

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

October 13, 2014

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: October 6, 2014

A Student Recognition will be held on **Monday, October 13, 2014**, at **6:30 p.m.** in the Community Room at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A meeting of the White Bear Lake Area School Board will be held on **Monday, October 13, 2014** 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

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. Update on District Finances: Preliminary Tax Levy
2. Superintendent's Report

D. DISCUSSION ITEMS

1. Presentation on World's Best Workforce
2. Annual Review of School Board Policies
 - a. Policy 406, Public and Private Personnel Data
 - b. Policy 410, Family and Medical Leave Policy
 - c. Policy 413, Harassment and Violence
 - d. Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults
3. First Reading of School Board Policies
 - a. Policy 650 - Service Animals on School Property

E. OPERATIONAL ITEMS

1. Action on School Board Policies
 - a. Policy 407, Employee Right to Know – Exposure to Hazardous Substance
 - b. Policy 514, Bullying Prohibition Policy
 - c. Policy 902, Use of District Facilities and Equipment

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **October 13, 2014**
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

RECOMMENDATION:

Approve the items listed on the Consent Agenda.

AGENDA ITEM: **School Board Minutes**
MEETING DATE: **October 13, 2014**
SUGGESTED DISPOSITION: **Consent Agenda**
CONTACT PERSON(S): **Lori Swanson, School Board Clerk**

Background:

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

Recommendation: Approve minutes.

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

A meeting of the White Bear Lake Area School Board was held on Monday, **September 8, 2014** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN 55110.

A. PROCEDURAL ITEMS

1. Chair Newberg called the meeting to order at 7:00 p.m.
2. Roll Call – Present: Storey, Chapman, Hiniker, Kimball, Mullin, Newberg. Absent: Swanson
Ex-Officio: Michael J. Lovett, Superintendent of Schools
Cabinet: Daniels, Garrison, Paul, Picha, Kazmierczak, Vette, Wehrkamp
3. Pledge of Allegiance
4. Seating of Student School Board Representatives – Board Chair Newberg welcomed Student Board Representative Estephany Crispin and alternative Student Board Representative Kelly Lee. Representative Crispin took her seat at the Board table.
5. Hiniker moved and Kimball seconded to approve the agenda. ***Voice vote: all ayes. Motion carried.***
6. Storey moved and Chapman seconded to approve the consent agenda consisting of:
 - Approval of minutes of regular meeting on August 11 and work-study meeting on August 25, 2014;
 - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - Passage of field trip requests;
 - Passage of resolution to approve personnel issues to include:
 - **Resignations/Termination – Classified Staff**
 - Kumari Arimilli – Program Leader, Birch Lake Elementary
Employed by District 624 since 10/04/1996
Effective Date: 08/26/2014
 - Matthew Bradshaw – Program Assistant Leader, Matoska International
Employed by District 624 since 09/03/2013
Effective Date: 08/22/2014
 - Catherine Evans – Program Assistant Leader, Otter Lake Elementary
Employed by District 624 since 10/08/2007
Effective Date: 08/31/2014
 - Lori Felton – Program Assistant Leader, Otter Lake Elementary
Employed by District 624 since 09/16/2013
Effective Date: 10/01/2013
 - Brittany Heimerl – Program Assistant Leader, Oneka Elementary
Employed by District 624 since 09/16/2013
Effective Date: 08/08/2014
 - Garrett Lewis – Program Assistant Leader, Oneka Elementary
Employed by District 624 since 02/10/2014
Effective Date: 08/08/2014
 - Busayo Okusanya – Pupil Support Assistant, Lakeaires Elementary
Employed by District 624 since 09/03/2013
Effective Date: 09/02/2014
 - Tira Smith – Pupil Support Assistant, Birch Lake Elementary
Employed by District 624 since 03/17/2003
Effective Date: 08/07/2014

Kevin Tantholt – Assistant Head Engineer “A” Building, Sunrise Park Middle School

Employed by District 624 since 08/25/2014

Effective Date: 08/29/2014

Neng Vue – Part Time Cook, Central Middle School

Employed by District 624 since 12/12/2013

Effective Date: 08/22/2014

Debra Wheeler – Program Assistant Leader, Oneka Elementary

Employed by District 624 since 09/05/2006

Effective Date: 08/22/2014

Brooke Zeeb – Program Assistant Leader, Matoska International & Birch Lake Elementary

Employed by District 624 since 09/30/2013

Effective Date: 08/29/2014

➤ **Resignations/Termination - Certified Staff**

Jessica Elbing – 1st Grade Teacher, Willow Lane Elementary

Employed by District 624 since 08/27/2009

Effective Date: 08/14/2014

Kristin Hatling – Science Teacher, High School-North Campus

Employed by District 624 since 08/22/2012

Effective Date: 08/19/2014

Annette Smith – 1st Grade Teacher, Willow Lane Elementary

Employed by District 624 since 08/27/2009

Effective Date: 08/14/2014

Christopher Sorensen – Language Arts Teacher, High School-South Campus

Employed by District 624 since 08/21/1997

Effective Date: 06/06/2014

➤ **Resignations/Termination - Cabinet**

Chris Picha – Director of Human Resources, District Center

Employed by District 624 since 12/28/2009

Effective Date: 10/31/2014

➤ **Three Year Extended Leave Request – Certified Staff**

Joanne Anderson – Intervention Teacher, Vadnais Heights

Employed by District since 08/26/1991

Effective Date: 2014-2015 School Year through 2016-2017 School Year

➤ **Part - Time Teacher Program – Certified Staff**

Lesa Brandt – Speech Clinician, Normandy Park

Employed by District since 08/21/1997

Effective Date: 2014-2015 School Year

Janis McDaniels – Speech Clinician, Normandy Park

Employed by District since 02/24/1986

Effective Date: 2014-2015 School Year

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

Jaclyn Whitcomb-Bremer – FACS Teacher, High School-South Campus

.10 Leave (.90 position)

Effective Date: 2014-2015 School Year

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

Jennifer Kirkham – Language Arts Teacher, High School-South Campus

Employed by District since 08/21/2008

Effective Date: August 28, 2014 through October 31, 2014

➤ **Change In Probationary Contract – Certified Staff**

Katherine Bensen – Music Teacher, Otter Lake & Central Middle School

From .70 f.t.e. to .90 f.t.e.

Effective Date: 2014–2015 School Year

Nicholas Devet – Science Teacher, High School-South Campus

From .60 f.t.e. to .80 f.t.e.

Effective Date: 2014–2015 School Year

Brian Griebenow – Health, PE & DAPE Teacher, Sunrise Middle School

From .50 f.t.e. to .60 f.t.e.

Effective Date: 2014–2015 School Year

➤ **Change In Continuing Contract – Certified Staff**

Odelis Garcia-Anderson – Music Teacher, Sunrise Park Middle School

From .90 f.t.e. to 1.0 f.t.e.

Effective Date: 2014–2015 School Year

Kay Kotilinek – German Teacher, Central and Sunrise Park Middle School

From .50 f.t.e. to .70 f.t.e.

Effective Date: 2014–2015 School Year

Katherine Mann – FACS Teacher, Sunrise Park Middle School

From .90 f.t.e. to 1.0 f.t.e.

Effective Date: 2014–2015 School Year

Brian Perry – Art Teacher, Central and Sunrise Park Middle School

From .55 f.t.e. to 1.0 f.t.e.

Effective Date: 2014–2015 School Year

Extra Assignment – Certified Staff

Rachel Giese – .1 Spanish Teacher, Sunrise Middle School

BA+45, Step 1 \$4,187.60

Effective Date: 2014 – 2015 School Year

Margaret Jakoblich – .1 Art Teacher, High School-North Campus

BA, Step 5 \$4,381.00

Effective Date: 2014 – 2015 School Year

Paul Meuwissen – .05 Industrial Technology Teacher, Sunrise Park Middle School

MA+60, Step 13 \$3,987.00

Effective Date: 2014 – 2015 School Year

Daniel Rossiter – .2 Industrial Technology Teacher, High School-North Campus

MA+45, Step 13 \$15,092.60

Effective Date: 2014 – 2015 School Year

Jacqueline Ruddy – .1 Mathematics Teacher, Central Middle School

MA, Step 13 \$7,068.50

Effective Date: 2014 – 2015 School Year

Teresa Wald – .2 Special Education Teacher, High School-North Campus

BA+60 Step 12 \$3,050.83

Effective Date: 08/25/2014 through 10/31/2014

➤ **New Personnel – Non-Affiliated**

Jennifer Estes – Chemical Health Specialist, Central, Sunrise Park & North Campus, \$25,000.00

Effective Date: 08/20/2014

Matthew Riebow – Community Education Recreation Programmer, District Center, \$32,614.94 (Pro-rated on \$37,500.00)

Effective Date: 08/18/2014

➤ **New Personnel – Classified Staff**

James Bernier – Assistant Head Engineer “B” Building, Lincoln Elementary

\$19.58 / hr., + .25 SD, 8.0 hrs. / 220 days \$34,900.80 (Pro-rated on \$41,405.04)

Effective Date: 08/27/2014

Rebecca Faulhaber – Pupil Support Assistant, High School-South Campus
\$16.65 / hr., 6.5 hrs. / 140 days \$15,151.50, Effective Date: 09/01/2014

Laurie Kodytek – Attendance Clerk, Central Middle School
\$16.29 / hr., 8.0 hrs. / 191 days \$24,891.12 (Pro-rated on \$25,412.40)
Effective Date: 08/18/2014

Risa Malmstedt – Program Assistant Leader, Otter Lake Elementary
\$12.92 / hr., 2.5 hrs. / 210 days \$6,783.00
Effective Date: 09/03/2014

Maureen McMahon – Nurse Paraprofessional, Birch Lake Elementary
\$17.15 / hr., 6.5 hrs. / 180 days \$20,065.50
Effective Date: 09/01/2014

Hannah Schochet – Part Time Cook, High School-North Campus
\$14.44 / hr., 3.75 hrs. / 181 days \$9,801.15
Effective Date: 09/01/2014

Maribeth Spreeman – Part Time Cook, High School-North Campus
\$13.94 / hr., 3.5 hrs. / 181 days \$8,830.99
Effective Date: 09/01/2014

Jennifer Sullivan – Part Time Cook, Central Middle School
\$13.94 / hr., 3.5 hrs. / 181 days \$8,830.99
Effective Date: 09/01/2014

Kevin Tantholt – Assistant Head Engineer “A” Building, Sunrise Park Middle School
\$20.36 / hr., + .25 SD, 8.0 hrs. / 222 days \$36,603.36 (Pro-rated on \$43,033.68)
Effective Date: 08/25/2014

Gee Vue – Custodian, High School-North Campus
\$16.78 / hr., + .25 SD, 8.0 hrs. / 227 days \$30,926.48 (Pro-rated on \$35,558.64)
Effective Date: 08/18/2014

Moua Yang – ELL Assistant, Birch Lake & Otter Lake Elementary
\$16.25 / hr., 6.0 hrs. / 140 days \$13,650.00
Effective Date: 09/01/2014

➤ **New Personnel – Certified Staff**

Nancy Bernstein – Kindergarten Teacher, Vadnais Heights Elementary
BA+30, Step 13 \$59,123.00
Effective Date: 2014 – 2015 School Year

Ellen Ettinger – Intervention Teacher, Vadnais Heights Elementary
MA, Step 1 \$43,783.00
Effective Date: 2014 – 2015 School Year

Brian Griebenow – .5 PE / DAPE Teacher, Sunrise Park Middle School
BA, Step 1 \$19,637.50
Effective Date: 2014 – 2015 School Year

Michelle Grover – 2nd Grade Teacher, Birch Lake Elementary
MA, Step 1 \$43,783.00
Effective Date: 2014 – 2015 School Year

Julie Law – 1st Grade Teacher, Willow Lane Elementary
BA, Step 6 \$45,175.00
Effective Date: 2014 – 2015 School Year

Jessica Leighton – 1st Grade Teacher, Willow Lane Elementary
BA+45, Step 11 \$57,069.00
Effective Date: 2014 – 2015 School Year

Jason Michalicek – Mathematics Teacher, Area Learning Center
BA, Step 1 \$39,275.00
Effective Date: 2014 – 2015 School Year

Stephen Nelson – .6 Science Teacher, High School-North & South Campus
BA+60, Step 2 \$26,301.00

Effective Date: 2014 – 2015 School Year

Kelly Womersley – Social Worker, Matoska, Lakeaires & Willow Lane
Elementary

MA, Step 4 \$45,032.80 (Pro-rated on \$48,002.00)

Effective Date: 09/10/2014

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

Maggie Clark – 4th Grade Teacher, Oneka Elementary

MA, Step 1 \$11,171.43 (Pro-rated on \$48,783.00)

Effective Date: August 25, 2014 through October 31, 2014

Lisa Matheny – Health Teacher, High School-South Campus

BA, Step 3 \$10,640.35 (Pro-rated on \$40,876.00)

Effective Date: August 25, 2014 through November 03, 2014

Leigh Mills – 4th Grade Teacher, Lakeaires Elementary

BA, Step 13 \$14,312.93 (Pro-rated on \$56,096.00)

Effective Date: August 25, 2014 through October 31, 2014

Harry Nara Iii – .6 Social Studies Teacher, High School-South Campus

BA, Step 8 \$7,366.34 (Pro-rated on \$47,164.00)

Effective Date: August 25, 2014 through November 03, 2014

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

- B. PUBLIC FORUM** – Jody Lyons, WBLASD paraprofessional representing SEIU #284, advised that negotiations have now moved to mediation. She invited Board members to attend the next meeting on September 19 at 12 p.m.

C. INFORMATION ITEMS

1. Opening School Report – The administration provided information on summer professional development, new staff profile, facilities report, opening school enrollment, and preschool and youth programming.
2. Superintendent's Report –Dr. Lovett reported on the following:
 - 2014-2015 Activities Calendars are now available at neighborhood schools or the District Center. An electronic version is also available on the District's website.
 - Welcome back to our students and best wishes for a wonderful year.
 - Kathleen Daniels, Director of Special Services, presented a Certificate of Achievement from the Commissioner of Education for Compliance Achievement. This is a highly esteemed award and Daniels thanked her entire staff for making this award possible. Congratulations to all!
 - The second annual Harvest Bowl football game will take place this Friday as the Bears take on the Woodbury Royals. Spectators are invited to bring 3 or more non-perishable food items to donate to the White Bear Lake Emergency Food Shelf in lieu of an admission charge.
 - In addition to our weekly e-newsletters and updates, two 624-inspired initiatives on our District Facebook and Twitter pages will occur: Every Friday a 62.4 second video update and every evening around 6:24 p.m., we will share District facts on the District's Facebook and Twitter pages. "Like" the District to stay current.

- Senior Activities Passes are still available to community members age 65 or older. Call the Superintendent's office for more information or to request a copy of this free activity pass for the 2014-2015 school year.

Student Board Representative Estephany Crispin reported on the following: Student picture day at South Camps and the ALC is September 10 and the first 6th grade dance at Sunrise Park Middle School is September 19. Homecoming Week is September 22-27 and there will be many activities and dress up days for students and staff. All students and parents are encouraged to attend these events and become involved in the wide variety of Homecoming activities.

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

D. DISCUSSION ITEMS

1. Measures of Student Success for 2013-14 – This was our third report on details of student data for 2013-14, each report providing greater depth. Assistant Superintendent Sara Paul provided additional information on World's Best Workforce. Assessment Coordinator Brian Morris provided detailed school by school and grade by grade information for 2013-14 performance.
2. First Reading of Policy 407, Employee Right to Know – Exposure to Hazardous Substance The changes recommended are consistent with MSBA and Minnesota Statue. This policy will be placed on the October 13, 2014 School Board agenda for action.
3. First Reading of Policy 514, Bullying Prohibition Policy – We are providing an update which includes the adoption of the new state components. This policy will be placed on the October 13, 2014 School Board agenda for action.
4. First Reading of Policy 902, Use of District Facilities and Equipment – Policy 902 and Addendum have been revised by the School Board Policy committee and administration. This policy will be placed on the October 13, 2014 School Board agenda for action.

E. OPERATIONAL ITEMS

1. Hiniker motioned and Mullin seconded to approve the School Board/Superintendent Goals and Strategic Plan Priorities for 2014-15. ***Roll call vote: ayes: Storey, Chapman, Hiniker, Kimball, Mullin, Newberg; nays, none. Motion carried.***
2. Chapman motioned and Storey seconded to approve the funding of boys lacrosse, girls lacrosse, and boys swimming on a basis consistent with other sports offered by White Bear Lake Area Schools. ***Roll call vote: ayes: Storey, Chapman, Hiniker, Kimball, Mullin, Newberg; nays, none. Motion carried.***
3. Mullin motioned and Chapman seconded to approve the agreement with Bus Drivers and Aides and authorizes the Chair and Clerk to execute the agreement on behalf of the School Board. ***Roll call vote: ayes: Storey, Chapman, Hiniker, Kimball, Mullin, Newberg; nays, none. Motion carried.***

- F. BOARD FORUM** – Kimball thanked the Cabinet members for their presentation at the meeting this evening and welcomed new staff to the District. Mullin also welcomed everyone back and

thanked staff for their preparation over the summer. Newberg congratulated our Student Board Representatives.

- G. ADJOURNMENT** - Hiniker moved; Newberg seconded to adjourn the meeting at 8:16 p.m.
Voice vote: *All ages. Motion carried.*

Submitted by: Cathy Storey, Acting 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 Monday, September 22, 2014, at 5:15 p.m. in the Community Room at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Call to Order – Chair Newberg called the meeting to order at 5:15 p.m.
2. Roll Call – Present: Kimball, Storey, Chapman, Hiniker, Swanson, Newberg

Ex-Officio: Michael J. Lovett, Superintendent of Schools

Cabinet: Sara Paul, Wayne Kazmierczak, Kristine Wehrkamp, Kathleen Daniels, Mark Garrison, Chris Picha

B. OPERATIONAL ITEMS

1. Action on Certification of 2014 Payable 2015 Proposed Property Tax Levy

Hiniker motioned, and Chapman seconded to approve the maximum for the 2014 Payable 2015 Proposed Property Tax Levy, as recommended by administration and as allowed by law, following a presentation by Dr. Wayne Kazmierczak, Director of Finance and Operations. Based on the information prepared for the school board, the levy for 2015 is expected to decrease by one-half percent compared to 2014. ***Roll call vote: ayes: Kimball, Storey, Chapman, Hiniker, Swanson, Newberg; nays: none. Motion carried.***

- C. ADJOURNMENT** – Hiniker motioned and Newberg seconded to adjourn the special meeting at 5:35 p.m. ***Voice vote: All ayes. Motion carried.***

Submitted by: Lori Swanson, 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, September 22, 2014, at 5:30 p.m. in the Community Room at District Center, 4855 Bloom Avenue, White Bear Lake, MN 55110.

A. PROCEDURAL ITEMS

1. Call to Order – Chair Newberg called the meeting to order at 5:35 p.m.
2. Roll Call – Present: Kimball, Storey, Chapman, Hiniker, Swanson, Newberg, Mullin (arrived at 5:50 p.m.)

Ex-Officio: Michael J. Lovett, Superintendent of Schools

Cabinet: Sara Paul, Wayne Kazmierczak, Kristine Wehrkamp, Kathleen Daniels, Mark Garrison, Chris Picha

B. DISCUSSION ITEMS

1. School Board and Superintendent Goals and Strategic Plan Updates
 - a. 1.1 Overview of 2013-14 Student Performance Results and Follow-up for 2014-15
 - b. World's Best Workforce
Assistant Superintendent – Sara Paul, and Assessment Coordinator – Brian Morris, provided an overview of the 2013-14 student performance results. Information was also presented by cabinet explaining alignment of the academic benchmarks required in the World's Best Workforce legislation to the district's strategic plan, articulating strategic objectives for 2014-15. Administration will prepare the district's World's Best Workforce Summary Report for board approval at the October 13, 2014 regular school board meeting. Once approved by the board, a report will be submitted to the Minnesota Department of Education on baseline data and the district's implementation plan. Complete information is available on the district's website.
 - c. Progress on Reviewing String Orchestra Planning – School Board/Superintendent Goal 5 provides that the district develop options for a string orchestra program which could begin in the 2015-16 school year. Lisa Switzer - Curriculum and Program Development Coordinator, and Jeremy Rockford – high school band teacher, Lovett and Kazmierczak provided an overview of work to date and work planned between now and the school board work-study session on November 24. Presentation included grade-level implementation considerations, budgetary planning and long-range sustainability, operational steps and best practices. Complete information from the presentation is available on the district's website.

