

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
SPECIAL MEETING
AGENDA**

October 12, 2015

MISSION STATEMENT

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

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

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

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

To: Members of the School Board

From: Dr. Michael J. Lovett
Superintendent of Schools

Date: October 1, 2015

A staff and student recognition will be held at **6:15 p.m.** in the Community Room on Monday, **October 12, 2015**. The recognition will end prior to the start of the 7:00 p.m. Board meeting.

A meeting of the White Bear Lake Area School Board will be held on **Monday, October 12, 2015** at **7:00 p.m.** in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

AGENDA

A. PROCEDURAL ITEMS

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve Agenda
5. Consent Agenda
 - a) Approval of Minutes
 - b) Payment of Invoices
 - c) Correspondence
 - d) Acceptance of Gifts
 - e) Approve Field Trips
 - f) Human Resources Items

B. PUBLIC FORUM

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

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

8. Citizens may be asked to address the school board on a particular subject during the discussion of that item.
9. The School Board chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

C. INFORMATION ITEMS

1. Preview of Otter Lake Prairie Restoration Project
2. Presentation on Manufacturing Pathway Event
3. Superintendent's Report

D. DISCUSSION ITEMS

1. First Reading of School Board Policies
 - a) Policy 406, Public and Private Personnel Data
 - b) Policy 415, Mandated Reporting of Maltreatment Of Vulnerable Adults
 - c) Policy 649, Early Admission into Kindergarten
2. Evaluation of Superintendent

E. OPERATIONAL ITEMS

1. Action on Approving the School Board/Superintendent Goals and Strategic Plan Priorities for 2015-16
2. Action on Self-Insured Dental Program
3. Second Reading of School Board Policies
 - a) Policy 427, Workload Limits for Certain Special Education Teachers
 - b) Policy 807, Health and Safety

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **October 12, 2015**
SUGGESTED DISPOSITION: **Action Items**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

Consent Agenda

- a) Approval of Minutes
- b) Payment of Invoices
- c) Correspondence
- d) Acceptance of Gifts
- e) Field Trip Request(s)
- f) Human Resources Items

RECOMMENDATION:

Approve the items listed on the Consent Agenda.

AGENDA ITEM: **School Board Minutes**
MEETING DATE: **October 12, 2015**
SUGGESTED DISPOSITION: **Action Item**
CONTACT PERSON(S): **Lori Swanson, School Board Clerk**

Background:

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

Recommendation: Approve minutes.

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

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

A. PROCEDURAL ITEMS

1. Chair Newberg called the meeting to order at 7:00 p.m.
2. Roll Call – Present: Swanson, Chapman, Hiniker, Kimball, Mullin, Newberg, Storey.
Ex-Officio: Michael J. Lovett, Superintendent of Schools
Cabinet: Daniels, Garrison, Goers, Kazmierczak, Paul, Vette, Wehrkamp
3. Pledge of Allegiance
4. Seating of Student Representative – Kyra Renner (primary) and Hannah Schulz (alternate), senior students at South Campus, were welcomed to the White Bear Lake Area School Board as student representatives for 2015-16.
5. Hiniker motioned and Chapman seconded to approve the agenda as presented. ***Voice vote: all ayes. Motion carried.***
6. Storey motioned and Swanson seconded to approve the consent agenda consisting of:
 - Approval of minutes of regular meeting of August 10, 2015, and special meeting of August 13, 2015;
 - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - Passage of field trip requests;
 - Passage of resolution to approve personnel issues to include:
 - **Resignation/Termination – Classified Staff**
 - Cristina Castro – Regular Part Time Cook, High School - North Campus
Employed by District 624 since 10/28/2013
Effective Date: 06/05/2015
 - James Devitt – Program Assistant Leader, Lincoln Elementary
Employed by District 624 since 02/13/2015
Effective Date: 08/21/2015
 - Mary Leirno – Pupil Support Assistant, Lakeaires Elementary
Employed by District 624 since 05/22/1997
Effective Date: 06/05/2015
 - Robert Maccornack – Bus Driver, Bus Garage
Employed by District 624 since 08/29/2012
Effective Date: 08/24/2015
 - Mariana Majil – ELL Assistant, Willow Lane Elementary
Employed by District 624 since 02/13/2012
Effective Date: 06/04/2015
 - Patricia Mace – Behavior Management Assistant, Sunrise Park Middle School, Employed by District 624 since 04/07/2003
Effective Date: 06/05/2015

Joanne Roney – Program Assistant Leader, Oneka Elementary

Employed by District 624 since 09/01/2014

Effective Date: 08/28/2015

Maurisa Schauls-Dangerfield – Part Time Cook, High School - North

Campus, Employed by District 624 since 01/15/2014

Effective Date: 06/05/2015

➤ **Retirement – Classified Staff**

Sally Hansen – Pupil Support Assistant, Normandy Park

Employed by District 624 since 09/03/2001

Effective Date: 06/05/2015

Jane Mumbleau – Pupil Support Assistant, Birch Lake Elementary

Employed by District 624 since 10/26/1992

Effective Date: 06/05/2015

➤ **Resignation/Termination – Certified Staff**

Rachel Hovey – Grade 2 Teacher, Willow Lane Elementary

Employed by District 624 since 08/24/2006

Effective Date: 06/08/2015

Samantha Rittenour – Intervention Teacher, Willow Lane Elementary,

Employed by District 624 since 08/21/2013

Effective Date: 06/08/2015

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

Mary Schultz – Grade 3 Teacher, Oneka Elementary

Employed by District 624 since 12/10/1990

Effective Date: 2015 – 2016 School Year

Abby Tuckner – Kindergarten Teacher, Hugo Elementary

Employed by District 624 since 08/27/2009

Effective Date: August 31, 2015 through October 9, 2015

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

Janis Mcdaniels – Speech & Language Clinician, Normandy Park

Employed by District since 02/24/1986

Effective Date: 2015-2016 School Year

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

Allison Bries – Language Arts Teacher, High School – North Campus,

From 1.0 f.t.e. to .80 f.t.e.

Effective Date: 2015-2016 School Year

Nicholas Devet – Science Teacher, High School – South Campus

From .80 f.t.e. to 1.0 f.t.e.

Effective Date: 2015-2016 School Year

Britta Larson – Spanish Teacher, Hugo & Otter Lake Elementary

From .60 f.t.e. to .85 f.t.e.

Effective Date: 2015-2016 School Year

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

Jennifer Dickhaus – Grade 1 Teacher, Vadnais Heights Elementary

From .80 f.t.e. to 1.0 f.t.e.

Effective Date: 2015-2016 School Year

Emily Gallatin – Intervention Teacher, Vadnais Heights Elementary

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

Effective Date: 2015-2016 School Year

Michelle Gratz – Intervention Teacher, Birch Lake Elementary

From .75 f.t.e. to .80 f.t.e.

Effective Date: 2015-2016 School Year

Erin Tarnowski – Language Arts Teacher, Central Middle School

From .60 f.t.e. to 1.0 f.t.e.

Effective Date: 2015-2016 School Year

➤ **New Personnel – Classified Staff**

Aminata Kone – Part Time Cook, High School – South Campus

\$13.94 / hr., 3.0 hrs. / 181 days \$7,569.42

Effective Date: 09/07/2015

Aimee Nelsen – Administrative Assistant-Registrar/Records, Central Middle School

\$16.79 / hr., 8.0 hrs. / 183 days \$24,580.56

Effective Date: 09/03/2015

Lauren Palm – Pupil Support Assistant, Transition Education Center

\$17.30 / hr., 6.0 hrs. / 180 days \$18,684.00

Effective Date: 09/07/2015

Tara Pankratz – Part Time Cook, Sunrise Middle School

\$13.94 / hr., 3.5 hrs. / 181 days \$8,830.99

Effective Date: 09/07/2015

Linda Riva – Part Time Cook, High School – South Campus

\$13.94 / hr., 3.75 hrs. / 181 days \$9,461.77

Effective Date: 09/07/2015

Katherine Skillings – Part Time Cook, Central Middle School

\$13.94 / hr., 3.5 hrs. / 181 days \$8,830.99

Effective Date: 09/07/2015

Ashley Terlinde-Wendt – Part Time Cook, Central Middle School

\$13.94 / hr., 3.5 hrs. / 181 days \$8,830.99

Effective Date: 09/07/2015

➤ **New Personnel – Non-Affiliated Staff**

Jaymi Massa – Out of School Time Activity Leader, Oneka Elementary

\$16.00 / hr., 8.0 hrs. / 217 days \$27,776.00

Effective Date: 09/01/2015

➤ **New Personnel – Certified Staff**

Omar Ali – .8 Science Teacher, High School – North Campus

MA, Step 9 \$46,387.20

Effective Date: 2015 – 2016 School Year

Misty Aubin – Grade 2 Teacher, Vadnais Heights Elementary

MA, Step 13 \$70,685.00

Effective Date: 2015 – 2016 School Year

Suzanne Hall – .7 German Teacher, Central & Sunrise Middle School

BA, Step 9 \$34,025.60

Effective Date: 2015 – 2016 School Year

Paige Kazak – Kindergarten Teacher, Lakeaires Elementary

MA, Step 1 \$43,783.00

Effective Date: 2015 – 2016 School Year

Stephanie King – Kindergarten Teacher, Vadnais Heights Elementary

BA, Step 1 \$39,275.00

Effective Date: 2015 – 2016 School Year

Kristine Lahr – Grade 2 Teacher, Willow Lane Elementary

BA+30, Step 4 \$44,444.00

Effective Date: 2015 – 2016 School Year

Jennifer Latuff – 1.0 Art Teacher, High School – South Campus

MA, Step 9 \$57,984.00

Effective Date: 2015 – 2016 School Year

Frank Malone – 1.0 Industrial Arts Teacher, High School – South and North Campus

BA, Step 10 \$50,132.00

Effective Date: 2015 – 2016 School Year

Matthew Menier – 1.0 Associate Principal – Sunrise Park Middle School

\$114,719 (prorated)

Effective Date: September 15, 2015

Dominic Rosati – Grade 5 Teacher, Birch Lake Elementary

BA, Step 4 \$42,345.00

Effective Date: 2015 – 2016 School Year

Brenda Rossow – Intervention Teacher, Willow Lane Elementary

MA+30, Step 13 \$73,866.00

Effective Date: 2015 – 2016 School Year

Abigail Snyder – Intervention Teacher, Vadnais Heights Elementary

BA, Step 3 \$40,876.00

Effective Date: 2015 – 2016 School Year

Goldjua Yang – Kindergarten Teacher, Birch Lake Elementary

BA, Step 6 \$45,175.00

Effective Date: 2015 – 2016 School Year

Carissa Youngquist – Grade 4 Teacher, Willow Lane Elementary

BA, Step 2 \$40,118.00

Effective Date: 2015 – 2016 School Year

Jiamei Zhang – .7 Chinese Teacher, Central & Sunrise Middle School

MA, Step 10 \$42,459.00

Effective Date: 2015 – 2016 School Year

Ashley Wilson – .8 Intervention Teacher, Lakeaires & Vadnais Heights Elementary

MA, Step 1 \$35,026.40

Effective Date: 2015 – 2016 School Year

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

Ashlee Farrell – Kindergarten Teacher, Otter Lake Elementary

BA, Step 1 \$7,085.69 (Pro-rated on \$39,275)

Effective Date: September 10, 2015 – October 30, 2015

Amy Goertzen – Grade 1 Teacher, Lakeaires Elementary
 BA, Step 1 \$9,717.52 (Pro-rated on \$39,275)
 Effective Date: August 31, 2015 – November 6, 2015
Brian Griebenow – PE/DAPE Teacher, Hugo, Otter Lake & Oneka
 Elementary
 BA, Step 1 \$39,275.00
 Effective Date: 2015 – 2016 School Year
Joseph Kovacs – Kindergarten Teacher, Otter Lake Elementary
 BA, Step 1 \$6,073.45 (Pro-rated on \$39,275)
 Effective Date: August 31, 2015 – October 9, 2015
Sandra McKay – Intervention Teacher, Oneka Elementary
 BA, Step 1 \$39,275.00
 Effective Date: 2015 – 2016 School Year
Bradley Snyder – Science Teacher, Central Middle School
 BA+60, Step 4 \$10,795.12 (Pro-rated on \$46,539)
 Effective Date: September 3, 2015 – November 6, 2015

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

C. INFORMATION ITEMS

1. Opening School Report – Lovett and members of the cabinet presented information on professional development during summer 2015, new staff profile, facilities, school enrollment, and preschool and youth programming.
2. Recognition of Insight Recovery School – Administration and staff of the Area Learning Center and Insight Recovery School were recognized for achieving accreditation of the district's Insight Recovery School by the Association of Recovery High Schools.
3. Superintendent's Report
 - The 2015-16 Activities Calendar is now available
 - Welcome to the 2015-16 school year to students and staff
 - Harvest Bowl – the Friday, September 18, home football game is annual Harvest Bowl. Attendees are asked to bring non-perishable food items to the game, which will be donated to the White Bear Lake Emergency Food Shelf
 - The community was encouraged to view the 624-inspired initiatives on the district's Facebook and Twitter pages
 - Senior citizen activity passes are available for community members 65 and older, which allow free entry into home co-curricular events
 - Student representative, Kyra Renner, reported on HVAC improvements at South Campus, the new artificial turf at South Campus, the district's Chromebook initiative at the high school level, the welcoming of the district's foreign exchange students, and the activities during Homecoming Week

D. INFORMATION ITEMS

1. Measures of Student Success: Focus on College and Career – Assistant Superintendent, Sara Paul, and Assessment Coordinator, Brian Morris, presented

information on the 2014-15 student test results on EXPLORE, PLAN and ACT tests. The complete presentation is available on the district's website.

2. Overview of School Board/Superintendent Goals and Strategic Plan Priorities for 2015-16 – District administration provided an update as to goals and strategic plan priorities for 2015-16. Areas of discussion included student achievement data, service learning, facilities, technology and innovation, district partnerships, school/student connectedness, financial stewardship, communications and community relations, recognition programs, and student programming. The complete presentation is available on the district's website.
3. First Reading of School Board Policies
 - a. Policy 427, Workload Limits for Certain Special Education Teachers
 - b. Policy 807, Health and Safety

Policy 427 is a new policy, with the purpose of establishing general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day. The purpose of Policy 807 is to assist the school district in promoting health and safety, reducing injuries and complying with all applicable laws and regulations. These policies have been reviewed by the policy committee and are recommended for board approval at the October 12, 2015 regular board meeting.

E. OPERATIONAL ITEMS

1. Hiniker motioned and Mullin seconded to approve the use of the new voting system for the precincts within the City of White Bear Lake. ***Roll call vote: ayes, Swanson, Chapman, Hiniker, Kimball, Mullin, Newberg, Storey. Nays, none. Motion carried.***
2. Swanson motioned and Storey seconded to approve a three-year agreement with Republic Services for District-wide municipal solid waste and recycling services with an effective date of October 1, 2015. ***Roll call vote: ayes, Swanson, Chapman, Hiniker, Kimball, Mullin, Newberg, Storey. Nays, none. Motion carried.***
3. Chapman motioned and Hiniker seconded to approve Sara Paul, Assistant Superintendent for Teaching and Learning, Wayne Kazmierczak, Assistant Superintendent for Finance and Operations, and Michael Lovett, Superintendent of Schools, as Identified Officials with Authority as required by the Minnesota Department of Education. ***Voice vote: all ayes. Motion carried.***
4. Hiniker motioned and Kimball seconded to approve the 10-year Long-Term Facility Maintenance Plan, as presented. ***Roll call vote: ayes, Swanson, Chapman, Hiniker, Kimball, Mullin, Newberg, Storey. Nays, none. Motion carried.***

- F. BOARD FORUM** – Kimball thanked staff for their service and wished everyone a great school year. Hiniker encouraged the community to attend the October 23, 2015 gala of the White Bear Lake Area Educational Foundation. Swanson encouraged the community to attend the annual ALC holiday boutique, which will take place on October 3, 2015.
- G. ADJOURNMENT** – Hiniker motioned and Newberg seconded to adjourn the meeting at 8:49 p.m. *Voice vote: all ayes. Motion carried.*

Submitted by: Lori Swanson, Clerk

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

A special meeting of the White Bear Lake Area School Board was held on Monday, **September 28, 2015**, at **5:30 p.m.** in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Call to Order – Newberg called the meeting to order at 5:32 p.m.
2. Roll Call – Present: Swanson, Chapman, Hiniker, Kimball, Mullin, Newberg, Storey.

Student Representatives: Kyra Renner and Hannah Schulz

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

Cabinet: Daniels, Garrison, Goers, Kazmierczak, Paul, Vette, Wehrkamp

B. OPERATIONAL ITEMS

1. Certification of 2015 Payable 2016 Proposed Property Tax Levy. Hiniker motioned and Swanson seconded to approve the maximum for the 2015 Payable 2016 Proposed Property Tax Levy. ***Roll call vote: ayes: Swanson, Chapman, Hiniker, Kimball, Mullin, Newberg, Storey. Nays: none. Motion carried.***

- C. ADJOURNMENT** – Hiniker motioned and Newberg seconded to adjourn the meeting at 5:45 p.m.

Submitted by: Lori Swanson, Clerk

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

A work-study session of the White Bear Lake Area School Board was held on Monday, September 28, 2015 at 5:45 p.m. in Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Call To Order – Newberg called the meeting to order at 5:45 p.m.

