

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

August 10, 2009

MISSION STATEMENT

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

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

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

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

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

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

To: Members of the School Board

From: Dr. Michael J. Lovett
Superintendent of Schools

Date: August 5, 2009

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

AGENDA

A. PROCEDURAL ITEMS

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Seating of Student Representative – page 1
5. Approve Agenda
6. Consent Agenda – page 2
 - a) Approval of Minutes – pages 3 - 7
 - b) Payment of Invoices – pages 8 - 37
 - c) Correspondence
 - d) Acceptance of Gifts – pages 38 - 39
 - e) Approve Field Trips – page 40
 - f) Terminations – Retirements – Resignation – pages 41 - 42
 - g) Leaves of Absence – pages 42 - 43
 - h) New Personnel – pages 43 - 46

B. PUBLIC FORUM

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

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

7. Citizens may be asked to address the school board on a particular subject during the discussion of that item.
8. The Chair will attempt to reasonably honor requests to speak, but shall also exercise discretion to recognize time restraints and may limit the number of such presentations accordingly.

C. INFORMATION ITEMS

1. Superintendent's Report – page 47

D. DISCUSSION ITEMS

1. First Reading of Policy 705, Investments – pages 48 - 54
2. First Reading of Policy 412, Expense Reimbursement – pages 55 - 57
3. First Reading of Policy 410, Medical and Family Leaves – pages 58 - 66
4. Legislative Changes to Truth in Taxation Process – pages 67 - 69

E. OPERATIONAL ITEMS

1. Action on Acceptance of 3M Grant – page 70
2. Action on Approval of the Contract for the Location of AWARE Program and the Transition Plus Program – pages 71 - 72
3. Action on Membership with AMSD – page 73
4. Action on Compliance Officers – page 74
5. Action on Restructuring of Special Education Leadership Model – page 75

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: Induction of Student Representative
MEETING DATE: August 10, 2009
SUGGESTED DISPOSITION: Procedural Item
CONTACT PERSON(S): Dr. Michael J. Lovett, Superintendent of Schools

BACKGROUND:

Colleen Wood, 12th grade student at South Campus will serve as the Student Representative for the 2009-2010 school year. She is very involved in Mock Trial, Debate, Speech, National Honor Society, Ambassadors, and volunteers her time around the School District (150 hours this past year)

Derek Stewart, 12th grade student at South Campus will serve as the Alternate Student Representative for the 2009-10 school year. He is involved in Student Council, Mock Trial, Debate, currently working on his Eagle Scout project, and works at Cub Foods.

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **August 10, 2009**
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) Terminations – Retirements – Resignations
- g) Leaves of Absence
- h) New Personnel

RECOMMENDATION:

Approve the items listed on the Consent Agenda.

AGENDA ITEM: School Board Minutes
MEETING DATE: August 10, 2009
SUGGESTED DISPOSITION: Consent Agenda
CONTACT PERSON(S): Cathy Storey, School Board Clerk

Background:

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

Recommendation: Approve the minutes.

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

A meeting of the White Bear Lake Area School Board was held on Monday, July 13, 2009 at 7:00 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN

A. PROCEDURAL ITEMS

1. Chair Larson called the meeting to order at 7:02 p.m.
2. Roll Call- Present: Swanson, Hiniker, Kimball, Larson, Newberg, Parsons, Storey
Ex-Officio: Lovett
Cabinet: Present – Daniels, Pope, Thelen, Willcoxon
3. Pledge of Allegiance
4. Motion by Hiniker and seconded by Newberg to approve the agenda as presented. *Voice vote: all ayes. Motion carried.*
5. Motion by Parsons and seconded by Storey to approve the consent agenda consisting of:
 - Approval of minutes of regular meeting of June 8;
 - Payment of invoices based on a random sample, all of which met the standards and guidelines as set by the Board;
 - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - Approve field trips;
 - Passage of resolution to approve personnel issues to include:
 - Resignations/Terminations – Classified Staff:
 - Taras Dykstra, Sign Language Instructor, effective date: 6/12/09
 - William Ison, Transportation Specialist, effective date: 6/30/09
 - Zachary Miller, Bus Driver, effective date: 6/12/09
 - James Rummel, Bus Driver, effective date 6/12/09
 - Bernadette Zeller, Computer Assistant, effective date: 6/16/09
 - Effective Resignations – Classified Staff (Due to Medical Leave Extensions beyond one year – unable to return)
 - Jan Black, Pupil Support Assistant, Medical Leave, effective date: 6/30/09
 - Charlotte Downing, Student Supervisor, Medical Leave, effective date: 6/30/09
 - Josiah Ferguson, Custodian, Medical Leave, effective date: 6/30/09
 - Stephanie Krinke, Pupil Support Assistant, Medical Leave, effective date: 6/30/09
 - Thomas Ludden, Truck/Delivery Driver, Medical Leave, effective date: 6/30/09
 - Charles Mick, Assistant Head Custodian, Medical Leave, effective date: 6/30/09
 - Louis Steinier, Bus Aide, Medical Leave, effective date: 6/30/09

- Retirement – Classified Staff
 - Rebecca Rabine, Media Clerk, Sunrise Park Middle School, effective date: 6/16/09
- Resignations – Certified Staff
 - Elizabeth Hennen, Mathematics Teacher, effective date: 6/12/09
 - Kathleen Price, Kindergarten Teacher, effective date: 6/12/09
 - Meredith Seaberg, Elementary Teacher, effective date: 6/12/09
 - Leah Usselman, .30 DAPE Teacher, effective date: 6/12/09
- Terminations – Certified Staff (Due to Medical Leave extension beyond two years)
 - Victoria Bougie, Special Education Teacher, effective date: 6/30/09
 - Dana Forest, Grade 6, effective date: 6/30/09
 - Julie Jacot, ECFE Teacher, effective date: 6/30/09
 - Diane Teigen, Elementary/Special Education Teacher, effective date: 6/30/09
- Retirements – Certified Staff
 - Judy Bakken, Media Specialist, effective date: 6/12/09
 - Jeanne Garman, Elementary Teacher, effective date: 6/12/09
 - Dorene Peterson, Grade 6, effective date: 6/12/09
- Part-Time Leave Request – Certified Staff
 - Kristin Fray, Communications Teacher, .40 leave (.60 position), effective 2009-10 school year
- Changes in Continuing Contract – Certified Staff for the 2009-10 school year
 - Leann Burris, Social Studies Teacher, from .70 f.t.e. to 1.00 f.t.e.
 - Sara Cohen, Vocal Music Teacher, Secondary, from a .70 f.t.e. to .80 f.t.e.
 - Ann Harris, Speech Clinician, Elementary, from .80 f.t.e. to 1.00 f.t.e.
 - Odelis Gracia Anderson, Music Teacher, Elementary, from .80 f.t.e. to 1.00 f.t.e.
 - Danica Kochis-Belleque, Science Teacher, Secondary, from .73 f.t.e. to 1.00 f.t.e.
- New Personnel – Classified Staff
 - Melinda Daugherty, Pupil Support Assistant, effective date: 9/8/09
 - Linda Murphy, Nurse Para, effective date: 9/8/09
- New Personnel – Certified Staff
 - Leigh Anderson, .6 Learning Skills Teacher, effective date: 2009-10 school year
 - John Barnes, Grade 3, effective 2009-10 school year
 - Kelly Coorough, Grade 2, effective 2009-10 school year
 - Amy Corner, Grade 1, effective 2009-10 school year
 - Deborah Garner, Grade 1, effective 2009-10 school year
 - Kimberly Jeske-Walfoort, Kindergarten, effective 2009-10 school year
 - Alyssa Larson, Grade 3, effective 2009-10 school year
 - Tyler McCormick, .6 Sign Language Teacher, effective 2009-10 school year
 - Leslie McGourty, Science Teacher, effective 2009-10 school year
 - Stacey Millikan, .5 Language Arts Teacher, effective 2009-10 school year
 - Hannah Paddock, Kindergarten, effective 2009-10 school year
 - Jody Randall, .7 Title Teacher, effective 2009-10 school year
 - Sarah Swoboda, Spanish Teacher, effective 2009-10 school year
 - Carrie Sunder, Special Education Teacher, effective 2009-10 school year
 - Pauline Trettel, .8 Language Arts Teacher, effective 2009-10 school year
 - Timothy Whalen, Social Studies Teacher, effective 2009-10 school year
- New Personnel – Administration
 - Donald Bosch, Principal, North Campus, effective 7/1/09

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

C. INFORMATION ITEMS

1. Superintendent's Report

- 2008-2009 School Board Recognition Ceremony booklets were provided to Board members this evening.
- During June, our District celebrated a total of 534 graduates in the class of 2009 from the Area Learning Center and White Bear Lake Area High School. Beauty and the Beast performed a successful run by the White Bear Area High School Theater Department. Community members received a postcard sharing success stories this past school year and highlighting exciting plans for 2009-2010 and District and Board members have been available at Marketfest to meet and greet all who stop by our booth.
- Our District Web site continues to be an excellent source of information for parents and community members. All are encouraged to check it out for the latest news and information and to sign up for our monthly Community e-Newsletter, which highlights important District news.
- Registrations are currently being accepted for PreK-12. Find information on the District Web site.
- In early July, we learned that our District was one of three in Minnesota to receive an Honorable Mention Annual Report Publication Award from National School Public Relations Association for our 2007-08 Annual Report to the Community, distributed to all White Bear Lake Area community members last fall.

D. DISCUSSION ITEMS - None

E. OPERATIONAL ITEMS

1. Kimball motioned and Hiniker seconded to approve the Annual Report on Curriculum, Instruction and Student Achievement. *Voice vote, all ayes. Motion carried.*
2. Parsons motioned and Newberg seconded to approve the resolution approving Northeast Metro Intermediate School District #916's Health & Safety program budget and authorizing the inclusion of a proportionate share of those projects in the District's application for Health & Safety Revenue. *Roll call vote: all ayes – Swanson, Hiniker, Kimball, Larson, Newberg, Parsons, Storey. Motion carried.*
3. Storey motioned and Swanson seconded to approve the Food Service milk bid for 2009-10. *Roll call vote: all ayes – Swanson, Hiniker, Kimball, Larson, Newberg, Parsons, Storey. Motion carried.*
4. Hiniker motioned and Newberg seconded to approve the lease agreement with Intermediate School District #916. *Roll call vote: all ayes – Swanson, Hiniker, Kimball, Larson, Newberg, Parsons, Storey. Motion carried.*
5. Swanson motioned and Storey seconded to approve the action on Contract between White Bear Lake Area School District #624 and Mounds View School District #621 for Northwest Youth & Family Services (NYFS). *Roll call vote: all ayes – Swanson, Hiniker, Kimball, Larson, Newberg, Parsons, Storey. Motion carried.*

F. BOARD FORUM – Parsons advised of a change in the MSBA delegate nomination process. Each Board may nominate up to three persons. The vote will occur in September. If you are interested in being nominated, please contact Jody Reber. Kimball provided an update on Mr. Ted Eibs, North Campus teacher, who is recovering from serious health issues.