2. Health Insurance Options and Planning – Kazmierczak and Pierre Guilfoile from National Insurance Services, Inc. presented the results of the health insurance bid process for the school district. The presentation included detailed information on self-insured health insurance and the Public Employee Insurance Program (PEIP). Complete information from the presentation is available on the district’s website.
- C. **ADJOURNMENT** – Hiniker motioned, and Chapman seconded, to adjourn the work-study session at 7:55 p.m. ***Voice vote: All ayes. Motion carried.***
3. Negotiation Study Session – A closed session of the school board was convened at 8:03 p.m. in Room 201 at District Center to consider strategy for labor negotiations with the district’s paraprofessionals, pursuant to Minnesota Statutes 179.A.01 to 179.A.25. Board members present: Storey, Chapman, Hiniker, Swanson, Newberg, Mullin. Absent: Kimball. Administration present: Lovett, Picha, Daniels, Kazmierczak.
 4. Consideration of the Results of an Investigation Pertaining to an Employee. Closed session to consider non-public data pursuant to Minnesota Statutes 13D.05. Board members present listed above. Administration present: Lovett, Picha and Kazmierczak. Legal counsel, Timothy Sullivan, presented.
- D. **ADJOURNMENT** – Hiniker motioned, and Newberg seconded, to adjourn the closed session at 8:35 p.m. ***Voice vote: All ayes. Motion carried.***

Submitted by: Lori Swanson, Clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **October 13, 2014**

SUGGESTED DISPOSITION: **Consent Agenda**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Finance**
and Operations
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 - September

	9/15/2014	9/30/2014
Direct Deposit 391870-393077	1,616,696.46	
U.S. Treasury (FICA, Medicare, withholding)	624,434.39	
MN State Income Tax	102,159.96	
PERA	89,948.87	
TRA	297,306.92	
ING	4,819.31	
American Funds	76,312.78	
State of MN Levies	274.03	
Direct Deposit 393078-394373		1,631,293.34
U.S. Treasury (FICA, Medicare, withholding)		622,010.94
MN State Income Tax		100,815.80
PERA		93,979.10
TRA		295,243.36
ING		4,819.31
American Funds		76,000.61
State of MN Levies		274.03

Check Nbr	Vendor Name	Check Date	Check Amount
141500156	ABRAHAMSON, KRISTINE A	09/02/2014	85.50
141500157	ADAMS, LINDA J	09/02/2014	68.33
141500158	ANDERSON, JON C	09/02/2014	82.50
141500159	BACIGALUPO, STACEY MM	09/02/2014	259.53
141500160	BOGENHOLM, SHERRY J	09/02/2014	279.95
141500161	BURRIS, LEANN K	09/02/2014	121.85
141500162	CAPAN, NANCY A	09/02/2014	25.19
141500163	DAHLEM, TERESA	09/02/2014	69.00
141500164	GAMBONI, RICHARD A	09/02/2014	40.00
141500165	GRANT, SHANNON	09/02/2014	269.22
141500166	GRAVLEY, STEPHEN ALAN	09/02/2014	67.78
141500167	GRUN, SUSAN L	09/02/2014	67.06
141500168	HAGESTUEN, FAITH M	09/02/2014	145.00
141500169	HARRIMAN, GRETCHEN E	09/02/2014	1,286.63
141500170	HEALY, JASON CHARLES	09/02/2014	124.52
141500171	HEATON, BRENDA B	09/02/2014	239.52
141500172	HOLMAN, DUSTIN D	09/02/2014	266.80
141500173	HOLT, RENEE E	09/02/2014	11.96
141500174	HOOLEY, MARGARET A	09/02/2014	74.27
141500175	HUNZIKER, LAURA B	09/02/2014	32.49
141500176	JANZEN, KARI B	09/02/2014	139.98
141500177	JOHNSON, JEANNE K	09/02/2014	27.90
141500178	JOHNSON, KIRK W	09/02/2014	27.49
141500179	KELZER, LYND SAY L	09/02/2014	85.48
141500180	KERBAGE, STEPHANIE A	09/02/2014	1,352.42
141500181	KNUTSON, MOLLY J	09/02/2014	12.60
141500182	LEMON, SARAH E	09/02/2014	43.29
141500183	LYONS, CHRISTOPHER A	09/02/2014	37.79
141500184	MACIEJNY, STEPHEN A	09/02/2014	161.28
141500185	MANN, KATHERINE L	09/02/2014	25.68
141500186	NADEAU, MARGARET M	09/02/2014	330.69
141500187	NAVIS, NANCY L	09/02/2014	452.41
141500188	NOHR, KATIE JO	09/02/2014	150.00
141500189	NORCROSS, MICHELE S	09/02/2014	51.43
141500190	OCONNOR, TIMOTHY D	09/02/2014	40.88
141500191	PICHA, CHRISTINA K	09/02/2014	493.36
141500192	RICHARDSON, SUSAN	09/02/2014	65.00
141500193	SCHAULS-DANGERFIELD, MAURISA M	09/02/2014	239.77
141500194	SCHMITZ, KAREN M	09/02/2014	103.05
141500195	SCHOCHENMAIER, TIMOTHY R	09/02/2014	253.71
141500196	SEHR, DEBRA JEAN	09/02/2014	54.88
141500197	SHELHORN, JAMES F	09/02/2014	59.92
141500198	SMITH, TAMMY L	09/02/2014	183.96
141500199	WALKER, DEBRA R	09/02/2014	28.56
141500200	WEHRKAMP, KRISTINE J	09/02/2014	112.12
141500201	WISE, PATRICIA G	09/02/2014	38.61

46	ACH	Check(s) For a Total of	8,189.36
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ACH

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	0	Wire Transfer	Checks For a Total of	0.00
	46	ACH	Checks For a Total of	8,189.36
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			Net Amount	8,189.36

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55363	1ST AYD CORP	09/04/2014	137.46
55364	AARP DRIVER SAFETY PROGRAM	09/04/2014	620.00
55365	AARP DRIVER SAFETY PROGRAM	09/04/2014	460.00
55366	ACME TOOLS	09/04/2014	259.48
55367	ADRENALINE FUNDRAISING	09/04/2014	8,883.00
55368	AKUM, STANLEY	09/04/2014	124.00
55369	AMAZON	09/04/2014	3,305.53
55370	AMAZON	09/04/2014	931.41
55371	AMAZON	09/04/2014	66.74
55372	AMERICAN MESSAGING	09/04/2014	98.64
55373	AMER RED CROSS	09/04/2014	874.00
55374	ANDERSON, CATHERINE I	09/04/2014	16.25
55375	ANDERSON, ERIC	09/04/2014	63.00
55376	APPLIED ENVIRONMENTAL SCI INC	09/04/2014	12,953.60
55377	AQUA ENGINEERING INC	09/04/2014	178.50
55378	AT & T MOBILITY	09/04/2014	881.56
55379	AUTO TECH SPECIALISTS INC	09/04/2014	92.08
55380	AVID CENTER	09/04/2014	13,940.00
55381	AVON BUSINESS FORMS & PROMOTIO	09/04/2014	522.69
55382	AWARD DECALS.COM	09/04/2014	96.95
55383	BALFOUR YEARBOOKS	09/04/2014	2,420.00
55384	BASTEMEYER, KIMBERLY MARIE	09/04/2014	15.00
55385	BATTERIES PLUS BULBS	09/04/2014	698.17
55386	BAXTER, JANE M	09/04/2014	50.00
55387	BENDER, CARMEN ORTIZ	09/04/2014	160.00
55388	BENOIT, SUMMER	09/04/2014	15.70
55389	BEST BUY BUSINESS ADVANTAGE AC	09/04/2014	185.00
55390	BETTER CHINESE	09/04/2014	913.31
55391	BIELEFELD, ERNEST B	09/04/2014	83.00
55392	BIO CORPORATION	09/04/2014	383.23
55393	BLACKSTAD, RUSS	09/04/2014	110.00
55394	BLICK ART MATERIALS	09/04/2014	219.57
55395	BLUE BELL ENTERPRISES INC	09/04/2014	6,025.72
55396	BOYER TRUCKS	09/04/2014	30.03
55397	THE BUG COMPANY	09/04/2014	16.00
55398	CAMP ST CROIX	09/04/2014	5,872.00
55399	CAPTURE VIDEO	09/04/2014	1,000.00
55400	CDW GOVERNMENT INC	09/04/2014	68,289.10
55401	CENGAGE LEARNING	09/04/2014	6,491.10
55402	CHENG & TSUI CO INC	09/04/2014	3,162.60
55403	CLASS 5 INC	09/04/2014	19,026.00
55404	COMCAST	09/04/2014	43.90
55405	COMFORT INN - WEST	09/04/2014	374.13
55406	CONNEY SAFETY	09/04/2014	68.66
55407	COOPS SPORTSWEAR	09/04/2014	997.50
55408	COPY IMAGES INC	09/04/2014	1,003.68
55409	CUB FOODS OF WOODBURY	09/04/2014	347.46
55410	CULLIGAN BOTTLED WATER	09/04/2014	117.00
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55415	DARTS VMS INC	09/04/2014	45.79
55416	DEJARLAIS, MARILYN	09/04/2014	13.81
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55425	Vendor Continued Check	09/04/2014	0.00
55426	DELL MARKETING LP	09/04/2014	594,180.00
55427	DEMCO, TIM	09/04/2014	63.00
55428	DESIGNER SIGN SYSTEMS INC	09/04/2014	68.08
55429	DOMINOS PIZZA	09/04/2014	155.05
55430	DOMNING, MICHELLE D	09/04/2014	16.10
55431	DONATELLI'S	09/04/2014	396.36
55432	DOOR SERVICE COMPANY	09/04/2014	318.00
55433	DORNFELD, MARK	09/04/2014	63.00
55434	EBSCO INFORMATION SERV	09/04/2014	431.97
55435	EC BENSON & ASSOC	09/04/2014	1,938.00
55436	ECKROTH MUSIC	09/04/2014	7,068.21
55437	EDMOND, JACQUELINE KAY	09/04/2014	5.40
55438	EDUCATION TO GO	09/04/2014	134.50
55439	EMC PUBLISHING	09/04/2014	83.80
55440	ENVIRONMENTS	09/04/2014	261.07
55441	ERSTAD-SANKEY, KRISTINA LYNN	09/04/2014	173.00
55442	ESSENTRA SPEC TAPES	09/04/2014	99.33
55443	F&N OPERATIONS LLC	09/04/2014	1,742.70
55444	FAIRVIEW	09/04/2014	100.00
55445	FISHER SCIENTIFIC	09/04/2014	142.00
55446	FISK TANK CARRIER	09/04/2014	1,478.00
55447	FITNESS FOCUS	09/04/2014	420.00
55448	FLINN SCIENTIFIC INC	09/04/2014	72.02
55449	FLORIN, JOLYN A	09/04/2014	1,327.50
55450	FLUEGEL, ANDREA	09/04/2014	13.25
55451	FORCIER, ELSIE	09/04/2014	22.95
55452	GALLAGHERS NORTHWESTERN TIRE C	09/04/2014	2,431.36
55453	GARDEN & ASSOCIATES INC	09/04/2014	35.00
55454	GARVEY, PATRICIA	09/04/2014	18.30
55455	GAST, JORDAN PEARL	09/04/2014	65.00
55456	GEOTRUST INC	09/04/2014	4,380.00
55457	GERLACH, MARLENE	09/04/2014	40.00
55458	GILLUND ENTERPRISES	09/04/2014	113.94
55459	GMS INDUSTRIAL SUPPLIES INC	09/04/2014	37.78
55460	GOLDCOM INC	09/04/2014	708.54
55461	GOODIN COMPANY	09/04/2014	167.05
55462	GOPHER	09/04/2014	911.85

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55463	GRAFFIC TRAFFIC LLC	09/04/2014	1,371.00
55464	GRAINGER	09/04/2014	1,606.94
55465	GRANDMA'S BAKERY INC	09/04/2014	41.00
55466	GREATAMERICA FINANCIAL SERVICE	09/04/2014	508.02
55467	GROTH MUSIC CO	09/04/2014	125.96
55468	GRUBER KELLIE	09/04/2014	138.00
55469	HANDWRITING WITHOUT TEARS	09/04/2014	70.95
55470	HANSEN, ROBERT	09/04/2014	10.80
55471	HAWKINS, JANICE MAE CANDLER	09/04/2014	6.75
55472	HEALY AWARDS INC	09/04/2014	70.82
55473	HELLO DIRECT INC	09/04/2014	114.95
55474	HERC-U-LIFT	09/04/2014	605.00
55475	HISDAHL INC	09/04/2014	301.60
55476	Vendor Continued Check	09/04/2014	0.00
55477	HOGLUND BUS AND TRUCK CO	09/04/2014	1,487.49
55478	HOLMES, JEFF	09/04/2014	1,143.00
55479	HOME DEPOT CREDIT SERVICES	09/04/2014	203.34
55480	HORST, KEVIN	09/04/2014	188.00
55481	HORTON, JEFF	09/04/2014	63.00
55482	HOUGHTON MIFFLIN HARCOURT	09/04/2014	135.19
55483	HOYE, THELMA	09/04/2014	50.00
55484	IDC AUTOMATIC	09/04/2014	138.50
55485	INTEGRA	09/04/2014	3,094.68
55486	INTERMEDIATE DISTRICT 287	09/04/2014	2,710.81
55487	JOHNSON, JUDITH ANN	09/04/2014	265.00
55488	JUST FOR KIX	09/04/2014	123.70
55489	JW PEPPER & SON INC	09/04/2014	246.24
55490	K12 TRANSPORTATION MGMT SERVIC	09/04/2014	17,500.00
55491	KAISER, PHYLLIS	09/04/2014	13.60
55492	KATH FUEL OIL SERVICE CO	09/04/2014	21,909.03
55493	KELVIN LP	09/04/2014	396.22
55494	KHALLOUK, MOHAMMED	09/04/2014	64.00
55495	KIMBALL MIDWEST	09/04/2014	194.66
55496	KLOSTER, MARY	09/04/2014	17.00
55497	KOLNIAK, JOHN	09/04/2014	63.00
55498	KRAFT CONTRACTING & MECHANICAL	09/04/2014	12,571.79
55499	L & D SIGN	09/04/2014	1,816.04
55500	L'ALLIER CONCRETE INC	09/04/2014	9,640.00
55501	LAKESHORE LEARNING MATERIALS	09/04/2014	211.97
55502	LANGUAGE LINE SERVICES	09/04/2014	109.91
55503	LASHOMB, BRIAN ALAN	09/04/2014	63.00
55504	LEARNING A-Z	09/04/2014	230.40
55505	LEE, CHARLOTTE L	09/04/2014	254.00
55506	LHB INC	09/04/2014	6,638.24
55507	LIGHTING PLASTICS OF MN INC	09/04/2014	550.00
55508	L T G POWER EQUIPMENT	09/04/2014	646.94
55509	LUNDQUIST DAVID A	09/04/2014	63.00
55510	LUNDSTROM, JEFF	09/04/2014	84.00
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55512	Vendor Continued Check	09/04/2014	0.00

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55515	MANITOU STATION	09/04/2014	750.00
55516	MANPOWER	09/04/2014	1,539.00
55517	MARIS LLC	09/04/2014	480.00
55518	MARX, BEN	09/04/2014	63.00
55519	MN ASSOC OF SCH BUSINESS OFFIC	09/04/2014	50.00
55520	Vendor Continued Check	09/04/2014	0.00
55521	MN ASSOC OF SECONDARY SCHOOL P	09/04/2014	7,632.00
55522	MAUER, BRIAN	09/04/2014	84.00
55523	MAUER, MARK	09/04/2014	84.00
55524	MAUER, TOM	09/04/2014	84.00
55525	MCCARTHY, KEN	09/04/2014	157.00
55526	MCDONOUGH'S WATERJETTING AND	09/04/2014	4,146.75
55527	MN COMMUNITY EDUC ASSOC (MCEA)	09/04/2014	45.00
55528	MCGLADDERY, MARGARET JEAN	09/04/2014	5.00
55529	MERLINO, RORY	09/04/2014	64.00
55530	METRO ECSU	09/04/2014	5,860.00
55531	MID CITY SERVICES - INDUSTRIAL	09/04/2014	638.35
55532	MILLIGAN, THERESA J	09/04/2014	25.50
55533	MINVALCO INC	09/04/2014	285.57
55534	MN DEPT OF HUMAN SERVICES	09/04/2014	763.00
55535	MN JUNIOR HIGH SCHOOL	09/04/2014	150.00
55536	MOGREN TURF LLP	09/04/2014	50.70
55537	MOORE, CYNTHIA A	09/04/2014	572.00
55538	MOORHEAD MACHINERY & BOILER CO	09/04/2014	2,895.00
55539	MULVANEY HOLLY	09/04/2014	266.00
55540	MUSIC CONNECTION INC	09/04/2014	600.00
55541	MVP & ASSOC	09/04/2014	6,525.00
55542	NASCO	09/04/2014	130.19
55543	NCPERS MINNESOTA	09/04/2014	256.00
55544	NELSON, ELIZABETH DIANA	09/04/2014	5.00
55545	NEOFUNDS BY NEOPOST	09/04/2014	1,000.00
55546	NEOPOST INC	09/04/2014	128.99
55547	NESS ELECTRONICS INC	09/04/2014	35.98
55548	NOLAN, KEITH	09/04/2014	55.00
55549	NORTH CENTRAL TRUCK EQUIPMENT	09/04/2014	5,310.32
55550	NORTH MEMORIAL URGENT CARE	09/04/2014	144.00
55551	NORTHEAST METRO INTERMEDIATE D	09/04/2014	64,726.63
55552	NATL SCHOOL PUBLIC RELATIONS A	09/04/2014	260.00
55553	NORTHWEST SHEETMETAL CO OF ST	09/04/2014	1,544.87
55554	O'NEIL, LOIS	09/04/2014	39.08
55555	OFFICE DEPOT	09/04/2014	324.94
55556	OLSEN FIRE PROTECTION	09/04/2014	2,064.00
55557	ON SITE SANITATION INC	09/04/2014	36.00
55558	ORBELL, RAY	09/04/2014	55.00
55559	OXYGEN SERVICE CO INC	09/04/2014	24.18
55560	OZWEST INC	09/04/2014	306.00
55561	PAMS LUNCHROOM LLC	09/04/2014	2,126.52
55562	PATIENT TOOLS INC	09/04/2014	141.00

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55563	PETERSEN, MARY ANN	09/04/2014	50.00
55564	PETERSON BROS ROOFING & CONST	09/04/2014	16,440.00
55565	PITNEY BOWES PURCHASE POWER	09/04/2014	70.54
55566	PLADSON ENVIRONMENTAL INC	09/04/2014	760.00
55567	PODS COMPLETE CAR CARE	09/04/2014	1,314.97
55568	PONCE, OLANDO	09/04/2014	800.00
55569	POSTMASTER	09/04/2014	195.00
55570	PREMIER AGENDAS INC	09/04/2014	538.00
55571	RACHEL'S CHALLENGE	09/04/2014	4,800.00
55572	RAMSEY COUNTY PARKS/REC DEPT	09/04/2014	15,840.00
55573	RANKIN, ROD	09/04/2014	84.00
55574	RATWIK ROSZAK & MALONEY PA	09/04/2014	6,403.62
55575	READ NATURALLY INC	09/04/2014	1,094.50
55576	RICHARDSON, GENE	09/04/2014	88.00
55577	RICK, CHRIS	09/04/2014	63.00
55578	RICKERT, DENNIS	09/04/2014	64.00
55579	RICOH AMERICAS CORP	09/04/2014	450.96
55580	RIDDELL INC	09/04/2014	2,331.33
55581	ROBERTS BUSINESS FORMS	09/04/2014	430.60
55582	ROSENTHAL BROS INC	09/04/2014	47,883.00
55583	RUPP ANDERSON SQUIRES & WALDSP	09/04/2014	4,698.46
55584	RYAN, JAMES	09/04/2014	64.00
55585	SALLIOTTE SEWING CO	09/04/2014	986.55
55586	SAM'S CLUB/GEMB	09/04/2014	599.85
55587	SAM'S CLUB/GEMB	09/04/2014	1,370.86
55588	SAM'S CLUB/GEMB	09/04/2014	26.83
55589	SAM'S CLUB/GEMB	09/04/2014	213.31
55590	SAMTANI, AMIT	09/04/2014	4.50
55591	SANTI, MARY	09/04/2014	50.00
55592	SAUERS, TODD	09/04/2014	124.00
55593	SCAN AIR FILTER INC	09/04/2014	256.58
55594	SCANTRON SERVICE GROUP	09/04/2014	280.07
55595	SCHINDLER ELEVATOR CORP	09/04/2014	1,016.36
55596	SCHMID, RITA	09/04/2014	26.99
55597	SCHMITT MUSIC COMPANY	09/04/2014	1,505.00
55598	SCHOLASTIC BOOK FAIRS	09/04/2014	155.29
55599	SCHOLASTIC INC	09/04/2014	263.22
55600	SCHOOL HEALTH CORPORATION	09/04/2014	946.35
55601	SCHOOL SPECIALTY	09/04/2014	890.41
55602	SCHOOLIDENTITY.COM	09/04/2014	1,708.95
55603	SENTRY SYSTEMS INC	09/04/2014	125.00
55604	SLATOR, KEVIN T	09/04/2014	110.00
55605	Vendor Continued Check	09/04/2014	0.00
55606	SCHOOL NUTRITION ASSOC (SNA)	09/04/2014	177.75
55607	SNAP-ON	09/04/2014	128.55
55608	SOCCER.COM	09/04/2014	1,570.77
55609	SOUTHWARD, BRUCE	09/04/2014	74.00
55610	SOUTHPAW ENTERPRISES	09/04/2014	292.98
55611	SOUTHWEST BINDING & LAMINATING	09/04/2014	190.35
55612	SOUTHWESTERN YOUTH SERVICES	09/04/2014	1,218.00

