th Grade Teacher, Oneka Elementary

BA, Step 1 \$10,607.47 (Pro-rated on \$39,275)

Effective Date: November 12, 2015 through January 29, 2016

Amy Goertzen – 1st Grade Teacher, Lakeaires Elementary

BA, Step 1 \$11,033.44 (Pro-rated on \$39,275)

Effective Date: November 9, 2015 through January 29, 2016

Sandy Peters – 5th Grade Teacher, Vadnais Heights Elementary

BA, Step 1 \$11,855.41 (Pro-rated on \$40,350)

Effective Date: November 30, 2015 through February 23, 2016

Donna Peterson – Special Education Teacher – Central Middle School

MA, Step 13 \$18,537.46 (Pro-rated on \$79,740)

Effective Date: November 17, 2015 through January 26, 2016

Bradley Snyder – Science Teacher, Central Middle School

BA+60, Step 4 \$24,420.58 (Pro-rated on \$46,539)

Effective Date: September 3, 2015 through January 29, 2016

**B. PUBLIC FORUM** – There were no speakers during public forum.

**C. INFORMATION ITEMS**

1. Recognition of Retiring School Board Members – The school district recognized retiring school board members, Chris Hiniker, Cathy Storey and Lori Swanson.
2. International Partnerships: Germany, France and China – Teachers and students from the White Bear Lake Area High School French and German World Languages Departments provided highlights of the district's partnerships with schools in Meaux, France and Leipzig, Germany. The district's visiting teacher from Hangzhou Foreign Languages School in Hangzhou, China, provided highlights of her experience teaching the district's students during the fall semester.
3. Superintendent's Report – Dr. Lovett reported on the following: White Bear Lake Area Schools was awarded the Local Government Innovation Award from the University of Minnesota's Humphrey School of Public Affairs for Courses that Count: Partnering to Reduce Remedial Coursework, facilitated in partnership with Century College. Recently, community members gathered to hear the results of the Community Survey with regard to services for the community's senior population. Student Representative, Kyra Renner, reported on the success of the annual South Campus fundraiser for Casa de esperanza, and the North Campus student initiative to collect supplies for the Dorothy Day Center in St. Paul. The high school recently had 68 presenters on hand for career day. Winter sports and activities are in progress. The fall musical was a success and earned several awards.

**D. DISCUSSION ITEMS**

1. Presentation and Public Hearing Related to the Proposed 2015 Payable 2016 Property Tax Levy – Dr. Wayne Kazmierczak conducted the public hearing for taxes payable

in 2016, which included: a background on school funding, property tax levies and budgets; information on the district's budget; information on the district's proposed tax levy for taxes payable in 2016, and public comments and questions.

**E. OPERATIONAL ITEMS**

1. Hiniker motioned and Chapman seconded to approve the Action on Certification of Final 2015 payable 2016 Property Tax Levy. ***Roll call vote: ayes, Kimball, Mullin, Newberg, Storey, Swanson, Chapman, Hiniker. Naves, none. Motion carried.***
2. Storey motioned and Hiniker seconded to approve the Action on Revised FY 16 Budget. ***Roll call vote: ayes, Kimball, Mullin, Newberg, Storey, Swanson, Chapman, Hiniker. Naves, none. Motion carried.***
3. Chapman motioned and Swanson seconded to approve Action on Secondary Course Proposals for 2016-17. ***Voice vote: all ayes. Motion carried.***
4. Hiniker motioned and Mullin seconded to approve Action Accepting Brosious Grants. ***Roll call vote: ayes, Kimball, Mullin, Newberg, Storey, Swanson, Chapman, Hiniker. Naves, none. Motion carried.***
5. Mullin motioned and Storey seconded to approve Action on Accepting Ryan Family Fund Elementary Art Grants. ***Roll call vote: ayes, Kimball, Mullin, Newberg, Storey, Swanson, Chapman, Hiniker. Naves, none. Motion carried.***
6. Swanson motioned and Hiniker seconded to approve Action on Accepting H.B. Fuller STEM MiniGrant. ***Roll call vote: ayes, Kimball, Mullin, Newberg, Storey, Swanson, Chapman, Hiniker. Naves, none. Motion carried.***
7. Hiniker motioned and Storey seconded to approve Action on Tentative Agreement with White Bear Lake Principals' Association for 2015-17. ***Roll call vote: ayes, Kimball, Mullin, Newberg, Storey, Swanson, Chapman, Hiniker. Naves, none. Motion carried.***
8. Mullin motioned and Chapman seconded to approve Action on Tentative Agreement with confidential Employee Group for 2015-17. ***Roll call vote: ayes, Kimball, Mullin, Newberg, Storey, Swanson, Chapman, Hiniker. Naves, none. Motion carried.***
9. Swanson motioned and Mullin seconded to approve Action on Tentative Agreement with Nutrition Services Employees for 2015-16. ***Roll call vote: ayes, Kimball, Mullin, Newberg, Storey, Swanson, Chapman, Hiniker. Naves, none. Motion carried.***
10. Mullin motioned and Hiniker seconded to approve Action on Compensation for Non-Affiliated Employees. ***Roll call vote: ayes, Kimball, Mullin, Newberg, Storey, Swanson, Chapman, Hiniker. Naves, none. Motion carried.***

11. Storey motioned and Swanson seconded to approve Action on Compensation for Cabinet Members. ***Roll call vote: ayes, Kimball, Mullin, Newberg, Storey, Swanson, Chapman, Hiniker. Nays, none. Motion carried.***

**F. BOARD FORUM** – Retiring school board members Hiniker, Storey and Swanson thanked the community for their support and wished everyone well. Student representative, Kyra Renner, thanked the retiring school board members for their service.

**G. ADJOURNMENT** – Hiniker motioned and Newberg seconded to adjourn the meeting at 8:42 p.m. ***Voice vote: all ayes. Motion carried.***

Submitted by: Lori Swanson, Clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **January 11, 2016**

SUGGESTED DISPOSITION: **Consent Agenda**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Assistant Superintendent for**  
**Finance and Operations**  
**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 - December

	<u>12/15/2015</u>	<u>12/31/2015</u>
Direct Deposit 430153-431575	1,603,668.85	
U.S. Treasury (FICA, Medicare, withholding)	598,740.41	
MN State Income Tax	92,120.32	
PERA	99,076.80	
TRA	291,656.00	
White Bear Lake Teacher's Association	37,485.24	
Empower	3,354.01	
American Funds	75,146.93	
AIG	6,935.46	
ESI	24,207.41	
AXA	34,353.59	
State of MN Levies	2,341.29	
Direct Deposit 431576-433024		1,981,325.28
U.S. Treasury (FICA, Medicare, withholding)		737,051.58
MN State Income Tax		116,025.52
PERA		101,873.07
TRA		364,865.68
White Bear Lake Teacher's Association		37,983.92
Empower		3,353.92
American Funds		72,491.35
AIG		6,935.46
ESI		24,257.41
AXA		34,636.85
State of MN Levies		2189.38
Extended Day Dues		251.70



Check Nbr	Vendor Name	Check Date	Check Amount
151600395	ACCIARI, NICOLE E	12/01/2015	139.18
151600396	AMON, LYNN M	12/01/2015	114.83
151600397	AMUNDSON-MUSICH, HEATHER A	12/01/2015	50.92
151600398	ARNSDORFF, MARK G	12/01/2015	54.00
151600399	ARNSDORFF, ROBERT G	12/01/2015	54.00
151600400	BAILEY, LUANN C	12/01/2015	45.00
151600401	BARTLETT, RYAN R	12/01/2015	54.63
151600402	BERNIER, JAMES L	12/01/2015	19.00
151600403	BLOM, JULIE M	12/01/2015	57.00
151600404	CARLSON, CARRIE E	12/01/2015	185.79
151600405	CATES, TAMMY J	12/01/2015	16.00
151600406	COE, MEGAN N	12/01/2015	35.00
151600407	DAHLEM, TERESA	12/01/2015	586.90
151600408	DERBY, SARA A	12/01/2015	235.51
151600409	EDBERG, REBECCA J	12/01/2015	505.44
151600410	EGEMO, PATRICIA ANN	12/01/2015	43.98
151600411	ENGSTRAN, KARRI	12/01/2015	114.72
151600412	FINK, AVIS A	12/01/2015	262.33
151600413	FUNK, JENNIFER A	12/01/2015	125.00
151600414	GALLATIN, EMILY K	12/01/2015	166.48
151600415	GEFRE, DEBRA L	12/01/2015	29.98
151600416	GRAY, DONALD E	12/01/2015	19.00
151600417	HAGESTUEN, FAITH M	12/01/2015	105.79
151600418	HELTNER, ERIKA L	12/01/2015	118.06
151600419	HUBBARD, MICHELLE K	12/01/2015	52.44
151600420	HYLEN, JENNIFER L	12/01/2015	22.00
151600421	KENTFIELD, KELLY S	12/01/2015	347.82
151600422	KERBAGE, STEPHANIE A	12/01/2015	105.34
151600423	KIRSCHLING, JULIENNE R	12/01/2015	35.00
151600424	KOEHLER, AMANDA L	12/01/2015	651.55
151600425	LAMWERS, LINDSAY M	12/01/2015	28.36
151600426	LEIBEL, KARI A	12/01/2015	52.90
151600427	LINDEMER, AMY JO	12/01/2015	31.05
151600428	LITTLE, LEANNE M	12/01/2015	35.00
151600429	LODERMEIER, EILEEN F	12/01/2015	159.41
151600430	MALWITZ, REBECCA ANN	12/01/2015	247.85
151600431	MILES, MARY T	12/01/2015	166.18
151600432	MOWERY, TRACY L	12/01/2015	215.34
151600433	NAVIS, NANCY L	12/01/2015	64.99
151600434	NEWMASER, MARGARET A	12/01/2015	30.00
151600435	OROURKE, JULIE A	12/01/2015	25.30
151600436	PELLEGRIN, FRANCOISE R	12/01/2015	54.34
151600437	PERRON, MEGAN M	12/01/2015	95.98
151600438	POKORNY, MARY J	12/01/2015	184.58
151600439	QIN, YUEFIN	12/01/2015	686.90
151600440	ROSSITER, DANIEL J	12/01/2015	195.63
151600441	ROTSCHAFER, DONNA K	12/01/2015	77.63
151600442	ROUSH, ROBIN L	12/01/2015	35.94
151600443	SCHWEIZER, JENNIFER M	12/01/2015	50.00
151600444	SEEBBA, PAUL T	12/01/2015	115.00

Check Nbr	Vendor Name	Check Date	Check Amount
151600445	SIMSHAUSER, KIMBERLY P	12/01/2015	343.68
151600446	STEIG, HANNAH M	12/01/2015	46.58
151600447	SVIR, SARA A	12/01/2015	590.90
151600448	TROSKE, CARRIE L	12/01/2015	27.60
151600449	TUEL, LORI L	12/01/2015	35.00
151600450	VANDERBILT, ASHLEY M	12/01/2015	108.68
151600451	VERKUILEN, JAIME D	12/01/2015	40.00
57	ACH	Check(s) For a Total of	8,097.51

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	57	ACH	Checks For a Total of	8,097.51
	0	Computer	Checks For a Total of	0.00
Total For	57	Manual, Wire Tran, ACH &	Computer Checks	8,097.51
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	8,097.51

Check Nbr	Vendor Name	Check Date	Check Amount
66666	AARP DRIVER SAFETY PROGRAM	12/03/2015	310.00
66667	AARP DRIVER SAFETY PROGRAM	12/03/2015	470.00
66668	AARP DRIVER SAFETY PROGRAM	12/03/2015	490.00
66669	ACADEMIC INNOVATIONS LLC	12/03/2015	99.00
66670	ACT INC	12/03/2015	64.00
66671	AED SUPERSTORE ALLIED 100 LCC	12/03/2015	8,684.86
66672	AFFINITY HEARING LLC	12/03/2015	65.00
66673	AMAZON	12/03/2015	797.14
66674	AMAZON	12/03/2015	951.89
66675	AMAZON	12/03/2015	937.63
66676	AMAZON	12/03/2015	186.16
66677	AMAZON	12/03/2015	322.01
66678	AMAZON	12/03/2015	505.63
66679	AMAZON	12/03/2015	47.97
66680	AMAZON	12/03/2015	751.95
66681	AMAZON	12/03/2015	25.90
66682	AMAZON	12/03/2015	54.89
66683	AMAZON	12/03/2015	863.79
66684	AMAZON	12/03/2015	587.60
66685	AMAZON	12/03/2015	59.25
66686	AMERICAN MESSAGING	12/03/2015	90.23
66687	AMER RED CROSS	12/03/2015	38.00
66688	AMERICAN TIME & SIGNAL CO	12/03/2015	1,568.67
66689	ANOKA COUNTY TREASURY DEPARTME	12/03/2015	103.26
66690	APPLE COMPUTER INC	12/03/2015	10,886.95
66691	APPLIED ENVIRONMENTAL SCI INC	12/03/2015	10,939.40
66692	ARCH LANGUAGE NETWORK	12/03/2015	100.00
66693	AMER SPEECH LANG HEARING ASSOC	12/03/2015	225.00
66694	AVON BUSINESS FORMS & PROMOTIO	12/03/2015	2,187.76
66695	BARNES & NOBLE	12/03/2015	405.53
66696	BATTERIES PLUS BULBS	12/03/2015	249.50
66697	BEHLOW, DAVID	12/03/2015	408.44
66698	BLUEBIRD SCREEN PRINT	12/03/2015	1,630.05
66699	BREMER BANK	12/03/2015	649.03
66700	BROAD REACH	12/03/2015	223.33
66701	BRUSH MASTERS	12/03/2015	350.00
66702	THE BUG COMPANY	12/03/2015	32.00
66703	BUREAU OF EDUCATION & RESEARCH	12/03/2015	245.00
66704	CAPITAL ONE COMMERCIAL	12/03/2015	6.26
66705	CARBONES PIZZA	12/03/2015	193.00
66706	CARDWELL, EMILY	12/03/2015	715.00
66707	CARLEN, JACOB J	12/03/2015	118.00
66708	CARLSON WAGONLIT TRAVEL	12/03/2015	22,800.00
66709	CDW GOVERNMENT INC	12/03/2015	1,320.04
66710	CENTRAL ROOFING CO	12/03/2015	16,012.00
66711	CHICAGO DISTRIBUTION CENTER	12/03/2015	1,540.10
66712	THE CHILDREN'S THEATRE COMPANY	12/03/2015	1,000.00
66713	CJ DUFFY PAPER CO	12/03/2015	184.00
66714	CLASS 5 INC	12/03/2015	10,591.20
66715	CLASSROOM FRIENDLY SUPPLIES	12/03/2015	14.99

Check Nbr	Vendor Name	Check Date	Check Amount
66716	COLLER, RONALD	12/03/2015	137.00
66717	Vendor Continued Check	12/03/2015	0.00
66718	CONNEY SAFETY	12/03/2015	947.21
66719	CONTINENTAL CLAY CO	12/03/2015	1,330.51
66720	CONTINENTAL RESEARCH CORP	12/03/2015	546.53
66721	COON RAPIDS MAT BANDITS	12/03/2015	150.00
66722	COUNTRY CLUB PRINTERS	12/03/2015	1,634.00
66723	CRIMSON CHEERLEADING	12/03/2015	600.00
66724	CUB FOODS OF WHITE BEAR TWSHP	12/03/2015	1,047.40
66725	CUMMINS NPOWER LLC	12/03/2015	1,968.15
66726	CUSTOM EDUCATION SOLUTIONS INC	12/03/2015	3,217.50
66727	CUSTOM INK LLC	12/03/2015	383.40
66728	DAKOTA TRUCK UNDERWRITERS	12/03/2015	57,671.00
66729	DALCO CORPORATION	12/03/2015	19,624.35
66730	DELLWOOD COUNTRY CLUB	12/03/2015	1,256.19
66731	DELTA EDUCATION	12/03/2015	95.93
66732	DEMCO INC	12/03/2015	369.47
66733	DOLLAR TREE	12/03/2015	75.00
66734	DONATELLI'S	12/03/2015	923.14
66735	DOOR SERVICE COMPANY	12/03/2015	1,756.00
66736	DOCUMENT TECH SOLUTIONS INC	12/03/2015	404.69
66737	EAGLE SCREEN PRINTING	12/03/2015	648.00
66738	EASTBAY	12/03/2015	1,189.00
66739	Vendor Continued Check	12/03/2015	0.00
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66741	Vendor Continued Check	12/03/2015	0.00
66742	ECKROTH MUSIC	12/03/2015	4,158.90
66743	ED'S TROPHIES INC	12/03/2015	276.50
66744	EDMENTUM	12/03/2015	2,700.00
66745	EDUCATION TO GO	12/03/2015	67.25
66746	ENGSTROM, MARK	12/03/2015	137.00
66747	EPS LITERACY & INTERVENTION	12/03/2015	320.49
66748	EQUAL OPPORTUNITY SCHOOLS	12/03/2015	14,827.31
66749	FACTORY SELECT	12/03/2015	158.10
66750	FAHEY & FARRELL SALES LLC	12/03/2015	800.34
66751	FASTENAL COMPANY	12/03/2015	226.81
66752	FEDEX	12/03/2015	99.79
66753	FERGUSON, DORIS	12/03/2015	50.00
66754	FESTIVAL FOODS-KNOWLAN'S	12/03/2015	800.69
66755	FINN SISU	12/03/2015	509.15
66756	THE FITNESS SHOPPE	12/03/2015	76,591.00
66757	FITZGERALD NANCY	12/03/2015	32.00
66758	FLINN SCIENTIFIC INC	12/03/2015	94.87
66759	FLORIN, JOLYN A	12/03/2015	535.00
66760	FOYT, RYAN	12/03/2015	78.00
66761	FRATTALONES HARDWARE STORES	12/03/2015	611.27
66762	FRIEDE, MADISON MARIE	12/03/2015	5.00
66763	GAMBONI, RICHARD A	12/03/2015	480.00
66764	GARDEN & ASSOCIATES INC	12/03/2015	216.25
66765	GECKO MICROSOLUTIONS	12/03/2015	570.00