G. ADJOURNMENT - Parsons moved, Larson seconded to adjourn the meeting at 7:22 p.m.

Submitted by: Cathy Storey

AGENDA ITEM: Monthly Check Registers

MEETING DATE: August 10, 2009

SUGGESTED DISPOSITION: Consent Agenda

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

Background:

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

Recommendation:

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

White Bear Lake Area Schools

Electronic Transfers - July

	7/15/2009	7/29/2009	7/31/2009
Direct Deposit 245021-245517	411,318.01		
U.S. Treasury (FICA, Medicare, withholding)	138,768.50		
MN State Income Tax	22,163.33		
WI State Income Tax	972.05		
PERA	39,456.46		
TRA	25,623.88		
ING	3,781.98		
Bond Payments - US Bank		962,361.26	
Bond Payments - Bremer Bank		2,281,424.17	
Direct Deposit 245518-246031			397,504.27
U.S. Treasury (FICA, Medicare, withholding)			130,063.55
MN State Income Tax			20,705.61
WI State Income Tax			881.02
PERA			39,069.94
TRA			23,929.34
ING			1,890.99

Check Nbr	Vendor Name	Check Date	Check Amount
352987	PHI DELTA KAPPA INTL	07/31/2009	85.00
1	Computer	Check(s) For a Total of	85.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	85.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	85.00
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		85.00

Check Nbr	Vendor Name	Check Date	Check Amount
352975	AIG	07/24/2009	256.25
352976	AMERICAN FUNDS	07/24/2009	8,591.06
352977	AMERIPRISE	07/24/2009	2,504.14
352978	AXA EQUITABLE	07/24/2009	1,879.51
352979	ECMC	07/24/2009	60.80
352980	EDUCATION MN ESI BILLING TRUST	07/24/2009	4,174.97
352981	IUOE #70	07/24/2009	1,221.54
352982	METROPOLITAN LIFE	07/24/2009	876.66
352983	MN CHILD SUPPORT	07/24/2009	1,358.79
352984	SCHOOL SERVICE EMPLOYEES	07/24/2009	667.39
352985	STEWART, ZLIMEN & JUNGERS LTD	07/24/2009	145.85
352986	VANGUARD SMALL BUSINESS SERVIC	07/24/2009	3,166.67
12	Computer	Check(s) For a Total of	24,903.63

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	12	Computer	Checks For a Total of	24,903.63
Total For	12	Manual, Wire Tran, ACH & Computer	Checks	24,903.63
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		24,903.63

Check Nbr	Vendor Name	Check Date	Check Amount
352686	AARP DRIVER SAFETY PROGRAM	07/23/2009	414.00
352687	AARP DRIVER SAFETY PROGRAM	07/23/2009	332.00
352688	ABRAKADOODLE	07/23/2009	3,472.00
352689	ACOUSTICAL SURFACES INC.	07/23/2009	46.95
352690	ACP DIRECT	07/23/2009	116.33
352691	ACTIVE.COM	07/23/2009	169.00
352692	ADAMS LINDA	07/23/2009	56.36
352693	ADVANCED DISTRIBUTING INC	07/23/2009	180.00
352694	ADVANTAGE COATING INC	07/23/2009	41,965.00
352695	ALPHA VIDEO & AUDIO INC	07/23/2009	345.00
352696	ALUMINUM ATHLETIC EQUIPMENT	07/23/2009	48.00
352697	AMAZON	07/23/2009	923.58
352698	AMERICAN RED CROSS	07/23/2009	169.67
352699	AMERIPRIDE SERVICES	07/23/2009	187.89
352700	ANOKA COUNTY TREASURY DEPARTME	07/23/2009	460.00
352701	APPLE COMPUTER INC	07/23/2009	1,543.65
352702	APPLIED ENVIRONMENTAL SCI INC	07/23/2009	7,006.84
352703	ARCHDIOCESE OF ST PAUL & MPLS	07/23/2009	100.00
352704	ASSOC FOR SUPERVISION & CURRIC	07/23/2009	51.90
352705	ASSOC FOR SUPERVISION & CURRIC	07/23/2009	79.00
352706	ASTLEFORD INTERNATIONAL TRUCKS	07/23/2009	6.97
352707	AUDUBON CENTER OF THE NORTH WO	07/23/2009	1,576.00
352708	BARNES & NOBLE	07/23/2009	707.26
352709	BEACON ATHLETICS	07/23/2009	84.75
352710	BERWALD ROOFING CO INC	07/23/2009	31,203.00
352711	BEST ACCESS SYSTEMS	07/23/2009	5,528.98
352712	BLICK ART MATERIALS	07/23/2009	707.54
352713	BOND TRUST SERV CORPORATION	07/23/2009	450.00
352714	BRAKE & EQUIPMENT WAREHOUSE, I	07/23/2009	206.36
352715	BRAUN INTERTEC CORPORATION	07/23/2009	1,577.50
352716	BREWER ROBERT G	07/23/2009	1,280.97
352717	BSN/PASSON'S/GSC SPORTS	07/23/2009	84.99
352718	THE BUG COMPANY	07/23/2009	16.00
352719	CAMBIUM LEARNING INC	07/23/2009	3,501.67
352720	CAMP FIRE USA MN COUNCIL	07/23/2009	1,050.00
352721	CARNEGIE LEARNING INC	07/23/2009	961.45
352722	CARTRIDGE CARE	07/23/2009	85.00
352723	CCP INDUSTRIES INC	07/23/2009	387.99
352724	CDW GOVERNMENT INC	07/23/2009	1,829.83
352725	CHILDCRAFT	07/23/2009	19.35
352726	CIRCUS JUVENTAS	07/23/2009	312.50
352727	Vendor Continued Check	07/23/2009	0.00
352728	CITI-CARGO & STORAGE CO INC	07/23/2009	1,240.00
352729	COCA-COLA BOTTLING MIDWEST CO	07/23/2009	292.57
352730	COMCAST	07/23/2009	5.27
352731	CONTINENTAL RESEARCH CORP	07/23/2009	910.79
352732	COPY IMAGES INC	07/23/2009	13,829.21
352733	Vendor Continued Check	07/23/2009	0.00
352734	COPY IMAGES INC	07/23/2009	247.43
352735	CRESS, ROMAN	07/23/2009	400.00

Check Nbr	Vendor Name	Check Date	Check Amount
352736	CURRICULUM ASSOCIATES	07/23/2009	726.00
352737	Vendor Continued Check	07/23/2009	0.00
352738	Vendor Continued Check	07/23/2009	0.00
352739	Vendor Continued Check	07/23/2009	0.00
352740	DALCO CORPORATION	07/23/2009	10,300.20
352741	DANIELS KATHLEEN	07/23/2009	46.99
352742	DARTS VMS INC	07/23/2009	729.48
352743	DELTA DENTAL PLAN OF MN	07/23/2009	61,352.00
352744	DIAMOND VOGEL PAINTS	07/23/2009	723.41
352745	DISCOUNT SCHOOL SUPPLY	07/23/2009	128.18
352746	DOMINOS PIZZA	07/23/2009	45.47
352747	DOOR SERVICE COMPANY	07/23/2009	8,907.00
352748	EAST METRO INTEGRATION DIST 60	07/23/2009	100,120.80
352749	EBSCO SUBSCRIPTION SERVICES	07/23/2009	226.74
352750	EDUCATIONAL RESOURCES INC	07/23/2009	2,965.00
352751	EDUTEK MIDWEST	07/23/2009	2,930.00
352752	EINCK, DONNA MARIE	07/23/2009	85.00
352753	ELECTRIC MOTOR REPAIR	07/23/2009	561.15
352754	ESSON, ANN	07/23/2009	195.50
352755	EVERBIND	07/23/2009	2,084.40
352756	EXPLORE LEARNING	07/23/2009	2,291.60
352757	FACILITY OFFICE FURNITURE INC	07/23/2009	4,242.35
352758	FASTENAL COMPANY	07/23/2009	341.82
352759	FEDEX	07/23/2009	33.63
352760	FESTIVAL FOODS-KNOWLAN'S	07/23/2009	305.75
352761	FINLEY BROS INC	07/23/2009	24,790.00
352762	FRA-DOR INC	07/23/2009	191.25
352763	FRASER	07/23/2009	345.00
352764	FRATTALONES HARDWARE STORES	07/23/2009	678.06
352765	FRAZER CHILD & FAMILY CENTER	07/23/2009	7,245.00
352766	G&K SERVICES INC	07/23/2009	446.34
352767	G&K SERVICES INC	07/23/2009	437.14
352768	G&K SERVICES INC	07/23/2009	137.79
352769	GALLAGHERS NORTHWESTERN TIRE C	07/23/2009	2,602.20
352770	GARDEN & ASSOCIATES INC	07/23/2009	148.75
352771	GE MONEY BANK	07/23/2009	34.65
352772	GENERATIONS TILE LLC	07/23/2009	8,000.00
352773	GILLUND ENTERPRISES	07/23/2009	320.16
352774	GOLDCOM INC	07/23/2009	50.67
352775	GOPHER BEARING CO	07/23/2009	39.78
352776	GOPHER	07/23/2009	2,573.46
352777	GRAFFIC TRAFFIC LLC	07/23/2009	416.50
352778	Vendor Continued Check	07/23/2009	0.00
352779	Vendor Continued Check	07/23/2009	0.00
352780	Vendor Continued Check	07/23/2009	0.00
352781	GRAINGER	07/23/2009	1,927.87
352782	GRANDMA'S BAKERY INC	07/23/2009	36.96
352783	GRAY, DONALD E	07/23/2009	402.57
352784	GREENE, KATHY	07/23/2009	28.00
352785	GREY HOUSE PUBLISHING	07/23/2009	308.00