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55613	SPRINT	09/04/2014	85.17
55614	ST PAUL LINOLEUM & CARPET COMP	09/04/2014	10,278.00
55615	STAPLES ADVANTAGE	09/04/2014	718.92
55616	STARTECHTEL.COM INC	09/04/2014	1,153.95
55617	STATE SUPPLY CO	09/04/2014	3,274.36
55618	STAY TUNED PIANO SERVICES	09/04/2014	100.00
55619	STEINER, EILEEN A	09/04/2014	42.92
55620	STORYBOARD FILMS	09/04/2014	6,592.50
55621	STREAMLINE DESIGN INC	09/04/2014	7,961.80
55622	STURGES, SHANE	09/04/2014	83.00
55623	SUBSCRIPTION SERV OF AMER INC	09/04/2014	441.83
55624	SUBURBAN EAST CONFERENCE	09/04/2014	5,500.00
55625	SUBWAY	09/04/2014	185.11
55626	SUOJA, KEVIN L	09/04/2014	225.00
55627	SUPERIOR STRIPING INC	09/04/2014	11,523.00
55628	SUPREME SCHOOL SUPPLY CO	09/04/2014	125.11
55629	SVL SERVICE CORPORATION	09/04/2014	775.50
55630	TDS METROCOM - MN	09/04/2014	7,287.94
55631	TENNIS WAREHOUSE	09/04/2014	559.80
55632	TERNES, KELLY	09/04/2014	63.00
55633	THAO, JUHA L	09/04/2014	160.00
55634	THAO, KELLY	09/04/2014	102.00
55635	Vendor Continued Check	09/04/2014	0.00
55636	THYSSENKRUPP ELEVATOR CORP	09/04/2014	4,731.02
55637	TOUCH SCREENS INC	09/04/2014	542.00
55638	TOYOTA-LIFT OF MINNESOTA	09/04/2014	395.00
55639	TRADE PRESS INC	09/04/2014	339.00
55640	TRIO SUPPLY COMPANY	09/04/2014	6,045.78
55641	TRUCK UTILITIES MFG CO	09/04/2014	2,721.14
55642	TRUSTED EMPLOYEES	09/04/2014	1,410.00
55643	TSBL DISTRIBUTING	09/04/2014	25.96
55644	TWIN CITY HARDWARE	09/04/2014	75.40
55645	TWIN CITY NURSERY INC	09/04/2014	400.00
55646	U.S. ENERGY SERVICES INC	09/04/2014	3,541.60
55647	UHL CO INC	09/04/2014	357.00
55648	US FOODS CULINARY EQUIP & SUPP	09/04/2014	1,991.00
55649	VAIL, GAYLE J	09/04/2014	12.75
55650	VAIL, STEVEN D	09/04/2014	63.00
55651	VAN LUYK, LEONARD	09/04/2014	55.00
55652	VANDERBILT UNIVERSITY	09/04/2014	135.00
55653	VERIZON WIRELESS	09/04/2014	2,737.04
55654	VISI	09/04/2014	525.00
55655	WALSWORTH PUBLISHING CO	09/04/2014	4,515.00
55656	WALTER, BRIAN M	09/04/2014	63.00
55657	WALTERS REBUILDERS	09/04/2014	150.00
55658	WARWICK, BENJAMIN FIELD	09/04/2014	50.00
55659	WASTE MANAGEMENT OF WI-MN	09/04/2014	647.30
55660	WHITE BEAR AREA CHAMBER	09/04/2014	50.00
55661	WICHMANN, DON	09/04/2014	800.00
55662	WOLLER, REBECCA LEIGH	09/04/2014	17.40

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55663	WOOD, BRIAN	09/04/2014	64.00
55664	WORTHINGTON DIRECT INC	09/04/2014	1,684.85
55665	XEROX CORPORATION	09/04/2014	691.53
55666	YMCA OF THE GREATER TWIN CITIE	09/04/2014	89,157.83
304	Computer	Check(s) For a Total of	1,353,221.70

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53092	WHITE BEAR LAKE CITY	09/04/2014	100.00
1	Void	Check(s) For a Total of	100.00

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	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	304	Computer	Checks For a Total of	1,353,221.70
Total For	304	Manual, Wire Tran, ACH & Computer	Checks	1,353,221.70
Less	1	Voided	Checks For a Total of	100.00
		Net Amount		1,353,121.70

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55667	AIG	09/10/2014	5,933.75
55668	AMERICAN UNITED LIFE	09/10/2014	58,200.81
55669	AMERIPRISE FINANCIAL SERVICES	09/10/2014	12,991.93
55670	AXA EQUITABLE	09/10/2014	38,388.52
55671	BARNES & NOBLE	09/10/2014	523.04
55672	EDUCATION MN ESI BILLING TRUST	09/10/2014	24,759.92
55673	GREAT LAKES HIGHER EDUC GUARAN	09/10/2014	326.49
55674	GURSTEL CHARGO ATTORNEYS AT LA	09/10/2014	305.00
55675	INTERNAL REVENUE SERVICE	09/10/2014	516.89
55676	IUOE LOCAL 70	09/10/2014	2,002.61
55677	KEYS CAFE & BAKERY	09/10/2014	779.87
55678	MESSERLI & KRAMER PA	09/10/2014	471.00
55679	METROPOLITAN LIFE	09/10/2014	2,941.41
55680	MN CHILD SUPPORT	09/10/2014	1,916.60
55681	MUSKE, RICHARD L	09/10/2014	50.00
55682	SCHMITT MUSIC COMPANY	09/10/2014	16,000.00
55683	SCHOOL SERVICE EMPLOYEES	09/10/2014	5,684.06
55684	US DEPT OF EDUCATION	09/10/2014	457.66
55685	VANGUARD SMALL BUSINESS SERVIC	09/10/2014	25,550.91
19	Computer	Check(s) For a Total of	197,800.47

Check Nbr	Vendor Name	Check Date	Check Amount
55001	KEYS CAFE & BAKERY	09/09/2014	779.87
1	Void	Check(s) For a Total of	779.87

	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
	19	Computer	Checks For a Total of	197,800.47
Total For	19	Manual, Wire Tran, ACH &	Computer Checks	197,800.47
Less	1	Voided	Checks For a Total of	779.87
			Net Amount	197,020.60

Check Nbr	Vendor Name	Check Date	Check Amount
141500202	ADAMS, LINDA J	09/16/2014	308.54
141500203	ANDERSON, MARGARET ANN	09/16/2014	179.20
141500204	ARNSDORFF, MARK G	09/16/2014	32.45
141500205	BATENHORST, LYNSEY K	09/16/2014	234.08
141500206	BECK, SUEANN K	09/16/2014	68.24
141500207	BENTLEY, JULIE M	09/16/2014	59.99
141500208	BERNIER, TIMMY G	09/16/2014	173.04
141500209	BLOM, JULIE M	09/16/2014	111.96
141500210	BRAY, CHERYL RAE	09/16/2014	153.44
141500211	BRICHACEK, LISA K	09/16/2014	500.55
141500212	CANNIFF, AMY E	09/16/2014	30.00
141500213	CARLEY, ANDREA J	09/16/2014	80.05
141500214	CARLSON, CATHERINE J	09/16/2014	108.00
141500215	CARRAHER, MELISSA J	09/16/2014	91.84
141500216	CHAKOLIS, RICHARD A	09/16/2014	127.02
141500217	CHALIFOUX, JENNY M	09/16/2014	93.88
141500218	CHRISTIANSON, LESLEY A	09/16/2014	86.06
141500219	CRAIGAN, JENNIFER M	09/16/2014	62.95
141500220	DELLARIA, STEPHANIE A	09/16/2014	125.54
141500221	DENUCCI, MARY A	09/16/2014	69.96
141500222	DERBY, SARA A	09/16/2014	112.32
141500223	DESTACHE, DANIEL JAMES	09/16/2014	214.74
141500224	DEUEL, LYN M	09/16/2014	62.59
141500225	DEVANEY, JAMES A	09/16/2014	177.80
141500226	EDBERG, REBECCA J	09/16/2014	130.00
141500227	ENGSTRAN, PAUL A	09/16/2014	40.00
141500228	FISCHER, KAREN R	09/16/2014	105.42
141500229	FRY, JOHN E	09/16/2014	14.56
141500230	GRANGER, BARBARA J	09/16/2014	102.73
141500231	GRIEBENOW, BRIAN N	09/16/2014	29.99
141500232	HAMEL, MARY ANNA	09/16/2014	27.99
141500233	HARRIMAN, GRETCHEN E	09/16/2014	765.05
141500234	HAWKINSON, STEVEN A	09/16/2014	49.48
141500235	HOEG, SCOTT A	09/16/2014	36.99
141500236	HOLT, RENEE E	09/16/2014	49.39
141500237	IMMEL, COLLEEN MARIE	09/16/2014	119.84
141500238	JOHNSON, ELLY L	09/16/2014	279.99
141500239	JOHNSON, SADIE R	09/16/2014	291.86
141500240	JORGENSEN, AMY L	09/16/2014	235.88
141500241	JOWISKI, JAMES E	09/16/2014	65.52
141500242	KANCANS, ANDREW V	09/16/2014	52.64
141500243	KEESE, MATTHEW D	09/16/2014	15.49
141500244	KELLEY, DEBRA K	09/16/2014	130.00
141500245	KELZER, LYNDSAY L	09/16/2014	76.11
141500246	KNUTSON, CASSANDRA M	09/16/2014	33.87
141500247	LAMWERS, DAVID H	09/16/2014	143.28
141500248	LAMWERS, LINDSAY M	09/16/2014	208.62
141500249	LEININGER, JOHN M	09/16/2014	73.92
141500250	LILLIE, KRISTEN	09/16/2014	53.59
141500251	LOCKWOOD, KEITH H	09/16/2014	28.27

Check Nbr	Vendor Name	Check Date	Check Amount
141500252	LOHMANN, JOHN H	09/16/2014	104.44
141500253	LOVETT, MICHAEL J	09/16/2014	433.95
141500254	LUND, BARBARA A	09/16/2014	80.11
141500255	MANN, KATHERINE L	09/16/2014	67.16
141500256	MARTINSON, KARA S	09/16/2014	40.45
141500257	MCGRATH, LEE G	09/16/2014	63.17
141500258	MELQUIST, NANCY J	09/16/2014	237.35
141500259	MERRITT, ANN M	09/16/2014	94.14
141500260	MITCHELL, PHILIP T	09/16/2014	77.35
141500261	MOORE, KATHERINE D	09/16/2014	376.45
141500262	MULLALY, REBECCA L	09/16/2014	195.00
141500263	MUNDELL, GERALD K	09/16/2014	288.12
141500264	MUNDELL, KARLA J	09/16/2014	129.64
141500265	NEWELL, MARGARET MARY	09/16/2014	136.99
141500266	NORCROSS, MICHELE S	09/16/2014	30.84
141500267	OKLOBZIJA, LUANNE P	09/16/2014	80.00
141500268	OLMSTEAD, DIANE M	09/16/2014	50.00
141500269	PAI, ANANTH P	09/16/2014	419.76
141500270	PAULSON, THOMAS M	09/16/2014	70.62
141500271	PETERSEN, NANCY BUNDLIE	09/16/2014	40.98
141500272	POLLARD, AIMIE N	09/16/2014	36.40
141500273	PRESSELLER, TRACY A	09/16/2014	82.94
141500274	ROESER, DANIEL WILLIAM	09/16/2014	266.32
141500275	ROTHE, JULIE N	09/16/2014	305.24
141500276	SAMMON, BRENDA N	09/16/2014	68.32
141500277	SCHMIDT, NOEL N	09/16/2014	149.96
141500278	SCHOCHENMAIER, TIMOTHY R	09/16/2014	98.00
141500279	SELBY, MARY JANE	09/16/2014	50.00
141500280	STEWART, SCOTT J	09/16/2014	115.36
141500281	STIRLING, CONNIE B	09/16/2014	339.50
141500282	THIMJON, KARI L	09/16/2014	81.83
141500283	TREICHEL, SHANNON B	09/16/2014	51.89
141500284	TROSKE, CARRIE L	09/16/2014	64.40
141500285	VETTE, MARISA AA	09/16/2014	65.00
141500286	WHITCOMB-BREMER, JACLYN ANN	09/16/2014	131.96
141500287	WILCOX, RICHARD L	09/16/2014	101.36
141500288	WILLCOXON JR, PETER	09/16/2014	655.43
141500289	WURZER, MARY JO	09/16/2014	56.28

88	ACH	Check(s) For a Total of	12,161.43
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ACH

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	88	ACH	Checks For a Total of	12,161.43
	0	Computer	Checks For a Total of	0.00
Total For	88	Manual, Wire Tran, ACH & Computer Checks		12,161.43
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		12,161.43

Check Nbr	Vendor Name	Check Date	Check Amount
55686	A-1 HYDRAULIC SALES & SERVICE	09/18/2014	26.64
55687	AARP DRIVER SAFETY PROGRAM	09/18/2014	565.00
55688	ABBOTT PAINT & CARPET INC	09/18/2014	3,081.50
55689	ABLENET INC	09/18/2014	350.00
55690	ACADEMIC THERAPY PUBLICATIONS	09/18/2014	326.70
55691	ACCUCUT	09/18/2014	69.00
55692	ACCURATE LABEL DESIGNS	09/18/2014	78.95
55693	AED SUPERSTORE ALLIED 100 LCC	09/18/2014	971.10
55694	AGROPUR INC	09/18/2014	6,560.25
55695	ALPHABET SIGNS	09/18/2014	357.59
55696	AMAZON	09/18/2014	598.80
55697	AMAZON	09/18/2014	1,090.69
55698	AMAZON	09/18/2014	605.96
55699	AMAZON	09/18/2014	80.73
55700	AMAZON	09/18/2014	383.25
55701	ASSOC FOR MIDDLE LEVEL EDUC	09/18/2014	49.99
55702	ANDERSON, SUSAN	09/18/2014	58.00
55703	AQUA ENGINEERING INC	09/18/2014	270.60
55704	ARROWOOD, LISA D	09/18/2014	25.00
55705	ATOMIC ARCHITECTURAL SHEET MET	09/18/2014	13,639.13
55706	AUTO PLUS	09/18/2014	48.46
55707	BAERMAN, SCOTT	09/18/2014	70.00
55708	BAHR, PETER	09/18/2014	64.00
55709	BAKER, JAMES J	09/18/2014	47.00
55710	BARNES & NOBLE	09/18/2014	503.04
55711	Vendor Continued Check	09/18/2014	0.00
55712	BARNETT WB CHRYSLER JEEP DODGE	09/18/2014	1,788.01
55713	BAROTT, MICHAEL JAMES	09/18/2014	14.00
55714	BATTERIES PLUS BULBS	09/18/2014	105.90
55715	THE BEARS SHOP	09/18/2014	1,800.00
55716	BECKERS, MARK J	09/18/2014	5.46
55717	Vendor Continued Check	09/18/2014	0.00
55718	Vendor Continued Check	09/18/2014	0.00
55719	BENCHMARK EDUCATION COMPANY	09/18/2014	60,608.90
55720	BENSON, JACOB	09/18/2014	5.30
55721	BERGGREN, SUE	09/18/2014	21.45
55722	BEST BUY BUSINESS ADVANTAGE AC	09/18/2014	229.99
55723	BUSINESS IMPACT GROUP	09/18/2014	406.45
55724	BILL, MATT	09/18/2014	130.00
55725	BILL WEIGEL SIGNS	09/18/2014	1,560.00
55726	BLICK ART MATERIALS	09/18/2014	4,907.61
55727	BLUE BELL ENTERPRISES INC	09/18/2014	6,264.52
55728	BLUE TARP FINANCIAL INC	09/18/2014	259.96
55729	BLUEBIRD SCREEN PRINT	09/18/2014	2,171.00
55730	BOUGIE, MICHAEL	09/18/2014	315.00
55731	BOYER FORD TRUCKS	09/18/2014	527.01
55732	BRAINARD, DALE	09/18/2014	66.00
55733	BRAINPOP LLC	09/18/2014	1,495.00
55734	BROTHERS FIRE PROTECTION	09/18/2014	23,835.50
55735	THE BUG COMPANY	09/18/2014	16.00

Check Nbr	Vendor Name	Check Date	Check Amount
55736	BUREAU OF CRIMINAL APPREHENSIO	09/18/2014	12.00
55737	CAREY, MARK	09/18/2014	63.00
55738	CAVENDISH SQUARE	09/18/2014	715.75
55739	CDW GOVERNMENT INC	09/18/2014	348.40
55740	CENGAGE LEARNING	09/18/2014	4,251.78
55741	CENTURY POWER EQUIPMENT	09/18/2014	665.70
55742	CHENERY, RICHARD	09/18/2014	182.00
55743	CHICAGO DISTRIBUTION CENTER	09/18/2014	89.51
55744	CITI-CARGO & STORAGE CO INC	09/18/2014	85.00
55745	Vendor Continued Check	09/18/2014	0.00
55746	Vendor Continued Check	09/18/2014	0.00
55747	Vendor Continued Check	09/18/2014	0.00
55748	CJ DUFFY PAPER CO	09/18/2014	66,961.15
55749	CONSTRUCTION MANAGEMENT BUILDI	09/18/2014	92,636.19
55750	COCA-COLA BOTTLING MIDWEST CO	09/18/2014	317.76
55751	COLIBRI SYSTEMS NO AMERICA	09/18/2014	1,987.50
55752	THE COLLEGE BOARD-MRO	09/18/2014	215.00
55753	COMCAST	09/18/2014	10.44
55754	COMMERICAL KITCHEN SERVICES	09/18/2014	150.00
55755	COMSTOCK & SONS INC	09/18/2014	1,523.00
55756	CONNEY SAFETY	09/18/2014	1,246.63
55757	CONTINENTAL CLAY CO	09/18/2014	1,527.92
55758	CONTINENTAL RESEARCH CORP	09/18/2014	784.76
55759	CONTINENTAL MATHEMATICS LEAGUE	09/18/2014	342.00
55760	COOPS SPORTSWEAR	09/18/2014	2,065.00
55761	COPY IMAGES INC	09/18/2014	4,826.00
55762	COPY IMAGES INC	09/18/2014	2,384.95
55763	COUNCIL FOR EXCEPTIONAL CHILDR	09/18/2014	265.00
55764	CRAGUNS LODGE AND CONF CTR	09/18/2014	660.00
55765	CRESTLINE SPECIALTIES CO INC	09/18/2014	1,128.93
55766	CTB INC	09/18/2014	2,179.00
55767	CUB FOODS OF WHITE BEAR TWSHP	09/18/2014	240.31
55768	CUP AND CONE	09/18/2014	100.00
55769	D ERVASTI SALES CO LLC	09/18/2014	3,496.20
55770	DAKOTA TRUCK UNDERWRITERS	09/18/2014	57,244.00
55771	Vendor Continued Check	09/18/2014	0.00
55772	Vendor Continued Check	09/18/2014	0.00
55773	Vendor Continued Check	09/18/2014	0.00
55774	Vendor Continued Check	09/18/2014	0.00
55775	DALCO CORPORATION	09/18/2014	8,717.58
55776	DARTS VMS INC	09/18/2014	174.93
55777	DAVIS, MYIONNA MYCHELLE	09/18/2014	9.99
55778	DECKER INC	09/18/2014	157.95
55779	DEGARDNER, RICK	09/18/2014	62.00
55780	DELTA EDUCATION	09/18/2014	638.11
55781	DEMCO INC	09/18/2014	110.33
55782	DESIGNER SIGN SYSTEMS INC	09/18/2014	1,637.59
55783	DESMIDT, KRISTINA	09/18/2014	99.38
55784	DIEKEMA, BETSY	09/18/2014	75.00
55785	DIETZMAN, WILLIAM	09/18/2014	63.00

