

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

February 13, 2012

MISSION STATEMENT

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

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

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

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

To: Members of the School Board

From: Dr. Michael J. Lovett
Superintendent of Schools

Date: February 6, 2012

A Student Recognition will be held on Monday, February 13, 2012, at 6:15 p.m. in the Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN. (Note: We will be recognizing cast and crew from "*How to Succeed in Business Without Really Trying*")

A meeting of the White Bear Lake Area School Board will be held on **Monday, February 13, 2012** at 7:00 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

AGENDA

A. PROCEDURAL ITEMS

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve Agenda
5. Consent Agenda
 - a) Approval of Minutes
 - b) Payment of Invoices
 - c) Correspondence
 - d) Acceptance of Gifts
 - e) Approve Field Trips
 - f) Human Resources Items
 - g) Action on Attending the National School Boards Leadership Conference

B. PUBLIC FORUM

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open up to 30 minutes (3minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those wishing to address the Board should fill out the Public Forum Speaker Card and submit the card to the School Board clerk or other district official at the meeting
4. Questions may be asked on any topic, including those on the agenda.
5. School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Under School Board Policy 206, complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.

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

C. INFORMATION ITEMS

1. Overview of Preschool Program
2. Update on Progress on School Board/Superintendent Goals and Strategic Plan
3. Superintendent's Report

D. DISCUSSION ITEMS

1. First Reading of School Board Policy 614, School District Testing Plan and Procedure
2. First Reading of School Board Policy 615, Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students
3. First Reading of School Board Policy 616, School District System Accountability

E. OPERATIONAL ITEMS

1. Award of Bids:
 - a. Action on Phase III of Lincoln Elementary HVAC and Secure Entrance Project
 - b. Action on Phase I of Vadnais Heights Elementary HVAC and Secure Entrance Project
2. Resolution for Sale of General Obligation School Building Refunding Bonds
3. Resolution for Sale of Alternative Facility Revenue Bonds
4. Second Reading of School Board Policy 425, Staff Development
5. Second Reading of School Board Policy 599, Student Recognition
6. Second Reading of School Board Policy 603, Curriculum Development
7. Second Reading of School Board Policy 613, Graduation Requirements

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: Consent Agenda
MEETING DATE: February 13, 2012
SUGGESTED DISPOSITION: Procedural Items
CONTACT PERSON(S): Dr. Michael J. Lovett, Superintendent

Consent Agenda

- a) Approval of Minutes
- b) Payment of Invoices
- c) Correspondence
- d) Acceptance of Gifts
- e) Field Trip Request(s)
- f) Human Resources Items
- g) Action on Attending the National School Boards Leadership Conference

RECOMMENDATION:

Approve the items listed on the Consent Agenda.

AGENDA ITEM: School Board Minutes
MEETING DATE: February 13, 2012
SUGGESTED DISPOSITION: Consent Agenda
CONTACT PERSON(S): Cathy Storey, School Board Clerk

Background:

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

Recommendation: Approve the minutes.

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

A special meeting of the White Bear Lake Area School Board was held on Thursday, December 22, 2011 at 7:00 a.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

SPECIAL MEETING AGENDA

A. PROCEDURAL ITEMS

1. Call to Order – Swanson called the meeting to order at 7:03 a.m.
2. Roll Call– Present: Hiniker, Kimball, Newberg, Shevik, Storey, Swanson,
Chapman
Ex-Officio - Lovett
Cabinet – Law, Picha, Willcoxon

B. OPERATIONAL ITEM

1. Negotiations Study Session – Chris Picha, Director of Human Resources, Pete Willcoxon, Executive Director of Business Services, and David Law, Assistant Superintendent, provided an update on negotiations.

C. ADJOURNMENT - Newberg moved; Chapman seconded to adjourn the meeting at 8:15 a.m. Voice vote: *All ayes. Motion carried.*

Submitted by: Cathy Storey, Clerk

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

A meeting of the White Bear Lake Area School Board was held on Monday, January 9, 2012 at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEM

- 1 Chair Swanson called the meeting to order at 7:05 p.m.
- 2 Roll Call- Present: ***Kimball, Newberg, Storey, Swanson, Chapman, Hiniker***
Absent: ***Shevik***
Ex-Officio: Lovett
Cabinet: Present – Daniels, Guenther, Law, Picha, Vette, Willcoxon
- 3 Pledge of Allegiance
- 4 Reorganization of the School Board
 - A. The Chair called for nominations for Board Chair. Hiniker nominated Swanson. There were no further nominations and a unanimous ballot was cast for Swanson. ***Voice vote: all ayes. Motion carried. Swanson assumed the Chair.***
 - B. Nominations were opened for the position of Vice-Chair. Newberg nominated Hiniker. There were no further nominations and a unanimous ballot was cast for Hiniker. ***Voice vote: all ayes. Motion carried.***
 - C. Nominations were opened for the position of Board Clerk. Kimball nominated Storey. There were no further nominations and a unanimous ballot was cast for Storey. ***Voice vote: all ayes. Motion carried.***
 - D. Nominations were opened for Treasurer. Chapman nominated Kimball. There were no further nominations and a unanimous ballot was cast for Kimball. ***Voice vote: all ayes. Motion carried.***
- 5 Hiniker moved, Newberg seconded to approve the agenda as presented. ***Voice vote: all ayes. Motion carried.***
- 6 Storey moved, Kimball seconded to approve the consent agenda consisting of:
 - approval of minutes of regular meeting on December 12, 2011;
 - payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - passage of resolution to approve personnel issues to include:
 - Resignations – Classified Staff
 - Sonya Wrona – Program Assistant Leader, Lakeaires Elementary. Employed by District 624 since 08/30/2010. Effective Date: 01/13/2012

- Resignations – Classified Staff
 - Judith Mangine– ELL Assistant, Lakeaires Elementary. Employed by District 624 since 05/22/1997. Effective Date: 01/26/2012
- Leave Of Absence - Classified Staff
 - Kelly Erickson – Part-Time Cook, Matoska International. Employed by District 624 since 04/08/2011. Effective Date: 10/26/2011 through 01/25/2012
- Leave Of Absence - Certified Staff
 - Lynsey Batenhorst – Speech Language Pathologist, Normandy Park. Employed by District 624 since 07/01/2008. Effective Date: 11/17/2011 through 01/20/2012
- Part-Time Leave Of Absence - Certified Staff
 - Nancy Mcginley Myers – Spanish Teacher, Central Middle School. .10 Leave (.90 position). Effective Date: 2nd Semester
- Change In Continuing Contract - Certified Staff
 - April Schneider – Learning Skills Specialist, Lincoln Elementary
From .80 f.t.e. to a .90 f.t.e Effective Date: 12/05/2011
From .90 f.t.e. to a 1.00 f.t.e Effective Date: 01/03/2012
- New Personnel - Classified Staff
 - David Bystrom – Custodian, North Campus, \$15.35/hr. + .25 SD 8.00 hr. / day 139 days \$17,347.20. Effective Date: 12/19/2011
 - Annette Haugen – Part-Time Cook, Willow Lane Elementary, \$12.83/hr. 2.50 hr. /day 113 days \$3,624.48. Effective Date: 12/14/2011
- Long Term Substitutes - Certified Staff
 - Cortney Bystrom – .40 Intervention Specialist, Lincoln Elementary, BA, Step 1 \$7,935.84. Effective Dates: 01/03/2012 through 06/08/2012
 - Denise Callen – .10 Spanish Teacher, Central Middle School, MA+15, Step 6 \$48,194.00. Effective Dates: 01/24/2012 through 06/07/2012
 - Ryan Fitzpatrick – Social Studies Teacher, Sunrise Middle School, BA, Step 1 \$19,839.60. Effective Dates: 01/03/2012 through 06/08/2012
 - Jenna Marty – Elementary Teacher, Oneka Elementary, BA, Step 1 \$19,839.60. Effective Dates: 01/03/2012 through 06/08/2012
 - Caroline Resler – Intervention Specialist, Matoska/Willow Elementary, MA, Step 2 \$25,287.79. Effective Dates: 12/12/2011 through 06/08/2012
 - Amy Rova-Duffy – .70 Intervention Specialist, Vadnais Heights Elementary BA, Step 3 \$16,074.85. Effective Dates: 12/12/2011 through 06/08/2012

Winter Activities

Adaptive Floor Hockey (CI)		
Head Coach (step 1)	Jon Hurt	\$2,781
Asst. Coach (step 1)	Joseph Dustin	\$1,947
Boys Basketball		
Head Coach (step 3)	Keith Lockwood	\$6,335
Asst. Coach (step 1)	Josh Lehr	\$3,991
Asst. Coach (step 3)	Dustin Hayes	\$4,434
Asst. Coach (step 3)	Tom Paulson	\$4,434
Asst. Coach (step 3)	Jacob Zisla	\$4,434
Girls Basketball		
Head Coach (step 3)	Jeremy Post	\$6,335

Asst. Coach (step 3)	Dave Ashley	\$4,434
Asst. Coach (step 3)	Dustin Hayes	\$4,434
Asst. Coach (step 3)	Joe Dimeglio	\$4,434
Asst. Coach (step 1) (SAA)	Mike Lukkason	\$2,500
Asst. Coach (step 2)	Brietta Schuender	\$4,212
Danceline-Winter		
Head Coach (step 1)	Amanda Frogner	\$1,965
Asst Coach (step 1)	Katie Morales	\$1,375
Boys Hockey		
Head Coach (step 3)	Tim Sager	\$6,180
Asst Coach Varsity (step 2) (SAA)	Matt Greer	\$4,000
Asst Coach Varsity (step 3) (SAA)	Chris Anderson	\$4,000
Asst Coach JV (step 3)	Ben Butters	\$4,326
Asst Coach JV (step 3)	Steve Collova	\$4,326
Asst Coach JV (step 1) (SAA) Goalie coach	Zach Faust	\$2,500
Girls Hockey		
Head Coach (step 3)	Gerald Kwapick	\$6,180
Asst Coach (step 3)	Randy Keiger	\$4,326
Asst Coach (step 3)	Shane Krey	\$4,326
Asst Coach (step 3) (SAA)	Melissa Mondo	\$2,500
Asst Coach (step 2) (SAA) goalie coach	Scott Parenteau	\$1,000
Gymnastics		
Co-Head Coach (step 3)	Jamie Nash	\$4,643
Co-Head Coach (step 2)	Stefanie Neubeck	\$4,643
Asst Coach (step 1)	Jennifer Muras (.5)	\$1,758
Alpine Ski		
Head Coach (step 3)	Fred Feirn	\$5,562
Asst Coach (step 1)	Tony Walfoort	\$3,504
Nordic Ski		
Head Coach (step)	Jeff Nowak	\$4,944
Asst Coach (step 1)	Seth Salenger (.67)	\$2,087
Asst Coach (step 1)	Jack Sloan (.33)	\$1,028
Boys Swim Team		
Head Coach (step 1)	Jacob Mueller	\$4,946
Asst Coach (step 1)	Joshua Franz	\$3,462
Wrestling		
Head Coach (step 3)	Craig Nasvik	\$5,886
Asst Coach (step 3)	Dave Meuwissen	\$4,121
Asst Coach (step 2)	Donovan Bates	\$2,000
Asst Coach (step 1 + SAA)	Dane Bates (.44)	\$2,000
Asst Coach (step 1) (SAA)	Jeff Isaac	\$1,000

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

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

C. INFORMATION ITEMS

1. Overview of K-5 Program – Dr. Lovett and Marisa Vette, Director of Communications and Community Relations, provided a brief overview of our K-5 program and a sampling of what parents will receive if they attend one of our elementary school information sessions during January.
2. Superintendent's Report – Dr. Lovett reported on the following:
 - Registration for the 2012-13 school year is occurring throughout the month of January as the District hosts registration events at all levels from Early Childhood through high school. Additional information is available on the District website. Parents may also register their students at anytime throughout the school year.
 - Teacher of the Year nomination forms for the 2012 Minnesota Teacher of the Year program are due January 20. Forms are available on the District website.
 - Paraprofessional Recognition Week is January 16-20 by proclamation of Governor Dayton. We are most appreciative of the work our paraprofessionals do to support our students and staff.
 - Prior to tonight's Board meeting, the Board recognized our Choral students for participation in the Concordia College Choral Festival, the 2012 State 9-10 High School Honor Choir and the American Choral Director's Association Regional High School Honor Choir. Also honored were musicians who represent our District in the All-State Band.

Student Board Representative, Michelle York, reported on the following:

- The Superintendent's Student Advisory Council met last month and their discussion included the topics of bullying and healthy school lunches. Additional conversation was captured and presented in Dr. Lovett's column in the *White Bear Press* this week. The annual South Campus Film Fest will be held on Tuesday, January 10. High school and middle school band concerts will be held during the next several weeks. The District website will have additional information. Michelle will be participating in a presentation at the Minnesota School Boards Association conference on Thursday, January 12 discussing the role of student school board representatives.

Additional information may be found on the District website: www.isd624.org.

D. DISCUSSION ITEMS

1. First Reading of Policy 425, Staff Development - This policy has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by the Minnesota School Boards Association (MSBA). Policy 425 will be placed on the February 13 Board meeting agenda or subsequent meeting agenda as an operational item for action.
2. Second Reading of Policy 599, Student Recognition – This policy has been reviewed by the School Board Policy Committee. David Law, Assistant Superintendent, provided an overview of revisions made and those still under review after additional input was received from parents and students. This policy will be placed on the February 13 or subsequent meeting agenda as an operational item for action.

3. First Reading of Policy 603, Curriculum Development – This policy has been reviewed by the School Board Policy Committee and changes are recommended for a first reading. Policy 603 will be placed on the February 13 Board meeting agenda or subsequent meeting agenda as an operational item for action.
4. First Reading of Policy 613, Graduation Requirements - This policy has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. Policy 613 will be placed on the February 13 Board meeting agenda or subsequent meeting agenda as an operational item for action.

E. OPERATIONAL ITEMS

1. Storey motioned and Hiniker seconded to approve the 2012 School Board Operating Procedures. ***Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.***
2. Newberg motioned and Chapman to approve the School Board Members' Compensation to remain the same for 2012. ***Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.***
3. Kimball motioned and Hiniker seconded to approve the appointment of Janet Newberg as ISD 624's representation to the Northeast Metro 916 Intermediate School District's Board. ***Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.***
4. Storey motioned and Chapman seconded to approve the appointment of Lori Swanson as ISD 624's representative to the East Metro Integration District 6067. ***Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.***
5. Hiniker motioned and Newberg seconded to approve the School Board Committee Assignments for 2012. ***Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.***
6. Kimball motioned and Storey seconded to approve the official depositories for the School District funds and authorized bank accounts and signatures for 2012. ***Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.***
7. Chapman motioned and Hiniker seconded to approve the White Bear Press and Vadnais Heights Press as the official publication for the School District for 2012. ***Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.***
8. Newberg motioned and Storey seconded to approve the appointment of Chris Picha, Director of Human Resources, as the District Human Rights Officer, and Kathleen Daniels, Director of Special Services, as the District ADA/504 Coordinator in conformance with School Board policies. ***Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.***
9. Hiniker motioned and Kimball seconded to approve authorizing 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 2012. ***Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.***

10. Storey motioned and Newberg seconded to approve the amended EMID Joint Powers Agreement, revised December of 2011, as recommended. **Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.**
11. Chapman motioned and Hiniker seconded to approve the establishment of Oneka School Forest and outdoor classroom comprising the 35.76 acres of land (minus existing school, roads, and parking areas) owned by ISD 624 known as the Oneka School Forest; and located at Outlot A of Water's Edge, Outlot F of Heritage Ponds, and Outlots D and C of Prairie Village, all in Washington County and supports enrollment of said school forest in the DNR School Forest Program for educational purposes. **Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.**
12. Newberg motioned and Storey seconded to approve Policy 214, Out-of-State Travel by School Board Members, as recommended. **Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.**
13. Newberg motioned and Storey seconded to approve Policy 405, Veteran's Preference, as recommended. **Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.**
14. Newberg motioned and Storey seconded to approve Policy 512, School-Sponsored Student Publications and Activities as recommended. **Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.**
15. Newberg motioned and Storey seconded to approve Policy 520, Student Surveys, as recommended. **Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.**
16. Newberg motioned and Storey seconded to approve Policy 526, Hazing Prohibition, as recommended. **Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.**
17. Newberg motioned and Storey seconded to approve Policy 906, Community Notification of Predatory Offenders, as recommended. **Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.**
18. Hiniker motioned and Kimball seconded to approve the proposed 2011-2013 Master Agreement with the White Bear Lake Teachers Association and authorize the chair and clerk to execute the Agreement on behalf of the School Board. **Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.**

F. BOARD FORUM – Kimball thanked those students who attended tonight's Board meeting.

G. ADJOURNMENT - Newberg moved; Kimball seconded to adjourn the meeting at 8:02 p.m.
Voice vote: All ayes. Motion carried.

Submitted by: Cathy Storey, Clerk

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

A special meeting of the White Bear Lake Area School Board was held on Friday, January 13 at 7:00 a.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

SPECIAL MEETING AGENDA

A. PROCEDURAL ITEMS

1. Call to Order – Swanson called the meeting to order at 7:04 a.m.
2. Roll Call– Present: Kimball, Newberg, Shevik, Storey, Swanson, Chapman,
Hiniker
Ex-Officio - Lovett
Cabinet – Picha

B. OPERATIONAL ITEM

1. Preliminary Consideration of Allegations Against an Employee Pursuant to Minn. Stat. 13D.05 subd. 2(b). – The Board met to discuss allegations against an employee.

C. ADJOURNMENT - Newberg moved; Kimball seconded to adjourn the meeting at 8:15 a.m. Voice vote: *All ayes. Motion carried.*

Submitted by: Cathy Storey, Clerk

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

A special meeting of the White Bear Lake Area School Board was held on Tuesday, January 17 at 7:00 a.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

SPECIAL MEETING AGENDA

A. PROCEDURAL ITEMS

1. Call to Order – Swanson called the meeting to order at 7:03 a.m.
2. Roll Call– Present: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker
Absent: Shevik
Ex-Officio - Lovett
Cabinet – Picha

B. OPERATIONAL ITEM

1. Preliminary Consideration of Allegations Against an Employee Pursuant to Min. Stat. 13D05 subd. 2(b). – Newberg moved; Hiniker seconded to approve the separation agreement and release of all claims. ***Roll call vote: ayes: Kimball, Newberg, Storey, Swanson, Chapman, Hiniker; nays – none. Motion carried.***

- C. ADJOURNMENT** - Newberg moved; Chapman seconded to adjourn the meeting at 7:35 a.m. ***Voice vote: All ayes. Motion carried.***

Submitted by: Cathy Storey, Clerk

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

A work-study session of the White Bear Lake Area School Board was held on Monday, January 23, 2012 at 5:30 p.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Call To Order – Swanson called the meeting to order at 5:31 p.m.
2. Roll Call – Present: Kimball, Newberg, Shevik, Storey, Swanson, Chapman, Hiniker

Ex-Officio: Lovett
Cabinet: Present – Daniels, Guenther, Law, Picha, Vette, Willcoxon

B. DISCUSSION ITEMS

1. Presentation by Intermediate School District 916 – Connie Hayes, Superintendent of ISD 916, Dr. Jessica Wiley, Director of Educational Services, and Dan Naidicz, Director of Special Education, provided an overview of the work done in support of our District and services performed on behalf of area schools.
2. Update on School Board/Superintendent Goals
 - a. Goal I.1 All students will achieve grade level in reading, writing and math by grade 4 and maintain grade level proficiency throughout their tenure in White Bear Lake Area Schools – Board members met with their building liaison administrators to discuss building plans and goals.
 - b. Goal II.1 All Students will expand their global perspective through the study of world language and culture at the elementary schools - Ann Malwitz, Professional Learning and Development Coordinator, provided an update on progress being made on this goal.
 - c. Goal 2 Ongoing Financial Stewardship and Budget Management – Pete Willcoxon, Executive Director of Business Services, provided an overview of elementary school facility improvement plans as well as additional financial updates.
3. Negotiations Study Session – Chris Picha, Director of Human Resources, provided an update on negotiations.