Check Nbr	Vendor Name	Check Date	Check Amount
352786	GRITZMACHER SHAWN	07/23/2009	410.90
352787	H & B SPECIALIZED PRODUCTS	07/23/2009	650.00
352788	Vendor Continued Check	07/23/2009	0.00
352789	HALLBERG ENGINEERING	07/23/2009	4,750.62
352790	HAMLIN, JENNIFER	07/23/2009	35.00
352791	Vendor Continued Check	07/23/2009	0.00
352792	HAMLIN UNIVERSITY	07/23/2009	4,200.00
352793	HAMMEKEN, GRACIELA E	07/23/2009	266.37
352794	HANDWRITING WITHOUT TEARS	07/23/2009	889.63
352795	HEALTHPARTNERS	07/23/2009	1,233,135.73
352796	HISDAHL INC	07/23/2009	1,537.50
352797	HODD ROY	07/23/2009	37.50
352798	Vendor Continued Check	07/23/2009	0.00
352799	HOGLUND BUS AND TRUCK CO	07/23/2009	3,270.43
352800	HOGLUND BUS & TRUCK CO	07/23/2009	14,097.88
352801	Vendor Continued Check	07/23/2009	0.00
352802	HOUGHTON MIFFLIN HARCOURT	07/23/2009	18,551.94
352803	HSBC BUSINESS SOLUTIONS	07/23/2009	375.78
352804	HUGO MILL OUTDOOR POWER	07/23/2009	270.43
352805	HUMAN SERVICES INC	07/23/2009	11,636.66
352806	I-STATE TRUCK CENTER	07/23/2009	286.13
352807	INNOVATIVE OFFICE SOLUTIONS	07/23/2009	2,989.45
352808	ISD #11 ANOKA HENNEPIN	07/23/2009	35.00
352809	ISD #625 ST PAUL PUBLIC SCHOOL	07/23/2009	350.00
352810	ISD #834 STILLWATER AREA SCHOO	07/23/2009	2,373.36
352811	JAHNKE, JANE	07/23/2009	75.31
352812	JC ENVIRONMENTAL & DEMOLITION	07/23/2009	10,990.00
352813	JDL HORIZONS LLC	07/23/2009	643.00
352814	JOHNSON DAVID	07/23/2009	1,277.83
352815	JOHNSON, DAVIN	07/23/2009	152.35
352816	KATH COMPANIES	07/23/2009	511.00
352817	KENNEDY & GRAVEN SCHOOL LAW SE	07/23/2009	75.00
352818	KHALIF, ISMID	07/23/2009	300.00
352819	KIMBALL MIDWEST	07/23/2009	1,039.99
352820	KINGSTON, SHEILA	07/23/2009	50.00
352821	KOECKERITZ JEANNE	07/23/2009	82.86
352822	KOEPPEN, SALLI	07/23/2009	60.00
352823	KOTA PAINTING LLC	07/23/2009	3,350.00
352824	KOWALSKI'S MARKET	07/23/2009	101.26
352825	KRAUS ANDERSON CONSTRUCTION CO	07/23/2009	12,328.00
352826	L'ALLIER CONCRETE INC	07/23/2009	25,650.00
352827	LAGERQUIST ELEVATOR INC	07/23/2009	2,067.00
352828	LAKESHORE LEARNING MATERIALS	07/23/2009	1,421.37
352829	LANGER'S TREE SERVICE	07/23/2009	350.00
352830	LANGUAGE LINE SERVICES	07/23/2009	51.78
352831	LAW, DAVID W	07/23/2009	109.79
352832	L T G POWER EQUIPMENT	07/23/2009	29.90
352833	MACK, JEANNE MARGARET CURRAN	07/23/2009	78.10
352834	MACPHAIL CENTER FOR MUSIC	07/23/2009	450.00
352835	MADISON NATIONAL LIFE INS CO I	07/23/2009	52,698.41

Check Nbr	Vendor Name	Check Date	Check Amount
352836	MALWITZ ANN	07/23/2009	549.44
352837	MANNI SCOTT	07/23/2009	446.52
352838	MAPLEWOOD BOWL	07/23/2009	364.00
352839	MARTIN-MCALLISTER	07/23/2009	950.00
352840	MASA	07/23/2009	159.00
352841	MAYER, ANTHONY G	07/23/2009	40.00
352842	MCCOLLOUGH MICK	07/23/2009	20.90
352843	MCMAHON MARGARET	07/23/2009	79.93
352844	METROPOLITAN SPORTS FACILITIES	07/23/2009	50.00
352845	MIDAMERICA BOOKS	07/23/2009	25.90
352846	MIDWEST BUS PARTS INC	07/23/2009	1,027.53
352847	MINVALCO INC	07/23/2009	1,342.87
352848	MN ASSOC OF SECONDARY SCHOOL P	07/23/2009	3,363.00
352849	MN ASSOC OF IB WORLD SCHOOLS	07/23/2009	900.00
352850	MN MAILING SOLUTIONS	07/23/2009	209.00
352851	MN SCHOOL BOARDS ASSN (MSBA)	07/23/2009	11,183.00
352852	MN TWINS	07/23/2009	2,077.00
352853	MN ZOO	07/23/2009	1,072.75
352854	MONTESSORI SERVICES	07/23/2009	350.00
352855	MOORE CYNTHIA	07/23/2009	179.96
352856	MP NEXLEVEL LLC	07/23/2009	195.00
352857	MUSIC CONNECTION INC	07/23/2009	5,758.67
352858	NARDINI FIRE EQUIPMENT CO INC	07/23/2009	223.10
352859	NASCO	07/23/2009	14.43
352860	NATL ASSOC OF SECONDARY SCHOOL	07/23/2009	199.00
352861	NELSON AUTO CENTER	07/23/2009	24,440.86
352862	NEWMAN, PAUL	07/23/2009	21.00
352863	NITTI ROLLOFF SERVICES INC	07/23/2009	760.00
352864	NORTH CAMPUS STUDENT ACTIVITY	07/23/2009	6,549.29
352865	NORTH CENTRAL BUS SALES	07/23/2009	312,522.38
352866	Vendor Continued Check	07/23/2009	0.00
352867	Vendor Continued Check	07/23/2009	0.00
352868	NORTH CENTRAL TRUCK EQUIPMENT	07/23/2009	1,762.00
352869	NORTHEAST METRO INTERMEDIATE D	07/23/2009	84,282.41
352870	NORTHERN VOICES	07/23/2009	3,776.40
352871	NORTHERN AIR CORP	07/23/2009	149.50
352872	NORTHWEST YOUTH & FAMILY SERV	07/23/2009	62,721.72
352873	ORANGE TREE EMPLOYMENT SCREENI	07/23/2009	286.90
352874	ORIENTAL TRADING CO INC	07/23/2009	141.68
352875	ORKIN INC	07/23/2009	375.00
352876	ORPHEUM THEATRE	07/23/2009	800.00
352877	OXYGEN SERVICE CO INC	07/23/2009	17.10
352878	PAMS LUNCHROOM LLC	07/23/2009	1,018.97
352879	PAN-O-GOLD	07/23/2009	2,122.51
352880	PARKER, JEFF	07/23/2009	175.00
352881	PARTS ASSOC INC	07/23/2009	44.02
352882	PEARSON MECHANICAL SERVICES IN	07/23/2009	161,669.32
352883	PERRON, RACHAEL	07/23/2009	90.00
352884	PETTY CASH	07/23/2009	265.02
352885	PETTY CASH	07/23/2009	159.65

Check Nbr	Vendor Name	Check Date	Check Amount
352886	PETTY CASH	07/23/2009	300.00
352887	PITNEY BOWES PURCHASE POWER	07/23/2009	1,518.99
352888	PITNEY BOWES PURCHASE POWER	07/23/2009	112.99
352889	PITNEY BOWES INC	07/23/2009	17.95
352890	PLASTER MARK A	07/23/2009	150.70
352891	PRAXAIR DISTRIBUTION INC	07/23/2009	83.06
352892	PRESS PUBLICATIONS	07/23/2009	411.98
352893	PRO ED	07/23/2009	104.50
352894	PROFESSIONAL BINDING PROD INC	07/23/2009	47.50
352895	QUALITY TREE MOVING LLC	07/23/2009	350.00
352896	QUALITY RESOURCE GROUP INC	07/23/2009	684.28
352897	RAGHEAD SPORTSWEAR INC	07/23/2009	318.23
352898	RAMSEY COUNTY COMM HUMAN SVCS	07/23/2009	36,257.00
352899	REASON	07/23/2009	55.00
352900	RJF INTERNATIONAL CORP	07/23/2009	4,066.68
352901	ROBERTS BUSINESS FORMS	07/23/2009	207.75
352902	RODELL, BRENDA	07/23/2009	92.10
352903	ROGER VADNAIS PLUMBING	07/23/2009	150.00
352904	ROOF SPEC INC	07/23/2009	4,175.00
352905	S & T OFFICE PRODUCTS INC	07/23/2009	17.10
352906	SAINTS NORTH MAPLEWOOD	07/23/2009	847.00
352907	SAM'S CLUB	07/23/2009	1,809.39
352908	SAMACO SUPPLY	07/23/2009	5,330.00
352909	SAX ARTS & CRAFTS	07/23/2009	2.71
352910	SCHERTZ CLETUS	07/23/2009	115.50
352911	SCHINDLER ELEVATOR CORP	07/23/2009	2,219.00
352912	SCHMITT MUSIC COMPANY	07/23/2009	302.43
352913	SCHOELLER, JOSEPH SCOTT	07/23/2009	255.00
352914	SCHOLASTIC INC	07/23/2009	2,232.20
352915	SCHOLASTIC MAGAZINES	07/23/2009	117.98
352916	SCIENCE KIT & BOREAL LABORATOR	07/23/2009	261.56
352917	SCIENCE MUSEUM OF MINNESOTA	07/23/2009	358.00
352918	SEARS COMMERCIAL ONE	07/23/2009	421.64
352919	SEEVER GRAY	07/23/2009	130.00
352920	SELECTACCOUNT	07/23/2009	885.00
352921	Vendor Continued Check	07/23/2009	0.00
352922	SENTRY SYSTEMS INC	07/23/2009	30,765.60
352923	SEW EASY DESIGNS	07/23/2009	40.00
352924	SKYWARD INC	07/23/2009	50.00
352925	SNAP ON TOOLS	07/23/2009	386.01
352926	SNELL MICHAEL M	07/23/2009	36.57
352927	SOFTERWARE	07/23/2009	504.00
352928	SOLTYS, WILLIAM T	07/23/2009	1,761.31
352929	SOUNDZABOUND MUSIC LIBRARY	07/23/2009	396.00
352930	SPECIALTY PROMOTIONS	07/23/2009	2,455.00
352931	SPORTIME	07/23/2009	136.30
352932	STAPLES ADVANTAGE	07/23/2009	8,187.48
352933	STATE SUPPLY CO	07/23/2009	1,943.21
352934	SUBURBAN FLOOR COVERING	07/23/2009	1,259.00
352935	SUKO PAT	07/23/2009	1,765.09