Check Nbr	Vendor Name	Check Date	Check Amount
55786	DISCOUNT MAGAZINE SUBSC SERV I	09/18/2014	406.68
55787	DIVERSIFIED SNACK DISTRIBUTION	09/18/2014	2,273.22
55788	DOOR SERVICE COMPANY	09/18/2014	8,691.00
55789	DORNFELD, MARK	09/18/2014	63.00
55790	DOWRITE	09/18/2014	1,105.21
55791	ECKROTH MUSIC	09/18/2014	206.00
55792	EKEREKE, OTORO	09/18/2014	118.00
55793	ELVIDGE, DAVID	09/18/2014	64.00
55794	ELVIDGE, DIANE	09/18/2014	64.00
55795	END ZONE VIDEO	09/18/2014	159.00
55796	EPIC SPORTS	09/18/2014	724.28
55797	ESSENTRA SPEC TAPES	09/18/2014	89.85
55798	FASTENAL COMPANY	09/18/2014	208.24
55799	FEDEX	09/18/2014	19.09
55800	FESTIVAL FOODS-KNOWLAN'S	09/18/2014	137.78
55801	FIORAVANTI, MARC	09/18/2014	63.00
55802	FIRST STUDENT INC	09/18/2014	172,736.89
55803	FLAHERTY'S ARDEN BOWL	09/18/2014	3,171.46
55804	FLIPPED EDUCATION	09/18/2014	19,000.00
55805	FOLLETT EDUCATIONAL SERVICES	09/18/2014	1,903.80
55806	Vendor Continued Check	09/18/2014	0.00
55807	Vendor Continued Check	09/18/2014	0.00
55808	FOLLETT SCHOOL SOLUTIONS INC	09/18/2014	26,807.83
55809	FOLLETT SCHOOL SOLUTIONS INC	09/18/2014	10,000.00
55810	FRATTALONES HARDWARE STORES	09/18/2014	1,252.89
55811	FAIRVIEW SPORTS & ORTHOPEDIC C	09/18/2014	965.00
55812	FULTON PRODUCTIONS	09/18/2014	500.00
55813	G&K SERVICES	09/18/2014	959.84
55814	GALE	09/18/2014	2,038.35
55815	GALLAGHERS NORTHWESTERN TIRE C	09/18/2014	4,092.86
55816	GARDEN & ASSOCIATES INC	09/18/2014	100.00
55817	GILLUND ENTERPRISES	09/18/2014	197.76
55818	GLEWWE DOORS INC	09/18/2014	26,772.82
55819	GMS INDUSTRIAL SUPPLIES INC	09/18/2014	36.04
55820	GODFREY, MICHAEL	09/18/2014	100.00
55821	GOLDCOM INC	09/18/2014	450.55
55822	GOPHER	09/18/2014	1,777.64
55823	GRAFFIC TRAFFIC LLC	09/18/2014	1,075.00
55824	Vendor Continued Check	09/18/2014	0.00
55825	GRAINGER	09/18/2014	1,786.13
55826	GRANDMA'S BAKERY INC	09/18/2014	163.77
55827	GREAT LAKES SPORTS	09/18/2014	549.56
55828	GREATAMERICA FINANCIAL SERVICE	09/18/2014	383.65
55829	GROTH MUSIC CO	09/18/2014	1,746.19
55830	HALLBERG ENGINEERING INC	09/18/2014	4,257.50
55831	HAND PAINTED BY HANNAH	09/18/2014	375.00
55832	HANDWRITING WITHOUT TEARS	09/18/2014	577.50
55833	HANSON, GORDON	09/18/2014	62.00
55834	HEALTHPARTNERS MEDICAL GROUP	09/18/2014	3,385.00
55835	HEALY AWARDS INC	09/18/2014	993.16

Check Nbr	Vendor Name	Check Date	Check Amount
55836	HEARTLAND SCHOOL SOLUTIONS	09/18/2014	795.00
55837	HEINEMANN	09/18/2014	2,430.00
55838	HISDAHL INC	09/18/2014	140.45
55839	Vendor Continued Check	09/18/2014	0.00
55840	Vendor Continued Check	09/18/2014	0.00
55841	HOGLUND BUS AND TRUCK CO	09/18/2014	3,082.96
55842	HOLTZ MARY	09/18/2014	283.76
55843	HORST, KEVIN	09/18/2014	118.00
55844	Vendor Continued Check	09/18/2014	0.00
55845	HOUGHTON MIFFLIN HARCOURT	09/18/2014	7,199.34
55846	HOULE, TOM	09/18/2014	63.00
55847	HOUSE OF PRINT	09/18/2014	6,378.34
55848	HOVDA, DAWN ANN	09/18/2014	10.00
55849	HUBBS, RICHARD	09/18/2014	76.95
55850	HUDL	09/18/2014	400.00
55851	Vendor Continued Check	09/18/2014	0.00
55852	Vendor Continued Check	09/18/2014	0.00
55853	Vendor Continued Check	09/18/2014	0.00
55854	Vendor Continued Check	09/18/2014	0.00
55855	IFD	09/18/2014	57,782.11
55856	IMAGE PRINTING & GRAPHICS	09/18/2014	879.64
55857	INDUSTRIAL CONSTRUCTION SPEC L	09/18/2014	7,030.00
55858	INFOBASE LEARNING	09/18/2014	538.82
55859	INTEGRA TELECOM	09/18/2014	806.52
55860	INTL BACCALAUREATE ORGANIZATIO	09/18/2014	9,500.00
55861	INTL BACCALAUREATE ORGANIZATIO	09/18/2014	9,500.00
55862	ISD #8492 NEW DOMINION SCHOOL	09/18/2014	1,433.36
55863	J.R.'S ADVANCED RECYCLERS	09/18/2014	180.00
55864	JENS VENDING	09/18/2014	3,305.00
55865	JOHN DEERE LANDSCAPES	09/18/2014	66.12
55866	JOHNSON, DENNIS	09/18/2014	75.00
55867	JUST FOR KIX	09/18/2014	470.08
55868	JW PEPPER & SON INC	09/18/2014	97.19
55869	K JOHNSON CONSTRUCTION	09/18/2014	198,856.70
55870	K12 SCHOOL SUPPLIES LLC	09/18/2014	42.15
55871	K12 TRANSPORTATION MGMT SERVIC	09/18/2014	17,500.00
55872	KARLSBURGER FOODS INC	09/18/2014	869.50
55873	KATH FUEL OIL SERVICE CO	09/18/2014	2,672.00
55874	KELLER, DAVID	09/18/2014	126.00
55875	KELLINGTON CONSTRUCTION INC	09/18/2014	55,100.00
55876	KING, LARRY	09/18/2014	84.00
55877	KIRSCHLING, JULIENNE R	09/18/2014	100.00
55878	KLEIN, TIMOTHY	09/18/2014	62.00
55879	KLOVER, SANDY	09/18/2014	70.97
55880	KNIGHT, MARTY C	09/18/2014	140.00
55881	KNOBLAUCH, THOMAS	09/18/2014	84.00
55882	KNUTSON FLYNN & DEANS PA	09/18/2014	100.00
55883	KOLBOW, CANDICE	09/18/2014	83.00
55884	L & D SIGN	09/18/2014	504.82
55885	LAKE COUNTRY BOOKSELLERS	09/18/2014	15.96

Check Nbr	Vendor Name	Check Date	Check Amount
55886	LAKESHORE LEARNING MATERIALS	09/18/2014	1,163.10
55887	LANDS BEST FOODS	09/18/2014	3,526.45
55888	LANGUAGE LINE SERVICES	09/18/2014	183.15
55889	LARKIN, PETER J	09/18/2014	124.00
55890	LASHOMB, BRIAN ALAN	09/18/2014	63.00
55891	LEARNING ZONE EXPRESS	09/18/2014	57.90
55892	LEARNING A-Z	09/18/2014	339.80
55893	LINCOLN ELEMENTARY PTA	09/18/2014	350.00
55894	LOFFLER	09/18/2014	258.00
55895	L T G POWER EQUIPMENT	09/18/2014	340.63
55896	LUNDQUIST DAVID A	09/18/2014	63.00
55897	M-F ATHLETIC CO INC	09/18/2014	1,612.00
55898	MAILFINANCE INC	09/18/2014	455.28
55899	MANITOU STATION	09/18/2014	1,961.67
55900	MANPOWER	09/18/2014	1,377.00
55901	MARTINEZ, NATASHA	09/18/2014	130.00
55902	MARX, BEN	09/18/2014	63.00
55903	MASA	09/18/2014	825.00
55904	MN ASSOC OF SCH BUSINESS OFFIC	09/18/2014	50.00
55905	MASE	09/18/2014	1,033.00
55906	MCCARTHY, KEN	09/18/2014	110.00
55907	MCDONOUGH'S WATERJETTING AND	09/18/2014	151.26
55908	MN COMMUNITY EDUC ASSOC (MCEA)	09/18/2014	145.00
55909	MEDICARE PREMIUM COLLECTION CT	09/18/2014	629.40
55910	MEDTOX LABORATORIES	09/18/2014	55.20
55911	MERLINO, RORY	09/18/2014	64.00
55912	MERTES, JOAN	09/18/2014	6.85
55913	METRO ECSU	09/18/2014	280.00
55914	MID CITY SERVICES - INDUSTRIAL	09/18/2014	99.75
55915	MIDWEST BUS PARTS INC	09/18/2014	468.74
55916	MIDWEST VOLLEYBALL WAREHOUSE	09/18/2014	1,966.84
55917	MINDWING CONCEPTS	09/18/2014	214.95
55918	MINITEX	09/18/2014	750.00
55919	MINVALCO INC	09/18/2014	705.03
55920	MN COACHES INC	09/18/2014	4,543.64
55921	MN CONWAY FIRE & SAFETY	09/18/2014	15,545.00
55922	MN DAPE LEADERSHIP COMMITTEE	09/18/2014	175.00
55923	MN DEPT OF HEALTH	09/18/2014	35.00
55924	MN DEPT OF LABOR & INDUSTRY	09/18/2014	400.00
55925	MN ELEVATOR INC	09/18/2014	290.77
55926	MN MEDICAL TRAINING SERVICE	09/18/2014	892.83
55927	MOGREN TURF LLP	09/18/2014	78.00
55928	MONTESSORI OUTLET	09/18/2014	133.75
55929	MOTT, RANDALL	09/18/2014	83.00
55930	MOUSE INC	09/18/2014	1,998.00
55931	MN STATE HIGH SCHOOL CLAY TARG	09/18/2014	725.00
55932	MUNOS, SCOTT	09/18/2014	84.00
55933	MUSIC CONNECTION INC	09/18/2014	629.00
55934	NAPA AUTO PARTS	09/18/2014	44.38
55935	Vendor Continued Check	09/18/2014	0.00

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55936	NARDINI FIRE EQUIPMENT CO INC	09/18/2014	2,232.20
55937	NASCO	09/18/2014	513.37
55938	NATL GEOGRAPHIC BEE	09/18/2014	100.00
55939	NATL WINDOW ASSOC	09/18/2014	161,029.51
55940	NCS PEARSON INC	09/18/2014	2,785.45
55941	NOLAN, KEITH	09/18/2014	55.00
55942	NORTH CENTRAL TRUCK EQUIPMENT	09/18/2014	2,279.43
55943	NORTH MEMORIAL URGENT CARE	09/18/2014	522.00
55944	NORTH STAR BANK	09/18/2014	7,364.00
55945	NORTHFIELD LINES	09/18/2014	5,577.08
55946	NORTHLAND APPLIANCE SERVICE	09/18/2014	79.95
55947	NORTHWEST LASERS INC	09/18/2014	917.00
55948	Vendor Continued Check	09/18/2014	0.00
55949	Vendor Continued Check	09/18/2014	0.00
55950	NOW MICRO INC	09/18/2014	324,541.00
55951	Vendor Continued Check	09/18/2014	0.00
55952	NORTHWEST SHEETMETAL CO OF ST	09/18/2014	4,922.67
55953	NYSTROM PUBLISHING CO INC	09/18/2014	20,771.08
55954	O'REILLY AUTOMOTIVE INC	09/18/2014	1,634.82
55955	Vendor Continued Check	09/18/2014	0.00
55956	OFFICE DEPOT	09/18/2014	2,677.92
55957	OFFICEMAX INCORPORATED	09/18/2014	37.44
55958	OLSON, ANTHONY JAMES	09/18/2014	44.99
55959	Vendor Continued Check	09/18/2014	0.00
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55961	ON SITE SANITATION INC	09/18/2014	1,347.71
55962	OPTIMA COMPANIES	09/18/2014	50.90
55963	ORBELL, RAY	09/18/2014	165.00
55964	OXYGEN SERVICE CO INC	09/18/2014	24.18
55965	PAR INC	09/18/2014	967.68
55966	PARKOS CONSTRUCTION CO INC	09/18/2014	44,723.15
55967	Vendor Continued Check	09/18/2014	0.00
55968	PEARSON EDUCATION INC	09/18/2014	11,383.09
55969	PETERSON BROS ROOFING & CONST	09/18/2014	11,625.00
55970	PITNEY BOWES INC	09/18/2014	280.50
55971	PLADSON ENVIRONMENTAL INC	09/18/2014	380.00
55972	PLEAU, CINDY	09/18/2014	61.85
55973	POLAR ELECTRO INC	09/18/2014	20,251.00
55974	POLAR CHEVROLET MAZDA	09/18/2014	129.52
55975	POSTMASTER	09/18/2014	245.00
55976	PRAXAIR DISTRIBUTION INC	09/18/2014	128.90
55977	PROFESSIONAL BINDING PROD INC	09/18/2014	359.40
55978	PROFESSIONAL TURF & RENOVATION	09/18/2014	1,100.00
55979	PROF SERVICE INDUSTRIES	09/18/2014	1,647.50
55980	RAMSEY COUNTY	09/18/2014	3,812.50
55981	REGENTS OF THE UNIV OF MN	09/18/2014	125.00
55982	RESEARCH PRESS CO INC	09/18/2014	149.44
55983	RICHARDSON, GENE	09/18/2014	176.00
55984	RICK, CHRIS	09/18/2014	63.00
55985	RIDDELL INC	09/18/2014	101.88

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55986	RISDALL MARKETING GROUP	09/18/2014	1,500.00
55987	ROCHESTER 100 INC	09/18/2014	575.00
55988	RODRIGUEZ, ANTHONY R	09/18/2014	84.00
55989	RUPP ANDERSON SQUIRES & WALDSP	09/18/2014	3,995.80
55990	SAM'S CLUB/GEMB	09/18/2014	750.70
55991	SANTILLANA USA	09/18/2014	1,248.87
55992	SAUERS, TODD	09/18/2014	64.00
55993	SCANTRON CORPORATION	09/18/2014	498.06
55994	SCHARBER & SONS	09/18/2014	816.50
55995	SCHILTGEN, PATTEE	09/18/2014	29.00
55996	SCHNEIDER, STEVEN	09/18/2014	84.00
55997	SCHOLASTIC INC	09/18/2014	179.94
55998	SCHOLASTIC BOOK CLUBS	09/18/2014	100.00
55999	SCHOOL HEALTH CORPORATION	09/18/2014	296.70
56000	SCHOOL OUTFITTERS	09/18/2014	871.28
56001	SCHOOL SPECIALTY	09/18/2014	328.09
56002	SCHOOL SPECIALTY	09/18/2014	165.74
56003	SCHOOLIDENTITY.COM	09/18/2014	314.88
56004	SCHREIBER, BEN	09/18/2014	126.00
56005	SCHULTZ, CALE	09/18/2014	63.00
56006	SCHWAAB INC	09/18/2014	68.00
56007	SEEVER, GRAY	09/18/2014	165.00
56008	SENSORY EDGE	09/18/2014	263.46
56009	SENTRY SYSTEMS INC	09/18/2014	790.00
56010	SHAH, HEIDI	09/18/2014	447.55
56011	SHIFFLER EQUIPMENT SALES INC	09/18/2014	37.46
56012	SIGSTAD, GEORGE B	09/18/2014	186.00
56013	SLATOR, KEVIN T	09/18/2014	102.00
56014	SCHOOL NUTRITION ASSOC (SNA)	09/18/2014	89.00
56015	SCHOOL NUTRITION ASSOC (SNA)	09/18/2014	17.00
56016	SNAP-ON	09/18/2014	87.50
56017	SOUTHWEST BINDING & LAMINATING	09/18/2014	210.42
56018	SPENCER, RICKY	09/18/2014	62.00
56019	ST ANDREWS LUTHERAN CHURCH	09/18/2014	720.00
56020	ST CROIX RECREATION CO INC	09/18/2014	2,023.10
56021	STAR TRIBUNE	09/18/2014	408.00
56022	Vendor Continued Check	09/18/2014	0.00
56023	STATE SUPPLY CO	09/18/2014	2,619.50
56024	STAY TUNED PIANO SERVICES	09/18/2014	380.00
56025	STOUT, SANDRA MARIA	09/18/2014	50.00
56026	STREAMLINE DESIGN INC	09/18/2014	532.50
56027	SUBSCRIPTION SERV OF AMER INC	09/18/2014	598.90
56028	SUNTEX INTL INC	09/18/2014	371.50
56029	SUPERIOR STRIPING INC	09/18/2014	726.00
56030	SUPERIOR TILE & TERRAZZO INC	09/18/2014	2,604.00
56031	SUPREME SCHOOL SUPPLY CO	09/18/2014	190.96
56032	TA SCHIFSKY & SONS INC	09/18/2014	73.08
56033	TARTAN HIGH SCHOOL	09/18/2014	85.00
56034	TWIN CITIES HUMAN RESOURCE ASS	09/18/2014	85.00
56035	TEACHER INNOVATIONS INC	09/18/2014	194.40

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56036	TEACHERS DISCOVERY	09/18/2014	344.00
56037	TEACHSTONE TRAINING LLC	09/18/2014	8,769.00
56038	TELIN TRANSPORTATION GROUP LLC	09/18/2014	4,082.00
56039	TERNES, KELLY	09/18/2014	188.00
56040	TESSMAN SEED CO	09/18/2014	1,878.95
56041	THARALDSON, RYAN	09/18/2014	63.00
56042	THEISEN, IGY	09/18/2014	50.00
56043	THELEN HEATING & ROOFING INC	09/18/2014	218,815.40
56044	TIME FOR KIDS	09/18/2014	530.74
56045	TRADE PRESS INC	09/18/2014	2,388.00
56046	TREND ENTERPRISES INC	09/18/2014	29.48
56047	TRONRUD, DAVID	09/18/2014	30.60
56048	TSBL DISTRIBUTING	09/18/2014	43.68
56049	U.S. ENERGY SERVICES INC	09/18/2014	675.00
56050	UHL CO INC	09/18/2014	24.53
56051	UNIVERSAL ATHLETIC	09/18/2014	41.79
56052	URBAN COMPANIES	09/18/2014	68,210.00
56053	US FOODS CULINARY EQUIP & SUPP	09/18/2014	407.34
56054	CITY OF VADNAIS HEIGHTS	09/18/2014	1,353.00
56055	VAIL, STEVEN D	09/18/2014	63.00
56056	VERNIER SOFTWARE	09/18/2014	2,922.26
56057	VIKING ELECTRIC SUPPLY	09/18/2014	4,844.02
56058	VINCO INC	09/18/2014	76,403.75
56059	WAGNER, MARTINA	09/18/2014	633.75
56060	WAL-MART	09/18/2014	598.80
56061	WALSCH, TIM	09/18/2014	58.75
56062	WALTERS REBUILDERS	09/18/2014	320.00
56063	WARNERS' STELLIAN	09/18/2014	473.96
56064	WASTE MANAGEMENT OF WI-MN	09/18/2014	12,292.17
56065	WATSON CONSULTING GROUP	09/18/2014	3,704.50
56066	WHITE BEAR GLASS INC	09/18/2014	294.00
56067	WHITE BEAR RENTAL EQUIPMENT	09/18/2014	182.52
56068	WHITE BEAR TOWNSHIP	09/18/2014	935.28
56069	WHITE BEAR AREA CHAMBER	09/18/2014	50.00
56070	WHITE BEAR LAKE (CITY OF)	09/18/2014	4,887.39
56071	WBL HOCKEY ALUMNI ASSOC	09/18/2014	100.00
56072	Vendor Continued Check	09/18/2014	0.00
56073	WBL PRINCIPALS ASSOC	09/18/2014	2,331.00
56074	WHITE BEAR LAKE UMPIRES ASSN	09/18/2014	2,925.00
56075	WESTERN PSYCHOLOGICAL SERVICES	09/18/2014	130.90
56076	WHEELER HARDWARE COMPANY	09/18/2014	2,691.50
56077	WILLIAM V MACGILL & CO	09/18/2014	387.60
56078	WINDSTREAM	09/18/2014	1,301.74
56079	WINSOR LEARNING INC	09/18/2014	1,104.40
56080	WL HALL COMPANY	09/18/2014	26,597.79
56081	WORDMASTERS	09/18/2014	140.00
56082	WTG TERRAZZO & TILE INC	09/18/2014	29,161.20
56083	XEROX FINANCIAL SERVICES	09/18/2014	309.32
56084	ZAHL PETROLEUM MAINTENANCE CO	09/18/2014	303.00
56085	ZARAMBO, MARIA	09/18/2014	66.00