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66766	GETTY, JOSEPH P	12/03/2015	625.00
66767	GIANTS RIDGE GOLF & SKI RESORT	12/03/2015	275.00
66768	GILLETTE FOUNDATION	12/03/2015	935.00
66769	GOOGLE INC	12/03/2015	5.98
66770	GOPHER	12/03/2015	226.51
66771	GOPHER STAGE LIGHTING	12/03/2015	4,000.57
66772	GRAFFIC TRAFFIC LLC	12/03/2015	228.00
66773	Vendor Continued Check	12/03/2015	0.00
66774	GRAINGER	12/03/2015	2,588.76
66775	GRANDMA'S BAKERY INC	12/03/2015	347.12
66776	GRAPHIC OPTIONS LLC	12/03/2015	422.08
66777	GREAT AMER OPPORTUNITIES INC	12/03/2015	220.00
66778	GREAT AMERICAN SAVINGS	12/03/2015	1,920.00
66779	GREAT LAKES HIGHER EDUC	12/03/2015	96.72
66780	GREAT RIVER OFFICE PRODUCTS	12/03/2015	182.43
66781	Vendor Continued Check	12/03/2015	0.00
66782	GREATAMERICA FINANCIAL SERVICE	12/03/2015	14,340.01
66783	GROTH MUSIC CO	12/03/2015	400.00
66784	GROUP TRAVEL PLANNERS	12/03/2015	21,924.00
66785	H & B SPECIALIZED PRODUCTS	12/03/2015	2,360.00
66786	HALO TRANSPORTATION	12/03/2015	16,087.50
66787	HASTINGS WRESTLING CLUB	12/03/2015	115.00
66788	HEINEMANN	12/03/2015	346.50
66789	HIGGINS, SHEILA J	12/03/2015	220.05
66790	HISDAHL INC	12/03/2015	380.50
66791	HOLIDAY INN EXPRESS INVER GROV	12/03/2015	378.23
66792	HOUCHEN BINDERY LTD	12/03/2015	1,386.00
66793	HUERTH, MICHAEL	12/03/2015	1,285.20
66794	IFD	12/03/2015	404.00
66795	INNOVATIVE OFFICE PRODUCTS INC	12/03/2015	147.98
66796	INSIGHT INVESTMENTS LLC	12/03/2015	660.00
66797	INTL BACCALAUREATE ORGANIZATIO	12/03/2015	2,217.00
66798	ISD #192 FARMINGTON SCHOOL DIS	12/03/2015	150.00
66799	ISD #623 ROSEVILLE AREA SCHOOL	12/03/2015	35,500.00
66800	JACKI BRICKMAN INC	12/03/2015	1,600.00
66801	JACKSON, CRYSTAL A	12/03/2015	70.34
66802	JAYTECH INC	12/03/2015	213.37
66803	JC ENVIRONMENTAL & DEMOLITION	12/03/2015	300.00
66804	JERSEY MIKES SUBS	12/03/2015	324.45
66805	JL TAITT & ASSOC	12/03/2015	2,400.00
66806	JOHNSON CONTROLS INC	12/03/2015	3,127.00
66807	JOHNSON, STEVE	12/03/2015	24.00
66808	KAehler, MICHAEL	12/03/2015	118.00
66809	KATH FUEL OIL SERVICE CO	12/03/2015	14,715.52
66810	KBC TOOLS	12/03/2015	429.60
66811	KELLINGTON CONSTRUCTION INC	12/03/2015	17,476.88
66812	KIDS DISCOVER	12/03/2015	175.56
66813	KITTELSON MARKETING CO INC	12/03/2015	15,620.40
66814	KNUTSON FLYNN & DEANS PA	12/03/2015	1,025.00
66815	KOEMPTGEN, CODY	12/03/2015	118.00

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66816	KRAFT CONTRACTING & MECHANICAL	12/03/2015	5,173.52
66817	LAKESHORE LEARNING MATERIALS	12/03/2015	80.49
66818	LEARNING A-Z	12/03/2015	99.95
66819	LEHNER, SHELLY	12/03/2015	400.00
66820	LIBERTY CLASSICAL ACADEMY	12/03/2015	537.50
66821	LIGHT ACCESS SCAFFOLDING LLC	12/03/2015	4,457.00
66822	LOOKOUT BOOKS	12/03/2015	312.74
66823	MACKIN EDUCATIONAL RESOURCES	12/03/2015	106.26
66824	MN ASSOC FOR CHILDREN'S MENTAL	12/03/2015	89.00
66825	Vendor Continued Check	12/03/2015	0.00
66826	Vendor Continued Check	12/03/2015	0.00
66827	Vendor Continued Check	12/03/2015	0.00
66828	MADISON NATIONAL LIFE	12/03/2015	43,998.26
66829	MAILFINANCE INC	12/03/2015	431.82
66830	MARCO, INC	12/03/2015	649.62
66831	MARTIN, JAMES	12/03/2015	79.00
66832	MASON PRINTING AND GRAPHIC SOL	12/03/2015	25.00
66833	MN ASSOC OF SECONDARY SCHOOL P	12/03/2015	150.00
66834	MCDONOUGH'S WATERJETTING AND	12/03/2015	1,413.42
66835	MN COMMUNITY EDUC ASSOC (MCEA)	12/03/2015	1,681.00
66836	MED COMPASS	12/03/2015	707.00
66837	MEDCO SUPPLY CO	12/03/2015	314.39
66838	METRO ECSU	12/03/2015	180.00
66839	MINNETONKA HIGH SCHOOL	12/03/2015	15.00
66840	Vendor Continued Check	12/03/2015	0.00
66841	MINVALCO INC	12/03/2015	1,740.08
66842	MN ASSOC OF IB WORLD SCHOOLS	12/03/2015	500.00
66843	Vendor Continued Check	12/03/2015	0.00
66844	Vendor Continued Check	12/03/2015	0.00
66845	MN DEPT OF LABOR & INDUSTRY	12/03/2015	650.00
66846	MN STATE COLLEGES & UNIV	12/03/2015	360.00
66847	MN SWORD PLAY	12/03/2015	540.00
66848	MN SYMPHONIC WINDS	12/03/2015	200.00
66849	MOBYMAX	12/03/2015	699.00
66850	MODERN FENCE & CONST INC	12/03/2015	500.00
66851	MOORE, CYNTHIA A	12/03/2015	598.00
66852	MOORHEAD MACHINERY & BOILER CO	12/03/2015	2,018.50
66853	MN REC & PARK ASSN (MRPA)	12/03/2015	524.00
66854	MSTP	12/03/2015	100.00
66855	MURPHY, LYNNE M	12/03/2015	90.00
66856	NAC MECHANICAL & ELECTRICAL SE	12/03/2015	11,872.46
66857	NASCO	12/03/2015	269.67
66858	NASP INC	12/03/2015	1,685.00
66859	NASSEFF MECH CONTRACTORS	12/03/2015	689.20
66860	NASSP CONVENTION	12/03/2015	495.00
66861	NATL COUNCIL OF TEACHERS OF MA	12/03/2015	819.00
66862	NCPERS MINNESOTA	12/03/2015	240.00
66863	NELSON, DON	12/03/2015	150.00
66864	NATL HIGH SCHOOL CHEERLEADING	12/03/2015	31,759.00
66865	NORCOSTCO	12/03/2015	532.67

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66866	NORTH MEMORIAL OCCUPATIONAL ME	12/03/2015	498.00
66867	NOVINSKA, TOD	12/03/2015	270.00
66868	NORTHWEST SHEETMETAL CO OF ST	12/03/2015	347.00
66869	ODEGARD, DANIEL A	12/03/2015	78.00
66870	OFFICE DEPOT	12/03/2015	78.80
66871	ONEKA RIDGE GOLF COURSE	12/03/2015	2,700.00
66872	ORIENTAL TRADING CO INC	12/03/2015	87.99
66873	OXYGEN SERVICE CO INC	12/03/2015	104.39
66874	PARKOS CONSTRUCTION CO INC	12/03/2015	16,826.68
66875	PEARSON, CHRIS	12/03/2015	137.00
66876	PEERPLACE NETWORKS LLC	12/03/2015	750.00
66877	PETERSON BROS ROOFING & CONST	12/03/2015	720.75
66878	PICTURE THAT!	12/03/2015	116.00
66879	PILARSKI, KATE LEE	12/03/2015	13.99
66880	PITNEY BOWES PURCHASE POWER	12/03/2015	108.99
66881	PITNEY BOWES INC	12/03/2015	1,446.47
66882	Vendor Continued Check	12/03/2015	0.00
66883	POLAR ELECTRO INC	12/03/2015	600.00
66884	POSTMASTER	12/03/2015	225.00
66885	POWER LIFT INC	12/03/2015	735.00
66886	POWERS, DAVID	12/03/2015	100.00
66887	PRAIRIE RIVER HOME CARE INC	12/03/2015	2,036.25
66888	PRAXAIR DISTRIBUTION INC	12/03/2015	138.45
66889	PRESS PUBLICATIONS	12/03/2015	798.19
66890	PRESTIGE PROD/WB DANCE CENTER	12/03/2015	840.00
66891	RADEBAUGH, SHARI	12/03/2015	500.00
66892	REALLY GOOD STUFF INC	12/03/2015	58.93
66893	RED BALLOON BOOKSHOP	12/03/2015	123.52
66894	REGENTS OF THE UNIV OF MN	12/03/2015	7.25
66895	REHBEIN TRANSIT CO INC	12/03/2015	97,625.00
66896	RENTAL REHAB & REPAIR	12/03/2015	1,240.00
66897	REPUBLIC SERVICES #899	12/03/2015	9,385.92
66898	THE RETROFIT COMPANIES INC	12/03/2015	232.97
66899	RISDALL MARKETING GROUP	12/03/2015	1,500.00
66900	RM COTTON COMPANY	12/03/2015	2,342.80
66901	RUPP, HENRY JACOB	12/03/2015	850.00
66902	RYBA	12/03/2015	225.00
66903	SAFETYFIRST PLAYGROUND SURFACI	12/03/2015	19,943.45
66904	SAFEWAY DRIVING SCHOOL	12/03/2015	6,930.00
66905	SAM'S CLUB/SYNCHRONY BANK	12/03/2015	1,640.49
66906	SAM'S CLUB/SYNCHRONY BANK	12/03/2015	279.61
66907	SARGENT-WELCH	12/03/2015	28.68
66908	SAWATZKY, JADA RAE	12/03/2015	222.80
66909	SCHINDLER ELEVATOR CORP	12/03/2015	712.83
66910	SCHMITT MUSIC COMPANY	12/03/2015	25.00
66911	SCHOLASTIC INC	12/03/2015	417.45
66912	SCHOOL HEALTH CORPORATION	12/03/2015	112.60
66913	SCHOOL SPECIALTY	12/03/2015	488.08
66914	SCROGGINS, RENEE	12/03/2015	32.80
66915	SEDESKI, GUY	12/03/2015	50.00



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66916	SENTRY SYSTEMS INC	12/03/2015	35.00
66917	SHEPLER, LAURA	12/03/2015	973.41
66918	SI KIDS	12/03/2015	149.70
66919	SCHOOL NUTRITION ASSOC (SNA)	12/03/2015	47.00
66920	SOUTH ST PAUL SCHOOLS	12/03/2015	105.00
66921	SOUTHERN MN INSPECTION	12/03/2015	133.60
66922	STATE SUPPLY CO	12/03/2015	2,400.42
66923	STEFFEN, LUKE WILLIAM	12/03/2015	4.00
66924	STEFFEN NANCY	12/03/2015	100.00
66925	STRATEGIC EQUIPMENT & SUPPLY	12/03/2015	8,485.00
66926	STREAMLINE DESIGN INC	12/03/2015	980.00
66927	SUMMIT COMPANIES	12/03/2015	5,162.00
66928	SUPER DUPER PUBLICATIONS	12/03/2015	332.70
66929	TEACHER SYNERGY LLC	12/03/2015	115.00
66930	TEACHING STRATEGIES INC	12/03/2015	3,250.00
66931	TIERNEY BROTHERS INC	12/03/2015	1,799.00
66932	TIES	12/03/2015	80.00
66933	TRADE PRESS INC	12/03/2015	3,214.00
66934	TRANS-MISSISSIPPI BIO SUPPLY	12/03/2015	124.52
66935	TWIN CITY JANITOR SUPPLY CO	12/03/2015	108.00
66936	TWIN CITY TRANSPORTATION INC	12/03/2015	74,606.20
66937	TWIN PINES IMPRINTING	12/03/2015	205.50
66938	U.S. ENERGY SERVICES INC	12/03/2015	703.00
66939	UHL CO INC	12/03/2015	682.00
66940	UNIVERSAL ATHLETIC	12/03/2015	341.44
66941	US FOODS CULINARY EQUIP & SUPP	12/03/2015	249.76
66942	VALLEY TROPHY INC	12/03/2015	125.00
66943	VER-TECH INC	12/03/2015	178.15
66944	VERIZON WIRELESS	12/03/2015	1,572.34
66945	VEX ROBOTICS INC	12/03/2015	9,660.49
66946	VADNAIS HEIGHTS ECONOMIC DEV C	12/03/2015	100.00
66947	VISI	12/03/2015	525.00
66948	WALDOCH FARM	12/03/2015	330.00
66949	WARNERS' STELLIAN	12/03/2015	361.92
66950	WB AREA EMERGENCY FOOD SHELF	12/03/2015	2,830.12
66951	WBL HOCKEY ALUMNI ASSOC	12/03/2015	100.00
66952	WBL PIZZA MAN	12/03/2015	893.08
66953	WESTLUND, JILL	12/03/2015	1,265.00
66954	WILLOW LANE ELEM PTO	12/03/2015	497.25
66955	WORTHLEY, SUZANNE	12/03/2015	565.50
66956	XCEL ENERGY CENTER	12/03/2015	439.00
66957	XCEL ENERGY	12/03/2015	80,234.53
66958	XIONG, XUE	12/03/2015	840.00
66959	YANKEE CANDLE	12/03/2015	2,154.80
66960	YOGA DEVOTION LLC	12/03/2015	400.00
66961	ZAPPA'S SPORTING GOODS	12/03/2015	13,697.50
296	Computer	Check(s) For a Total of	983,355.47

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WHITE BEAR LAKE MN ISD #624  
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12/03/15

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Check Nbr	Vendor Name	Check Date	Check Amount
66109	STAPLES ADVANTAGE	12/03/2015	0.00
1	Manual	Check(s) For a Total of	0.00

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05.15.10.00.00-010020

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12/03/15

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Check Nbr	Vendor Name	Check Date	Check Amount
66274	FULTON PRODUCTIONS	12/03/2015	400.00
1	Void	Check(s) For a Total of	400.00

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	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	296	Computer	Checks For a Total of	983,355.47
Total For	297	Manual, Wire Tran, ACH &	Computer Checks	983,355.47
Less	1	Voided	Checks For a Total of	400.00
			Net Amount	982,955.47

