

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

March 9, 2009

Independent School District No. 624

MISSION STATEMENT

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

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

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

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

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

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

To: Members of the School Board

From: Dr. Michael J. Lovett
Superintendent of Schools

Date: March 4, 2009

A meeting of the White Bear Lake Area School Board will be held on **Monday, March 9, 2009** at 7:00 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

AGENDA

A. PROCEDURAL ITEMS

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve Agenda
5. Consent Agenda – page 1
 - a) Approval of Minutes – pages 2 - 7
 - b) Payment of Invoices – pages 8 - 36
 - c) Correspondence
 - d) Acceptance of Gifts – pages 37 - 39
 - e) Approve Field Trip – page 40
 - f) Terminations – Retirements – Resignations – pages 41 - 42
 - g) Leaves of Absence – page 43
 - h) New Personnel – page 43

B. PUBLIC FORUM

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

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

C. INFORMATION ITEMS

1. Superintendent's Report – page 44

D. DISCUSSION ITEMS

1. First Reading of School Board Policy 505, Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees – pages 45 - 53
2. First Reading of School Board Policy 904, Distribution of Materials on School District Property by Nonschool Persons – pages 54 - 59
3. First Reading of School Board Policy 206, Public Participation in School Board Meetings – pages 60 - 66
4. Further Discussion on Facility Partnership Opportunities – page 67

E. OPERATIONAL ITEMS

1. Second Reading of School Board Policy 203.5, School Board Meeting Agenda – pages 68 - 69
2. Second Reading of School Board Policy 204, School Board Meeting Minutes – pages 70 - 74
3. Second Reading of School Board Policy 210, Conflict of Interest – School Board Members – pages 75 - 79
4. Second Reading of School Board Policy 506, School Discipline Code – pages 80 - 110
5. Second Reading of School Board Policy 720, Vending Machines – pages 111 - 114
6. Second Reading of School Board Policy 802, Disposition of Obsolete Equipment and Material – pages 115 - 119
7. Action on Scheduling Work-Study Meeting for May, 2009 – page 120
8. Action on White Bear Lake Center for the Arts 2009-10 Contract Extension – pages 121 - 122
9. Student Teacher Agreements – pages 123 - 125
10. Action on Facility Improvement Bids
 - A. Hippodrome Dasher Board Replacement – pages 126 - 129
 - B. Birch Lake Elementary School HVAC – pages 130 - 137
 - C. Normandy Park Temperature Control Replacement – pages 138 - 141
 - D. District Service Center Temperature Control Replacement – pages 142 - 145
 - E. South Campus Special Education HVAC Renovation – pages 146 - 149
11. Proposed Student Expulsion – page 150

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: Consent Agenda
MEETING DATE: March 9, 2009
SUGGESTED DISPOSITION: Procedural Items
CONTACT PERSON(S): Dr. Michael J. Lovett, Superintendent

Consent Agenda

- a) Approval of Minutes
- b) Payment of Invoices
- c) Correspondence
- d) Acceptance of Gifts
- e) Field Trip Request(s)
- f) Terminations – Retirements – Resignations
- g) Leaves of Absence
- h) New Personnel

RECOMMENDATION:

Approve the items listed on the Consent Agenda.

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

A meeting of the White Bear Lake Area School Board was held on Monday, February 9, 2009 at 7:00 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN

A. PROCEDURAL ITEMS

1. Larson called the meeting to order at 7:00 p.m.
2. Roll Call- Present: Hiniker, Kimball, Larson, Newberg, Parsons, Storey, Swanson
Ex-Officio: Lovett
Cabinet: Present – Daniels, Moore, Thelen, Willcoxon
3. Pledge of Allegiance
4. Motion by Hiniker and seconded by Newberg to approve the agenda as presented. *Voice vote: all ayes. Motion carried.*
5. Motion by Parson and seconded by Storey to approve the consent agenda consisting of:
 - Approval of minutes of regular meeting January 12 and work-study minutes of January 26;
 - Payment of invoices based on a random sample, all of which met the standards and guidelines as set by the Board;
 - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - Approve field trips;
 - Passage of resolution to approve personnel issues to include:
 - Resignations – Classified Staff:
Tracey Montgomery, Bus Driver, effective 2/11/09
 - Resignations - Certified Staff:
Rene Carlberg, School Psychologist, on leave, effective 6/17/09;
Cynthia Carow-Schiebe, Health Teacher, on leave, effective 6/17/09;
Carey Eigen, Elementary Teacher, on leave, effective 6/17/09;
Kelly Kerbster, Middle School Teacher, on leave, effective 6/17/09;
Jenni Steele, Secondary Mathematics Teacher, on leave, effective 6/17/09.
 - Unpaid Child-Care Leave – Professional Staff: Andrea Wildman-Hilal – Adult Enrichment Coordinator, unpaid leave from 01/15/09 through 1/20/09.
 - Unpaid Child-Care Leave – Certified Staff:
Christina Hayden, Elementary Teacher, unpaid leave from 01/30/09 through 2/13/09.
Meredith Seaberg, Elementary Teacher, unpaid leave from 11/25/08 through 6/17/09.
 - Part-time Leave Request (2008-09) – Certified – Samantha Meyer, Psychologist, Effective 2/20/09 through 3/13/09.
 - New Personnel – Classified Staff:
Danielle Bradshaw, Program Assistant Leader, Extended Day, effective 1/26/09.