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WHITE BEAR LAKE MN ISD #624
Check Summary

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PAGE: 9

Check Nbr	Vendor Name	Check Date	Check Amount
400	Computer	Check(s) For a Total of	2,281,648.94

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52474	DEHNERT, JAN	09/18/2014	1,303.92
53403	THRIFTY CAR RENTAL	09/18/2014	442.31
55409	CUB FOODS OF WOODBURY	09/18/2014	347.46
55530	METRO ECSU	09/18/2014	5,860.00
55671	BARNES & NOBLE	09/18/2014	523.04
5	Void	Check(s) For a Total of	8,476.73

	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
	400	Computer	Checks For a Total of	2,281,648.94
Total For	400	Manual, Wire Tran, ACH & Computer	Checks	2,281,648.94
Less	5	Voided	Checks For a Total of	8,476.73
			Net Amount	2,273,172.21

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141500290	ANDERSON, JON C	09/23/2014	179.20
141500291	ANDERSON, TERRY ROSS	09/23/2014	50.12
141500292	BEGE, JEFFREY T	09/23/2014	28.88
141500293	CARLSON, CARRIE E	09/23/2014	75.00
141500294	DALLY, PENNY WONG	09/23/2014	208.78
141500295	EIKENBARY, ABIGALE L	09/23/2014	70.79
141500296	FARINELLA, CAMILLE B	09/23/2014	42.00
141500297	FROGNER, JANINE M	09/23/2014	40.48
141500298	GREEN, ALAN THOMAS	09/23/2014	75.06
141500299	GRESAFE, ROCHELLE L	09/23/2014	99.39
141500300	HEALY, JASON CHARLES	09/23/2014	194.99
141500301	HOEG, SCOTT A	09/23/2014	30.24
141500302	HUBBARD, MICHELLE K	09/23/2014	68.31
141500303	KELZER, LYND SAY L	09/23/2014	40.00
141500304	KEMPENICH, STEVEN M	09/23/2014	125.60
141500305	LARSON, JOHN FRANCIS	09/23/2014	317.52
141500306	LODERMEIER, EILEEN F	09/23/2014	84.99
141500307	MANKE, ANNE M	09/23/2014	84.99
141500308	MANN, KATHERINE L	09/23/2014	27.77
141500309	MCDOWELL, ROBERT C	09/23/2014	29.98
141500310	MELQUIST, NANCY J	09/23/2014	45.95
141500311	PICHA, CHRISTINA K	09/23/2014	127.16
141500312	PLANA, CHRISTINE M	09/23/2014	52.39
141500313	RIVARD, DEBORAH RAE	09/23/2014	204.18
141500314	STEADLAND, KEITH DAVID	09/23/2014	116.82
141500315	STIRLING, CONNIE B	09/23/2014	47.98
141500316	STREIFF, CHRISTINA D	09/23/2014	79.18
141500317	SYNAN, ERIN K	09/23/2014	50.92
141500318	VOSS, KAREN D	09/23/2014	82.50
141500319	WILDMAN HILAL, ANDREA L	09/23/2014	41.56
30	ACH	Check(s) For a Total of	2,722.73

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Less	0	Voided	Checks For a Total of	0.00
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56086	916 EDUC FOUNDATION	09/25/2014	250.00
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56088	AED SUPERSTORE ALLIED 100 LCC	09/25/2014	90.99
56089	AIG	09/25/2014	5,933.75
56090	AMAZON	09/25/2014	79.73
56091	AMAZON	09/25/2014	310.90
56092	AMAZON	09/25/2014	527.12
56093	AMAZON	09/25/2014	2,859.92
56094	AMAZON	09/25/2014	481.22
56095	AMERICAN UNITED LIFE	09/25/2014	58,528.01
56096	AMERICAN UNITED LIFE	09/25/2014	462,500.00
56097	AMERIPRISE FINANCIAL SERVICES	09/25/2014	14,322.66
56098	APPLIED ENVIRONMENTAL SCI INC	09/25/2014	4,695.85
56099	ARENA SYSTEMS	09/25/2014	448.00
56100	AXA EQUITABLE	09/25/2014	37,067.53
56101	BARNES & NOBLE	09/25/2014	83.93
56102	BARTHOLD	09/25/2014	9.46
56103	BEST BUY BUSINESS ADVANTAGE AC	09/25/2014	1,061.29
56104	BLAESING, THEODORE S	09/25/2014	1,976.40
56105	BLICK ART MATERIALS	09/25/2014	1,265.94
56106	BRIGHTBYTES	09/25/2014	6,616.76
56107	BROBACK, HENRY	09/25/2014	63.00
56108	BROTHERS FIRE PROTECTION	09/25/2014	31,454.50
56109	CAPITAL ONE COMMERCIAL	09/25/2014	91.98
56110	CARROT-TOP INDUSTRIES INC	09/25/2014	99.01
56111	CARTER, MICHAEL D	09/25/2014	47.00
56112	CDW GOVERNMENT INC	09/25/2014	580.32
56113	CENGAGE LEARNING	09/25/2014	1,942.06
56114	CENTENNIAL HIGH SCHOOL ISD #12	09/25/2014	105.00
56115	CENTRAL MECHANICAL CO	09/25/2014	3,800.00
56116	COBORNS DELIVERS	09/25/2014	195.43
56117	COMCAST	09/25/2014	270.55
56118	COMCAST	09/25/2014	270.55
56119	COMPASS MINERALS	09/25/2014	1,613.52
56120	CONNEY SAFETY	09/25/2014	399.69
56121	CONTINENTAL RESEARCH CORP	09/25/2014	401.08
56122	COOPS SPORTSWEAR	09/25/2014	1,380.00
56123	Vendor Continued Check	09/25/2014	0.00
56124	COPY IMAGES INC	09/25/2014	14,561.11
56125	COPY IMAGES INC	09/25/2014	124.00
56126	CUB FOODS OF WHITE BEAR TWSHP	09/25/2014	576.47
56127	CULLIGAN BOTTLED WATER	09/25/2014	58.16
56128	CURRICULUM ASSOCIATES LLC	09/25/2014	92.08
56129	Vendor Continued Check	09/25/2014	0.00
56130	Vendor Continued Check	09/25/2014	0.00
56131	DALCO CORPORATION	09/25/2014	5,519.87
56132	DELTA EDUCATION	09/25/2014	627.16
56133	Vendor Continued Check	09/25/2014	0.00
56134	DELTA DENTAL PLAN OF MN	09/25/2014	63,820.70
56135	DOOR SERVICE COMPANY	09/25/2014	562.50

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56136	EDUCATION MN ESI BILLING TRUST	09/25/2014	24,840.27
56137	ENGELKING, JIM	09/25/2014	118.00
56138	FASTENAL COMPANY	09/25/2014	8.60
56139	FESTIVAL FOODS-KNOWLAN'S	09/25/2014	394.04
56140	FIRST TECHNOLOGIES INC	09/25/2014	14,740.00
56141	FORD & HARRISON LLP	09/25/2014	11.91
56142	GALLAGHERS NORTHWESTERN TIRE C	09/25/2014	1,339.88
56143	GILL, PATRICIA C	09/25/2014	142.42
56144	GLEWWE DOORS INC	09/25/2014	4,756.08
56145	GOOGLE INC	09/25/2014	323.58
56146	GRAFFIC TRAFFIC LLC	09/25/2014	375.00
56147	Vendor Continued Check	09/25/2014	0.00
56148	Vendor Continued Check	09/25/2014	0.00
56149	GRAINGER	09/25/2014	2,462.07
56150	GRAZZINI BROTHERS & CO	09/25/2014	15,295.00
56151	GREAT LAKES SPORTS	09/25/2014	1,997.97
56152	GREAT LAKES HIGHER EDUC GUARAN	09/25/2014	357.51
56153	GREAT RIVER OFFICE PRODUCTS	09/25/2014	414.63
56154	GROUP HEALTH INC - WORKSITE	09/25/2014	133.10
56155	GURSTEL CHARGO ATTORNEYS AT LA	09/25/2014	412.00
56156	HADDAD, KHALID EL	09/25/2014	118.00
56157	HAGEMAN, JOANNA LYNN	09/25/2014	39.00
56158	HAMDORF RAY	09/25/2014	55.00
56159	HAND PAINTED BY HANNAH	09/25/2014	1,500.00
56160	HAZELDEN	09/25/2014	1,800.00
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56163	HEALTHPARTNERS	09/25/2014	1,114,466.59
56164	HERC-U-LIFT	09/25/2014	301.32
56165	HOGLUND BUS AND TRUCK CO	09/25/2014	986.97
56166	THE HON CO	09/25/2014	8,797.20
56167	HOULE, EUGENE	09/25/2014	50.00
56168	HOUSE OF PRINT	09/25/2014	906.12
56169	HOYER, MARCUS C	09/25/2014	30.00
56170	HUDL	09/25/2014	400.00
56171	HUOT, JOHN D	09/25/2014	63.00
56172	INTERNAL REVENUE SERVICE	09/25/2014	516.89
56173	INTL BACCALAUREATE ORGANIZATIO	09/25/2014	729.00
56174	ISD #281 ROBBINSDALE AREA SCHO	09/25/2014	6,206.00
56175	ISD #709 DULUTH	09/25/2014	138.60
56176	ISD #832 MAHTOMEDI COMMUNITY E	09/25/2014	70.00
56177	ISD #882 MONTICELLO PUBLIC SCH	09/25/2014	537.00
56178	ISD#2835 JANESVILLE-WALDORF-PE	09/25/2014	391.66
56179	IUOE LOCAL 70	09/25/2014	2,002.61
56180	J.R.'S ADVANCED RECYCLERS	09/25/2014	225.00
56181	JAYTECH INC	09/25/2014	1,150.34
56182	JOHN HENRY FOSTER MINNESOTA	09/25/2014	665.62
56183	JOHNSON, JUDITH ANN	09/25/2014	265.00
56184	K JOHNSON CONSTRUCTION	09/25/2014	122,326.04
56185	KARLSBURGER FOODS INC	09/25/2014	338.82

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56186	KELLINGTON CONSTRUCTION INC	09/25/2014	85,982.82
56187	KIMBALL MIDWEST	09/25/2014	508.23
56188	KLEIN, TIMOTHY	09/25/2014	124.00
56189	KRAFT CONTRACTING & MECHANICAL	09/25/2014	960.83
56190	KRAUS ANDERSON CONSTRUCTION CO	09/25/2014	34,801.83
56191	KULLY SUPPLY COMPANY	09/25/2014	238.06
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56193	L & D SIGN	09/25/2014	2,108.00
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56195	LAKESHORE LEARNING MATERIALS	09/25/2014	5,581.74
56196	LAKEVIEW ELECTRICAL SERVICES	09/25/2014	900.00
56197	LAMETTRY'S COLLISION	09/25/2014	538.73
56198	LANCE SERVICES INC	09/25/2014	30,242.30
56199	LANGERS	09/25/2014	791.78
56200	LARKIN, PETER J	09/25/2014	62.00
56201	LARSON, KAY	09/25/2014	30.00
56202	LEARNING ZONE EXPRESS	09/25/2014	57.90
56203	LEARNINGS THINGS.COM	09/25/2014	392.88
56204	LEE, CHARLOTTE L	09/25/2014	254.00
56205	LEFEVRE, SHIRLEY A	09/25/2014	19.00
56206	LIDS TEAM SPORTS	09/25/2014	2,200.00
56207	LIND, PHILLIP J	09/25/2014	118.00
56208	LORENZ RECOGNITION CO	09/25/2014	953.00
56209	L T G POWER EQUIPMENT	09/25/2014	50.20
56210	LUNDY, JACQUELINE	09/25/2014	100.00
56211	Vendor Continued Check	09/25/2014	0.00
56212	Vendor Continued Check	09/25/2014	0.00
56213	Vendor Continued Check	09/25/2014	0.00
56214	Vendor Continued Check	09/25/2014	0.00
56215	MADISON NATIONAL LIFE	09/25/2014	42,593.63
56216	MALLOY/MONTAGUE/KARNOWSKI & CO	09/25/2014	22,500.00
56217	MANPOWER	09/25/2014	738.00
56218	MARRCH	09/25/2014	409.00
56219	MAX INTERACTIVE INC	09/25/2014	3,660.00
56220	MN CHEERLEADING COACHES ASSOC	09/25/2014	450.00
56221	MCCORMACK, MARTA	09/25/2014	55.00
56222	MCDONOUGH'S WATERJETTING AND	09/25/2014	148.00
56223	MCGINNIS, LISHA	09/25/2014	192.00
56224	MESSERLI & KRAMER PA	09/25/2014	471.00
56225	METRO SOUND AND LIGHTING	09/25/2014	80.00
56226	METRO-MATIC TRANSMISSION INC	09/25/2014	99.93
56227	METROPOLITAN LIFE	09/25/2014	2,941.41
56228	MIDWEST BUS PARTS INC	09/25/2014	14.56
56229	MINVALCO INC	09/25/2014	284.22
56230	MN ASSOC OF STUDENT COUNCILS	09/25/2014	65.00
56231	MN ASSOC OF IB WORLD SCHOOLS	09/25/2014	250.00
56232	MN CHILD SUPPORT	09/25/2014	2,100.10
56233	MN COACHES INC	09/25/2014	1,825.00
56234	MN CONWAY FIRE & SAFETY	09/25/2014	1,652.16
56235	MN JEWISH THEATRE CO	09/25/2014	507.00

Check Nbr	Vendor Name	Check Date	Check Amount
56236	MN JUNIOR HIGH SCHOOL	09/25/2014	225.00
56237	MN SECRETARY OF STATE - NOTARY	09/25/2014	120.00
56238	MOBILE RADIO ENGINEERING INC	09/25/2014	466.31
56239	MOTT, RANDALL	09/25/2014	83.00
56240	MP NEXLEVEL LLC	09/25/2014	130.00
56241	MUMBLEAU, RICHARD THOMAS	09/25/2014	30.00
56242	MUSKE, RICHARD L	09/25/2014	50.00
56243	NARDINI FIRE EQUIPMENT CO INC	09/25/2014	1,090.80
56244	NASCO	09/25/2014	688.51
56245	NATL NOTARY ASSOC	09/25/2014	83.00
56246	NATL WINDOW ASSOC	09/25/2014	131,334.51
56247	NEIBAUER, NICHOLAS M	09/25/2014	83.00
56248	NOLAN, KEITH	09/25/2014	110.00
56249	NORTH CENTRAL TRUCK EQUIPMENT	09/25/2014	51.72
56250	NORTH SUBURBAN TOWING	09/25/2014	225.00
56251	NOW MICRO INC	09/25/2014	2,220.00
56252	Vendor Continued Check	09/25/2014	0.00
56253	NORTHWEST SHEETMETAL CO OF ST	09/25/2014	6,837.62
56254	OFFICE DEPOT	09/25/2014	212.70
56255	ON SITE SANITATION INC	09/25/2014	504.00
56256	ORBELL, RAY	09/25/2014	110.00
56257	ORIENTAL TRADING CO INC	09/25/2014	102.99
56258	ORKIN INC	09/25/2014	13,370.80
56259	PARKOS CONSTRUCTION CO INC	09/25/2014	40,166.62
56260	PEACHTREE BUSINESS PRODUCTS	09/25/2014	450.00
56261	PLADSON ENVIRONMENTAL INC	09/25/2014	1,440.00
56262	PM ENTERPRISES	09/25/2014	425.00
56263	PRESS PUBLICATIONS	09/25/2014	85.00
56264	PROVENZANO, PAUL	09/25/2014	62.00
56265	PROWIRE INC	09/25/2014	2,409.45
56266	RATWIK ROSZAK & MALONEY PA	09/25/2014	33.00
56267	RAUSCH, STURM, ISRAEL,	09/25/2014	149.00
56268	REALLY GOOD STUFF INC	09/25/2014	58.94
56269	REGENTS OF THE UNIV OF MN	09/25/2014	175.00
56270	RESERVE ACCOUNT	09/25/2014	5,000.00
56271	THE RETROFIT COMPANIES INC	09/25/2014	668.27
56272	RUPP ANDERSON SQUIRES & WALDSP	09/25/2014	1,083.67
56273	SCAN AIR FILTER INC	09/25/2014	351.03
56274	SCHLUENDER, JOE	09/25/2014	64.00
56275	SCHOCHET, HANNAH M	09/25/2014	115.98
56276	SCHOCK LOGISTICS INC	09/25/2014	583.00
56277	SCHOLASTIC INC	09/25/2014	642.72
56278	SCHOLASTIC INC	09/25/2014	2,033.98
56279	SCHOLASTIC INC	09/25/2014	2,100.00
56280	SCHONSTEDT INSTRUMENT COMPANY	09/25/2014	355.91
56281	SCHOOL SERVICE EMPLOYEES	09/25/2014	5,746.79
56282	SCHOOL SPECIALTY	09/25/2014	170.68
56283	SCHOOLIDENTITY.COM	09/25/2014	94.00
56284	SCHREIBER, BEN	09/25/2014	63.00
56285	SCIENCE MUSEUM OF MINNESOTA	09/25/2014	1,122.00

Check Nbr	Vendor Name	Check Date	Check Amount
56286	SENTRY SYSTEMS INC	09/25/2014	470.00
56287	SHIFFLER EQUIPMENT SALES INC	09/25/2014	1,150.18
56288	SIGSTAD, GEORGE B	09/25/2014	62.00
56289	SIMPLEXGRINNELL LP	09/25/2014	2,345.68
56290	SLATOR, KEVIN T	09/25/2014	157.00
56291	SNAP-ON	09/25/2014	70.40
56292	SOLARWINDS	09/25/2014	3,530.00
56293	SPENCER, RICKY	09/25/2014	62.00
56294	ST CATHERINE UNIVERSITY	09/25/2014	1,000.00
56295	ST CROIX RECREATION CO INC	09/25/2014	2,314.55
56296	ST PAUL RIVER CENTRE	09/25/2014	2,640.00
56297	STAFF DEVELOPMENT FOR EDUCATOR	09/25/2014	462.00
56298	STAPLES ADVANTAGE	09/25/2014	5,391.62
56299	STATE SUPPLY CO	09/25/2014	497.74
56300	STEINBRECHER PAINTING INC	09/25/2014	37,868.90
56301	SUM	09/25/2014	7,000.00
56302	SUOJA, KEVIN L	09/25/2014	90.00
56303	SUPREME SCHOOL SUPPLY CO	09/25/2014	73.58
56304	TA SCHIFSKY & SONS INC	09/25/2014	158,650.00
56305	TARGET COMMERCIAL INTERIORS	09/25/2014	11,853.22
56306	THELEN HEATING & ROOFING INC	09/25/2014	168,910.00
56307	TIES	09/25/2014	11,511.99
56308	TIME FOR KIDS	09/25/2014	245.30
56309	TORGRIMSON, APRIL MARGARET	09/25/2014	4.99
56310	TRADE PRESS INC	09/25/2014	2,479.08
56311	TRAVEL LEADERS	09/25/2014	947.64
56312	TRAVEL LEADERS	09/25/2014	2,950.00
56313	TUCKER, JAMES	09/25/2014	64.00
56314	TWIN CITY ACOUSTICS INC	09/25/2014	26,612.35
56315	Vendor Continued Check	09/25/2014	0.00
56316	TWIN PINES IMPRINTING	09/25/2014	7,028.69
56317	TYREN, BRETT	09/25/2014	130.00
56318	ULINE	09/25/2014	128.01
56319	UNIVERSAL CHEERLEADERS ASSOC	09/25/2014	1,008.00
56320	URBAN COMPANIES	09/25/2014	10,675.62
56321	US DEPT OF EDUCATION	09/25/2014	513.80
56322	US FOODS CULINARY EQUIP & SUPP	09/25/2014	5,378.00
56323	VANGUARD SMALL BUSINESS SERVIC	09/25/2014	25,550.91
56324	VINCO INC	09/25/2014	360,776.75
56325	WAREHAM, TIMOTHY M	09/25/2014	64.00
56326	WARGO NATURE CENTER	09/25/2014	270.00
56327	WHITE BEAR GLASS INC	09/25/2014	60.00
56328	WHITE BEAR LOCKSMITH INC	09/25/2014	52.05
56329	WI CENTER FOR EDUC PRODUCTS &	09/25/2014	465.00
56330	WEST MUSIC COMPANY	09/25/2014	2,180.50
56331	WILLIAMS, NICOLEAN ELISHA	09/25/2014	75.00
56332	WL HALL COMPANY	09/25/2014	4,850.00
56333	WOODRUFF, DOTTIE	09/25/2014	75.00
56334	WTG TERRAZZO & TILE INC	09/25/2014	67,211.55
56335	XCEL ENERGY	09/25/2014	42,298.98