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66962	AMERICAN UNITED LIFE	12/09/2015	63,404.16
66963	AMERICAN UNITED LIFE	12/09/2015	250.00
66964	AMERIPRISE FINANCIAL SERVICES	12/09/2015	12,151.68
66965	ART EDUCATORS OF MN	12/09/2015	250.00
66966	GREAT LAKES HIGHER EDUC	12/09/2015	118.91
66967	Vendor Continued Check	12/09/2015	0.00
66968	GREATAMERICA FINANCIAL SERVICE	12/09/2015	1,843.35
66969	GURSTEL CHARGO ATTORNEYS AT LA	12/09/2015	249.00
66970	HOME DEPOT CREDIT SERVICES	12/09/2015	170.00
66971	IUOE LOCAL 70	12/09/2015	2,044.30
66972	KONICA MINOLTA PREMIER FINANCE	12/09/2015	4,925.94
66973	MESSERLI & KRAMER PA	12/09/2015	201.00
66974	METROPOLITAN LIFE	12/09/2015	2,408.56
66975	POSTMASTER	12/09/2015	3,000.00
66976	RICOH AMERICAS CORP	12/09/2015	450.96
66977	THE ROSE LAW FIRM, PLLC	12/09/2015	79.41
66978	SAM'S CLUB/SYNCHRONY BANK	12/09/2015	535.82
66979	SAM'S CLUB/SYNCHRONY BANK	12/09/2015	361.30
66980	SAM'S CLUB/SYNCHRONY BANK	12/09/2015	781.21
66981	SAM'S CLUB/SYNCHRONY BANK	12/09/2015	45.00
66982	SCHOOL SERVICE EMPLOYEES	12/09/2015	5,906.87
66983	SCHOOLSIN.COM	12/09/2015	1,154.39
66984	TRADE PRESS INC	12/09/2015	109.00
66985	US DEPT OF EDUCATION	12/09/2015	483.12
66986	VANGUARD SMALL BUSINESS SERVIC	12/09/2015	26,761.41
66987	VERIZON WIRELESS	12/09/2015	61.03
66988	WBLA EDUCATIONAL FOUNDATION	12/09/2015	50.00
27	Computer	Check(s) For a Total of	127,796.42

	0	Manual	Checks For a Total of	0.00
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	27	Computer	Checks For a Total of	127,796.42
Total For	27	Manual, Wire Tran, ACH &	Computer Checks	127,796.42
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	127,796.42

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151600452	ALTHOF, KATHRYN ANNE	12/15/2015	250.00
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151600454	ANDERSON, MELISSA KAY	12/15/2015	52.90
151600455	ANDERSON, ROBERT J	12/15/2015	237.19
151600456	BATENHORST, LYNSEY K	12/15/2015	719.33
151600457	BEGE, LAURA M	12/15/2015	26.55
151600458	CAPAN, NANCY A	12/15/2015	50.98
151600459	CEBULLA, MICHELLE	12/15/2015	221.41
151600460	CHAKOLIS, RICHARD A	12/15/2015	230.84
151600461	CLARK, RYAN D	12/15/2015	94.49
151600462	DAHLEM, TERESA	12/15/2015	68.63
151600463	DOUGHTY, BRYAN P	12/15/2015	197.35
151600464	DURAND, JENNIFER A	12/15/2015	51.75
151600465	DYMIT, MARIE S	12/15/2015	87.97
151600466	ELLEFSSEN, JULEE T	12/15/2015	54.63
151600467	ENGSTRAN, PAUL A	12/15/2015	321.47
151600468	FITZPATRICK, RYAN M	12/15/2015	106.71
151600469	GERE, JENNIFER E	12/15/2015	110.00
151600470	GRIPENTROG, TRACY A	12/15/2015	279.00
151600471	GUENTHER, LAURA L	12/15/2015	302.56
151600472	HAGESTUEN, FAITH M	12/15/2015	79.96
151600473	HAUTMAN, CHRISTOPHER M	12/15/2015	1,050.00
151600474	HENDERSON, KATHLEEN M	12/15/2015	60.66
151600475	HORAZDOVSKY, LEILA JOANNE	12/15/2015	88.93
151600476	HUBBARD, MICHELLE K	12/15/2015	50.00
151600477	IVEY, JEFFREY D	12/15/2015	140.88
151600478	JENDERNY, JILL MP	12/15/2015	160.82
151600479	JESKE-WALFOORT, KIMBERLY A	12/15/2015	496.25
151600480	JORGENSEN, AMY L	12/15/2015	68.47
151600481	KATZ, HEATHER J	12/15/2015	114.48
151600482	KAZMIERCZAK, WAYNE A	12/15/2015	859.50
151600483	KENNEFICK, KELLY M	12/15/2015	85.00
151600484	KERBAGE, STEPHANIE A	12/15/2015	90.58
151600485	KIMLINGER, THOMAS P	12/15/2015	36.80
151600486	KOTILINEK, FAY P	12/15/2015	6.04
151600487	LACASSE, KIM S	12/15/2015	94.52
151600488	LAMWERS, LINDSAY M	12/15/2015	223.10
151600489	LEHN, BRIDGET N	12/15/2015	242.46
151600490	LILJA, ELIZABETH M	12/15/2015	550.00
151600491	LOVETT, MICHAEL J	12/15/2015	256.85
151600492	MELQUIST, NANCY J	12/15/2015	164.02
151600493	MENCKE, LAURIE ANN	12/15/2015	133.88
151600494	MEUWISSEN, PAUL WILLIAM	12/15/2015	81.95
151600495	OLSON, LEEANN N	12/15/2015	54.00
151600496	PETERSEN, JILL M	12/15/2015	142.90
151600497	PETERSON, SCOTT JON	12/15/2015	19.00
151600498	PINNOW, PAIGE E	12/15/2015	242.88
151600499	POKORNY, MARY J	12/15/2015	647.99
151600500	RATLIFF, GERALD	12/15/2015	117.31
151600501	RITTENHOUSE, PAULA M	12/15/2015	601.03

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151600502	ROESER, DANIEL WILLIAM	12/15/2015	350.49
151600503	ROGNEY, JOANNE E	12/15/2015	173.49
151600504	ROTSCHAFER, DONNA K	12/15/2015	172.32
151600505	SCHMITZ, KAREN M	12/15/2015	34.99
151600506	SCHWEIZER, JENNIFER M	12/15/2015	229.96
151600507	SIMSHAUSER, KIMBERLY P	12/15/2015	148.64
151600508	SKOGEN, MATTHEW K	12/15/2015	2,198.76
151600509	SMITH, THEODORE A	12/15/2015	33.06
151600510	STREIFF, CHRISTINA D	12/15/2015	325.00
151600511	SWENSON, CYNTHIA L	12/15/2015	55.20
151600512	TATE, JO E	12/15/2015	352.48
151600513	THIBAULT, DEBRA S	12/15/2015	30.00
151600514	THOM, NANCY L	12/15/2015	88.51
151600515	TUTTLE, JANE E P	12/15/2015	42.55
151600516	VASKE, MARY M	12/15/2015	195.00
151600517	VETTE, MARISA AA	12/15/2015	1,191.21
151600518	WEHRKAMP, KRISTINE J	12/15/2015	59.94
151600519	XU, HUI	12/15/2015	134.55
68	ACH	Check(s) For a Total of	16,577.77



	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	68	ACH	Checks For a Total of	16,577.77
	0	Computer	Checks For a Total of	0.00
Total For	68	Manual, Wire Tran, ACH &	Computer Checks	16,577.77
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	16,577.77

Check Nbr	Vendor Name	Check Date	Check Amount
66989	4IMPRINT INC	12/17/2015	434.71
66990	AARP DRIVER SAFETY PROGRAM	12/17/2015	540.00
66991	AARP DRIVER SAFETY PROGRAM	12/17/2015	465.00
66992	ABBOTT PAINT & CARPET INC	12/17/2015	115.82
66993	ACT INC	12/17/2015	9,737.50
66994	AGROPUR INC	12/17/2015	18,682.03
66995	AMERICAN CHORAL DIRECTORS ASSO	12/17/2015	240.00
66996	AMER RED CROSS	12/17/2015	247.00
66997	ANDERSON, BARCLAY H	12/17/2015	53.96
66998	ANDERSON, PATRICIA	12/17/2015	25.07
66999	APEX LEARNING	12/17/2015	22,500.00
67000	ARCH LANGUAGE NETWORK	12/17/2015	12.00
67001	ARNOLD, SYLVIA J	12/17/2015	15.30
67002	ASSOC FOR SUPERVISION & CURRIC	12/17/2015	63.10
67003	AT&T WIRELESS SERVICES	12/17/2015	904.12
67004	BANNIE, TODD	12/17/2015	137.00
67005	BARNES & NOBLE	12/17/2015	143.88
67006	BARNETT WB CHRYSLER JEEP DODGE	12/17/2015	2,374.72
67007	BARTHOLD	12/17/2015	1,262.91
67008	BECKER, MICHELLE	12/17/2015	30.60
67009	BEKI COOKS CAKES	12/17/2015	100.00
67010	BERRY BLENDZ - EDEN PRAIRIE	12/17/2015	990.00
67011	BEST BUY BUSINESS ADVANTAGE AC	12/17/2015	4,953.24
67012	BLICK ART MATERIALS	12/17/2015	420.80
67013	BLUE BELL ENTERPRISES INC	12/17/2015	5,555.15
67014	BLUE TARP FINANCIAL INC	12/17/2015	668.29
67015	BOWNIK, TERESE E	12/17/2015	55.75
67016	CARLSON, PAULETTE	12/17/2015	33.15
67017	CC STITCHERI	12/17/2015	1,950.00
67018	Vendor Continued Check	12/17/2015	0.00
67019	CDW GOVERNMENT INC	12/17/2015	9,825.68
67020	CHAMPION YOUTH	12/17/2015	1,890.00
67021	CHERMAK, COLLEEN	12/17/2015	23.37
67022	CINTAS CORP #470	12/17/2015	319.64
67023	CITI-CARGO & STORAGE CO INC	12/17/2015	85.00
67024	Vendor Continued Check	12/17/2015	0.00
67025	CJ DUFFY PAPER CO	12/17/2015	10,162.75
67026	CLARK, CYNTHIA JEAN	12/17/2015	168.30
67027	COBORNS DELIVERS	12/17/2015	124.47
67028	COCA-COLA BOTTLING MIDWEST CO	12/17/2015	161.76
67029	COMCAST	12/17/2015	66.90
67030	COMCAST	12/17/2015	10.43
67031	COMCAST	12/17/2015	5.26
67032	COMCAST	12/17/2015	270.55
67033	COMMERICAL KITCHEN SERVICES	12/17/2015	6,280.00
67034	CONNEY SAFETY	12/17/2015	447.50
67035	CONSTANTINE DANCE CLASSES	12/17/2015	693.00
67036	COOPER, KEN	12/17/2015	66.00
67037	COOPS SPORTSWEAR	12/17/2015	292.00
67038	COPY SERVICE CORP	12/17/2015	80.00

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67039	CRAFT, PATRICIA	12/17/2015	122.82
67040	CRIMSON CHEERLEADING	12/17/2015	600.00
67041	CUB FOODS OF WHITE BEAR TWSHP	12/17/2015	1,193.82
67042	CUMMINS NPOWER LLC	12/17/2015	278.00
67043	CURRICULUM ASSOCIATES LLC	12/17/2015	142.46
67044	DAHLQUIST, JOYCE	12/17/2015	12.75
67045	DAKOTA TRUCK UNDERWRITERS	12/17/2015	57,671.00
67046	DARTS	12/17/2015	240.00
67047	DEJARLAIS, MARILYN	12/17/2015	302.88
67048	DEMCO INC	12/17/2015	198.83
67049	DESIGNER SIGN SYSTEMS INC	12/17/2015	157.93
67050	DEY DISTRIBUTING	12/17/2015	32.16
67051	DISCOUNT SCHOOL SUPPLY	12/17/2015	380.23
67052	DISCOUNT MUGS	12/17/2015	2,095.52
67053	DIVERSIFIED SNACK DISTRIBUTION	12/17/2015	1,980.47
67054	DONATELLI'S	12/17/2015	448.16
67055	DOOR SERVICE COMPANY	12/17/2015	541.00
67056	DRUFKE, ROBERT	12/17/2015	21.25
67057	DOCUMENT TECH SOLUTIONS INC	12/17/2015	1,330.67
67058	DUCHARME, NICK	12/17/2015	66.00
67059	EARLY, SHERRY	12/17/2015	38.25
67060	EARTH WIZARDS	12/17/2015	390.00
67061	ECKROTH MUSIC	12/17/2015	1,032.38
67062	ELECTRONIC CENTER	12/17/2015	41.38
67063	EPA AUDIO VISUAL INC	12/17/2015	1,058.46
67064	EVANS & ASSOC LLC	12/17/2015	700.00
67065	F&N OPERATIONS LLC	12/17/2015	1,599.49
67066	FALVEY, KAY	12/17/2015	66.30
67067	FASTENAL COMPANY	12/17/2015	357.52
67068	FESTIVAL FOODS-KNOWLAN'S	12/17/2015	718.34
67069	FIRST STUDENT INC	12/17/2015	157,481.88
67070	FIRST-SHRED	12/17/2015	696.75
67071	FITZGERALD NANCY	12/17/2015	19.00
67072	FLOCABULARY	12/17/2015	384.00
67073	FNS METRIX	12/17/2015	90.00
67074	FOLLETT SCHOOL SOLUTIONS INC	12/17/2015	901.76
67075	FORCIER, ELSIE	12/17/2015	45.25
67076	FOY, DENNIS J	12/17/2015	1,610.00
67077	FRATTALONES HARDWARE STORES	12/17/2015	16.03
67078	FRONTRUNNER EVENTS	12/17/2015	459.75
67079	FULTON PRODUCTIONS	12/17/2015	100.00
67080	Vendor Continued Check	12/17/2015	0.00
67081	GALLAGHERS NORTHWESTERN TIRE C	12/17/2015	7,540.09
67082	GARDEN & ASSOCIATES INC	12/17/2015	382.50
67083	GARVEY, PATRICIA	12/17/2015	192.80
67084	GEPHART TRUCKING	12/17/2015	1,850.00
67085	GERTENS	12/17/2015	4,207.29
67086	GIANTS RIDGE GOLF & SKI RESORT	12/17/2015	180.00
67087	GIANTS RIDGE GOLF & SKI RESORT	12/17/2015	958.29
67088	GILDERSLEEVE, BETH	12/17/2015	578.00

Check Nbr	Vendor Name	Check Date	Check Amount
67089	GILLUND ENTERPRISES	12/17/2015	197.76
67090	GLOSS INSTITUTE	12/17/2015	1,050.00
67091	GOPHERMODS EDUC LLC	12/17/2015	89.00
67092	GOPHER SIGN CO	12/17/2015	116.47
67093	Vendor Continued Check	12/17/2015	0.00
67094	GRAINGER	12/17/2015	1,706.84
67095	Vendor Continued Check	12/17/2015	0.00
67096	GRANDMA'S BAKERY INC	12/17/2015	283.20
67097	GREAT RIVER OFFICE PRODUCTS	12/17/2015	1,259.94
67098	Vendor Continued Check	12/17/2015	0.00
67099	GREATAMERICA FINANCIAL SERVICE	12/17/2015	14,567.87
67100	GROTH MUSIC CO	12/17/2015	356.21
67101	GROUP TRAVEL PLANNERS	12/17/2015	3,200.00
67102	GUERIN KERRY	12/17/2015	75.00
67103	H2O FOR LIFE	12/17/2015	192.00
67104	HAAG, LOIS	12/17/2015	56.10
67105	HALLBERG ENGINEERING INC	12/17/2015	41,785.00
67106	HANKINS, RYAN	12/17/2015	90.00
67107	HANSON, DARLENE	12/17/2015	27.54
67108	HANSON, DONNA	12/17/2015	189.55
67109	HEALTHPARTNERS MEDICAL GROUP	12/17/2015	470.00
67110	HEIDISONGS INC	12/17/2015	38.50
67111	HELLO DIRECT INC	12/17/2015	230.52
67112	HILDI INC	12/17/2015	900.00
67113	HISDAHL INC	12/17/2015	2,092.30
67114	HOANG, CONG	12/17/2015	240.00
67115	HOBV	12/17/2015	195.00
67116	HOCKENBERGS	12/17/2015	25,206.64
67117	HOLMES, JEFF	12/17/2015	514.00
67118	HOMEWOOD SUITES BY HILTON FARG	12/17/2015	835.38
67119	HORN, BARBARA	12/17/2015	56.94
67120	HOUGHTON MIFFLIN HARCOURT	12/17/2015	973.43
67121	HOWARD, JOAN A	12/17/2015	73.95
67122	HUERTH, MICHAEL	12/17/2015	1,285.20
67123	HUGO CITY OF	12/17/2015	382.40
67124	Vendor Continued Check	12/17/2015	0.00
67125	Vendor Continued Check	12/17/2015	0.00
67126	Vendor Continued Check	12/17/2015	0.00
67127	Vendor Continued Check	12/17/2015	0.00
67128	Vendor Continued Check	12/17/2015	0.00
67129	IFD	12/17/2015	127,065.84
67130	INDUSTRIAL ARTS SUPPLY	12/17/2015	69.61
67131	Vendor Continued Check	12/17/2015	0.00
67132	INNOVATIVE OFFICE SOLUTIONS	12/17/2015	5,405.78
67133	INTEGRA TELECOM	12/17/2015	319.02
67134	INTEGRA	12/17/2015	3,160.36
67135	ISD #622 NO ST PAUL/MAPLEWOOD	12/17/2015	11,465.33
67136	ISD #709 DULUTH	12/17/2015	1,200.00
67137	J & R SCHOOL SUPPLIES	12/17/2015	450.00
67138	JAYTECH INC	12/17/2015	118.11