Roll call vote: Ayes –Hiniker, Kimball, Larson, Newberg, Parsons, Storey, Swanson. Nays none. Motion carried.

B. PUBLIC FORUM – The following persons spoke at the Public Forum:

- Mr. Jeff Schaub, Vadnais Heights, representing the Lacrosse Booster Club in full support of the athletic turf proposal
- Mr. Keith Dehner, White Bear Lake, representing lacrosse in full support of the athletic turf proposal.
- Mr. Bob Shevik, White Bear Lake, with questions regarding the athletic turf proposal.
- Ms. Becky McCoy, White Bear Lake, representing the Alpine Ski team provided an update on fundraising and Booster Club fees used to assist in paying for transportation of the Alpine Ski team. Asks for Board to take all sports into consideration as decisions are made regarding athletics.

C. INFORMATION ITEMS

1. Superintendent's Report – Dr. Lovett presented the following:
 - White Bear Lake Area Bowling Team was recognized prior to tonight's Board meeting for winning the state championship for the second time in four years.
 - Community e-Newsletter was sent out recently to be distributed the last Friday of every month. Sign-up is available on the District website.
 - More than fifty Sunrise Park Middle School staff members provided their annual "Staff Show" this past Friday evening to an audience of more than 500. Almost \$1000 was raised for the school Angel Fund.
 - Pre-K-12 conferences will be taking place February 23 and 24. Kindergarten conferences will take place on February 20.
 - White Bear Lake Area School District was highlighted recently by a special Minnesota Public Radio series, "The state budget in your backyard". A link to the full series is available on the MPR website.
 - North Campus Associate principals Dion Harriman and Christina Pierre will appear in a story in the Pioneer Press highlighting the article they recently had published in "Principal Leadership" magazine.
 - The High School Winter Play, "Much Ado about Nothing" will be performed at North Campus beginning February 20. Check the District website for more details.
 - White Bear Lake Area girl's hockey team will compete in sections this Friday, February 18 and our boy's and girl's Nordic ski teams each finished eighth in last week's sections meet.
 - Our North and South Campus Jazz Bands will host the 30th Annual Night Club Dinner and Dance event this Saturday evening, February 14. Check the District website for more details.

D. DISCUSSION ITEMS

1. Installation of Synthetic Turf and Resurfacing of Existing Track at South Campus – Mr. Tim Wald, Principal South Campus and Mr. Bob Jackson, Athletic Director, presented the needs and benefits in replacing the South Campus stadium track and updating the field by installing synthetic athletic turf. Soccer captains Kayla Kuczaboski and Dani Potter and Football captains Justin Hauswirth, Tom Guenther, Brady Combs and Spencer Cummings spoke in support of the athletic turf as benefitting their sports and specifically to increased usage and safety. Mr. Dave Scheer, WBL Soccer Club, spoke in support of the athletic turf and the increased usage time it would provide their sport. Mr. Pete Willcoxon, Executive Director of Business Services, indicated that while the economic conditions are not favorable, it would allow us to reduce our overall cost by 10-18% as contractors are anxious for business. Mr. Phil Fisher, Building Operations Manager, indicated that Mondo, the selected vendor, wants a Minnesota presence and will provide us with a lower

cost in order to do so. Mr. Brian Hook of Kraus-Anderson and Mr. Alton Nieman of Mondo presented more details on the installation and the athletic turf itself. Mr. Greg Newcall of Larson Engineering discussed drainage issues. Mr. Willcoxon continued the presentation with funding details. The next steps are to refine the cost estimates and revenue options. The proposal will be presented to the Board for final approval at the March 9 Board meeting. If approved, installation would begin on May 19.

2. First Reading of School Board Policy 203.5, School Board Meeting Agenda – Changes being recommended are consistent with those recommended by the Minnesota School Boards Association.
3. First Reading of School Board Policy 204, School Board Meeting Minutes - Changes being recommended are consistent with those recommended by the Minnesota School Boards Association.
4. First Reading of School Board Policy 210, Conflict of Interest – School Board Members - Changes being recommended are consistent with those recommended by the Minnesota School Boards Association.
5. First Reading of School Board Policy 506, School Discipline Code - Changes being recommended are consistent with those recommended by the Minnesota School Boards Association. In addition, items labeled G through K are specific procedures and processes for White Bear Lake Area Schools, identified by a team of elementary and secondary administration and the Director of Special Education.
6. First Reading of School Board Policy 720, Vending Machines - Changes being recommended are consistent with those recommended by the Minnesota School Boards Association.
7. First Reading of School Board Policy 802, Disposition of Obsolete Equipment and Material - Changes being recommended are consistent with those recommended by the Minnesota School Boards Association.