Check Nbr	Vendor Name	Check Date	Check Amount
352936	SUPERIOR TRANSIT SALES LLC	07/23/2009	28.82
352937	SYN-TECH SYSTEMS INC	07/23/2009	918.75
352938	TA SCHIFSKY & SONS INC	07/23/2009	44,175.00
352939	TAHER INC	07/23/2009	681.52
352940	TAHO SPORTSWEAR	07/23/2009	590.00
352941	TALLY'S DOCKSIDE	07/23/2009	540.00
352942	TAMARACK NATURE CENTER	07/23/2009	378.00
352943	TAYLOR MUSIC INC	07/23/2009	950.00
352944	TDS METROCOM - MN	07/23/2009	6,868.73
352945	TEACHERS SCHOOL SUPPLY	07/23/2009	68.22
352946	TEACHERS RETIREMENT ASSOC	07/23/2009	31.06
352947	TENNANT, MELISA	07/23/2009	245.21
352948	THELEN JILL ANNE	07/23/2009	180.00
352949	TIERNEY BROTHERS INC	07/23/2009	2,958.63
352950	TOP 20 TRAINING LLC	07/23/2009	2,299.00
352951	TOUSLEY FORD INC	07/23/2009	15.00
352952	TRANE US INC	07/23/2009	14,697.92
352953	TRIO SUPPLY COMPANY	07/23/2009	3,791.00
352954	TURFWERKS INC	07/23/2009	83.39
352955	UCARE MINNESOTA	07/23/2009	260.00
352956	VADNAIS HEIGHTS (CITY OF)	07/23/2009	2,550.46
352957	VALUE TECH SUPPLY	07/23/2009	45.24
352958	WALTERS REBUILDERS	07/23/2009	253.00
352959	WASTE MANAGEMENT BLAINE	07/23/2009	63.30
352960	WATTERS LAURA J	07/23/2009	53.21
352961	WHITE BEAR SHOPPING CTR INC	07/23/2009	3,497.00
352962	WHITE BEAR LAKE CITY	07/23/2009	25.00
352963	WHITE BEAR LAKE ROTARY CLUB	07/23/2009	349.00
352964	WBLA EDUCATIONAL FOUNDATION	07/23/2009	1,500.00
352965	WEST MUSIC COMPANY	07/23/2009	1,583.24
352966	WODICKA, JULIE A	07/23/2009	21.00
352967	WORTHINGTON DIRECT INC	07/23/2009	311.75
352968	XCEL ENERGY	07/23/2009	2,435.96
352969	Vendor Continued Check	07/23/2009	0.00
352970	XCEL ENERGY	07/23/2009	61,669.36
352971	XEROX CORPORATION	07/23/2009	126.00
352972	YANG, YONG YIA	07/23/2009	22.00
352973	YOUTH SERVICES INTERNATIONAL	07/23/2009	1,804.00
352974	ZOKAITES, DAVID	07/23/2009	14.15

289 Computer Check(s) For a Total of 2,755,875.87

Check Nbr	Vendor Name	Check Date	Check Amount
350498	HAMLIN UNIVERSITY	07/23/2009	4,200.00
352389	BREWER ROBERT G	07/23/2009	1,760.97
352528	METRO ECSU	07/23/2009	720.00
352529	METRO ECSU	07/23/2009	39.00
4	Void	Check(s) For a Total of	6,719.97

	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
	289	Computer	Checks For a Total of	2,755,875.87
Total For	289	Manual, Wire Tran, ACH & Computer	Checks	2,755,875.87
Less	4	Voided	Checks For a Total of	6,719.97
		Net Amount		2,749,155.90

Check Nbr	Vendor Name	Check Date	Check Amount
352685	SPECIAL PAY TRUST	07/17/2009	116,894.18
1	Computer	Check(s) For a Total of	116,894.18

Check Nbr	Vendor Name	Check Date	Check Amount
352675	SPECIAL PAY TRUST	07/17/2009	127,489.57
1	Void	Check(s) For a Total of	127,489.57

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	116,894.18
Total For	1	Manual, Wire Tran, ACH & Computer Checks		116,894.18
Less	1	Voided	Checks For a Total of	127,489.57
		Net Amount		-10,595.39

Check Nbr	Vendor Name	Check Date	Check Amount
352679	GOPHER STAGE LIGHTING	07/16/2009	910.61
352680	PITNEY BOWES INC	07/16/2009	205.98
352681	POSTMASTER	07/16/2009	1,000.00
352682	SAM'S CLUB	07/16/2009	1,149.13
352683	SAM'S CLUB	07/16/2009	357.54
352684	WHITE BEAR DODGE	07/16/2009	24,173.27
6	Computer	Check(s) For a Total of	27,796.53

	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
	6	Computer	Checks For a Total of	27,796.53
Total For	6	Manual, Wire Tran, ACH & Computer	Checks	27,796.53
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		27,796.53

Check Nbr	Vendor Name	Check Date	Check Amount
352666	AIG	07/10/2009	256.25
352667	AMERICAN FUNDS	07/10/2009	8,407.73
352668	AMERIPRISE	07/10/2009	2,504.14
352669	AXA EQUITABLE	07/10/2009	1,879.51
352670	EDUCATION MN ESI BILLING TRUST	07/10/2009	4,174.97
352671	IUOE #70	07/10/2009	1,221.54
352672	METROPOLITAN LIFE	07/10/2009	876.66
352673	MN CHILD SUPPORT	07/10/2009	1,480.10
352674	SCHOOL SERVICE EMPLOYEES	07/10/2009	667.39
352675	SPECIAL PAY TRUST	07/10/2009	127,489.57
352676	STEWART, ZLIMEN & JUNGERS LTD	07/10/2009	182.75
352677	TRIARCO	07/10/2009	1,044.60
352678	VANGUARD SMALL BUSINESS SERVIC	07/10/2009	3,166.67
13	Computer	Check(s) For a Total of	153,351.88

Check Nbr	Vendor Name	Check Date	Check Amount
352608	SPECIAL PAY TRUST	07/10/2009	127,489.57
1	Void	Check(s) For a Total of	127,489.57

	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
	13	Computer	Checks For a Total of	153,351.88
Total For	13	Manual, Wire Tran, ACH & Computer	Checks	153,351.88
Less	1	Voided	Checks For a Total of	127,489.57
			Net Amount	25,862.31

Check Nbr	Vendor Name	Check Date	Check Amount
352360	AARP DRIVER SAFETY PROGRAM	07/09/2009	256.00
352361	ABBOTT PAINT & CARPET CO	07/09/2009	2,411.11
352362	ABEL, JEFFREY	07/09/2009	21.00
352363	ACCESS COMMUNICATIONS INC	07/09/2009	478.58
352364	ADEBESI, BUSAYO I	07/09/2009	10.00
352365	ADVANTAGE COATING INC	07/09/2009	3,175.00
352366	AIMSWEB BY NCS PEARSON	07/09/2009	111.00
352367	AL-AMAL SCHOOL	07/09/2009	393.89
352368	ALTRINGER, KARRIE	07/09/2009	21.00
352369	AMERICAN MESSAGING	07/09/2009	181.90
352370	Vendor Continued Check	07/09/2009	0.00
352371	AMERIPRIDE SERVICES	07/09/2009	455.00
352372	AMI IMAGING SYSTEMS INC	07/09/2009	2,763.00
352373	ANDERSON-JOHNSON ASSOC INC	07/09/2009	7,860.00
352374	ANDERSON MARGARET M	07/09/2009	190.85
352375	ANDREWS ROYS	07/09/2009	222.12
352376	Vendor Continued Check	07/09/2009	0.00
352377	APPLIED ENVIRONMENTAL SCI INC	07/09/2009	14,149.49
352378	AT & T MOBILITY	07/09/2009	1,417.00
352379	AUTO GLASS EXPRESS	07/09/2009	70.00
352380	AVID CENTER - SI PAYMENT	07/09/2009	2,980.00
352381	Vendor Continued Check	07/09/2009	0.00
352382	BARTHOLD	07/09/2009	547.20
352383	BAUDVILLE	07/09/2009	38.45
352384	BENSON III, EARL R	07/09/2009	27.50
352385	BIX PRODUCE COMPANY INC	07/09/2009	3,977.99
352386	BOND TRUST SERV CORPORATION	07/09/2009	450.00
352387	BOWERMASTER TRACI	07/09/2009	80.00
352388	BREON, JENNIFER	07/09/2009	28.00
352389	BREWER ROBERT G	07/09/2009	1,760.97
352390	BRISCH, BETH	07/09/2009	20.00
352391	BROZ, CLAUDIA	07/09/2009	57.35
352392	THE BUG COMPANY	07/09/2009	16.00
352393	BURNS, THERESA	07/09/2009	120.00
352394	CALVIN CHRISTIAN SCHOOL	07/09/2009	175.00
352395	CARDINAL, SHILO K	07/09/2009	36.57
352396	CDW GOVERNMENT INC	07/09/2009	532.27
352397	CENTRAL LUTHERAN SCHOOL	07/09/2009	350.00
352398	CHRIST LUTHERAN SCHOOL	07/09/2009	1,788.28
352399	CLASSROOM PRODUCTS WAREHOUSE	07/09/2009	329.38
352400	COLLEGE GUIDANCE CONSULTANTS	07/09/2009	427.50
352401	COMMISSION ON DIETETIC REG	07/09/2009	50.00
352402	COMPVIEW	07/09/2009	13,694.34
352403	COMSTOCK & SONS INC	07/09/2009	1,710.00
352404	CONCORDIA ACADEMY	07/09/2009	7,531.97
352405	CONSTRUCTION MANAGEMENT BUILDI	07/09/2009	21,610.00
352406	CONTINENTAL CLAY CO	07/09/2009	150.00
352407	CONVENT OF THE VISITATION	07/09/2009	350.00
352408	COPY IMAGES INC	07/09/2009	3,027.50
352409	COPY IMAGES INC	07/09/2009	551.81