Roll Call – Present: Swanson, Chapman, Hiniker, Kimball, Mullin, Newberg, Storey

Student Representatives: Kyra Renner and Hannah Schulz

Ex-Officio: Lovett

Cabinet: Daniels, Garrison, Goers, Kazmierczak, Paul, Vette, Wehrkamp

B. DISCUSSION ITEMS

1. Preliminary Recommendations for 2015-16 School Board/Superintendent Goals – Goals were also discussed during previous work study sessions of the school board. Administration recommends bringing the goals, as presented, to the October 12, 2015 regular school board meeting for approval. The complete presentation is on the district's website.
2. Measures of Student Success: Multiple Measures Ratings for 2015 – Sara Paul, Brian Morris and Terry Dahlem presented information on how the district uses data on student performance to make informed decisions. The complete presentation is on the district's website.
3. Overview of Student Activities Program for 2015-16 – Student Activities Director, Tim Hermann, provided an overview of the Minnesota State High School League's philosophy on student activities. The complete presentation is on the district's website.
4. Update on Recommendation of Proposal to Consider Self-Funded Dental Insurance for 2016 – Wayne Kazmierczak and Linda Goers provided an update on the proposed change to the district's dental insurance plan. Informational meetings with staff will continue through early October. The complete presentation is on the district's website.

RECESS – Chair Newberg called the meeting into recess at 7:13 p.m.

5. Negotiations Study Session – Chair Newberg convened the closed session of the school board at 7:18 p.m. to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota Statutes 179.A.01 to 179.A.25. Board members present: Swanson, Chapman, Hiniker, Kimball, Mullin, Newberg, Storey. Administrators present: Lovett, Goers, Kazmierczak and Paul.
 6. Review of Superintendent’s Evaluation – The school board and superintendent discussed the results of the superintendent’s performance evaluation. Pursuant to Minnesota law, the school board may choose to close this portion of the meeting. Present: Swanson, Chapman, Hiniker, Kimball, Mullin, Newberg, Storey and Lovett.
- C. ADJOURNMENT** – Hiniker motioned and Newberg seconded to adjourn the meeting at 9:02 p.m.

Submitted by: Lori Swanson, Clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **October 12, 2015**

SUGGESTED DISPOSITION: **Action Item**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Assistant Superintendent of**
Finance and Operations
Mary Vaske, Accountant

Background:

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

Recommendation:

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

White Bear Lake Area Schools

Electronic Transfers - September

	9/15/2015	9/30/2015
Direct Deposit 422086-423283	1,558,117.64	
U.S. Treasury (FICA, Medicare, withholding)	594,684.55	
MN State Income Tax	92,058.89	
PERA	94,703.30	
TRA	289,308.36	
Empower	4,819.31	
American Funds	76,312.78	
AIG	6,543.75	
ESI	23,963.41	
State of MN Levies	1,862.70	
Direct Deposit 423284-424552		1,607,939.12
U.S. Treasury (FICA, Medicare, withholding)		607,416.46
MN State Income Tax		93,596.61
PERA		98,930.28
TRA		293,063.04
Empower		4,169.01
American Funds		74,851.98
AIG		6,543.75
ESI		24,253.70
State of MN Levies		1,862.70

Check Nbr	Vendor Name	Check Date	Check Amount
151600031	ANDERSON, JON C	09/01/2015	255.88
151600032	BRODT, STACY ANN	09/01/2015	125.00
151600033	BURKE, ERIN M	09/01/2015	33.50
151600034	BUTTERS-LEVAHN, REBECCA J	09/01/2015	50.00
151600035	CHARBONNEAU, JANET N	09/01/2015	33.06
151600036	DESMET, KELLY R	09/01/2015	60.00
151600037	FINK, AVIS A	09/01/2015	80.00
151600038	FUHRMAN, SARAH J	09/01/2015	28.10
151600039	GRABAU, TRENT A	09/01/2015	809.91
151600040	HOLT, RENEE E	09/01/2015	13.46
151600041	HOOLEY, MARGARET A	09/01/2015	52.25
151600042	HYLEN, JENNIFER L	09/01/2015	35.00
151600043	KELLEY, DEBRA K	09/01/2015	65.00
151600044	KLIER, BECKY L	09/01/2015	50.00
151600045	KORNBAUM, ALLEKS P	09/01/2015	119.80
151600046	LACASSE, KIM S	09/01/2015	35.00
151600047	LEMON, SARAH E	09/01/2015	44.74
151600048	MARTA, PAMELA J	09/01/2015	50.00
151600049	NAVIS, NANCY L	09/01/2015	300.00
151600050	NOHR, KATIE JO	09/01/2015	51.89
151600051	PERCIVAL, PATRICIA A	09/01/2015	412.35
151600052	PODGORSKI, CARRIE J	09/01/2015	40.00
151600053	POLLARD, AIMIE N	09/01/2015	7.80
151600054	PRESCOTT-HARMON, GINA M	09/01/2015	35.00
151600055	ROESER, DANIEL WILLIAM	09/01/2015	205.59
151600056	ROTHER, JULIE N	09/01/2015	558.36
151600057	SCHMITZ, KAREN M	09/01/2015	53.63
151600058	SELBY, MARY JANE	09/01/2015	92.00
151600059	SICARD, HEIDI M	09/01/2015	30.00
151600060	SKUPA, NANCY A	09/01/2015	195.54
151600061	SOKOLOWSKI, KELLY S	09/01/2015	32.00
151600062	STOFFEL, JAMES E	09/01/2015	100.00
151600063	TUTTLE, JANE E P	09/01/2015	40.25
151600064	VASKE, MARY M	09/01/2015	235.82
34	ACH	Check(s) For a Total of	4,330.93

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	34	ACH	Checks For a Total of	4,330.93
	0	Computer	Checks For a Total of	0.00
Total For	34	Manual, Wire Tran, ACH &	Computer Checks	4,330.93
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	4,330.93

3apckp07.p
05.15.06.00.00-010020

WHITE BEAR LAKE MN ISD #624
Check Summary

9:11 AM

09/01/15

PAGE: 1

Check Nbr	Vendor Name	Check Date	Check Amount
64472	GILLESPIE, THOMAS	09/01/2015	1,000.00
64473	HANSON, THOMAS	09/01/2015	3,000.00
2	Computer	Check(s) For a Total of	4,000.00

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
2	Computer	Checks For a Total of	4,000.00
Total For	2	Manual, Wire Tran, ACH & Computer Checks	4,000.00
Less	0	Voided	0.00
		Net Amount	4,000.00

Check Nbr	Vendor Name	Check Date	Check Amount
64474	1000 PETALS	09/03/2015	2,155.00
64475	AARP DRIVER SAFETY PROGRAM	09/03/2015	580.00
64476	ADLER, GREGG	09/03/2015	65.00
64477	AMAZON	09/03/2015	591.83
64478	AMAZON	09/03/2015	1,294.59
64479	AMAZON	09/03/2015	528.36
64480	AMERICAN MESSAGING	09/03/2015	90.26
64481	ANDERSON, PATRICIA	09/03/2015	13.17
64482	APPLIED ENVIRONMENTAL SCI INC	09/03/2015	5,087.30
64483	AQUA ENGINEERING INC	09/03/2015	605.75
64484	ARCADE ASPHALT CO	09/03/2015	16,869.00
64485	AT & T MOBILITY	09/03/2015	904.12
64486	BARCO PRODUCTS CO	09/03/2015	605.95
64487	BARNETT WB CHRYSLER JEEP DODGE	09/03/2015	40.10
64488	BECKER, MICHELLE	09/03/2015	20.40
64489	BIO CORPORATION	09/03/2015	492.83
64490	BLICK ART MATERIALS	09/03/2015	978.82
64491	BOEKE, MADISON	09/03/2015	63.75
64492	BOWMAN, DON	09/03/2015	84.00
64493	BOYER TRUCKS	09/03/2015	288.78
64494	BRAMSCHER, JUDEE	09/03/2015	29.75
64495	BRAUN INTERTEC CORPORATION	09/03/2015	9,562.50
64496	BRUNNER, JAY	09/03/2015	31.15
64497	CAFFREY, RYAN	09/03/2015	85.00
64498	CAREY, MARK	09/03/2015	64.00
64499	CDW GOVERNMENT INC	09/03/2015	331.92
64500	CERTIFIED LABORATORIES	09/03/2015	951.33
64501	CHENERY, RICHARD	09/03/2015	65.00
64502	CLASS 5 INC	09/03/2015	19,858.40
64503	COMCAST	09/03/2015	278.77
64504	Vendor Continued Check	09/03/2015	0.00
64505	CONNEY SAFETY	09/03/2015	2,254.08
64506	CONTINENTAL RESEARCH CORP	09/03/2015	3,727.15
64507	COOPS SPORTSWEAR	09/03/2015	300.00
64508	COUNTRY VIDEO BARN	09/03/2015	120.64
64509	CUSTOM INK LLC	09/03/2015	1,279.69
64510	D ERVASTI SALES CO LLC	09/03/2015	457.45
64511	DART PORTABLE STORAGE INC	09/03/2015	400.00
64512	DENAWAY, SHAYLA	09/03/2015	382.40
64513	DESIGNER SIGN SYSTEMS INC	09/03/2015	30.30
64514	DISCOUNT SCHOOL SUPPLY	09/03/2015	351.26
64515	DLT SOLUTIONS LLC	09/03/2015	669.81
64516	DOOR SERVICE COMPANY	09/03/2015	6,927.00
64517	DOW, BRIAN	09/03/2015	64.00
64518	DOCUMENT TECH SOLUTIONS INC	09/03/2015	883.48
64519	EARLY, SHERRY	09/03/2015	13.18
64520	ECKROTH MUSIC	09/03/2015	6,634.00
64521	EPS LITERACY & INTERVENTION	09/03/2015	650.49
64522	FASTENAL COMPANY	09/03/2015	175.27
64523	FASTENATION INC	09/03/2015	78.50

Check Nbr	Vendor Name	Check Date	Check Amount
64524	FIORAVANTI, MARC	09/03/2015	64.00
64525	FISHER SCIENTIFIC	09/03/2015	90.47
64526	FOLLETT SCHOOL SOLUTIONS INC	09/03/2015	3,971.44
64527	FOSTER, DALE	09/03/2015	65.00
64528	FRATTALONES HARDWARE STORES	09/03/2015	69.90
64529	GALLAGHERS NORTHWESTERN TIRE C	09/03/2015	124.50
64530	GARVEY, PATRICIA	09/03/2015	24.32
64531	GENERAL PARTS LLC	09/03/2015	102.50
64532	Vendor Continued Check	09/03/2015	0.00
64533	Vendor Continued Check	09/03/2015	0.00
64534	Vendor Continued Check	09/03/2015	0.00
64535	GRAINGER	09/03/2015	2,038.25
64536	GRAND RESTAURANT EQUIP	09/03/2015	8,200.40
64537	GRANDMA'S BAKERY INC	09/03/2015	54.48
64538	GREAT LAKES HIGHER EDUC GUARAN	09/03/2015	101.91
64539	GREAT RIVER OFFICE PRODUCTS	09/03/2015	860.00
64540	GREATAMERICA FINANCIAL SERVICE	09/03/2015	1,215.78
64541	GROTH MUSIC CO	09/03/2015	1,000.00
64542	HALDEMAN-HOMME INC	09/03/2015	20,981.00
64543	HANSON, DARLENE	09/03/2015	20.40
64544	HANSON, DONNA	09/03/2015	27.20
64545	HARDGROVE, JOHN	09/03/2015	85.00
64546	HEDBERG SUPPLY	09/03/2015	393.60
64547	HEGGESTAD, MARK	09/03/2015	85.00
64548	Vendor Continued Check	09/03/2015	0.00
64549	HERC-U-LIFT	09/03/2015	1,974.33
64550	HILL, SCOTT	09/03/2015	85.00
64551	HISDAHL INC	09/03/2015	10.50
64552	HOLIDAY INN MARSHFIELD	09/03/2015	1,978.00
64553	HOME DEPOT CREDIT SERVICES	09/03/2015	345.29
64554	HORTON, JEFF	09/03/2015	64.00
64555	HOUGHTON MIFFLIN HARCOURT	09/03/2015	5,036.25
64556	HOULE, THOMAS	09/03/2015	128.00
64557	HUGO FEED MILL & HARDWARE	09/03/2015	128.36
64558	INFRARED CONSULTING SERVICES,	09/03/2015	12,365.00
64559	INTEREUM	09/03/2015	491.00
64560	ISD #281 ROBBINSDALE AREA SCHO	09/03/2015	3,980.83
64561	ISD #834 STILLWATER AREA SCHOO	09/03/2015	322.56
64562	JAYTECH INC	09/03/2015	3,606.92
64563	Vendor Continued Check	09/03/2015	0.00
64564	JOHN DEERE LANDSCAPES	09/03/2015	3,085.50
64565	JOHNSON, NORA	09/03/2015	63.75
64566	JUNIOR LIBRARY GUILD	09/03/2015	152.15
64567	KANIPES, COURTNEY NICOLE	09/03/2015	112.00
64568	KEHOE, THOMAS JAMES	09/03/2015	508.64
64569	KELLINGTON CONSTRUCTION INC	09/03/2015	7,704.50
64570	KIEFER USA	09/03/2015	217,464.30
64571	KITTELSON MARKETING CO INC	09/03/2015	597.60
64572	KLOSTER, MARY	09/03/2015	21.25
64573	KOLNIK, JOHN	09/03/2015	64.00

Check Nbr	Vendor Name	Check Date	Check Amount
64574	KOLTES, GREGORY	09/03/2015	84.00
64575	KONICA MINOLTA PREMIER FINANCE	09/03/2015	4,629.14
64576	KOREEN, GLORIA	09/03/2015	15.51
64577	KRAFT CONTRACTING & MECHANICAL	09/03/2015	2,708.10
64578	KULLY SUPPLY COMPANY	09/03/2015	476.10
64579	LAKE AREA FLOORING	09/03/2015	250.00
64580	LAKESHORE LEARNING MATERIALS	09/03/2015	903.63
64581	LAKEVIEW ELECTRICAL SERVICES	09/03/2015	295.00
64582	LANCE SERVICES INC	09/03/2015	6,155.30
64583	LANGERS	09/03/2015	10,164.85
64584	LARSON, DEB	09/03/2015	13.45
64585	LEARNING A-Z	09/03/2015	3,358.95
64586	LIDS TEAM SPORTS	09/03/2015	675.00
64587	LINDEN, JANE A	09/03/2015	368.80
64588	LINDHOLM, LYNN	09/03/2015	23.80
64589	LOPEZ, SHELLY	09/03/2015	100.00
64590	LORENZ BUS SERVICE INC	09/03/2015	2,295.00
64591	L T G POWER EQUIPMENT	09/03/2015	33.00
64592	LUNDQUIST DAVID A	09/03/2015	64.00
64593	MACHINE SAFETY MGMT	09/03/2015	1,751.27
64594	MACKIN EDUCATIONAL RESOURCES	09/03/2015	661.92
64595	MAD SCIENCE OF MINNESOTA	09/03/2015	920.00
64596	MAILFINANCE INC	09/03/2015	431.82
64597	MN ASSOC OF SECONDARY SCHOOL P	09/03/2015	1,696.00
64598	Vendor Continued Check	09/03/2015	0.00
64599	MCDONOUGH'S WATERJETTING AND	09/03/2015	3,841.40
64600	MCGRAW-HILL COMPANIES	09/03/2015	9,873.07
64601	METRO SOUND AND LIGHTING	09/03/2015	11,302.00
64602	MID CITY SERVICES - INDUSTRIAL	09/03/2015	857.05
64603	MIDWEST DRY ICE BLASTING	09/03/2015	665.00
64604	MIDWEST SPORTS TENNIS OUTLET	09/03/2015	2,198.50
64605	MILLIGAN, THERESA J	09/03/2015	43.19
64606	MINVALCO INC	09/03/2015	364.43
64607	MN DEPT OF HEALTH	09/03/2015	70.00
64608	MN OCCUPATIONAL HEALTH	09/03/2015	158.00
64609	MN READING ASSOC	09/03/2015	225.00
64610	MN STATE UNIV MANKATO	09/03/2015	18,000.00
64611	MN WANNER COMPANY	09/03/2015	33.00
64612	MOEN, JILL	09/03/2015	183.83
64613	MONGRUE, AUDREY	09/03/2015	45.00
64614	MPLS PUBLIC SCHOOLS	09/03/2015	184.00
64615	Vendor Continued Check	09/03/2015	0.00
64616	Vendor Continued Check	09/03/2015	0.00
64617	Vendor Continued Check	09/03/2015	0.00
64618	NARDINI FIRE EQUIPMENT CO INC	09/03/2015	9,693.75
64619	NASCO	09/03/2015	27.68
64620	NATURE EXPLORE	09/03/2015	2,108.96
64621	NCPERS MINNESOTA	09/03/2015	240.00
64622	NCS PEARSON INC	09/03/2015	717.52
64623	NORTHEAST METRO INTERMEDIATE D	09/03/2015	2,085.00