Check Nbr	Vendor Name	Check Date	Check Amount
67139	JOHNSON, JUDITH ANN	12/17/2015	274.10
67140	JOHNSON CONTROLS INC	12/17/2015	1,749.48
67141	KAehler, MICHAEL	12/17/2015	59.00
67142	KAISER, PHYLLIS	12/17/2015	254.70
67143	KARLSBURGER FOODS INC	12/17/2015	128.82
67144	KATH FUEL OIL SERVICE CO	12/17/2015	188.35
67145	KAUFER, LOUELLA	12/17/2015	46.48
67146	KEYSTONE INTERPRETING SOLUTION	12/17/2015	114.00
67147	KHANG, CYNTHIA	12/17/2015	3.99
67148	KLAREN, LLOYD	12/17/2015	137.00
67149	KLINKHAMMER, NICHOLAS	12/17/2015	59.00
67150	KOCH, JOSHUA	12/17/2015	78.00
67151	KOREEN, GLORIA	12/17/2015	323.23
67152	KOWALSKIS MARKET	12/17/2015	79.29
67153	KRAFT CONTRACTING & MECHANICAL	12/17/2015	6,364.14
67154	KUBES, TOM	12/17/2015	137.00
67155	KULLY SUPPLY COMPANY	12/17/2015	688.67
67156	KUYPER, VONNIE	12/17/2015	51.00
67157	LAKESHORE LEARNING MATERIALS	12/17/2015	1,218.88
67158	LANDS BEST FOODS	12/17/2015	2,524.75
67159	LANGUAGE LINE SERVICES	12/17/2015	168.85
67160	LASZLO, JACKIE	12/17/2015	19.55
67161	LEARNING A-Z	12/17/2015	466.43
67162	LEMAY, BRUCE	12/17/2015	809.95
67163	LEVASSEUR, MARY	12/17/2015	76.33
67164	LIBRARY STORE INC	12/17/2015	213.15
67165	LINDHOLM, LYNN	12/17/2015	108.73
67166	LOEGERING, ARNITA	12/17/2015	27.81
67167	LOFFLER	12/17/2015	278.00
67168	LONG, CYNTHIA	12/17/2015	42.50
67169	LORENZ BUS SERVICE INC	12/17/2015	4,266.00
67170	L T G POWER EQUIPMENT	12/17/2015	193.74
67171	MACKIN EDUCATIONAL RESOURCES	12/17/2015	729.46
67172	MACPHAIL CENTER FOR MUSIC	12/17/2015	9,862.50
67173	MACSWAIN, JIM	12/17/2015	144.00
67174	MAD SCIENCE OF MINNESOTA	12/17/2015	765.00
67175	MAGNETO POWER LLC - NORTH	12/17/2015	200.26
67176	MAGNUSON CHRISTIAN SCHOOL	12/17/2015	1,950.00
67177	MAILFINANCE INC	12/17/2015	455.28
67178	MASA JOBSITE	12/17/2015	1,173.00
67179	MN ASSOC OF SCH BUSINESS OFFIC	12/17/2015	420.00
67180	MASH ANNICK FUNDRAISING	12/17/2015	554.00
67181	MN ASSOC OF SECONDARY SCHOOL P	12/17/2015	300.00
67182	MATHCOUNTS FOUNDATION	12/17/2015	280.00
67183	MAY, RUSTY	12/17/2015	50.00
67184	MCCHESNEY, D PAT	12/17/2015	50.15
67185	MCGOWAN, TIM	12/17/2015	75.00
67186	MEDCO SUPPLY CO	12/17/2015	2.97
67187	MEDICARE PREMIUM COLLECTION CT	12/17/2015	365.40
67188	MEDTOX LABORATORIES	12/17/2015	149.60

Check Nbr	Vendor Name	Check Date	Check Amount
67189	MID CITY SERVICES - INDUSTRIAL	12/17/2015	2,061.48
67190	MIDAMERICA ADMIN & RETIREMENT	12/17/2015	1,716.00
67191	MIDAMERICA ADMIN & RETIREMENT	12/17/2015	3,446.23
67192	MIDWEST BUS PARTS INC	12/17/2015	166.56
67193	MILLIGAN, THERESA J	12/17/2015	211.14
67194	MINVALCO INC	12/17/2015	40.67
67195	MLA	12/17/2015	3,005.00
67196	MN MUSIC EDUCATORS ASSOC	12/17/2015	240.00
67197	MN DEPT OF LABOR & INDUSTRY	12/17/2015	300.00
67198	MN ELEVATOR INC	12/17/2015	303.45
67199	MN ICE ARENA MANAGERS ASSOC	12/17/2015	150.00
67200	MN NURSERY & LANDSCAPE ASSOC	12/17/2015	288.00
67201	MN ORCHESTRA	12/17/2015	471.75
67202	MN PREMIER PUBLICATIONS	12/17/2015	981.00
67203	MN ZOO	12/17/2015	600.00
67204	MOORHEAD MACHINERY & BOILER CO	12/17/2015	1,088.58
67205	MOREN, THOMAS	12/17/2015	17.00
67206	MORREIM, EDWARD	12/17/2015	81.00
67207	MN OFFICE TECH GROUP	12/17/2015	520.85
67208	MOTTINGER, HUNTER	12/17/2015	59.00
67209	MOUNTAIN MATH/LANGUAGE LLC	12/17/2015	383.80
67210	MN PARK & SPORTS TURF MANAGERS	12/17/2015	50.00
67211	MURPHY, LYNNE M	12/17/2015	90.00
67212	NAPA AUTO PARTS	12/17/2015	38.22
67213	NASSEFF MECH CONTRACTORS	12/17/2015	2,905.95
67214	NATL CAMERA EXCHANGE & VIDEO	12/17/2015	426.91
67215	NCS PEARSON INC	12/17/2015	1,474.42
67216	NEARPOD INC	12/17/2015	600.00
67217	NELSON, CINDY	12/17/2015	62.05
67218	NELSON, RICK	12/17/2015	78.00
67219	NEOFUNDS BY NEOPOST	12/17/2015	2.08
67220	NESS ELECTRONICS INC	12/17/2015	82.93
67221	NEW VISION PRINTING	12/17/2015	230.00
67222	NEWSELA	12/17/2015	3,536.00
67223	NICE GUY TECH LLC	12/17/2015	136.50
67224	NILSEN, LISA BELLE	12/17/2015	17.60
67225	NORCENTRONIX DISTRIBUTING	12/17/2015	234.00
67226	NORTH CAMPUS	12/17/2015	300.00
67227	NORTH CENTRAL TRUCK EQUIPMENT	12/17/2015	1,437.01
67228	NORTH MEMORIAL OCCUPATIONAL ME	12/17/2015	18.00
67229	NORTH STAR BANK	12/17/2015	7,585.00
67230	NORTH SUBURBAN TOWING	12/17/2015	250.00
67231	NORTHEAST METRO INTERMEDIATE D	12/17/2015	14,225.35
67232	NORTHERN FOREST PRODUCTS LLC	12/17/2015	1,942.20
67233	O'NEIL, LOIS	12/17/2015	205.96
67234	O'REILLY AUTOMOTIVE INC	12/17/2015	2,221.25
67235	OFFICE DEPOT	12/17/2015	1,864.48
67236	OLSEN, JAMIE	12/17/2015	78.00
67237	OXYGEN SERVICE CO INC	12/17/2015	8.70
67238	PEISSIG, JOE	12/17/2015	1,829.00

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67239	PETERSON COMPANIES INC	12/17/2015	913.00
67240	PETERSON BROS ROOFING & CONST	12/17/2015	1,067.21
67241	PHYSICS WORKS LLC	12/17/2015	330.00
67242	PINE TREE APPLE ORCHARD	12/17/2015	2,968.00
67243	PINZ	12/17/2015	505.00
67244	PIONEER	12/17/2015	253.90
67245	PLAYMAKERS THEATRE	12/17/2015	1,260.00
67246	POVOLNY, KATHLEEN	12/17/2015	90.00
67247	PRAXAIR DISTRIBUTION INC	12/17/2015	142.30
67248	PREMIUM WATERS INC	12/17/2015	113.70
67249	PRESS PUBLICATIONS	12/17/2015	168.30
67250	QUISTAD, IDA	12/17/2015	15.71
67251	RALL, KIRK	12/17/2015	104.00
67252	RAMSEY COUNTY	12/17/2015	28,910.50
67253	RAMSEY COUNTY PARKS/REC DEPT	12/17/2015	1,402.00
67254	RANALLS, EILEEN F	12/17/2015	38.11
67255	RATWIK ROSZAK & MALONEY PA	12/17/2015	2,520.93
67256	READING HORIZONS	12/17/2015	65.10
67257	REGENTS OF THE UNIV OF MN	12/17/2015	205.00
67258	REPUBLIC SERVICES #899	12/17/2015	9,831.61
67259	ROE, ERIN	12/17/2015	191.00
67260	ROETTGER, DORIS	12/17/2015	90.00
67261	ROSE CITY SIGN	12/17/2015	162.15
67262	ROSE, DIANA	12/17/2015	145.74
67263	ROSE, KATHY	12/17/2015	53.12
67264	RUPP ANDERSON SQUIRES & WALDSP	12/17/2015	14,504.52
67265	S & S WORLDWIDE	12/17/2015	72.95
67266	SAFETYFIRST PLAYGROUND SURFACI	12/17/2015	2,150.15
67267	SAFEWAY DRIVING SCHOOL	12/17/2015	3,150.00
67268	SAIKO, KATHY	12/17/2015	51.00
67269	SALZMAN-HANKINS, SHARI	12/17/2015	90.00
67270	THE SANNEH FOUNDATION	12/17/2015	30,000.00
67271	SCHMID, RITA	12/17/2015	39.50
67272	SCHOLASTIC BOOK FAIRS	12/17/2015	5,208.81
67273	SCHOLASTIC READING CLUB	12/17/2015	44.00
67274	SCHOOL SPECIALTY	12/17/2015	347.90
67275	SCHOOL TECHNOLOGY ASSOC	12/17/2015	5,801.10
67276	SCHOOLFINANCES.COM	12/17/2015	1,075.00
67277	SEEVER, GRAY	12/17/2015	165.00
67278	SITEIMPROVE INC	12/17/2015	4,081.00
67279	SITEONE LANDSCAPE SUPPLY	12/17/2015	370.15
67280	SKYWARD	12/17/2015	3,226.00
67281	SLOTE, AUDREY	12/17/2015	200.00
67282	SMITH, BARBARA AV	12/17/2015	480.00
67283	SCHOOL NUTRITION ASSOC (SNA)	12/17/2015	36.00
67284	SODEXHO INC & AFFILIATES	12/17/2015	382.15
67285	SOLBERG, BEVERLY JEAN	12/17/2015	300.00
67286	SOUTHWEST BINDING & LAMINATING	12/17/2015	136.36
67287	SPARK	12/17/2015	840.00
67288	SPENCER, DOROTHY	12/17/2015	76.50

Check Nbr	Vendor Name	Check Date	Check Amount
67289	ST PAUL PUBLIC SCHOOLS	12/17/2015	3,002.64
67290	STADLER, JONATHAN JOSEPH	12/17/2015	118.00
67291	STAPLES ADVANTAGE	12/17/2015	4,036.70
67292	STAR TRIBUNE	12/17/2015	42.25
67293	STATE SUPPLY CO	12/17/2015	670.98
67294	THE STATION EVENT CENTER	12/17/2015	250.00
67295	STAY TUNED PIANO SERVICES	12/17/2015	285.00
67296	STEINER, EILEEN A	12/17/2015	50.13
67297	STEINER, WENDY R	12/17/2015	621.77
67298	STOFSHOLT, ANGEL JANE	12/17/2015	240.95
67299	STUCK CYNTHIA	12/17/2015	12.75
67300	SUMMIT COMPANIES	12/17/2015	4,387.64
67301	SUN COUNTRY AIRLINES	12/17/2015	14,435.64
67302	SUPERIOR AUTOMOTIVE	12/17/2015	4,450.00
67303	TALK IT ROCK IT	12/17/2015	500.00
67304	TAMS-WITMARK MUSIC LIBRARY INC	12/17/2015	15.00
67305	Vendor Continued Check	12/17/2015	0.00
67306	THYSSENKRUPP ELEVATOR CORP	12/17/2015	4,884.74
67307	TIERNEY BROTHERS INC	12/17/2015	1,091.50
67308	TIES	12/17/2015	776.00
67309	TIGER OAK PUBLICATIONS	12/17/2015	675.00
67310	TOBII DYNAVON	12/17/2015	160.00
67311	TRADE PRESS INC	12/17/2015	1,393.00
67312	TRANS-MISSISSIPPI BIO SUPPLY	12/17/2015	168.10
67313	TREASURED TRANSPORTATION	12/17/2015	23,365.00
67314	TREETOP PUBLISHING INC	12/17/2015	88.00
67315	TRI-STATE BOBCAT	12/17/2015	1,400.00
67316	TRIO SUPPLY COMPANY	12/17/2015	13,840.71
67317	TRUCK UTILITIES MFG CO	12/17/2015	1,006.00
67318	TRUSTED EMPLOYEES	12/17/2015	1,755.00
67319	TWO MILLION MINUTES	12/17/2015	29.75
67320	TWOROSKI-WISE, MARCUS DOUGLAS	12/17/2015	81.00
67321	UHL CO INC	12/17/2015	18,300.70
67322	UNIVERSAL ATHLETIC	12/17/2015	539.92
67323	THE UPS STORE #3299	12/17/2015	13.80
67324	US FOODS CULINARY EQUIP & SUPP	12/17/2015	7,712.42
67325	USA TODAY	12/17/2015	126.67
67326	VAIL, GAYLE J	12/17/2015	262.22
67327	VEITH, DOUGLAS	12/17/2015	75.00
67328	VENBURG TIRE CO	12/17/2015	115.10
67329	VIKING ELECTRIC SUPPLY	12/17/2015	6,767.69
67330	VILLAGE SPORTS BAR	12/17/2015	488.62
67331	VON FANGE, MICHAEL	12/17/2015	59.00
67332	WALLACE, SHERYL	12/17/2015	22.07
67333	WARGO NATURE CENTER	12/17/2015	285.00
67334	WHITE BEAR CENTER FOR THE ARTS	12/17/2015	11,800.00
67335	WHITE BEAR FLORAL SHOP	12/17/2015	186.39
67336	WHITE BEAR SOUND & LIGHTING DE	12/17/2015	400.00
67337	WHITE BEAR TOWNSHIP	12/17/2015	1,719.75
67338	WHITE BEAR LAKE (CITY OF)	12/17/2015	5,130.78



Check Nbr	Vendor Name	Check Date	Check Amount
67339	WELCOME WAGON	12/17/2015	340.50
67340	WESTERN PSYCHOLOGICAL SERVICES	12/17/2015	404.80
67341	WESTLUND, JILL	12/17/2015	1,056.00
67342	WINDSTREAM	12/17/2015	5,078.18
67343	WL HALL COMPANY	12/17/2015	13,660.00
67344	WOODDALE FUN ZONE	12/17/2015	1,035.00
67345	WOODWORKS LTD	12/17/2015	72.20
67346	XEROX CORPORATION	12/17/2015	169.92
67347	XEROX FINANCIAL SERVICES	12/17/2015	330.34
67348	YOUNG REMBRANDTS	12/17/2015	1,085.00
67349	YOUTH FRONTIERS	12/17/2015	3,690.00
67350	ZAPATA, KATHERINE JEANETTE	12/17/2015	148.00
67351	ZARNOTH BRUSH WORKS INC	12/17/2015	1,040.00
67352	ZVONEK, MARY JO	12/17/2015	203.15

364	Computer	Check(s) For a Total of	990,450.56
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Check Nbr	Vendor Name	Check Date	Check Amount
64937	MN ASSOC OF HONOR SOCIETIES	12/17/2015	0.00
65556	GLOBAL EQUIPMENT COMPANY INC	12/17/2015	0.00
65562	GRANDMA'S BAKERY INC	12/17/2015	0.00
66185	ACDA OF MN	12/17/2015	0.00
66284	GRANDMA'S BAKERY INC	12/17/2015	0.00
66965	ART EDUCATORS OF MN	12/17/2015	0.00
151600374	LAMWERS, LINDSAY M	12/17/2015	0.00
7	Manual	Check(s) For a Total of	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
64512	DENAWAY, SHAYLA	12/17/2015	382.40
66795	INNOVATIVE OFFICE PRODUCTS INC	12/17/2015	147.98
2	Void	Check(s) For a Total of	530.38