Check Nbr	Vendor Name	Check Date	Check Amount
352410	COX, SHANNON D	07/09/2009	21.00
352411	CRESS, ROMAN	07/09/2009	500.00
352412	CRETIN-DERHAM HALL	07/09/2009	3,339.31
352413	CTB INC	07/09/2009	2,879.00
352414	CUB FOODS OF WHITE BEAR TWSHP	07/09/2009	702.24
352415	CUB FOODS OF WOODBURY	07/09/2009	581.38
352416	CUSTOMGUIDE, INC	07/09/2009	371.25
352417	Vendor Continued Check	07/09/2009	0.00
352418	DALCO CORPORATION	07/09/2009	11,863.62
352419	DELASALLE HIGH SCHOOL	07/09/2009	350.00
352420	DELTA EDUCATION	07/09/2009	856.80
352421	DELTA DENTAL PLAN OF MN	07/09/2009	62,947.35
352422	DELUXE BUSINESS FORMS	07/09/2009	129.36
352423	DESTINY CONSULTING, INC.	07/09/2009	75.00
352424	DISCOUNT MAGAZINE SERVICE INC	07/09/2009	736.59
352425	DIVERSIFIED SNACK DISTRIBUTION	07/09/2009	2,270.70
352426	DONAHUE, KATIE	07/09/2009	100.00
352427	DOOR SERVICE COMPANY	07/09/2009	37,814.00
352428	DUTTON, NEAL	07/09/2009	28.00
352429	DYNAMIC LEARNER CONSULTING INC	07/09/2009	1,350.00
352430	E.L. REINHARDT COMPANY INC	07/09/2009	806.25
352431	EARL F ANDERSEN INC	07/09/2009	90.88
352432	Vendor Continued Check	07/09/2009	0.00
352433	EBSCO SUBSCRIPTION SERVICES	07/09/2009	3,475.25
352434	EDUCATIONAL RESEARCH AND DEV	07/09/2009	5,166.72
352435	EGEMO, PATRICIA ANN	07/09/2009	75.00
352436	ELECTRIC MOTOR REPAIR	07/09/2009	733.68
352437	ENCO MANUFACTURING CO	07/09/2009	130.46
352438	ENGINEERING EDUC SERVICE CENTE	07/09/2009	469.84
352439	ENGSTRAN PAUL	07/09/2009	320.45
352440	ENVIRON-CON INC	07/09/2009	213,826.00
352441	ERKENBRACK, GARY	07/09/2009	28.00
352442	ETR ASSOCIATES	07/09/2009	111.94
352443	EVERBIND	07/09/2009	7,881.38
352444	FACILITY OFFICE FURNITURE INC	07/09/2009	3,084.30
352445	FAITH BAPTIST CHRISTIAN SCH	07/09/2009	605.02
352446	FEDEX	07/09/2009	72.32
352447	FERRON ELAINE	07/09/2009	20.01
352448	FESTIVAL FOODS-KNOWLAN'S	07/09/2009	104.22
352449	FIRSTGROUP AMERICA	07/09/2009	4,683.30
352450	FISHER PHILLIP E	07/09/2009	1,273.90
352451	FITCH, KATHLEEN K	07/09/2009	1,041.98
352452	FOLLETT SOFTWARE COMPANY	07/09/2009	11,994.48
352453	FRENCH, ROGER F	07/09/2009	247.00
352454	GA CONSTRUCTION INC	07/09/2009	47,341.35
352455	GALLAGHERS NORTHWESTERN TIRE C	07/09/2009	2,019.31
352456	GECK, TIMOTHY	07/09/2009	21.00
352457	GETHSEMANE LUTHERAN SCHOOL	07/09/2009	350.00
352458	GIBSON, JULIE	07/09/2009	11.00
352459	GOODWAY TECHNOLOGIES CORP	07/09/2009	545.28

Check Nbr	Vendor Name	Check Date	Check Amount
352460	GOPHER ELECTRONICS CO	07/09/2009	14.45
352461	GRAFFIC TRAFFIC LLC	07/09/2009	493.00
352462	Vendor Continued Check	07/09/2009	0.00
352463	GRAINGER	07/09/2009	1,488.03
352464	GREATAMERICA LEASING CORP	07/09/2009	503.42
352465	GROGAN, HARRY	07/09/2009	28.00
352466	GROVES ACADEMY	07/09/2009	350.00
352467	HAGEN, NAOMI	07/09/2009	100.00
352468	HANDY HITCH & WELDING CO INC	07/09/2009	83.00
352469	HEALTHPARTNERS	07/09/2009	1,249,744.49
352470	HEANEY CYNTHIA	07/09/2009	131.88
352471	HIGGINS SHEILA	07/09/2009	98.29
352472	HILL MURRAY HIGH SCHOOL	07/09/2009	12,037.44
352473	HODD ROY	07/09/2009	159.80
352474	Vendor Continued Check	07/09/2009	0.00
352475	Vendor Continued Check	07/09/2009	0.00
352476	Vendor Continued Check	07/09/2009	0.00
352477	Vendor Continued Check	07/09/2009	0.00
352478	Vendor Continued Check	07/09/2009	0.00
352479	Vendor Continued Check	07/09/2009	0.00
352480	HOUGHTON MIFFLIN HARCOURT	07/09/2009	155,143.93
352481	HUGO CITY OF	07/09/2009	2,767.37
352482	HUGO MILL OUTDOOR POWER	07/09/2009	75.00
352483	HUMAN SERVICES INC	07/09/2009	11,636.66
352484	HYDROLOGIC WATER MANGEMENT	07/09/2009	5,021.80
352485	IMMEL COLLEEN	07/09/2009	72.32
352486	INTEGRA TELECOM	07/09/2009	299.43
352487	INTERMEDIATE DISTRICT 287	07/09/2009	250.74
352488	ISD #625 ST PAUL PUBLIC SCHOOL	07/09/2009	149.58
352489	JOHNSON, VIRGINIA C	07/09/2009	751.80
352490	JOOS ELECTRIC CO	07/09/2009	5,700.00
352491	JUST5CLICKS INC	07/09/2009	51,771.03
352492	KAY CAROLYN	07/09/2009	412.20
352493	KEARN BARBARA	07/09/2009	91.28
352494	KEESE JENNIFER R	07/09/2009	74.75
352495	KING OF KINGS LUTHERAN SCHOOL	07/09/2009	1,750.00
352496	KITTS HARRY	07/09/2009	250.50
352497	KLEIST, AMY JO	07/09/2009	45.00
352498	KNAPP, SHEILA M	07/09/2009	59.00
352499	KOLL, SCOTT	07/09/2009	28.00
352500	KONOLD, LORI R	07/09/2009	59.00
352501	KOTILINEK FAY	07/09/2009	101.52
352502	KOWALSKI'S MARKET	07/09/2009	278.99
352503	KRAUS ANDERSON CONSTRUCTION CO	07/09/2009	34,017.44
352504	LANGER'S TREE SERVICE	07/09/2009	4,602.50
352505	LARSON ENGINEERING INC	07/09/2009	4,500.00
352506	LEE, CHRISTI	07/09/2009	8.95
352507	LEIGH ANNETTA K	07/09/2009	1,655.50
352508	LEONARD BRIAN	07/09/2009	435.90
352509	LESANDRINI, TODD	07/09/2009	28.00

Check Nbr	Vendor Name	Check Date	Check Amount
352510	LEW ELECTRIC INC	07/09/2009	49,696.40
352511	LIBERTY CLASSICAL ACADEMY	07/09/2009	2,036.17
352512	LOFFLER COMPANIES INC	07/09/2009	977.67
352513	LONG, TAMARA B	07/09/2009	228.05
352514	LOVETT, MICHAEL J	07/09/2009	619.85
352515	L T G POWER EQUIPMENT	07/09/2009	169.50
352516	MADISON NATIONAL LIFE INS CO I	07/09/2009	53,995.70
352517	MAGNUSON, SARA	07/09/2009	50.00
352518	MALWITZ ANN	07/09/2009	198.61
352519	MANOR ELECTRIC INC	07/09/2009	28,025.00
352520	MAPLEWOOD BOWL	07/09/2009	222.00
352521	MARANATHA CHRISTIAN ACADEMY	07/09/2009	1,050.00
352522	MARCROFT PATRICIA L	07/09/2009	99.55
352523	MARSHALL CAVENDISH CORP	07/09/2009	995.00
352524	MCCOLLOUGH MICK	07/09/2009	20.90
352525	MCGRAW, ANN R	07/09/2009	45.93
352526	MCPAHON MARGARET	07/09/2009	40.00
352527	MEDALLION ELECTRIC	07/09/2009	5,025.00
352528	METRO ECSU	07/09/2009	720.00
352529	METRO ECSU	07/09/2009	39.00
352530	METRO SCHOOL BUS MAINTENANCE A	07/09/2009	180.00
352531	METROPOLITAN SPORTS FACILITIES	07/09/2009	17.00
352532	MIDWEST BUS PARTS INC	07/09/2009	162.40
352533	MINNEHAHA ACADEMY	07/09/2009	1,400.00
352534	MINVALCO INC	07/09/2009	587.55
352535	MLA	07/09/2009	2,000.00
352536	MN ASSOC OF SECONDARY SCHOOL P	07/09/2009	782.00
352537	MN ASSOC FOR CHILDREN'S MENTAL	07/09/2009	333.00
352538	MN ELEMENTARY SCH PRIN ASSOC	07/09/2009	2,524.00
352539	MN ELEVATOR INC	07/09/2009	269.73
352540	MN MOBILE TELEPHONE CO INC	07/09/2009	99.00
352541	MN NCPERS LIFE INSURANCE	07/09/2009	592.00
352542	MN WALDORF SCHOOL	07/09/2009	1,133.01
352543	MOORE CYNTHIA	07/09/2009	240.00
352544	MOORE, PATRICK T	07/09/2009	25.58
352545	MOORHEAD MACHINERY & BOILER CO	07/09/2009	288.13
352546	MOUNDS PARK ACADEMY	07/09/2009	9,619.16
352547	MULLALY BECKY	07/09/2009	59.00
352548	MUSIC CONNECTION INC	07/09/2009	22.00
352549	NATL SCHOOL BOARDS ASSOC	07/09/2009	2,300.00
352550	NESS ELECTRONICS INC	07/09/2009	95.48
352551	NEW LIFE ACADEMY	07/09/2009	819.85
352552	NITTI ROLLOFF SERVICES INC	07/09/2009	580.00
352553	NORTEL NETWORKS INC	07/09/2009	939.00
352554	NORTH CENTRAL TRUCK EQUIPMENT	07/09/2009	359.53
352555	NORTH HEIGHTS CHRISTIAN ACADEM	07/09/2009	5,791.33
352556	NORTHEAST YMCA	07/09/2009	180.00
352557	NORTHEAST METRO INTERMEDIATE D	07/09/2009	115,946.84
352558	O'LEARY PEGGY	07/09/2009	12.25
352559	O'REILLY AUTOMOTIVE INC	07/09/2009	2,543.08