Check Nbr	Vendor Name	Check Date	Check Amount
64624	NOW MICRO INC	09/03/2015	5,190.00
64625	NUGENT SEALCOATING INC	09/03/2015	4,282.00
64626	O'CONNOR, TIMOTHY	09/03/2015	31.05
64627	O'NEILL, JULIE TESSA	09/03/2015	39.70
64628	OFFICE DEPOT 6164	09/03/2015	590.60
64629	Vendor Continued Check	09/03/2015	0.00
64630	Vendor Continued Check	09/03/2015	0.00
64631	Vendor Continued Check	09/03/2015	0.00
64632	ON SITE SANITATION INC	09/03/2015	1,498.55
64633	PARTSMASTER	09/03/2015	42.22
64634	PAVEMENT RESOURCES	09/03/2015	4,625.00
64635	P B B S EQUIPMENT CORP	09/03/2015	93.08
64636	PEARSON EDUCATION INC	09/03/2015	330.90
64637	PETERSON COMPANIES INC	09/03/2015	31,458.10
64638	Vendor Continued Check	09/03/2015	0.00
64639	PETERSON BROS ROOFING & CONST	09/03/2015	15,913.47
64640	PIONEER	09/03/2015	4,053.75
64641	PIPER, ROSS HOWARD	09/03/2015	85.00
64642	PITNEY BOWES PURCHASE POWER	09/03/2015	158.98
64643	POSTMASTER	09/03/2015	1,488.00
64644	PREMIER AGENDAS INC	09/03/2015	710.60
64645	PRESTIGE PROD/WB DANCE CENTER	09/03/2015	800.00
64646	PRO-ED INC	09/03/2015	109.78
64647	PROGRESS PUBLICATIONS	09/03/2015	635.73
64648	PROWIRE INC	09/03/2015	3,888.06
64649	RAV TECHNOLOGIES	09/03/2015	46,800.00
64650	REITELBACH, ADAM	09/03/2015	64.00
64651	RESERVE ACCOUNT	09/03/2015	5,000.00
64652	RICK, CHRISTOPHER	09/03/2015	192.00
64653	RICKERT, DENNIS	09/03/2015	65.00
64654	RICOH USA INC	09/03/2015	450.96
64655	RIDDELL INC	09/03/2015	2,487.29
64656	ROETTGER, DORIS	09/03/2015	19.50
64657	ROTRAMEL, KARA LYNN	09/03/2015	19.00
64658	RUN N FUN	09/03/2015	129.50
64659	SAARELA, CINDY	09/03/2015	150.00
64660	SAFeway DRIVING SCHOOL	09/03/2015	5,040.00
64661	SAIKO, KATHY	09/03/2015	15.30
64662	SALAHIDDINE, OTHMONE	09/03/2015	65.00
64663	SAM'S CLUB/SYNCHRONY BANK	09/03/2015	138.02
64664	SAM'S CLUB/SYNCHRONY BANK	09/03/2015	1,281.40
64665	THE SANNEH FOUNDATION	09/03/2015	43,000.00
64666	SANTI, MARY	09/03/2015	63.75
64667	SAUERS, TODD	09/03/2015	65.00
64668	SCHINDLER ELEVATOR CORP	09/03/2015	712.83
64669	SCHNURR, TARA J	09/03/2015	6.00
64670	SCHOLASTIC INC	09/03/2015	1,119.90
64671	SCHOLASTIC INC	09/03/2015	1,002.04
64672	Vendor Continued Check	09/03/2015	0.00
64673	Vendor Continued Check	09/03/2015	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
64674	Vendor Continued Check	09/03/2015	0.00
64675	Vendor Continued Check	09/03/2015	0.00
64676	Vendor Continued Check	09/03/2015	0.00
64677	Vendor Continued Check	09/03/2015	0.00
64678	SCHOOL HEALTH CORPORATION	09/03/2015	16,673.74
64679	SLATOR, KEVIN T	09/03/2015	56.00
64680	SOCCER.COM	09/03/2015	3,655.03
64681	SOFTERWARE	09/03/2015	25.00
64682	SPANISH SPECIALISTS AND CONSUL	09/03/2015	230.00
64683	SPENCER, DOROTHY	09/03/2015	71.40
64684	ST CROIX RECREATION CO INC	09/03/2015	1,813.36
64685	STAPLES ADVANTAGE	09/03/2015	683.60
64686	Vendor Continued Check	09/03/2015	0.00
64687	STATE SUPPLY CO	09/03/2015	4,598.78
64688	STEINER, EILEEN A	09/03/2015	20.60
64689	STORYBOARD FILMS	09/03/2015	1,750.00
64690	STREAMLINE DESIGN INC	09/03/2015	7,968.00
64691	STUDIES WEEKLY PUBLICATIONS	09/03/2015	294.53
64692	THE SUITES HOTEL AT WATERFRONT	09/03/2015	547.29
64693	SUMMIT COMPANIES	09/03/2015	137.50
64694	SUPER DUPER PUBLICATIONS	09/03/2015	106.74
64695	SUPERIOR STRIPING INC	09/03/2015	13,866.00
64696	SUPERIOR AUTOMOTIVE	09/03/2015	360.00
64697	SVL SERVICE CORPORATION	09/03/2015	2,554.14
64698	TA SCHIFSKY & SONS INC	09/03/2015	41,750.00
64699	TECH DUMP	09/03/2015	481.00
64700	TECHSMITH	09/03/2015	537.00
64701	Vendor Continued Check	09/03/2015	0.00
64702	THYSSENKRUPP ELEVATOR CORP	09/03/2015	4,884.74
64703	TRADE PRESS INC	09/03/2015	2,815.37
64704	TRUSTED EMPLOYEES	09/03/2015	1,410.00
64705	TURFWERKS INC	09/03/2015	1,551.19
64706	TWIN CITY HARDWARE	09/03/2015	2,405.64
64707	TWIN PINES IMPRINTING	09/03/2015	5,695.00
64708	U.S. ENERGY SERVICES INC	09/03/2015	3,812.81
64709	UHL CO INC	09/03/2015	135,581.00
64710	UNIVERSAL ATHLETIC	09/03/2015	680.88
64711	UPPER MIDWEST ATHLETIC CONSTRU	09/03/2015	5,000.00
64712	VAIL, GAYLE J	09/03/2015	35.27
64713	VERIZON WIRELESS	09/03/2015	1,542.39
64714	VINCO INC	09/03/2015	36,646.66
64715	VIRCO INC	09/03/2015	69.79
64716	WAUSAU TILE	09/03/2015	4,326.00
64717	WHITE BEAR FLORAL SHOP	09/03/2015	10.61
64718	WHITE BEAR GLASS INC	09/03/2015	590.00
64719	WHITE BEAR LOCKSMITH INC	09/03/2015	63.50
64720	WHITE BEAR RENTAL EQUIPMENT	09/03/2015	182.52
64721	WHITE BEAR LAKE SPORTS CENTER	09/03/2015	1,800.00
64722	WHITE BEAR LAKE UMPIRES ASSN	09/03/2015	750.00
64723	WELLSPRING COUNSELING & TRAINI	09/03/2015	350.00

Check Nbr	Vendor Name	Check Date	Check Amount
64724	WINDSTREAM	09/03/2015	5,078.18
64725	XCEL ENERGY	09/03/2015	74,055.15
64726	YOUTH ENRICHMENT LEAGUE	09/03/2015	2,617.00
64727	YOUTH FRONTIERS	09/03/2015	2,945.00
254	Computer	Check(s) For a Total of	1,065,860.90

Check Nbr	Vendor Name	Check Date	Check Amount
62896	THAO, STACY	09/03/2015	13.10
63114	ANOKA COUNTY TREASURY DEPARTME	09/03/2015	190.10
64035	IKEA	09/03/2015	69.99
64109	PAPA MURPHY'S PIZZA	09/03/2015	131.00
64460	GURSTEL CHARGO ATTORNEYS AT LA	09/03/2015	162.00
5	Void	Check(s) For a Total of	566.19

	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
	254	Computer	Checks For a Total of	1,065,860.90
Total For	254	Manual, Wire Tran, ACH & Computer Checks		1,065,860.90
Less	5	Voided	Checks For a Total of	566.19
		Net Amount		1,065,294.71

Check Nbr	Vendor Name	Check Date	Check Amount
64728	AMERICAN UNITED LIFE	09/10/2015	63,135.85
64729	AMERICAN UNITED LIFE	09/10/2015	13,500.00
64730	AMERIPRISE FINANCIAL SERVICES	09/10/2015	12,351.23
64731	AXA EQUITABLE	09/10/2015	34,470.45
64732	BARNETT WB CHRYSLER JEEP DODGE	09/10/2015	512.44
64733	CEREBELLUM CORP	09/10/2015	36.90
64734	DOMINOS PIZZA	09/10/2015	178.85
64735	GOODIN COMPANY	09/10/2015	1,999.20
64736	GREAT LAKES HIGHER EDUC GUARAN	09/10/2015	363.87
64737	GURSTEL CHARGO ATTORNEYS AT LA	09/10/2015	85.00
64738	IUOE LOCAL 70	09/10/2015	2,103.13
64739	MESSERLI & KRAMER PA	09/10/2015	448.00
64740	METROPOLITAN LIFE	09/10/2015	2,408.56
64741	ORDWAY CENTER FOR PERFORMING	09/10/2015	140.00
64742	RAUSCH, STURM, ISRAEL,	09/10/2015	188.00
64743	SAM'S CLUB/SYNCHRONY BANK	09/10/2015	596.64
64744	SCHOOL SERVICE EMPLOYEES	09/10/2015	5,690.02
64745	US DEPT OF EDUCATION	09/10/2015	472.87
64746	VANGUARD SMALL BUSINESS SERVIC	09/10/2015	28,060.60
64747	WBLA EDUCATIONAL FOUNDATION	09/10/2015	50.00
20	Computer	Check(s) For a Total of	166,791.61

	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
	20	Computer	Checks For a Total of	166,791.61
Total For	20	Manual, Wire Tran, ACH &	Computer Checks	166,791.61
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	166,791.61

Check Nbr	Vendor Name	Check Date	Check Amount
151600065	ACCIARI, NICOLE E	09/15/2015	127.91
151600066	ANDERSON, MARGARET ANN	09/15/2015	747.92
151600067	BERNDT, MICHELE R	09/15/2015	133.18
151600068	BERNIER, TIMMY G	09/15/2015	42.26
151600069	BOOTH, KARLA J	09/15/2015	58.43
151600070	BREMER, JACLYN ANN	09/15/2015	200.00
151600071	CAPAN, NANCY A	09/15/2015	167.00
151600072	CHAKOLIS, RICHARD A	09/15/2015	173.38
151600073	DAHLEM, TERESA	09/15/2015	29.97
151600074	DERBY, SARA A	09/15/2015	76.21
151600075	DIMEGLIO, JOSEPH V	09/15/2015	63.72
151600076	EDBERG, REBECCA J	09/15/2015	159.56
151600077	ENGSTRAN, PAUL A	09/15/2015	40.00
151600078	ETHEN, HILARY J	09/15/2015	47.60
151600079	FINK, AVIS A	09/15/2015	307.61
151600080	FUHRMAN, SARAH J	09/15/2015	10.79
151600081	GRIPENTROG, TRACY A	09/15/2015	45.00
151600082	HOPKINS, JULIE C	09/15/2015	30.52
151600083	IMMEL, COLLEEN MARIE	09/15/2015	29.33
151600084	JEBENS-SINGH, TARA L	09/15/2015	101.80
151600085	JORGENSEN, AMY L	09/15/2015	968.24
151600086	KANCANS, ANDREW V	09/15/2015	68.43
151600087	KAZMIERCZAK, WAYNE A	09/15/2015	957.68
151600088	KONE, AMINATA	09/15/2015	47.72
151600089	KRAMLINGER, TRACEY A	09/15/2015	73.96
151600090	KROCAK, NANCY J	09/15/2015	139.36
151600091	LEHN, BRIDGET N	09/15/2015	343.94
151600092	MANKE, ANNE M	09/15/2015	192.29
151600093	MCGARTHWAITE, NICOLE M	09/15/2015	26.97
151600094	MCPHERSON, KIRSTEN M	09/15/2015	649.58
151600095	MELQUIST, NANCY J	09/15/2015	152.31
151600096	MUNDELL, GERALD K	09/15/2015	200.00
151600097	MUSSER, BEVERLY D	09/15/2015	104.90
151600098	NABORS JR, DWAYNE L	09/15/2015	192.00
151600099	NORCROSS, MICHELE S	09/15/2015	29.82
151600100	OUREN, LISA M	09/15/2015	69.99
151600101	PACK, JAMES R	09/15/2015	30.00
151600102	PAUL, SARA T	09/15/2015	91.97
151600103	PETERSEN, JILL M	09/15/2015	58.06
151600104	PETERSEN, NANCY BUNDLIE	09/15/2015	78.16
151600105	PODGORSKI, CARRIE J	09/15/2015	29.14
151600106	REED, TAMMY L	09/15/2015	47.00
151600107	SCHMIDT, HEATHER RAE	09/15/2015	86.68
151600108	SKOGEN, MATTHEW K	09/15/2015	36.84
151600109	SMITH, TAMMY L	09/15/2015	10.06
151600110	STANIUS, TAMARA L	09/15/2015	159.60
151600111	STEWART, SCOTT J	09/15/2015	64.98
151600112	STREIFF, CHRISTINA D	09/15/2015	60.50
151600113	SYNAN, ERIN K	09/15/2015	46.07
151600114	THAYER-MARMITT, CHRISTINA E	09/15/2015	374.57

Check Nbr	Vendor Name	Check Date	Check Amount
151600115	THOM, NANCY L	09/15/2015	179.50
151600116	VADNAIS, MOLLY A	09/15/2015	98.98
151600117	VAN ARRAGON, JANEL L	09/15/2015	110.00
151600118	VICHICH, JOHN P	09/15/2015	30.18
151600119	WATTERS, LAURA J	09/15/2015	248.45
151600120	WEHRKAMP, KRISTINE J	09/15/2015	65.00
151600121	YANG, CHA T	09/15/2015	72.00
57	ACH	Check(s) For a Total of	8,787.12

Check Summary

ACH

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	57	ACH	Checks For a Total of	8,787.12
	0	Computer	Checks For a Total of	0.00
Total For	57	Manual, Wire Tran, ACH & Computer Checks		8,787.12
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		8,787.12

Check Nbr	Vendor Name	Check Date	Check Amount
64748-64753		09/17/2015	VOID
64754	1000 PETALS	09/17/2015	44.90
64755	916 EDUC FOUNDATION	09/17/2015	250.00
64756	AARP DRIVER SAFETY PROGRAM	09/17/2015	475.00
64757	ABBOTT PAINT & CARPET INC	09/17/2015	2,001.98
64758	ACE MART RESTAURANT SUPPLY	09/17/2015	45.36
64759	ADVANCED WIRELESS COMMUNICATIO	09/17/2015	399.20
64760	AGROPUR INC	09/17/2015	2,692.33
64761	AMAZON	09/17/2015	3,006.83
64762	AMAZON	09/17/2015	346.02
64763	AMAZON	09/17/2015	12.29
64764	AMAZON	09/17/2015	16,003.70
64765	AMER RED CROSS	09/17/2015	81.00
64766	AMERICAN SPORT FLOORS	09/17/2015	800.00
64767	APPLE COMPUTER INC	09/17/2015	2,575.00
64768	ARCH LANGUAGE NETWORK	09/17/2015	100.00
64769	ARROWWOOD RESORT & CONF CTR	09/17/2015	605.60
64770	ASTLEFORD INTERNATIONAL TRUCKS	09/17/2015	933.29
64771	Vendor Continued Check	09/17/2015	0.00
64772	Vendor Continued Check	09/17/2015	0.00
64773	Vendor Continued Check	09/17/2015	0.00
64774	AVON BUSINESS FORMS & PROMOTIO	09/17/2015	5,971.45
64775	BAHR, PETER	09/17/2015	130.00
64776	BARNES & NOBLE	09/17/2015	434.72
64777	BASNIGHT, BRYAN	09/17/2015	84.00
64778	BEARTOWN AUTO BODY INC	09/17/2015	2,567.70
64779	BELLEFEUILLE, JACQUELINE ANNE	09/17/2015	40.00
64780	BEST WESTERN WB COUNTRY INN	09/17/2015	1,888.00
64781	BUSINESS IMPACT GROUP	09/17/2015	8,310.44
64782	BIRDSALL, SHAWN	09/17/2015	64.00
64783	BLAZICK-PETERSON, PATRICIA L	09/17/2015	67.00
64784	BLICK ART MATERIALS	09/17/2015	5,680.20
64785	BLUE TARP FINANCIAL INC	09/17/2015	159.41
64786	BOYER TRUCKS	09/17/2015	12.00
64787	BRAKE & EQUIPMENT WAREHOUSE, I	09/17/2015	42.39
64788	BRATTON, DONALD	09/17/2015	85.00
64789	BRISCH, ELIZABETH	09/17/2015	61.55
64790	THE BUG COMPANY	09/17/2015	16.00
64791	CAMBIUM LEARNING INC	09/17/2015	495.00
64792	CAMP ST CROIX	09/17/2015	807.50
64793	CAREY, MARK	09/17/2015	64.00
64794	CARLSON, ANDRE	09/17/2015	64.00
64795	CASE, GENE	09/17/2015	176.52
64796	CDW GOVERNMENT INC	09/17/2015	304,750.00
64797	CENGAGE LEARNING	09/17/2015	18,396.40
64798	CHURCHILL, RACHEL	09/17/2015	3.80
64799	CINTAS CORP #470	09/17/2015	330.57
64800	CITI-CARGO & STORAGE CO INC	09/17/2015	85.00
64801	CJ DUFFY PAPER CO	09/17/2015	11,403.65
64802	COMCAST	09/17/2015	66.90
64803	COMCAST	09/17/2015	5.26