	7	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
	364	Computer	Checks For a Total of	990,450.56
Total For	371	Manual, Wire Tran, ACH & Computer	Checks	990,450.56
Less	2	Voided	Checks For a Total of	530.38
		Net Amount		989,920.18

Check Nbr	Vendor Name	Check Date	Check Amount
0	BMO	12/22/2015	5,181.11
1	Manual	Check(s) For a Total of	5,181.11

	1	Manual	Checks For a Total of	5,181.11
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH &	Computer Checks	5,181.11
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	5,181.11

Check Nbr	Vendor Name	Check Date	Check Amount
67353	1000 PETALS	12/29/2015	6,400.00
67354	ACT INC	12/29/2015	4,012.50
67355	AMAZON	12/29/2015	599.94
67356	AMAZON	12/29/2015	77.82
67357	AMAZON	12/29/2015	5.65
67358	AMAZON	12/29/2015	139.94
67359	AMAZON	12/29/2015	1,303.58
67360	AMERICAN TIME & SIGNAL CO	12/29/2015	133.14
67361	AMERICAN UNITED LIFE	12/29/2015	63,501.14
67362	AMERIPRISE FINANCIAL SERVICES	12/29/2015	12,151.65
67363	APPLIED ENVIRONMENTAL SCI INC	12/29/2015	4,818.10
67364	B & H PHOTO-VIDEO	12/29/2015	97.45
67365	BANNIE, TODD	12/29/2015	137.00
67366	BARLOW, AARON	12/29/2015	78.00
67367	BARTZ, SHARON	12/29/2015	76.00
67368	BAUMLER, MEGAN DENNIS	12/29/2015	135.00
67369	BUSINESS IMPACT GROUP	12/29/2015	54.98
67370	Vendor Continued Check	12/29/2015	0.00
67371	BOND TRUST SERVICES CORP	12/29/2015	1,800.00
67372	BOWMAN, DON	12/29/2015	110.00
67373	BRUNS, JULIE	12/29/2015	76.00
67374	THE BUG COMPANY	12/29/2015	16.00
67375	CAPITAL ONE COMMERCIAL	12/29/2015	43.94
67376	CATES SANDBLASTING	12/29/2015	100.00
67377	CDW GOVERNMENT INC	12/29/2015	4,369.53
67378	CHAMPIONSHIP PRODUCTS UNLTD	12/29/2015	400.00
67379	COBORNS DELIVERS	12/29/2015	80.64
67380	COMCAST	12/29/2015	278.77
67381	Vendor Continued Check	12/29/2015	0.00
67382	CONNEY SAFETY	12/29/2015	388.90
67383	CONSOLIDATED WELDING SUPPLY CO	12/29/2015	320.75
67384	COUNTRY VIDEO BARN	12/29/2015	326.50
67385	CROWN GLOBAL CONSULTING LLC	12/29/2015	1,100.00
67386	CUMMINS NPOWER LLC	12/29/2015	450.04
67387	DANIELSON, BILL	12/29/2015	78.00
67388	DESIGNER SIGN SYSTEMS INC	12/29/2015	39.00
67389	DETTMER, BOB	12/29/2015	144.00
67390	DOMINOS PIZZA	12/29/2015	141.42
67391	DUCHARME, NICK	12/29/2015	66.00
67392	EASTBAY	12/29/2015	3,011.00
67393	EIYNCK, TERRY ALLAN	12/29/2015	81.00
67394	ENGEL, KEVIN	12/29/2015	81.00
67395	THE EQUITY COLLABORATIVE	12/29/2015	5,000.00
67396	FAIRVIEW	12/29/2015	7,333.33
67397	FASTENAL COMPANY	12/29/2015	202.83
67398	FESTIVAL FOODS-KNOWLAN'S	12/29/2015	513.78
67399	FIRST STUDENT INC	12/29/2015	1,012.20
67400	FIRST-SHRED	12/29/2015	31.60
67401	FOLLETT SCHOOL SOLUTIONS INC	12/29/2015	657.51
67402	FORYS, MIKE	12/29/2015	137.00

Check Nbr	Vendor Name	Check Date	Check Amount
67403	GALLAGHERS NORTHWESTERN TIRE C	12/29/2015	573.74
67404	GLYNN, KYLE J	12/29/2015	104.00
67405	GMS INDUSTRIAL SUPPLIES INC	12/29/2015	42.35
67406	GOLD COUNTRY WRESTLING OFFICIA	12/29/2015	162.00
67407	GOPHERMODS EDUC LLC	12/29/2015	99.00
67408	Vendor Continued Check	12/29/2015	0.00
67409	GRAFFIC TRAFFIC LLC	12/29/2015	12,467.00
67410	GRAINGER	12/29/2015	1,306.49
67411	GREAT LAKES HIGHER EDUC	12/29/2015	118.91
67412	GROTH MUSIC CO	12/29/2015	4.00
67413	GROUP TRAVEL PLANNERS	12/29/2015	3,200.00
67414	GURSTEL CHARGO ATTORNEYS AT LA	12/29/2015	92.00
67415	HANDLEBAR PERCUSSION	12/29/2015	293.40
67416	HANSEN, SALLY J	12/29/2015	4,757.85
67417	HANSON, EUGENE	12/29/2015	66.00
67418	HANSON, TRAVIS	12/29/2015	118.00
67419	HISDAHL INC	12/29/2015	285.00
67420	HOERNING, CODY	12/29/2015	66.00
67421	HOGLUND BUS AND TRUCK CO	12/29/2015	12,134.29
67422	HOLMAN, GREGG	12/29/2015	159.00
67423	HUERTH, MICHAEL	12/29/2015	1,285.20
67424	ISD #622 NO ST PAUL/MAPLEWOOD	12/29/2015	4,003.52
67425	ISHAM, DAVID	12/29/2015	200.00
67426	IUOE LOCAL 70	12/29/2015	2,191.58
67427	JIRIK RICK	12/29/2015	66.00
67428	JOHNSON, MARK	12/29/2015	75.00
67429	JUNDT, JOHN	12/29/2015	81.00
67430	KAehler, MATTHEW PAUL	12/29/2015	236.00
67431	KATH FUEL OIL SERVICE CO	12/29/2015	12,133.70
67432	KELLERMAN, RICHARD	12/29/2015	75.00
67433	KLINGSPORN, TODD	12/29/2015	110.00
67434	KRAFT CONTRACTING & MECHANICAL	12/29/2015	2,416.06
67435	LALILBERTE, DAMON	12/29/2015	110.00
67436	LEFEBVRE, NICK	12/29/2015	104.00
67437	MN ASSOC OF COLLEGE	12/29/2015	70.00
67438	Vendor Continued Check	12/29/2015	0.00
67439	Vendor Continued Check	12/29/2015	0.00
67440	MADISON NATIONAL LIFE	12/29/2015	44,193.40
67441	MARCO, INC	12/29/2015	980.22
67442	MARTIN-MCALLISTER	12/29/2015	1,150.00
67443	MED COMPASS	12/29/2015	29.00
67444	MEDICARE PREMIUM COLLECTION CT	12/29/2015	183.20
67445	MENARDS-MAPLEWOOD	12/29/2015	74.56
67446	MESSERLI & KRAMER PA	12/29/2015	201.00
67447	METROPOLITAN LIFE	12/29/2015	2,408.56
67448	MEYER, JULIA	12/29/2015	76.00
67449	MINVALCO INC	12/29/2015	2,132.65
67450	MN MUSIC EDUCATORS ASSOC	12/29/2015	360.00
67451	MN EDUCATION JOB FAIR	12/29/2015	425.00
67452	MN HISTORICAL SOCIETY	12/29/2015	235.00



Check Nbr	Vendor Name	Check Date	Check Amount
67453	MOHN, MONICA	12/29/2015	150.00
67454	MOORE, CYNTHIA A	12/29/2015	632.00
67455	MOTTINGER, HUNTER	12/29/2015	59.00
67456	OAKGROVE, JOHN F	12/29/2015	200.00
67457	OFFICE DEPOT	12/29/2015	339.14
67458	OLYMPIC COMMUNICATIONS, INC.	12/29/2015	807.50
67459	ORIENTAL TRADING CO INC	12/29/2015	181.61
67460	PETERSON SCHURKE, CHERYL	12/29/2015	270.00
67461	PETERSON BROS ROOFING & CONST	12/29/2015	913.00
67462	PETRICH, MELISSA	12/29/2015	43.40
67463	PICTURE THAT!	12/29/2015	174.00
67464	PITNEY BOWES INC	12/29/2015	271.00
67465	POWERS, DAVID	12/29/2015	81.00
67466	Vendor Continued Check	12/29/2015	0.00
67467	PRAIRIE RIVER HOME CARE INC	12/29/2015	4,443.75
67468	QUIGLEY, DAWN	12/29/2015	200.00
67469	THE RETROFIT COMPANIES INC	12/29/2015	1,060.01
67470	RINK-TEC INTERNATIONAL INC	12/29/2015	21,237.50
67471	SAINTS NORTH MAPLEWOOD	12/29/2015	528.00
67472	SAVOY'S PIZZA - HUGO	12/29/2015	5,164.00
67473	SCHAFER, KEVIN	12/29/2015	75.00
67474	SCHMITT MUSIC COMPANY	12/29/2015	42.75
67475	SCHOOL SERVICE EMPLOYEES	12/29/2015	5,963.09
67476	SCHUMER, PAT	12/29/2015	75.00
67477	SCHWANTES, JUSTIN	12/29/2015	78.00
67478	SENSION, TIM	12/29/2015	81.00
67479	SMITH, JENNIFER	12/29/2015	76.00
67480	SOUTHWEST BINDING & LAMINATING	12/29/2015	284.48
67481	SYNOVIA	12/29/2015	1,417.50
67482	THIELEN, DAWN ASHLEE	12/29/2015	76.00
67483	THOMAS, PAUL JEFFREY	12/29/2015	75.00
67484	THOMPSON, ERROL	12/29/2015	81.00
67485	TIEGS, JERRY	12/29/2015	75.00
67486	TILTON, BRUCE	12/29/2015	78.00
67487	TRADE PRESS INC	12/29/2015	795.00
67488	TRANS-MISSISSIPPI BIO SUPPLY	12/29/2015	185.26
67489	TREBESCH, GUY	12/29/2015	75.00
67490	TURCOTTE, AMBER	12/29/2015	76.00
67491	TWIN CITY JANITOR SUPPLY CO	12/29/2015	555.20
67492	UNIVERSITY OF MINNESOTA	12/29/2015	7,105.00
67493	US DEPT OF EDUCATION	12/29/2015	483.12
67494	VANGUARD SMALL BUSINESS SERVIC	12/29/2015	23,638.93
67495	WARD, MARY M	12/29/2015	180.00
67496	WHITE BEAR LOCKSMITH INC	12/29/2015	119.45
67497	WBLA EDUCATIONAL FOUNDATION	12/29/2015	50.00
67498	WHISLER, ERIC	12/29/2015	137.00
67499	WOLLAN, JOSEPH M	12/29/2015	75.00
67500	WOLVIN, STEVEN	12/29/2015	75.00
67501	WURTZBERGER, ALAN	12/29/2015	118.00
67502	WYZCO GROUP INC	12/29/2015	160.00

Check Nbr	Vendor Name	Check Date	Check Amount
67503	XCEL ENERGY	12/29/2015	84,113.69
67504	YANEZ, BEN	12/29/2015	78.00
152	Computer	Check(s) For a Total of	397,019.69

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WHITE BEAR LAKE MN ISD #624  
Check Summary

11:11 AM

12/29/15

PAGE: 5

Check Nbr	Vendor Name	Check Date	Check Amount
67239	PETERSON COMPANIES INC	12/29/2015	913.00
1	Void	Check(s) For a Total of	913.00

	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
	152	Computer	Checks For a Total of	397,019.69
Total For	152	Manual, Wire Tran, ACH & Computer	Checks	397,019.69
Less	1	Voided	Checks For a Total of	913.00
			Net Amount	396,106.69

**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: **January 11, 2016**  
 SUGGESTED DISPOSITION: **Operational Item**  
 CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Finance and Operations**

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<b>Donation</b>	<b>Donor</b>	<b>Recipient</b>
\$600 for Boys and Girls Varsity Basketball Programs	WBL Basketball Association	White Bear Lake Area School District
\$400 for Mariners	White Bear Lake Lions Club	White Bear Lake Area High School
\$100	Particle Instruments LLC	White Bear Lake Area High School
\$65.38	Becky Heitkamp	White Bear Lake Area High School South Campus
\$3,294.00 for High School Trap Team	Bald Eagle Sportsmen's	White Bear Lake Area High School
\$200 For homeless youth bus tokens	White Bear Lake United Methodist Church	White Bear Lake Area Schools
\$125 for Trip to Tamarack	Lincoln School PTA	Lincoln Elementary School
\$250 for Youth Recreation	Mark and Lora Bullert	Community Services and Recreation Department
\$1,000 for Community Forum Survey of Senior Citizens	White Bear Lake Lions Club	Community Services and Recreation Department
\$50 for Sunrise Park Middle School Choir	Jennifer and Brett Tanttu	White Bear Lake Area Schools Music Booster
\$25 for Sunrise Park Middle School Choir	Jeffrey and Debra Stender	White Bear Lake Area Schools Music Booster
\$100 for Central Middle School Choir	Curtis and Suzanne Holt	White Bear Lake Area Schools Music Booster
\$30 for WBLAHS – North Campus Choir	Scott and Denise Callen	White Bear Lake Area Schools Music Booster
\$100 for WBLAHS – South Campus Choir	Ronald and Colleen Pierskalla	White Bear Lake Area Schools Music Booster

\$25 for Sunrise Park Middle School Band	Erik and Amy Bachmeier	White Bear Lake Area Schools Music Booster
\$20 for Central Middle School Band	Shawn and Jennifer Durand	White Bear Lake Area Schools Music Booster
\$40 for Central Middle School Band	SW and PM Morris	White Bear Lake Area Schools Music Booster
\$150 for WBLAHS – South Campus Band	Cheryl and Michael Eterno	White Bear Lake Area Schools Music Booster
\$75 for WBLAHS – South Campus Band	Daniel and Kelly Duffy	White Bear Lake Area Schools Music Booster
\$100 for WBLAHS – North Campus Band	Michael and Kristinek Schulze	White Bear Lake Area Schools Music Booster
\$100 for WBLAHS – North Campus Band	Chris and Jennifer Suedbeck	White Bear Lake Area Schools Music Booster
\$100 for WBLAHS – North Campus Band	Kirby and Patricia Koster	White Bear Lake Area Schools Music Booster
\$50 for Central Middle School Band	Roger and Shiloe Donoghue	White Bear Lake Area Schools Music Booster
\$100 for Central Middle School Band	Nicole and Paul Fettingier	White Bear Lake Area Schools Music Booster
\$100 for Central and North Campus Bands	Sheila and Scott Thom	White Bear Lake Area Schools Music Booster
\$50 for Central and North Campus Bands	Barbara and Joseph Pletsch	White Bear Lake Area Schools Music Booster
\$100 for WBLAHS – North Campus Band	Micheal and Carol Hanson	White Bear Lake Area Schools Music Booster
\$100 for WBLAHS – South Campus Band	Kimberly and David Agre	White Bear Lake Area Schools Music Booster
\$50 for Oneka Orchestra and Central Middle School Band	Stacey and Thomas Ryan	White Bear Lake Area Schools Music Booster
\$25 for WBLAHS North Campus Choir	Debbie and Thomas Crompton	White Bear Lake Area Schools Music Booster

**RECOMMENDATION:** Accept donations.

**RESOLUTION FOR HUMAN RESOURCES ITEMS**

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

WHEREAS, that human resources items, A-7(f), as revised be approved on the premise that they conform to previously Board approved actions or contractual agreements.

THEREFORE BE IT RESOLVED, that the School Board authorizes the approval of the human resources items listed in Consent Agenda Items A-7(f).