- C. ADJOURNMENT** - Newberg motioned; Chapman seconded to adjourn the meeting at 8:37 p.m. **Voice vote: All ayes. Motion carried.**

Submitted by: Cathy Storey, Clerk

AGENDA ITEM: Monthly Check Registers
MEETING DATE: February 13, 2012
SUGGESTED DISPOSITION: Consent Agenda
CONTACT PERSON(S): Pete Willcoxon Sr., Executive Director of Business Services
Mary Vaske, Accountant

Background:

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

Recommendation:

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

White Bear Lake Area Schools Electronic Transfers - January

	1/13/2012	1/16/2012	1/27/2012	1/31/2012
Direct Deposit 316150-317500	1,464,376.33			
U.S. Treasury (FICA, Medicare, withholding)	488,766.35			
MN State Income Tax	85,860.74			
PERA	84,467.60			
TRA	193,859.94			
ING	3,296.17			
White Bear Lake Teacher's Association	31,478.02			
State of MN - Unemployment Insurance		27,507.15		
Bond Payments - US Bank			13,687,642.51	
Bond Payments - Bremer			4,176,681.25	
Direct Deposit 317501-318870				1,503,998.48
U.S. Treasury (FICA, Medicare, withholding)				496,539.60
MN State Income Tax				87,308.24
PERA				85,619.22
TRA				196,627.40
ING				3,296.17
White Bear Lake Teacher's Association				31,783.79

Check Nbr	Vendor Name	Check Date	Check Amount
26544	ABRAHAMSON, MARIAN	01/06/2012	6.37
26545	ABRAKADOODLE	01/06/2012	553.00
26546	ACCESS COMMUNICATIONS INC	01/06/2012	120.00
26547	ACCURATE SCALE SERVICE CO	01/06/2012	40.00
26548	ACP DIRECT	01/06/2012	213.45
26549	AED SUPERSTORE ALLIED 100 LCC	01/06/2012	6,300.00
26550	AMAZON	01/06/2012	362.48
26551	AMERICAN MESSAGING	01/06/2012	107.80
26552	AMERICAN TIME & SIGNAL CO	01/06/2012	106.61
26553	ANDERSON, BARCLAY H	01/06/2012	5.10
26554	ANDERT, LEONA	01/06/2012	9.77
26555	ANFANG, SALLY G	01/06/2012	111.58
26556	APPLIED ENVIRONMENTAL SCI INC	01/06/2012	1,863.44
26557	AT & T MOBILITY	01/06/2012	1,312.08
26558	AUTISM SOCIETY OF MINNESOTA	01/06/2012	65.00
26559	AVID CENTER	01/06/2012	525.00
26560	BAHE, CONNETTE J	01/06/2012	99.38
26561	BARNITT, JUDITH	01/06/2012	38.25
26562	BATTERIES PLUS	01/06/2012	399.92
26563	BEACON ATHLETICS	01/06/2012	2,385.00
26564	BEAURLINE, CJ	01/06/2012	75.00
26565	BENJAMIN-BECK, KAREN	01/06/2012	137.36
26566	BERNDT, MICHELE	01/06/2012	64.00
26567	BILL ME LATER	01/06/2012	45.98
26568	BLICK ART MATERIALS	01/06/2012	1,096.14
26569	BOCOCK, GARY R	01/06/2012	849.39
26570	BOSCH, DONALD	01/06/2012	159.29
26571	BOYER FORD TRUCKS	01/06/2012	1,082.64
26572	BOYER TRUCKS	01/06/2012	2,726.14
26573	BRAATEN, MICHEL	01/06/2012	36.12
26574	BRYDGES, NANCY J	01/06/2012	5.95
26575	BUREAU OF EDUCATION & RESEARCH	01/06/2012	430.00
26576	CALLOWAY HOUSE	01/06/2012	39.94
26577	CAPOCASA, KEVIN M	01/06/2012	131.00
26578	CAPOCASA, WILLIAM	01/06/2012	78.00
26579	CARPENTER, RONALD	01/06/2012	7.22
26580	CDW GOVERNMENT INC	01/06/2012	5,312.82
26581	CITI-CARGO & STORAGE CO INC	01/06/2012	85.00
26582	CLARK, CINDY	01/06/2012	20.05
26583	CLARK, CORY	01/06/2012	78.00
26584	COHEN, BRENDEN	01/06/2012	109.00
26585	COLEMAN, MARY JO	01/06/2012	64.95
26586	COMCAST	01/06/2012	33.95
26587	CONNEY SAFETY	01/06/2012	180.74
26588	CONTINENTAL RESEARCH CORP	01/06/2012	771.07
26589	COOPS SPORTSWEAR	01/06/2012	107.00
26590	COPY IMAGES INC	01/06/2012	5,099.10
26591	Vendor Continued Check	01/06/2012	0.00
26592	COPY IMAGES INC	01/06/2012	1,879.01
26593	CTB INC	01/06/2012	3,191.05

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26594	CUB FOODS OF WHITE BEAR TWSHP	01/06/2012	405.71
26595	CULLEN, CRAIG	01/06/2012	77.70
26596	CUMMINS NPOWER LLC	01/06/2012	76.08
26597	CZECH, TONY	01/06/2012	75.00
26598	Vendor Continued Check	01/06/2012	0.00
26599	DALCO CORPORATION	01/06/2012	6,768.63
26600	DARTS VMS INC	01/06/2012	131.78
26601	DAVY, MARY	01/06/2012	4.25
26602	DEJARLAIS, MARILYN	01/06/2012	33.15
26603	DELTA DENTAL PLAN OF MN	01/06/2012	63,385.30
26604	DEMCO INC	01/06/2012	243.17
26605	DEVETTER DESIGN GROUP	01/06/2012	500.00
26606	DOMIER, MARILYN	01/06/2012	9.37
26607	DONATELLI'S	01/06/2012	162.80
26608	DONNELLO, CLARA	01/06/2012	5.95
26609	DRAMATIC PUBLISHING CO	01/06/2012	203.23
26610	EDUCATIONAL RESEARCH AND DEV	01/06/2012	4,295.00
26611	EDUCATION TO GO	01/06/2012	429.00
26612	ENGSTROM, MARK	01/06/2012	109.00
26613	ENGSTRAN, PAUL	01/06/2012	40.00
26614	ERIC ARMIN INC	01/06/2012	581.85
26615	ERICKSON, PAT	01/06/2012	2.40
26616	ESSON, ANN	01/06/2012	150.00
26617	ETL, SHIRLEY	01/06/2012	15.00
26618	FAME AWARDS	01/06/2012	600.00
26619	FASTENAL COMPANY	01/06/2012	92.89
26620	FERRELLGAS	01/06/2012	202.47
26621	FIRST STUDENT INC	01/06/2012	143,671.69
26622	FISHER, PHILLIP E	01/06/2012	521.70
26623	FORCIER, ELSIE	01/06/2012	9.76
26624	FREBURG, BETH R	01/06/2012	74.93
26625	FROST, LORI J	01/06/2012	51.50
26626	FULLER, DONNA	01/06/2012	63.75
26627	GARDEN & ASSOCIATES INC	01/06/2012	70.00
26628	GARY, BILL	01/06/2012	9.77
26629	GEVERS ELLEN	01/06/2012	121.66
26630	GILLUND ENTERPRISES	01/06/2012	384.94
26631	GOLDCOM INC	01/06/2012	168.16
26632	GOVT FINANCE OFFICERS ASSOC	01/06/2012	280.00
26633	GRADY, LORI J	01/06/2012	68.27
26634	GRAFFIC TRAFFIC LLC	01/06/2012	182.40
26635	GRANDMA'S BAKERY INC	01/06/2012	21.41
26636	GREATAMERICA LEASING CORP	01/06/2012	437.44
26637	GROTHE, DAVID D	01/06/2012	121.66
26638	GULBRANSEN, THERESA J	01/06/2012	266.97
26639	HAAG, LOIS	01/06/2012	36.12
26640	HAMILTON, CONNIE	01/06/2012	99.06
26641	HANSON, DONNA	01/06/2012	92.65
26642	HANSON, LOUISE	01/06/2012	12.53
26643	HARDWARE DISTRIBUTORS LTD	01/06/2012	144.25

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26644	HARRIMAN, DION D	01/06/2012	231.16
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26646	Vendor Continued Check	01/06/2012	0.00
26647	HEALTHPARTNERS	01/06/2012	990,612.73
26648	HEISE, CHERI	01/06/2012	203.69
26649	HELLO DIRECT INC	01/06/2012	27.99
26650	HOFFMAN, JOAN	01/06/2012	5.95
26651	Vendor Continued Check	01/06/2012	0.00
26652	HOGLUND BUS AND TRUCK CO	01/06/2012	1,121.15
26653	HOLMIN, CLEO	01/06/2012	16.15
26654	HOOVER, SARAH	01/06/2012	71.76
26655	HOUSE OF PRINT	01/06/2012	6,568.80
26656	HOWARD, JOAN A	01/06/2012	24.65
26657	IS DEFENDER	01/06/2012	19,938.46
26658	JOHNSON, VIRGINIA C	01/06/2012	567.50
26659	K12 TRANSPORTATION MGMT SERVIC	01/06/2012	20,397.14
26660	KAISER, PHYLLIS	01/06/2012	40.35
26661	KASS, DONA	01/06/2012	131.81
26662	KATH, ABBY J	01/06/2012	89.43
26663	KATH FUEL OIL SERVICE CO	01/06/2012	26,968.15
26664	KEESE, JENNIFER R	01/06/2012	127.49
26665	KELLEY, DEBRA K	01/06/2012	161.62
26666	KIMBALL MIDWEST	01/06/2012	88.68
26667	KIRSCH-HIGGS, NANCY	01/06/2012	141.53
26668	KOCHERY, MARY ELLEN	01/06/2012	133.00
26669	KOECKERITZ, JEANNE	01/06/2012	124.05
26670	KRONBERG, KAY	01/06/2012	6.80
26671	KULENKAMP, DAVID	01/06/2012	389.40
26672	KUYPER, VONNIE	01/06/2012	17.00
26673	LABELLE, CLARA	01/06/2012	6.20
26674	LANDSHUT, RICHARD	01/06/2012	53.00
26675	LARSON, BOBBIE JEAN	01/06/2012	472.60
26676	LAUMER, RUTH	01/06/2012	6.59
26677	LEARNING A-Z	01/06/2012	89.95
26678	LILLIS, JUDY	01/06/2012	4.25
26679	LOEGERING, ARNITA	01/06/2012	29.75
26680	LYONS, CHRISTOPHER A	01/06/2012	37.74
26681	MN ASSOC OF ALTERNATIVE PROGRA	01/06/2012	620.00
26682	Vendor Continued Check	01/06/2012	0.00
26683	Vendor Continued Check	01/06/2012	0.00
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26685	MADISON NATIONAL LIFE	01/06/2012	54,576.60
26686	MAKEMUSIC INC	01/06/2012	65.90
26687	MANPOWER	01/06/2012	2,207.36
26688	MARSHALL CAVENDISH CORP	01/06/2012	417.00
26689	MN ASSOC OF SECONDARY SCHOOL P	01/06/2012	660.00
26690	MATHEMATICAL OLYMPIADS	01/06/2012	99.00
26691	MATHIESON, SARA	01/06/2012	46.75
26692	MATTICE, JULIE A	01/06/2012	109.51
26693	MAYER, JENNIFER	01/06/2012	8.71

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26694	MCCHESENEY, D PAT	01/06/2012	23.80
26695	MCDONALD, MARIE	01/06/2012	8.50
26696	MN COMMUNITY EDUC ASSOC (MCEA)	01/06/2012	1,320.00
26697	MCGINLEY MYERS, NANCY J	01/06/2012	125.82
26698	MCGOURTY, LESLIE R	01/06/2012	39.96
26699	MCGOWAN, TIM	01/06/2012	72.00
26700	MCMAHON, MARGARET	01/06/2012	158.95
26701	MERSCH, NICOLE A	01/06/2012	31.89
26702	MERZER MALP, SHEILA	01/06/2012	330.00
26703	MN ELEMENTARY SCH PRIN ASSOC	01/06/2012	871.00
26704	MIDTHUN, CAROL	01/06/2012	35.99
26705	MIDWEST BUS PARTS INC	01/06/2012	72.60
26706	MILASHIUS, ANTOINETTE A	01/06/2012	17.00
26707	MILLIGAN, THERESA J	01/06/2012	29.75
26708	MINVALCO INC	01/06/2012	1,060.96
26709	MN CONTINUING LEGAL EDUC (CLE)	01/06/2012	725.00
26710	MN DEPT OF LABOR & INDUSTRY	01/06/2012	10.00
26711	MOBILE RADIO ENGINEERING INC	01/06/2012	388.20
26712	MORCON CONSTRUCTION	01/06/2012	21,810.20
26713	MUSIC CONNECTION INC	01/06/2012	693.00
26714	NADEAU, MARGARET	01/06/2012	364.00
26715	NASVIK, CRAIG S	01/06/2012	997.20
26716	NATL SPORTS CLINICS	01/06/2012	198.00
26717	NAVIS, NANCY L	01/06/2012	46.50
26718	NCPERS MINNESOTA	01/06/2012	496.00
26719	NELSON, JOSEPHINE	01/06/2012	8.50
26720	NORTH CENTRAL TRUCK EQUIPMENT	01/06/2012	120.51
26721	NORTHEAST METRO INTERMEDIATE D	01/06/2012	42,306.53
26722	O'NEIL, LOIS	01/06/2012	23.36
26723	OFFICE DEPOT	01/06/2012	431.48
26724	OMNIGRAPHICS INC	01/06/2012	63.55
26725	ON CALL CLINICIANS	01/06/2012	1,404.00
26726	PELTIER, GEORGIANNA N	01/06/2012	5.10
26727	PERALES, LAURIE	01/06/2012	14.02
26728	PERRAULT, CHRIS	01/06/2012	75.00
26729	PESI	01/06/2012	189.99
26730	PETERSON BROS ROOFING & CONST	01/06/2012	237.00
26731	PETERSON, ESTHER	01/06/2012	5.10
26732	PICHA, CHRISTINA K	01/06/2012	415.80
26733	PINNOW, PAIGE	01/06/2012	110.61
26734	PITNEY BOWES INC	01/06/2012	271.00
26735	POTTER, JACKIE	01/06/2012	6.80
26736	PREMIUM PAINTING SERVICES LLC	01/06/2012	11,820.76
26737	PRESS PUBLICATIONS	01/06/2012	113.20
26738	PUMP AND METER SERVICE INC	01/06/2012	868.60
26739	R & R SPECIALTIES INC	01/06/2012	32.45
26740	RAMSEY COUNTY PARKS/REC DEPT	01/06/2012	1,450.00
26741	RATWIK ROSZAK & MALONEY PA	01/06/2012	6,088.77
26742	REHBEIN TRANSIT INC	01/06/2012	6,460.00
26743	RESERVE ACCOUNT	01/06/2012	5,000.00

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26744	RICHARDSON, SUSAN	01/06/2012	54.39
26745	RICOH AMERICAS CORP	01/06/2012	415.59
26746	RICOH AMERICAS CORP	01/06/2012	11.50
26747	RM COTTON COMPANY	01/06/2012	644.00
26748	ROCKFORD, KRISTY	01/06/2012	280.00
26749	ROESER, CHARLES	01/06/2012	7.22
26750	ROSE, LORI J	01/06/2012	83.02
26751	SAFETY-KLEEN CORP	01/06/2012	375.33
26752	SAINTS NORTH MAPLEWOOD	01/06/2012	404.00
26753	SAM'S CLUB/GEMB	01/06/2012	137.56
26754	SARGENT-WELCH	01/06/2012	35.39
26755	SCHINDLER ELEVATOR CORP	01/06/2012	188.42
26756	SCHINTZ, KATHLEEN M	01/06/2012	15.30
26757	SCHIRMEISTER, MONIKA	01/06/2012	41.64
26758	SCHLOMANN AL	01/06/2012	94.00
26759	SCHMIDT, MICHELE	01/06/2012	12.99
26760	SCHMITT MUSIC COMPANY	01/06/2012	18.70
26761	SCHNEIDER, APRIL C	01/06/2012	38.30
26762	SECURITAS SEC SVCS USA INC	01/06/2012	1,327.20
26763	SENTRY SYSTEMS INC	01/06/2012	1,483.00
26764	SHIFFLER EQUIPMENT SALES INC	01/06/2012	1,288.83
26765	SIEBENALER, KEVIN R	01/06/2012	108.22
26766	SIMSHAUSER, KIMBERLY P	01/06/2012	263.07
26767	SMITH MICRO TECHNOLOGIES INC	01/06/2012	350.00
26768	SNAP-ON TOOLS	01/06/2012	587.00
26769	SOLHEIM, KARI L	01/06/2012	327.25
26770	SOMMERHAUSE, TERESA A	01/06/2012	66.00
26771	SPECIAL PAY TRUST AUL	01/06/2012	16,864.43
26772	SPENCER, DOROTHY	01/06/2012	24.65
26773	ST PAUL LINOLEUM & CARPET COMP	01/06/2012	3,763.00
26774	STATE SUPPLY CO	01/06/2012	64.19
26775	STEINER, EILEEN A	01/06/2012	96.26
26776	STEWART, SCOTT	01/06/2012	45.00
26777	SVL SERVICE CORPORATION	01/06/2012	686.00
26778	THYSSENKRUPP ELEVATOR CORP	01/06/2012	633.89
26779	TOTAL TOOL	01/06/2012	81.00
26780	TOUSSAINT, JANEL PHYLLIS	01/06/2012	49.95
26781	TRAEGER, MARY	01/06/2012	13.04
26782	TRAPP, MILDRED	01/06/2012	29.75
26783	TRIGGS, CARLA	01/06/2012	311.92
26784	TRUSTED EMPLOYEES	01/06/2012	1,165.00
26785	TWEEDALE, LIBBY	01/06/2012	16.17
26786	TWIN CITY JANITOR SUPPLY CO	01/06/2012	584.00
26787	U.S. ENERGY SERVICES INC	01/06/2012	789.00
26788	UECKER-FLINK, DIANE T	01/06/2012	208.68
26789	UPSTART	01/06/2012	158.45
26790	VAIL, ANNE B	01/06/2012	107.39
26791	VANOVERBEKE, TAMERA S	01/06/2012	4,382.98
26792	VASKE, MARY	01/06/2012	750.00
26793	VENBURG TIRE CO	01/06/2012	233.82

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26794	VERIZON WIRELESS	01/06/2012	410.11
26795	VERNIER SOFTWARE	01/06/2012	9,540.01
26796	VETTE, MARISA AA	01/06/2012	195.00
26797	VIND, CAROL J	01/06/2012	15.30
26798	VIRCO INC	01/06/2012	311.78
26799	VRABEL, MARY	01/06/2012	517.36
26800	WALBERT, FLORENCE	01/06/2012	6.51
26801	WALSTAD, PATRICIA	01/06/2012	5.95
26802	WALSWORTH PUBLISHING CO	01/06/2012	5,535.00
26803	Vendor Continued Check	01/06/2012	0.00
26804	WASTE MANAGEMENT OF WI-MN	01/06/2012	13,435.71
26805	WHITE BEAR CENTER FOR THE ARTS	01/06/2012	4,800.00
26806	WHITE BEAR TRAVEL	01/06/2012	5,937.35
26807	WHITE BEAR LAKE SPORTS CENTER	01/06/2012	2,890.00
26808	WEDELL, THERESA	01/06/2012	183.15
26809	WHITE, THOMAS R	01/06/2012	218.16
26810	WILD MOUNTAIN	01/06/2012	2,208.00
26811	WILLIAMS JR, LEE E	01/06/2012	47.73
26812	WILSON, MANDYN N	01/06/2012	37.00
26813	WINDSTREAM	01/06/2012	2,606.10
26814	WITTMAN, DAVID W	01/06/2012	72.00
26815	WL HALL COMPANY	01/06/2012	4,764.00
26816	WORLD BOOK INC	01/06/2012	799.00
26817	ZERWAS, THERESA	01/06/2012	117.26
274	Computer	Check(s) For a Total of	1,593,565.26

	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
	274	Computer	Checks For a Total of	1,593,565.26
Total For	274	Manual, Wire Tran, ACH & Computer	Checks	1,593,565.26
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,593,565.26

PAYROLL

Check Nbr	Vendor Name	Check Date	Check Amount
26818	AIG	01/10/2012	5,327.16
26819	AMERICAN FUNDS	01/10/2012	67,130.17
26820	AMERICAN UNITED LIFE	01/10/2012	45,576.14
26821	AMERICAN UNITED LIFE	01/10/2012	256,500.00
26822	AMERIPRISE FINANCIAL SERVICES	01/10/2012	10,794.09
26823	AXA EQUITABLE	01/10/2012	22,253.66
26824	EDUCATION MN ESI BILLING TRUST	01/10/2012	16,853.22
26825	GE CAPITAL RETAIL BANK	01/10/2012	1,256.87
26826	GOLDCOM INC	01/10/2012	1,055.61
26827	GREATER TWIN CITIES UNITED WAY	01/10/2012	725.50
26828	IUOE LOCAL 70	01/10/2012	2,153.72
26829	MESSERLI & KRAMER PA	01/10/2012	708.50
26830	METROPOLITAN LIFE	01/10/2012	3,930.61
26831	MN CHILD SUPPORT	01/10/2012	2,282.90
26832	MN ENVIRONMENTAL FUND	01/10/2012	332.50
26833	MORRELL MANUFACTURING INC	01/10/2012	643.20
26834	NEOFUNDS BY NEOPOST	01/10/2012	1,000.00
26835	PANERA	01/10/2012	89.94
26836	PITNEY BOWES PURCHASE POWER	01/10/2012	107.99
26837	PITNEY BOWES PURCHASE POWER	01/10/2012	1,000.00
26838	PITNEY BOWES INC	01/10/2012	112.96
26839	SAM'S CLUB/GEMB	01/10/2012	411.41
26840	SAM'S CLUB/GEMB	01/10/2012	30.20
26841	SCHOOL SERVICE EMPLOYEES	01/10/2012	5,292.33
26842	TARGET BANK	01/10/2012	7.59
26843	TIERNEY BROTHERS INC	01/10/2012	32,942.00
26844	US DEPT OF EDUCATION	01/10/2012	329.00
26845	VANGUARD SMALL BUSINESS SERVIC	01/10/2012	19,787.57
26846	WHITE BEAR LAKE FOOD SERV	01/10/2012	1,422.00
26847	WBLA EDUCATIONAL FOUNDATION	01/10/2012	5,034.79
30	Computer	Check(s) For a Total of	505,091.63