Check Nbr	Vendor Name	Check Date	Check Amount
64804	COMCAST	09/17/2015	270.55
64805	COMCAST	09/17/2015	278.77
64806	CONLEY, BENSON	09/17/2015	85.00
64807	CONNORS, TAMMY	09/17/2015	30.65
64808	Vendor Continued Check	09/17/2015	0.00
64809	CONTINENTAL RESEARCH CORP	09/17/2015	2,417.02
64810	COUNCIL FOR EXCEPTIONAL CHILDR	09/17/2015	265.00
64811	CUB FOODS OF WHITE BEAR TWSHP	09/17/2015	574.19
64812	CULLIGAN BOTTLED WATER	09/17/2015	177.84
64813	CUMMINS NPOWER LLC	09/17/2015	2,424.84
64814	DAKOTA TRUCK UNDERWRITERS	09/17/2015	57,671.00
64815	DALCO CORPORATION	09/17/2015	53,495.93
64816	DAVENPORT, GREG	09/17/2015	157.50
64817	DECKER INC	09/17/2015	170.29
64818	DEGARDNER, RICK	09/17/2015	128.00
64819	DELTA EDUCATION	09/17/2015	68.54
64820	DEMCO INC	09/17/2015	135.16
64821	DISCOUNT SCHOOL SUPPLY	09/17/2015	615.07
64822	DOOR SERVICE COMPANY	09/17/2015	2,647.00
64823	DORNFELD, MARK	09/17/2015	64.00
64824	DORNFELD, MATT	09/17/2015	85.00
64825	DOCUMENT TECH SOLUTIONS INC	09/17/2015	127.11
64826	ECKROTH MUSIC	09/17/2015	14,450.00
64827	ELLISON EDUC EQUIP INC	09/17/2015	63.00
64828	EMC PUBLISHING	09/17/2015	119.46
64829	F&N OPERATIONS LLC	09/17/2015	1,576.70
64830	FANNON, REBECCA	09/17/2015	46.45
64831	FASTBRIDGE LEARNING	09/17/2015	24,000.00
64832	FASTENAL COMPANY	09/17/2015	134.42
64833	FASTENATION INC	09/17/2015	78.50
64834	FEDEX	09/17/2015	11.25
64835	FESTIVAL FOODS-KNOWLAN'S	09/17/2015	153.15
64836	FIRST STUDENT INC	09/17/2015	546.63
64837	FIRST-SHRED	09/17/2015	673.00
64838	FRASSATI CATHOLIC ACADEMY	09/17/2015	1,000.00
64839	FRATTALONES HARDWARE STORES	09/17/2015	1,404.38
64840	FREE SPIRIT PUBLISHING CO	09/17/2015	39.96
64841	FUN AND FUNCTION	09/17/2015	255.26
64842	GALLAGHERS NORTHWESTERN TIRE C	09/17/2015	1,544.37
64843	GENERAL PARTS LLC	09/17/2015	108.41
64844	GENERATIVE LEARNING	09/17/2015	2,500.00
64845	GILLIVER, KAREN	09/17/2015	235.00
64846	GILLUND ENTERPRISES	09/17/2015	305.70
64847	GILSON, RYAN	09/17/2015	64.00
64848	GMS INDUSTRIAL SUPPLIES INC	09/17/2015	59.65
64849	GOODWIN, PAUL ALAN	09/17/2015	65.00
64850	GOPHER	09/17/2015	630.08
64851	Vendor Continued Check	09/17/2015	0.00
64852	Vendor Continued Check	09/17/2015	0.00
64853	GRAINGER	09/17/2015	3,428.87

Check Nbr	Vendor Name	Check Date	Check Amount
64854	GRANDMA'S BAKERY INC	09/17/2015	46.54
64855	GREATAMERICA FINANCIAL SERVICE	09/17/2015	847.96
64856	GREEN CONSTRUCTION SERVICES	09/17/2015	50,065.00
64857	GROTH MUSIC CO	09/17/2015	700.00
64858	GURSTEL CHARGO ATTORNEYS AT LA	09/17/2015	247.00
64859	GUTHRIE THEATER	09/17/2015	2,150.00
64860	Vendor Continued Check	09/17/2015	0.00
64861	HALLBERG ENGINEERING INC	09/17/2015	17,209.90
64862	HAMLIN UNIVERSITY ATHLETICS	09/17/2015	510.00
64863	HEALTHPARTNERS MEDICAL GROUP	09/17/2015	1,410.00
64864	HEINEMANN	09/17/2015	496.10
64865	HERN, JOSHUA MICHAEL	09/17/2015	180.56
64866	HERTZ FURNITURE SYSTEMS CORP	09/17/2015	96,069.16
64867	HILDI INC	09/17/2015	2,700.00
64868	HISDAHL INC	09/17/2015	987.86
64869	HOBERG, CLINT	09/17/2015	149.00
64870	HOERNING, CODY	09/17/2015	64.00
64871	Vendor Continued Check	09/17/2015	0.00
64872	Vendor Continued Check	09/17/2015	0.00
64873	Vendor Continued Check	09/17/2015	0.00
64874	HOGLUND BUS AND TRUCK CO	09/17/2015	5,398.87
64875	HOUGHTON MIFFLIN HARCOURT	09/17/2015	6,793.64
64876	HOUSE OF PRINT	09/17/2015	6,433.11
64877	HUDSON, SCOTT	09/17/2015	67.00
64878	HUGO FEED MILL & HARDWARE	09/17/2015	10.47
64879	HUMAN RELATIONS MEDIA	09/17/2015	219.96
64880	IDEAL PRINTERS	09/17/2015	388.59
64881	IFD	09/17/2015	11,856.57
64882	INFRARED CONSULTING SERVICES,	09/17/2015	4,580.00
64883	INNOVATIVE OFFICE SOLUTIONS	09/17/2015	45,243.37
64884	INNOVATIVE OFFICE SOLUTIONS	09/17/2015	50,915.65
64885	INTEGRA TELECOM	09/17/2015	1,050.27
64886	INTEGRA	09/17/2015	3,616.56
64887	INTL E-Z UP INC	09/17/2015	434.79
64888	ISD #621 MOUNDS VIEW PUBLIC SC	09/17/2015	1,915.67
64889	J.R.'S ADVANCED RECYCLERS	09/17/2015	80.00
64890	JENS VENDING	09/17/2015	137.00
64891	JOHANNECK, MARIANN	09/17/2015	67.89
64892	JOHNSON, JUDITH ANN	09/17/2015	274.10
64893	JOHNSON, TERESA W	09/17/2015	84.00
64894	JUST FOR KIX	09/17/2015	247.41
64895	KATH FUEL OIL SERVICE CO	09/17/2015	4,159.80
64896	KENNEY, PATRICK	09/17/2015	84.00
64897	KIMBALL MIDWEST	09/17/2015	424.58
64898	Vendor Continued Check	09/17/2015	0.00
64899	KRAFT CONTRACTING & MECHANICAL	09/17/2015	15,381.00
64900	KUKAR, MAGGIE	09/17/2015	50.00
64901	LADYBUG	09/17/2015	139.65
64902	LAKE AREA FLOORING	09/17/2015	4,702.00
64903	LAKESHORE LEARNING MATERIALS	09/17/2015	4,794.70

Check Nbr	Vendor Name	Check Date	Check Amount
64904	LAMERS, CHRISTY	09/17/2015	50.95
64905	LANDS BEST FOODS	09/17/2015	3,206.20
64906	LARSON ENGINEERING INC	09/17/2015	5,600.00
64907	LASHOMB, BRIAN ALAN	09/17/2015	128.00
64908	LEARNING A-Z	09/17/2015	189.90
64909	LEARNING THINGS	09/17/2015	411.78
64910	LEBENS FLORAL	09/17/2015	265.44
64911	LEMAY, BRUCE	09/17/2015	279.41
64912	LIDS TEAM SPORTS	09/17/2015	1,198.18
64913	LOFFLER	09/17/2015	488.00
64914	LORENZ RECOGNITION CO	09/17/2015	987.95
64915	LORINSER, ANTHONY J	09/17/2015	65.00
64916	L T G POWER EQUIPMENT	09/17/2015	67.14
64917	LUCID DATA CORPORATION	09/17/2015	3,288.00
64918	M+ EMBROIDERY	09/17/2015	477.00
64919	M-F ATHLETIC CO INC	09/17/2015	41.96
64920	MAILFINANCE INC	09/17/2015	455.28
64921	MARR, MELISSA	09/17/2015	84.00
64922	MARTIN-MCALLISTER	09/17/2015	2,100.00
64923	MN ASSOC OF SECONDARY SCHOOL P	09/17/2015	300.00
64924	MCDONOUGH'S WATERJETTING AND	09/17/2015	575.50
64925	MCGRAW, TIMOTHY P	09/17/2015	354.40
64926	MDVI	09/17/2015	80.00
64927	MEDICARE PREMIUM COLLECTION CT	09/17/2015	473.90
64928	MEDTOX LABORATORIES	09/17/2015	74.80
64929	METRO DEAF SCHOOL	09/17/2015	150.00
64930	METRO ECSU	09/17/2015	3,125.00
64931	Vendor Continued Check	09/17/2015	0.00
64932	METRO SOUND AND LIGHTING	09/17/2015	7,909.94
64933	MIDAMERICA ADMIN & RETIREMENT	09/17/2015	48,750.00
64934	MIDWEST BUS PARTS INC	09/17/2015	963.72
64935	MILLER, TERRY	09/17/2015	44.25
64936	MINVALCO INC	09/17/2015	513.87
64937	MN ASSOC OF HONOR SOCIETIES	09/17/2015	50.00
64938	MN BOARD OF SCHOOL ADMINISTRAT	09/17/2015	75.00
64939	MN COACHES INC	09/17/2015	1,161.30
64940	MN CONWAY FIRE & SAFETY	09/17/2015	5,425.00
64941	MN DEPT OF HUMAN SERVICES	09/17/2015	447.00
64942	MN DEPT OF LABOR & INDUSTRY	09/17/2015	300.00
64943	MN ELEVATOR INC	09/17/2015	299.14
64944	MN HISTORICAL SOCIETY	09/17/2015	494.95
64945	MN MEDICAL TRAINING SERVICE	09/17/2015	1,100.80
64946	MN PREMIER PUBLICATIONS	09/17/2015	981.00
64947	MN ZOO	09/17/2015	774.75
64948	MN SCHOOL AGE CARE ALLIANCE	09/17/2015	200.00
64949	MUSIC CONNECTION INC	09/17/2015	3,762.00
64950	MVP & ASSOC	09/17/2015	9,400.00
64951	NAC MECHANICAL & ELECTRICAL SE	09/17/2015	234,602.50
64952	NARDINI FIRE EQUIPMENT CO INC	09/17/2015	695.00
64953	NASSEFF MECH CONTRACTORS	09/17/2015	3,213.23

Check Nbr	Vendor Name	Check Date	Check Amount
64954	NATL COUNCIL OF TEACHERS OF EN	09/17/2015	650.00
64955	NATL GEOGRAPHY CHALLENGE	09/17/2015	80.00
64956	NATL GEOGRAPHIC BEE	09/17/2015	200.00
64957	NELSON, DINAH MARIE	09/17/2015	35.15
64958	NEOFUNDS BY NEOPOST	09/17/2015	1,000.00
64959	NOLAN, KEITH	09/17/2015	104.00
64960	Vendor Continued Check	09/17/2015	0.00
64961	Vendor Continued Check	09/17/2015	0.00
64962	NORTH CENTRAL TRUCK EQUIPMENT	09/17/2015	3,336.83
64963	NORTH STAR BANK	09/17/2015	7,578.00
64964	NORTH SUBURBAN TOWING	09/17/2015	450.00
64965	NORTHERN STAR COUNCIL, BSA	09/17/2015	329.00
64966	NORTHWEST EVALUATION ASSOC	09/17/2015	81,250.00
64967	NYEMBWE, BONDO NTANDA	09/17/2015	1,000.00
64968	NYSTROM PUBLISHING CO INC	09/17/2015	10,211.60
64969	O'REILLY AUTOMOTIVE INC	09/17/2015	1,357.23
64970	Vendor Continued Check	09/17/2015	0.00
64971	OFFICE DEPOT	09/17/2015	1,558.12
64972	ORBELL, RAY	09/17/2015	168.00
64973	Vendor Continued Check	09/17/2015	0.00
64974	ORKIN INC	09/17/2015	6,176.56
64975	ORTON-GILLINGHAM OF MINNESOTA	09/17/2015	350.00
64976	OXYGEN SERVICE CO INC	09/17/2015	8.99
64977	PAURUS, PAUL	09/17/2015	65.00
64978	PELCO CONSTRUCTION LLC	09/17/2015	959.00
64979	PETERSON BROS ROOFING & CONST	09/17/2015	389.00
64980	PIAZZA, MARIA GUADALUPE	09/17/2015	80.00
64981	PIERPONT, JONATHAN	09/17/2015	112.00
64982	PITNEY BOWES PURCHASE POWER	09/17/2015	1,020.99
64983	PIXELWERX LLC	09/17/2015	4,900.00
64984	POULSON, JOHN W	09/17/2015	134.00
64985	PRAXAIR DISTRIBUTION INC	09/17/2015	132.38
64986	PREMIER AGENDAS INC	09/17/2015	647.40
64987	PREMIUM WATERS INC	09/17/2015	113.70
64988	PRESS PUBLICATIONS	09/17/2015	193.05
64989	PRESTWICK HOUSE INC	09/17/2015	2,463.91
64990	PUSH PEDAL PULL	09/17/2015	340.00
64991	RAMSEY COUNTY	09/17/2015	4,350.00
64992	RATWIK ROSZAK & MALONEY PA	09/17/2015	118.65
64993	RATWIK ROSZAK & MALONEY PA	09/17/2015	3,689.95
64994	RAU, ANN-MARY	09/17/2015	475.78
64995	REALLY GOOD STUFF INC	09/17/2015	159.49
64996	RED CROSS STORE	09/17/2015	78.61
64997	RELIANCE COMMUNICATIONS	09/17/2015	17,264.00
64998	RICHARDSON, GENE	09/17/2015	176.00
64999	RICK, CHRISTOPHER	09/17/2015	64.00
65000	RICKERT, DENNIS	09/17/2015	65.00
65001	RIDDELL INC	09/17/2015	2,095.57
65002	RINK-TEC INTERNATIONAL INC	09/17/2015	12,350.00
65003	ROBERTS BUSINESS FORMS	09/17/2015	586.55

Check Nbr	Vendor Name	Check Date	Check Amount
65004	ROCHESTER 100 INC	09/17/2015	402.50
65005	RUPAR, ROBERT T	09/17/2015	3,714.00
65006	SABOT, COURTNEY	09/17/2015	159.99
65007	SAFETY-KLEEN CORP	09/17/2015	350.37
65008	SAINTS NORTH MAPLEWOOD	09/17/2015	769.50
65009	SAM'S CLUB/SYNCHRONY BANK	09/17/2015	384.55
65010	SAM'S CLUB/SYNCHRONY BANK	09/17/2015	33.71
65011	SAMACO SUPPLY	09/17/2015	1,812.00
65012	SAUERS, TODD	09/17/2015	65.00
65013	SCHNEIDER, STEVEN	09/17/2015	64.00
65014	SCHOLASTIC INC	09/17/2015	157.86
65015	SCHOOL HEALTH CORPORATION	09/17/2015	1,355.12
65016	SCHOOL SPECIALTY	09/17/2015	441.00
65017	SCHREIFELS, TRACY J	09/17/2015	696.90
65018	SEARS COMMERCIAL ONE	09/17/2015	569.99
65019	SEEVER, GRAY	09/17/2015	165.00
65020	SELBY, SCOTT	09/17/2015	48.00
65021	SENTRY SYSTEMS INC	09/17/2015	315.00
65022	THE SHERWIN WILLIAMS CO	09/17/2015	32.42
65023	SHIFFLER EQUIPMENT SALES INC	09/17/2015	402.00
65024	SI KIDS	09/17/2015	76.86
65025	SIGHTLINE DISPLAYS LLC	09/17/2015	8,137.50
65026	SIKORA, PAUL	09/17/2015	84.00
65027	SLATOR, KEVIN T	09/17/2015	168.00
65028	Vendor Continued Check	09/17/2015	0.00
65029	SCHOOL NUTRITION ASSOC (SNA)	09/17/2015	259.00
65030	SOFTERWARE	09/17/2015	883.00
65031	SOLARWINDS	09/17/2015	3,815.00
65032	SOUTHWEST BINDING & LAMINATING	09/17/2015	298.87
65033	ST CATHERINE UNIVERSITY	09/17/2015	100.00
65034	ST PAUL AQUATICS	09/17/2015	678.50
65035	Vendor Continued Check	09/17/2015	0.00
65036	STAPLES ADVANTAGE	09/17/2015	2,932.41
65037	STARTECHTEL.COM INC	09/17/2015	714.95
65038	STATE SUPPLY CO	09/17/2015	402.61
65039	THE STATION EVENT CENTER	09/17/2015	2,311.33
65040	STAY TUNED PIANO SERVICES	09/17/2015	380.00
65041	STEFFEN NANCY	09/17/2015	50.00
65042	STREAMLINE DESIGN INC	09/17/2015	2,210.00
65043	SUM	09/17/2015	700.00
65044	SUMMIT COMPANIES	09/17/2015	939.00
65045	SUPREME SCHOOL SUPPLY CO	09/17/2015	128.36
65046	SYNCHRONY BANK	09/17/2015	149.95
65047	TEACHERS CURRICULUM INSTITUTE	09/17/2015	12,154.00
65048	TEACHER INNOVATIONS INC	09/17/2015	162.00
65049	TEACHERS DISCOVERY	09/17/2015	461.30
65050	TEACHING STRATEGIES INC	09/17/2015	7,027.23
65051	TEAMWORKS INTERNATIONAL INC	09/17/2015	3,301.96
65052	TENNIS ON SELBY	09/17/2015	1,732.80
65053	TENNIS WAREHOUSE	09/17/2015	1,908.80