Check Nbr	Vendor Name	Check Date	Check Amount
56336	ZAPPA'S SPORTING GOODS	09/25/2014	9,850.00
251	Computer	Check(s) For a Total of	3,520,874.12

Check Nbr	Vendor Name	Check Date	Check Amount
54893	WHITE BEAR LAKE CITY	09/25/2014	100.00
54923	ARENA SERVICES AND PRODUCTS LL	09/25/2014	448.00
55754	COMMERICAL KITCHEN SERVICES	09/25/2014	150.00
3	Void	Check(s) For a Total of	698.00

	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
	251	Computer	Checks For a Total of	3,520,874.12
Total For	251	Manual, Wire Tran, ACH &	Computer Checks	3,520,874.12
Less	3	Voided	Checks For a Total of	698.00
			Net Amount	3,520,176.12

Check Nbr	Vendor Name	Check Date	Check Amount
56337	AFFINITY HEARING LLC	09/26/2014	392.00
56338	AMAZON	09/26/2014	2,027.60
56339	AMAZON	09/26/2014	739.37
56340	APPLE COMPUTER INC	09/26/2014	18,696.00
56341	BARNES & NOBLE	09/26/2014	34.99
56342	CCP INDUSTRIES INC	09/26/2014	512.51
56343	COPY IMAGES INC	09/26/2014	371.78
56344	Vendor Continued Check	09/26/2014	0.00
56345	DALCO CORPORATION	09/26/2014	5,496.35
56346	DECKER INC	09/26/2014	793.15
56347	FLOORS BY BECKER	09/26/2014	848.00
56348	FOREIGN CANDY COMPANY INC	09/26/2014	893.49
56349	GRAINGER	09/26/2014	1,373.97
56350	GREAT RIVER OFFICE PRODUCTS	09/26/2014	73.75
56351	GREATAMERICA FINANCIAL SERVICE	09/26/2014	508.02
56352	HISDAHL INC	09/26/2014	102.00
56353	INTEGRA TELECOM	09/26/2014	150.00
56354	LAKE SHORE LEARNING MATERIALS	09/26/2014	349.00
56355	LEARNING FORWARD MN	09/26/2014	600.00
56356	METRO ECSU	09/26/2014	255.00
56357	MINVALCO INC	09/26/2014	221.48
56358	MN CONWAY FIRE & SAFETY	09/26/2014	182.50
56359	MN DEPT OF LABOR & INDUSTRY	09/26/2014	100.00
56360	NAEHCY	09/26/2014	475.00
56361	OLYMPIC COMMUNICATIONS, INC.	09/26/2014	137.50
56362	PITNEY BOWES PURCHASE POWER	09/26/2014	193.79
56363	PITNEY BOWES INC	09/26/2014	78.75
56364	RATWIK ROSZAK & MALONEY PA	09/26/2014	4,176.67
56365	SAFETY-KLEEN CORP	09/26/2014	350.37
56366	SAFEWAY DRIVING SCHOOL	09/26/2014	4,410.00
56367	SCHAEFFER MFG CO	09/26/2014	429.96
56368	SCHOOL HEALTH CORPORATION	09/26/2014	1,459.89
56369	SCHOOL SPECIALTY	09/26/2014	125.20
56370	SHRED-IT USA - MINNEAPOLIS	09/26/2014	1,395.52
56371	STATE SUPPLY CO	09/26/2014	453.80
56372	TIERNEY BROTHERS INC	09/26/2014	3,575.80
56373	WINSOR LEARNING INC	09/26/2014	1,177.00
37	Computer	Check(s) For a Total of	53,160.21

	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
	37	Computer	Checks For a Total of	53,160.21
Total For	37	Manual, Wire Tran, ACH &	Computer Checks	53,160.21
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	53,160.21

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: **October 13, 2014**
 SUGGESTED DISPOSITION: **Operational Item**
 CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Finance and Operations**

Donation	Donor	Recipient
40 units of field desks Approximately \$400	Mr. Marcus Ohsehndorf	Oneka Elementary School
School supplies Value \$50	Ms. Hollie Raab	Oneka Elementary School
\$2,720.41 \$1,730.08 \$ 578.20	Target Take Charge of Education	Oneka/Hugo Elementary Schools
\$15,300 to purchase Chromebooks for the students at Oneka Elementary	Hugo/Oneka Elementary PTA Deb Beloyed	Oneka Elementary School
1 Calloway x 460 Driver 1 Bridgestone Hybrid Club Set of 3 Golfsmith Clubs Set of Irons w/ Putter Set of 6 Clubs 2 Golf Bags Estimated total value = \$225	Holly Watson	White Bear Lake Area School District Community Services
Healthy food donation for the 3 rd Grade Year at a Glance Parent Meeting. Yogurt, bananas, apples, turkey, ham, buns, and pretzels. Retail price \$400	Robin Mishler Store Director Festival Foods	Oneka Elementary School.
30 pairs of handmade crocheted mittens	Hazel Peck	Oneka Elementary School
\$5,059.55	White Bear LaCrosse Club High School Boys Booster	White Bear Lake Area High School Boys LaCrosse Program
\$3,000	White Bear Lake Basketball Association	White Bear Lake Area High School Boys Basketball Program
\$550	Walmart	White Bear Lake Area High School Football Program

\$450	Team Ortho Foundation	White Bear Lake Area High School Boys Swim Program Girls Swim Program
\$3,962.98	Target Take Charge of Education	White Bear Lake Area High School South Campus
\$100	Performance Plus, LLC dba Health Strategies	White Bear Lake Area High School Boys Soccer Program
\$50	Hisdahl, Inc.	White Bear Lake Area High School Boys Soccer Program
\$50	Creative concrete Coating Inc.	White Bear Lake Area High School Boys Soccer Program
\$100	Strauss Skates & Bicycles	White Bear Lake Area High School Boys Soccer Program
\$2,500	WBL Hockey Alumni Association Blue Line Club	White Bear Lake Area High School Boys Hockey Program
\$800 programs for varsity boys and girls	WBL Basketball Association	White Bear Lake Area High School Basketball Program
\$175	JJ's Bierstube Inc.	White Bear Lake Area High School Boys Basketball Program
\$1,000 For Random Acts of Kindness	Kopp Family Foundation	White Bear Lake Area High School South Campus
\$542.44	Target Take Charge of Education	White Bear Lake Area Learning Center
\$1,668.35	Target Take Charge of Education	Sunrise Park Middle School

RECOMMENDATION: Accept donations.

AGENDA ITEM: Field Trip Request

MEETING DATE: October 13, 2014

SUGGESTED DISPOSITION: Consent Agenda

CONTACT PERSON(S): Sara Paul, Assistant Superintendent

Background:

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

Date of Trip and Destination	Requesting Staff Member	Grade/ Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
Wednesday, November 5, – Thursday, November 6, 2014 Camp Ripley Little Falls, MN	Laura Watters	ALC	2.5	6	Total cost per student: \$60 Student Portion: \$20 Other Source(s): Student Expenses supplemented w/student Activity Funds	ALC	Students will learn more about the MAAP STARS program and participate in leadership and teamwork building events.
Friday, March 6 – Monday, March 16, 2014 Spain	Sarah Swoboda & Kari Sundberg	North/South Campus	2	15	Total cost per student: \$3,495.00 Student Portion: \$3,495.00 Other Source(s): Fundraiser(s)	Air/Train	The trip to Spain will give students the opportunity to experience first-hand the Spanish culture, customs, and language. The family stay will provide them the opportunity to use their language skills and experience daily life and school.

Thursday, April 23 – Sunday, April 26, 2014 New York City, NY	Marie Dymit	South Campus Choir	2	40-50	Total cost per student: \$1350 Student Portion: \$1350 Other Source(s): Ongoing Fundraising	Air/Coach Bus	This is the biennial choir trip to New York where students experience the artistic culture of “The Big Apple.” Trip always includes a High School exchange concert; clinic w/a university conductor; Broadway show, NY philharmonic concert, plus a variety of “touristy” items.
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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

RESIGNATIONS/TERMINATION – CLASSIFIED STAFF

JENNIFER MADER – Health Assistant, Birch Lake Elementary
Employed by District 624 since 09/04/2012
Effective Date: 10/13/2014

MARY TERRY – Bus Driver, Bus Garage
Employed by District 624 since 03/17/2014
Effective Date: 06/05/2014

DANA TURNER – Bus Driver, Bus Garage
Employed by District 624 since 08/27/2014
Effective Date: 09/26/2014

RESIGNATIONS/TERMINATION - CERTIFIED STAFF

JANICE MONTGOMERY – 2nd Grade Teacher, Birch Lake Elementary
Employed by District 624 since 01/16/1998
Effective Date: 08/15/2014

RETIREMENT - CERTIFIED STAFF

JOANNE ANDERSON – Learning Skills Teacher, Vadnais Heights Elementary
Employed by District 624 since 08/26/1991
Effective Date: 11/02/2014 (Revised date)

FULL – TIME LEAVE REQUEST – CERTIFIED STAFF

NATE HUNSTIGER – Language Arts Teacher, High School-South Campus
Employed by District since 08/21/2008
Effective Date: November 4, 2014 through June 8, 2015 (revised dates)

ANNE KRONEBUSCH – 4th Grade Teacher, Oneka Elementary
Employed by District since 08/26/2010
Effective Date: August 25, 2014 through November 14, 2014

FOUR YEAR EXTENDED LEAVE REQUEST – CERTIFIED STAFF

LORA ZWONITZER – 5th Grade Teacher, Otter Lake Elementary
Employed by District since 08/21/1986
Effective Date: 2014-2015 School Year through 2017-2018 School Year

CHANGE IN CONTINUING CONTRACT – CERTIFIED STAFF

WENDY FITZSIMMONS – ECSE Teacher, Normandy Park

From .35 f.t.e. to .46 f.t.e.

Effective Date: 2014–2015 School Year

EXTRA ASSIGNMENT – CERTIFIED STAFF

JULEE ELLEFSON – .05 Social Studies Teacher, Golfview ALC

BA, Step 6 \$2,188.89

Effective Date: 2014 – 2015 School Year

NEW PERSONNEL – CLASSIFIED STAFF

CRAIG AICHELE – Bus Driver, Bus Garage

\$17.16 / hr., 5.5 hrs. / 173 days \$16,134.69

Effective Date: 08/27/2014

JENNA BATTAGLIA – Administrative Assistant-Registrar/Records, Central Middle School

\$16.79 / hr., 8.0 hrs. / 169 days \$22,700.08 (Pro-rated on \$26,192.40)

Effective Date: 09/17/2014

MICHAEL CHERRIER – Bus Driver, Bus Garage

\$17.16 / hr., 5.5 hrs. / 173 days \$16,220.49

Effective Date: 08/27/2014

ROBERT CORDELL – Bus Driver, Bus Garage

\$17.16 / hr., 5.5 hrs. / 173 days \$16,173.30

Effective Date: 08/27/2014

JOCELYN CROSSFIELD – Part Time Cook, Central Middle School

\$13.94 / hr., 3.5 hrs. / 168 days \$8,196.72

Effective Date: 09/18/2014

NICHOLAS GRUDEM – Pupil Support Assistant, Lakeaires Elementary

\$16.65 / hr., 6.0 hrs. / 162 days \$16,183.80

Effective Date: 09/25/2014

DENAE KRAUSE – Program Assistant Leader, Matoska International

\$13.96 / hr., 2.5 hrs. / 212 days and 2.25 hrs. 172 days \$12,801.32

Effective Date: 09/01/2014

MOLLY LUND – Program Assistant Leader, Otter Lake Elementary

\$12.92 / hr., 2.5 hrs. / 207 days \$6,686.10

Effective Date: 09/08/2014

KATIE MASLOWSKI – Program Assistant Leader, Matoska International

\$13.44 / hr., 3.25 hrs. / 212 days \$9,260.16

Effective Date: 09/01/2014

STEPHEN NELSON – Program Assistant Leader, Oneka Elementary

\$13.44 / hr., 3.0 hrs. / 190 days \$7,660.80

Effective Date: 10/01/2014

ELIZABETH OLSON – Program Assistant Leader, Willow Lane Elementary
\$13.44 / hr., 3.0 hrs. / 212 days \$8,547.84
Effective Date: 09/01/2014

TARA PANKRATZ – Program Assistant Leader, Willow Lane Elementary
\$12.92 / hr., 2.5 hrs. / 209 days \$6,750.70
Effective Date: 09/04/2014

JOANNE ROGNEY – Program Assistant Leader, Oneka Elementary
\$12.92 / hr., 5.25 hrs. / 212 days \$14,379.968
Effective Date: 09/01/2014

MAI TENG THAO – Program Assistant Leader, Birch Lake Elementary
\$12.92 / hr., 5.5 hrs. / 190 days \$13,501.40
Effective Date: 10/01/2014

DANA TURNER – Bus Driver, Bus Garage
\$17.16 / hr., 5.75 hrs. / 173 days \$16,915.47
Effective Date: 08/27/2014

RUSSELL UPDYKE – Assistant Head Engineer “A” Bldg, Sunrise Park Middle
\$20.36 / hr., + .25 SD, 8.0 hrs. / 202 days \$33,305.76
Effective Date: 09/22/2014

XUE XIONG – Administrative Assistant-Building Assistant, District Center-Community Services
\$16.29 / hr., 5.0 hrs. / 113 days \$9,203.85 (Pro-rated on \$12,054.60)
Effective Date: 10/20/2014

NEW PERSONNEL – CERTIFIED STAFF

RACHEL KOFFSKI – .2 Speech & Language Pathologist, Otter Lake Elementary
MA+30, Step 13 \$14,373.92
Effective Date: September 17, 2014

ERICA LEMKE – Preschool Teacher, Normandy Park
\$23,085.00
Effective Date: September 29, 2014

LAURIE SIMONSON – Kindergarten & 1st Grade Teacher, Birch Lake Elementary
MA, Step 5 \$44,625.62
Effective Date: September 22, 2014

NEW LONG TERM SUBSTITUTE – CERTIFIED STAFF

JULIE FULTON – .5 Special Education Teacher, High School-North Campus
MA, Step 3 \$4,470.38 (Pro-rated on \$46,253.00)
Effective Date: September 10, 2014 through October 31, 2014

MARY JOHNSON – .5 2nd Grade Teacher, Otter Lake Elementary
BA, Step 6 \$20,491.75 (Pro-rated on \$45,175.00)
Effective Date: September 18, 2014 through June 8, 2015

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: **Update on District Finances: Payable 2015 Proposed Property Tax Levy and School District Bond Rating**

MEETING DATE: **October 13, 2014**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Director of Finance and Operations**

BACKGROUND:

At a special meeting on September 22, 2014, the White Bear Lake School Board approved the District's proposed 2015 property tax levy. The figures shared with the Board at that meeting indicated that the School District portion of the proposed property tax levy has *decreased* by 0.6% compared to the previous year's levy. The Minnesota Department of Education's (MDE) latest figures show a levy of approximately \$35,925,00, a decrease of approximately \$209,000 compared to a year ago. The School Board will adopt the final levy at the December 8, 2014 board meeting following a discussion of the levy and the current year's budget.

In August 2014, Standard & Poors (S&P) Rating Services affirmed the District's AA bond rating in association with the issuance of general obligation alternative facilities bonds. The District's very strong credit rating reflects S&P's opinion in the following areas: 1) Very strong income level and extremely strong market value per capita, 2) Projection of increased enrollment after a recent trend of declines, 3) Very strong general fund reserves, with a break-even general fund budget for fiscal year 2015, and 4) Low overall debt burden as a percentage of market value.

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **October 13, 2014**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

BACKGROUND:

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

D. DISCUSSION ITEMS

AGENDA ITEM: Presentation on World's Best Workforce

MEETING DATE: October 13, 2014

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON: Sara Paul, Assistant Superintendent
Dr. Michael Lovett, Superintendent

Background:

The administration will present information on the World's Best Workforce. We will highlight new legislative requirements and explain how these will align with our existing strategic plan and our strategic objectives for 2014-15.

This presentation will build on our discussions of student success data from our August and September School Board meetings, and the detailed discussion of World's Best Workforce at the September work study session on September 22, 2014.

World's Best Workforce Plan



Sara Paul- Assistant Superintendent
10-13-14



Worlds Best Workforce Requirements

- Define Benchmarks on the Pathway to College and Career Readiness
- Define work to close identified achievement gaps
- Align Curriculum to Standards
- Articulate Professional Development Plan
- Articulate Principal Evaluation Plan
- Articulate Educator Evaluation Plan

Why is Minnesota focused on this idea?

For Minnesota to be competitive, we must have students who are college and career ready, students who are poised to lead the state's workforce. This is important for a number of reasons:

- *Our population is aging.*
- *Seventy percent (70%) of jobs will require more than a high school diploma by 2018.*
- *We don't have qualified candidates to fill many good-paying jobs.*
- *The fastest growing segment of our future workforce is students of color, and they currently have the state's lowest graduation rate.*
- *Minnesota has one of the worst black-white achievement gaps in the country.*

(Minnesota Department of Education)

What do Minnesota school boards need to do?

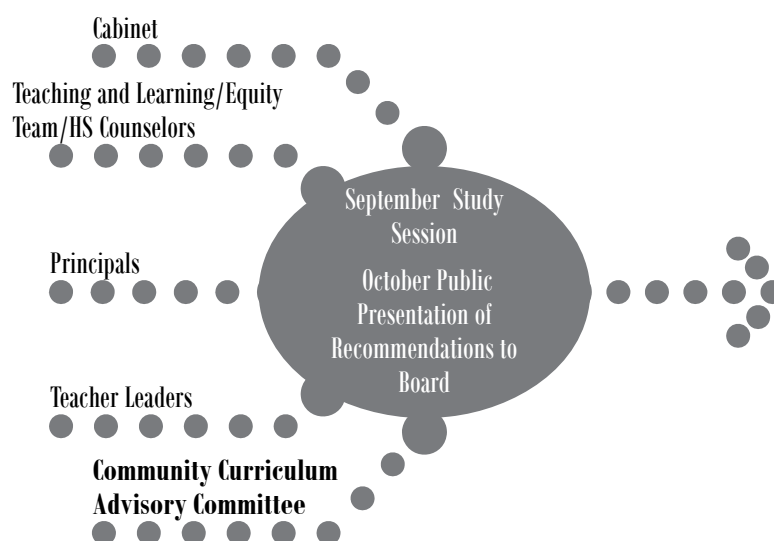
School boards in each district across the state must:

- Establish an Advisory Committee that includes members that reflect the diversity of the district and its schools,
- Provide a public hearing of the district's Worlds Best Workforce Plan.