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
30	Computer	Checks For a Total of	505,091.63
Total For 30	Manual, Wire Tran, ACH &	Computer Checks	505,091.63
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	505,091.63

Check Nbr	Vendor Name	Check Date	Check Amount
26848	GECRB/AMAZON	01/11/2012	39.74
26849	HOME DEPOT CREDIT SERVICES	01/11/2012	584.39
26850	POPE, ELSA	01/11/2012	3,300.00
3	Computer	Check(s) For a Total of	3,924.13

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
3	Computer	Checks For a Total of	3,924.13
Total For 3	Manual, Wire Tran, ACH &	Computer Checks	3,924.13
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	3,924.13

Check Nbr	Vendor Name	Check Date	Check Amount
26851-26907	VOID		
26908	1ST LINE/LEEWES VENTURES LLC	01/19/2012	1,501.65
26909	AAPAR/AAHPERD	01/19/2012	1,376.10
26910	ABBOTT PAINT & CARPET INC	01/19/2012	290.51
26911	ADAMS, LINDA	01/19/2012	136.36
26912	ADVANCED WIRELESS COMMUNICATIO	01/19/2012	919.24
26913	AED SUPERSTORE ALLIED 100 LCC	01/19/2012	1,146.90
26914	AFFORDABLE THERAPY SOLUTIONS	01/19/2012	82.20
26915	AGROPUR INC	01/19/2012	22,049.01
26916	ALBERS MECHANICAL SERVICE INC	01/19/2012	1,821.15
26917	AMAZON	01/19/2012	216.46
26918	AMAZON	01/19/2012	145.76
26919	AMERICAN TIME & SIGNAL CO	01/19/2012	988.64
26920	AMERIPRIDE SERVICES	01/19/2012	654.07
26921	ANDERSON, JON C	01/19/2012	750.00
26922	ANDERSON, PATRICIA	01/19/2012	14.00
26923	APPLE COMPUTER INC	01/19/2012	906.00
26924	APPLIED ENVIRONMENTAL SCI INC	01/19/2012	987.90
26925	ARCADE ASPHALT CO	01/19/2012	7,900.00
26926	ARENA SYSTEMS	01/19/2012	262.00
26927	ARMSTRONG TORSETH SKOLD & RYDE	01/19/2012	688.70
26928	ARRIOLA, MARK	01/19/2012	131.00
26929	BARNETTE, THOMAS L	01/19/2012	72.00
26930	BARTH, CARRIE M	01/19/2012	250.31
26931	BARTHOLD	01/19/2012	1,575.00
26932	BERGIN FRUIT AND NUT CO	01/19/2012	110.86
26933	BUSINESS IMPACT GROUP	01/19/2012	288.00
26934	BINSFIELD, JEANNE OR NEAL	01/19/2012	474.00
26935	BIOCLEAN MOBILE WASH INC	01/19/2012	609.20
26936	BJORNSTAD, ADAM	01/19/2012	78.00
26937	BLB CONSULTING LLC	01/19/2012	830.00
26938	BLOOD, DOUG	01/19/2012	78.00
26939	BOHMBACH, JOHN	01/19/2012	72.00
26940	BOSCH, DONALD	01/19/2012	390.00
26941	BRENNAN INDUSTRIES	01/19/2012	1,692.00
26942	BROMELAND, SARA A H	01/19/2012	39.98
26943	BROWN, NATALIE J	01/19/2012	100.00
26944	BRUSKI, JERRILYN	01/19/2012	62.00
26945	BUILDING RESTORATION CORPORATI	01/19/2012	338.18
26946	BUREAU OF CRIMINAL APPREHENSIO	01/19/2012	60.00
26947	BUREAU OF EDUCATION & RESEARCH	01/19/2012	215.00
26948	THE BUREAU	01/19/2012	300.00
26949	BURKE, ERIN	01/19/2012	64.16
26950	BUTLER, PEGGY A	01/19/2012	69.90
26951	CANNIFF, AMY E	01/19/2012	36.63
26952	CARLSON, DENISE	01/19/2012	180.00
26953	CARLSON WAGONLIT TRAVEL	01/19/2012	24,250.00
26954	CARTRIDGE CARE	01/19/2012	641.00
26955	CENTURYLINK	01/19/2012	267.24
26956	CHAKOLIS, RICHARD A	01/19/2012	107.96
26957	THE CHILDREN'S THEATRE COMPANY	01/19/2012	614.00

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26958	CHRISSIS, CONNIE	01/19/2012	35.00
26959	CITI-CARGO & STORAGE CO INC	01/19/2012	85.00
26960	CLARK ENGINEERING CORP	01/19/2012	2,765.00
26961	CLASSICAL ACADEMIC PRESS	01/19/2012	47.54
26962	COCA-COLA BOTTLING MIDWEST CO	01/19/2012	1,609.92
26963	COLYER, KERRY	01/19/2012	131.00
26964	COMCAST	01/19/2012	63.95
26965	COMCAST	01/19/2012	5.26
26966	COMMUNICATION MAILING SERVICES	01/19/2012	711.84
26967	CONNEY SAFETY	01/19/2012	147.53
26968	CONTINENTAL RESEARCH CORP	01/19/2012	1,397.11
26969	COOPS SPORTSWEAR	01/19/2012	231.00
26970	COPY IMAGES INC	01/19/2012	1,505.93
26971	Vendor Continued Check	01/19/2012	0.00
26972	COPY IMAGES INC	01/19/2012	1,147.81
26973	CORPORATE GIFTS & SERVICES	01/19/2012	70.00
26974	CROWE, ROBERT	01/19/2012	72.00
26975	CTB INC	01/19/2012	5,282.00
26976	CUB FOODS OF WOODBURY	01/19/2012	247.40
26977	CUMMINS NPOWER LLC	01/19/2012	1,399.68
26978	CURRICULUM ASSOCIATES LLC	01/19/2012	70.69
26979	CUSTOM REFRIGERATION	01/19/2012	1,192.37
26980	Vendor Continued Check	01/19/2012	0.00
26981	DALCO CORPORATION	01/19/2012	8,692.83
26982	DANIELS, KATHLEEN	01/19/2012	628.95
26983	DARR, SHELLY	01/19/2012	47.36
26984	DAWN SIGN PRESS	01/19/2012	278.11
26985	DCX LLC (TORNADO SLUSH)	01/19/2012	160.00
26986	DECKER INC	01/19/2012	485.87
26987	DELTA EDUCATION	01/19/2012	36.40
26988	DEMCO INC	01/19/2012	229.84
26989	DENIAU, ELIZABETH	01/19/2012	47.00
26990	DENKER, SAM	01/19/2012	5.00
26991	DEVELOPMENTAL RESOURCES INC	01/19/2012	139.00
26992	DEVETTER DESIGN GROUP	01/19/2012	29,775.00
26993	DIMEGLIO, JOE	01/19/2012	588.36
26994	DISCOUNT SCHOOL SUPPLY	01/19/2012	844.10
26995	DIVERSIFIED SNACK DISTRIBUTION	01/19/2012	3,302.50
26996	DOMINOS PIZZA	01/19/2012	444.49
26997	DOMINOS PIZZA	01/19/2012	373.33
26998	DONATELLI'S	01/19/2012	134.24
26999	DOOR SERVICE COMPANY	01/19/2012	7,638.00
27000	DRAMATIC PUBLISHING CO	01/19/2012	203.23
27001	DUBOSE, MARCELINE	01/19/2012	500.00
27002	DVS RENEWAL	01/19/2012	57.75
27003	DYMIT, MARIE	01/19/2012	74.93
27004	EDUCATIONAL RESEARCH AND DEV	01/19/2012	90.00
27005	EDUCATION TO GO	01/19/2012	60.00
27006	EIGENFELD, CAROLYN	01/19/2012	502.00
27007	ELECTRIC MOTOR REPAIR	01/19/2012	1,150.50

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27008	EMI AUDIO	01/19/2012	4,522.47
27009	ENGSTROM, MARK	01/19/2012	109.00
27010	ENTERTAINMENT PUBLICATIONS LLC	01/19/2012	1,304.00
27011	ESKOW, LYNN	01/19/2012	101.01
27012	ESSON, ANN	01/19/2012	50.00
27013	EXCEL LEGAL COURIER	01/19/2012	44.00
27014	FEDEX	01/19/2012	71.41
27015	Vendor Continued Check	01/19/2012	0.00
27016	FESTIVAL FOODS-KNOWLAN'S	01/19/2012	1,227.47
27017	FINK, AVIS	01/19/2012	137.00
27018	FIRST STUDENT	01/19/2012	27.50
27019	FLANAGAN SALES INC	01/19/2012	1,473.00
27020	FLORIN, JOLYN A	01/19/2012	619.65
27021	FOLLETT LIBRARY RESOURCES	01/19/2012	3,221.47
27022	FRATTALONES HARDWARE STORES	01/19/2012	999.65
27023	FREY	01/19/2012	219.97
27024	FUHRMAN, SARAH	01/19/2012	66.96
27025	FUTURA LANGUAGE PROFESSIONALS	01/19/2012	925.00
27026	G&K SERVICES INC	01/19/2012	2,273.90
27027	G&K SERVICES	01/19/2012	794.56
27028	GALLAGHERS NORTHWESTERN TIRE C	01/19/2012	881.30
27029	GAMBONI, RICHARD A	01/19/2012	80.00
27030	GARETH STEVENS PUBLISHING	01/19/2012	313.50
27031	GCS SERVICE INC	01/19/2012	105.19
27032	GENUINE PARTS COMPANY-MPLS (NA	01/19/2012	67.33
27033	GEPHART TRUCKING	01/19/2012	1,600.00
27034	GLENN, JERILYN	01/19/2012	131.00
27035	GOEBEL, DARRYL	01/19/2012	78.00
27036	GOLDCOM INC	01/19/2012	882.64
27037	GOOGLE INC	01/19/2012	146.93
27038	GOPHER STAGE LIGHTING	01/19/2012	58.98
27039	GRAFFIC TRAFFIC LLC	01/19/2012	6,105.00
27040	Vendor Continued Check	01/19/2012	0.00
27041	GRAINGER	01/19/2012	1,684.50
27042	GRAMBOW, ERIC	01/19/2012	24.00
27043	GRANDMA'S BAKERY INC	01/19/2012	600.78
27044	GRAPHIC RESOURCES	01/19/2012	605.25
27045	GRAY, DONALD E	01/19/2012	243.32
27046	GREAT RIVER OFFICE PRODUCTS	01/19/2012	80.04
27047	GREATAMERICA LEASING CORP	01/19/2012	1,068.72
27048	GRITZMACHER, SHAWN	01/19/2012	550.25
27049	GROTH MUSIC CO	01/19/2012	14.38
27050	GROUP TRAVEL PLANNERS	01/19/2012	1,170.00
27051	GUDMUNDSON, JAMIE	01/19/2012	73.00
27052	GUENTHER, DAVID A	01/19/2012	367.68
27053	HAAG, WAYNE	01/19/2012	500.00
27054	HADJ ROMDHANE, SHARON	01/19/2012	73.00
27055	HALEY UPHOLSTERY LLC	01/19/2012	400.00
27056	HALLBERG ENGINEERING INC	01/19/2012	66,315.00
27057	THE HARBOUR GROUP	01/19/2012	68.00

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27058	HARRIMAN, GRETCHEN	01/19/2012	35.00
27059	HARRIS, JOSEPH W	01/19/2012	75.00
27060	HARTMAN, ADAM	01/19/2012	78.00
27061	HAUGEN, CHRIS	01/19/2012	78.00
27062	HAUTMAN, CHRISTOPHER M	01/19/2012	672.00
27063	HEALY, JASON	01/19/2012	60.80
27064	HEISE, CHERYL	01/19/2012	75.00
27065	HIGHSMITH	01/19/2012	140.00
27066	HILTON GARDEN INN	01/19/2012	260.62
27067	HOEFER, SHANE	01/19/2012	64.00
27068	HOGLUND BUS AND TRUCK CO	01/19/2012	2,398.71
27069	HSBC BUSINESS SOLUTIONS	01/19/2012	1,005.20
27070	Vendor Continued Check	01/19/2012	0.00
27071	HUBERT COMPANY	01/19/2012	2,956.96
27072	HUGO EQUIPMENT CO	01/19/2012	15.98
27073	HUTCHINSON, JOANNE R	01/19/2012	50.00
27074	HYLEN, JENNIFER	01/19/2012	35.52
27075	Vendor Continued Check	01/19/2012	0.00
27076	IFD	01/19/2012	85,309.18
27077	INDIANA UNIVERSITY	01/19/2012	15.00
27078	INDIANHEAD MOTEL	01/19/2012	1,160.00
27079	INDUSTRIAL ARTS SUPPLY	01/19/2012	122.09
27080	INTEGRA TELECOM	01/19/2012	504.45
27081	INTERMEDIATE DISTRICT 287	01/19/2012	450.00
27082	ION INC	01/19/2012	679.96
27083	JOBSINMINNEAPOLIS.COM	01/19/2012	9,550.00
27084	JOHNSON, SADIE R	01/19/2012	72.71
27085	JUST TWO BIKES	01/19/2012	79.98
27086	Vendor Continued Check	01/19/2012	0.00
27087	K PEARSON MECHANICAL LLC	01/19/2012	9,911.65
27088	KATH FUEL OIL SERVICE CO	01/19/2012	2,524.30
27089	KEARN, BARBARA	01/19/2012	195.00
27090	KOVARIK, DAN	01/19/2012	75.00
27091	KUBITZ EDUCATIONAL SERVICES	01/19/2012	546.45
27092	KULLY SUPPLY COMPANY	01/19/2012	122.83
27093	LAKE COUNTRY BOOKSELLERS	01/19/2012	79.14
27094	LAKESHORE LEARNING MATERIALS	01/19/2012	211.82
27095	LANDS BEST FOODS	01/19/2012	2,299.15
27096	LANGER'S	01/19/2012	1,650.00
27097	LANGUAGE LINE SERVICES	01/19/2012	123.10
27098	LARSON, KAREN L	01/19/2012	259.99
27099	LAW, DAVID W	01/19/2012	146.54
27100	LEHNER, SHELLEY	01/19/2012	5.99
27101	LOFFLER COMPANIES INC	01/19/2012	2,395.81
27102	LORENZ BUS SERVICE INC	01/19/2012	1,730.00
27103	LUNCHBYTE SYSTEMS INC	01/19/2012	320.00
27104	M.A. APPAREL & PROMOTIONS	01/19/2012	535.38
27105	MACKIN EDUCATIONAL RESOURCES	01/19/2012	2,000.00
27106	MALMBORGS INC	01/19/2012	1,264.75
27107	MANPOWER	01/19/2012	1,132.31

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27108	MASA	01/19/2012	198.00
27109	MATTSON, CARLA	01/19/2012	44.04
27110	MN COMMUNITY EDUC ASSOC (MCEA)	01/19/2012	45.00
27111	METRO ECSU	01/19/2012	105.00
27112	METRO ECSU	01/19/2012	165.00
27113	MEUWISSEN, PAUL	01/19/2012	110.61
27114	MICKELSON, DANIELLE M	01/19/2012	130.00
27115	MINITEX	01/19/2012	214.00
27116	MINVALCO INC	01/19/2012	519.26
27117	MLA	01/19/2012	4,050.00
27118	MN ASSOC OF SENIOR SERVICES	01/19/2012	15.00
27119	MN DEPT OF HEALTH	01/19/2012	15.00
27120	MN DEPT OF HEALTH	01/19/2012	35.00
27121	MN ELEVATOR INC	01/19/2012	290.77
27122	MN HISTORICAL SOCIETY	01/19/2012	50.00
27123	MN MOBILE TELEPHONE CO INC	01/19/2012	99.00
27124	MOBILE RADIO ENGINEERING INC	01/19/2012	354.46
27125	MODERN HEATING AND AIR CONDITI	01/19/2012	1,531.00
27126	MOORE, KATHERINE D	01/19/2012	174.00
27127	MOORHEAD MACHINERY & BOILER CO	01/19/2012	6,633.37
27128	MSHSCA	01/19/2012	420.00
27129	MUSEUM OF SCIENCE	01/19/2012	158.36
27130	MUSSER, BEVERLY	01/19/2012	93.94
27131	N I MAGNUSON CHRISTIAN SCHOOL	01/19/2012	1,787.50
27132	N2Y	01/19/2012	399.00
27133	NAC MECHANICAL & ELECTRICAL SE	01/19/2012	656.00
27134	NARDINI FIRE EQUIPMENT CO INC	01/19/2012	73.45
27135	NASCO	01/19/2012	373.54
27136	NASVIK, CRAIG S	01/19/2012	37.46
27137	NASVIK, JULIE	01/19/2012	183.97
27138	NATL MAH JONGG LEAGUE INC	01/19/2012	21.00
27139	NATL SCHOOL PUBLIC RELATIONS A	01/19/2012	42.95
27140	NORCENTRONIX DISTRIBUTING	01/19/2012	185.00
27141	NORTH CENTRAL TRUCK EQUIPMENT	01/19/2012	941.52
27142	Vendor Continued Check	01/19/2012	0.00
27143	NORTHERN LANDSCAPE & IRRIGATIO	01/19/2012	1,895.00
27144	NORTON, EMILY L	01/19/2012	98.62
27145	NOVAK JR, WILLIAM	01/19/2012	6.99
27146	NYSTROM PUBLISHING CO INC	01/19/2012	4,469.82
27147	O'REILLY AUTOMOTIVE INC	01/19/2012	1,615.35
27148	OFFICE DEPOT	01/19/2012	29.76
27149	OGDEN TERESA	01/19/2012	41.26
27150	OLD DUTCH FOODS INC	01/19/2012	481.35
27151	OLSON, ANGELA	01/19/2012	55.00
27152	OLSON, MARK	01/19/2012	47.45
27153	ON CALL CLINICIANS	01/19/2012	432.00
27154	OPEN ARMS OF MN	01/19/2012	6,105.69
27155	OXYGEN SERVICE CO INC	01/19/2012	19.53
27156	PAMS LUNCHROOM LLC	01/19/2012	5,642.43
27157	PAN-O-GOLD	01/19/2012	3,253.32

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27158	PAPA MURPHY'S PIZZA	01/19/2012	75.90
27159	PAPA MURPHY'S PIZZA	01/19/2012	14.98
27160	PARK SQUARE THEATRE	01/19/2012	1,995.00
27161	PAUL VADNAIS PLUMBING & WELL	01/19/2012	326.00
27162	PERFECTION LEARNING CORP	01/19/2012	118.80
27163	PETERSON BROS ROOFING & CONST	01/19/2012	2,062.35
27164	PHAM, CUONG	01/19/2012	696.31
27165	PHOENIX SCHOOL COUNSELING LLC	01/19/2012	7,942.35
27166	PICHA, CHRISTINA K	01/19/2012	134.75
27167	PINE TREE APPLE ORCHARD	01/19/2012	2,376.00
27168	PIONEER PRODUCTS	01/19/2012	283.64
27169	PIONEER PRESS	01/19/2012	141.19
27170	PLASTER, MARK A	01/19/2012	137.64
27171	POCKET FULL OF THERAPY	01/19/2012	33.45
27172	PODS COMPLETE CAR CARE	01/19/2012	515.00
27173	POKELA, KEITH	01/19/2012	78.00
27174	POLAR CHEVROLET MAZDA	01/19/2012	20.99
27175	POST, JEREMY J	01/19/2012	141.25
27176	POULSON, JOHN W	01/19/2012	64.00
27177	PREMIUM WATERS INC	01/19/2012	56.85
27178	PRESS PUBLICATIONS	01/19/2012	440.80
27179	PRILEY, ANDERS ELLIOTT	01/19/2012	56.00
27180	QUARFOTH, LYNN MARIE	01/19/2012	38.18
27181	R & R SPECIALTIES INC	01/19/2012	355.22
27182	RADD, SHARON	01/19/2012	500.00
27183	RAMSEY COUNTY PARKS/REC DEPT	01/19/2012	875.00
27184	RICHARDS, LONNIE	01/19/2012	6.70
27185	RICHFIELD BUS COMPANY	01/19/2012	966.00
27186	ROOF SPEC INC	01/19/2012	5,600.00
27187	ROURKE PUBLISHING LLC	01/19/2012	593.35
27188	ROUSH, ROBIN	01/19/2012	129.04
27189	RUDDYS PARTY TOWN INC	01/19/2012	117.26
27190	SAFETY-KLEEN CORP	01/19/2012	274.45
27191	SAM'S CLUB/GEMB	01/19/2012	791.22
27192	SAM'S CLUB/GEMB	01/19/2012	468.82
27193	SARGENT-WELCH	01/19/2012	322.56
27194	SARGENT-WELCH	01/19/2012	58.96
27195	SASS, WALTER R	01/19/2012	177.55
27196	SCHERTZ, CLETUS	01/19/2012	110.45
27197	SCHMIDT, NOEL	01/19/2012	250.67
27198	SCHMITT MUSIC COMPANY	01/19/2012	81.86
27199	SCHOOL SPECIALTY	01/19/2012	465.55
27200	SCHOOL STUFF SCHOOL SUPPLY	01/19/2012	107.87
27201	SCHULER, RACHEL	01/19/2012	72.00
27202	SEBCO BOOKS	01/19/2012	704.38
27203	SECURITAS SEC SVCS USA INC	01/19/2012	2,127.36
27204	SEEVER, GRAY	01/19/2012	165.00
27205	SEGERMARK, JIM	01/19/2012	420.00
27206	Vendor Continued Check	01/19/2012	0.00
27207	SENTRY SYSTEMS INC	01/19/2012	2,052.00