E. OPERATIONAL ITEMS

1. Kimball moved Newberg seconded to approve the 2009-2010 School Calendar. Voice vote: all ayes, motion carried.
2. Storey moved Hiniker seconded to accept the Project Lead the Way and Kern Family Foundation Grant. **Roll call vote: Ayes –Hiniker, Kimball, Larson, Newberg, Parsons, Storey, Swanson. Nays none. Motion carried.**
3. Newberg moved and Kimball seconded to accept the STEM Mini-Grants from H.B. Fuller **Roll call vote: Ayes –Hiniker, Kimball, Larson, Newberg, Parsons, Storey, Swanson. Nays none. Motion carried.**
4. Parsons moved and Hiniker seconded to approve the revised School Board Policy 417, Chemical Use and Abuse. **Roll call vote: Ayes –Hiniker, Kimball, Larson, Newberg, Parsons, Storey, Swanson. Nays none. Motion carried.**
5. Hiniker moved and Newberg seconded to approve School Board Policy 530, Immunization Policy. **Roll call vote: Ayes –Hiniker, Kimball, Larson, Newberg, Parsons, Storey, Swanson. Nays none. Motion carried.**

6. Storey moved and Swanson seconded to approve the Lakeaires Elementary School HVAC Improvements bid. ***Roll call vote: Ayes –Hiniker, Kimball, Larson, Newberg, Parsons, Storey, Swanson. Nays none. Motion carried.***
7. Newberg moved and Kimball seconded to approve the Lincoln Elementary School HVAC Improvements bid. ***Roll call vote: Ayes –Hiniker, Kimball, Larson, Newberg, Parsons, Storey, Swanson. Nays none. Motion carried.***
8. Hiniker moved and Swanson seconded to approve the South Campus Pavement Replacement Project bid. ***Roll call vote: Ayes –Hiniker, Kimball, Larson, Newberg, Parsons, Storey, Swanson. Nays none. Motion carried.***
9. Parsons moved and Newberg seconded to approve the Resolution Approving Submittal to the Commissioner of Education for Review and Comment. ***Roll call vote: Ayes –Hiniker, Kimball, Larson, Newberg, Parsons, Storey, Swanson. Nays none. Motion carried.***

F. BOARD FORUM - Newberg advised the group of the recent death of former White Bear Lake History teacher, Mr. Walter Connett. Mr. Connett had a profound influence on Newberg's life and many others who had him as their teacher.

G. ADJOURNMENT - Parsons moved, Newberg seconded to adjourn the meeting at 8:33 p.m.

Submitted by: Cathy Storey

Unapproved
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, February 23, 2009, at 5:30 p.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

Call To Order - Swanson called the meeting to order at 5:33 p.m.

Roll Call – Present: Hiniker, Kimball, Parsons, Storey, Swanson

Absent: Larson, Newberg

Ex-Officio - Lovett

Cabinet - Guenther, Moore, Pope, Thelen, Willcoxon

Communications - Vette

B. DISCUSSION ITEM

1. Update on Facility Projects and Partnerships – Mr. Pete Willcoxon, Executive Director of Business Services, updated the Board on several athletic partnerships and proposals to include:
 - WBBA basketball facility at South Campus – discussion centered on the most recent proposal with emphasis on financing and liability. Mr. Willcoxon was asked to review additional discussion details with the WBBA members.
 - Athletic turf – discussion continued on updated cost information and the proposal along with concerns that we need more time to understand community concerns and discuss the plan with them. It was proposed that we hold a community forum(s) in March along with giving people the opportunity to speak at the March 9 Board meeting. A special Board meeting will be held on April 27 at which time a decision will be made whether or not to proceed. Mr. Keith Warner, a community member from Vadnais Heights, spoke to the Board. He raised concerns and possible issues with regard to the athletic turf to including cost, timing, turf reliability and the need for community input.
 - Vadnais Heights recreation center and the Y Partners proposals were also briefly reviewed as to their current status with the District.
2. Status of Legislation Affecting the Schools – Mr. Willcoxon reviewed both the Federal Stimulus package and its impact on the White Bear Lake Area School District along with current State legislative discussion. Dr. Rolf Parsons, Board member, provided a Minnesota School Boards Association (MSBA) briefing. Generally speaking there are many strings attached to the Federal money which don't make it as attractive as it may seem on many accounts. It is hoped that some of these may still be modified.

3. Review of Collective Bargaining Agreements Expiring on June 30, 2009 – Ms. Elsa Pope, Human Resources Manager, reviewed upcoming bargaining agreements expiring on June 30, 2009. Dr. Lovett and Ms. Pope will continue discussions and advise the Board as they proceed.