Check Nbr	Vendor Name	Check Date	Check Amount
65054	TERNES, KELLY	09/17/2015	64.00
65055	THARALDSON, RYAN	09/17/2015	64.00
65056	THELEN HEATING & ROOFING INC	09/17/2015	464,046.50
65057	THUROW, JOSHUA P	09/17/2015	85.00
65058	TIESZEN, JENNA	09/17/2015	230.00
65059	TIGER OAK PUBLICATIONS	09/17/2015	1,250.00
65060	TIME FOR KIDS	09/17/2015	49.90
65061	TOWNZEN, RYAN	09/17/2015	64.00
65062	TRADE PRESS INC	09/17/2015	4,630.00
65063	TWEEN PUBLISHING	09/17/2015	140.35
65064	TWIN CITY GARAGE DOOR CO	09/17/2015	400.00
65065	UNIVERSAL ATHLETIC	09/17/2015	4,742.54
65066	THE UPS STORE #3299	09/17/2015	122.85
65067	US FOODS CULINARY EQUIP & SUPP	09/17/2015	630.15
65068	VAN HOUTEN, ERIN	09/17/2015	17.95
65069	VIKING ELECTRIC SUPPLY	09/17/2015	9,485.47
65070	WALSWORTH PUBLISHING CO	09/17/2015	4,673.03
65071	WALTER, BRIAN M	09/17/2015	64.00
65072	WARGO NATURE CENTER	09/17/2015	830.00
65073	WASTE MANAGEMENT OF WI-MN	09/17/2015	7,836.60
65074	WHITE BEAR LOCKSMITH INC	09/17/2015	196.50
65075	WHITE BEAR TOWNSHIP	09/17/2015	975.12
65076	WHITE BEAR LAKE (CITY OF)	09/17/2015	2,565.51
65077	WHITE BEAR LAKE UMPIRES ASSN	09/17/2015	1,650.00
65078	WITHERS, GERALD	09/17/2015	64.00
65079	WL HALL COMPANY	09/17/2015	535.00
65080	WOELFEL, SHELLY	09/17/2015	84.00
65081	XEROX CORPORATION	09/17/2015	169.92
65082	XEROX FINANCIAL SERVICES	09/17/2015	330.34
65083	YANG, CHRIS	09/17/2015	65.00
65084	YMCA OF THE GREATER TWIN CITIE	09/17/2015	90,406.04
65085	ZAHL PETROLEUM MAINTENANCE CO	09/17/2015	1,993.30
65086	ZARAMBO, MARIA	09/17/2015	236.25
333	Computer	Check(s) For a Total of	2,088,752.80

Check Nbr	Vendor Name	Check Date	Check Amount
61410	WHITE BEAR LAKE CITY	09/17/2015	100.00
64561	ISD #834 STILLWATER AREA SCHOO	09/17/2015	322.56
64643	POSTMASTER	09/17/2015	1,488.00
64737	GURSTEL CHARGO ATTORNEYS AT LA	09/17/2015	85.00
4	Void	Check(s) For a Total of	1,995.56

	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
	333	Computer	Checks For a Total of	2,088,752.80
Total For	333	Manual, Wire Tran, ACH & Computer Checks		2,088,752.80
Less	4	Voided	Checks For a Total of	1,995.56
		Net Amount		2,086,757.24

Check Nbr	Vendor Name	Check Date	Check Amount
65087	AMAZON	09/25/2015	383.64
65088	AMAZON	09/25/2015	680.68
65089	AMAZON	09/25/2015	3,694.22
65090	AMAZON	09/25/2015	3,823.04
65091	AMAZON	09/25/2015	36.21
65092	AMAZON	09/25/2015	990.47
65093	AMAZON	09/25/2015	184.72
65094	AMAZON	09/25/2015	47.09
65095	AMAZON	09/25/2015	798.82
65096	AMAZON	09/25/2015	635.39
65097	AMAZON	09/25/2015	92.85
65098	AMERICAN UNITED LIFE	09/25/2015	63,376.45
65099	AMERICAN UNITED LIFE	09/25/2015	46,125.00
65100	AMERICAN UNITED LIFE	09/25/2015	440,321.43
65101	AMERIPRISE FINANCIAL SERVICES	09/25/2015	12,101.23
65102	AXA EQUITABLE	09/25/2015	34,424.80
65103	BEST BUY BUSINESS ADVANTAGE AC	09/25/2015	4,428.32
65104	CAMP ST CROIX	09/25/2015	1,934.00
65105	CAMP ST CROIX	09/25/2015	807.50
65106	CDW GOVERNMENT INC	09/25/2015	34,794.08
65107	Vendor Continued Check	09/25/2015	0.00
65108	DELTA DENTAL PLAN OF MN	09/25/2015	61,338.90
65109	GOPHER	09/25/2015	1,035.53
65110	GREAT LAKES HIGHER EDUC GUARAN	09/25/2015	370.86
65111	GREAT LAKES HIGHER EDUC	09/25/2015	221.17
65112	GREAT LAKES HIGHER EDUC	09/25/2015	112.42
65113	Vendor Continued Check	09/25/2015	0.00
65114	Vendor Continued Check	09/25/2015	0.00
65115	GREATAMERICA FINANCIAL SERVICE	09/25/2015	15,072.11
65116	GURSTEL CHARGO ATTORNEYS AT LA	09/25/2015	293.00
65117	HEALTHPARTNERS	09/25/2015	214,110.56
65118	INNOVATIONS IN EDUC CONSORTIUM	09/25/2015	2,400.00
65119	IUOE LOCAL 70	09/25/2015	2,034.95
65120	Vendor Continued Check	09/25/2015	0.00
65121	Vendor Continued Check	09/25/2015	0.00
65122	Vendor Continued Check	09/25/2015	0.00
65123	MADISON NATIONAL LIFE	09/25/2015	44,472.40
65124	MESSERLI & KRAMER PA	09/25/2015	201.00
65125	METROPOLITAN LIFE	09/25/2015	2,408.56
65126	MIDAMERICA ADMIN & RETIREMENT	09/25/2015	2,625.00
65127	POSTMASTER	09/25/2015	392.05
65128	QIN, YUEFIN	09/25/2015	800.00
65129	RAUSCH, STURM, ISRAEL,	09/25/2015	229.00
65130	THE ROSE LAW FIRM, PLLC	09/25/2015	172.00
65131	SCHOOL SERVICE EMPLOYEES	09/25/2015	5,862.78
65132	THE STATION EVENT CENTER	09/25/2015	1,311.33
65133	TWIN CITY INFLATABLES	09/25/2015	385.00
65134	US DEPT OF EDUCATION	09/25/2015	472.87
65135	USA HIGH SCHOOL CLAY TARGET LE	09/25/2015	1,225.00
65136	VANGUARD SMALL BUSINESS SERVIC	09/25/2015	27,197.36

Check Nbr	Vendor Name	Check Date	Check Amount
65137	WBLA EDUCATIONAL FOUNDATION	09/25/2015	50.00
51	Computer	Check(s) For a Total of	1,034,473.79

Check Nbr	Vendor Name	Check Date	Check Amount
64933	MIDAMERICA ADMIN & RETIREMENT	09/24/2015	48,750.00
65039	THE STATION EVENT CENTER	09/24/2015	2,311.33
2	Void	Check(s) For a Total of	51,061.33

Check Nbr	Vendor Name	Check Date	Check Amount
151600122	ACCIARI, NICOLE E	09/29/2015	65.00
151600123	ANDERSON, JON C	09/29/2015	900.91
151600124	BACIGALUPO, STACEY MM	09/29/2015	52.35
151600125	BRAY, CHERYL RAE	09/29/2015	45.14
151600126	BREMER, JACLYN ANN	09/29/2015	109.28
151600127	CROCK, STEPHANIE L	09/29/2015	81.00
151600128	DAHL, MELISA J	09/29/2015	725.70
151600129	DRIELING, CAROL R	09/29/2015	102.16
151600130	EGEMO, PATRICIA ANN	09/29/2015	48.29
151600131	HAMMEKEN, GRACIELA E	09/29/2015	1,365.91
151600132	HELTNER, ERIKA L	09/29/2015	334.20
151600133	HICKS, SUSAN L	09/29/2015	196.00
151600134	HUBBARD, MICHELLE K	09/29/2015	59.92
151600135	JAKOBLICH, MARGARET R	09/29/2015	130.74
151600136	KASS, DONA MARIE	09/29/2015	101.51
151600137	KEESE, MATTHEW D	09/29/2015	210.10
151600138	KUEMMEL, JANEEN ELIZABETH	09/29/2015	25.89
151600139	LAMWERS, LINDSAY M	09/29/2015	266.14
151600140	LANE, JOSHUA L	09/29/2015	25.00
151600141	LARSON, JOHN FRANCIS	09/29/2015	75.00
151600142	LEIBEL, KARI A	09/29/2015	43.70
151600143	LOVETT, MICHAEL J	09/29/2015	274.13
151600144	MOWERY, TRACY L	09/29/2015	53.36
151600145	MULLALY, REBECCA L	09/29/2015	780.00
151600146	MUMBLEAU, ANGELA C	09/29/2015	74.97
151600147	MUSTAR, ELISABETH J	09/29/2015	63.57
151600148	PACK, JAMES R	09/29/2015	100.00
151600149	PUODZIUNAS, DIANE M	09/29/2015	126.02
151600150	RIVA, LINDA E	09/29/2015	147.80
151600151	ROTSCHAFER, DONNA K	09/29/2015	66.03
151600152	SCHOCHENMAIER, TIMOTHY R	09/29/2015	273.84
151600153	SCHULTE, ALETA A	09/29/2015	30.00
151600154	STIRLING, CONNIE B	09/29/2015	483.99
151600155	THIMJON, KARI L	09/29/2015	199.00
151600156	TUTTLE, JANE E P	09/29/2015	82.70
151600157	VAIL, ANNE B	09/29/2015	130.00
151600158	VASKE, MARY M	09/29/2015	195.00
151600159	VERNON, AMANDA M	09/29/2015	44.63
151600160	WEBER, SUSAN MARIE	09/29/2015	202.40
151600161	WEHRKAMP, KRISTINE J	09/29/2015	65.00
151600162	WILLCOXON SR, PETER	09/29/2015	629.40

41	ACH	Check(s) For a Total of	8,985.78
----	-----	-------------------------	----------

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	41	ACH	Checks For a Total of	8,985.78
	0	Computer	Checks For a Total of	0.00
Total For	41	Manual, Wire Tran, ACH &	Computer Checks	8,985.78
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	8,985.78

RESOLUTION FOR ACCEPTANCE OF GIFTS

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

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

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

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

AGENDA ITEM: **Acceptance of Gifts**
 MEETING DATE: **October 12, 2015**
 SUGGESTED DISPOSITION: **Operational Item**
 CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Finance and Operations**

Donation	Donor	Recipient
Clarinet	Lynn Schleeter	Central Middle School Band Program
Chapsticks, hand sanitizer, and small ice packs (value: \$300)	Urgency Room in Vadnais Heights	Vadnais Heights Elementary School
Smart Board	Peter and Amy Koegel	Sunrise Park Middle School
\$1,500 for Pickelball lining and nets	White Bear Lake Lions Club	Community Services and Recreation
\$100 for teacher training for special education teachers	Anonymous	White Bear Lake Area Public Schools
\$250 for teacher training for special education teachers	Anonymous	White Bear Lake Area Public Schools
\$200	Medtronic	Sunrise Park Middle School
\$800	TRUIST	White Bear Lake Area Public Schools
National Geographic Magazines (10 boxes)	Teri Moertel 3983 Woodridge Ct Vadnais Heights, MN 55127	White Bear Lake Area Public Schools

RECOMMENDATION: Accept donations.

AGENDA ITEM: **Field Trip Requests**

MEETING DATE: **October 12, 2015**

SUGGESTED DISPOSITION: **Consent Agenda**

CONTACT PERSON(S): **Sara Paul, Assistant Superintendent for Teaching and Learning**

Background:

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

Date of Trip and Destination	Requesting Staff Member	Grade/ Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
May 15-16, 2016 Duluth, MN	Craig Nasvik	Boys Golf	1	6-12	Total cost per student: \$60 Source of Revenue: Parents and Fundraiser	School Van	To compete on great course and in a good tournament.
May 5-7, 2016 Detroit Lakes, MN	Craig Nasvik	Boys Golf	2	6-12	Total cost per student: \$120 Source of Review: Parents and fundraiser	School Vans	To compete in Detroit Lakes Invite. Good tournament.
March 18-23, 2016 Phoenix, AZ	Craig Nasvik	Boys Golf	0	13	Total cost per student: \$600 Source of Revenue: Parents and fundraiser	Airlines Ground Transportation	Resume our annual spring golf team building trip.

December 28-30, 2015 Fargo, North Dakota	Craig Nasvik	Wrestling	0	45	Total cost per student: \$150 Source of Revenue: Parents pay	5 coach buses	To continue our mid-season tournament at the Rumble on the Red. This is a great 64 team event. We have gone for the past seven years.
November 11-12, 2015 Camp Ripley – Little Falls, MN	Laura Watters, Mike Hamernick	MAAP Stars	1	6	Total cost per student: \$20 Source of Revenue: Advisor costs paid through Perkins fund Total cost of trip: \$630	District Van	MAAP Stars Leadership Training – Fall kick-off event. Focus on leadership and team building events.
April 15-16, 2016 Minneapolis/St. Paul – Planned with Group Travel Planners	Wendy Suoja	North Campus	1	80	Total cost per student: \$285 Source of Revenue: Fundraising and payment by families	Charter Bus	Program building. Social and arts oriented activities. Singing opportunity as well.
April 14-17, 2016 Chicago	Jeremy Rockford	North Campus	2	160	Total cost per student: \$550 Source of Revenue: Fundraising and student donations	Charter Bus	This trip will allow students to experience excellent musical performance and professional evaluation in a culturally rich environment. Students will perform for and be evaluated by top instrumental music educators from the United States.

Recommendation: The administration recommends the School Board approve these field trips.

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

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

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

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATION/TERMINATION – CLASSIFIED STAFF

ERIN DAY – Pupil Support Assistant, High School – North Campus
Employed by District 624 since 09/02/2014
Effective Date: 10/06/2015

JILL DIMITRI – Pupil Support Assistant, Birch Lake Elementary
Employed by District 624 since 09/18/2015
Effective Date: 10/02/2015

DENAE KRAUSE – Program Assistant Leader, Matoska International
Employed by District 624 since 09/01/2014
Effective Date: 09/25/2015

JENNIFER OSTER – Program Assistant Leader, Vadnais Heights Elementary
Employed by District 624 since 09/03/2013
Effective Date: 10/09/2015

HARRY SIMPKINS – Bus Driver, Bus Garage
Employed by District 624 since 08/28/2006
Effective Date: 09/24/2015

VONG THAO – EL Assistant, Vadnais Heights Elementary
Employed by District 624 since 09/01/2014
Effective Date: 09/23/2015

DEBRA VILLAFANIA – Human Resources Specialist, District Center
Employed by District 624 since 08/12/2013
Effective Date: 10/22/2015

RESIGNATION/TERMINATION – CERTIFIED STAFF

MONICA DOHERTY – Preschool Teacher, Normandy Park
Employed by District 624 since 08/21/2013
Effective Date: 06/30/2015

FULL – TIME LEAVE REQUEST – CERTIFIED STAFF

KATHERINE MANN – .85 FACS Teacher, Sunrise Park Middle School
Employed by District 624 since 08/21/2013
Effective Date: September 2, 2015 through December 4, 2015

NEW PERSONNEL – CLASSIFIED STAFF

KRIS ANDREA – Part Time Cook, Sunrise Park Middle School
\$13.94 / hr., 3.5 hrs. / 161 days \$7,855.19
Effective Date: 10/05/2015

ALISON BAKER – Program Assistant Leader, Otter Lake Elementary
\$12.92 / hr., 4.5 hrs. / 203 days \$11,802.42
Effective Date: 09/14/2015

MICHAEL BICKEL – Student Supervisor, Sunrise Park Middle School
\$17.30 / hr., 7.0 hrs. / 174 days \$19,566.30
Effective Date: 09/15/2015

EMILY CLARK – Program Assistant Leader, Oneka Elementary
\$12.92 / hr., 4.75 hrs. / 202 days \$12,396.74
Effective Date: 09/15/2015

SARA COBB – Program Assistant Leader, Vadnais Heights Elementary
\$12.92 / hr., 2.5 hrs. / 201 days \$6,492.30
Effective Date: 09/16/2015

JILL DIMITRI – Pupil Support Assistant, Birch Lake Elementary
\$17.30 / hr., 6.5 hrs. / 171 days \$19,228.95
Effective Date: 09/18/2015

SIFON EFIONG – Pupil Support Assistant, High School – North Campus
\$17.30 / hr., 6.5 hrs. / 170 days \$19,116.50
Effective Date: 09/21/2015

MARIA ETERNO – Program Assistant Leader, Matoska International
\$12.92 / hr., 20.5 hrs. per week \$10,486.73
Effective Date: 09/21/2015

THOMAS FRAZER – Bus Driver, Bus Garage
\$17.16 / hr., 5.75 hrs. / 173 days \$17,069.91
Effective Date: 09/02/2015

ZACHARY HARDING – Program Assistant Leader, Oneka Elementary
\$12.92 / hr., Varied hrs. / 198 days \$10,639.61
Effective Date: 09/21/2015

CORY HAZARD – Pupil Support Assistant, Sunrise Park Middle School
\$17.30 / hr., 6.5 hrs. / 162 days \$18,216.90
Effective Date: 10/01/2015