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

**RESIGNATION/TERMINATION – CLASSIFIED STAFF**

**JACQUELINE HEATON** – Extended Day Program Assistant Leader, Matoska Elementary  
Employed by District 624 since 10/27/2014  
Effective Date: 12/18/2015

**DOUGLAS MARTIN** – Health Assistant, Otter Lake Elementary  
Employed by District 624 since 08/31/2011  
Effective Date Per Agreement: 12/11/2015

**JOAN MELLGREN** – Paraprofessional, Otter Lake Elementary  
Employed by District 624 since 09/05/2000  
Effective Date: 12/04/2015

**TERESA SUNDBERG** – Extended Day Program Assistant Leader, Otter Lake Elementary  
Employed by District 624 since 08/26/2002  
Effective Date: 12/31/2015

**ASHLEY TERLINDE-WENDT** – Cook, Central Middle School  
Employed by District 624 since 09/07/2015  
Effective Date: 12/09/2015

**JULIE WODICKA** – Payroll Clerk, District Center  
Employed by District 624 since 02/14/2005  
Effective Date: 12/11/2015

**FULL – TIME LEAVE REQUEST – CERTIFIED STAFF**

**JEANNE ANDERSON** – 1<sup>st</sup> Grade Teacher, Lakeaires Elementary  
Employed by District 624 since 08/22/1985  
Effective Date: September 8, 2015 through January 8, 2016

**CHANGE IN CONTINUING CONTRACT – CERTIFIED STAFF**

**FRANCINE FOX** – Speech Language Pathologist, Otter Lake Elementary  
From .40 f.t.e. to .60 f.t.e.  
Effective Date: January 4, 2016 through June 10, 2016

**NEW PERSONNEL – CLASSIFIED STAFF**

**EMILEE LEROL** – Extended Day Program Assistant Leader, Oneka Elementary  
\$12.92 / hr., 2.5 hrs. / 143 days \$4,618.90  
Effective Date: 12/7/2015

**LEONEL SANCHEZ** – Extended Day Program Aide, Birch Lake Elementary

\$12.04 / hr., 21 hrs. per week / 129 days \$7,377.51  
Effective Date: 1/4/2016

**CYNTHIA STEELE** – Extended Day Program Assistant Leader, District Wide  
\$12.92 / hr., 5.5 hrs. / 143 days \$10,161.58  
Effective Date: 1/7/2016

**MESFIN TESSEMA** – Custodian, High School – North Campus  
\$16.78 / hr., 8 hrs. / 143 days \$19,482.31  
Effective Date: 12/14/2015

<b>NEW PERSONNEL – CONFIDENTIAL STAFF</b>
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**JULIE WODICKA** – Human Resources Specialist, District Center  
\$32,106.51 (Pro-rated on \$58,600)  
Effective Date: 12/14/2015

<b>RETIREMENT – CERTIFIED STAFF</b>
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**COLLEEN GORHAM** – 2<sup>nd</sup> Grade Teacher, Oneka Elementary  
Employed by District 624 since 08/21/1986  
Effective Date: 07/21/2016

<b>NEW LONG TERM SUBSTITUTE – CERTIFIED STAFF</b>
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**AMY GOERTZEN** – Grade 1 Teacher, Lakeaires Elementary  
BA, Step 2 \$31,637.92 (Pro-rated on \$41,193)  
Effective Date: August 31, 2015 – April 8, 2016

# **B. PUBLIC FORUM**

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

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

# **C. INFORMATION ITEMS**

AGENDA ITEM: **Overview of Welcome to White Bear Week and  
Update on Registration Information for 2016-17**

MEETING DATE: **January 11, 2016**

SUGGESTED DISPOSITION: **Information Item**

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

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**BACKGROUND:**

Director of Communications and Community Relations Marisa Vette and a small team of district leaders will present information about January's Welcome to White Bear activities, including the schedule of events and a brief description of the information to be highlighted at each of the events.

AGENDA ITEM: **Superintendent's Report**  
MEETING DATE: **January 11, 2016**  
SUGGESTED DISPOSITION: **Information Item**  
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

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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 304, Superintendent Contract, Duties and Evaluation**

MEETING DATE: **January 11, 2016**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Mark Garrison, Director of Technology and Innovation**

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**BACKGROUND:**

School Board Policy 304, Superintendent Contract, Duties and Evaluation, is up for review. The Policy Committee and superintendent reviewed this policy and have made recommended changes.

The purpose of this policy is to provide for the use of an employment contract with the superintendent, as well as for a position description and the use of an approved instrument to evaluate the performance of the superintendent.

**RECOMMENDATION:**

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the February 8, 2016 School Board meeting agenda or a subsequent meeting for action.



*Adopted: December 11, 1995*  
*Revised: December 10, 2001*  
*November 8, 2004*

*White Bear Lake Area School District*  
*School Board Policy 304*

### **304 SUPERINTENDENT CONTRACT, DUTIES AND EVALUATION**

#### **I. PURPOSE**

The purpose of this policy is to provide for the use of an employment contract with the superintendent, as well as for a position description and the use of an approved instrument to evaluate the performance of the superintendent.

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

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to evaluate the performance of the superintendent. (See Addendum A for process calendar and Addendum B for Superintendent's Performance Appraisal Form)
- C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as model instruments.

***Legal References:*** Minn. Stat. 123B.143 (Superintendent)

***Cross References:*** MSBA Service Manual, Chapter 3, Superintendent of Schools (See Model Contract, Sample Performance Appraisals, and Model Job Description)

Addendum A - Process Calendar for Evaluation of Superintendent

Addendum B - Superintendent's Performance Appraisal Form

Adopted: December 11, 1995

White Bear Lake Area School District  
School Board Policy 304  
Addendum A

Revised:

### **304 Addendum A PROCESS CALENDAR FOR EVALUATION OF SUPERINTENDENT**

~~The Superintendent's departmental objectives, district objectives, or targets shall be approved at a July Board meeting.~~ and district objectives shall be reviewed at the July and August regular school board meetings, and shall normally be acted on at the September school board meeting.

The ~~s~~Superintendent will provide a self-evaluation to the ~~b~~Board no later than August 1 of each year. Upon receipt of the ~~s~~Superintendent's self-evaluation, the ~~c~~Chair of the ~~s~~School ~~b~~Board will distribute a Superintendent Evaluation template to each ~~b~~Board member, and will provide with completion and deadline instructions. ~~to complete and return the form to the Chair in two weeks or less.~~

The ~~c~~Chair ~~of the Board~~ will prepare a summary document that contains the numerical averages of scores in each standard under review, along with all comments provided by ~~b~~Board members. This summary document will not identify ~~b~~Board members' individual numerical scores for each standard, and will not identify the source of each comment. The ~~s~~Superintendent will be provided with a copy of this summary document before the ~~b~~Board's August work study meeting. The ~~b~~Board will meet with the ~~s~~Superintendent in closed session at its August work study meeting to discuss the results of the evaluation.

The ~~c~~Chair will prepare a general summary of the evaluation process and the evaluation and will read it in open session at the September regular board meeting. This general summary will not include any of the numerical scores provided by individual ~~b~~Board members, nor the average of scores for each of the standards in the evaluation.

Procedure approved: May 5, 1975  
Procedure revised: December 18, 1978  
Addendum approved: December 11, 1995  
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# Superintendent Evaluation

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White Bear Lake Area School District

## ***Evaluation***

### ***Part 1: Performance Standards***

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#### ***Instructions***

1. Attached are forms to be completed by each board member rating each of the nine performance standards. A separate page is provided for each performance standard. ***Please refer to the superintendent's memo to the School Board dated \_\_\_\_\_ for a summary as to performance standards.***
2. Each board member should rate all nine of the performance standards. Each performance standard has performance indicators listed below it. These performance indicators suggest objective measures to consider. Do not rate each performance indicator separately; only rate the overall performance standard.
3. Your comments in support of your rating will be helpful for preparation of a summary evaluation form.
4. Please return your completed forms to the board chair for compilation. The board chair will compile the results on a preliminary summary evaluation form.
5. The superintendent will be presented with the final report from the full board, not the individual evaluation forms.

## ***Standard 1: LEADERSHIP AND DISTRICT CULTURE***

This standard stresses the superintendent's performance in leadership through empowering others, visioning, helping shape school culture and climate, and understanding multicultural and ethnic differences.

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### ***Performance Indicators:***

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 1.1 Facilitates a community process to develop and implement a shared vision that focuses on improving student achievement
- 1.2 Promotes academic rigor that focuses on learning and excellence for schools
- 1.3 Creates and supports a community of learners that empowers others to reach high levels of performance to achieve the school's vision
- 1.4 Models learning for staff and students
- 1.5 Promotes understanding and celebrating school/community cultures
- 1.6 Promotes and expects a school-based climate of tolerance, acceptance and civility
- 1.7 Develops, implements, promotes and monitors continuous improvement processes

### ***The superintendent's performance for this standard:***

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

### ***Comments:***

## ***Standard 2: POLICY AND GOVERNANCE***

This standard describes the superintendent's ability to work with the board to formulate internal and external district policy, defining mutual expectations of performance with the board and demonstrating good school governance to staff, students and the community at large.

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### ***Performance Indicators:***

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 2.1 Understands and articulates the system of public school governance and differentiates between policy-making and administrative roles
- 2.2 Establishes procedures for superintendent/board interpersonal and working relationships
- 2.3 Understands and interprets the role of federal, state and regional governments, policies and politics and their relationships to local districts and schools
- 2.4 Uses legal counsel in governance and procedures to avoid civil and criminal liabilities

### ***The superintendent's performance for this standard:***

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

### ***Comments:***

### ***Standard 3: COMMUNICATIONS AND COMMUNITY RELATIONS***

This standard emphasizes the skills necessary to establish effective two-way communications and engagement with students, staff, parents, media and the community as a whole. It also stresses responding to community feedback and building community support for and engagement with the district.

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#### ***Performance Indicators:***

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 3.1 Develops formal and informal techniques to gain internal and external perceptions of district
- 3.2 Demonstrates effective communication skills (written, verbal and non-verbal contexts, formal and informal settings, large and small groups and one-on-one environments)
- 3.3 Promotes stakeholder involvement, engagement and participation in the process of schooling
- 3.4 Establishes effective school/community relations, school/business partnerships and public service
- 3.5 Understands the role of media in shaping and forming opinions as well as how to work with the media

#### ***The superintendent's performance for this standard:***

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

#### ***Comments:***

## ***Standard 4: ORGANIZATIONAL MANAGEMENT***

This standard requires the superintendent to gather and analyze data for decision-making and for making recommendations to the board. It stresses the skills necessary to meet internal and external customer expectations and to effectively allocate resources.

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### ***Performance Indicators:***

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 4.1 Demonstrates budget management including financial forecasting, planning, cash-flow management, account auditing and monitoring
- 4.2 Develops and monitors long-range plans for school and district technology and information systems, making informed decisions about computer hardware and software, and staff development and training needs
- 4.3 Demonstrates knowledge of school facilities and develops a process that builds internal and public support for facility needs, including bond issues
- 4.4 Establishes procedures and practices for dealing with emergencies such as weather, threats to the school, student violence and trauma

### ***The superintendent's performance for this standard:***

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

### ***Comments:***



## ***Standard 5: CURRICULUM PLANNING / DEVELOPMENT***

This standard addresses the superintendent's skills in staying up-to-date in curriculum, teaching, learning and testing theories. It requires the superintendent to make sound recommendations for learning technologies.

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### ***Performance Indicators:***

(Do not rate individual indicators. These are listed only to help you in thinking about the standard.)

- 5.1 Develops core curriculum design and delivery systems based on content and assessment standards and best practices
- 5.2 Establishes curriculum planning to anticipate occupational trends, school-to-career needs and college preparation
- 5.3 Uses child development and learning theories in the creation of developmentally appropriate curriculum and instruction
- 5.4 Includes the use of computers, the Internet, distance learning and other technologies in educational programming
- 5.5 Assesses student progress using a variety of appropriate techniques
- 5.6 Involves faculty and stakeholders in enhancement and renewal of curriculum to ensure alignment of curriculum, instruction and assessment

### ***The superintendent's performance for this standard:***

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

### ***Comments:***

## ***Standard 6: INSTRUCTIONAL LEADERSHIP***

Standard #5 addresses what is to be taught; this standard emphasizes *how* it should be taught. It emphasizes the skills required to ensure that the most effective teaching techniques are in place and that all instructional resources are used to maximize student achievement. This standard also requires applying research and best practices with respect to diversity sensitivities.

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### ***Performance Indicators:***

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 6.1 Collaboratively develops, implements and monitors change process to improve student and adult learning
- 6.2 Implements appropriate safety and security practices in schools
- 6.3 Formulates plan to assess appropriate teaching methods, classroom management and strategies for all learners
- 6.4 Analyzes available instructional resources including applications of technology and assigns them in cost effective and equitable manner to enhance student outcomes
- 6.5 Establishes instructional strategies that include cultural diversity and differences in learning styles
- 6.6 Applies effective methods of providing, monitoring, evaluating and reporting student achievement and uses good research and assessments to improve the learning process
- 6.7 Encourages various staffing patterns, student grouping plans, class scheduling plans, school organizational structures and facilities design processes to support various teaching strategies and desired student outcomes

### ***The superintendent's performance for this standard:***

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

### ***Comments:***

## ***Standard 7: HUMAN RESOURCES MANAGEMENT***

This standard requires skills in developing and implementing a staff performance evaluation system. It also requires skills in applying ethical, contractual and legal requirements for personnel selection, development, retention, promotion and dismissal.

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### ***Performance Indicators:***

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 7.1 Demonstrates use of system and staff evaluation data for personnel policies, decision-making, promotion of career growth and professional development
- 7.2 Identifies and applies appropriate policies, criteria and processes for the recruitment, selection, induction, compensation and separation of personnel with attention to issues of equity and diversity

### ***The superintendent's performance for this standard:***

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

### ***Comments:***

## ***Standard 8: VALUES AND ETHICS OF LEADERSHIP***

This standard requires the understanding and modeling of appropriate value systems, ethics and moral leadership. It also requires superintendents to exhibit multicultural and ethnic understanding and to coordinate with social agencies and human services to help students grow and develop as caring, informed citizens.

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### ***Performance Indicators:***

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 8.1 Exhibits multicultural and ethnic understanding and sensitivity
- 8.2 Describes role of schooling in a democratic society
- 8.3 Manifests a professional code of ethics and demonstrates personal integrity
- 8.4 Models accepted moral and ethical standards in all interactions
- 8.5 Explores and develops ways to find common ground in dealing with difficult and divisive issues
- 8.6 Promotes the establishment of moral and ethical practices in every classroom, every school and throughout the district

### ***The superintendent's performance for this standard:***

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

### ***Comments:***

## ***Standard 9: LABOR RELATIONS***

This standard requires the superintendent to provide technical advice to the board during labor negotiations, to keep the board apprised of negotiation status, to understand and effectively administer negotiated labor contracts and to keep abreast of legislative changes affecting the collective bargaining process.

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### ***Performance Indicators:***

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 9.1 Develops bargaining strategies based upon collective bargaining laws and processes
- 9.2 Identifies contract language issues and proposes modifications
- 9.3 Participates in the collective bargaining processes as determined by the board
- 9.4 Establishes productive relationships with bargaining groups while managing contracts effectively

### ***The superintendent's performance for this standard:***

- 0 UNACCEPTABLE**
- 1 NEEDS IMPROVEMENT**
- 2 GOOD**
- 3 EXCELLENT**
- 4 OUTSTANDING**

### ***Comments:***

AGENDA ITEM: **School Board Policy 524, Electronic Technologies Acceptable Use Policy**

MEETING DATE: **January 11, 2016**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Mark Garrison, Director of Technology and Innovation**

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**BACKGROUND:**

School Board Policy 524, Electronic Technologies Acceptable Use Policy, is up for review. The Policy Committee and Cabinet members reviewed this policy and have made recommended changes from MSBA.

The purpose of this policy is to set forth policies and guidelines for acceptable and safe use of the Internet, and the District's Electronic Technologies. District Electronic Technologies include but are not limited to electronic communications, computers and peripherals, network, printers, phones and the application they support and/or access.

**RECOMMENDATION:**

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the February 8, 2016 School Board meeting agenda or a subsequent meeting for action.

Adopted: September 8, 1997  
Revised: February 28, 2000  
December 10, 2001  
May 9, 2011  
January 13, 2014

White Bear Lake Area  
School Board Policy 524

## **524 ELECTRONIC TECHNOLOGIES ACCEPTABLE USE POLICY**

### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for acceptable and safe use of the Internet, ~~including electronic communications,~~ and the District's Electronic Technologies. District Electronic Technologies include but are not limited to **electronic communications**, computers and peripherals, **network**, printers, phones and the applications they support and/or access.