C. **ADJOURNMENT** - Parsons moved; Storey seconded to adjourn the meeting at 8:03 p.m. Voice vote: *All ayes. Motion carried.*

Submitted by: Cathy Storey, Clerk

AGENDA ITEM: Monthly Check Registers

MEETING DATE: March 9, 2009

SUGGESTED DISPOSITION: Consent Agenda

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

Background:

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

Recommendation:

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

White Bear Lake Area Schools Electronic Transfers - February

	2/13/2009	2/17/2009	2/27/2009
Direct Deposit 232212-233543	1,413,966.69		
U.S. Treasury (FICA, Medicare, withholding)	519,090.30		
MN State Income Tax	78,360.16		
WI State Income Tax	3,263.80		
PERA	82,509.73		
TRA	165,675.72		
White Bear Lake Teacher's Association	24,602.99		
Investments - MnTrust		700,000.00	
Direct Deposit 233544-234898			1,433,878.32
U.S. Treasury (FICA, Medicare, withholding)			528,058.37
MN State Income Tax			79,911.69
WI State Income Tax			3,331.56
PERA			83,676.90
TRA			167,595.92
White Bear Lake Teacher's Association			24,602.99
Extended Day Association			691.35
Investments - MnTrust			800,000.00



Check Nbr	Vendor Name	Check Date	Check Amount
348168	AIG	02/23/2009	8,643.41
348169	AMERICAN FUNDS	02/23/2009	65,026.50
348170	AMERICAN UNITED LIFE	02/23/2009	39,765.58
348171	AMERIPRISE	02/23/2009	9,193.86
348172	AXA EQUITABLE	02/23/2009	7,253.51
348173	ECMC	02/23/2009	182.05
348174	EDUCATION MN ESI BILLING TRUST	02/23/2009	21,314.91
348175	GREATER TWIN CITIES UNITED WAY	02/23/2009	293.00
348176	IUOE #70	02/23/2009	1,936.61
348177	METROPOLITAN LIFE	02/23/2009	3,092.57
348178	MN CHILD SUPPORT	02/23/2009	2,089.75
348179	MN ENVIRONMENTAL FUND	02/23/2009	137.50
348180	ORCHARD TRUST COMPANY	02/23/2009	4,319.21
348181	THE ROSE LAW FIRM, PLLC	02/23/2009	37.93
348182	SCHOOL SERVICE EMPLOYEES	02/23/2009	5,589.70
348183	UNITED STATES TREASURY	02/23/2009	78.79
348184	US DEPT OF EDUCATION	02/23/2009	260.28
348185	VANGUARD SMALL BUSINESS SERVIC	02/23/2009	18,380.66
348186	WBLA EDUCATIONAL FOUNDATION	02/23/2009	520.50
19	Computer	Check(s) For a Total of	188,116.32

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	19	Computer	Checks For a Total of	188,116.32
Total For	19	Manual, Wire Tran, ACH & Computer Checks		188,116.32
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		188,116.32

Check Nbr	Vendor Name	Check Date	Check Amount
347766	AARP DRIVER SAFETY PROGRAM	02/19/2009	580.00
347767	ACCURATE LABEL DESIGNS	02/19/2009	78.95
347768	ACKERKNECHT LINDA	02/19/2009	90.00
347769	ADAMS LINDA	02/19/2009	30.43
347770	ADVANCED WIRELESS COMMUNICATIO	02/19/2009	155.88
347771	ADVANCED GRAPHIC SYSTEMS INC	02/19/2009	138.00
347772	AERO INDUSTRIES	02/19/2009	320.83
347773	ALBERS MECHANICAL SERVICE INC	02/19/2009	324.00
347774	ALPHA VIDEO & AUDIO INC	02/19/2009	315.00
347775	AMERICAN FIRST AID	02/19/2009	312.30
347776	Vendor Continued Check	02/19/2009	0.00
347777	AMERIPRIDE SERVICES	02/19/2009	920.36
347778	ANDERSON KEVVAN	02/19/2009	67.00
347779	ANDERSON, WAYNE	02/19/2009	110.00
347780	ANOKA COUNTY	02/19/2009	171.39
347781	API SUPPLY LIFTS	02/19/2009	544.48
347782	APPLIED ENVIRONMENTAL SCI INC	02/19/2009	5,960.10
347783	ARC-COM FABRICS INC	02/19/2009	91.80
347784	Vendor Continued Check	02/19/2009	0.00
347785	ARCADE ASPHALT CO	02/19/2009	6,415.00
347786	ARCHAMBEAU NICOLE	02/19/2009	75.00
347787	ASTLEFORD INTERNATIONAL TRUCKS	02/19/2009	9.70
347788	ATTAINMENT CO INC	02/19/2009	44.00
347789	AUTOMOTIVE WORKWEAR INC	02/19/2009	335.75
347790	BANERDT BARBARA A	02/19/2009	104.88
347791	Vendor Continued Check	02/19/2009	0.00
347792	BARNES & NOBLE	02/19/2009	3,062.97
347793	BARRETT, BOB	02/19/2009	74.00
347794	BARTHOLD	02/19/2009	274.50
347795	BATTERIES PLUS	02/19/2009	83.94
347796	BAUDVILLE	02/19/2009	203.10
347797	BESEMAN, TERRY	02/19/2009	67.00
347798	BEYOND PLAY LLC	02/19/2009	30.95
347799	BINKO, CATHERINE	02/19/2009	250.80
347800	BIOCLEAN MOBILE WASH INC	02/19/2009	483.85
347801	BLICK ART MATERIALS	02/19/2009	1,049.28
347802	BLUE SKY GUIDE	02/19/2009	325.00
347803	BOLAND TERESE	02/19/2009	27.52
347804	BOND, JENNIFER A	02/19/2009	166.27
347805	BOOKS ARE FUN	02/19/2009	70.50
347806	BRADLEY, ROLAND	02/19/2009	110.00
347807	BRAEGER, MARC R	02/19/2009	101.70
347808	BROWN, ANDRE	02/19/2009	110.00
347809	BROWN DAVID	02/19/2009	52.00
347810	BROWN, EMILY	02/19/2009	52.00
347811	BUCK, JOHN M	02/19/2009	66.00
347812	BUREAU OF CRIMINAL APPREHENSIO	02/19/2009	15.00
347813	BUREAU OF EDUCATION & RESEARCH	02/19/2009	199.00
347814	BUTLER PEGGY A	02/19/2009	150.27
347815	CABLES TO GO	02/19/2009	30.72