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27208	SINNABERG, JILL	01/19/2012	175.00
27209	SNAP-ON TOOLS	01/19/2012	67.00
27210	SOUTHWEST BINDING & LAMINATING	01/19/2012	341.62
27211	ST MARY OF THE LAKE SCHOOL	01/19/2012	448.00
27212	ST PAUL RIVER CENTRE	01/19/2012	1,050.00
27213	STAGES THEATRE COMPANY	01/19/2012	142.00
27214	Vendor Continued Check	01/19/2012	0.00
27215	STAPLES ADVANTAGE	01/19/2012	5,726.62
27216	STATE OF MINNESOTA DEPT OF PUB	01/19/2012	125.00
27217	STATE SUPPLY CO	01/19/2012	247.45
27218	STEINER, WENDY	01/19/2012	1,797.06
27219	STORY, MISSY	01/19/2012	30.00
27220	STREAMLINE DESIGN INC	01/19/2012	640.00
27221	STUDENT SUPPLY	01/19/2012	795.90
27222	SUKO MARY M	01/19/2012	25.13
27223	SUKO, PAT	01/19/2012	570.95
27224	SVL SERVICE CORPORATION	01/19/2012	1,044.80
27225	TDS METROCOM - MN	01/19/2012	3,685.97
27226	THAO, CHA	01/19/2012	28.05
27227	THIELEN, DAWN	01/19/2012	73.00
27228	THINKING MOVES ORDERS	01/19/2012	195.75
27229	THORSHEIM, TAI	01/19/2012	131.00
27230	THUNDER COMMUNICATIONS DESIGN	01/19/2012	425.00
27231	TRADE PRESS INC	01/19/2012	1,580.00
27232	TRAVELODGE AND SUITES	01/19/2012	1,284.92
27233	TRAVER, SHAWNA J	01/19/2012	86.58
27234	TRI STATE BOBCAT	01/19/2012	237.78
27235	TWIN CITY JANITOR SUPPLY CO	01/19/2012	284.00
27236	U.S. ENERGY SERVICES INC	01/19/2012	86,097.67
27237	UHL CO INC	01/19/2012	4,510.00
27238	ULFIG, COLLEEN M	01/19/2012	59.98
27239	UNITED RENTALS NORTHWEST INC	01/19/2012	6,916.75
27240	UNIVERSITY OF MN SPIRIT SQUADS	01/19/2012	230.00
27241	USBORNE BOOKS AND MORE	01/19/2012	431.78
27242	CITY OF VADNAIS HEIGHTS	01/19/2012	2,039.74
27243	VADNAIS HEIGHTS SPORTS COMPLEX	01/19/2012	38,028.75
27244	VERIZON WIRELESS	01/19/2012	86.96
27245	VETTE, MARISA AA	01/19/2012	34.95
27246	VIKING ELECTRIC SUPPLY	01/19/2012	2,450.97
27247	VOLLEYHUT.COM	01/19/2012	489.75
27248	WARNERS' STELLIAN	01/19/2012	2,743.00
27249	WHITE BEAR CENTER FOR THE ARTS	01/19/2012	72.00
27250	WB GIRLS HOCKEY BOOSTER CLUB	01/19/2012	427.50
27251	WHITE BEAR GLASS INC	01/19/2012	450.00
27252	WHITE BEAR LOCKSMITH INC	01/19/2012	69.15
27253	WHITE BEAR LAKE (CITY OF)	01/19/2012	4,156.44
27254	WHITE BEAR LAKE ROTARY CLUB	01/19/2012	231.50
27255	WEST PAYMENT CENTER	01/19/2012	250.56
27256	WHITCOMB-BREMER, JACLYN ANN	01/19/2012	80.00
27257	WHITE, THOMAS R	01/19/2012	89.99

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27258	WILDMAN HILAL, ANDREA L	01/19/2012	124.97
27259	WILHEMY, MICHELE	01/19/2012	137.96
27260	WILLIAMS, LAURA L	01/19/2012	25.23
27261	WINNICK SUPPLY	01/19/2012	171.66
27262	WL HALL COMPANY	01/19/2012	10,407.65
27263	WOLFLEY SANDRA	01/19/2012	10.96
27264	XEROX CORPORATION	01/19/2012	854.48
27265	ZAHL PETROLEUM MAINTENANCE CO	01/19/2012	183.00
27266	ZAHRADKA BOB	01/19/2012	72.00
27267	ZARNOTH BRUSH WORKS INC	01/19/2012	1,450.00
27268	ZIEGLER INC	01/19/2012	216.49
361	Computer	Check(s) For a Total of	652,217.96

Check Nbr	Vendor Name	Check Date	Check Amount
26578	CAPOCASA, WILLIAM	01/19/2012	78.00
1	Void	Check(s) For a Total of	78.00

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
361	Computer	Checks For a Total of	652,217.96
Total For 361	Manual, Wire Tran, ACH & Computer	Checks	652,217.96
Less 1	Voided	Checks For a Total of	78.00
		Net Amount	652,139.96

PAYROLL

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27269	AIG	01/25/2012	5,027.16
27270	AMAZON	01/25/2012	869.25
27271	AMAZON	01/25/2012	1,083.18
27272	AMAZON	01/25/2012	709.05
27273	AMERICAN FUNDS	01/25/2012	67,280.17
27274	AMER RED CROSS	01/25/2012	500.00
27275	AMERICAN UNITED LIFE	01/25/2012	120,825.14
27276	AMERIPRISE FINANCIAL SERVICES	01/25/2012	10,315.83
27277	AXA EQUITABLE	01/25/2012	22,519.66
27278	BLAINE RAY WORKSHOPS INC	01/25/2012	269.00
27279	COPY IMAGES INC	01/25/2012	13,754.44
27280	EDUCATION MN ESI BILLING TRUST	01/25/2012	16,853.22
27281	GREATER TWIN CITIES UNITED WAY	01/25/2012	148.28
27282	HOUGHTON MIFFLIN HARCOURT	01/25/2012	2,001.95
27283	IUOE LOCAL 70	01/25/2012	2,135.82
27284	MESSERLI & KRAMER PA	01/25/2012	670.00
27285	METROPOLITAN LIFE	01/25/2012	3,930.61
27286	MN ASSOC OF IB WORLD SCHOOLS	01/25/2012	200.00
27287	MN CHILD SUPPORT	01/25/2012	2,282.90
27288	MN ENVIRONMENTAL FUND	01/25/2012	58.06
27289	NATL ASSOC OF FEDERAL EDUCATIO	01/25/2012	395.00
27290	SCHOOL SERVICE EMPLOYEES	01/25/2012	5,284.91
27291	TOP TALENT SOLUTIONS	01/25/2012	608.62
27292	UNIVERSITY OF MINNESOTA	01/25/2012	50.00
27293	US DEPT OF EDUCATION	01/25/2012	329.00
27294	VANGUARD SMALL BUSINESS SERVIC	01/25/2012	19,125.09
27295	WHITE BEAR LAKE FOOD SERV	01/25/2012	20.00
27296	WBLA EDUCATIONAL FOUNDATION	01/25/2012	893.50
28	Computer	Check(s) For a Total of	298,139.84

	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
	28	Computer	Checks For a Total of	298,139.84
Total For	28	Manual, Wire Tran, ACH & Computer	Checks	298,139.84
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	298,139.84

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: **February 13, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
Thesaurus for all fifth grade students	White Bear Lions Club	Lakeaires Elementary
\$3,500	White Bear Lake Girls Hockey Booster Club	White Bear Lake Area High School Girls Hockey Program
\$1,000	Walmart	Vadnais Heights Elementary School
\$500	MN Golf Coaches	White Bear Lake Area High School Golf Program
\$141.40	Community Shares of Minnesota	White Bear Lake Area High School – South Campus
\$500	Premier Bank	White Bear Lake Area High School
\$57.72	Thiesfeld Family	Birch Lake Elementary School Patrol Fund
Bernina Sewing Machine	Laurel Ritter	Central Middle School FACS Department
Electric Stove and Microwave	Dan and Marzena Turley	Central Middle School FACS Department
\$50	Annette Ford	Oneka Elementary School
\$1,000 for Peter E. Palm Memorial Fund	G. Richard and Peggy Palen Foundation	White Bear Lake Area High School

RECOMMENDATION: Accept donations.

AGENDA ITEM: Field Trip Request

MEETING DATE: February 13, 2012

SUGGESTED DISPOSITION: Consent Agenda

CONTACT PERSON(S): David Law, Assistant Superintendent

Background:

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

Date of Trip and Destination	Requesting Staff Member	Grade/Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
Friday, 3/2/12 - Saturday, 3/3/12 Duluth, Minnesota	Janet Newberg and Jaclyn Whitcomb	White Bear Lake Area High School South Campus Ambassadors	0	Approx. 20	Total cost per student: \$75 Student Portion: \$75 Other Source(s): Students finance their own trip	Salvation Army Bus	Working with Rotary to provide service within the community and explore post-high school options by touring U of M and St. Scholastica. The trip aligns with the overall goal of Ambassadors.

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

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

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

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RETIREMENT - CLASSIFIED STAFF

WAYNE PETERSON – Truck/Deliver Driver, Normandy Park
Employed by District 624 since 09/01/1989
Effective Date: 02/29/2012

RESIGNATIONS/TERMINATIONS - CLASSIFIED STAFF

JOEL BARTHOL – Pupil Support Assistant, Central Middle School
Employed by District 624 since 10/19/2009
Effective Date: 02/08/2012

ROBYN ENGEN – Pupil Support Assistant, South Campus
Employed by District 624 since 10/25/2010
Effective Date: 02/14/2012

JENNIFER FERRAND – Part-Time Cook, North Campus
Employed by District 624 since 09/29/2008
Effective Date: 02/10/2012

TIMOTHY LAFRANCE – Custodian, On Leave
Employed by District 624 since 07/24/2000
Effective Date: 01/16/2012

CHRISTOPHER OLSON – Bus Driver, Transportation
Employed by District 624 since 12/07/2009
Effective Date: 02/08/2012

RESIGNATIONS - CERTIFIED STAFF

GARY COOK – Health Teacher, On Leave
Employed by District 624 since 08/24/1995
Effective Date: 06/08/2012

MARIE MYRLIE – Special Education Teacher, On Leave
Employed by District 624 since 08/21/2008
Effective Date: 02/01/2012

FAWENDA NORMAN – Mathematics Teacher, On Leave
Employed by District 624 since 08/23/1999
Effective Date: 02/01/2012

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RETIREMENTS - CERTIFIED STAFF

PAULETTE BARTH– Special Education Teacher, Sunrise Middle School
Employed by District 624 since 08/21/2003
Effective Date: 06/08/2012

LYNN JORRIS– Elementary Classroom Teacher, Oneka Elementary
Employed by District 624 since 03/17/1975
Effective Date: 01/31/2012

MARY ELLEN MIEURE– Elementary Classroom Teacher, Lincoln Elementary
Employed by District 624 since 08/28/1979
Effective Date: 10/10/2012

RETIREMENTS - ADMINISTRATIVE STAFF

JULIA JILEK – Principal ALC, Golfview
Employed by District 624 since 07/01/1998
Effective Date: 09/10/2012

BARBARA KEARN – Elementary Principal, Willow Lane Elementary
Employed by District 624 since 07/01/1997
Effective Date: 06/30/2012

LEAVE OF ABSENCE - CLASSIFIED STAFF

JACKIE LASHOMB – Health Assistant, Otter Lake Elementary
Employed by District since 08/26/2004
Effective Dates: 10/20/2011 through 02/02/12

LEAVE OF ABSENCE - CERTIFIED STAFF

AMANDA JESKE – Communications Teacher, North Campus
Employed by District since 08/27/2009
Effective Dates: 11/14/2011 through 01/24/12

NEW PERSONNEL - CLASSIFIED STAFF

SHERRY BOGENHOLM – Part-Time Cook, Sunrise Middle School
\$12.83/hr. 3.00 hr. /day 90 days \$3,464.10
Effective Date: 01/24/2012

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

NEW PERSONNEL – FOREIGN EXCHANGE TEACHER

XIA YU – Chinese Exchange Teacher, Various Buildings
Effective Dates: 02/10/2012 through July 31, 2012

NEW PERSONNEL – AT WILL

TIFFANY WILSON-WORSLEY – .8 Community and Family Outreach Liaison,
Matoska International and Willow Lane Elementary
75 Days \$25,000.00
Effective Dates: 02/21/2012 through 06/08/2012

LONG TERM SUBSTITUTE - CLASSIFIED STAFF

NOAH DOMBROVSKI – Pupil Support Assistant, Central Middle School
15.85/hr. 81 days \$8,345.03
Effective Dates: 02/06/2012 through 06/07/2012

CORRECTION IN PREVIOUS SALARY FOR LTS - CERTIFIED STAFF

DENISE CALLEN – .10 Spanish Teacher, Central Middle School
MA+15, Step 6 \$32.58/hr. on timesheet
Effective Dates: 01/24/2012 through 6/7/2012

LONG TERM SUBSTITUTE - CERTIFIED STAFF

MIRANDA GODFREAD – .10 French Teacher, Central Middle School
BA+60, Step 8 \$31.98/hr. on timesheet
Effective Dates: 01/24/2012 through 6/7/2012

COLLEEN KOPP – .60 Intervention Teacher, Lakeaires, Matoska, Willow
BA, Step 1 \$10,040.09
Effective Dates: 02/01/2012 through 6/8/2012

AGENDA ITEM: **Action on Approval of Board Members Attending
The National School Boards Association Annual
Conference**

MEETING DATE: **February 13, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

Our School Board Policy 214, Out-of-State Travel by School Board Members provides that:

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

Recommendation:

Approve in accordance to Policy 214, Out-of-State Travel by School Board Members, that two members of the White Bear Lake Area School Board may attend the National School Boards Annual Leadership Conference being held in Boston.

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 Early Childhood Programs**
MEETING DATE: **February 13, 2012**
SUGGESTED DISPOSITION: **Informational Item**
CONTACT PERSON(S): **Dave Guenther, Kathleen Daniels,**
Margie McMahon, Danielle Mickelson

BACKGROUND:

During the 2010-2011 school year, the Early Childhood Programs in the White Bear Lake Area Schools went through a review process as part of the School Board/Superintendent Goal 6e.

As a result of the review, several changes were made to ensure that White bear Lake Area School District continue to offer high quality programs that are innovative, competitive, and accessible, meet the needs of our pre-school families, and are well publicized to the community at large.

This evening the supervisors of the Early Childhood Special Education Program (ECSE) and Early Childhood Family Education (ECFE) will present an overview of current program offerings, locations, curriculum, assessment, and other initiatives offered through the White Bear Lake Area Schools.

Date: 2/13/2012

To: School Board for District #624

From: Danielle Mickelson, Early Childhood Supervisor and
Margie McMahon, Early Childhood Special Education Supervisor

Re: Background summary for presentation

Early Childhood Family Education provides programming for families and their children birth to kindergarten. The focus of this program is to provide resources, programming and education surrounding child development, family systems and parent-child relationships. Our early childhood program provides parent education as a component of each of our ECFE classes. Our parent educators also facilitate relationships within the community with new parents, community daycare providers, and other district programs in order to provide access to these valuable resources and information. Classes are generally offered one time per week for 1.5 or 2 hours. Classes consist of parent-child interaction, parent group, and environmental exploration by the children.

Play and Learn Preschool, School Readiness and Title 1 programs offer opportunities for students to engage in enriched environments, kindergarten-readiness activities and social engagement with their peers. We use individualized curriculum and have aligned our curriculum components with the Early Childhood Indicators of Progress: Minnesota's Early Learning Standards to ensure that our students are prepared for their entrance into kindergarten. Families have opportunities to enroll their child in 2, 3 and 4 half-day classes that are offered mornings and afternoons. Financial assistance is available to families through an application process.

Early Childhood Special Education is a program for children birth – 5 years who have developmental disabilities. The birth through 2 staff work with parents and caregivers in their homes throughout the year. The 3 to 5 preschool program is located at Normandy Park and Hugo. Children are part of Play and Learn inclusion preschool classes. Some preschool children receive speech and language services at Normandy Park and Hugo. Some are also part of our Play and Learn preschool. Each child receives a comprehensive evaluation and has a family or educational plan which describes his/her development and the goals and objectives for the coming year.

In reference to the ***Family Guided Routines Based Intervention*** document, the ECSE service provider uses this process with the family to guide intervention based on the family's routines. Our b-2 team is part of a training cohort in the state.

Enrollment continues to grow over time and with capacity to offer more classes. Growth is attributed to "word of mouth" (neighbor to neighbor, etc.), an improved economy, and our increased marketing in the community.

Overview of Preschool Curriculum

The White Bear Lake Early Childhood Program currently uses *The Creative Curriculum for Preschoolers: Ages 3-5*. This curriculum is approved by the State of Minnesota as one that closely aligns with the state's goals for preschoolers in all areas of development, helping to prepare children for future growth and learning through play, structured interest based activities, technology, and the arts. The philosophy of the *Creative Curriculum* includes the use of developmentally appropriate practices based on five fundamental principles.

Developmentally appropriate practice includes identifying:

- Child development and how children learn
- The individual strengths, needs, and interests of each child
- Each child's family and community cultures

The 5 Fundamental Principles include:

- Positive interactions and relationships with adults provide a critical foundation for successful learning
- Social-Emotional competence is a significant factor in school success
- Constructive, purposeful play supports essential learning (active learning)
- The physical environment affects the type and quality of learning interactions
- Teacher-family partnerships promote development and learning

Each of our classrooms at both Normandy Park and Hugo Elementary now include Smartboard technology, an interactive white board that allows our students to utilize the latest technology right at their fingertips. In addition, and aligned with *The Creative Curriculum*, we include 4 other supplementary curriculums to enhance learning in a variety of different areas. These include:

Nature Explore – This curriculum focuses on the use of nature to introduce a developmentally appropriate view of our environment, exploration, and experimentation within nature. Students will be introduced to a new nature topic monthly with activities taking place both in the classroom as well as outdoors. The Tamarack Nature Center preschool program is heavily linked with this curriculum and students have an opportunity to go outside daily.

Handwriting without Tears – This curriculum's focus is to guide's children overall writing skills from the preparation stage of writing (2 years) to name recognition and printing (4 years). The curriculum uses a variety of different tools such as *flip crayons*, *Mat Man*, and *name paths*.

Incredible Years/Dinosaur School – This curriculum's focus is on the social and emotional development of our students from age 3 to 5. The in-class curriculum uses puppets named, Dina, Wally, and Molly to introduce topics such as group rules, feelings, anger management, sharing, turn-taking, and friendship skills. This curriculum also has a take home component to give our families an opportunity to follow-up with these skills. Our classrooms will be introducing this curriculum at least every two weeks within the classroom setting.

Alphafriends – The Alphafriends curriculum is a district wide curriculum used to enhance the phonological development of our students through the use of characters. For example, when a student is introduced to the letter "A", the Alphafriend introduced is "Andy Apple". These loveable characters are used to increase the students' development of letter sounds and letter recognition. In the preschool stages this curriculum sets the foundation for reading development as the child grows into elementary school. Your student will be bringing home a weekly art project of the Alphafriend.

Ongoing monitoring and assessment of each child's development and progress will be shared with parents. This assessment process enables teachers to ensure activities meet the needs of all out students. The assessment process includes:

- Developmental checklists
- Data Collection
- Observations
- Portfolios with photos and samples of your student's work (will be given to students at end of year to keep)

The experienced staff of the White Bear Lake Early Childhood Program is proud of the services we provide and are committed to continued excellence as we work with your family.