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

In making decisions regarding user access to the school district electronic technologies and the Internet, including electronic communications, the district considers its own stated educational mission, goals, and objectives. The goal in providing these resources is to facilitate resource sharing, innovation and communication and to support the mission of the District in ensuring that our students develop a love of learning, excel academically, are inspired to realize their dreams and become engaged citizens with a global understanding. The School District expects that faculty will blend thoughtful use of the School District Electronic Technologies and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### **III. LIMITED EDUCATIONAL PURPOSE**

The School District is providing students and employees with access to the School District Electronic Technologies, which includes Internet access. It is not the purpose of ~~the system~~ **District Electronic Technologies** to provide students and employees with unlimited access to the Internet or to create a limited public forum for the discussion of issues. Access to ~~the School District~~ **Electronic Technologies** ~~system~~ is limited to educational purposes, which includes use of ~~the system~~ **District Electronic Technologies** for classroom activities, educational research, professional or career development activities, and for school administration. Users are expected to use ~~the District system~~ **Electronic Technologies** to further educational and professional goals consistent with the mission of the School District and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

#### **IV. USE OF SYSTEM DISTRICT ELECTRONIC TECHNOLOGIES AND THE INTERNET IS A PRIVILEGE**

The use of the ~~School District system~~ **Electronic Technologies** and access to use of the Internet is a privilege, not a right. Acceptable use of the ~~School District's computer system~~ **Electronic Technologies** is the responsibility of the user. The School District has the right to monitor its ~~computer system~~ **District Electronic Technologies** and enforce this policy. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the ~~School District system~~ **Electronic Technologies** or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate School District policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

#### **V. UNACCEPTABLE USES**

- A. Users are responsible for anything set on the network with their name or IP address on it. Users shall not engage in any activity that disrupts or hinders the performance of the District's Electronic Technologies. Specifically, the following uses of the District's Electronic Technologies are considered unacceptable:
1. Users will not use the ~~School District system~~ **Electronic Technologies** to access, review, upload, download, store, print, post, receive, transmit, or distribute:
    - a. pornographic, obscene, or sexually explicit material or other visual depictions that are **deemed by the district to be inappropriate and/or** otherwise harmful to minors;
    - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
    - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
    - d. information or materials that could cause damage or danger of disruption to the educational process;
    - e. materials that use language or images that advocate violence or discrimination toward other people (e.g. hate literature) or that may constitute harassment or discrimination.



2. ~~Personal photos, files or music not related to educational purposes shall not be viewed or accessed for any period of time during work hours and during classroom hours.~~ Personal use of District Electronic Technologies must be appropriately limited, consistent with provisions in this and other district policies, and shall not interfere with school duties or responsibilities.
3. Users will not use the ~~School District system~~ Electronic Technologies to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, use language that is abusive, hostile, demeaning, disrespectful or threatening toward another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
4. Users will not use the ~~School District system~~ Electronic Technologies to engage in any illegal act or violate any local, state, or federal statute or law.
5. Users will not use the ~~School District system~~ Electronic Technologies to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or ~~system~~ District Electronic Technologies performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the ~~School District system~~ Electronic Technologies software, hardware, or wiring or take any action to violate the School District's security system, and will not use the ~~School District system~~ Electronic Technologies in such a way as to disrupt the use of the ~~system~~ District Electronic Technologies by other users.
6. Users will not use ~~the School District system~~ Electronic Technologies to gain unauthorized access to information resources or to access another person's materials, information, or files without permission.
7. Users will not use the District's Electronic Technologies to post private information about themselves or another person. This prohibition shall not prevent private information from being posted in the ordinary course of business by school personnel. Private information includes personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to, address, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

- a. This paragraph does not prohibit the posting of employee contact information on school district web pages or communications between employees and other individuals when such communications are made for education-related purposes (e.g., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related web pages may include personal contact information about themselves on a web page. However, employees may not post personal contact information or other personally identifiable information about students unless:
  - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
  - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

8. Users will not attempt to gain unauthorized access to ~~the School District system~~ **Electronic Technologies** or any other system through ~~the School District system~~ **Electronic Technologies**, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the ~~School District system~~ **Electronic Technologies** may not be encrypted without the permission of appropriate school authorities.
9. Users will not use ~~the School District system~~ **Electronic Technologies** to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or

copying software to or from any school computer, and will not plagiarize works on the Internet.

10. Users will not use ~~the School District system~~ **Electronic Technologies** for conducting business, for unauthorized commercial purposes, for promotion of political views or social agendas, including political campaigning, or for financial gain unrelated to the mission of the School District. Users will not use ~~the School District system~~ **Electronic Technologies** to offer or provide goods or services or for product advertisement. Users will not use ~~the School District system~~ **Electronic Technologies** to purchase goods or services for personal use without authorization from the appropriate School District official.
  11. Students in the course of completing assignments for class, including assignments involving the use of collaborative and social networking tools on the Internet, are expected to abide by the Electronic Technologies Acceptable Use Policy and policies and procedures regarding student discipline, student code of conduct, bullying prevention, copyright and plagiarism.
- B. Users engaging in the foregoing unacceptable uses of the Internet when off School District premises also may be in violation of this policy as well as other School District policies. Examples of such violations include, but are not limited to, situations where ~~the School District system~~ **Electronic Technologies** is compromised or if a School District employee or student is negatively impacted. If the School District receives a report of an unacceptable use originating from a non-school computer or resource, the School District may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the School District Electronic Technologies and the Internet and discipline under other appropriate School District policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate School District official. In the case of a School District employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. In certain rare instances, a user may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a School District employee, the building administrator.

## **VI. FILTER**

- A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are obscene, child pornography, violent or harmful to minors:
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
  - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The School District will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

## **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

- A. Use of the School District Electronic Technologies and use of the Internet shall be consistent with School District policies and the mission of the School District.
- B. Students who are permitted to bring their own electronic devices to school will comply with school-specific guidelines for the use of personal electronic devices in school.

## **VIII. NO EXPECTATION OF PRIVACY**

- A. By authorizing use of ~~the School District system~~ Electronic Technologies, the School District does not relinquish control over materials stored or transmitted on

the **District Electronic Technologies** system or contained in **District Electronic Technologies** files ~~on the system~~. Users should expect no privacy in the contents of files on ~~the School District system~~ **Electronic Technologies**.

- B. Routine maintenance and monitoring of ~~the School District system~~ **Electronic Technologies** may lead to a discovery that a user has violated this policy, another School District policy, or the law.
- C. An investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents/Guardians have the right at any time to investigate or review the contents of their child's files and email files. Parents/Guardians have the right to request the termination of their child's individual account at any time.
- E. School District employees should be aware that the School District retains the right at any time to investigate or review the contents of their files and email files. In addition, School District employees should be aware that data and other materials in files maintained on ~~the School District system~~ **Electronic Technologies** may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The School District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School District policies conducted through ~~the School District system~~ **Electronic Technologies**.

## **IX. ELECTRONIC TECHNOLOGIES ACCEPTABLE USE AGREEMENT**

- A. The proper use of ~~the~~ **District** Electronic Technologies and ~~the~~ Internet, and the educational value to be gained from proper use of **District** Electronic Technologies and the Internet ~~use~~, is the joint responsibility of students, parents/**guardians** and employees of the School District.
- B. ~~This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.~~
- C. The Electronic Technologies Acceptable Use Policy will be referenced in the Student handbook and Employee Handbook, and will be posted on the District web site. Paper copies will be available to parents upon request. Supervising teachers will provide guidance and instruction on acceptable use of the Internet. Parents may request that their child not use the Internet by notifying the school.

- D. All users shall be responsible for the protection and security of their passwords. Users shall have the ability to change passwords and maintain the confidentiality of logon codes.

## **X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of ~~the School District system~~ **Electronic Technologies** is at the user's own risk. ~~The system~~ **District Electronic Technologies** is ~~is~~ **are** provided on an "as is, as available" basis. The School District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on School District tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The School District is not responsible for the accuracy or quality of any advice or information obtained through or stored on ~~the School District system~~ **Electronic Technologies**. The School District will not be responsible for financial obligations arising through unauthorized use of ~~the School District system~~ **Electronic Technologies** or the Internet.

## **XI. USER NOTIFICATION**

- A. All users shall be notified of the School District policies relating to Electronic Technologies Acceptable Use.
- B. This notification shall include the following:
1. Notification that Electronic Technologies Acceptable Use is subject to compliance with School District policies.
  2. Disclaimers limiting the School District's liability relative to:
    - a. Information stored on School District diskettes, hard drives or servers, CD, DVD, jump drives, memory sticks, or any other storage device.
    - b. Information retrieved through School District computers, networks or online resources.
    - c. Personal property used to access School District computers, networks or online resources.
    - d. Unauthorized financial obligations resulting from use of School District resources/accounts to access the Internet.

3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the School District may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student or the student's parents.
6. Notification that, should the user violate the School District's acceptable use policy, the student's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
7. Notification that all provisions of the Acceptable Use policy are subordinate to local, state and federal laws.
8. Notification that student email addresses may be provided to District-approved third-party providers for access to educational tools and content.

## **XII. PARENT/GUARDIAN RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents/guardians bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents/Guardians are responsible for monitoring their student's use of ~~the School District system~~ **Electronic Technologies** and of the Internet if the student is accessing ~~the School District~~ **Electronic Technologies** ~~system~~ from home or a remote location.
- B. Parents/Guardians will be notified that their students will be using School District resources/accounts to access the Internet and that the School District will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  1. A copy of the user notification form provided to the student user
  2. A description of parent/guardian responsibilities.

3. A notification that the parents/guardians have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Electronic Technologies Acceptable Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the School District's Electronic Technologies Acceptable Use policy is available for parental/guardian review.

### **XIII. IMPLEMENTATION; POLICY REVIEW**

- A. The School District administration may develop appropriate guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- B. The administration shall revise the student and parent/guardian notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The School District's Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. The school board shall conduct an annual review of this policy.

**Legal References:** 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)  
 17 U.S.C. § 101 *et seq.* (Copyrights)  
 20 U.S.C. § 6701 *et seq.* (Enhancing Education Through Technology Act of 2001)  
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))  
 47 C.F.R. §54.520 (FCC regulations implementing CIPA)  
 Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)  
 Minn. Stat. § 125B.15 (Internet Access for Students)  
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Aid)  
 Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
 United States v. American Library Association, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)  
 R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)  
 Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)



S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)  
524-11  
Kowalski v. Berkeley County Sch., 652 F.3d 656 (4th Cir. 2011)  
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)  
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton  
R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)  
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)  
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

***Cross References:*** MSBA Model Policy 403 (Discipline, Suspension, and Dismissal of  
School District Employees)  
MSBA Model policy 406 (Public and Private Personnel Data)  
MSBA Model Policy 505 (Distribution of Nonschool Sponsored Materials  
on School Premises by Students and Employees)  
WBLASB Policy 506 (Student Discipline)  
WBLASB Policy 515 (Protection and Privacy of Pupil Records)  
WBLASB Policy 519 (Interviews of Students by Outside Agencies)  
WBLASB Policy 521 (Student Disability Nondiscrimination)  
WBLASB Policy 522 (Student Sex Nondiscrimination)  
WBLASB Policy 603 (Curriculum Development)  
WBLASB Policy 604 (Instructional Curriculum)  
WBLASB Policy 606 (Textbooks and Instructional Material)  
WBLASB Policy 804 (Bomb Threats)  
WBLASB Policy 904 (Distribution of Materials on School District  
Property by Nonschool Persons)

AGENDA ITEM: **School Board Policy 901, Community Education**

MEETING DATE: **January 11, 2016**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Kristine Wehrkamp, Director of Community Services  
and Recreation**

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**BACKGROUND:**

School Board Policy 901, Community Education, is up for review. The Policy Committee and Cabinet members reviewed this policy and have made recommended changes from MSBA.

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

**RECOMMENDATION:**

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the February 8, 2016 School Board meeting agenda or a subsequent meeting for action.

## 901 COMMUNITY EDUCATION

### I. PURPOSE

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

### II. GENERAL STATEMENT OF POLICY

The school board affirms a strong commitment to the Community Services and Recreation Department's community education program. In addition, the school board welcomes and strongly encourages use of school district buildings and grounds and activity areas by the community when they are not being used for regularly scheduled elementary and secondary district activities or programs. The school administration should will strive to accomplish the following objectives in relation to community education services, programs, and facilities/grounds:

- A. Maximum use should be made of public school district facilities and grounds within the school district service area.
- B. Educational needs and interest of area residents should be will be determined periodically.
- C. District and available community resources, and the expertise of residents should be utilized to develop vibrant, well-rounded community education programming.
- D. Area residents should be encouraged to actively participate in program opportunities.

### III. COMMUNITY EDUCATION SERVICES ADVISORY COUNCIL

- A. ~~The council~~ A Community Services Advisory Council shall assist in promoting the goals and objectives of the program.
- B. The membership of the ~~community education Services~~ Community Services ~~advisory~~ Advisory ~~council~~ Council shall represent a cross section of the community.
- C. Bylaws of the ~~community education advisory~~ Community Services ~~council~~ Advisory Council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings and such other matters as deemed necessary and appropriate.
- D. On an annual basis, the council shall review and recommend approval of the Community Services and Recreation budget for presentation to the School Board.

- Legal References:*** Minn. Stat. § ~~121.88~~ 124D.19 (Community Education Programs; Advisory Council)  
Minn. Stat. § ~~123.36~~ 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)  
Minn. Stat. § ~~124.2713~~ 124D.20, Subd. 1 (Community Education Revenue)
- Cross References:*** WBLASB Policy 902 (Use of School District Facilities and Equipment)

AGENDA ITEM: **School Board Policy 910, Awarding of Honorary Diploma**  
MEETING DATE: **January 11, 2016**  
SUGGESTED DISPOSITION: **Discussion Item**  
CONTACT PERSON(S): **Kristine Wehrkamp, Director of Community Services  
and Recreation**

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**BACKGROUND:**

School Board Policy 910, Awarding of Honorary Diploma, is up for review. The Policy Committee and Cabinet members reviewed this policy and have made minor changes.

The purpose of this policy is to provide guidelines for the awarding of honorary diplomas.

**RECOMMENDATION:**

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the February 8, 2016 School Board meeting agenda or a subsequent meeting for action.

Adopted: November 10, 2008  
Revised: \_\_\_\_\_

*White Bear Lake Area School Board Policy 910*

## **910 AWARDING OF HONORARY DIPLOMA**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for the awarding of honorary diplomas.

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

In the interest of recognizing individuals who have attended the White Bear Lake Area Public Schools or those schools which subsequently were made part of the White Bear Lake Public Schools, the School Board may, by majority vote of the Board at a regularly scheduled meeting, honor such individuals by the designation of an honorary diploma.

### **III. DEFINITION**

An honorary diploma shall be a recognition bestowed upon an individual consistent with the criteria in this policy. An honorary diploma shall not be a substitute for a regular diploma, nor shall it carry with it the meaning of a White Bear Lake **Area Schools** diploma as specified in Policy 613, Graduation Requirements.

### **IV. LEGAL AUTHORITY FOR GRANTING AN HONORARY DIPLOMA**

The authority to grant an honorary diploma shall be consistent with the applied powers granted by Minnesota State Statutes, and as described in Policy 201, Legal Status of the School Board.

### **V. CRITERIA FOR AWARDING AN HONORARY DIPLOMA**

The School Board may, at its discretion, award an honorary diploma to an individual who meets all of the following criteria.

- A. Attendance at a White Bear Lake Area Schools **District** elementary or secondary school, or a school which subsequently was made a part of the school district, but did not graduate from a White Bear Lake High School; and
- B. Demonstrated lifelong exemplary service to the community, state, or nation; and
- C. Demonstrates through this lifelong service character consistent with the School District's mission statement and core values.

**Cross References:** WBLASB Policy 201 (Legal Status of the School Board)  
WBLASB Policy 613 (Graduation Requirements)

# **E. OPERATIONAL ITEMS**

AGENDA ITEM: **2016 School Board Operating Procedures**  
MEETING DATE: **January 11, 2016**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **School Board Chair**

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**Background:**

At the organizational meeting of the White Bear Lake Area School Board the School Board members approve the Rules of Order and Board Agenda format for the year.

Attached are the recommended Rules of Order and Board Agenda format.

**Recommendation:** Approve the Rules of Order and Board Agenda format for 2016.



## **RULES OF ORDER**

Roll call vote shall be made on all items with any financial impact, and on any items where dissent is noted on a voice vote and a division of the house is requested.

Roll call votes shall always proceed alphabetically with the first member to be called rotated alphabetically at successive Board meetings.

Any item may be changed on the agenda, either in placement or in status (discussion, action...) by consensus or by passage of a motion to suspend the rules for that purpose.

Any items for which no written explanatory information is supplied in the Board packet, will be treated as items in the Public or Board Forum with no action unless the Board suspends the rules and places the item on the agenda for action.

The Chair and the Superintendent shall develop the meeting agenda. Board members may request items to be placed on an upcoming agenda by contacting the Chair, or in his or her absence the Superintendent by the Monday prior to the Board meeting. All written material and appropriate explanatory material for agenda items must be provided to the Superintendent's office by noon on the Tuesday prior to the meeting for inclusion in the agenda packet. If such written material is required and not provided in a timely manner, the topic may be pulled from the agenda.

Members of the public may make requests to have items placed on a Board agenda by contacting the Chair in the same manner as Board members. If the Chair does not honor the request, the request shall be made known to the Board and the Board shall determine the disposition of the request.

Robert's Rules of order will be followed except that:

- a. Suspension of the rules and limitation of debate require only a simple majority of those voting rather than a 2/3 majority.
- b. If no motion is immediately forthcoming on an action item when requested by the Chair, a nominal period of time, not to exceed five minutes, is allowed for questions before a motion for action is required.
- c. Board business will automatically terminate at 9:30 p.m. and the Chair will declare the meeting adjourned unless there is a motion, supported by a majority vote, extending the meeting by a specific amount of time.