Check Nbr	Vendor Name	Check Date	Check Amount
352560	OFFICE DEPOT	07/09/2009	837.17
352561	OLD DUTCH FOODS INC	07/09/2009	739.56
352562	OLSON DIANA	07/09/2009	7.95
352563	Vendor Continued Check	07/09/2009	0.00
352564	Vendor Continued Check	07/09/2009	0.00
352565	ON SITE SANITATION INC	07/09/2009	1,279.87
352566	ORANGE TREE EMPLOYMENT SCREENI	07/09/2009	194.25
352567	ORIENTAL TRADING CO INC	07/09/2009	284.65
352568	ORKIN INC	07/09/2009	12,178.43
352569	PARKOS CONSTRUCTION COMPANY	07/09/2009	998.45
352570	PEARSON MECHANICAL SERVICES IN	07/09/2009	256,708.88
352571	PETERSON BROS ROOFING & CONST	07/09/2009	81,116.49
352572	PETERSON SCOTT	07/09/2009	694.05
352573	PHETTEPLACE WANDA	07/09/2009	30.25
352574	PITLICK GREG	07/09/2009	359.42
352575	POSTMASTER	07/09/2009	44.00
352576	PROFESSIONAL TURF RENOVATION	07/09/2009	8,348.00
352577	RAMSEY COUNTY	07/09/2009	504.60
352578	RELIABLE OFFICE SUPPLIES	07/09/2009	76.47
352579	RENNER, STEPHEN	07/09/2009	21.00
352580	THE RESTORATIVE WAY	07/09/2009	975.00
352581	RILEY, THOMAS W	07/09/2009	28.00
352582	RISTINE, SUE	07/09/2009	28.00
352583	ROBACK, MARY	07/09/2009	28.00
352584	ROGER VADNAIS PLUMBING	07/09/2009	150.00
352585	ROLLERBLADE USA CORPORATION	07/09/2009	945.00
352586	ROSEMOUNT SAW & TOOL CO	07/09/2009	47.20
352587	ROSENTHAL BROS INC	07/09/2009	376,711.13
352588	ROSSBACH PATRICIA	07/09/2009	28.13
352589	ROUSH ROBIN	07/09/2009	393.97
352590	RUPAR ROBERT T	07/09/2009	30.03
352591	RYKEL, VICKI	07/09/2009	12.02
352592	SAINTS NORTH MAPLEWOOD	07/09/2009	896.00
352593	SARGENT-WELCH	07/09/2009	104.45
352594	SCHADEGG MECHANICAL INC	07/09/2009	161,588.00
352595	SCHMITT, ALYSSA A	07/09/2009	12.92
352596	SCHROEDER MILK CO INC	07/09/2009	8,883.99
352597	SCHUMACHER WHOLESALE MEATS	07/09/2009	16,666.65
352598	SECOND HARVEST FARM CENTRAL	07/09/2009	135.00
352599	SEXTON PRINTING	07/09/2009	2,821.30
352600	SFM	07/09/2009	251,306.00
352601	SHAWBOLD DEAN	07/09/2009	60.90
352602	SHELP MICHELLE	07/09/2009	39.00
352603	SHIFFLER EQUIPMENT SALES INC	07/09/2009	28.80
352604	SHRED-IT	07/09/2009	1,099.00
352605	SIEBENALER, KEVIN R	07/09/2009	24.75
352606	SMITH, TAMMY L	07/09/2009	1,017.00
352607	SNAP ON TOOLS	07/09/2009	79.90
352608	SPECIAL PAY TRUST	07/09/2009	127,489.57
352609	ST AGNES HIGH SCHOOL	07/09/2009	502.30

Check Summary

Check Nbr	Vendor Name	Check Date	Check Amount
352610	ST ANDREWS LUTHERAN CHURCH	07/09/2009	350.00
352611	ST BERNARD HIGH SCHOOL	07/09/2009	1,562.15
352612	ST CROIX RECREATION CO INC	07/09/2009	7,469.00
352613	ST JOHN LUTHERAN SCHOOL	07/09/2009	175.00
352614	ST JOHN THE BAPTIST SCHOOL	07/09/2009	569.56
352615	ST PAUL ACADEMY	07/09/2009	3,900.21
352616	ST THOMAS ACADEMY	07/09/2009	2,625.00
352617	STANDARD TRUCK AND AUTO	07/09/2009	928.92
352618	STATE OF FUN	07/09/2009	1,470.00
352619	STATE SUPPLY CO	07/09/2009	218.67
352620	STROM, CHRIS	07/09/2009	21.00
352621	STRYKER	07/09/2009	2,514.12
352622	SUBURBAN FLOOR COVERING	07/09/2009	1,696.00
352623	SUPERIOR TRANSIT SALES LLC	07/09/2009	457.10
352624	SUPREME SCHOOL SUPPLY CO	07/09/2009	121.82
352625	TAHER INC	07/09/2009	4,108.92
352626	TATGE DAVID A	07/09/2009	73.33
352627	TAUTGES, LYNSEY K	07/09/2009	273.90
352628	TENNANT, MELISA	07/09/2009	296.18
352629	THELEN JILL ANNE	07/09/2009	240.00
352630	THIMJON KARI	07/09/2009	36.95
352631	THUNDER COMMUNICATIONS DESIGN	07/09/2009	468.75
352632	THYSSENKRUPP ELEVATOR CORP	07/09/2009	539.32
352633	TIERNEY BROTHERS INC	07/09/2009	758.00
352634	TOSHIBA FINANCIAL SERVICES	07/09/2009	111.00
352635	TOTINO-GRACE HIGH SCHOOL	07/09/2009	8,577.31
352636	TREIBERGS, VALTS	07/09/2009	21.00
352637	TRI STATE BOBCAT	07/09/2009	193.46
352638	TRIGGS CARLA	07/09/2009	62.04
352639	TRINITY SCHOOL AT RIVER RIDGE	07/09/2009	175.00
352640	TRUCK UTILITIES MFG CO	07/09/2009	38.82
352641	U.S. ENERGY SERVICES INC	07/09/2009	759.00
352642	U.S. SCHOOL SUPPLY INC	07/09/2009	128.70
352643	UCARE MINNESOTA	07/09/2009	260.00
352644	UPPER LAKES FOODS INC	07/09/2009	24,919.19
352645	VACATION SPORTS	07/09/2009	531.00
352646	VAIL, ANNE B	07/09/2009	81.13
352647	VER-TECH INC	07/09/2009	178.15
352648	VERIZON WIRELESS	07/09/2009	26.37
352649	VETTE, MARISA AA	07/09/2009	233.65
352650	WALTERS REBUILDERS	07/09/2009	46.95
352651	WASHINGTON STATE DAIRY COUNCIL	07/09/2009	129.60
352652	WASTE MANAGEMENT BLAINE	07/09/2009	8,537.66
352653	WHITE BEAR AREA CHAMBER OF COM	07/09/2009	230.00
352654	WHITE BEAR LAKE (CITY OF)	07/09/2009	3,869.72
352655	WHITE BEAR LAKE CITY	07/09/2009	4,250.00
352656	WELLER, TAMI	07/09/2009	21.00
352657	WILLIAMS, LAURA L	07/09/2009	847.55
352658	WOODCREST BAPTIST ACADEMY	07/09/2009	402.17
352659	Vendor Continued Check	07/09/2009	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
352660	XEROX CORPORATION	07/09/2009	1,668.19
352661	XEROX CORPORATION	07/09/2009	92.00
352662	XIONG, XUE	07/09/2009	67.98
352663	YOGADEVOTION LLC	07/09/2009	840.00
352664	ZAVADIL, MARION	07/09/2009	58.00
352665	ZIROMEDIA	07/09/2009	292.50
306	Computer	Check(s) For a Total of	3,776,554.72

	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
	306	Computer	Checks For a Total of	3,776,554.72
Total For	306	Manual, Wire Tran, ACH & Computer	Checks	3,776,554.72
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		3,776,554.72

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: August 10, 2009

SUGGESTED DISPOSITION: Operational Item

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

Donation	Donor	Recipient
\$1,000	Peter Siddons	Sunrise Park Middle School
\$30	Jennifer Nelson	Sunrise Park Middle School
\$100	Paul and Sarah Sevcik	Sunrise Park Middle School
\$2,025	St. Croix Valley Chapter of Minnesota Deer Hunters Association	White Bear Lake Area School District Archery Program

RECOMMENDATION: Accept donations.

AGENDA ITEM: Field Trip Request

MEETING DATE: August 10, 2009

SUGGESTED DISPOSITION: Consent Agenda

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

Background:

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

Date of Trip and Destination	Requesting Staff Member	Grade/Team	Number of School Days Missed	Number of Students Attending	Cost and Source of Revenue	Means of Transportation	Purpose of Field Trip
August 17 – 21, 2009 Whitewater State Park, Elba, MN	Dan Kovacich	White Bear High School Boys CC Team	0	20	\$65 Parents and CC student activity account	Parent Vehicles	Team bonding and training.
October 10 -11, 2009 Arrowwood Lodge in Alexandria, MN	Patti Percival and Jenny Kasten	White Bear High School Girls CC Team	0	50-60	@ \$50-75	Charter Bus	To compete in the Lion's Meet of Champions.

Recommendation:

Administration recommends the School Board approve the field trips.

RESOLUTION FOR PERSONNEL ITEMS

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

WHEREAS, that personnel items, A-6(f) to A-6(h), as revised be approved on the premise that they conform to previously Board approved actions or contractual agreements.

THEREFORE BE IT RESOLVED, that the School Board authorizes the approval of the personnel item listed in Consent Agenda Items A-6(f) to A-6(h).

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATIONS - CLASSIFIED STAFF

MARC A. REYNOLDS - Pupil Support Assistant, Oneka Elementary
Employed by District 624 since 09/02/2008
Effective Date: 06/12/2009

RECOMMEND APPROVAL

RESIGNATIONS - CERTIFIED STAFF

JOHN J. HOPKINS - Communications Teacher, Sunrise Middle School
Employed by District 624 since 08/22/2002
Effective Date: 06/12/2009

RECOMMEND APPROVAL

THERESA M. WILSON - Secondary Business Education Teacher, On Leave
Employed by District 624 since 08/22/1991
Effective Date: 06/12/2009

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

PART-TIME LEAVE REQUEST - PROFESSIONAL STAFF

ANDREA L. WILDMAN-HILAL - Adult Enrichment Coordinator, District Office
.20 Leave (.80 position)
Effective Date: 08/01/2009

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

PART-TIME LEAVE REQUEST - CERTIFIED STAFF

KARLA LAUERMAN CUMMINS - Social Studies Teacher, Secondary
.30 Leave (.70 position)
Effective Date: 2009-2010 School Year

RECOMMEND APPROVAL

CHANGE IN PART-TIME LEAVE REQUEST - CERTIFIED STAFF

PETER M. PITMAN - Social Studies Teacher, Secondary
From a .10 Leave to a .30 Leave (.70 position)
Effective Date: 2009-2010 School Year

RECOMMEND APPROVAL

TRACY A. PRESSELLER - Special Education Teacher, Elementary
From a .40 Leave to a .20 Leave (.80 position)
Effective Date: 2009-2010 School Year

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

CHANGE IN CONTINUING CONTRACT - CERTIFIED STAFF

SARAH M. COHEN - Vocal Music Teacher, Secondary
From a .80 f.t.e. to a .90 f.t.e.
Effective Date: 2009-2010 School Year

RECOMMEND APPROVAL

NICOLE M. MCGARTHWAITE(RYDEL) - Social Studies Teacher, Central/South
From a .80 f.t.e. to a 1.00 f.t.e.
Effective Date: 2009-2010 School Year