District leaders will:

- Post an annual report on their progress,
 - Articulate an implementation plan,
 - Submit a summary report to the Minnesota Department of Education.
- (Minnesota Department of Education)

Developing our Plan



Methodology for College and Career Readiness

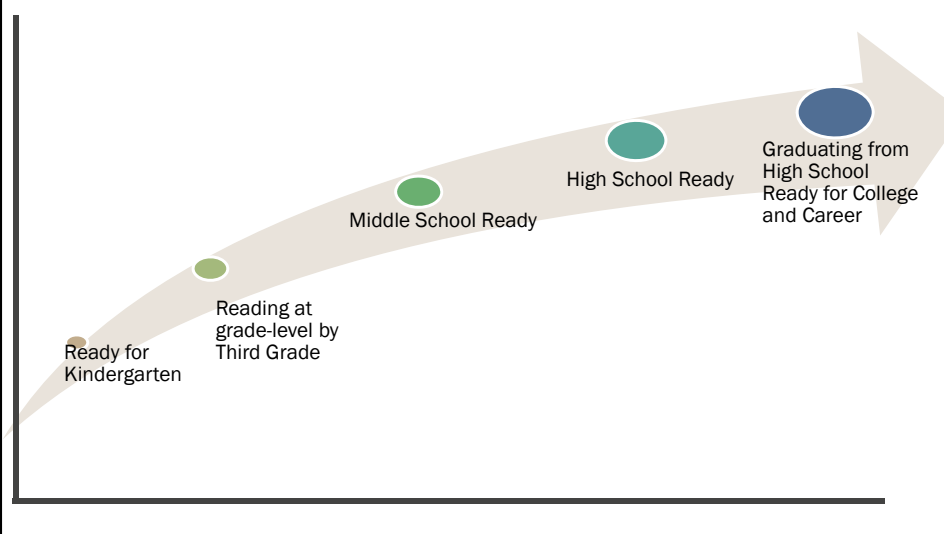
No Child Left Behind Requirements

- ⌘ Federal Reporting
- ⌘ Comparing student groups to each other to communicate the achievement gap

Pathways to College and Career Readiness

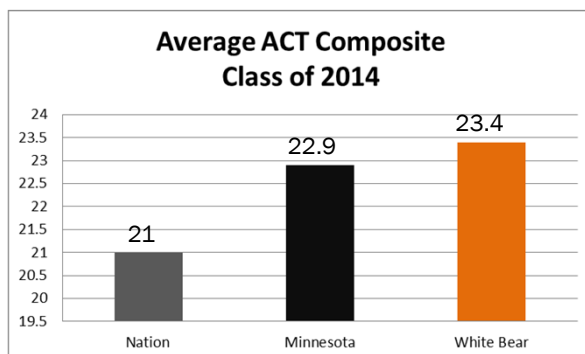
- ⌘ Our New Focus under World's Best Workforce
- ⌘ Comparing each student to college and career readiness standards

World's Best Workforce Benchmarks



2014 ACT Results

70 % of the White Bear class of 2014 took the ACT.
All students in the class of 2016 will take the ACT this spring.



Pathway for College and Career Readiness Class of 2014 ACT results

SCORE	# of Students
29-36	63 (17%)
24-28	137 (37%)
22-23	58 (15%)
16-21	105 (28%)
15-lower	10 (3%)

MATH

SCORE	# of Students
29-36	91 (24%)
24-28	99 (27%)
22-23	51 (14%)
16-21	108 (29%)
15-lower	24 (6%)

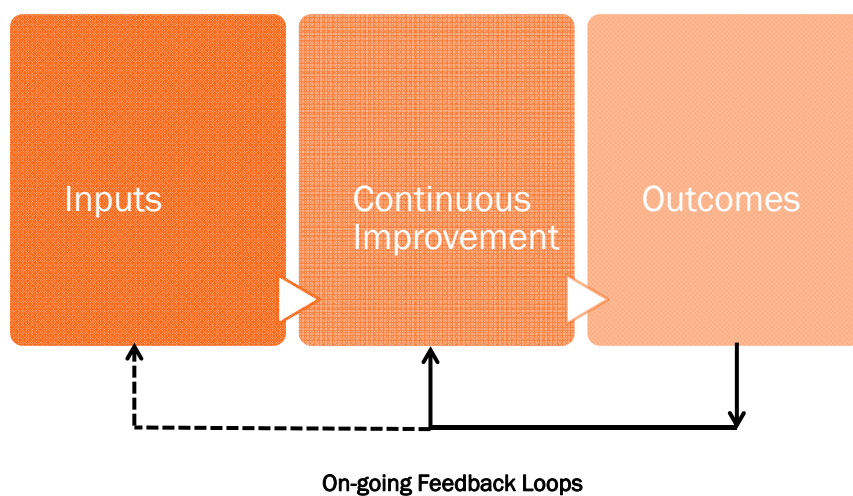
READING

Pathway for College and Career Readiness

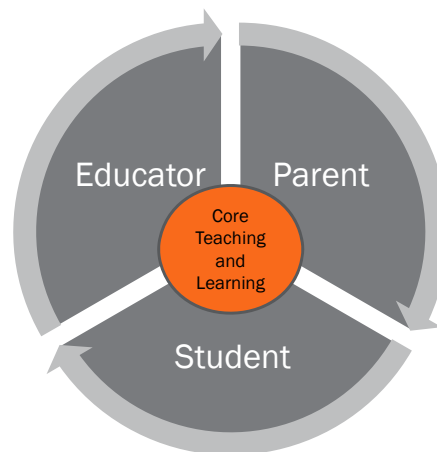
2014 data for Grades 1-8

Score	# of Students (Math)	# of Students (Reading)
29-36	374 (7.8%)	455 (9.5%)
24-28	1085 (22.6%)	919 (19.1%)
22-23	1733 (36.1%)	1038 (21.6%)
16-21	1331 (27.7%)	1859 (38.7%)
15-lower	277 (5.8%)	531 (11.1%)

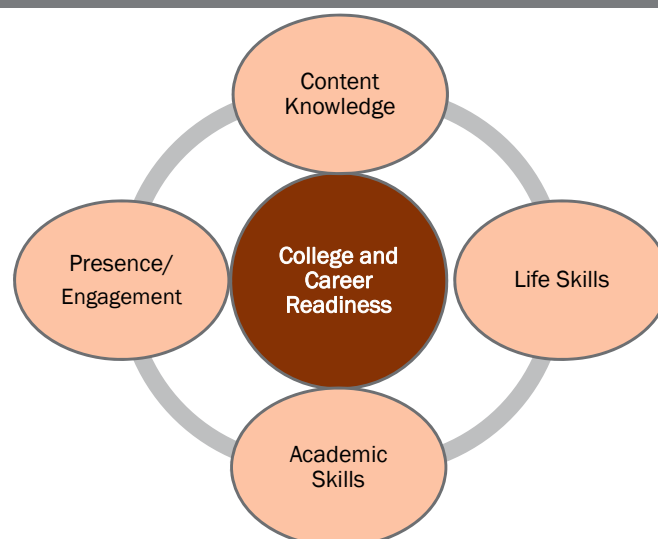
Continuous Improvement is a Critical Component of our WBWE Plan



Mission Delivery

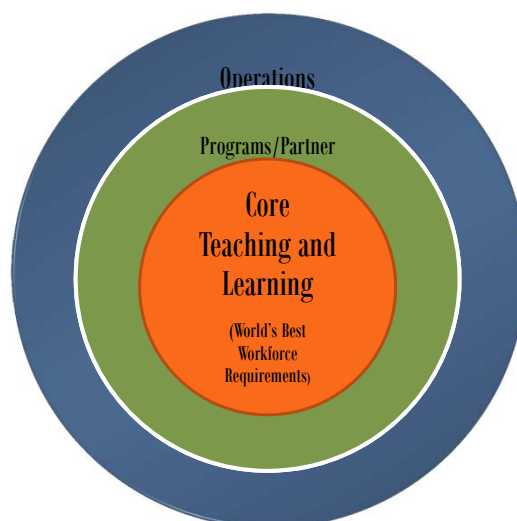


Core Teaching and Learning



College and Career Readiness	Academic Skills: Examples: <ul style="list-style-type: none"> • Organization • Time Management • Prioritization • Concentration • Motivation • Note Taking • Research Skills • Technology Skills 	Content Knowledge: Ensuring Proficiency and "on track for and Career at key benchmarks" <ul style="list-style-type: none"> • Ready for Kindergarten • Reading at Grade Level by Third Grade • Ready for Middle School • Ready for High School • Graduating from High School Ready for College and Career
	Life Skills: Examples: <ul style="list-style-type: none"> • Collaboration • Critical Thinking • Creativity • Communication 	Presence/Engagement: Examples: <ul style="list-style-type: none"> • Self Regulation of Learning • Attendance • Time in Class • Service learning- • Participation in After School Activities

Articulating our Mission Delivery



Core Teaching and Learning

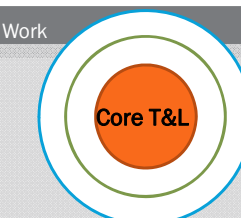
Alignment for Acceleration of our Strategic Work

• Strategic Plan Alignment

- 1.1 Student Proficiency
- 1.2 Post Secondary Plan
- 2.2 World Language 6-12 (goal)
- 2.4 Service Learning
- 3.9 Technology Access
- 4.11 Classroom Technology
- Goal 5D Program Review of Preschool and Early Childhood Programs

• Strategic Initiatives

- Multi-tiered System of Supports (MTSS)
- Gifted and Talented Tiered system of supports
- Principal Evaluation
- Teacher Evaluation
- Elementary Schools Standards-Based report cards
- Equity Plan



Status

- Part of ongoing work
- Part of ongoing work
- Year 2 of Implementation
- Year 1 of Implementation
- Year 1 of Implementation
- In design phase

Partnerships and Programs

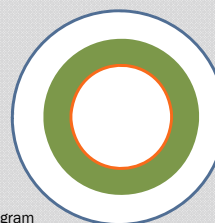
Alignment for Acceleration of our Strategic Work

• Strategic Plan Alignment

- 1.4 Middle School IB Program
- 2.1 World Language K-5
- 2.2 World Language 6-12 (program)
- 3.4 Student Population Distribution
- 3.11 Secondary Facilities Study
- 4.13 Learning Management System- Schoology
- 4.15 Access to Instructional Technology
- 6.1 Anti-Bullying Program
- 6.3 Multi-Cultural Curriculum
- 6.4 School Transitions
- 6.5 Programming- School Climate
- Goal 5B Consideration of a School-Within-A-School Gifted and Talented Program
- Goal 5C Consideration of a String Orchestra Program

• Strategic Initiatives

- Targeted Services
- MTSS
- PD Plan
- Equity Plan
- Manufacturing Course Articulation
- Immersion Program
- 9th Grade Academy



Status

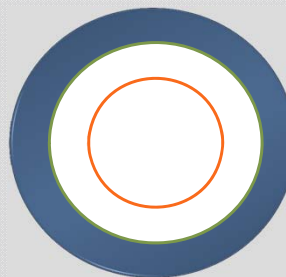
- In re-design phase
- Part of ongoing work
- Part of ongoing work
- In design phase
- In design phase
- In design phase
- In design phase

Operations Support

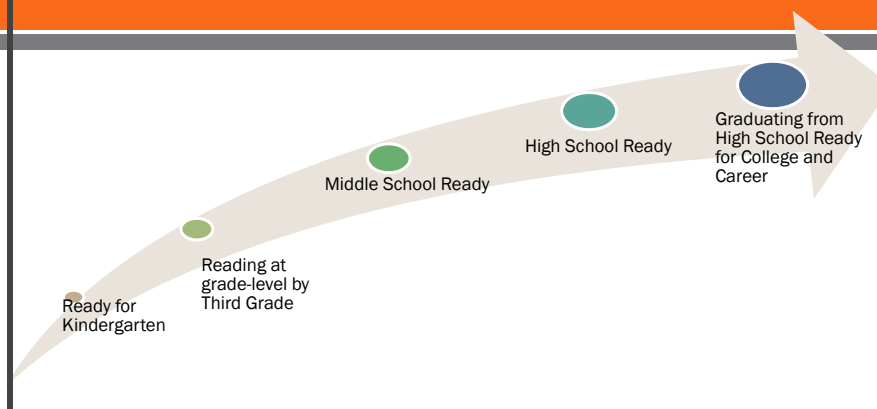
Alignment for Acceleration of our Strategic Work

Strategic Plan Alignment

- 3.1 Facilities- Large Group Spaces
- 3.2 Elementary- Performing Arts Facilities
- 3.3 Storage Facilities
- 3.5 Facilities- Manuals for Standardized Procedures
- 3.6 Facilities- Air Quality
- 3.8 Facilities- Secure Entrances
- 3.10 Balanced Elementary Class sizes
- 4.12 District Website
- 4.14 Technology Policy
- 5.1 Partnerships Policy
- 5.2 Partnerships Needs Assessment
- 5.3 Partnerships Established to Align with District Vision
- 5.4 Partnerships Communication Plan
- 6.1 Bullying Policy
- 6.2 Increase Diversity of Staff
- 6.6 Cultural Competency and Equity Plan
- Goal 2 On-going Financial Stewardship and Budget Management
- Goal 3 Continuation of the District Communications and Marketing Plan
- Goal 5A Recognition Program
- *Strategic Initiatives are all reflected in the strategic plan.*





World's Best Workforce Benchmarks



Focused on Core Teaching and Learning

What do Minnesota school boards need to do?

School boards in each district across the state must:

-  Establish an Advisory Committee that includes members that reflect the diversity of the district and its schools,
-  Provide a public hearing of the district's Worlds Best Workforce Plan.

District leaders will:

- Post an annual report on their progress,
- Articulate an implementation plan,
- Submit a summary report to the Minnesota Department of Education.

(Minnesota Department of Education)

AGENDA ITEM: **Annual Review of School Board Policies**
a. **Policy 406, Public and Private Personnel Data**
b. **Policy 410, Family and Medical Leave Policy**
c. **Policy 413, Harassment and Violence**
d. **Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults**

DATE: **October 13, 2014**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policies 406, Public and Private Personnel Data; 410, Family and Medical Leave Policy; 413, Harassment and Violence; and 415, Mandated Reporting of Maltreatment of Vulnerable Adults, have been brought before the School Board this evening for an annual review required by law. There are no MSBA or cabinet requested changes to these policies.

RECOMMENDATION:

The administration recommends the School Board review these policies as required by law.

Adopted: April 29, 1996
Revised: January 10, 2005
Revised: October 11, 2010
Revised: December 12, 2011
Revised: April 9, 2012
Annual Review: March 3, 2014

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

406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

- F. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by FERPA and employment records held by a school district in its role as employer.
- G. “Public” means that the data is available to anyone who requests it.
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteers and independent contractors, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee’s social security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;
 - 7. actual gross pension;
 - 8. the value and nature of employer-paid fringe benefits;
 - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 - 10. job title;
 - 11. bargaining unit
 - 12. job description;
 - 13. education and training background;

14. previous work experience;
15. dates of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. work email address;
22. badge number;
23. work-related continuing education;
24. honors and awards received; and
25. payroll time sheets or other comparable data that is used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data; and

B. The following information on applicants for employment is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;

5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multi-member agency pursuant to Minn. Stat. § 15.0597; and
 - i. veteran status.
 2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and

- e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
- 3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. §13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge is public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data is private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents is private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs is private.
- D. Parking space leasing data is private.
- E. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- F. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any

complaint or charge against the employee.

- G. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that is relevant to the concerns for safety to:
 - 1. The person who may be harmed and to the attorney representing the person when the data is relevant to obtaining a restraining order;
 - 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
 - 3. A court, law enforcement agency or prosecuting authority.
- H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purposes of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- I. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- J. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
 - 1. threaten the personal safety of the complainant or a witness; or
 - 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- K. The school district shall make any report to the Board of Teaching or the Board of School Administrators as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, any settlement or compromise, or any investigative file.
- L. Private personnel data shall be disclosed to the Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.

- M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that is relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- N. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation or termination of the subject of the data.
- O. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, to make the school district more efficient, or to improve school district operations is private.
- P. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- Q. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- R. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

VI. MULTIPLE CLASSIFICATIONS

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

VII. CHANGE IN CLASSIFICATIONS

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

disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

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

IX. RELEASE FORM

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat § 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

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

Adopted: April 29, 1996
Revised: May 9, 2005
Revised: September 14, 2009
Annual Review: August 8, 2011
Annual Review: September 10, 2012
Annual Review: January 13, 2014

*White Bear Lake Area
School District #624 Policy 410*

410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. “Covered service member” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
2. a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

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

5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to five days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member; and
 8. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- G. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- H. “Veteran” has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave.

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee’s child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee’s spouse, son, daughter, or parent with a serious health condition;
 - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; and/or
 - e. any qualifying exigency arising from the employee’s spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces

2. For the purposes of this policy, “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to commence.
3. An employee’s entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A “serious health condition” typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short term conditions for which treatment and recovery are very brief.
5. A “serious injury or illness,” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating; and
 - b. a “serious injury or illness,” in the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty in the Armed Forces) and that manifested itself before or after the member became a veteran.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee’s own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted at the discretion of the school district or when medically

necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV. A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the

employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board periodically for review.

The school district shall comply with written notice requirement as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Six-Week Leave

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

C. Twenty-six week Service Member Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a service member includes both physical and psychological care.

2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered service member and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered service member with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered service member and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES.

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or

2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a grading may be required to extend the leave through the end of the grading period. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
1. If an instructional employee begins leave for any purpose more than five weeks before the end of a trimester or semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the trimester or semester.
 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a grading period, the school district may require that the leave be continued until the end of the grading period if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the grading period.
 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of a trimester or semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the trimester or semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

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

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. pt. 825 (Family and Medical Leave Act)

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

Adopted: April 29, 1996

Revised: January 10, 2005

Revised: May 12, 2008

Annual Review: August 8, 2011

Annual Review: September 10, 2012

Annual Review: January 13, 2014

*White Bear Lake Area
School District #624 Policy 413*

413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of Independent School District No. 624 to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability. The School District prohibits any form harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school personnel of the School District harasses, threatens to harass or attempts to harass any student, teacher, administrator or other school personnel or group of students, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability as defined by this policy. (For purposes of this policy, School District personnel includes school board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the district).
- C. A violation of this policy occurs when any student, teacher, administrator, or other school personnel of the School District inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator or other school personnel or group of students, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- D. The School District will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence, based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability, and will take appropriate corrective action.

III. DEFINITIONS

A. “Assault” is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
3. otherwise adversely affects an individual’s employment or academic opportunities.

C. “Immediately” means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications

1. “Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or

- b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 - 3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 - 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 - 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 - 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 - 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. School District Personnel includes school board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the district).
- F. Sexual Harassment
- 1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or

- c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

G. Sexual Violence

- 1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator, or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school personnel or group of students, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal or other administrator of each building or department or available on the district website, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a School District Human Rights Officer or to the Superintendent.
- B. In each building, the building principal, principal's designee or building supervisor (hereinafter "Building Report Taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy. Any adult School District personnel who receives a report of harassment or violence prohibited by this policy shall inform the Building Report Taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by reporting party or complainant. School District personnel who fail to inform the Building Report Taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.
- C. Upon receipt of a report, the Building Report Taker must notify the School District Human Rights Officer immediately, without screening or investigating the report. The Building Report Taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the Building Report Taker to the Human Rights Officer. If the report was given verbally, the Building Report Taker shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the Building Report Taker.
- D. The School Board hereby designates the Director of Human Resources as the School District Human Rights Officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the Superintendent.

- E. The School District shall conspicuously post the name of the Human Rights Officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of the School District (see page 1, II.B), the Human Rights Officer, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also include of any other actions and gathering of documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes harassment or violence, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the School District may take immediate steps, at its discretion, to protect the complainant(s), students, teachers, administrators or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The investigation will be completed as soon as practicable. The School District Human Rights Officer(s) shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of the investigation, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and School District policies.
- B. The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The School District will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES.

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each School District employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.

- D. The School District will develop a method of discussing this policy with students and employees.
- E. The School District may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: WBLASB Policy 102 (Equal Educational Opportunity)
WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 525 (Violence Prevention)

Adopted: April 29, 1996

White Bear Lake Area School District #624 Policy 415

Revised: August 25, 2003

Revised: January 11, 2010

Annual Review: August 8, 2011

Annual Review: September 10, 2012

Annual Review: December 9, 2013

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. It shall be a violation of this policy for any school personnel to fail to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or who has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. "Abuse" means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section

609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat § 626.5572, Subd. 2.

- B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- C. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- D. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.
- E. "Mandated Reporters" means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- F. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.
- G. "Neglect" means failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.
- H. "School Personnel" means professional employees or their delegates engaged in providing health, educational, social, psychological, law enforcement or other caretaking services of vulnerable adults.