## BOARD AGENDA 2016

<b>A.</b>	<b>PROCEDURAL ITEMS</b>	Roll call, Pledge of Allegiance, approve agenda, approve consent agenda to include minutes, payment of invoices, correspondence, gifts, field trips and personnel items.
<b>B.</b>	<p><b>PUBLIC FORUM</b></p> <p><u>Public Forum Procedures</u></p> <p>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.</p> <ol style="list-style-type: none"> <li>Public Forum will follow the Procedural Items on the agenda.</li> <li>Public Forum will be open up to 30 minutes (3minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.</li> <li>Those who wish to address the Board should fill out the Public Forum Speaker Card and submit the card to the School Board clerk or other district official at the meeting.</li> <li>Questions may be asked on any topic, including those on the agenda.</li> <li>School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.</li> <li>An attempt will be made to answer questions addressed to the Board. In those cases where an answer is not provided a contact from an appropriate school district official will be made as a follow-up.</li> <li>A handout on the purpose of school board meetings and the meeting process is available at each school board meeting.</li> <li>Citizens may be asked to address the school board on a particular subject during the discussion of that item.</li> <li>The School Board Chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.</li> </ol>	During the Public Forum any person may address the School Board on a topic of interest or concern.

<b>C.</b>	<b>INFORMATION ITEMS</b>	No discussion
<b>D.</b>	<b>DISCUSSION ITEMS</b>	An instructional report, first reading of new policies, etc.
<b>E.</b>	<b>OPERATIONAL ITEMS</b>	All non-personnel action items.
<b>G.</b>	<b>BOARD FORUM</b>	Board “news”; same rules as Public Forum
<b>H.</b>	<b>ADJOURNMENT</b>	

AGENDA ITEM: **School Board Members' Compensation for 2016**

MEETING DATE: **January 11, 2016**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **School Board Chair**

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**BACKGROUND:**

Minnesota Statute 123.33, Subd. 12 states: "The clerk, treasurer, and superintendent of any district shall receive such compensation as may be fixed by the board. Unless otherwise provided by law, the other members of the board shall also receive compensation as may be fixed by the board."

White Bear School Board members were compensated at the following rates in 2015:

Year	Members	Chair	Vice-Chair	Clerk	Treasurer
2015	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700

**RECOMMENDATION:**

That School Board members continue to receive the same compensation they received in 2015.

AGENDA ITEM: **Appointment of Representative For Northeast Metro 916 Intermediate School Districts Board**

MEETING DATE: **January 11, 2016**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **School Board Chair**

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**BACKGROUND:**

Each year the White Bear Lake Area School Board appoints a member of our School Board to serve on the Northeast Metro 916 Intermediate School District Board. Currently, Janet Newberg serves on this board and we recommend that she continues to serve on the Northeast Metro 916 Intermediate School District Board for 2016.

**RECOMMENDATION:**

Approve Janet Newberg as our representative to the Northeast Metro 916 Intermediate School District Board for 2016.

AGENDA ITEM: **Appointment of Representative For The East Metro  
Integration District 6067 Board**

MEETING DATE: **January 11, 2016**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **School Board Chair**

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**BACKGROUND:**

Each year the White Bear Lake Area School Board appoints a member of our school board to serve on the East Metro Integration District 6067 Board. Currently Lori Swanson serves on this board and with her retirement from the Board we will need to appoint a new representative to serve on the East Metro Integration District 6067 Board for 2016.

**RECOMMENDATION:**

That Ellen Fahey be appointed as White Bear Lake Area School's new representative to the East Metro Integration District 6067 Board for 2016.

AGENDA ITEM: **School Board Committees for 2016**

MEETING DATE: **January 11, 2016**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **School Board Chair**

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**BACKGROUND:**

The White Bear Lake Area School Board determines their committee assignments annually.

**RECOMMENDATION:**

Approve the School Board committee assignments for 2016.

Independent School District #624  
White Bear Lake Area Schools

## 2016 SCHOOL BOARD COMMITTEE ASSIGNMENTS

Committees	Chapman	Fahey	Kimball	Mullin	Newberg	Newmaster	Wilson
Association of Metropolitan School Districts (AMSD)			X				
Community Curriculum Advisory Council	X			X			
Community Services Advisory Liaison						X	
Finance Advisory Committee			X	X			X
Metro ECSU	X						
Policy Committee			X		X		
Special Education Parent Advisory Liaison			X				
White Bear Educational Foundation							X
Other District Boards							
East Metro Integration District #6067 Board		X					
N.E. Metro District 916 Board					X		

*Approved at the January 11, 2016 School Board Meeting.*



AGENDA ITEM: **Official Depositories for School District Funds  
and Authorized Bank Accounts and Signatures**

MEETING DATE: **January 11, 2016**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Assistant Superintendent for  
Finance & Operations**  
**Mary M. Vaske, Controller**

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Be it resolved by the School Board of Independent School District #624, White Bear Lake, MN, that the following bank accounts are designated as official depositories for calendar year 2016 and that the authorized signers and those designated to electronically transfer funds shown be approved.

<b><u>Account Name</u></b>	<b><u>Bank Name</u></b>	<b><u>Authorized Signers</u></b>
Demand Deposit Account	PMA/MN TRUST Associated	Michael J. Lovett Wayne Kazmierczak Mary M. Vaske
Demand Deposit Account	MSDLAF US Bank	Michael J. Lovett Wayne Kazmierczak Mary M. Vaske
General/Payroll Account	Associated Bank	*Board Chair *Board Clerk *Board Treasurer
Cafeteria Account	Associated Bank	*Board Chair *Board Clerk *Board Treasurer
Dist. Petty Cash Acct	Bremer Bank	Michael J. Lovett Wayne Kazmierczak Mary M. Vaske
Business Account	Bremer Bank	Wayne Kazmierczak. Mary M. Vaske
Cafeteria Account	Bremer Bank	Wayne Kazmierczak Mary M. Vaske

Central Petty Cash	Bremer Bank	Noel Schmidt Kathryn Younker
Sunrise Petty Cash	Bremer Bank	Christina Pierre Linda Adams
North Petty Cash	Bremer Bank	Donald Bosch Dion Harriman Rebekka McCormick
South Petty Cash	Bremer Bank	Timothy Wald Brian Leonard Renee Mussetter

\*Facsimile signature to be used: with all three signatures required.

#### **Electronic Transfers**

Demand Deposit Account	PMA/MNTRUST/ ASSOCIATED	Michael J. Lovett Wayne Kazmierczak Mary M. Vaske
Demand Deposit Account	MSDLAF US Bank	Michael J. Lovett Wayne Kazmierczak Mary M. Vaske
General/Payroll Account	Associated Bank	Michael J. Lovett Wayne Kazmierczak Mary M. Vaske
Business Account	Bremer Bank	Wayne Kazmierczak. Mary M. Vaske

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**RECOMMENDATION:** Approve official depositories for School District funds and authorized bank accounts and signatures for 2016.

AGENDA ITEM: **Official Newspaper for 2016**  
MEETING DATE: **January 11, 2016**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

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**Background:**

In past years, legal notices and minutes have been published in the White Bear Press. In addition, the full minutes are available on the district's website [www.isd624.org](http://www.isd624.org).

A proposal has been submitted by Press Publications to name the White Bear Press as the official school district/legal publication newspaper for 2016. The White Bear Press will increase to \$15.31 per column inch, the Vadnais Heights Press and The Citizen are \$7.94 per column inch.

Our recommendation below is based on our review of Minnesota Statutes pertaining to the requirements of the School District's official newspaper and conversations with staff from the Minnesota School Boards Association.

**Recommendations:**

That the School Board approve the White Bear Press as the legal publication for the White Bear Lake Area Public Schools for 2016.

AGENDA ITEM: **Appointment of Compliance Officers**  
MEETING DATE: **January 11, 2016**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

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**BACKGROUND:**

Each November the administration certifies to the Minnesota Department of Education that we are in compliance with federal laws and regulations and state laws and rules prohibiting discrimination.

Some of our policies specifically state that a legal responsibility for receiving complaints is assigned to a position, (e.g., the director of human resources). Other policies require that the School Board “annually designate the person” to whom the responsibility is assigned.

To remove ambiguity and assure compliance in all of our policies we are asking the School Board to take action on the following appointments:

District ADA/504 Coordinator:

Kathleen Daniels  
Director of Student Support Services  
White Bear Lake Area Public Schools  
4855 Bloom Avenue  
White Bear Lake, MN 55110

District Human Rights Officer:

Linda Goers  
Director of Human Resources  
White Bear Lake Area Public Schools  
4855 Bloom Avenue  
White Bear Lake, MN 55110

Title IX Coordinator:

Linda Goers  
Director of Human Resources  
White Bear Lake Area Public Schools  
4855 Bloom Avenue  
White Bear Lake, MN 55110

**RECOMMENDATION:**

Approve the appointment of Linda Goers, Director of Human Resources, as the District Human Rights Officer and Title IX Coordinator, and Kathleen Daniels, Director of Student Support Services, as the District ADA/504 Coordinator in conformance with School Board policies.

AGENDA ITEM: **Local Education Agency Authorization**  
MEETING DATE: **January 11, 2016**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **School Board Chair**  
**Dr. Michael Lovett, Superintendent**

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**Background:**

In recent years, the School Board of White Bear Lake Area Schools has authorized Dr. Michael Lovett as the Local Education Agency (LEA) representative for the purpose of reviewing and approving documents required for compliance to federal programs included in the Elementary and Secondary Education Act (ESEA). The LEA Representative will ensure the school district will maintain compliance with the appropriate federal statutes, regulations, and procedures and will act as the responsible authority in all matters relating to the administration of federal programs.

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**Recommendation:** To authorize Dr. Michael Lovett as the Local Education Agency (LEA) representative for the purpose of reviewing and approving documents required for compliance to federal programs included in the Elementary and Secondary Education Act (ESEA) for 2016.

AGENDA ITEM: **Designation of Legal Counsel**  
MEETING DATE: **January 11, 2016**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **School Board Chair**  
**Dr. Michael Lovett, Superintendent**

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**Background:**

At our organizational meeting we advise that the School Board of White Bear Lake Area Public Schools designates: *Knutson, Flynn and Deans; Ratwik, Roszak, and Maloney; Rupp, Anderson, Squires and Waldsperger, P.A.; and others as needed* as our legal counsel for calendar year 2016. Authorized personnel to contact legal counsel includes: school board chair, superintendent, assistant superintendent for teaching and learning, assistant superintendent for finance and operations, director of human resources, director of special services, director of community services, director of communications and community relations and director of technology and innovation.

**Recommendation:** The School Board approves *Knutson, Flynn and Deans; Ratwik, Roszak, and Maloney; Rupp, Anderson, Squires and Waldsperger, P.A.; and others as needed* for 2015. The School Board approves authorized personnel to contact legal counsel, including: school board chair, superintendent, assistant superintendent, executive director of business services, director of human resources, director of special services, director of community services, and director of communications and community relations.

AGENDA ITEM: **Action on School Board Liaison Assignments for 2015-16**

MEETING DATE: **January 11, 2016**

SUGGESTED DISPOSITION: **Operation Item**

CONTACT PERSON(S): **School Board Chair**

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**BACKGROUND:**

The White Bear Lake Area School Board determines their liaison assignments in July with approval at the August meeting. Every two years the School Board members rotate their liaison assignments.

With the retirement of three School Board members and the election of three new Board members, it is necessary to take action on the new liaison assignments for the remainder of the 2015-16 school year.

**RECOMMENDATION:** Approve the liaison assignments for 2015-16 school year.

**INDEPENDENT SCHOOL DISTRICT #624**

**SCHOOL BOARD LIAISON ASSIGNMENTS**

**2015-2016**

<b>School</b>	<b>Chapman</b>	<b>Fahey</b>	<b>Kimball</b>	<b>Mullin</b>	<b>Newberg</b>	<b>Newmaster</b>	<b>Wilson</b>
<b>Birch Lake</b>					<b>X</b>		
<b>Hugo/Oneka</b>							<b>X</b>
<b>Lakeaires</b>				<b>X</b>			
<b>Lincoln</b>				<b>X</b>			
<b>Matoska International</b>	<b>X</b>						
<b>Otter Lake</b>						<b>X</b>	
<b>Vadnais Heights</b>	<b>X</b>						
<b>Willow Lane</b>		<b>X</b>					
<b>Central</b>					<b>X</b>		
<b>Sunrise</b>						<b>X</b>	
<b>North Campus</b>		<b>X</b>					
<b>South Campus</b>			<b>X</b>				
<b>ECFE</b>			<b>X</b>				
<b>ALC &amp; Transition Education Center</b>							<b>X</b>

*Approved by the School Board on \_\_\_\_\_ for the 2015-16 School Year.*



AGENDA ITEM: **Approval of Bid—Sunrise Park Middle School Replacement HVAC Systems**

MEETING DATE: **January 11, 2016**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Assistant Superintendent for Finance & Operations**

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**BACKGROUND:**

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

<b>Sunrise Park Middle School Replacement HVAC Systems</b>	<b>Contractor</b>	<b>Amount</b>
Base Bid	Horwitz Mechanical Construction and Service	\$199,870

**Recommendation:** Move to accept the bid for the Sunrise Park Middle School replacement HVAC systems project submitted by Horwitz Mechanical Construction and Service in the amount of \$199,870.

**WHITE BEAR LAKE AREA SCHOOLS  
BID TABULATION**

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Building/Site: Sunrise Park Middle School

Project Description: Replacement HVAC Systems  
Project No. R12-1265.002

Bid Opening: December 17, 2015 at 2:00 p.m.

<b>Contractor</b>	<b>Base Bid</b>
Horwitz Mechanical Construction and Service	\$199,870
Northern Air Corporation	\$213,400
Thelen Heating and Roofing	\$248,000

AGENDA ITEM: **Student Transportation Services Contract Procurement**

MEETING DATE: **January 11, 2016**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Assistant Superintendent for Finance & Operations**

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**BACKGROUND:**

The District's student transportation services agreement with First Student expires July 31, 2016. Minnesota Statutes 2015, Sec. 123B.52, Subd. 1 & 3, permits the District to obtain written quotations or to enter into direct negotiations, or both, as alternate approaches to obtaining sealed bids for student transportation services. While the District maintains the right to negotiate an extension of the existing agreement with First Student, it is prudent to begin a procurement process that would seek quotations from other interested service providers; a new agreement would be for two years with an option for up to an additional two years.

Attached please find a draft of a legal notice titled *Invitation to Interested Service Providers: Student Transportation Services* which will be posted on the District's website and in the District's officially designated newspaper, the White Bear Press. Tentatively, sealed quotations will be due in early March, an update will be provided to the School Board at the March 28 work-study meeting, and a recommendation for action will be presented at the April 11 regular School Board meeting.

Mr. Mike Turrito, the District's Transportation Coordinator, Mr. Tom Watson, from Watson Consulting, and I will finalize the general specifications by mid January.

**Suggested Resolution:** Move to authorize District Administration to initiate the procurement process for student transportation services contract(s) commencing with the 2016-2017 school year for a period not to exceed (2) two years with an option for additional years and other terms, consistent with Minnesota Statutes 2015, Sec. 123B.52, Subds. 1. and 3.

**INVITATION TO INTERESTED SERVICE PROVIDERS**  
**Student Transportation Services**  
**White Bear Lake Area Schools**  
**Independent School District No. 624**

NOTICE IS HEREBY GIVEN that Independent School District No. 624, located 4855 Bloom Avenue, White Bear Lake, MN 55110, will receive written quotations until 9:00 AM CDT, May 8, 2012 from qualified service providers interested in being considered as the District student transportation services provider for up to four (4) years commencing with school year 2016-17.

On the above date and time authorized persons representing Independent School District No. 624 will publicly open the written quotations received and read aloud the names and key terms. The District reserves the option to enter into direct negotiations with one or more qualified student transportation services provider(s) regarding terms, rates and provisions agreeable to the District to secure a contract for these services.

Written quotations must be mailed or delivered, on or before the above date and time, to:

Wayne Kazmierczak, Ph.D.  
Assistant Superintendent for Finance and Operations  
White Bear Lake Area Schools  
4855 Bloom Avenue  
White Bear Lake, MN 55110

The General Specification may be obtained by contacting Mr. Mike Turrito, Transportation Coordinator, at the District Office of Independent School District No. 624 located at the above address or by phone at 651-407-7570 or Mr. Tom Watson, The Watson Consulting Group, at 651-490-1653.

Independent School District No. 624 is using the direct negotiation and quotation process established by Minnesota Statute 2015, Section 123B.52, Subd. 3 for the procurement of this contract, and disclaims usage of any other contract procurement options allowed under applicable law. The School District reserves the right to reject any and all quotations and waive irregularities therein, and further reserves the right to award a contract to the lowest responsible service provider(s) that is in the best interest of Independent School District No. 624.

XXXXXX  
Clerk

Posted District 624 website and White Bear Press, Jan 26 through Feb 2, 2015