SHARON HILLESTAD – Program Assistant Leader, District Wide
\$12.92 / hr., 2.5 hrs. / 202 days \$6,524.60
Effective Date: 09/15/2015

JEAN JENSEN – Bus Aide, Bus Garage
\$16.12 / hr., 5.5 hrs. / 172 days \$15,249.52
Effective Date: 09/07/2015

LINDA JODL – Part Time Cook, Willow Lane Elementary

\$13.94 / hr., 3.0 hrs. / 161 days \$6,733.02

Effective Date: 10/05/2015

LAURIE JOHNSON – Program Assistant Leader, Matoska International

\$12.92 / hr., 2.5 hrs. / 202 days \$6,524.60

Effective Date: 09/15/2015

AMY LINDEMER – Program Assistant Leader, Oneka Elementary

\$12.92 / hr., 5.0 hrs. / 202 days \$13,049.20

Effective Date: 09/15/2015

MARY LOWRY – Program Assistant Leader, Otter Lake Elementary

\$12.92 / hr., 4.25 hrs. / 198 days \$10,872.18

Effective Date: 09/21/2015

KATIE MASLOWSKI – Program Assistant Leader, Matoska International

\$13.44 / hr., 3.0 hrs. / 202 days \$7,445.75

Effective Date: 09/15/2015

KATHERINE MCKEEVER-NASH – Part Time Cook, High School – North Campus

\$13.94 / hr., 3.5 hrs. / 174 days \$8,489.46

Effective Date: 09/16/2015

RONALD NEWBAUER – Bus Driver, Bus Garage

\$17.16 / hr., 5.833 hrs. / 173 days \$17,317.30

Effective Date: 09/02/2015

SAMANTHA OESTREICH – Bus Driver, Bus Garage

\$17.16 / hr., 5.166 hrs. / 173 days \$15,338.18

Effective Date: 09/02/2015

JOSEPH PALUMBO – Assistant Head Engineer B Bldg, Willow Lane Elementary

\$20.31 / hr. + .25 SD, 8.0 hrs. / 208 days \$34,211.83

Effective Date: 09/14/2015

SUZANNE PEIRCE – Pupil Support Assistant, Normandy Park

\$17.30 / hr., 6.5 hrs (T-F) & 3.0 hrs. (M) / 163 days \$17,152.66

Effective Date: 09/21/2015

JOHN SEE – Bus Driver, Bus Garage

\$17.16 / hr., 6.083 hrs. / 184 days \$19,207.76

Effective Date: 09/02/2015

RENEE SEMONICK – Pupil Support Assistant, Birch Lake Elementary

\$17.30 / hr., 6.5 hrs. / 160 days \$17,992.00

Effective Date: 10/05/2015

BRIDGET TAPP – Bus Aide, Bus Garage

\$16.12 / hr., 5.833 hrs. / 172 days \$16,173.73

Effective Date: 09/07/2015

MARK TRIPLETT – Bus Driver, Bus Garage
\$17.16 / hr., 5.666 hrs. / 173 days \$16,822.52
Effective Date: 09/02/2015

NEW LONG TERM SUBSTITUTE – CERTIFIED STAFF

LINDSEY HOLZ – Grade 2 Teacher, Oneka Elementary
BA, Step 2 \$38,071.16 (Pro-rated on \$40,118.00)
Effective Date: September 14, 2015 – June 9, 2016

LEIGH MILLS – Grade 5 Teacher, Willow Lane Elementary
BA, Step 13 \$11,421.60 (Pro-rated on \$56,096.00)
Effective Date: September 28, 2015 – November 20, 2015

B. PUBLIC FORUM

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

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

C. INFORMATION ITEMS

AGENDA ITEM: **Preview of Otter Lake Prairie Restoration Project**
MEETING DATE: **October 12, 2015**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

Background:

Teacher Thom Green and students from Otter Lake Elementary will be making a brief presentation on the Otter Lake Prairie Restoration Project.

AGENDA ITEM: **Presentation on Manufacturing Pathway Event**

MEETING DATE: **October 12, 2015**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**
Sara Paul, Assistant Superintendent for Teaching and Learning

Background:

This remarkable event gave our high school students an opportunity to see, listen to, and meet and visit with manufacturing company representatives. Students viewed specific career opportunities with possibilities of internships and company visits.

We will provide an overview of the Manufacturing Pathway event and why it was so significant to our students, school, and community.

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **October 12, 2015**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

BACKGROUND:

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

D. DISCUSSION ITEMS

AGENDA ITEM: **Policy 406, Public and Private Personnel Data**
MEETING DATE: **October 12, 2015**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Linda Goers, Director of Human Resources**

BACKGROUND:

School Board Policy 406, Public and Private Personnel Data, is up for an annual review. The Policy Committee and Cabinet reviewed this policy and have made some minor changes per recommendations from Minnesota School Boards Association (MSBA).

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

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 9, 2015 School Board meeting agenda or a subsequent meeting for action.

Adopted: April 29, 1996
Revised: January 10, 2005
Revised: October 11, 2010
Revised: December 12, 2011
Revised: April 9, 2012
Annual Review: March 3, 2014
Annual Review: October 13, 2014

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

406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Confidential" means the data is not available to the subject.
- B. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- C. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space and work telephone number.
- D. "Personnel data" means government data on individuals maintained because they are or were employees of the school district, applicants for employment, volunteers for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district

by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

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

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteers and independent contractors, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee's social security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;

7. actual gross pension;
8. the value and nature of employer-paid fringe benefits;
9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. job title;
11. bargaining unit
12. job description;
13. education and training background;
14. previous work experience;
15. dates of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;

21. work email address;
22. badge number;
23. work-related continuing education;
24. honors and awards received; and
25. payroll time sheets or other comparable data that is used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data; and

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

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and
6. work availability.

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.

D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;

4064

- c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multi-member agency pursuant to Minn. Stat. § 15.0597; and
 - i. veteran status.
2. Once an individual is appointed to a public body, the following additional items of data are public:
- a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
3. Notwithstanding paragraph 2, any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as designated electronic mail address or telephone number at which the appointee can be reached.

- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. §13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge is public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if:
 - (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
 - (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

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

4066

~~G~~.H. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that is relevant to the concerns for safety to:

1. The person who may be harmed and to the attorney representing the person when the data is relevant to obtaining a restraining order;
2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
3. A court, law enforcement agency or prosecuting authority.

~~H~~.I Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purposes of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.

~~I~~.J A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

~~J~~.K When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:

1. threaten the personal safety of the complainant or a witness; or
2. subject the complainant or witness to harassment.

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

~~K~~.L The school district shall make any report to the Board of Teaching or the Board of School Administrators as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, any settlement

or compromise, or any investigative file.

- L.M Private personnel data shall be disclosed to the Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- M.N When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that is relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- N.O The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation or termination of the subject of the data, or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data released under this paragraph must not include data on the student.
- O.P The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, to make the school district more efficient, or to improve school district operations is private.
- P.Q Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- Q.R Personal home contact information for employees may be used by the school

district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.

R.S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Board of Teaching and the licensing division at MDE with the necessary and relevant information to enable the Board of Teaching and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. §123B.03, a school board or other school hiring authority must contact the Board of Teaching and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

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

4069

VII. CHANGE IN CLASSIFICATIONS

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

VIII. RESPONSIBLE AUTHORITY

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

IX. RELEASE FORM

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts, Termination)
Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

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

AGENDA ITEM: **Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults**

MEETING DATE: **October 12, 2015**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Kathleen Daniels, Director of Student Support Services**

BACKGROUND:

School Board Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults, is up for an annual review. The Policy Committee and Cabinet reviewed this policy and have made very minor changes.

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

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 9, 2015 School Board meeting agenda or a subsequent meeting for action.

Adopted: April 29, 1996

White Bear Lake Area School District #624 Policy 415

Revised: August 25, 2003

Revised: January 11, 2010

Annual Review: August 8, 2011

Annual Review: September 10, 2012

Annual Review: December 9, 2013

Annual Review: October 13, 2014

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat § 626.5572, Subd. 2.

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

clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.

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

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the designated county entity.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caretaker, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose no public data as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected neglect or abuse of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A

mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting or who intentionally fails to provide all the material circumstances surrounding the reported incident is guilty of a misdemeanor.

- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against a vulnerable adult who is named in a report, is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

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

VI. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)
Minn. Stat. § 245.825 (Aversive and Deprivation procedures; Licensed Facilities and Services)
Minn. Stat. § 609.221-609.224 (Assault)
Minn. Stat. § 609.234 (Crimes Against the Person)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

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

AGENDA ITEM: **Policy 649, Early Admission into Kindergarten**
MEETING DATE: **October 12, 2015**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Linda Goers, Director of Human Resources**

BACKGROUND:

School Board Policy 649, Early Admission into Kindergarten, is a new policy. The Policy Committee reviewed this policy.

The purpose of this policy is to provide guidance for early admission to White Bear Lake Area Schools for a student who has not met the kindergarten age requirements established in statute.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 9, 2015 School Board meeting agenda or a subsequent meeting for action.

Adopted:

*White Bear Lake Area
School Board Policy 649*

649 EARLY ADMISSION INTO KINDERGARTEN

I. PURPOSE

The purpose of this policy is to provide guidance for early admission to White Bear Lake Area Schools for a student who has not met the kindergarten age requirements established in statute.

II. GENERAL STATEMENT OF POLICY

Pursuant to Minnesota Statutes 2012, Section 124D.02, subdivision 1, the White Bear Lake Area School Board chooses to provide opportunities for children who have not reached the age of five (5) years by September 1 in any year to be considered for early admission into kindergarten for that year upon application by the parent/guardian and successfully meeting the District's requirements.

- A. Kindergarten enrollment. Entrants, in general, must be five (5) years of age by September 1 of the current school year.
 - 1. Children born between September 2 through October 31 who, after a comprehensive evaluation in cognitive, social, and emotional development domains, have been determined by District staff to have demonstrated superior cognitive ability, above average social and emotional maturity, and have led District staff to determine that the child has the ability to satisfactorily meet kindergarten expectations and the ability to progress to first grade in the subsequent year may be admitted if qualified under provisions specified below.
 - a. Testing, information obtained from a parent/guardian, and teacher observations of the child's knowledge, skills, and abilities will be used to determine placement. The comprehensive evaluation will use valid and reliable instruments and be aligned with Minnesota's kindergarten expectations in addition to the expectations noted above.
 - b. Students are required to undergo an evaluation administered by a School District school psychologist.
 - c. Students are required to be current on immunizations and, for students seeking admission into kindergarten, must undergo early childhood health and developmental screening.
 - d. Parent(s)/guardian(s) are required to complete a child development inventory as selected by District personnel.

- e. Costs associated with individual student testing will be borne by the student's parent(s)/guardian(s).
- f. The final decision for determining early entrance will be made by District personnel after the evaluation is concluded.
- g. The Superintendent (or designee) will establish a timeline and procedures to administer this policy.

Legal Reference: Minn. Stat. § 120A.20 (Admission to Public School)
Minn. Stat. § 124D.02 (School Board Powers; Enrollment)

AGENDA ITEM: **Superintendent's Evaluation**
MEETING DATE: **October 12, 2015**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Janet Newberg, School Board Chair**

BACKGROUND:

At the work-study session of September 24, the School Board reviewed the results of the performance evaluation with the superintendent for July, 2013 through July, 2015.

This evening, the School Board will publicly comment on that evaluation to the extent permitted by law.

E. OPERATIONAL ITEMS

AGENDA ITEM: **Recommendation for 2015-16 School Board/Superintendent Goals**

MEETING DATE: **October 12, 2015**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**
Janet Newberg, School Board Chair

Background:

The goals proposed for 2015-16 have been reviewed with the School Board at the August 24 work-study session, September 14 Board meeting, and September 24 work-study session. The following explanation provides a history on the development and value of district goals.

Practice from 2010-11 through 2014-15

Since the 2010-11 School Year, annual goals for the district have been based on the work by the strategic planning process, with specific action steps organized under six strategies. In addition, each year a small number of operational goals have been added.

Each summer goals are discussed at school board meetings and work study sessions, with action on the annual goals scheduled for the September School Board meeting.

At each month's School Board Work Study Meeting, the School Board and public receive an update reflecting progress on each special action plan. This document also indicates the status of the progress, color coded, from initial activities through action plan completion.

What is new for 2015-16?

During both the 2014 and 2015 Legislative sessions, new legislation passed which creates new procedural and reporting requirements for all Minnesota public school districts.

In 2014, the Legislature passed the World's Best Work Force requirements, which provided for general additional requirements for school districts for the 2014-15 school year. In the fall of 2014, the administration reported to the School Board on our steps to

comply with the new law. In particular, we thoroughly reviewed our current strategic plan and made some minor changes to assure we complied with the expectations of the new legislation. In addition, we added additional parents and a student to what had in the past been called our Community Curriculum Advisory Committee.

In December, we reported our actions and steps to the Department of Education, charged by the law with overseeing the new legislation.

As a result of changes to the WBWF law made during the 2015 Legislative Session, this August the Department of Education outlined additional expectations for school districts. In particular, we have clearer requirements for stakeholder engagement, including an annual public meeting and a district advisory committee; protocols for establishing goals and results; and a new report format with a document submitted to the Department of Education by December 1, 2015.

Recommended School Board/ Superintendent Goals for 2015-16

In developing goals for the upcoming school year, administration has worked to add additional procedural and reporting requirements under the umbrella of our existing strategic plan. These additions fold in the following: requirements of the 2015 WBWF legislation; our state approved Equity and Integration Plan; and our State required staff development plan.

In addition to procedural and reporting requirements, the WBWF law requires districts to include metrics based on a state dashboard of measures of student success. These categories include:

1. kindergarten readiness;
2. third grade literacy;
3. achievement gap analysis;
4. college and career readiness; and
5. student graduation rates.

The Department expects these data to be available to school districts sometime this fall. At the time this memo is being prepared, we still are waiting for further communication from the Department of Education.

Other observations

The Department of Education recognizes that school districts may already have sophisticated planning and accountability processes, and acknowledges that the new legislative requirements require adjustments. The Department intends to provide support and models for school districts to use in developing a single comprehensive educational plan.

RECOMMENDATION: The White Bear Lake Area School Board approve the 2015-16 School Board/Superintendent Goals as recommended.

Recommendations for Approval
October 12, 2015 Board Meeting

Red – Not begun
Yellow – In progress
Light Green – Partially operational
Green – Fully operational

School Board/Superintendent Goals for 2015-16

Strategic Plan / Action Step	Details	Status	Report to the School Board	Evaluation	
Strategy I: We will develop a comprehensive understanding of our students' needs and interests to ensure students are challenged and excelling academically.					
<u>Action Step 1.1:</u> All students will achieve grade level in reading, writing and math by <u>grade 3</u> and maintain grade level proficiency throughout their tenure in White Bear Lake Area Public Schools.	<u>1.1. Proficiency and Growth</u> <u>This step will be aligned to the District's Worlds Best Work Force Plan.</u>	<u>Monitor progress based on a dashboard of metrics. During 2015-16 the District will design a set of metrics consistent with the goals of WBWF plan and the District's Equity Plan and regularly report to the School Board.</u>	<u>August 10 School Board Meeting: Proficiency and Growth data reported to School Board;</u> <u>August 24: School Board Work Study Session: Focus on Proficiency, Growth, and Gaps;</u> <u>September 14: Focus on Measures of College and Career Readiness</u>	<u>Evaluation plan will include metrics consistent with the state profile of the following:</u> <u>1. Kindergarten readiness;</u> <u>2. Third grade literacy;</u> <u>3. Achievement gap analysis;</u> <u>4. College and career readiness, and</u> <u>5. Student graduation rates.</u>	
<u>Action Step 1.2:</u> All students will have an ongoing plan for post-secondary readiness that will be monitored from grades 6 through 12 and all students will have the academic skills to be successful in a post-	<u>I.2 College and Career Readiness</u> <u>This step will be aligned to the District's Worlds Best Work Force Plan.</u> <u>Implementing of the WBWF Plan will include</u>	<u>The 2015-16 School Year is the fourth year of implementation of the grade 9-12 changes; counselors move with their students from North to South Campus.</u> <u>This is year 2 of the comparable</u>	<u>September 14: Focus on Measures of College and Career Readiness</u>	<u>Evaluation plan will include metrics consistent with the state profile of the following:</u> <u>1. Kindergarten readiness;</u> <u>2. Third grade literacy;</u> <u>3. Achievement gap analysis;</u> <u>4. College and career readiness, and</u> <u>5. Student graduation rates.</u>	

Strategic Plan / Action Step	Details	Status	Report to the School Board	Evaluation	
secondary institution.	<u>deepening our work to use post secondary plans to increase our collective understanding of each learner's needs and interests and needs.</u>	<u>guidance staffing for grades 6-8; Monitor progress based on a dashboard of metrics. During 2015-16 the District will design a set of metrics consistent with the goals of WBWF plan and the District's Equity Plan and regularly report to the School Board.</u>			
<u>Action Step I.4: The District will build upon the International Baccalaureate (IB) offerings already in place at Matoska, Central and Sunrise Park Schools by increasing opportunities to access rigorous, comprehensive educational experiences.</u>	<u>I.4: IB and Other Rigorous Comprehensive Programs.</u>	<p>In January, 2015 Sunrise Park and Central Middle Schools received I.B. authorization.</p> <p><u>In addition to deepening implementation of IB programming, the District will consider other options including but not limited to: Implementation of Career Pathways;Expanding Implementation of AVID; increasing opportunities for and access to college level classes; STEM programing, and other options for review.</u></p>	.	<u>Evaluation Plan will include:</u> <u>1. Assurance that all schools have rigorous comprehensive opportunities consistent with the Strategic plan, WBWF Plan and Equity Plan.</u>	