Check Nbr	Vendor Name	Check Date	Check Amount
347816	CDW GOVERNMENT INC	02/19/2009	754.58
347817	CHOIR MART	02/19/2009	50.40
347818	CITI-CARGO & STORAGE CO INC	02/19/2009	210.00
347819	COCA-COLA BOTTLING MIDWEST CO	02/19/2009	8,129.27
347820	COHEN, SARAH ML	02/19/2009	90.00
347821	COLEMAN, ROBERT	02/19/2009	88.00
347822	COLWELL, JOEL	02/19/2009	110.00
347823	COMMISSIONER OF EDUCATION	02/19/2009	10.00
347824	CONSTRUCTION MANAGEMENT BUILDI	02/19/2009	50,872.00
347825	COPY IMAGES INC	02/19/2009	13,829.21
347826	Vendor Continued Check	02/19/2009	0.00
347827	Vendor Continued Check	02/19/2009	0.00
347828	COPY IMAGES INC	02/19/2009	4,234.81
347829	Vendor Continued Check	02/19/2009	0.00
347830	CORPORATE EXPRESS	02/19/2009	7,089.63
347831	CREATIVE PRODUCT SOURCING INC	02/19/2009	107.97
347832	Vendor Continued Check	02/19/2009	0.00
347833	CUB FOODS OF WHITE BEAR TWSHP	02/19/2009	1,157.86
347834	CULLEN CRAIG	02/19/2009	70.20
347835	CULLIGAN BOTTLED WATER	02/19/2009	107.85
347836	CZECH, TONY	02/19/2009	124.00
347837	Vendor Continued Check	02/19/2009	0.00
347838	Vendor Continued Check	02/19/2009	0.00
347839	DALCO CORPORATION	02/19/2009	8,765.43
347840	DARTS VMS INC	02/19/2009	739.87
347841	DEAN, JERRY	02/19/2009	132.00
347842	DECHAINED, PATRICIA	02/19/2009	30.00
347843	DEGARDNER RICK	02/19/2009	52.00
347844	DELL MARKETING LP	02/19/2009	3,443.06
347845	DELTA EDUCATION	02/19/2009	290.28
347846	DELTA DENTAL PLAN OF MN	02/19/2009	60,607.40
347847	Vendor Continued Check	02/19/2009	0.00
347848	Vendor Continued Check	02/19/2009	0.00
347849	DENNESON AUTO PARTS	02/19/2009	1,265.73
347850	DEPARTMENT OF LABOR & INDUSTRY	02/19/2009	30.00
347851	DH PHOTOGRAPHY LLC	02/19/2009	188.95
347852	DISCOUNT SCHOOL SUPPLY	02/19/2009	177.64
347853	DISNEY EDUCATIONAL PRODUCTIONS	02/19/2009	199.80
347854	DOOR SERVICE COMPANY	02/19/2009	11,629.00
347855	DUFF, ANDREA M	02/19/2009	37.70
347856	EAGAN CITY OF PARKS & REC	02/19/2009	180.00
347857	EAI EDUCATION	02/19/2009	42.80
347858	Vendor Continued Check	02/19/2009	0.00
347859	Vendor Continued Check	02/19/2009	0.00
347860	EAST METRO INTEGRATION DIST 60	02/19/2009	225,813.47
347861	ECKROTH MUSIC	02/19/2009	166.78
347862	Vendor Continued Check	02/19/2009	0.00
347863	ECOLAB	02/19/2009	3,526.27
347864	EDUCATION DEPOT	02/19/2009	132.94
347865	EHRLICH JANET	02/19/2009	75.00