Overview of Program Assessment

Curriculum Based Measure – is an assessment based on our Creative Curriculum for children ages 2 - 5. This assessment was designed by an assessment team within our program to incorporate the developmental indicators of progress as well as curricular components.

Individual Growth and Development Indicators (IGDI's) - Individual Growth and Development Indicators, or IGDIs, are used to monitor the language and literacy development of preschoolers, 3-5 years of age. The IGDIs test is comprised of three key measures: Picture Naming (an assessment of vocabulary), Rhyming, and Alliteration (an assessment of phonological awareness). Progress in these areas is necessary for later reading success.

Portfolio – Portfolios for 2 ½ to 5 year old children afford the unique opportunity of gathering actual work samples and photographs that demonstrate the child's mastery of skills, interaction with the environment, and social engagement with their peers. Portfolios are shared at parent conferences and will be given to the family at the end of each school year.

(ECFE) Parent Survey – Each Early Childhood Family Education participant is asked to complete a survey for their class which focuses on parent's perception of their child's development and the progress they feel their child made over the course of the school year.

Parent Education Core Curriculum Framework and Indicators – Provides a guideline for educators in establishing the curricular components for each individual ECFE class. It guides educators through a framework of activities and discussions to establish the needs and interest areas of the parent groups. The framework then guides educators through the development of curricular content and on-going assessment of need.

Routines-Based Interview – Early intervention staff complete a family routines based interview to gather information about child and family routines and activities. Intervention staff work to develop outcomes with families that target routines that are of primary concern for the family while addressing the student needs determined through the comprehensive assessment process.

AGENDA ITEM: **Update on Progress on School Board/Superintendent
Goals and Strategic Plan**

MEETING DATE: **February 13, 2012**

SUGGESTED DISPOSITION: **Information Item**

CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**
Marisa Vette, Director of Communications and
Community Relations

Background:

At our monthly work-study session the administration has invested between one and two hours presenting presentations and updates on the District's progress on these School Board/Superintendent Goals which include the District's Strategic Plan implementation.

Each month the administration provides a detailed update of the plan showing the progress and key decision points. At this evening's School Board meeting the administration will provide a brief overview on progress on those goals to give the boarder public an opportunity to see what progress is being made, and confidence that the District is carrying out our commitments to the community through the Strategic Plan process.

In addition to a brief overview presentation, the detailed planning documents are available to community members.

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **February 13, 2012**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent of Schools**

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 614, School District Testing Plan and Procedure

MEETING DATE: February 13, 2012

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): David Law, Assistant Superintendent

Background:

School Board Policy 614, School District Testing Plan and Procedure, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

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

Adopted: September 8, 1997
Revised: June 11, 2001
Revised: May 9, 2005
Revised: April 11, 2011

*White Bear Lake Area
School Board Policy 614*

614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

The purpose of this policy is to set forth the school district's testing plan and procedure.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to implement procedures for testing, test security, reporting, documentation, notification to students and parents and student record keeping in accordance with Minnesota law.

III. DUTIES OF SCHOOL DISTRICT TEST ADMINISTRATOR

~~The school district test administrator as named in Policy 613, Graduation Requirements, shall be responsible for preparing and presenting annually to the school board for approval, and overseeing the publishing of, the basic requirements graduation standards test administration plan. The school district test administrator shall file the plan with the Minnesota Department of Education (MDE) and deliver the plan to all households in the school district by October 15 of each year. The plan shall include, at a minimum, the following:~~

- ~~_____ A. _____ the graduation requirements;~~
- ~~_____ B. _____ the number of opportunities a student shall have to retake tests of basic requirements during each year;~~
- ~~_____ C. _____ the opportunities for remediation for a student who has not passed tests of basic requirements;~~
- ~~_____ D. _____ The process for requesting an additional testing opportunity and accommodations for a senior who has met all other graduation requirements but has not passed one or more basic requirements;~~
- ~~_____ E. _____ the process for appealing the school district's response to requests in item D; and~~
- ~~_____ F. _____ the method to report breaches in test security procedures to the school district and MDE.~~

The school district test administrator as named in Policy 613, Graduation Requirements, shall be responsible for creating a plan that demonstrates adherence to procedures for testing, test security, reporting, documentation and notification to students and parents and student recording keeping in relation to the state tests required for graduation. The plan will be developed in accordance with Minnesota law, rule, and regulation.

IV. TEST SECURITY

A. Security Requirements.

~~1. When administering tests for the basic requirements, the school district shall observe the following test security measures in addition to any requirements imposed by the MDE:~~

~~a. All test booklets, answer sheets, and test materials shall be placed in locked storage before and after the test administration;~~

~~b. The tests, testing materials, and answer sheets are nonpublic data under Minn. Stat. § 13.34; and~~

~~e. No copies of test booklets or answer sheets shall be made.~~

2.1. When administering a graduation-required assessment for diploma (GRAD), the school district must observe the following test security measures:

a. All test materials must be secured, either physically or electronically, before and after the test administration;

b. All testing materials are nonpublic data under Minn. Stat. § 13.34; and

~~c. A student is required to present valid photo identification before being admitted to the testing site if:~~

~~(1) the student is not enrolled in the testing district; or~~

~~(2) the student is unknown to the test proctor.~~

3.2. The school district must report any known violations of test security to MDE which must accept reports of violations of test security from anyone with knowledge of such an incident.

B. Security Violations. MDE shall investigate any reported incidents of breaches in test security. The consequences of a violation of test security may include:

1. The invalidation of test scores if a violation is found to justify serious questions about the integrity of the results of the test administration; or

2. Other reasonable sanctions that are necessary to preserve the security and confidentiality of future tests and test administrations.

~~V. SCHOOL DISTRICT REPORTING TO MDE AND THE PUBLIC~~

- ~~A. The school district shall report the information specified below to MDE annually by October 15 in a format to be determined by MDE.~~
- ~~B. The school district shall prepare and disseminate annually by October 15 a public report of the information specified below through the official newspaper or through publications sent to all households in the school district.~~
- ~~C. The reports required above shall include:~~
 - ~~1. The number of students enrolled at each grade level 9 through 12 according to the end of the year Minnesota Automated Reporting Student System (MARSS) report;~~
 - ~~2. The number of students at each grade level 9 through 12 passing each basic requirement at the state standards level;~~
 - ~~3. The number of students at each grade level 9 through 12 passing each basic requirement at an individualized level under an IEP or a Section 504 Accommodation plan;~~
 - ~~4. The number of students at each grade level 9 through 12 passing tests in each basic requirement with tests that have been translated into a language other than English;~~
 - ~~5. The number of students at each grade level 9 through 12 exempt from testing in each basic requirement; and~~
 - ~~6. For grade 12 of the previous year only, the number of students currently denied a high school diploma because of not passing the state standard for a basic requirement when all other graduation requirements have been met.~~

~~VI.V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT~~

The school district shall maintain records necessary for program audits conducted by the MDE. The records must include documentation that:

- A. Required notifications to parents and students meet the requirements of Minnesota Rules, Parts 3501.0120 and 3501.1120;
- B. Required student records meet the requirements of Minnesota Rules, Parts 3501.0130 and 3501.1130;

- C. The school district's process for additional testing of students meets the requirements of Minnesota Rules, Part 3501.0050.
- D. Test security procedures comply with Minnesota Rules, Parts 3501.0150 and 3501.1150;
- E. The school district's decisions and processes regarding testing accommodations, modifications, and granting exemptions are in compliance with Minnesota Rules, Parts 3501.0090, 3501.0100, and 3501.1180;
- ~~F. The school district's curriculum and instruction provides appropriate learning opportunities in the basic requirement in compliance with Minnesota Rules, Part 3501.0110 and state graduation requirements in compliance with Minn. Rules Part 3501.1110;~~
- G. Remediation plans for students are on file consistent with Minnesota Rules, Parts 3501.0110 and 3501.1110;
- ~~H. The basic requirement test administration plan complies with Minn. Rules, Part 3501.0140, subpart 2, and the GRAD administration plan complies with Minn. Rules Part 3501.1140;~~
- I. The documentation for students granted accommodations or exempted from testing complies with Minn. Rules, Parts 3501.0090 and 3501.1190;
- J. The assessments and documentation of performance for students granted modifications of statewide standards comply with Minn. Rules Part 3501.0090, subpart 2, item C, and 3501.1190; and
- K. The school district's process for testing considerations for limited English proficiency students complies with Minnesota Rules, Part 3501.0100.

VII. REQUIRED NOTIFICATION TO PARENTS AND STUDENTS

- A. Written Notice. The school district shall establish and maintain a system to provide written notice to parents and students about graduation requirements.
- B. Notice of Graduation Requirements.
 - 1. No later than thirty (30) working days after the date of the entrance into grade 9 or transfer of a student into the school district during or after grade 9, the school district shall provide to the parents and the student written notice of:
 - a. The graduation requirements; and
 - b. The grade in which the student shall have the first opportunity to take a test in a requirement.

2. The school district shall provide parents and students with annual written notice of the grade in which the student will have the first opportunity to take a GRAD. The school district shall provide written notice to parents and students of GRAD results no later than sixty (60) days after the district receives the results of a GRAD. After the date of receiving test results, students must have a minimum of six (6) weeks for remediation before the next testing opportunity.

~~C. Notice of Test Results and Remediation Opportunities. The school district shall provide no later than ninety (90) days after a student takes a test of basic requirement, written notice to the parents and the student of:~~

- ~~1. Basic requirement test results; and~~
- ~~2. Consistent with Minn. Rules, Part 3501.0050, subpart 3, if the student is in the graduating year:~~
 - ~~a. The process by which a parent or student can request additional testing and testing accommodations after April 1; and~~
 - ~~b. the process by which a parent or student can appeal the school district's decision if additional testing or testing accommodation is denied.~~

~~D.C. Notice Pertaining to Adequate Yearly Progress. If the school district is proposed for identification for school improvement, for corrective action, or for restructuring by the MDE, the school district shall provide to parents of students in the school district sufficiently detailed summary data of its academic assessments or other academic indicators reviewed to determine whether the school is making adequate yearly progress to permit parents to appeal MDE's proposal.~~

VIII. STUDENT RECORD KEEPING

- A. Test Results. The school district shall keep a record on each student that includes:
 - ~~1. the basic requirement tests taken;~~
 - ~~2. the results of the most recent basic requirement tests given;~~
 - 3.1. The GRADs taken; and
 - 4.2. The results of the most recent GRAD given.
- B. Student Progress. Individual student progress shall be reported on a student record as described below.

1. ~~“Pass state level” shall be noted on the record of a student who passes a basic requirement test under standard conditions or with an accommodation. The records for students passing with an accommodation shall not be different from the records of students passing the test under standard conditions.~~
2. ~~“Pass individual level” shall be noted on the record of a student who passes a basic requirement test with a modification established in the IEP or Section 504 Accommodation plan in accordance with Minnesota Rules, part 3501.0090.~~
3. ~~“Pass translation” shall be noted on the record of a student who passes a basic requirement test that has been translated into a language other than English and has not been validated by the state as a state test with a set passing score.~~
4. ~~“Exempt” shall be noted on the record of a student who has been exempted from a basic requirement test.~~
- 5.1. “Pass” or “p” must be noted on the record of a student who passes a GRAD under standard conditions or with an accommodation.
- 6.2. “Pass” or “p” must also be noted on the record of a student who passes a GRAD with a modification established in the IEP or Section 504 accommodation plan in accordance with Minn. Rules Part 3501.1190. This notation is also used as a GRAD notation for any other modified or alternate assessment used for accountability purposes for students with disabilities. The records for students passing with an accommodation or a modification or who pass an alternate assessment must not differ from the records of students passing the test under standard conditions.

Legal References:

- Minn. Stat § 13.34 (Examination Data)
- Minn. Stat § 120B.11 (School District Process)
- Minn. Stat § 123B.30 (Statewide Testing and Reporting System)
- Minn. Stat § 120B.36, Subd. 2 (Adequate Yearly Progress)
- Minn. Rule Parts 3501.0010 – 3501.0180 (Graduation Standards – Mathematics and Reading)
- Minn. Rule Parts 3501.0200 – 3501.0290 (Graduation Standards – Written Composition)
- Minn. Rules Parts 3501.0505-3501.0550 (Graduation Standards – Language Arts)
- Minn. Rules Parts 3501.0700-3501.0745 (Graduation Standards – Mathematics)
- Minn. Rules Parts 3501.0800-3501.0815 (Graduation Standards – Arts)
- Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma)
- 20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

Cross References:

WBLASB Policy 601 (School District Curriculum and Instruction Goals)

WBLASB Policy 613 (Graduation Requirements)

WBLASB Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plan and LEP Students)

WBLASB Policy 616 (School District System Accountability)

AGENDA ITEM: **School Board Policy 615, Testing Accommodations, Modifications and Exemptions for IEPs, Section 504 Plans, and LEP Students**

MEETING DATE: **February 13, 2012**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **David Law, Assistant Superintendent**
Kathleen Daniels, Director of Special Services

Background:

School Board Policy 615, Testing Accommodations, Modifications and Exemptions for IEPs, Section 504 Plans, and LEP Students, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

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

Adopted: September 8, 1997

Revised: August 27, 2001

Revised: January 10, 2005

Revised: April 12, 2010

Revised: November 8, 2010

*White Bear Lake Area
School Board Policy 615*

**615 TESTING ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR
IEPS, SECTION 504 PLANS AND LEP STUDENTS**

I. PURPOSE

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, § Section 504 Plans, or limited English proficiency (LEP) needs to meet the ~~graduation requirements of basic skills testing and~~ graduation-required assessments for diploma (GRAD) tests.

II. GENERAL STATEMENT OF POLICY

A. The school district will utilize the existing annual review of IEPs or Section 504 plans to review, on a case-by-case basis, the extent of student participation in ~~basic skills testing and~~ GRAD testing. For students subject to GRAD testing, the student's IEP or Section 504 plan must identify one of the following decisions for each subject area of GRAD:

1. the student is expected to achieve the statewide standard with or without testing accommodations resulting in a "pass" or "p" notation on the record when achieving a passing score; or
2. the student is expected to achieve the statewide standard at an individually modified level of difficulty, resulting in a "pass" or "p" notation on the record when achieving the modified level. A Minnesota alternative assessment must be used when an IEP team chooses to replace the GRAD. Adoption of modifications for a student must occur concurrently with the adoption of transition goals and objectives as required by Minn. Stat. § 125A.08(a)(1). The IEP or 504 plan must define an appropriate assessment of the statewide standard at a modified level of difficulty. Achievement of the individually modified standard shall be certified only through documented student performance of the defined assessment.

Students subject to GRAD testing also must be tested under standard conditions as specified by the developer of the test except those students whose IEP or 504 accommodation plan specifies other decisions consistent with the above stated requirements.

B. ~~Students with LEP needs must be identified and accommodations made for students subject to basic skills testing.~~ Students subject to GRAD testing are required to pass the GRAD if they have been enrolled in any Minnesota school for

at least four consecutive years. An English language learner (ELL) student who first enrolls in a Minnesota school in grade 9 or above who completes the coursework and any other state and district requirements to graduate within a four-year period is not required to pass the GRAD.

III. DEFINITION OF TERMS

See the current “Procedures Manual for the Minnesota Assessments” which can be found on the Minnesota Department of Education’s (MDE’s) website at: http://www.mnstateassessments.org/resources/Manuals/2011-12_Procedures_Manual.pdf, ~~education.state.mn.us~~, then click on “Accountability Programs,” followed by “Assessment and Testing,” and “Policies, Procedures & Guidelines.”

IV. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR BASIC STANDARDS TESTING- GRAD TESTING

See the current “Procedures Manual for the Minnesota Assessments” which can be found on MDE’s website at: http://mnstateassessments.org/resources/Manuals/2011-12_Procedure_Manual.pdf ~~http://education.state.mn.us~~, then click on “Accountability Programs,” followed by “Assessment and Testing,” and “Policies, Procedures & Guidelines.”

V. RECORDS

All test accommodations, modifications, or exemptions shall be reported to the School District Test Administrator Assessment Coordinator (DAC) or designee. The School District Test Administrator DAC shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. This will be done annually ~~on December 1~~ in accordance with state guidelines. Testing results will be documented and reported.

Legal References:

Minn. Stat § 120B.11 (School District Process)
Minn. Stat § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat § 125A.08 (a) (1) (Individualized Education Programs)
Minn. Rule Parts 3501.0010 – 3501.0180 (Graduation Standards – Mathematics and Reading)
Minn. Rule Parts 3501.0200 – 3501.0290 (Graduation Standards – Written Composition)
Minn. Rule Parts 3501.0505-3501.0550 (Graduation Standards – Language Arts)
Minn. Rule Parts 3501.0700-3501.0745 (Graduation Standards – Mathematics)
Minn. Rule Parts 3501.0800-3501.0815 (Graduation Standards – Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Graduation Standards – Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation – Required Assessment for Diploma)

Cross References:

WBLASB Policy 104 (School District Mission Statement)
WBLASB Policy 601 (School District Curriculum and Instruction Goals)
WBLASB Policy 613 (Graduation Requirements)
WBLASB Policy 614 (School District Testing Plan and Procedure)

WBLASB Policy 616 (School District System Accountability)

AGENDA ITEM: **School Board Policy 616, School District System Accountability**

MEETING DATE: **February 13, 2012**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy 616, School District System Accountability, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

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

Adopted: October 13, 1997
Revised: May 26, 1998
Revised: June 11, 2001
Revised: May 9, 2005
Revised: December 14, 2009
Revised: April 11, 2011

*White Bear Lake Area
School District #624 Policy 616*

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and the No Child Left Behind Act.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic Standards and the No Child Left Behind Act requires a level of accountability for the school district. The school district will establish a system to review and improve instruction, curriculum and assessment which will include input by students, parents or guardians and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. "Course credit" is equivalent to a student successfully completing an academic year of study or a student mastering the applicable subject matter as determined by the school district.
- B. "Graduation Standards" means the course credit requirements and Minnesota Academic Standards that school districts must offer, and certify that students complete, to be eligible for a high school diploma.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION; AND REPORTING

A. School District Goals

1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the Minnesota Graduation Standards and the No Child Left Behind Act. The broad goals shall be reviewed annually and approved by the school board.
2. The school district's goal setting process will include consideration of individual site goals. School district goals may be developed through the locally determined process.

B. System for Reviewing All Instruction and Curriculum

Incorporated in the continuous improvement process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards.

The professional teaching and learning cycle comprises six phases—study, select, plan, implement, analyze, and adjust. Following is a description of, and the goals, for each phase:

Phase 1: Study

Teachers work in collaborative planning teams (grade level, vertical, or departmental) to critically examine and discuss the learning expectations from the MN Academic Standards.

Phase 2: Select

Collaborative planning teams research and select instructional strategies and resources for enhancing learning as described in the standards.

Phase 3: Plan

Collaborative planning teams work together to formally plan a lesson incorporating the selected strategies, and agree on the type of student work each teacher will analyze as evidence of student learning.

Phase 4: Implement

Teachers teach the planned lesson, make note of implementation successes and challenges, and gather the agreed-upon evidence of student learning.

Phase 5: Analyze

Teachers gather again in collaborative teams to examine student work and discuss student understanding of the standards.

Phase 6: Adjust

Collaborative teams reflect on the implications of the analysis of student work. Teachers discuss alternative instructional strategies or modifications to the original instructional strategy that may be better suited to promoting student learning.

C. Implementation of Graduation Requirements

1. The Assistant Superintendent shall advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations shall be published annually to the community.

2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based on highly reliable statewide or district-wide assessments. The school board will consider models developed by the Commissioner for measuring individual student progress. The school board must coordinate with the Minnesota Department of Education (MDE) in evaluating school sites and continuous improvement plans, consistent with the best practices.

D. Advisory Committee for Comprehensive Continuous Improvement of Student Achievement.

1. The Community Curriculum Advisory Council acts in an advisory capacity to the superintendent, to convey community beliefs and opinions regarding curriculum issues.
2. The Advisory Committee shall, when possible, be comprised of two-thirds community representatives and shall reflect the diversity of the community. Included in its membership should be:
 - a. The Director of Curriculum (or similar educational leader)
 - b. Principal
 - c. School Board Member
 - d. Student Representative
 - e. One teacher from each building or instructional level
 - f. Parents from each building or instructional level
 - g. Residents without school-aged children, non-rep of local business or industry
 - h. Residents representative of local business or industry
 - i. School District Test Administrator (if different from "a." above)

E. Educational Planning and Assessment System.

The school district may elect to participate in the Educational Planning and Assessment System (EPAS) program offered by ACT, Inc., to provide a longitudinal, systematic approach to student educational and career planning, assessment, instructional support, and evaluation.