Strategic Plan / Action Step	Details	Status	Report to the School Board	Evaluation	
Strategy II: We will create and implement a plan for global experiences and relationships to further understand world connections.					
Action Step II. 1: All students will expand their global perspective through the study of world language and culture at the elementary schools.	II.1 World Language K-5	Chinese is now offered K-5 in two elementary schools and Spanish in six elementary sites.		Evaluation plan includes: <u>1.Summary information measuring student participation and success in world language;</u> <u>2.Assessment data measuring student global understanding.</u>	
<u>Action Step II. 2:</u> Secondary students will develop global understanding and competitiveness through expanded world language opportunities at the secondary level.	II.2 World Language 6-12	Chinese is now offered 6-12; For Chinese and ASL, District has made application for college credit (CIS) status.		Evaluation plan includes: <u>1.Summary information measuring student participation and success in world language;</u> <u>2.Assessment data measuring student global understanding;</u> <u>3.Participation trends in secondary world language coursework.</u>	
<u>Action Step II. 4:</u> All students will expand their global perspective by participating in annual service learning opportunities at the classroom or building level.	II.4 Service Learning	Operational beginning in 2012-13. For the 2014-15 school year, we collected data in a common format through our partnership with Free the Children/We Act, an international organization supporting and monitoring service and leadership. <u>During 2015-16, a comprehensive report will be made to the School Board.</u>		Evaluation plan includes: <u>1.Participation trends in global service learning projects, including comprehensive report from We Act;</u> <u>2.Survey data on student understanding of global issues related to service learning opportunities.</u>	

Strategic Plan / Action Step	Details	Status	Report to the School Board	Evaluation	
Strategy III: We will ensure our facilities support our district's mission and objectives.					
<u>Action Step III. 1:</u> The District will ensure that inside and outside large group spaces are comparable to conference schools.	III.1 Facility – Large Group Spaces	<p>The District, in partnership with its municipalities and various athletics associations has completed an analysis of space issues across the District. The results of this study were presented to the School Board on May 20, 2013.</p> <p>A community forum about Phase I projects was held on February 24, 2015. At the School Board meeting of April 13, 2015, the Board acted to approve priorities identified in Phase I, including artificial turf at the South Campus stadium and new stadium lighting. Additional Phase I projects were completed during the summer of 2015, and work will continue during the 2015-2016 school year as well.</p> <p>Other athletic facilities improvements will be considered through a comprehensive, long-term facilities planning process.</p>	The School Board was updated at the July 13, 2015 work-study session.	Evaluation plan includes: 1. Completion of Phase I recommendations. 2. Incorporation of action step into comprehensive, long-term facilities planning process (Phase II of Facilities Study).	
<u>Action Step III. 2:</u> At an additional three elementary schools, the District will provide a gym with a performing arts area separate from the cafeteria.	III.2 Facility – Elementary	<p>The completion of construction at Matoska IB Elementary School created a separate nutrition services area and a new gymnasium area.</p> <p>The remodeling of Lakeaires and</p>		Matoska addition was completed in the fall of 2013. Lakeaires and Willow Lane additions completed in the fall of 2014.	

Strategic Plan / Action Step	Details	Status	Report to the School Board	Evaluation	
		<p>Willow Lane elementary schools included the addition of a gymnasium which created separate spaces for the nutrition services program and the physical education/performing arts programs.</p> <p>With the completion of the construction programs at these two schools in early 2015, all elementary schools will have the identified separate spaces. Other elementary site improvements of significance will be considered as part of a comprehensive, long-term facilities planning process.</p>			
Action Step III. 3: The District will ensure that storage spaces are equitable for all district facilities.	III.3 Facility – Storage	Additional storage space was included as part of the 2014 Lakeaires addition. This additional space is currently being used for District storage. Other storage improvements of significance will be considered as part of a comprehensive, long-term facilities planning process.		Included in the strategic review of secondary sites and facilities.	
Action Step III. 4: The District will ensure that square footage to accommodate student population and program activities are equitable for all buildings.	III.4 Facility – Student Population Distribution	As part of a leadership team project during the 2012-2013 school year, an analysis was undertaken to determine if adjustments to elementary attendance boundaries would allow for the student populations at Central and Sunrise Park Middle Schools to become better	At School Board meeting of April 28, will be incorporated into presentation on Strategy III.11.	Included in the strategic review of secondary sites and facilities.	

Strategic Plan / Action Step	Details	Status	Report to the School Board	Evaluation	
		<p>balanced.</p> <p>The conclusions of this study determined that adjusting elementary attendance boundaries could help to balance the middle school populations in the short run. School start and dismissal time adjustments will be considered as part of this process.</p> <p>This goal will be incorporated into a comprehensive, long-term facilities planning process.</p>			
Action Step III. 5: Each district facility will have a standardized operations and a maintenance procedures manual consistent with best practices.	III.5 Facility – Standardized Procedures	Completed.		Evidence that manuals are in place and that employees have been trained appropriately.	
Action Step III. 6: Each district facility will have an HVAC system that provides optimum air quality throughout the district.	III.6 Facility – Air Quality	<p>Before 2015-16, all elementary buildings with the exception of Otter Lake had HVAC system upgrades that include air conditioning.</p> <p>The School Board acted to accept the bids for Otter Lake Elementary to upgrade to air conditioning at the meeting of 2/9/15. This work was done in the summer of 2015.</p> <p>Secondary buildings have certain areas that are air conditioned; however, the cost associated with</p>	Update to the School Board in July and August, 2015	Successful completion of HVAC projects scheduled for fiscal years 2015-2017.	

Strategic Plan / Action Step	Details	Status	Report to the School Board	Evaluation	
		<p>having the remaining parts of the buildings air conditioned will require major funding; this is not part of our current budget.</p> <p>This goal will be incorporated into Phase II of Facility Plan.</p>			
<u>Action Step III. 8:</u> The District will ensure that all schools provide secure entrances.	III.8 Facility – Secure Entrances	<p>All secondary schools have either a secure entrance design or have attendants who monitor the main door throughout the student day.</p> <p>With the completion of both Lakeaires and Willow Lane elementary schools projects, all elementary schools will have facilities secured by entrances designed to lead all visitors into the office prior to entering the rest of the building.</p>		Secure entrances at each site and appropriate protocols in place.	
<u>Action Step III. 9:</u> District facilities will be designed to allow for informational technology to be accessible by all ISD 624 employees, learners and families.	III.9 Facility – Technology Access	<p>See Strategy IV.11</p> <p>During 2014-15, District begins pilots of space and classroom redesign to promote 21st Century skills.</p> <p>This goal will be incorporated into Phase II of Facility Plan.</p>		Included in the strategic review of secondary sites and facilities, Strategy III.11	
<u>Action Step III.10:</u> The District will ensure that elementary class sizes are balanced across the district.	III.10 Facility – Balanced Elementary Class Sizes	<p>Projected growth in the Northern portion of the District, along with housing turnover in the southern portion of the district requires careful study during 2015-16. Additionally, school start and end</p>		Data on class size averages and ranges.	

Strategic Plan / Action Step	Details	Status	Report to the School Board	Evaluation	
		Elementary buildings wishing to accelerate this roll-out prior to 2017-18 can do so, knowing that all devices will be maintained, and fully integrated into the District replacement cycle.		Mentors and Technology & Leadership Cohort.	
<u>Action Step IV.12:</u> The District will enhance communication, interaction, and collaboration through the use of a web site.	IV.12 District Website New website launched in June of 2012 and has been included in the Communications and Marketing Plan update presented to the board annually.	Recommend review of the website use and areas for improvement during 2015-16; develop and implement plan for Strategic updates and improvements.		Evaluation plan includes: TBD	
<u>Action Step IV.13:</u> The District will establish a learning management system to support the development and management of online coursework to allow web-based learning for staff and students.	IV.13 Schoology	Schoology, our LMS, serves as a digital extension to the physical classroom as well as the hub of classroom communication, resources and materials.		Evaluation plan includes: 1. Total number of courses; 2. Enrollment and student success in hybrid courses; 3. Usage statistics.	
<u>Action Step IV.14:</u> A policy will be developed and presented for board approval that leverages students' access to mobile technology and use of that technology in the classroom.	IV.14 Technology Policy	We will address mobile technologies within the Electronic Technologies Acceptable use and the Social Media policies.		Evaluation plan includes: 1. Completion of proposed policy and Board action on policy by December 31, 2015. 2. Teacher and student training on updated policy completed by June 2016.	
<u>Action Step IV.15:</u> Instructional technology will be available for use by students beyond the	IV.15 Access to Instructional Technology	See Strategy IV.11 We continue to partner with Brightbytes to measure our		Evaluation plan includes: 1. Student device ratio; 2. Student home Internet access as measured by	

Strategic Plan / Action Step	Details	Status	Report to the School Board	Evaluation	
traditional school day/year.		<p>classroom technology use, access, skills and environment.</p> <p>By 2016-2017 all secondary students will have a 1:1 device.</p> <p>We continue to partner with Washington and Ramsey county library systems to provide broader access to our entire community.</p>		Brightbytes survey.	
Strategy V: We will build a network of partnerships to provide personal and educational growth and service opportunities for students.					
<u>Action Step V. 1:</u> The District will implement a process that will provide a consistent method to initiate and maintain community partnerships.	V.1 Partnership – Process	<p>School Board Policy 900 was approved by the School Board at the May 12, 2014 School Board meeting. It includes a vetting process of partnerships with the office of Superintendency having final approval.</p> <p>An update was provided to the School Board at the work-study session of April 27, 2015.</p> <p>As of August 15, 2015, all building level partnerships project that all district level partnerships will be in compliance by September 30, 2015.</p>		<p>Successful implementation of Policy 900, Partnerships, including the following:</p> <p>1. Assure compliance with policy and protocols for all partnerships for the 2015-16 school year;</p> <p>2. An evaluation of each partnership will be made by June 30, 2016 and annually thereafter consistent with policy.</p>	
<u>Action Step V.2:</u> A comprehensive needs assessment will be developed and administered at every WBLA school in order to provide direction to future partnerships.	V.2 Partnership – Needs Assessment	<p>An update was provided to the School Board at the work-study session of April 27, 2015.</p>		<p>Successful implementation the needs assessment section of Policy 900, Partnerships, including the assurance of compliance with policy and protocols for all partnerships for the 2015-16 school year;</p>	

Strategic Plan / Action Step	Details	Status	Report to the School Board	Evaluation	
Action Step V.3: The District will create a process which aligns a partner with a compelling need or promising vision.	V.3 Partnership – Vision	An update was provided to the School Board at the work-study session of April 27, 2015.		Implementation of process consistent with Policy 900, Partnerships.	
Action Step V.5: The District will communicate information related to partnerships using a variety of resources.	V.5 Partnership – Communication	Communication regarding current partnerships has been done via school board meetings, and through the communications office, including electronics, print, and other media. By March 31, 2016, the District will design a section of the District’s website that features information about District partnerships, and questions and answers about the policy and procedures.		Communications plan implemented, including the following: 1. Policy 900 is listed on the web page in the policy section; 2. A section of the District’s website features information about District partnerships, and questions and answers about the policy and procedures	

Strategic Plan / Action Step	Details	Status	Report to the School Board	Evaluation	
Strategy VI: We will foster connections with and among students and staff members to ensure all feel valued, supported and understood; and we will establish an environment that cultivates understanding and respect for differences among people.					
Action Step VI. 1: The District will adopt a comprehensive bullying prevention, intervention, and support program for students and staff that promotes a safe, civil, and inclusive climate and is implemented in each building, program, and service.	VI.1 Bullying Policy and Program	<p>New program implemented during 2012-13.</p> <p>During 2014-15 additional training was provided to all staff to comply with new State law and the District's policy 514, revised in October, 2014.</p> <p>During the 2014-15 school year, the administration developed protocols to assure ongoing compliance with our Bullying Prevention Policy, policies, and implementation of the curriculum currently in place.</p> <p>For 2015-16, all staff will receive training on compliance with state law and district policy.</p>		<p>The evaluation plan will include:</p> <ol style="list-style-type: none"> 1. Reviewing data from the Minnesota Student Survey scheduled for spring, 2016; 2. An internal audit to assure that all schools are complying with expectations to provide the curriculum; 3. On-going review of other sources of data, including student discipline data. 4. Assurance that all staff receive the required training annually. 	
Action Step VI. 2: The District will increase the number of faculty and staff from culturally diverse communities to more closely reflect the diversity of the student population.	VI.2 Faculty	Beginning during 2015-16, the human resources office will develop a set of metrics on recruitment, selection, and retention consistent with this action step.		Employment metrics will be reported annually to the School Board.	
Action Step VI. 3: During curriculum review cycles in all areas, the District will identify best practices that promote and enhance multicultural understanding.	VI.3 Equity in Curriculum and Instruction	<p>An update on the Equity Plan was presented at the work-study session of July 13, 2015.</p> <p>Consistent with the District's Equity Plan, during 2015-16 develop and implement strategies</p>		An evaluation plan will be developed consistent with the equity plan.	

Strategic Plan / Action Step	Details	Status	Report to the School Board	Evaluation	
		to assure equity in curriculum and instructional practices.			
Action Step VI. 4: Programs will be adopted and implemented and resources allocated for students and families to promote a positive transition between buildings and programs.	VI.4 School Transitions	Transition plans are in place at each level, including: 1. Kindergarten Jumpstart for four year olds; 2. WEB for the middle school; 3. LINK Crew for new ninth grade students at the high school. For 2015-16, the District will develop additional transition support for students who enter as new students during the year or at grades not served by the current transition plans.		Evaluation plan will include: 1. Annual Board updates on transition programming; 2. Attendance data reflecting student participation in transition programming; 3. Student survey data on the effectiveness of transition programming.	
Action Step VI. 5: The District will provide programming that will continue to create an environment of understanding similarities and differences among students, staff, administration, community members, and parents.	VI.5 Equity in all Programming	An update on the Equity Plan was presented at the work-study session of July 13, 2015. For 2015-16, the District will participate in the following programming: 1. Marnita's Table, designed as intentional social interaction across race, socio-economic groups, and age; 2. PIQE, designed to engage parents in learning more about school and partnering with the schools to support all children; 3. Training for District leaders in cooperation with EMID member school districts; 4. Other strategies consistent with Equity Plan		An evaluation plan consistent with the Equity plan, will include: 1. Minnesota Student survey data regarding students feeling connected and welcome at school; 2. Staff survey data regarding school climate; 3. Parent feedback on school climate.	

Strategic Plan / Action Step	Details	Status	Report to the School Board	Evaluation	
Action Step VI. 6: The District will review and assess the current plan related to cultural competency.	VI.6 Cultural Competency	An update on the Equity Plan was presented at the work-study session of July 13, 2015. During the 2015-16 school year, this action step will be aligned with the District's WBWF and Equity plan.		Evaluation plan will include: 1. Annual review and approval of the Achievement and Integration Plan by the School Board; 2. State approval of the District's Plan; 3. Other measures consistent with the Plan.	
Goal 2 - Ongoing Financial Stewardship and Budget Management (Revised for 2015-16)	Details	Status	Report to the School Board	Evaluation	
The District continues to identify greater efficiencies in operations that will help to maintain financial stability and allow for improvements in program quality and student success.	<p>Strong community support, which led to the passage of the November 2011 operating levy renewal by a margin of 73% to 27% and the capital projects levy in 2013, gives the School District a measure of financial stability.</p> <p>The District has established an excellent record of financial reporting by both ASBO and GFOA, and also achieving an AA Bond Rating initially in 2008, and confirmed in 2011, 2012, 2013 and 2015. Further, the District has restructured long-term debt to allow for more level tax</p>	<p>For 2014-15, the District increased the frequency of financial reporting from semi-annually to quarterly.</p> <p>A quarterly budget update and preliminary budget for 2015-16 was presented on May 18, 2015 with Board approval on June 8, 2015.</p> <p>In July the administration provided an update on the 2015-16 budget subsequent to the Legislative Special Session.</p> <p>An annual operating plan, to include information related to all major District funds, will be finalized during the 2015-2016 school year.</p>		Evaluation plan will include: 1. Ongoing financial stewardship on investments and budget management are reviewed annually as part of the financial audit; 2. The audit report for FY 2014-15 is presented to the Finance Committee in the fall and to the School Board and public at the regular School Board meeting in December; 3. The administration will continue the practice of quarterly reports to the School Board; 4. Will increase communication with the public by posting additional financial information on the District's website. 5. Review the role and membership of the finance advisory committee. 6. Present an annual operating plan in June 2016.	

Strategic Plan / Action Step	Details	Status	Report to the School Board	Evaluation	
	levies over the next several years.				
Goal 3: Continue Implementation of the Communications and Marketing Plan for the District.	Details	Status	Report to the School Board	Evaluation	
	Communication and Marketing Plan.	<p>The district continues to implement the communications and marketing Plan originally accepted by the School Board in 2010.</p> <p>An update was made at the School Board work-study session of May 18, 2015.</p> <p>For 2015-16, the District will continue to implement and update our communications and marketing plan consistent with the May 2015 report to the School Board.</p>		<p>Evaluation plan includes:</p> <ol style="list-style-type: none"> 1. Enrollment data and trends, including open enrollment; 2. Analytics on website and social media; 3. Surveys; 4. Additional metrics developed in 2015-16 	
Goal 4: Operational Improvements	Details	Status	Report to the School Board	Evaluation	
a. Recognition Program, Phase III, will evaluate and expand recognition of community, partnerships, and volunteers.	Goal 4a Recognition Program	The staff recognition program will be reviewed based on the results of the School Culture Survey completed in Spring of 2015, and actual steps developed.		<p>Evaluation plan will be developed which will include:</p> <ol style="list-style-type: none"> 1. Annual School Culture results; 2. Other measures based on the specific goals of the program. 	