- I. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services at or from a licensed facility which serves adults as set for in Minn.Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or home care provider service; or (4) regardless of residence or type of service received, possesses a physical or mental infirmity or other physical, mental or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the designated county entity.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caretaker, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *no public data* as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected neglect or abuse of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting or who intentionally fails to provide all the material circumstances surrounding the reported incident is guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against a vulnerable adult who is named in a report, is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)
Minn. Stat. § 245.825 (Aversive and Deprivation procedures; Licensed Facilities and Services)
Minn. Stat. § 609.221-609.224 (Assault)
Minn. Stat. § 609.234 (Crimes Against the Person)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: WBLASB Policy 103 (Complaints-Students, Employees, Parents, Other Persons)
WBLASB Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)
WBLASB Policy 403 (Discipline Suspension and Dismissal of School District Employees)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

E. OPERATIONAL ITEMS

AGENDA ITEM: **School Board Policy 407, Employee Right to Know –
Exposure to Hazardous Substance**

MEETING DATE: **October 13, 2014**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 407, Employee Right to Know–Exposure to Hazardous Substance, was reviewed by the School Board Policy Committee, had a first reading in September, and is recommended for action. The changes recommended are consistent with Minnesota Statute.

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.63, Subd. 2).

RECOMMENDATION:

To approve Policy 407, Employee Right to Know–Exposure to Hazardous Substance, as recommended by the Policy Committee and administration.

407 EMPLOYEE RIGHT TO KNOW — EXPOSURE TO HAZARDOUS SUBSTANCES

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.63, Subd. 2).

II. GENERAL STATEMENT OF POLICY

~~It is~~ The policy of this school district ~~is~~ to provide information and training to employees who may be "routinely exposed" to a hazardous substance, harmful physical agent, ~~or~~ infectious agent or blood borne pathogen.

III. DEFINITIONS

~~F.A.~~ "Blood borne pathogens" means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

~~A.B.~~ "Commissioner" means the Commissioner of Labor and Industry.

~~D.C.~~ "Harmful physical agent" means a physical agent determined by the ~~e~~Commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes but is not limited to radiation, whether ionizing or nonionizing.

~~C.D.~~ "Hazardous substance" means a chemical or substance, or mixture of chemicals and substances, which:

1. Is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
2. Is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogenic; teratogenic; mutagenic; a reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or

3. Is determined by the eCommissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.
- E. "Infectious agent" means a communicable bacterium, rickettsia, parasite, virus, or fungus determined by the eCommissioner by rule, with approval of the eCommissioner of hHealth, which according to documented medical or scientific evidence causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- B.F. "Routinely exposed" means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.

IV. TARGET JOB CATEGORIES

Annual Training will be provided to all full and part-time employees who are "routinely exposed" to a hazardous substance, harmful physical agent, ~~or~~ infectious substance or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly-hired employee assigned to a work area where he or she is determined to be routinely exposed under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be routinely exposed under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rule Ch. 5205 (Safety and Health Standards)
Minn. Rule Ch. 5206 (Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
MSBA/MASA Model Policy 807 (Health and Safety Policy)

AGENDA ITEM: **School Board Policy 514, Bullying Prohibition Policy**

MEETING DATE: **October 13, 2014**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Chris Picha, Director of Human Resources**
Sara Paul, Assistant Superintendent

BACKGROUND:

On April 9, 2014, Governor Dayton signed the Safe and Supportive Minnesota Schools Act. The legislation provides school districts the guidance, support and flexibility to adopt clear and enforceable school policies to help protect all children from bullying, and reinforces the principles of tolerance and respect in our schools through four components. One of those components is adopting a local policy to prevent and prohibit school bullying.

The district currently has a bullying policy (Policy 514, Bullying Prohibition Policy), which has been reviewed by the School Board Policy Committee, had a first reading in September which included the adoption of the new state components, and is now scheduled for action.

RECOMMENDATION:

To approve Policy 514, Bullying Prohibition Policy, as recommended by the Policy Committee and administration.

Adopted: November 14, 2005
Revised: November 8, 2007
Revised: May 9, 2011

*White Bear Lake Area
School District Policy 514*

514 BULLYING PREVENTION POLICY

I. PURPOSE

A safe and civil environment is desired for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ~~students'~~ ability to learn and/or a teacher's ~~teachers'~~ ability to educate students in a safe environment. The school district cannot monitor ~~at all times~~ or eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent bullying behavior affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, ~~it is the school district's intent~~ intends to prevent bullying and to take action to investigate, respond to, remediate, and, when appropriate, issue discipline for acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. ~~at school-related functions.~~ This policy applies not only to students who directly engage in an act of bullying but may also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying behavior or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, ~~or school personnel or visitors~~ or materially and/or substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. ~~In addition, the use of technology to tease, intimidate, defame, threaten, or terrorize and/or otherwise cause harm to a student, group, school personnel, or visitors by communicating in any form, including, but not limited to, e-mail messages, instant messages, text messages, digital pictures or images, website postings, including blogs or other means, also may constitute an act of bullying.~~ This policy also applies to an act of cyberbullying regardless of whether such acts ~~are~~ act is committed on or off school district property and/or with or without the use of school district resources.
- B. No school personnel, student, ~~or visitor~~ or contractor of the school district shall permit, condone, or tolerate bullying.

- C. Apparent or perceived permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a bully or victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against a student are prohibited.
- F. A ~~student~~ person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
 1. The developmental ages and maturity levels of the parties involved;
 2. The levels of harm, surrounding circumstances, and details of the behavior;
 3. Past incidences and/ or past or continuing patterns of behavior;
 4. The relationship between the parties involved; and
 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent/guardian and community participation.

Consequences for school district personnel who permit, condone, or tolerate bullying or engage in an act of reprisal, retaliation or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events ~~and/or termination of services and/or contracts.~~

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any person who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. ~~“Bullying” means any written, electronic, or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or a group that a reasonable person under the circumstances knows or should know has the effect of:~~

- ~~1.——harming a student or a group of students;~~
- ~~2.——damaging a student’s or a group of students’ property;~~
- ~~3.——placing a student or a group of students in reasonable fear of harm to person or property;~~
- ~~4.——creating a hostile environment for a student or a group of students; or~~
- ~~5.——intimidating a student or group of students.~~

A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

B.C. “Immediately” means as soon as reasonably possible. ~~but in no event longer than 24 hours.~~

D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. “On school premises, on school district property, at school-related school functions or activities, or on school transportation” means: all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. “School District Personnel” means School Board members, school employees, agents, volunteers and contractors subject to the supervision and control of the School District.

I. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to any school employee. It is the responsibility of that employee to document the concern and forward it to a school administrator. A ~~student~~ person may report bullying anonymously. However, the ~~school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.~~ school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to submit a written complaint to school administration, but oral reports shall be considered official complaints as well.
- C. The building administrator, supervisor or designee is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Bullying or other prohibited conduct may also be reported directly to a school district human rights officer or to the superintendent. If the complaint involves the building administrator, supervisor or designee, the complaint may be made or filed directly with the superintendent or designee, or to the school district human rights officer by the reporting party or complainant.
- The building administrator, supervisor or designee shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The administrator, supervisor or designee shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
- D. School district personnel shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, ~~observes,~~ or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building administrator, supervisor or designee immediately. School district personnel who fail to inform the building administrator, supervisor or designee of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner (preferably within one (1) school day) may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will

not be disclosed except as permitted by law. The building administrator, supervisor or designee, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, ~~or~~ work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. ~~Upon~~ Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building administrator, supervisor or designee or a third party designated by the school district.
- B. The building administrator, supervisor or designee or other appropriate school district officials may take immediate steps, at ~~its~~ their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students; or others, including the perpetrator, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- ~~C.D.~~ Upon completion of the an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. School district action will be taken to deter violations and to prevent future incidents of bullying. School district action taken for violation of this policy will be consistent with the requirements of applicable statutory authority, including the Minnesota Public Fair Dismissal Act; school district policies; and regulations.
 - 1. For students such action may include, but is not limited to, a warning, education, counseling, remediation, loss of privileges, detention, exclusion, restorative measures, mediation, referral to outside agencies, (including, but not limited to, law enforcement), suspension, expulsion, or transfer. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II. F. of this policy.
 - 2. For staff such action may include, but is not limited to a warning,

education, restorative measures, mediation, suspension, exclusion, expulsion, or transfer. remediation, termination, or discharge. Action against staff will be also be consistent with the requirements of applicable collective bargaining agreements.

~~D.~~E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. ~~School officials will respond to the parent(s) or guardian(s) of students involved in a bullying incident, with a summary of the investigation and relevant information, to the extent permitted by law.~~ In most cases, school officials will notify parents or guardians of students who are targets of bullying or other prohibited conduct and the parents or guardians of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL PROHIBITED

The school district will discipline or take appropriate action against any student or school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, ~~or against any person~~ who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment. School district action will be taken to deter violations and to prevent future incidents of bullying. School district action taken for violation of this policy will be consistent with the requirements of applicable statutory authority, including the Minnesota Public Fair Dismissal Act; school district policies; and regulations. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II. F. of this policy.

VII. TRAINING AND EDUCATION

~~A. The school district annually will provide information and training to school district personnel regarding this policy.~~

A. The school district shall discuss this policy with school personnel and volunteers

and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

~~B.~~ The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

~~B.~~ C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

~~C.~~ D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying

and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

D. ~~F.~~ The school district may implement violence prevention and character development education programs to prevent ~~and~~ or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. (See School District Policy 515)

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the ~~policy~~ student handbook

and on the school district website.

- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § ~~121A.0695~~ 121A.031 (School Board Policy; Prohibiting Intimidation and Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

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

WBLASB Policy 413 (Harassment and Violence)
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
WBLASB Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
WBLASB Policy 423 (Employee-Student Relationships)
WBLASB Policy 501 (School Weapons Policy)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 507 (Corporal Punishment)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
WBLASB Policy 521 (Student Disability Nondiscrimination)
WBLASB Policy 522 (Student Sex Nondiscrimination)
WBLASB Policy 524 (Electronic Technologies Acceptable Use Policy)
WBLASB Policy 525 (Violence Prevention)
WBLASB Policy 526 (Hazing Prohibition)
WBLASB Policy 529 (Staff Notification of Violent Behavior by Students)
WBLASB Policy 709 (Student Transportation Safety Policy)
WBLASB Policy 711 (Videotaping on School Buses)
WBLASB Policy 712 (Video Surveillance Other Than on Buses)

AGENDA ITEM: **School Board Policy 902, Use of School District Facilities and Equipment**

MEETING DATE: **October 13, 2014**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 902, Use of School District Facilities and Equipment and the Addendum, has been revised by the School Board Policy Committee and administration, had a first reading in September, and is presented for action. Policy 902 and Addendum were reviewed by the Policy Committee and administration, had a first reading in September, and is

The purpose of these documents is to guide the use of the District's facilities and equipment by community members and other outside groups. The District encourages use of its facilities by the community, and this policy will facilitate appropriate procedures.

RECOMMENDATION:

To approve Policy 902, Use of School District Facilities and Equipment and the Addendum, as recommended by the Policy Committee and administration.

Adopted: November 11, 1996

Revised: June 11, 2001

Revised: May 13, 2013

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The school board encourages maximum use of school facilities for community groups and individuals during the non-academic day.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The school district administration shall be charged with the process of scheduling rooms and other areas for community services classes and activities.
- B. Procedures for providing publicity, registration and collection of fees shall be the responsibility of the school district administration.
- C. ~~Registration~~ Fees may be structured to include a pro-rata portion of costs for custodial services that are needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. Requests for use of school facilities by community groups or individuals shall be made through the school district's Community Services office. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- B. Requests for use of school facilities for student meetings pursuant to Policy 801 shall be made through the building principal.
- C. A rental fee schedule and payment policy shall be presented for review and approval by the school board. The fee may include the cost of custodial and supervisory service if deemed necessary.
- D. After a date, time and facility have been scheduled, groups or individuals can be assured that they are entitled to the use of the facility as agreed upon. Exceptions may occur ~~because of~~ when emergencies or unusual circumstances necessitate rescheduling of school activities. If this occurs, ~~In that event~~ every effort will be made to find acceptable alternative meeting space.

V. USE OF SCHOOL EQUIPMENT

The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.

Legal References: Minn. Stat. 123B.51
(Schoolhouses and Sites; Access for Non-curricular Purposes)

Cross References: WBLASB Policy 801 (Equal Access to Facilities of Secondary Schools)
WBLASB Policy 901 (Community Education)

Attachment: Addendum A: Use of School District Facilities and Equipment

White Bear Lake Area
School Board Policy 902
Addendum A

Adopted: November 11, 1996

Revised: June 11, 2001

Revised: May, 2005

Revised: May 13, 2013

Procedures ~~Priority~~ for Scheduling School District Facilities and Equipment

1. Political caucuses, ~~as required by law~~, and federal, state, municipal and school district elections, as required by law.
2. District activities, including curricular, extracurricular and Community Education, shall have priority use of school facilities and equipment.
3. School PTA/PTO events.
4. Activities sponsored by other groups or organizations shall be scheduled as time and space permit on a first come, first served basis subject to the terms of these guidelines.

Applications for District 624 building usage are placed into one of the following fee categories:

District Events

No room rental fee will be charged for:

- meetings or facility use for any school activity;
- school events;
- student meetings qualifying under District Policy 801; and
- political caucuses, ~~required by law~~, federal, state, municipal and school district elections, as required by law.

Community Group Events

No permit fee or room rental fee for classrooms, conference rooms, gymnasiums, and/or the theaters shall be required for **non profit** community groups, including: ~~non-profit~~ youth groups, youth service organizations, ~~non-profit~~ adult groups made up of at least 90% residents of the District, and groups in established partnerships with the District **as defined in Policy 900**. However, **all** these groups must pay the rental fee outlined in the cost scale below (see Section E) for the use of the following: Indoor ice rinks, stadiums, AV equipment, and kitchen areas. As used herein, non-profit means an entity exempt from state/federal income taxes.

All Other Events

Any organization or activity not covered by the definitions above is subject to a rental and permit fee, according to the cost scale. (See section E).

A. Procedures for Scheduling Activities

Use of facilities shall be granted for programs or activities which are of an educational, cultural, civic or recreational nature and are suited to the requested facility.

1. School District Sponsored Activities

School district sponsored after-school, evening and weekend activities are scheduled with the Community Services ~~o~~Office prior to June 1st **for the following school year**. School calendars shall be submitted to Community Services ~~for computer entry~~ by June 1st. School activities scheduled after June 1st are subject to space availability. School activities must be scheduled before space allocations can be made for community use. Community group applications received prior to August 1st may be kept pending until the school activities have been scheduled.

2. Applications for Use

All applicants must make arrangements to use facilities through the Community Services ~~o~~Office. Requests must be made at least seven (7) days prior to date of use. An application form will be provided to indicate the facilities, equipment and personnel required. All applications received in the Community Services Office are dated and processed according to priority and handled as promptly as possible. When an application is approved by the Director of Community Services or designee, a facility reservation permit is issued to the applicant and distributed to the appropriate school personnel.

Outdoor facilities will be scheduled through the same process as indoor facilities. Community Services will work with the High School Activities Director and the Building Operations Department to determine areas that are suitable for community use. Community use of designated outdoor facilities may be restricted based on criteria determined by Community Services, the Activities Director, and Building Operations. All White Bear Lake Area School District fields will be evaluated yearly to determine seasonal availability.

Principals shall schedule all daytime school activities for which permits are not necessary. Permits are required for after-school and weekend use of all school space.

3. Facility Use Permits

- a. Permits will be issued to organizations/groups upon compliance with the rules for application.

- (1) Permits are not transferable and are restricted to the stated dates and hours.
 - (2) Changes, additions or cancellations must be scheduled through the Community Services Office. Amended permits will be sent to the applicant and district personnel involved.
- b. Permits are issued for a specific area and include access to the nearest drinking fountain and lavatories.
 - c. Only equipment specified on the permit will be made available to the user.
 - d. Organizations/groups using their own equipment must get prior approval and remove the equipment immediately after the use. The district will not assume liability in connection with the use or, loss of or damage to the organization's equipment.
 - e. The email distribution of each permit **notification** will be as follows:
 - Group supervisor
 - Community Services Office
 - Building principal, administrative assistant and head custodian
 - ~~Additional permits~~ **Notification** may be sent to others as needed.

4. Cancellation

- a. When White Bear Lake Area Schools are closed due to inclement weather or building emergencies, all facility reservation permits are canceled.
- b. Facility Reservation permits for scheduled community events may be canceled to accommodate unforeseen events or emergency changes of school functions. If such a conflict occurs, every effort will be made to relocate activities and keep cancellations to a minimum.

B. Supervision

1. All activities must be under competent and responsible adult supervision, with the organization/group using the facilities assuming full responsibility for any damage.
2. School personnel on duty (custodian or building supervisor) will monitor the operation of facilities, but are not required to supervise the group or its activities.

3. Organizations using kitchen facilities must have a district nutrition service employee on duty to supervise food preparation in conformance with recognized health department standards.
4. Outdoor activities may require a district grounds staff to be in attendance.

C. Liability

1. Users of school facilities shall agree to indemnify the school district for any damage to the school or other property by any person or persons attending the activity.
2. Applicants agree to assume full responsibility for injury or death of activity participants and damages to property that may occur in the facility they are using.
3. An insurance policy may be required by the district, as it deems necessary **and** at its sole discretion.
4. If a group brings in its own equipment, the district assumes no liability in connection with the use, loss or damage of that equipment.

D. Rules for Use of School Facilities

The following rules must be observed by all organizations/groups. Failure to do so may be grounds for cancellation of the Facility Reservation permit and denial of future facility use.

1. School district facilities may not be used for illegal purposes.
2. All school buildings and grounds are tobacco free. Any use or possession of tobacco on school property is prohibited by law.
3. Alcohol and illegal chemicals cannot be available or consumed on school district property as prohibited by law.
4. Weapons and firearms in any form are not allowed on school district property except for authorized instructional programs and by authorized law enforcement personnel.
5. Meetings/activities must be confined to areas reserved in advance.

White Bear Lake Area
School Board Policy 902
Addendum A

6. Disorderly conduct of any kind is prohibited and may result in ejection from school facilities.
7. If deemed necessary by district administration, law enforcement supervision may be required and charged to the user.
8. Damage to facilities or equipment must be reported immediately to authorized school personnel and the Community Services Office.
9. No one shall operate mini-bikes, motorized go-carts, snowmobiles, or any other motorized recreational vehicles on school property except as part of a class authorized by the school district.
10. Flammable substances may not be used within school buildings unless they meet State Fire Marshall regulations.
11. Areas used must be left in an orderly condition. If extra effort is required for clean-up following the use of facilities, an additional charge for personnel costs shall be added to the facility use fee. If no fee was charged, groups are still responsible for personnel charges.

E. Costs Schedule for School District Facilities

Rental fees are based on a two hour minimum with charges assessed proportionately thereafter. Groups will be charged an additional amount for building supervision, custodial services, and ~~AV technical~~ **technology** services when needed exclusively for that event. Any facility not listed is subject to a rental fee as approved by school district administration. Rental fees for school district facilities are based on the following schedule:

CLASSROOMS

Typical Classrooms	\$27 per hour
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CONFERENCE ROOMS

District Center Conference Rooms	\$36 per hour
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GYMNASIUMS

Secondary and Oneka Large Gym	\$90 per hour
Secondary and Oneka 1/2 Large Gym	\$54 per hour
Secondary Small Gym (wrestling, gymnastics)	\$36 per hour
Elementary Large Gym (Otter, Vadnais, and Birch)	\$54 per hour
Elementary 1/2 Large Gym (Otter, Vadnais, and Birch)	\$36 per hour
Elementary Gym (other) (excluding Otter, Vadnais, and Birch)	\$36 per hour

HIPPODROME ICE ARENA RINKS

Hippodrome (ice time — per hour only)	
WBL Area Hockey Association & Skating Association District non profit groups	
\$65 75 per hour	
Other Groups (for profit and out of District)	\$95 100 per hour

STADIUMS

Price Field (Central)	\$180 per hour
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THEATERS

Central Auditorium (no stage lights)	\$90 per hour
Senior High Theater	\$90 per hour
Stage Lights and/or Sound System_	\$36 per hour
(must use school district technician)	

~~AV EQUIPMENT~~ **TECHNOLOGY**

\$36 per day

CAFETERIA (No kitchen)

North, South, Sunrise, Central, Otter	\$54 per hour
All other schools	\$36 per hour

KITCHEN *see Section F: Nutrition Services Information

F. Nutrition Services Information

Any use of an I.S.D. #624 kitchen facility must be arranged through the School Nutrition Services Office, 651-407-7524. Any rental of an I.S.D. #624 kitchen facility must include a Nutrition Services Employee on site for the duration of the event or a minimum of two hours whichever is greater. The Nutrition Services Employee will supervise the operation of equipment and use of kitchen facilities.