Check Nbr	Vendor Name	Check Date	Check Amount
347866	EIBS GRETCHEN	02/19/2009	29.81
347867	ELECTRIC RESOURCE CONTRACTORS	02/19/2009	47,636.09
347868	ELECTRONIC PRODUCTS INC	02/19/2009	411.01
347869	ENERGIZER OLSON PRESENTATIONS	02/19/2009	207.75
347870	ENGSTRAN PAUL	02/19/2009	40.00
347871	ENVIROBATE METRO	02/19/2009	311.43
347872	ESKOW LYNN	02/19/2009	75.00
347873	EVERGREEN PRESS	02/19/2009	6,986.55
347874	FASTENAL COMPANY	02/19/2009	606.55
347875	FERRELLGAS	02/19/2009	143.42
347876	FESTIVAL FOODS-KNOWLAN'S	02/19/2009	1,562.77
347877	FIELD OF DREAMS BASEBALL	02/19/2009	2,000.00
347878	FINK AVIS	02/19/2009	229.10
347879	FIRSTGROUP AMERICA	02/19/2009	123,516.40
347880	FOREIGN CANDY COMPANY INC	02/19/2009	856.76
347881	FOSTER, BERNARD	02/19/2009	154.00
347882	FRATTALONES HARDWARE STORES	02/19/2009	842.69
347883	FREE SPIRIT PUBLISHING CO	02/19/2009	29.90
347884	FREEMEN, MARCUS	02/19/2009	88.00
347885	FROLANDER, ANDREA	02/19/2009	20.00
347886	FUTURA LANGUAGE PROFESSIONALS	02/19/2009	490.00
347887	G&K SERVICES	02/19/2009	302.07
347888	G&K SERVICES	02/19/2009	102.57
347889	G&K SERVICES	02/19/2009	1,539.77
347890	GA CONSTRUCTION INC	02/19/2009	25,230.98
347891	GALLAGHERS NORTHWESTERN TIRE C	02/19/2009	375.80
347892	GCS SERVICE, INC.	02/19/2009	239.82
347893	GE MONEY BANK	02/19/2009	112.84
347894	GEPHART TRUCKING	02/19/2009	1,506.25
347895	GERMAN BOOK CENTER NA INC	02/19/2009	71.60
347896	GETZ-HOFFMAN MARI	02/19/2009	52.46
347897	GOLDSBY, NATHAN	02/19/2009	44.00
347898	GONSIOR, GREGG	02/19/2009	88.00
347899	GOPHER	02/19/2009	1,580.95
347900	GRAINGER	02/19/2009	184.18
347901	GRANDMA'S BAKERY INC	02/19/2009	64.95
347902	GRATZ MICHELLE C	02/19/2009	67.96
347903	GREATAMERICA LEASING CORP	02/19/2009	503.42
347904	GREEN ACRES RECREATION	02/19/2009	1,340.00
347905	Vendor Continued Check	02/19/2009	0.00
347906	GROTH MUSIC CO	02/19/2009	2,685.66
347907	GUDMUNDSON, JAMIE	02/19/2009	70.00
347908	GULLICK, DANIEL E	02/19/2009	39.60
347909	GUSTAVE A LARSON CO	02/19/2009	75.49
347910	Vendor Continued Check	02/19/2009	0.00
347911	HALLBERG ENGINEERING	02/19/2009	71,867.04
347912	HAMILTON CONNIE	02/19/2009	90.00
347913	HANDWRITING WITHOUT TEARS	02/19/2009	140.25
347914	HANSON MARILYN	02/19/2009	122.92
347915	HARRIS, ANN M	02/19/2009	199.00