RECOMMEND APPROVAL

STACEY M. MILLIKAN - Language Arts Teacher, South Campus
From a .50 f.t.e. to a .90 f.t.e.
Effective Date: 2009-2010 School Year

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

NEW PERSONNEL - CLASSIFIED STAFF

RUTH E. DESJARDINS - Nurse Para, Birch Lake Elementary

New Position

\$17.45/hr., 6.50 hrs./day, 180 days

\$20,416.50

Effective Date: 09-08-2009

RECOMMEND APPROVAL

MICHAEL J. GLAESER - Pupil Support Assistant, Central Middle School

Replacing P. Becker who retired

\$15.55/hr., 6.50 hrs./day, 180 days

\$18,193.50

Effective Date: 09-08-2009

RECOMMEND APPROVAL

MICHELLE K. HUBBARD - Scheduling Secretary, Sunrise Park Middle School

Replacing L. Adams who transferred

\$15.45/hr., 8.00 hrs./day, 215 days

\$26,574.00

Effective Date: 08-11-2009

RECOMMEND APPROVAL

REHIRE FROM TERMINATION - CERTIFIED STAFF

JACOB M. NORBY - .60 DAPE/Phy. Ed./Health Teacher, Elementary/Secondary
(Terminated on May 11, 2009)

Effective Date: 2009-2010 School Year

RECOMMEND APPROVAL

ANGELA L. TUCKER - .60 Language Arts Teacher, Sunrise Middle School
(Terminated on May 11, 2009)

Effective Date: 2009-2010 School Year

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

NEW PERSONNEL - CERTIFIED STAFF

ABIGAIL H. CASE - Grade 5 Teacher, Oneka Elementary

Effective Date: 2009-2010 School Year

BA+45/Step 6

\$44,343.00

Attended: Hamline University, St. Paul, MN

Natural Science/Env. Education (MA in progress)

St. Cloud State University, St. Cloud, MN

Elementary Education

BA

Anoka Ramsey Community College, Coon Rapids, MN

Associate in Arts

AA

Experience: Elementary Teacher

Cedar Creek Community School, Cedar, MN

RECOMMEND APPROVAL

SHANNON S. FULTON - Grade 1 Teacher, Lakeaires Elementary

Effective Date: 2009-2010 School Year

BA/Step 3

\$36,830.00

Attended: College of St. Catherine, St. Paul, MN

Elementary Education

BS

Attended: Lakewood Community College, White Bear Lake, MN

Liberal Arts

AA

Experience: Elementary Teacher

Northeast Metro 916/Valley Crossing, Woodbury, MN

RECOMMEND APPROVAL

JESSICA A. HOSMER - .7 Kgn./Learning Skills Teacher, Vadnais Hgts.

Effective Date: 2009-2010 School Year

MA+45/Step 12

\$46,824.40

Attended: Hamline University, St. Paul, MN

Elementary Education

MA

Attended: Northwestern College, St. Paul, MN

Elementary Education

BS

Experience: Kindergarten/Elementary Teacher

Mississippi Creative Arts Magnet, St. Paul, MN

Chelsea Heights Elementary, St. Paul, MN

Hayden Heights Elementary, St. Paul, MN

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

NEW PERSONNEL - CERTIFIED STAFF (continued, pg. 2)

DANIEL S. PEACE - .8 Science Teacher, Sunrise Park Middle School

Effective Date: 2009-2010 School Year

BA+45/Step 2.5 \$31,383.20

Attended: Bemidji State University, Bemidji, MN

Elementary Education

BA

Experience: Science Teacher

Ramsey Junior High School, St. Paul, MN

RECOMMEND APPROVAL

KIRSTEN L. PLUDE - .4 Spanish Teacher, Parkview Elementary

Effective Date: 2009-2010 School Year

BA+15/Step 12 \$21,431.60

Attended: North Dakota State University, Fargo, ND

Education/Spanish/French/History

BS

Experience: Spanish Teacher

Earle Brown IB World School, Brooklyn Center, MN

St. Joseph Catholic School, Waconia, MN

Willcox High School, Willcox, AZ

RECOMMEND APPROVAL

MARC A. REYNOLDS - Special Education Teacher, Lincoln Elementary

Effective Date: 2009-2010 School Year

BA+30/Step 1 \$36,668.00

Attended: St. Cloud State University, St. Cloud, MN

Special Education Certification (in progress)

Attended: University of Minnesota, Minneapolis, MN

Foundations of Education-Elementary Education

BS

Experience: EBD Paraprofessional

Oneka Elementary, White Bear Lake, MN

RECOMMEND APPROVAL

ABBY E. TUCKNER - Grade 2 Teacher, Oneka Elementary

Effective Date: 2009-2010 School Year

MA/Step 6 \$47,053.00

Attended: St. Mary's University, Minneapolis, MN

Elementary Education

MA

Attended: Concordia University, St. Paul, MN

Elementary Education

BA

Experience: Kindergarten Teacher

St. Andrew's Academy, Mahtomedi, MN

RECOMMEND APPROVAL

B. PUBLIC FORUM

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

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

C. INFORMATION ITEMS

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **August 10, 2009**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent of Schools**

BACKGROUND:

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

D. DISCUSSION ITEMS

AGENDA ITEM: School Board Policy #705, Investments
MEETING DATE: August 10, 2009
SUGGESTED DISPOSITION: Discussion Item
CONTACT PERSON(S): Pete Willcoxon, Executive Director of Business Services

BACKGROUND:

School Board Policy 705, Investments, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA and the Finance Committee.

RECOMMENDATION: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the September 14, 2009 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: April 28, 1997
Revised: _____

White Bear Lake Area
School Board Policy 705

705 INVESTMENTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. SCOPE

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

IV. AUTHORITY; OBJECTIVES

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

V. DELEGATION OF AUTHORITY

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

VI. STANDARD OF CONDUCT

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

VII. MONITORING AND ADJUSTING INVESTMENTS

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

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions by officers, employees or others. The internal controls may include, but shall not be limited to, provisions relating to control of collusion, separation of functions, separation of transaction authority from accounting and record keeping, custodial safekeeping, avoidance of bearer form securities, clear delegation of authority to applicable staff

members, limitations regarding securities losses and remedial action, written confirmation of telephone transactions, supervisory control of employee actions, minimizing the number of authorized investment officials, and documentation of transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

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

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

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

X. PORTFOLIO DIVERSIFICATION; MATURITIES

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

maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

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

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

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

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any federal reserve bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. § ~~475.66~~ **118A.06**. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

- B. Deposit-type securities shall be collateralized as required by Minn. Stat. § ~~118.04~~ **118A.03** for any amount exceeding FDIC, SAIF, BIF or FCUA, **or other federal deposit** coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIV. REPORTING REQUIREMENTS

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

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer ~~and~~ or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § ~~118.04~~ **118A.03** and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

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

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

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

AGENDA ITEM: School Board Policy #412, Expense Reimbursement
MEETING DATE: August 10, 2009
SUGGESTED DISPOSITION: Discussion Item
CONTACT PERSON(S): Pete Willcoxon, Executive Director of Business Services

BACKGROUND:

School Board Policy 412, Expense Reimbursement, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA and common practices in other school districts. Note that the policy change will require the administration to develop specific administrative procedures to implement the policy.

RECOMMENDATION: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the September 14, 2009 School Board meeting agenda or subsequent meeting as an operational item for action.

412 EXPENSE REIMBURSEMENT

I. PURPOSE

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

II. AUTHORIZATION

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

III. REIMBURSEMENT

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

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

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

IV. REQUEST PROCEDURE

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

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

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

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

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

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

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

AGENDA ITEM: School Board Policy #410, Medical and Family Leave
MEETING DATE: August 10, 2009
SUGGESTED DISPOSITION: Discussion Item
CONTACT PERSON(S): Marv Swanson, Interim Director of Human Resources

BACKGROUND:

School Board Policy 410, Medical and Family Leaves, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

RECOMMENDATION: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the September 14, 2009 School Board meeting agenda or subsequent meeting as an operational item for action.

410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

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

7. to attend post-deployment activities related to a covered military member; and

8. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave.

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

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

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

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

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

B. Six-week Leave.

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

C. Twenty-six week Servicemember Family Military Leave

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

III. V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES.

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

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

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

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

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

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

VI. OTHER

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

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

VII. DISSEMINATION OF POLICY

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

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

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

AGENDA ITEM: Legislative Changes to Truth in Taxation Process.

MEETING DATE: August 10, 2009

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON: Pete Willcoxon
Executive Director of Business Services

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Background:

For the past several years, depending on the amount of increase in their local property tax levy, school districts and other governmental bodies have been required to conduct a separate meeting called the Truth in Taxation Hearing.

Legislative changes, enacted during this past session, have eliminated the requirement for school districts to conduct these as a separate hearing.

The major change requires that a school district announce the time and place of its subsequent regularly scheduled meeting at which the budget and levy will be discussed and at which the public will be allowed to speak. This announcement is to be made at the board meeting when the proposed property tax levy is certified and also included in the summary of these proceedings published in the official newspaper.

This provision requires school districts to discuss the levy and budget, which we have typically done at our Truth in Taxation Hearing.

In summary, the new schedule will look like this:

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

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

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

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Recommendation:

No formal action is required at this time.

MINNESOTA • REVENUE

July 24, 2009

To: County Board Chairs, County Auditors, School District Superintendents, City Finance Officials of Cities over 500 Population, and Metro Special Taxing Districts

RE: (1) Repeal of Exemption from the Truth in Taxation Public Hearing and Publication Requirements
(2) Truth in Taxation Requirements for Taxes Payable in 2010
(3) Payable 2010 Proposed Property Taxes Parcel Specific Notice
(4) Repeal of the Published (Posted) Notices
(5) The Certification of Compliance with Truth in Taxation for the Taxes Payable Year 2010

All counties, all school districts, all cities over 500 population, and all metropolitan special taxing districts are required to hold public hearings for the taxes payable year 2010, to give notice of their public hearings, and to certify their compliance with the Truth in Taxation Law. The meeting, in which the public is allowed to speak and the budget and levy is discussed, may be part of a regularly scheduled meeting but must occur after 6:00 PM. The meeting date does not need to be coordinated with the home county auditor to avoid conflicting with meetings occurring in overlapping taxing authorities.

Repeal of Exemption from the Public Hearing and Publication Requirements

In previous years it was possible for local jurisdictions to avoid holding a Truth in Taxation public hearing if their current year levy did not exceed their previous year levy by a percentage equal to the implicit price deflator. This exemption has been repealed as part of the Truth in Taxation reform that came out of the 2009 legislative session.