Strategic Plan / Action Step	Details	Status	Report to the School Board	Evaluation	
b. Complete implementation of the recommendations of the Gifted and Talented program review.	Goal 4b Gifted and Talented Program	School-Within-A-School will be offered in the 2015-16 school year at Lincoln Elementary School with two sections. During 2015-16, the District will develop metrics for all gifted and talented programing.		Evaluation plan will include: 1. Metrics on student annual growth 2. Survey data from parents, staff, and students.	
c. Review of District programs and services supporting students with Mental Health and Chemical Dependency Needs	Goal 4c Student support	Based on feedback from school staff during listening sessions at District schools during the 2014-15 school year, in the summer of 2015 the administration began to consider options to study our current level of services for students in the areas of mental health and chemical dependency, and the extent of training and support for staff. This objective is intended to provide a structure for a careful study of the status quo and determine areas for improvement.		To be written	
d. Follow-up on Program Review of Preschool and Early Childhood Programs	Goal 4d Follow-up on Preschool and Early Childhood Programs. During 2014-15, the District made a thorough review of our current preschool and early childhood program; an assessment of the needs of our preschool children and families; an assessment of steps for improving quality	A report to the School Board was provided at the March 23, 2015 work-study session. The final report and recommendations were made to the School Board at the May work-study session. For 2015-16, develop follow-up plans for preschool improvement consistent with the recommendations of the 2014-15 Preschool program review.		Evaluation plan will include: 1. Comprehensive long range plans for preschool program design, including vertical alignment with kindergarten, and other strategies consistent with the 2014-15 Preschool Review. 2. Comprehensive facilities plan for all preschool programming, with completed in conjunction with Phase II of the District facility planning process.	

Strategic Plan / Action Step	Details	Status	Report to the School Board	Evaluation	
	of programming and space for program growth; and recommendations for potential next steps.	Preschool facilities planning will be incorporated into the district's facilities planning process as described in Goal 1, Strategy III.11			
<u>e. Comprehensive Review of Senior Services.</u>	<p>Recognizing demographic changes in our community, including significant increases of size of the population sixty-five and older, the District through our Community Services and Recreation Department and Senior Program, will begin engagement with our ten member communities, elective officials, business community, including for profit and nonprofit organizations, our faith communities and other agencies working with the senior population.</p> <p>The goal of this comprehensive review will be to identify the challenges and opportunities that are arising from a growing senior population; gaps in our current services; and community priorities that can either be addressed through the School District</p>	<p>In the summer of 2015, the school district invited more than 100 representatives of local government, state government, business community, faith communities, and for profit and nonprofit agencies serving seniors to participate in a community forum.</p> <p>In September of 2015, the community members are invited to a follow-up meeting to work on the development of a survey in the fall of 2015 to our senior population.</p>		<p>Evaluation plan will include:</p> <p>1. Development of a comprehensive review of senior services in the school district, including an assessment of current programing and the identification of priorities for action in a one to five year window;</p> <p>2. The development of a comprehensive plan completed in conjunction with our community partners and presented to the School Board on June 30, 2016.</p>	

Strategic Plan / Action Step	Details	Status	Report to the School Board	Evaluation	
	or in partnership with other entities.				

AGENDA ITEM: **Action on Self-Insured Dental Benefit Plan**

MEETING DATE: **October 12, 2015**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Assistant Superintendent for Finance and Operations**
Linda Goers, Director of Human Resources

BACKGROUND:

White Bear Lake Area Schools' insurance advisory committee, which includes representatives from each employee bargaining unit, reviewed quotes received following a request for proposals for dental insurance. The insurance advisory committee has recommended a move to a self-insured dental plan and has selected a preferred plan from Health Partners. The district currently has two providers, Delta Dental and Health Partners, and the plan is fully-insured.

A self-insured dental plan (also referred to as a self-funded dental plan) is one in which the employer assumes the financial risk and reward for providing dental benefits to its employees. Self-insured employers pay for claims as they are incurred instead of paying a fixed premium to an insurance carrier, which is called a fully-insured insurance plan.

Many factors were considered as this recommendation was formulated, including the following: 1) the plan ensures that there is no loss of benefit coverage to any employee group, 2) there is a potential benefit increase of \$1,000 for 770 contracts as well as other significant benefit improvements for all employees, and 3) aggregate insurance (stop-loss) is provided which protects the district from high claims activity.

Finally, the following is the timeline that describes key milestones from the past several months:

January 27, 2015 - Insurance advisory committee discussed current status of dental plans

February 24, 2015 - Insurance advisory committee discussed consolidating the two dental plans (Delta Dental and Health Partners) into one

March 31, 2015 - Insurance advisory committee voted unanimously to support a recommendation to the School Board to move to a self-insured dental plan, reviewed dental plan

Approval of Self-Insured Dental Benefit Plan

Page 2

summaries, and supported conducting a request for proposals for dental insurance with a goal of improving the plan offerings

April 28, 2015 - Insurance advisory committee reviewed detailed final proposals received from Delta Dental and Health Partners, discussed dental insurance options

July 14, 2015 - Insurance advisory committee selected the Health Partners proposal as the preferred dental insurance offering for the district

August 24, 2015 - School Board work-study session related to dental insurance

September/October 2015 - Dental insurance information sessions at District sites

September 28, 2015 - Update provided at School Board work-study session

October 12, 2015 - School Board action on dental insurance recommendation

A questions and answers document (attached, 10/6/15 version) has been created to help employees understand the rationale behind the consideration of a self-insured dental plan and a move to a single plan offering for all district employees. District staff members have visited District sites to explain the proposed change and to be available for employees to ask questions.

Recommendation: Move to approve the District's conversion from a fully insured dental benefit plan to a self-insured dental benefit plan with an implementation date of January 1, 2016 and to approve Health Partners as the District's third party administrator.

White Bear Lake Area Schools Dental Insurance Q&A

September/October 2015

What dental insurance option is being considered?

White Bear Lake Area Schools' insurance advisory committee, which includes representatives from each employee bargaining unit, reviewed quotes received following a request for proposals for dental insurance. The insurance advisory committee has recommended a move to a self-insured dental plan and has selected a preferred plan from Health Partners. The district currently has two providers, Delta Dental and Health Partners, and the plan is fully-insured.

What is a self-insured dental plan?

A self-insured dental plan (also referred to as a self-funded dental plan) is one in which the employer assumes the financial risk and reward for providing dental benefits to its employees. Self-insured employers pay for claims as they are incurred instead of paying a fixed premium to an insurance carrier, which is called a fully-insured insurance plan. Fully-insured is the model the district has been utilizing for many years.

What employee groups are currently on the Delta Dental plan and what groups are on the Health Partners plan? How many employees are on each plan?

Currently, Delta Dental is the insurance provider for administrators, cabinet members, non-affiliated employees, principals, and teachers. Health Partners is the insurance provider for the following employee groups: extended day, clerical, custodian, nutritional services, paraprofessional, transportation, and confidential employees. The total number of employees on the two plans are: Delta Dental - 212 single, 558 family; Health Partners - 118 single, 172 family. The two plans combined total 330 single and 730 family.

What is the network and benefit offering for the recommended plan?

The network and benefit offering for the recommended plan has four benefit levels and was designed specifically for the employees of White Bear Lake Area Schools.

	Benefit Level 1	Benefit Level 2	Benefit Level 3	Benefit Level 4
Network description	Health Partners Dental Group and Park Dental (2015 Coverage: Health Partners I)	Dental providers in existing Delta Dental PPO network (2015 Coverage: Health Partners II and Delta Dental PPO)	Match the Delta Dental network and remaining Health Partners network providers not within the Delta Dental PPO network (2015 Coverage: Delta Premier)	Non-contracted providers (out-of-network)
Annual maximum benefit	\$2,000	\$1,500	\$1,000	\$1,000
Deductible	No deductible	No deductible	\$25 single \$75 family	\$50 single \$150 family

Please see the Summary of Benefits document provided by Health Partners (click [here](#)) for detailed plan information.

What were some of the factors that went into recommending this plan?

Many factors were considered, including the following: 1) the plan ensures that there is no loss of benefit coverage to any employee group, 2) there is a potential benefit increase of \$1,000 for 770 contracts as well as other significant benefit improvements for all employees, and 3) aggregate insurance (stop-loss) is provided which protects the district from high claims activity.

Compared to the existing Health Partners plan, what are some of the advantages of the new plan?

If you are currently on the Health Partners plan, some of the advantages of moving to the new plan include: 1) orthodontia coverage increases from no coverage currently up to a potential lifetime maximum of \$1,500; 2) you would not pay any deductibles (in Benefit Levels 1 and 2) under the new plan; 3) overall coverage is improved.

Compared to the existing Delta Dental plan, what are some of the advantages of the new plan?

If you are currently on the Delta Dental plan, some of the advantages of moving to the new plan include: 1) the potential maximum annual benefit doubles from \$1,000 to \$2,000 (at Benefit Level 1); 2) orthodontia maximum life-time benefit increases from \$1,000 to \$1,500 (at Benefit Level 1); and 3) overall coverage is improved.

If I am currently on the Delta Dental plan and we move to the Health Partners plan, will I have to change dentists?

Health Partners has assured the District that the network that has been created for White Bear Lake Area Schools will include all current Delta Dental PPO providers in Benefit Level 2 and Delta Dental Premier providers in Benefit Level 3. If you are currently on the Delta Dental plan, you can keep your existing dentist. Note that the annual benefit would be \$1,500 (up from \$1,000 currently) should you choose to keep your existing Delta Dental PPO network dentist. If you choose a dentist who is part of the Health Partners Dental Group, your annual benefit would be \$2,000.

How do the existing rates compare to the rates of the new plan?

Here is a comparison of the current monthly premium rates and the rates under the proposed plan:

	Delta Dental (Current)	Health Partners (Current)	Health Partners (New)
Single	\$35.30	\$33.13	\$36.95
Family	\$99.20	\$82.88	\$104.86

What happens to the insurance premiums that I pay in a self-insured dental plan?

Both the district share and the employee share of dental insurance premiums are deposited into a district account called an internal service account. When the district receives an invoice from the third party administrator, it pays the invoice using the funds from that internal service account. The funds in this account can be used only for dental care related expenses incurred by employees and their families or dental related initiatives.

What if the plan builds a reserve? Can the District take that money and use it for something else?

Building a reserve is important in a self-insured dental plan to ensure that the fund can adequately cover the claims that are processed. A reserve also helps to protect against large fluctuations in premiums and can be used to offset future-year premium increases. The District cannot use the premiums collected for self-funded insurance for anything but dental insurance and dental related initiatives. Very strict rules governing the accounting of self-funded insurance plans exist, and the account is subject to audit by an independent auditor.

Who files the claims in a self-insured dental plan? Would district staff or the insurance advisory committee be able to see an individual's claims data?

The claims filing process would be completed as it is now, there is no additional burden placed upon employees. Dental care facilities process claims with the third party administrator (Health Partners). Individual claims data is not accessible by district staff or the insurance advisory committee due to privacy laws already in place.

Will people in the district know detailed personal information about who is using the insurance premium dollars from the district's self-insurance dental internal service account and the reasons for their going to the dentist?

No. People in the district will not know detailed personal information about individuals whose claims are being paid out of the self-insurance dental internal service account. All practices and guidance set forth by the Health Information Portability and Accountability Act (HIPAA) of 1996 apply, including HIPAA's Privacy, Security and Breach Notification Rules. HIPAA rules must be adhered to just as they are now as a fully-insured group.

What is a third party administrator?

A self-insured group hires a third party to administer the insurance plans. This includes the processing of claims according to the school district's dental insurance plans' specifications.

What has been the timeline of this decision?

January 27, 2015 - Insurance advisory committee discussed current status of dental plans

February 24, 2015 - Insurance advisory committee discussed consolidating the two dental plans (Delta Dental and Health Partners) into one

March 31, 2015 - Insurance advisory committee voted unanimously to support a recommendation to the School Board to move to a self-insured dental plan, reviewed dental plan summaries, and supported conducting a request for proposals for dental insurance with a goal of improving the plan offerings

April 28, 2015 - Insurance advisory committee reviewed detailed final proposals received from Delta Dental and Health Partners, discussed dental insurance options

July 14, 2015 - Insurance advisory committee selected the Health Partners (Option #3) proposal as the preferred dental insurance offering for the district

August 24, 2015 - School Board work study session related to dental insurance (click [here](#) to see the presentation that was reviewed at this meeting)

September/October 2015 - Dental insurance information sessions at district sites

September 28, 2015 - Update provided at School Board work study session

October 12, 2015 - (*Anticipated*) School Board action on dental insurance recommendation

Whom do I contact for more information on the proposed dental insurance plan?

Rebecca Edberg, Human Resources Coordinator - rebecca.edberg@isd624.org

Linda Goers, Director of Human Resources - linda.goers@isd624.org

Wayne Kazmierczak, Assistant Superintendent for Finance and Operations - wayne.kazmierczak@isd624.org

AGENDA ITEM: **Policy 427, Workload Limits for Certain Special Education Teachers**

MEETING DATE: **October 12, 2015**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Kathleen Daniels, Director of Student Support Services**

BACKGROUND:

School Board Policy 427, Workload Limits for Certain Special Education Teachers, is a new policy. The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

Policy 427 has been reviewed by the Policy Committee and administrators and had a first reading in September.

RECOMMENDATION:

The School Board approve School Board Policy 427, Workload Limits for Certain Special Education Teachers, as recommended by the administration and Policy Committee.

Adopted: _____
Revised: _____

White Bear Lake Area School Board Policy 427

427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. Direct Services

“Direct services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

B. Indirect Services

“Indirect services” means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

C. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a ~~teacher~~ service provider employed by the school district who is licensed under the rules of the Minnesota Board of Teaching to instruct children with specific disabling conditions.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employers Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of "Direct Services," "Indirect Services," "Teacher," and "Workload")
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

Cross References: MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)

AGENDA ITEM: **Policy 807, Health and Safety**

MEETING DATE: **October 12, 2015**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 807, Health and Safety, has been reviewed by the Policy Committee and Cabinet, and had a first reading in September.

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

RECOMMENDATION:

The School Board approve Policy 807, Health and Safety, as recommended by the Policy Committee and Cabinet.

Adopted: July 9, 2012

White Bear Lake Area Schools District #624 Policy 807

Revised: _____

807 HEALTH AND SAFETY

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district will form a health and safety advisory committee to be appointed by the superintendent or designee. The health and safety advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent or designee may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the health and safety advisory committee or the health and safety advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
 - 1. Art Safety
 - 2. Asbestos Program
 - 3. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools AWAIR (A Workplace Accident and Injury Reduction Program—Safety Committee)
 - 4. Bleacher Safety
 - 5. Bloodborne Pathogens/ Infectious Waste
 - 6. Combustible and Hazardous Materials Storage
 - 7. Community Right to Know
 - 8. Compressed Gas Safety
 - 9. Confined Space Standard
 - 10. Control of Hazardous Energy Sources (Lockout/Tagout)
 - 11. Electrical Safety
 - 12. Emergency Lighting
 - 13. Emergency Response Plan (Crisis Action Plan)
 - 14. Employee Right to Know

15. Ergonomics ~~Program~~
16. Fall Protection — ~~Ladder/Aerial Lifts/Roofs~~
17. **Fire and Life Safety**
18. First Aid/CPR/AED ~~Program~~
19. Food Service Safety ~~Program~~/Inspections
20. Fork Lift ~~Operations~~ Safety
21. Hazardous Air Emissions (Boilers)
22. Hazardous Waste ~~Program~~
23. Hearing Conservation
24. Hoist/Lift/Elevator Safety
25. Indoor Air Quality ~~Program~~
26. Integrated Pest Management ~~Program~~
27. Laboratory Safety Standard/Chemical Hygiene Plan
28. Lead (~~in Water, Paint~~) ~~Program~~
29. Machine Guarding
30. Mechanical Ventilation
31. Mercury
32. Mold Cleanup and Abatement
33. National Emission Standards for Hazardous Air Pollutants for School Generators Established by the United States E.P.A.
34. OSHA Inspections, OSHA 300 Logs
35. Personal Protective Equipment ~~Program~~(PPE)
36. Playground Safety ~~Program~~
37. Radon ~~Program~~
38. Respiratory Protection ~~Program~~
39. **Safety Committee**
40. Structural Safety
41. Technology Education Safety Program
42. Underground/Above Ground Storage Tanks
43. Welding/Cutting/Brazing
44. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.

- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly conduct an accident investigation in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent or designee shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or designee, shall annually prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary to ensure clear understanding of the preliminary budget by the school board and public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References:

Minn. Stat. §123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. §123B.57 (Capital Expenditure; Health and Safety)
Minn. Stat. §182.676 (Safety Committee)

Minn. Rules Part 5208.0010 (Applicability)

Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

Cross References:

WBLASD #624 Policy 407 - Employee Right to Know – Exposure to Hazardous Substances)

WBLASD #624 Policy 701 – Establishment and Adoption of School District Budget

~~WBLASD #624 Policy 803 – Warning Systems and Emergency Plans~~

~~WBLASD #624 Policy 805 – Waste Reduction and Recycling~~

WBLASD #624 Policy 806 – Crisis Management Policy