Check Nbr	Vendor Name	Check Date	Check Amount
347916	HARRIMAN GRETCHEN	02/19/2009	347.08
347917	HEALTHPARTNERS	02/19/2009	1,108,463.17
347918	HEALY JASON	02/19/2009	20.00
347919	HELLO DIRECT INC	02/19/2009	563.78
347920	HEROFF, HEIDI	02/19/2009	16.95
347921	HIGHLAND ELECTRIC INC	02/19/2009	3,478.98
347922	HINES, PAUL T	02/19/2009	95.00
347923	HOGLUND BUS COMPANY	02/19/2009	1,505.20
347924	HOLINE JOHN	02/19/2009	67.00
347925	HOPKINS HIGH SCHOOL	02/19/2009	150.00
347926	HOUGHTON MIFFLIN HARCOURT	02/19/2009	116.55
347927	HSBC BUSINESS SOLUTIONS	02/19/2009	149.94
347928	HSBC BUSINESS SOLUTIONS	02/19/2009	166.24
347929	HUGO MILL OUTDOOR POWER	02/19/2009	243.84
347930	HURRY DENISE	02/19/2009	29.42
347931	HWP-REGIONS HOSPITAL	02/19/2009	75.00
347932	I-STATE TRUCK CENTER	02/19/2009	4.92
347933	INDUSTRIAL DOOR CO INC	02/19/2009	436.14
347934	INGLES, PEGGY	02/19/2009	87.50
347935	INNOVATIVE OFFICE SOLUTIONS	02/19/2009	1,743.01
347936	INSTITUTE FOR MULTI SENSORY ED	02/19/2009	110.66
347937	INTEGRA TELECOM	02/19/2009	299.43
347938	IRGENS, LINDA S	02/19/2009	92.92
347939	ISD #623 ROSEVILLE AREA SCHOOL	02/19/2009	23,500.00
347940	ISD #742 ST CLOUD AREA SCHOOLS	02/19/2009	350.40
347941	JM GARRET FOODS LLC	02/19/2009	250.00
347942	JOHNSON, GERALD	02/19/2009	67.00
347943	JOHNSON, SCOTT	02/19/2009	67.00
347944	JONES, ANGELES M	02/19/2009	65.28
347945	JOST JOAN	02/19/2009	76.00
347946	JOSTENS INC	02/19/2009	3,769.29
347947	JUSTICE, JOSEPH O	02/19/2009	110.00
347948	JW PEPPER & SON INC	02/19/2009	141.98
347949	JW PEPPER & SON INC	02/19/2009	48.94
347950	KARLSBURGER FOODS INC	02/19/2009	78.05
347951	KATH COMPANIES	02/19/2009	3,197.00
347952	KEARN BARBARA	02/19/2009	409.96
347953	KELSEY, DENNIA	02/19/2009	89.30
347954	KIFFMEYER, CARI JO	02/19/2009	75.00
347955	KINDLIEN, CYNTHIA J	02/19/2009	96.03
347956	KITTELSON LOU ANN	02/19/2009	63.75
347957	KLAMM MECHANICAL CONTRACTORS I	02/19/2009	6,270.00
347958	KOECKERITZ JEANNE	02/19/2009	622.06
347959	KOEHLER, KARYN	02/19/2009	55.90
347960	KOWALSKI'S MARKET	02/19/2009	81.60
347961	KRAUS ANDERSON CONSTRUCTION CO	02/19/2009	4,438.00
347962	KUBITZ EDUCATIONAL SERVICES	02/19/2009	110.40
347963	KUEMMEL JANEEN	02/19/2009	33.14
347964	KUPFERSCHMIDT ROBERT	02/19/2009	120.00
347965	LAMWERS, LINDSAY M	02/19/2009	97.57

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347966	LANGUAGE LINE SERVICES	02/19/2009	51.75
347967	LARSEN BRAD	02/19/2009	124.00
347968	LARSEN GARY	02/19/2009	71.00
347969	LAWSON PRODUCTS INC	02/19/2009	260.73
347970	LEE, LEE	02/19/2009	70.90
347971	LEHNER, KEN	02/19/2009	88.00
347972	LIBRARY STORE INC	02/19/2009	135.94
347973	LIBRARY VIDEO COMPANY	02/19/2009	63.80
347974	LICK DAVE	02/19/2009	71.00
347975	LINCOLN ELEMENTARY PTA	02/19/2009	123.95
347976	LINCOLN ELEMENTARY SCHOOL	02/19/2009	61.00
347977	LIVINGSTON, TYLER	02/19/2009	74.00
347978	LOVETT, MICHAEL J	02/19/2009	872.33
347979	L T G POWER EQUIPMENT	02/19/2009	142.20
347980	MACKIN LIBRARY MEDIA	02/19/2009	639.00
347981	MADISON NATIONAL LIFE INS CO I	02/19/2009	54,753.31
347982	MADISON, PAUL	02/19/2009	220.00
347983	MARSHALL, PAUL	02/19/2009	103.00
347984	MASSA, JAYMI E	02/19/2009	23.20
347985	MATTAI SUSAN	02/19/2009	75.27
347986	MAYER, ANTHONY G	02/19/2009	121.83
347987	MCCALL MAUREEN E	02/19/2009	21.02
347988	MCDANIEL KAYANN	02/19/2009	122.90
347989	MC DONOUGH'S WATERJETTING AND	02/19/2009	4,216.25
347990	MCGRAW-HILL COMPANIES	02/19/2009	269.73
347991	MERCURY OFFICE SUPPLY	02/19/2009	124.28
347992	METRO ECSU	02/19/2009	35.00
347993	METRO ECSU	02/19/2009	70.00
347994	METRO TRANSIT (MCTO)	02/19/2009	270.00
347995	METROPOLITAN PRINCIPALS ACADEM	02/19/2009	175.00
347996	MIDWEST BUS PARTS INC	02/19/2009	1,343.80
347997	MILLIGAN THERESA J	02/19/2009	76.58
347998	MINITEX	02/19/2009	175.00
347999	MINNETONKA PUBLIC SCHOOLS	02/19/2009	100.00
348000	MISSISSIPPI DUNES GC	02/19/2009	110.00
348001	MN ASSOC OF SECONDARY SCHOOL P	02/19/2009	99.00
348002	MN CERAMIC SUPPLY	02/19/2009	25.88
348003	MN ELEVATOR INC	02/19/2009	269.73
348004	MN SPORTS TURF MANAGERS ASSOC	02/19/2009	45.00
348005	MOBILE RADIO ENGINEERING INC	02/19/2009	140.25
348006	MORIS, DAN	02/19/2009	52.00
348007	MORRIS, RACHEL	02/19/2009	70.00
348008	MOUNDS VIEW HIGH SCHOOL	02/19/2009	30.00
348009	MSTP ACCOUNTS SPECIALIST	02/19/2009	271.00
348010	NADEAU PEGGY	02/19/2009	380.00
348011	NATL FLAVORS INC	02/19/2009	84.16
348012	NCS PEARSON INC	02/19/2009	171.00
348013	NELSON, KYLE WD	02/19/2009	198.00
348014	NGUYEN, TUONG	02/19/2009	85.00
348015	NORTH CENTRAL TRUCK EQUIPMENT	02/19/2009	3,021.01