F. Reporting

An "Annual Report on Curriculum, Instruction and Student Achievement" shall

be approved by the school board by October 1 of each year. The school board shall publish a summary of the report in the local newspaper with the largest circulation in the district, by mail, or by electronic means such as the school district website. If electronic means are used, the school district must publish notice of the report in a periodical of general circulation in the school district. The school district must make copies of the report available to the public on request.

The public report shall include, but not be limited to, the following:

1. Student achievement goals for meeting the Minnesota Academic Standards;
2. Result of local assessment data and additional test data, including all data required by Minn. Rules, Part 3501.0160;
3. School district improvement plans including staff development goals;
4. Progress on previous improvement plans;
5. Amount and type of revenue attributed to each educational site as defined in Minn. Stat. § 123B.04;
6. Names of Advisory Committee members, dates their terms expire, method of selection and application dates;
7. Periodic reports on constituencies' satisfaction with schools;
8. Biennial evaluations of the school district testing programs according to the following:
 - a. written objectives of the assessment program;
 - b. names of tests and grade levels tested;
 - c. use of test results; and
 - d. student achievement results compared to previous years.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
 Minn. Stat. § 120B.11 (School District Process)
 Minn. Stat. § 120B.35 (Student Achievement Levels)
 Minn. Stat. § 123B.04 (Site Decision Making Agreement)
 Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards - Mathematics and Reading)
 Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards - Written Composition)
 Minn. Rules Part 3501.0160 (District Reporting Requirements)
 Minn. Rules Parts 3501.0505-3501.0550 (Graduation Standards – Language Arts)

Minn. Rules Parts 3501.0700-3501.0745 (Graduation Standards – Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Graduation Standards – Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Graduation Standards – Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma)
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

Cross References: WBLASB Policy 104 (School District Mission Statement)
WBLASB Policy 601 (School District Curriculum and Instruction Goals)
WBLASB Policy 613 (Graduation Requirements)
WBLASB Policy 614 (School District Testing Plan and Procedure)
WBLASB Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plan, and LEP Students)
WBLASB Policy 617 (School District Ensurance of Preparatory and High School Standards)
WBLASB Policy 618 (Assessment of Student Achievement)
WBLASB Policy 619 (Staff Development for Standards)
WBLASB Policy 620 (Credit for Learning)

E. OPERATIONAL ITEMS

AGENDA ITEM: Award of Bids – Lincoln Elementary School Phase 3 HVAC Improvements

MEETING DATE: February 13, 2012

SUGGESTED DISPOSITION: Operational Item

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

.....

Bids were opened for phase three of the Lincoln Elementary School HVAC system replacement project on January 26, 2012. This is a Board approved alternative facilities project.

There were nine bid divisions contained within this project and the apparent low bidders and the recommended bids are attached. The base bids and Alternate #1 are included in the recommendation. The full bid tabulation is included for your information.

Funding for the project will be bond proceeds from the alternative facilities program and capital fund revenue for the secured entrance portion of the project.

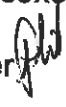
.....

Recommendation:

It is recommended that the Board approve the bid recommendations as submitted by Kraus-Anderson Construction Company.

PHIL FISHER
Manager of Building Operations

4855 Bloom Avenue
White Bear Lake, MN 55110-2731
(651) 407-7534 • Fax (651) 407-7539
pefish@wbl.whitebear.k12.mn.us

To: Peter Willcoxon Sr.
From: Phil Fisher 
Subject: Lincoln Elementary Phase 3 HVAC Project
Date: February 2, 2012

Attached are the bid results and recommendations for the Lincoln Elementary Phase 3 HVAC project.

You will note that a letter from Grazzini Brothers and Company is included in the attachments. They were the apparent low bidder in Bid Division 05. They are requesting to withdraw their bid because of a mathematical error. Staff recommends that this request be honored and the next lowest bidder be awarded the contract for Bid Division 05.

The total base bid for phase 3 is within budget. Alternate 1, the modification of the main office to create a secured entrance, is within capital fund estimates for this additional work.

Attachments



Innovative Construction Solutions

8625 Rendova Street NE
P.O. Box 158
Circle Pines, MN 55014
O 763.786.7711
F 763.786.2650
www.krausanderson.com

February 2, 2012

Phil Fisher
Independent School District 624
4855 Bloom Avenue
White Bear Lake, MN 55110

Re: Lincoln Elementary School
Replacement HVAC Systems – Phase 3

Dear Mr. Fisher:

This letter is concerning the contract award for the above referenced project that was bid on January 26, 2012.

Listed below are the lowest responsible bidders and the bid amount for the bid division:

BID DIVISIONS 01 – General Construction and Demolition – Construction Results Corporation – base bid - \$83,990.00 – add alternate #1 bid - \$18,790.00 – total contract amount - **\$102,780.00.**

BID DIVISIONS 02 – Interior Architectural Woodwork – CSA, Inc., dba CTB – base bid - \$91,847.00 – add alternate #1 bid - \$7,103.00 – total contract amount - **\$98,950.00.**

BID DIVISIONS 03 – Aluminum Windows and Glazing – W.L. Hall Company – base bid - \$162,687.00 – add alternate #1 bid - \$2,700.00 – total contract amount - **\$165,387.00.**

BID DIVISIONS 04 – Acoustical Panel Ceilings – Kirk Acoustics, Inc. – base bid - \$22,900.00 – add alternate #1 bid - (-\$200.00) – total contract amount - **\$22,700.00.**

BID DIVISIONS 05 – Resilient Base & Accessories/Tile Carpeting – St. Paul Linoleum & Carpet Company – base bid - \$22,692.00 – add alternate #1 bid - \$9,985.00 – total contract amount - **\$32,677.00.**

BID DIVISIONS 06 – Painting – No Bids.

BID DIVISIONS 07 – Visual Display Surfaces – W.E. Neal Slate Company – base bid - \$8,831.00 – total contract amount - **\$8,831.00.**

BID DIVISIONS 08 – Mechanical – Chappell Central, Inc. – base bid - \$409,000.00 – add alternate #1 bid - \$15,000.00 - total contract amount - **\$424,000.00.**

BID DIVISIONS 09 – Electrical – Northern Air Corporation, dba NAC Mechanical & Electrical – base bid - \$67,000.00 – add alternate #1 bid - \$19,350.00 - total contract amount - **\$86,350.00.**

Based on the current information we have, it is our recommendation to award Bid Divisions 1 contract to Construction Results Corporation, Bid Divisions 2 contract to CSA, Inc., dba CTB, Bid Division 3 contract to W.L. Hall Company, Bid Division 4 contract to Kirk Acoustics, Inc., Bid Division 5 contract to St. Paul Linoleum & Carpet Company, Bid Division 7 contract to W.E. Neal Slate Company, Bid Division 8 contract to Chappell Central, Inc. and Bid Division 9 contract to Northern Air Corporation, dba NAC Mechanical & Electrical.

If you should have any questions, please contact me at 763-786-7711.

Very truly yours,

KRAUS-ANDERSON® CONSTRUCTION COMPANY



Jon M. Kuenstling
Project Manager

c: Tim Rabbitts, Hallberg Engineering

BID TABULATIONS

Thursday, January 26, 2012 @ 2:00 p.m.

8

BID DIVISION 01: GENERAL CONSTRUCTION AND DEMOLITION

	BIDDER	BIDDER	BIDDER	BIDDER
	GA Construction, Inc.	George F. Cook Construction Co.	Construction Results Corporation	Tekton Construction
BID SECURITY	5%	5%	5%	5%
ADDENDA REC'D.	1, 2, 3	1, 2, 3	1, 2, 3	1, 2, 3
BASE BID	\$69,800.00	\$74,200.00	\$83,990.00	\$84,400.00
COMBINED 1, 2 & 7	\$185,000.00			\$94,400.00
COMBINED 1 & 7				
ALT #1 - Admin Area Layout	\$41,560.00	\$38,300.00	\$18,790.00	\$47,000.00
ALT #2 - Entry Vestibule Remodel	\$4,530.00	\$11,200.00	\$3,500.00	\$10,500.00
UNIT PRICE 01			N/A	
UNIT PRICE 02			ADD: \$4.00 DEDUCT: (\$2.00)	ADD: \$0.55/SF
UNIT PRICE 03			N/A	

BID TABULATIONS

Thursday, January 26, 2012 @ 2:00 p.m.

IN AND DEMOLITION

BID DIVISION 01: GENERAL CONSTRUCTION AND DEMOLITION

[illegible]

BID TABULATIONS

Thursday, January 26, 2012 @ 2:00 p.m.

CONSTRICTION WEB : KRALIC-ANDERSON CONSTRICTION COMPANY

CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY

ARCHITECT: Hallberg Engineering, Inc.

BID DIVISION 01: GENERAL CONSTRUCTION AND DEMOLITION

[illegible]

BID TABULATIONS

Thursday, January 26, 2012 @ 2:00 p.m.

81

ARCHITECT: Hallberg Engineering, Inc.

BID DIVISION 02: INTERIOR ARCHITECTURAL WOODWORK

[illegible]

BID TABULATIONS

Thursday, January 26, 2012 @ 2:00 p.m.

CONSTRUCTION CORP. : KRAUS ANDERSON CONSTRUCTION COMPANY

CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY

BID DIVISION 03: ALUMINUM WINDOWS AND GLAZING

82

BID TABULATIONS

Thursday, January 26, 2012 @ 2:00 p.m.

3

BID DIVISION 04: ACOUSTICAL PANEL CEILINGS

[illegible]

BID TABULATIONS

Thursday, January 26, 2012 @ 2:00 p.m.

CONSTRUCTION WEB : KRAIG ANDERSON CONSTRUCTION COMPANY

CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY

BID DIVISION 05: RESILIENT BASE & ACCESSORIES/

[illegible]

BID TABULATIONS

Thursday, January 26, 2012 @ 2:00 p.m.

35

ARCHITECT: Hallberg Engineering, Inc.

BID DIVISION 06: PAINTING

[illegible]

BID TABULATIONS

Thursday, January 26, 2012 @ 2:00 p.m.

CONSTRUCTION METHOD: KRAUS ANDERSON CONSTRUCTION SYSTEM

CONSTRUCTION MGR.: KRAUS-ANDERSON® CONSTRUCTION COMPANY

ARCHITECT: Hallberg Engineering, Inc.

BID DIVISION 07: VISUAL DISPLAY SURFACES

86

BID TABULATIONS

Thursday, January 26, 2012 @ 2:00 p.m.

CONSTRICTION MCB - KBAIS-ANDERSON- CONSTRICTION COMPANY

CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY

BID DIVISION 08: MECHANICAL

87

BID TABULATIONS

Thursday, January 26, 2012 @ 2:00 p.m.

OWNER: ISD 624

CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY

BID DIVISION 08: MECHANICAL

88

BID TABULATIONS

Thursday, January 26, 2012 @ 2:00 p.m.

Introduction

CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY

ARCHITECT: Hallberg Engineering, Inc.

BID DIVISION 09: ELECTRICAL

[illegible]

BID TABULATIONS

Thursday, January 26, 2012 @ 2:00 p.m.

CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY

BID DIVISION 09: ELECTRICAL

[illegible]



NATIONWIDE SERVICE SINCE 1923
CONTRACTORS
Tile, Terrazzo, Natural Stone, Industrial Floor Coating
Carpet, Wood, Vinyl
An Equal Opportunity Employer

February 1st, 2012
Mr. Jon Kuenstling, Project Manager
Kraus-Anderson Construction Company
8625 Rendova Street NE
P.O. Box 158
Circle Pines, MN 55014

Subject: White Bear Lake HVAC Phase 3 Lincoln Elementary- Bid Withdrawal

Dear Mr. Kuenstling:

I regret to inform you that we request permission to withdraw our bid due to a mathematical error. The tiling number was not added to our bid proposal.

Sincerely,

Digitally signed by John Sheedy
DN: cn=John Sheedy, o=Grazzini Brothers and
Company, ou, email=jsheedy@grazzini.com,
c=US
Date: 2012.02.02 09:59:19 -06'00'

John Sheedy
Senior Project Manager
Grazzini Brothers and Company



COMMERCIAL
CONTRACTOR



AGENDA ITEM: **Award of Bids – Vadnais Heights Elementary School Phase 1
HVAC Improvements**

MEETING DATE: **February 13, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

.....

Bids were opened for the first phase of the Vadnais Heights Elementary School HVAC system replacement project on February 7, 2012. This is a Board approved alternative facilities project.

There were ten bid divisions contained within this project and the apparent low bidders and the recommended bids are attached. The base bids and Alternate #1 are included in the recommendation. The full bid tabulation is included for your information.

Funding for the project will be bond proceeds from the alternative facilities program and capital fund revenue for the secured entrance portion of the project.


.....

Recommendation:

It is recommended that the Board approve the bid recommendations as submitted by Kraus-Anderson Construction Company.

PHIL FISHER
Manager of Building Operations

4855 Bloom Avenue
White Bear Lake, MN 55110-2731
(651) 407-7534 • Fax (651) 407-7539
pefish@wbl.whitebear.k12.mn.us

To: Peter Willcoxon Sr.
From: Phil Fisher 
Subject: Vadnais Heights Elementary Phase 1 HVAC Project
Date: February 9, 2012

Attached are the bid results and recommendations for the Vadnais Heights Elementary Phase 1 HVAC project.

This project will use both Alternative Facilities funding and capital improvement funds to renovate the HVAC system and to remodel the main office to create a secure entrance.

The total base bid for phase 1 is within budget. Alternate 2, the modification of the main office to create a secured entrance, is within capital fund estimates for this additional work.

Attachments



Innovative Construction Solutions

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F 763.786.2650
www.krausanderson.com

February 8, 2012

Phil Fisher
Independent School District 624
4855 Bloom Avenue
White Bear Lake, MN 55110

Re: Vadnais Heights Elementary School
Replacement HVAC Systems

Dear Mr. Fisher:

This letter is concerning the contract award for the above referenced project that was bid on February 7, 2012.

Listed below are the lowest responsible bidders and the bid amount for the bid division:

BID DIVISIONS 01 – General Construction and Demolition – Construction Results Corporation – base bid - \$49,985.00 – add alternate #2 bid - \$253,876.00 - total contract amount - **\$303,861.00.**

BID DIVISIONS 02 –Architectural Woodwork – LSI Corporation – base bid - \$96,993.00 – add alternate #2 bid - \$21,784.00 - total contract amount - **\$118,777.00.**

BID DIVISIONS 03 – Fiberglass Doors and Special-Lite Frames – Parkos Construction Company – base bid – N/A – add alternate #2 bid - \$20,700.00 - total contract amount - **\$20,700.00.**

BID DIVISIONS 04 – Aluminum Windows and Glazing – No Bids

BID DIVISIONS 05 – Acoustical Panel Ceilings – Twin City Acoustics, Inc. – base bid - \$21,440.00 – add alternate #2 bid – \$900.00 - total contract amount – **\$22,340.00.**

BID DIVISIONS 06 – Resilient Flooring, Tile Carpeting, Ceramic Tile – St. Paul Linoleum & Carpet Company – base bid - \$14,931.00 – add alternate #2 bid - \$9,842.00 - total contract amount - **\$24,773.00.**

BID DIVISIONS 07 – Painting – Reinhardt & Sons Painting, Inc. - base bid - \$5,700.00 – add alternate #2 bid - \$4,280.00 - total contract amount - **\$9,980.00.**

BID DIVISIONS 08 – Visual Display Surfaces – Crossroads Construction, Inc. – base bid - \$13,500.00 – add alternate #2 bid - \$400.00 - total contract amount - **\$13,900.00.**

BID DIVISIONS 09 – Mechanical – General Sheet Metal Co. LLC – base bid - \$471,700.00 – add alternate #2 bid - \$66,000.00 - total contract amount - **\$537,700.00.**

BID DIVISIONS 10 – Electrical – Northern Air Corporation, dba NAC Mechanical & Electrical – base bid - \$64,600.00 – add alternate #2 bid - \$40,850.00 - total contract amount - **\$105,450.00.**

Based on the current information we have, it is our recommendation to award Bid Divisions 1 contract to Construction Results Corporation, Bid Divisions 2 contract to LSI Corporation, Bid Division 3 contract to Parkos Construction Company, Bid Division 5 contract to Twin City Acoustics, Inc., Bid Division 6 contract to St. Paul Linoleum & Carpet Company, Bid Division 7 contract to Reinhardt & Sons Painting, Inc., Bid Division 8 contract to Crossroads Construction, Inc., Bid Division 9 contract to General Sheet Metal Co. LLC and Bid Division 10 contract to Northern Air Corporation, dba NAC Mechanical & Electrical.

If you should have any questions, please contact me at 763-786-7711.

Very truly yours,

KRAUS-ANDERSON® CONSTRUCTION COMPANY



Jon M. Kuenstling
Project Manager

c: Tim Rabbitts, Hallberg Engineering
Mike DeVetter, DDG

2012 White Bear Lake Public Schools

BID TABULATIONS

Vadnais Heights Elementary School - Replacement HVAC System

Tuesday, February 7, 2012 @ 10:00 a.m.

OWNER: ISD 624

CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY

ARCHITECT: Halberg Engineering, Inc.

BID DIVISION 01: GENERAL CONSTRUCTION AND DEMOLITION

Page 1 of 3

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	GA Construction, Inc.	Construction Results Corporation	Shaw-Lundquist Associates, Inc.	Meisinger Construction Company, Inc.	Derau Construction
BID SECURITY	5%	5%	5%	5%	5%
ADDENDA REC'D.	1 & 2	1 & 2	1 & 2	1 & 2	1 & 2
BASE BID	\$49,500.00	\$49,985.00	\$50,300.00	\$67,400.00	\$69,700.00
COMBINED BASE BID 1 & 2			\$203,000.00		
COMBINED BASE BID 1, 2 & 3					
COMBINED BASE BID 1 - 8					
ALTERNATES					
ALT. 1 - Admin Area Layout (remodel only)	\$15,375.00	\$15,400.00	\$13,420.00	\$29,900.00	\$15,800.00
ALT. 2 - Admin Area Layout (addition & remodel)	\$272,500.00	\$253,876.00	\$277,700.00	\$311,900.00	No Bid
COMBINED ALTERNATES 1 & 2					
ALT. 1 - Admin Area Layout (remodel only)			\$15,000.00		
ALT. 2 - Admin Area Layout (addition & remodel)			\$307,700.00		
COMBINED ALTERNATES 1-8					
ALT. 1 - Admin Area Layout (remodel only)					
ALT. 2 - Admin Area Layout (addition & remodel)					

2012 White Bear Lake Public Schools

BID TABULATIONS

Vadnais Heights Elementary School - Replacement HVAC System

Tuesday, February 7, 2012 @ 10:00 a.m.

OWNER: ISD 624

CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY

ARCHITECT: Hallberg Engineering, Inc.

BID DIVISION 01: GENERAL CONSTRUCTION AND DEMOLITION

Page 2 of 3

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Parkos Construction Company	George F. Cook Construction, Co.	Tekton Construction	CM Construction Company, Inc.	Jorgenson Construction, Inc.
BID SECURITY	5%	5%	5%	5%	5%
ADDENDA REC'D.	1 & 2	1 & 2	1 & 2	1 & 2	1 & 2
BASE BID	\$71,800.00	\$73,800.00	\$75,500.00	\$88,000.00	\$98,775.00
COMBINED BASE BID 1 & 2					
COMBINED BASE BID 1, 2 & 3	\$181,000.00				
COMBINED BASE BID 1 - 8					
ALTERNATES					
ALT. 1 - Admin Area Layout (remodel only)	\$24,400.00	\$18,000.00	\$24,000.00	\$17,800.00	\$23,000.00
ALT. 2 - Admin Area Layout (addition & remodel)	\$320,200.00	\$288,000.00	\$413,000.00	\$301,400.00	\$323,500.00
COMBINED ALTERNATES 1 & 2					
ALT. 1 - Admin Area Layout (remodel only)					
ALT. 2 - Admin Area Layout (addition & remodel)					
COMBINED ALTERNATES 1-8					
ALT. 1 - Admin Area Layout (remodel only)					
ALT. 2 - Admin Area Layout (addition & remodel)					

2012 White Bear Lake Public Schools

BID TABULATIONS

Vadnais Heights Elementary School - Replacement HVAC System

Tuesday, February 7, 2012 @ 10:00 a.m.

OWNER: ISD 624

CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY

ARCHITECT: Hallberg Engineering, Inc.