Truth in Taxation Requirements for Taxes Payable in 2010

The Department of Revenue's website contains documents that should be used as guides for scheduling and holding public hearings, adopting/certifying a proposed and a final property tax levy, and monitoring compliance with the Truth in Taxation Law. These companion documents include the "Payable 2010 Truth in Taxation Instructions," the "Calendar for Proposed Property Taxes, Public Hearings, and Final Property Taxes for Payable 2010," and the "Truth in Taxation Checklist – Payable 2010." These documents are on the Department of Revenue's web page.

Payable 2010 Proposed Property Taxes Parcel Specific Notice

The website also contains documents that have been prepared for the county auditors and county treasurers to use in preparing the payable 2010 proposed property taxes parcel specific notices. These include various examples of the prescribed form of parcel specific notices, the

Continued...

Property Tax Division
Mail Station 3340
St. Paul, MN 55146-3340

Tel: 651-556-6095
Fax: 651-556-3128
TTY: Call 711 for Minnesota Relay
An equal opportunity employer

“Instructions for Parcel Specific Notices for the Taxes Payable Year 2010,” and the “Example of the Determination of the 2010 Proposed Property Tax Notice Amounts.”

Repeal of the Published (Posted) Notices

Legislation passed in the 2009 session repealed the requirement to publish or post a notice of Truth in Taxation public hearings. Local jurisdictions are still required to provide TNT public hearing information (with the proposed levy certification) to the county auditor to include with the parcel specific notice. However, the hearing dates no longer need to be coordinated to avoid local governments holding hearings at the same time.

Certification of Compliance with Truth in Taxation

Each county, school district, city over 500 population, and metropolitan special taxing district must complete a PT FORM TNT-2010 “Certification of Truth in Taxation – Taxes Payable 2010” and submit it to the Department of Revenue after it has adopted its final levy and certified the final levy to the county auditor. The form must be completed in full and signed by the authorized representative of the local government. This document is on the Department of Revenue’s web page.

If your taxing authority has increased its payable 2010 final property tax levy above its proposed property tax levy by any of the allowable “add-on” levies, the “Supplement to PT FORM TNT-2010” must also be completed and submitted to the Department of Revenue. The allowable “add-on” levies are identified on the Supplement. If this does not apply to your taxing authority, do not complete or return the Supplement. This document is also on the Department of Revenue’s web page.

Please submit the PT FORM TNT-2010 and the Supplement (if applicable), to the Department of Revenue, Property Tax Division, Mail Station 3340, St. Paul, Minnesota 55146-3340. A copy of a completed Supplement should also be submitted to the county auditor.

The deadline for submitting the PT FORM TNT-2010 and Supplement (if applicable) to the county auditor is January 1, 2010. However, please submit the documents as soon as you adopt your taxing authority’s final property tax levy. This will prevent questions concerning the final property tax levy arising after the county auditor has begun to spread the levy.

If you have any questions concerning this letter, please feel free to contact me.

Sincerely,

Shawn Wink
State Program Administrator Principal
Tel: (651) 556-6095
Email: shawn.wink@state.mn.us

E. OPERATIONAL ITEMS

AGENDA ITEM: Action on Acceptance of 3M Foundation Grant for
Project Lead the Way

MEETING DATE: August 10, 2009

SUGGESTED DISPOSITION: Procedural Item

CONTACT PERSON(S): Cindy Moore, Director of Curriculum and Assessment
Dan Rossiter, Teacher
Gretchen Harriman, Curriculum Specialist

Background:

This is to notify the School Board we have received official written notification regarding a major grant from 3M Foundation to support the implementation of Project Lead the Way at Central Middle School, Sunrise Park Middle School, and North and South Campus. 3M Foundation has awarded the district \$25,000 for the grant, "Innovation and Imagination: Building STEM Connections." This award, in conjunction with the Kern Family Foundation Grant which was accepted in February, will provide a solid foundation for STEM initiatives in the White Bear Lake School District, specifically pertaining to Project Lead the Way.

We are thrilled by the community partnerships which are supporting this endeavor, and by the support of the school and district leadership, along with the School Board.

BACKGROUND: Approve the acceptance of the grant from 3M to be used for implementing Project Lead the Way.

AGENDA ITEM: Approval of the Contract for the location of AWARE program and the Transition Plus Program.

MEETING DATE: August 10, 2009

SUGGESTED DISPOSITION: Operational Item

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

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Background:

The attached lease agreement is the result of direction given by the School Board at its June 8th meeting.

Administration, in conjunction with R. A. Pearson & Associates has developed this lease agreement for approximately 6,400 square feet of space for the purpose of housing both the AWARE and Transition Plus programs.

The lease is for a period of five years, beginning September 1, 2009, and contains the mandatory annual non-appropriation clause. The initial square footage cost will be \$10.50 per square foot and would escalate by \$.50 annually. This cost would include all common area charges, yearly taxes and water utilities. The District would be responsible for the remaining utility costs.

The current lease with White Bear Shopping Center Inc. expires on December 31, 2009.

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Recommendation:

It is recommended that the School Board approve the attached contract with R. A. Pearson & Associates.

LEASE AGREEMENT

THIS LEASE (the "Lease") is executed this 6th day of July, 2009, by and between R A Pearson & Associates, an L.L.C. ("Landlord"), and White Bear Lake Area Independent School District #624 ("Tenant").

WITNESSETH:

ARTICLE I - LEASE OF PREMISES

Section 1.01. Basic Lease Provisions and Definitions.

A. Leased Premises (shown outlined on Exhibit A attached hereto): _____,
(the "Building");

B. Rentable Area: approximately 6,400 square feet of office space.

Landlord shall use commercially reasonable standards, consistently applied, in determining the Rentable Area and the rentable area of the Building. Landlord's determination of Rentable Area shall conclusively be deemed correct for all purposes hereunder.

C. Monthly Net Rental Installments:

From:	To:	Monthly Payment:
September 1, 2009	– August 31, 2010	\$5,600.00
September 1, 2010	– August 31, 2011	\$5,867.00
September 1, 2011	– August 31, 2012	\$6,133.00
September 1, 2012	– August 31, 2013	\$6,400.00
September 1, 2013	– August 31, 2014	\$6,933.00

D. Lease Term: 5 years;

E. Commencement Date: September 1, 2009;

F. Security Deposit: \$5,600.00;

G. Permitted Use: General Office/Classroom

H. Addresses for notices:

Landlord: RA Pearson & Associates
12575 Lockridge Ave N
Stillwater, MN 55082

Tenant: White Bear Lake Area ISD #624
4855 Bloom Avenue
White Bear Lake, MN 55110

AGENDA ITEM: Action on Membership with AMSD
MEETING DATE: August 10, 2009
SUGGESTED DISPOSITION: Operational Item
CONTACT PERSON(S): Dr. Michael Lovett, Superintendent

BACKGROUND:

The White Bear Lake Area School District received an invitation from the Association of Metropolitan School Districts (AMSD), to receive a one-year membership in this organization at the much reduced rate of \$1,000 for the 2009-10 school year.

AMSD represents the majority of metropolitan area school districts and serves as a representative in research and working with the Minnesota legislators to help school districts accurately tell the story of our financial stewardship, financial need, and the relationship between financing, programs, and student success.

This collaborative venture allows our school district, at a reasonably low cost, to have strong analytical support and regular representation at the Minnesota Legislature.

Individual legislators often communicate regularly with AMSD, and generally appreciate the combination of hearing from their individual districts and from the coordinated efforts through the lobbying organizations.

Neighboring districts that actively participate in AMSD include: Mounds View, Roseville, North St. Paul/Maplewood, and Mahtomedi.

RECOMMENDATION:

That the School Board approve the participation of the White Bear Lake Area School District in a membership with the Association of Metropolitan School Districts (AMSD) on a trial basis for the 2009-10 school year.

AGENDA ITEM: Appointment of Compliance Officers
MEETING DATE: August 10, 2009
SUGGESTED DISPOSITION: Action
CONTACT PERSON(S): Dr. Michael Lovett, Superintendent

BACKGROUND:

State and Federal law require each public school district to appoint a Human Rights Officer, a Title IX Coordinator, and a 504 Coordinator. In addition, our School Board Policy 413 (Harassment and Violence) states that the Board shall annually appoint a Rights Committee specific to that policy. The following are the recommended appointments:

Human Rights Officer - Director of Human Resources
District Center, 651-407-7550

Title IX Coordinator - Dr. Jill Thelen, Dir. of Schools
District Center, 651-407-7567

504 Coordinator - Kathleen Daniels, Dir. of Spec. Svcs.
District Center, 651-407-7552

Human Rights Committee Members for Policy 413
Director of Human Resources
Dr. Jill Thelen, Director of Schools
Barbara Kearn, Principal of Willow Lane Elementary School
Max DeRaad, Principal of Otter Lake Elementary School
Dr. Noel Schmidt, Principal of Central Middle School

RECOMMENDATION:

The Board take formal action to approve the above named Officers and Coordinators of Compliance.

AGENDA ITEM: Action on Restructuring of Special Education
Leadership Model

MEETING DATE: August 10, 2009

SUGGESTED DISPOSITION: Operational Item

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

BACKGROUND:

Over the course of the 2008-09 school year, the administration has carefully analyzed our leadership model for Special Education and student support services. As we look at the budget, we attempt to balance leadership cost with assurances for operational efficiency and quality programs for students.

Currently, the White Bear Lake Area School District has a Special Education Director, who is a licensed administrator and two teacher coordinator positions. Each teacher coordinator position provides overall coordination to certain programs within special education, but they are limited in that role to those duties which can be performed by a teacher. They also are restricted in the performance of duties which require administrative license, including recommendations for employment and evaluation, and the authority to represent the school district in certain types of special education due process meetings.

The District has examined the leadership model in other metropolitan school districts of comparable size and has found a far more common model is to have a special education director and one or more special education supervisors or other administrative positions to more effectively carry out this role.

With the federal stimulus funds in special education, which the District will be receiving for the 2009-10 and 2010-11 school years, the administration believes it would be prudent for us to move to a model of replacing one of the special education coordinators with a supervisor position. The net cost of this change would be approximately \$15,000, which would come from the federal stimulus funds so there would be no change to the District's general fund budget.

Our plan would be to carefully evaluate the effectiveness of this model over the next two years to determine whether it results in efficiencies, program effectiveness, and increased student achievement. Our MCA scores for the last two years indicate that special education is one area in which we have not been making adequate yearly progress on a District level, and we are looking at strategies that are focused on student success.

The specific recommendation, as indicated below, is to eliminate one coordinator position, and add one supervisor position. We anticipate that one or both of our current coordinators would be interested in the supervisor position and thus this change would not result in any job loss for current staff members.

RECOMMENDATION:

That the School Board approve the elimination of one special education coordinator position beginning in the 2009-10 school year and the addition of one special education supervisor position effective for the 2009-10 school year.