BID DIVISION 01: GENERAL CONSTRUCTION AND DEMOLITION

Page 3 of 3

	BIDDER	BIDDER	BIDDER	BIDDER
	Crossroad Construction, Inc.	PMI Construction Co.		
BID SECURITY	5%	5%		
ADDENDA REC'D.	1 & 2	1 & 2		
BASE BID	\$124,900.00			
COMBINED BASE BID 1 & 2				
COMBINED BASE BID 1, 2 & 3				
COMBINED BASE BID 1 - 8		\$268,100.00		
ALTERNATES				
ALT. 1 - Admin Area Layout (remodel only)	\$19,565.00			
ALT. 2 - Admin Area Layout (addition & remodel)	\$315,400.00			
COMBINED ALTERNATES 1 & 2				
ALT. 1 - Admin Area Layout (remodel only)				
ALT. 2 - Admin Area Layout (addition & remodel)				
COMBINED ALTERNATES 1-8				
ALT. 1 - Admin Area Layout (remodel only)		\$48,000.00		
ALT. 2 - Admin Area Layout (addition & remodel)		\$421,000.00		

2012 White Bear Lake Public Schools

Vadnais Heights Elementary School - Replacement HVAC System

OWNER: ISD 624

CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY

ARCHITECT: Hallberg Engineering, Inc.

BID TABULATIONS

Tuesday, February 7, 2012 @ 10:00 a.m.

BID DIVISION 02: INTERIOR ARCHITECTURAL WOODWORK

Page 1 of 2

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	GA Construction, Inc.	LSI Corporation	CTB, Inc.	Lance Service, Inc.	Parkos Construction Company
BID SECURITY	5%	5%	5%	5%	5%
ADDENDA REC'D.	1 & 2	1 & 2	1 & 2	1 & 2	1 & 2
BASE BID	\$11,700.00	\$96,993.00	\$103,106.00	\$105,276.00	\$110,500.00
COMBINED BASE BID 1 & 2					
COMBINED BASE BID 1, 2 & 3					\$181,000.00
COMBINED BASE BID 1 - 8	\$268,100.00				
ALTERNATES:					
ALT. 1 - Admin Area Layout (remodel only)	No Bid	No Bid	No Bid	No Bid	No Bid
ALT. 2 - Admin Area Layout (addition & remodel)	\$23,400.00	\$21,784.00	\$21,933.00	\$15,495.00	\$16,300.00
COMBINED ALTERNATES 1 & 2					
ALT. 1 - Admin Area Layout (remodel only)					
ALT. 2 - Admin Area Layout (addition & remodel)					
COMBINED ALTERNATES 1-8					
ALT. 1 - Admin Area Layout (remodel only)					
ALT. 2 - Admin Area Layout (addition & remodel)					

2012 White Bear Lake Public Schools

Vadnais Heights Elementary School - Replacement HVAC System

OWNER: ISD 624

CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY

ARCHITECT: Hallberg Engineering, Inc.

BID TABULATIONS

Tuesday, February 7, 2012 @ 10:00 a.m.

BID DIVISION 02: INTERIOR ARCHITECTURAL WOODWORK

Page 2 of 2

	BIDDER	BIDDER	BIDDER	BIDDER
	Crossroad Construction, Inc.	Shaw-Lundquist	PMI Construction Company	
BID SECURITY	5%	5%	5%	
ADDENDA REC'D.	1 & 2	1 & 2	1 & 2	
BASE BID	\$151,700.00	No Bid	No Bid	
COMBINED BASE BID 1 & 2		\$203,000.00		
COMBINED BASE BID 1, 2 & 3				
COMBINED BASE BID 1 - 8			\$268,100.00	
ALTERNATES:				
ALT. 1 - Admin Area Layout (remodel only)	No Bid			
ALT. 2 - Admin Area Layout (addition & remodel)	\$29,200.00			
COMBINED ALTERNATES 1 & 2				
ALT. 1 - Admin Area Layout (remodel only)		\$15,000.00		
ALT. 2 - Admin Area Layout (addition & remodel)		\$307,700.00		
COMBINED ALTERNATES 1-8				
ALT. 1 - Admin Area Layout (remodel only)			\$48,000.00	
ALT. 2 - Admin Area Layout (addition & remodel)			\$421,000.00	

2012 White Bear Lake Public Schools

BID TABULATIONS

Vadnais Heights Elementary School - Replacement HVAC System

Tuesday, February 7, 2012 @ 10:00 a.m.

OWNER: ISD 624

CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY

ARCHITECT: Hallberg Engineering, Inc.

BID DIVISION 03: FIBERGLASS DOORS AND SPECIAL-LITE FRAMES

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Parkos Construction Company	GA Construction, Inc.	PMI Construction Company		
BID SECURITY	5%	5%	5%		
ADDENDA REC'D.	1 & 2	1 & 2	1 & 2		
BASE BID	NO BID	NO BID	NO BID		
COMBINED BASE BID 1 & 2					
COMBINED BASE BID 1, 2 & 3					
COMBINED BASE BID 1 - 8			\$268,100.00		
ALTERNATES:					
ALT. 1 - Admin Area Layout (remodel only)	\$13,600.00	\$14,350.00			
ALT. 2 - Admin Area Layout (addition & remodel)	\$20,700.00	\$21,625.00			
COMBINED ALTERNATES 1-8					
ALT. 1 - Admin Area Layout (remodel only)			\$48,000.00		
ALT. 2 - Admin Area Layout (addition & remodel)			\$421,000.00		

BID TABULATIONS

Tuesday, February 7, 2012 @ 10:00 a.m.

BID DIVISION 04: ALUMINUM WINDOWS AND GLAZING

[illegible]

2012 White Bear Lake Public Schools

BID TABULATIONS

Vadnais Heights Elementary School - Replacement HVAC System

Tuesday, February 7, 2012 @ 10:00 a.m.

OWNER: ISD 624

CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY

ARCHITECT: Halberg Engineering, Inc.

BID DIVISION 05: ACOUSTICAL PANEL CEILINGS

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Twin City Acoustics, Inc.	Kirk Acoustics, Inc.	PMI Construction Company		
BID SECURITY	5%	5%	5%		
ADDENDA REC'D.	1 & 2	1 only	1 & 2		
BASE BID	\$21,440.00	\$22,800.00			
COMBINED BASE BID 1 & 2					
COMBINED BASE BID 1, 2 & 3					
COMBINED BASE BID 1 - 8			\$268,100.00		
ALTERNATES:					
ALT. 1 - Admin Area Layout (remodel only)	\$120.00	\$60.00			
ALT. 2 - Admin Area Layout (addition & remodel)	\$900.00	\$1,080.00			
COMBINED ALTERNATES 1-8					
ALT. 1 - Admin Area Layout (remodel only)			\$48,000.00		
ALT. 2 - Admin Area Layout (addition & remodel)			\$421,000.00		

BID TABULATIONS

Tuesday, February 7, 2012 @ 10:00 a.m.

OWNER: ISD 624

CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY

ARCHITECT: Hallberg Engineering, Inc.

**BID DIVISION 06: RESILIENT FLOORING
TILE CARPETING, CERAMIC TILING**

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	St. Paul Linoleum & Carpet Company	MCI, Inc.	Commercial Flooring	PMT Construction Company	
BID SECURITY	5%	5%	5%	5%	
ADDENDA REC'D.	1 & 2	1 & 2	1 & 2	1 & 2	
BASE BID	\$14,931.00	\$18,748.00	\$28,835.00		
COMBINED BASE BID 1 & 2					
COMBINED BASE BID 1, 2 & 3					
COMBINED BASE BID 1 - 8				\$268,100.00	
ALTERNATES:					
ALT. 1 - Admin Area Layout (remodel only)	\$6,020.00	\$6,800.00	\$6,955.00		
ALT. 2 - Admin Area Layout (addition & remodel)	\$9,842.00	\$10,500.00	\$6,510.00		
COMBINED ALTERNATES 1-8					
ALT. 1 - Admin Area Layout (remodel only)				\$48,000.00	
ALT. 2 - Admin Area Layout (addition & remodel)				\$421,000.00	

2012 White Bear Lake Public Schools

BID TABULATIONS

Vadnais Heights Elementary School - Replacement HVAC System

Tuesday, February 7, 2012 @ 10:00 a.m.

OWNER: ISD 624

CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY

ARCHITECT: Hallberg Engineering, Inc.

BID DIVISION 07: PAINTING

Page 1 of 2

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Reinhardt & Sons Painting, Inc.	RainMaker Paint Contracting LLC	Swanson & Youngdale, Inc.	Steinbrecher Painting, Inc.	GA Construction, Inc.
BID SECURITY	Cashier's Check	5%	5%	5%	5%
ADDENDA REC'D.	1 & 2	1 & 2	1 & 2	1 & 2	1 & 2
BASE BID	\$5,700.00	\$5,800.00	\$6,120.00	\$7,000.00	\$16,700.00
COMBINED BASE BID 1 & 2					
COMBINED BASE BID 1, 2 & 3					
COMBINED BASE BID 1 - 8					
ALTERNATES:					
ALT. 1 - Admin Area Layout (remodel only)	\$1,860.00	\$1,700.00	\$1,965.00	\$2,461.00	\$5,845.00
ALT. 2 - Admin Area Layout (addition & remodel)	\$4,280.00	\$5,700.00	\$6,210.00	\$5,427.00	\$17,950.00
COMBINED ALTERNATES 1-8					
ALT. 1 - Admin Area Layout (remodel only)					
ALT. 2 - Admin Area Layout (addition & remodel)					

BID TABULATIONS

Tuesday, February 7, 2012 @ 10:00 a.m.

CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY

BID DIVISION 07: PAINTING

Page 2 of 2

[illegible]

2012 White Bear Lake Public Schools

Vadnais Heights Elementary School - Replacement HVAC System

OWNER: ISD 624

CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY

ARCHITECT: Hallberg Engineering, Inc.

BID TABULATIONS

Tuesday, February 7, 2012 @ 10:00 a.m.

BID DIVISION 08: VISUAL DISPLAY SURFACES

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Crossroads Construction, Inc.	W.E. Neal Slate Company	PMI Construction Company		
BID SECURITY	5%	5%	5%		
ADDENDA REC'D.	1 & 2	1 & 2	1 & 2		
BASE BID	\$13,500.00	\$15,945.00			
COMBINED BASE BID 1 & 2					
COMBINED BASE BID 1, 2 & 3					
COMBINED BASE BID 1 - 8			\$268,100.00		
ALTERNATES:					
ALT. 1 - Admin Area Layout (remodel only)	No Bid	No Bid			
ALT. 2 - Admin Area Layout (addition & remodel)	\$400.00	\$405.00			
COMBINED ALTERNATES 1-8					
ALT. 1 - Admin Area Layout (remodel only)			\$48,000.00		
ALT. 2 - Admin Area Layout (addition & remodel)			\$421,000.00		

BID TABULATIONS

Tuesday, February 7, 2012 @ 10:00 a.m.

CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY

BID DIVISION 09: MECHANICAL

Page 1 of 2

[illegible]

BID TABULATIONS

Tuesday, February 7, 2012 @ 10:00 a.m.

CONSTRUCTION MGR.: KRAUS-ANDERSON, CONSTRUCTION COMPANY

BID DIVISION 09: MECHANICAL

109

[illegible]

BID TABULATIONS

Tuesday, February 7, 2012 @ 10:00 a.m.

BID DIVISION 10: ELECTRICAL

[illegible]

AGENDA ITEM: Resolution stating the intention of the School Board to Issue
General Obligation School Building Refunding Bonds.

MEETING DATE: February 13, 2012

SUGGESTED DISPOSITION: Operational Item

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

.....
Background:

The attached resolution has been prepared by legal counsel in collaboration with Ehlers & Associates. It describes the School District's intent to sell general obligation refunding bonds.

The date of the sale is yet to be established as the District wishes to go to market with both issues on the same day.

Similar to the process used last December, the resolution authorizes the Superintendent and School Board Chair to accept the sale based in the recommendation of Ehlers & Associates.

The School Board would then ratify the sale at its next school board meeting.

.....
Recommendation:

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

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

HELD: FEBRUARY 13, 2012

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 624, State of Minnesota, was duly held on February 13, 2012 at 7:00 p.m.

MEMBERS PRESENT:

MEMBERS ABSENT:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION PROVIDING FOR THE APPROVAL OF THE SALE OF GENERAL
OBLIGATION SCHOOL BUILDING REFUNDING BONDS, SERIES 2012B;
COVENANTING AND OBLIGATING THE DISTRICT TO BE BOUND BY AND TO USE
THE PROVISIONS OF MINNESOTA STATUTES, SECTION 126C.55 TO GUARANTEE
THE PAYMENT OF THE PRINCIPAL AND INTEREST ON THESE BONDS**

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

1. Bond Authorization. The Board hereby finds and declares that it is necessary and expedient to sell and issue approximately \$26,690,000 principal amount of general obligation refunding bonds of Independent School District No. 624 (the "District"). Said Bonds shall hereinafter be referred to as the "Bonds" or the "Refunding Bonds". The Refunding Bonds, together with other available funds of the District, shall provide funds to refund in advance of their stated maturities, through an advance refunding, the bonds maturing in the years 2014 to 2019, aggregating \$28,200,000 in principal amount, of the Districts General Obligation School Building Bonds, Series 2004A, dated February 1, 2004 (the Refunded Bonds). The Refunded Bonds have not previously been refunded.

2. Sale. The Board, having been advised by Ehlers & Associates, Inc., its independent financial advisor, hereby determines that this issue shall be privately sold after receipt of written proposals, as authorized pursuant to Minnesota Statutes, Section 475.60, Subdivision 2(9).

3. The Chair and Superintendent are authorized and directed to receive all proposals presented in conformity with the Terms of Proposal contained in the Official Statement, the terms of which are ratified and confirmed in all respects, and to approve on behalf of the District, the sale of the Refunding Bonds to the party submitting the most favorable proposal (the "Purchaser"), provided that the total net savings included in the most favorable proposal is at least \$700,000.00, the present value benefit as a percentage of the present value of the refunded debt service is at least 3% and a favorable recommendation to accept the

proposal is received from Ehlers & Associates, Inc. In the Terms of Proposal, the District may reserve the right, after proposals are opened and prior to award, to increase or decrease the specified principal amount of the Refunding Bonds offered for sale, with the increase or decrease to occur in multiples of \$5,000 in any of the maturities. The Chair and Superintendent are authorized and directed to endorse an acceptance on both copies of the most favorable proposal and to send one copy to the Purchaser.

4. Upon approval of the sale of the Bonds by the Chair and the Superintendent, the Board will meet at its next regularly scheduled meeting to adopt the necessary approving resolution as drafted by the District's Bond Counsel.

5. Minnesota School District Credit Enhancement Program.

(a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Bond Registrar, or any successor paying agent, three (3) days prior to the date on which a payment is due, an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Bond Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Bond Registrar. The District understands that as a result of its covenant to be bound by the provision of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now and hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

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

and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss.
COUNTIES OF RAMSEY,)
WASHINGTON AND ANOKA)

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

WITNESS MY HAND officially as such recording officer this ____ day of _____,
2012.

School District Clerk

AGENDA ITEM: Resolution stating the intention of the School Board to Issue General Obligation Bonds (\$8.85 million) to finance projects included in the District's approved ten-year facilities plan.

MEETING DATE: February 13, 2012

SUGGESTED DISPOSITION: Operational Item

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

.....
Background:

The attached resolution has been prepared by legal counsel in collaboration with Ehlers & Associates. It describes the School District's intent to sell general obligation bonds to finance the next three years of projects contained within the District's approved ten-year facilities plan.

The date of the sale is yet to be established as the District wishes to go to market with both issues on the same day.

Similar to the process used last December, the resolution authorizes the Superintendent and School Board Chair to accept the sale based in the recommendation of Ehlers & Associates.

The School Board would then ratify the sale at its next school board meeting.

.....
Recommendation:

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

CERTIFICATION OF MINUTES
RELATING TO
GENERAL OBLIGATION ALTERNATIVE FACILITIES BONDS

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

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A regular meeting, held February 13, 2012, at 7:00 o'clock p.m., in the School District.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD
TO ISSUE GENERAL OBLIGATION BONDS TO FINANCE PROJECTS
INCLUDED IN THE DISTRICT'S APPROVED TEN-YEAR FACILITY
PLAN; COVENANTING AND OBLIGATING THE DISTRICT TO BE
BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA
STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF
THE PRINCIPAL AND INTEREST ON THE BONDS**

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

WITNESS MY HAND officially as such recording officer this ____ day of February 2012.

School District Clerk

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

HELD: FEBRUARY 13, 2012

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 624 (White Bear Lake Area Schools), State of Minnesota, was held on February 13, 2012, at 7:00 o'clock p.m.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD
TO ISSUE GENERAL OBLIGATION BONDS TO FINANCE PROJECTS
INCLUDED IN THE DISTRICT'S APPROVED TEN-YEAR FACILITY
PLAN; COVENANTING AND OBLIGATING THE DISTRICT TO BE
BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA
STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF
THE PRINCIPAL AND INTEREST ON THE BONDS**

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

1. The Board hereby finds and declares that it is necessary and expedient for Independent School District No. 624 (the "District") to issue its fully registered general obligation alternative facilities bonds (the "Bonds") pursuant to Minnesota Statutes, Section 123B.59, subdivision 3 and Chapter 475, as amended, to fund the costs of the following projects and related financing costs at various District facilities as included in its approved ten-year facility plan:

- Heating Ventilation Air Conditioning (HVAC) repairs and improvements
- tuck-pointing
- repair/replacement of windows
- upgrading of the fire alarm systems
- correction of ADA deficiencies
- repair of elevators
- related ceiling repairs

The Bonds would be issued in the total aggregate principal amount of \$8,850,000. The issuance of the Bonds is hereby authorized, subject to the approval of the Commissioner of Education.

2. The ten-year facility plan approved by the Board is incorporated in this resolution as though fully specified herein. The administration is authorized and directed to submit to the Commissioner such additional information as may be necessary to secure the approval of the Commissioner for the ten-year facility plan and this bond issuance, as required by Minnesota Statutes, Section 123B.59. The submission of a proposed plan and a request for approval prior to the date of this resolution is ratified and approved in all respects.

3. The District further covenants to comply with all procedures now or hereafter established by the Minnesota Department of Education pursuant to Minnesota Statutes, Section 123B.59 and otherwise to take such actions as necessary to comply with that statute. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

4. The clerk is hereby authorized and directed to cause a notice substantially in the form of the Notice attached hereto as EXHIBIT A and incorporated herein by reference to be published as a legal notice one (1) time in the official newspaper of the District as soon as reasonably practicable after the date of adoption of this resolution, but at least twenty (20) days before the earliest of the solicitation of bids, the issuance of bonds, or the final certification of levies. Publication of said notice prior to the date of adoption of this resolution is hereby ratified and approved in all respects.

5. Any actions of the administration in consulting with the Minnesota Department of Education, causing a proposal to be prepared for submission on behalf of the board to the Commissioner of Education for the Commissioner's Review and Comment, if necessary, and taking such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby ratified and approved in all respects.

6. The Board, having been advised by Ehlers & Associates, Inc., its independent financial advisor, hereby determines that the Bonds shall be privately sold after receipt of written proposals, as authorized pursuant to Minnesota Statutes, Section 475.60, Subdivision 2, as amended.

7. If the issuance of the Bonds is approved, Ehlers & Associates, Inc. is authorized to prepare an Official Statement. The Chair and Superintendent are authorized and directed to receive all proposals presented in conformity with the Terms of Proposal contained in the Official Statement, the terms of which are ratified and confirmed in all respects, and to approve on behalf of the District the sale of the Bonds to the party submitting the most favorable proposal (the "Purchaser"), provided that the true interest cost (TIC) included in the most favorable proposal is not greater than 3% and a favorable recommendation to accept the proposal is received from Ehlers & Associates, Inc. In the

EXHIBIT A

NOTICE OF INTENT TO ISSUE BONDS TO FINANCE CERTAIN PROJECTS INCLUDED IN THE DISTRICT'S TEN-YEAR FACILITY PLAN

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

NOTICE IS HEREBY GIVEN that the School Board of Independent School District No. 624, State of Minnesota (the "District"), adopted a resolution (the "Resolution") on February 13, 2012, stating the intention of the School Board to issue general obligation alternative facilities bonds (the "Bonds") in the total principal amount of \$8,850,000 pursuant to Minnesota Statutes, Section 123B.59 and Chapter 475, as amended. The proceeds of the Bonds will be used to fund the costs of the following projects and related financing costs at various District facilities as included in the District's ten-year facility plan approved by the School Board and the Commissioner of Education:

- Heating Ventilation Air Conditioning (HVAC) repairs and improvements
- tuck-pointing
- repair/replacement of windows
- upgrading of the fire alarm systems
- correction of ADA deficiencies
- repair of elevators
- related ceiling repairs

The total amount of outstanding indebtedness of the District as of March 1, 2012 is \$92,520,000. If the proposed Bonds are issued, the total indebtedness of the District would be \$101,370,000.

Dated: February 13, 2012

BY ORDER OF THE SCHOOL BOARD

/s/ _____
School District Clerk
Independent School District No. 624
(White Bear Lake Area Schools)
State of Minnesota

AGENDA ITEM: **School Board Policy 425, Staff Development**
MEETING DATE: **February 13, 2012**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **David Law, Assistant Superintendent**

Background:

School Board Policy 425, Staff Development, has been reviewed by the School Board Policy Committee, had a first reading in January, and is recommended for a second reading. The changes recommended are consistent with those recommended by MSBA, and account for potential changes in state law regarding funding.

Recommendation:

To approve School Board Policy 425, Staff Development, as recommended.

Approved: September 9, 2002

Revised: January 10, 2005

Revised: November 8, 2007

Revised: January 10, 2011

White Bear Lake Area
School District #624 Policy 425

425 STAFF DEVELOPMENT

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAM

- A. The School Board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.
 - 1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The committee also will include non-teaching staff, parents and administrators.
 - 2. Members of the Advisory Staff Development Committee shall be appointed by the School Board or designee. Committee members shall serve a two-year term (this time period may be changed to accommodate individual school district needs) based upon nominations by board members, teachers, and paraprofessionals. The School Board shall appoint replacement members of the Advisory Staff Development ~~Teams~~ Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the ~~Team~~ Committee.
- B. The School Board will establish the Site Professional Development Committee.
 - 1. Members of the Site Professional Development Teams will be appointed by the principal. Team members shall serve a two-year term (this time period may be changed to accommodate individual school district needs) based upon nominations by board members, teachers, and paraprofessionals. The principal shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.

2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas and special education.

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

- A. The Advisory Staff Development Committee will develop a Staff Development Plan, which will be reviewed and subject to approval by the School Board once a year.
- B. The Staff Development Plan must contain the following elements:
 1. Staff development outcomes which are consistent with the education outcomes as may be determined periodically by the School Board;
 2. The means to achieve the Staff Development outcomes;
 3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minn. Stat. § 122A.18, Subd. 4(b);
 4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
 - a. Improve student achievement of state and local education standards in all areas of the curriculum by using best practices methods;
 - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, and gifted children, within the regular classroom and other settings;
 - c. Provide an inclusive curriculum for a racially, ethnically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
 - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
 - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution; and
 - f. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
 5. The Staff Development Plan also must:

- a. Support stable and productive professional communities achieved through ongoing and school-wide progress and growth in teaching practice;
 - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
 - c. Maintain a strong subject matter focus premised on students' learning goals;
 - d. Ensure specialized preparation and learning about issues related to teaching students with special needs and limited English proficiency; and
 - e. Reinforce national and state standards of effective teaching practice.
6. Staff development activities must:
- a. Focus on the school classroom and research-based strategies that improve student learning;
 - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
 - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
 - d. Enhance teacher content knowledge and instructional skills;
 - e. Align with state and local academic standards;
 - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring; and
 - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system.
7. Staff development activities may include curriculum development and curriculum training programs, and activities that provide teachers and other members of site-based teams training to enhance team performance.
8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

[NOTE: To the extent the School Board offers K-12 teachers the opportunity for more staff development training under Minn. Stat. § 122A.40, Subds. 7 and 7a, or Minn. Stat. § 122A.41, Subds. 4 and 4a, such additional days of staff development should include peer mentoring, peer gathering, continuing

education, professional development, or other training which will enable teachers to achieve the staff development outcomes enumerated above in Section III.B.4.]

- C. The Advisory Staff Development committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the School Board on a yearly basis the extent to which staff at the site have met the outcomes of the Staff Development Plan.
- E. The Advisory Staff Development Committee shall assist the School District in preparing any reports required by the Department of Education relating to staff development including, but not limited to, the reports referenced in Section VII below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

- A. The Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The superintendent or designee will review the site plan for consistency with the Staff Development Plan yearly.
- B. The Site Professional Development Team must demonstrate to the School Board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the School Board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the School Board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V below.

V. STAFF DEVELOPMENT FUNDING

- A. Unless the School District is in statutory operating debt or a majority of the School District Board and a majority of its licensed teachers vote to waive the requirement to reserve basic revenue for staff development, the School District will comply with current state law for staff development funding. ~~reserve an amount equal to at least two percent of its basic revenue for: in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; pre-service and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts.~~
 - 1. ~~The School District will allocate 50 percent of the reserved revenue to each school site in the district on a per teacher basis and will retain such funds for each school site until used.~~

~~2. The School district will allocate 25 percent of the reserved revenue to make grants to school sites for best practices methods. These grants may be used by the school sites for any purpose authorized by Minn. Stat. §120B.22, subd. 2, or §122A.60; the costs of curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; substitute teachers for staff development purposes; and other staff development efforts determined by the Site Professional Development Team. Criteria used by the School District in awarding best practice staff development grants to sites include, but are not limited to, the following:~~

- ~~a. Grant application includes objectives which have a clear connection to the building/district Staff Development Plan;~~
- ~~b. Grant application includes provisions for discussion, collaborating, informing, and coaching one another on an ongoing basis;~~
- ~~c. Grant application provides for ongoing assessment of professional practice and student performance; and~~
- ~~d. Grant application specifies best practices to be addressed.~~

~~3. The School district may retain 25 percent of the revenue to be used for district-wide staff development efforts.~~

B. The School District may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs. This additional expenditure does not need to follow the allocation described in Part V. A. above.

~~C. If the School District operates a career teacher program, it will reserve from its basic revenue an amount equal to five dollars (\$5) times the number of resident pupil units to provide staff development for career teacher program.~~

~~D.C.~~ Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

A. On a yearly basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.

- B. Upon approval of the budget by the School Board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the School Board and/or Superintendent for consistency with the Staff Development Plan on a yearly basis.
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

VII. REPORTING

- A. Prior to October 15 of each year, the School District and Site Staff Development Committee shall prepare a report of the previous fiscal year's staff development activities results and expenditures and submit it to the Commission of the Department of Education (Commissioner).
 - 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
 - 2. The report will provide a breakdown of expenditures for:
 - a. curriculum development and programs;
 - b. in-service education, workshops, and conferences; and
 - c. the cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

- B. The School District will utilize the reporting form and/or system designated by the Commissioner. The report will be signed by the superintendent and staff development chair.

LEGAL REFERENCES: Minn. Stat. §120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. §120B.22, Subd. 2 (Violence Prevention Education)

Minn. Stat. § 122A.18, Subd. 4~~(b)~~ (Board to Issue Licenses; Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination – Additional Staff Development and Salary)
Minn. Stat. §122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions – Additional Staff Development and Salary)
Minn. Stat. §122A.60 (Staff Development Program)
Minn. Stat. §122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. §126C.10, Subds. 2 and 2b (General Education Revenue)

AGENDA ITEM: **School Board Policy 599, Academic Recognition**

MEETING DATE: **February 13, 2012**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **David Law, Assistant Superintendent**
Tim Wald, Principal, South Campus
Don Bosch, Principal, North Campus
Michael Lovett, Superintendent

Background:

School Board Policy 599, Academic Recognition, has been reviewed by the School Board Policy Committee, had a first reading in January, and is recommended for a second reading.

This policy has been developed over the past year by members of the administrative team in consultation with parents, staff, and high school students.

As written, the policy would first affect how we recognize students in the graduating class of 2013. At the November 14, 2011 meeting, members of the administration provided background information on how we currently recognize students and the rationale for making the change.

Although the policy has had significant internal review, it was important to make sure we had adequate time for our school community to review the policy once it was publically presented.

At the January Board meeting we highlighted changes made since November based on community feedback and the rationale for these changes. One final change made since our January first reading is in Section IV.B, where we are recommending that honors be determined subsequent to the final semester of the senior year.

Recommendation:

To approved School Board Policy 599, Academic Recognition, as recommended.

Adopted:
Revised:

White Bear Lake
School District #624 Policy 599

Showing revisions made since the
November School Board meeting
first reading and alphabetizing
definitions.

New Policy

599 ACADEMIC RECOGNITION POLICY

I. PURPOSE

The purpose of this policy is to establish a criterion based academic honor system which recognizes high academic achievement.

II. GENERAL STATEMENT OF POLICY

Students at White Bear Lake Area High School are encouraged to strive for excellence. It is the responsibility of all school employees to challenge and support all students in the pursuit of their highest levels of academic and personal achievement. Accordingly, White Bear Lake Area High School will provide a positive and stimulating learning environment which inspires students to reach their fullest potential. The curriculum offerings provide the necessary rigor to allow student to excel and meet the highest academic standards.

The White Bear Lake Area High School diploma represents the pursuit of academic excellence. A student's transcript reflects their personal achievement and rigorous course selection. The District has established an academic honors system to commend and recognize students for their academic excellence and success. In order to realize these goals, the system must: reflect high academic achievement; be honest, transparent and fair; be criterion referenced; and reflect high expectations for all students across all courses and programs.

III. DEFINITIONS

- A. "Criterion Referenced" is a standard on which a judgment or decision may be based.
- B. "Cumulative Grade Point Average" is a calculation of the average of all of a student's grades for all semesters and courses completed to a given academic term.
- C. "Eligible Student" means any White Bear Lake student, including a transfer student, who has completed all courses and has met state and local graduation requirements. When a student has a unique circumstance, an administrative team will review the student's transcript to determine whether the student has demonstrated academic excellence and success consistent with the spirit of this policy.

- D. ~~Cumulative~~ “Grade Point Average (GPA)” is the student’s numerical average for all courses taken. It is computed by adding the total number of the letter grade point values and dividing it by the number of credits completed.
- E. “Grade Weighting” is the assignment of a greater numerical value to the letter grade’s numeric point value to reward a student completing any of the following courses:
- Advanced Placement (AP) and taking the national assessment;
 - College in the Schools (CIS);
 - Project Lead the Way (PLTW) courses that qualify for college credit and student takes the required assessment for college credit.
- F. Term – a period of time equaling one semester at the end of which grades are recorded on a student’s transcript.
- G. “Term Grade Point Average (~~GPA~~)” is the student’s numerical average for a given semester. It is computed by adding the total number of the letter grade point values and dividing it by the number of credits for a given semester.

IV. HIGH ACADEMIC HONORS RECOGNITION

- A. Effective with the Class of 2013, the *Laude* Latin model will be used to recognize academic excellence for recognition at commencement. Eligible students will work to compete against the criterion for academic honors, rather than each other.
- B. An eligible student’s final cumulative, weighted GPA at the end of the ~~first~~second semester of senior year will be used to determine the level of honor on a high school transcript, ~~diploma~~, and for academic recognition at commencement.
- C. The three levels of honors to be awarded to eligible students who have acquired academic excellence are:
1. Summa Cum Laude: With Highest Distinction
Cumulative weighted GPA of 4.1 or above
 2. Magna Cum Laude: With Great Distinction
Cumulative weighted GPA of 4.0 – 4.09
 3. Cum Laude: With Distinction
Cumulative weighted GPA of 3.8 – 3.99
- D. The weighted cumulative GPA will be used to calculate all academic honors. In the event that a miscalculation occurs, honors may be awarded after the fact; however, honors mistakenly awarded will not be retracted.

E. Honor Rolls

1. Each semester, the Honor Roll will be calculated based on the weighted term GPA.
2. Students with a ~~semester~~ term GPA of 3.67 and above will be listed on the A Honor Roll.
3. Students with a ~~semester~~ term GPA of 3.00 to 3.66 will be listed on the B Honor Roll.

F. Academic Lettering

Earning an Academic Letter is another way that White Bear Lake Area High School students can be recognized for their achievements. An eligible student must earn an overall 3.67 GPA ~~over~~ during each of the specified grading periods (terms):

1. Seniors: Final semester of junior year and first semester of senior year.
2. Juniors: Final semester of sophomore year and first semester of junior year.
3. Sophomores: Final semester of freshmen year and first semester of the sophomore year.
4. Freshmen: First semester of the freshmen year.
 - a. ~~Eligible students who meet the 3.67 GPA and have successfully completed AP, CIS or PLTW course will receive an Academic Letter marked with "Honors".~~

V. POST HIGH SCHOOL REPORTING

Official student transcripts will include the cumulative weighted and unweighted cumulative GPA and class rank. The transcript will also denote any cum laude honors.

VI. TREATMENT OF TRANSFER STUDENTS

Students transferring to White Bear Lake Area High School will be eligible for recognition upon a review of their transcript, application of grade weighting, and verification of course rigor when applicable.

VII. IMPLEMENTATION

The Superintendent or designee is directed and authorized to develop and approve specific procedures for the implementation of this policy.

Legal References:

Cross References:

AGENDA ITEM: **School Board Policy 603, Curriculum Development**
MEETING DATE: **February 13, 2012**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **David Law, Assistant Superintendent**

Background:

School Board Policy 603, Curriculum Development, has been reviewed by the School Board Policy Committee, had a first reading in January, and is recommended for a second reading.

Recommendation:

To approve School Board Policy 603, Curriculum Development, as recommended.

Adopted: October 27, 1997
Revised: June 11, 2001
Revised: December 14, 2009
Revised: January 10, 2011

*White Bear Lake Area
School District #624 Policy 603*

603 CURRICULUM DEVELOPMENT

I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

III. RESPONSIBILITY

- A. The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long-range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.
- B. A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its learning sites, and shall have parent, teacher, support staff, student, community residents, and administration representation.
- C. Within the ongoing process of curriculum development, the following needs shall be addressed:
 - 1. Provide for articulation of programs of study.
 - 2. Identify goals for each course and at each elementary grade level.
 - 3. Provide for continuing evaluation of programs for the purpose of attaining the school district mission.
 - 4. Provide a program for ongoing monitoring of student achievement and progress.
 - 5. Provide for special needs of all members of the student community.
 - 6. Integrate required and elective standards in the scope and sequence of the district curriculum.

7. Meet all requirements of the Minnesota Department of Education and the No Child Left Behind Act.
-
- D. It shall be the responsibility of the superintendent to keep the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes and to periodically present recommended modifications for school board review and approval.
 - E. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References:

Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
Minn. Stat. § 120B.11 (School District Process)
Minn. Rule 3500.0550 (Inclusive Educational Program)
Minn. Rule 3501.0010 – 3501.0180 (Graduation Standards – Reading and Mathematics)
Minn. Rule 3501.0200 – 3501.0290 (Graduation Standards – Written Composition)
Minn. Rules Parts 3501.0505-3501.0550 (Graduation Standards – Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Graduation Standards – Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Graduation Standards – Arts)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma)
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

Cross References:

WBLASB Policy 604 (Instructional Curriculum)
WBLASB Policy 605 (Alternative Programs)
WBLASB Policy 613 (Graduation Requirements)
WBLASB Policy 614 (School District Testing Plan and Procedure)
WBLASB Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plan, and LEP Students)
WBLASB Policy 616 (School District System Accountability)
WBLASB Policy 617 (School District Ensurance of Preparatory and High School Standards)
WBLASB Policy 618 (Assessment of Student Achievement)
WBLASB Policy 619 (Staff Development for Standards)
WBLASB Policy 620 (Credit for Learning)

AGENDA ITEM: **School Board Policy 613, Graduation Requirements**
MEETING DATE: **February 13, 2012**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **David Law, Assistant Superintendent**

Background:

School Board Policy 613, Graduation Requirements, has been reviewed by the School Board Policy Committee, had a first reading in January, and is recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation:

To approve School Board Policy 613, Graduation Requirements, as recommended.

Adopted: September 8, 1997
Revised: June 11, 2002
Revised: July 18, 2005
Revised: November 8, 2007
Revised: December 14, 2009
Revised: April 11, 2011

*White Bear Lake Area
School District #624 Policy 613*

613 GRADUATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students must satisfactorily complete, as determined by the school district, all course credit requirements, all state academic standards, or local standards where state standards do not apply, and successfully pass graduation examinations, as required, in order to graduate.

III. DEFINITIONS

- A. "Course credit" is equivalent to a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. "English Language Learners" or "ELL" students means individuals whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.
- C. "GRAD" means the graduation-required assessment for diploma that measures the reading, writing, and mathematics proficiency of high school students.
- D. "Individualized Education Plan," or "IEP," means a written statement developed for a student eligible by law for special education and services.
- E. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

IV. TEST ADMINISTRATOR

Superintendent or designee shall be named the school district test administrator.

V. GRADUATION REQUIREMENTS

- A.** All students must pass the Minnesota State assessments in reading, mathematics, and written composition as per Minnesota State requirements in order to graduate. Students who have not successfully passed a basic skills test by the end of the 2011-2012 school year must pass the GRAD as set forth in Section V.B. and V.C.
- B.** For students enrolled in grade 8 in the 2005-2006 school year and later, only the following options shall fulfill students' state graduation test requirements:
 - 1.** for reading and mathematics:
 - a.** obtaining an achievement level equivalent to or greater than proficient as determined through a standard setting process on the Minnesota comprehensive assessments in grade 10 for reading and grade 11 for mathematics or achieving a passing score as determined through a standard setting process on the GRAD in grade 10 for reading and grade 11 for mathematics or subsequent retests;
 - b.** achieving a passing score as determined through a standard setting process on the state-identified language proficiency test in reading and the mathematics test for English language learners or the GRAD equivalent of those assessments for students designated as English language learners;
 - c.** achieving an individual passing score on the GRAD as determined by appropriate state guidelines for students with an IEP or 504 plan;
 - d.** obtaining an achievement level equivalent to or greater than proficient as determined through a standard setting process on the state-identified alternate assessment or assessments in grade 10 for reading and grade 11 for mathematics for students with an IEP; or
 - e.** achieving an individual passing score on the state-identified alternate assessment or assessments as determined by appropriate state guidelines for students with an IEP; and
 - 2.** for writing:
 - a.** achieving a passing score on the GRAD;
 - b.** achieving a passing score as determined through a standard setting process on the state-identified language proficiency test in writing for students designated as English language learners;

- c. achieving an individual passing score on the GRAD as determined by appropriate state guidelines for students with an IEP or 504 plan; or
 - d. achieving an individual passing score on the state-identified alternate assessment or assessments as determined by appropriate state guidelines for students with an IEP.
- C. Students enrolled in grade 8 in any school year from the 2005-2006 school year to the 2009-2010 school year who do not pass the mathematics GRAD under Section V.B.1., above, are eligible to receive a high school diploma with a passing state notation if they:
 - 1. complete with a passing score or grade all state and local coursework and credits required for graduation by the school board granting the students their diploma;
 - 2. participate in district-prescribed academic remediation in mathematics; and
 - 3. fully participate in at least two retests of the mathematics GRAD test or until they pass the mathematics GRAD test, whichever comes first.

[Note: Section V.C. applies to the 2009-2010 through 2013-2014 school years only.]
- D. All students must satisfactorily complete an appropriate number of credits as approved by the School Board and identified in the White Bear Lake Area Schools Registration Guide or have met the requirements of an IEP or 504 plan.

VI. STUDENTS IN UNIQUE SITUATIONS

In order to graduate from the school district, all students must fulfill the graduation test requirements in reading, mathematics, and writing established by Minn. Stat. §§ 120B.02 and 120B.30 as set forth in Sections V.A., V.B., and V.C., above, with the following exceptions:

- A. ELL students are required to pass the GRAD only if they have been enrolled in any Minnesota school for at least four consecutive years. An ELL student who first enrolls in a Minnesota school in grade 9 or above and who completes the coursework and any other state and district requirements to graduate within a four-year period is not required to pass the GRAD;
- B. Shared-time students are not required to pass the GRAD unless they intend to graduate from the school district.

- C. Students who have transferred from another state will not be required to pass the GRAD if they passed graduation examinations in other states with examinations acceptable to MDE.
- D. Students with IEPs or 504 accommodation plans will be tested and required to pass the GRAD as specified in the students' IEPs or 504 accommodation plans.

VII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minnesota Statutes, Section 120B.07 upon meeting the following conditions:

- A. All course, standards, and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

VIII. NOTICE

Within 30 working days of a student's entry into grade 9 or transfer into the district during or after grade 9, the school district will notify students and their parents of the school district's graduation requirements and the grade in which the student will have the first opportunity to take a GRAD. The school district also will provide written notice of the GRAD results to parents and the student no later than 60 days after the school district receives the results and will provide written notice of the basic requirements test results no later than 90 days after the school district receives the results. The school district also will provide notice of remediation and/or additional testing opportunities and/or accommodations.

<i>Legal References:</i>	Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
	Minn. Stat. § 120B.021 (Required Academic Standards)
	Minn. Stat. § 120B.023 (Benchmarks)
	Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)
	Minn. Stat. § 120B.07 (Early Graduation)
	Minn. Stat. § 120B.11 (School District Process)
	Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
	Minn. Rule Parts 3501.0010–3501.0180 (Graduation Standards – Mathematics and Reading)
	Minn. Rule Parts 3501.0200–3501.0290 (Graduation Standards–Written Composition)
	Minn. Rules Parts 3501.0505–3501.0550 (Graduation Standards – Language Arts)

Minn. Rules Parts 3501.0700-3501.0745 (Graduation Standards – Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Graduation Standards – Arts)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma)
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

Cross References:

WBLASB Policy 104 (School District Mission Statement)
WBLASB Policy 601 (School District Curriculum and Instruction Goals)
WBLASB Policy 614 (School District Testing Plan and Procedure)
WBLASB Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
WBLASB Policy 616 (School District System Accountability)
White Bear Lake Area High School Registration Guide