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348016	NORTHEAST METRO INTERMEDIATE D	02/19/2009	18,785.96
348017	NORTHERN FOREST PRODUCTS LLC	02/19/2009	1,618.75
348018	NORTHERN AIR CORP	02/19/2009	1,200.00
348019	NORTHWEST GRAPHIC SUPPLY CO	02/19/2009	804.92
348020	NOW MICRO INC	02/19/2009	180.00
348021	OFFICE DEPOT	02/19/2009	535.46
348022	OLD DUTCH FOODS INC	02/19/2009	1,421.76
348023	OLSEN FIRE PROTECTION	02/19/2009	311.00
348024	OLSON HEATHER	02/19/2009	70.00
348025	ON SITE SANITATION INC	02/19/2009	260.16
348026	ORANGE TREE EMPLOYMENT SCREENI	02/19/2009	245.00
348027	OSLAND, BECKY	02/19/2009	70.00
348028	OXYGEN SERVICE CO INC	02/19/2009	17.67
348029	PAMS LUNCHROOM LLC	02/19/2009	3,422.35
348030	PAN-O-GOLD	02/19/2009	3,096.78
348031	PAPA MURPHY'S	02/19/2009	181.76
348032	PARSONS SALLY ANN	02/19/2009	389.89
348033	PARTS ASSOC INC	02/19/2009	92.91
348034	PARTS NOW ! LLC	02/19/2009	54.50
348035	PARTY UNIT	02/19/2009	175.00
348036	PBS	02/19/2009	40.94
348037	PELLEGRIN, FRANCOISE R	02/19/2009	29.25
348038	PENNIES FOR PATIENTS	02/19/2009	742.35
348039	PETERSON BROS ROOFING & CONST	02/19/2009	316.71
348040	PETERSON WAYNE	02/19/2009	79.77
348041	PETTY CASH	02/19/2009	301.73
348042	PETTY CASH	02/19/2009	125.00
348043	PHOTO WAREHOUSE	02/19/2009	165.95
348044	PITLICK GREG	02/19/2009	11.66
348045	PITNEY BOWES PURCHASE POWER	02/19/2009	1,518.99
348046	PITNEY BOWES INC	02/19/2009	17.95
348047	POKELA, GARRETT	02/19/2009	66.00
348048	POKELA, KEITH	02/19/2009	66.00
348049	PONTIOUS JODY	02/19/2009	90.00
348050	POSTMASTER	02/19/2009	674.46
348051	POWER SYSTEMS INC	02/19/2009	189.51
348052	PRESS PUBLICATIONS	02/19/2009	1,117.85
348053	PUSH PEDAL PULL	02/19/2009	579.00
348054	QUALITY BUSINESS FORMS	02/19/2009	310.54
348055	R & R SPECIALTIES INC	02/19/2009	63.00
348056	R-B FOODS INC	02/19/2009	4,856.17
348057	RABINE, REBECCA L	02/19/2009	60.16
348058	RAMSEY COUNTY COMM HUMAN SVCS	02/19/2009	55,081.00
348059	RANKIN, ANDREA K	02/19/2009	235.00
348060	REIN, JOSEPH	02/19/2009	220.00
348061	RENTAL REHAB & REPAIR	02/19/2009	755.00
348062	RETROFIT COMPANIES INC	02/19/2009	411.66
348063	ROSEMOUNT HIGH SCHOOL	02/19/2009	150.00
348064	SAM'S CLUB	02/19/2009	230.58
348065	SAM'S CLUB	02/19/2009	1,000.44

Check Nbr	Vendor Name	Check Date	Check Amount
348066	SAM'S CLUB	02/19/2009	396.81
348067	SAMUELSON BETH	02/19/2009	373.50
348068	SARGENT-WELCH	02/19/2009	2,776.66
348069	SAWYER, LISA	02/19/2009	18.40
348070	SCHMIDT HEATHER	02/19/2009	35.07
348071	SCHMIDT, LINDA R	02/19/2009	27.60
348072	SCHMIDT NOEL	02/19/2009	122.56
348073	SCHOLASTIC INC	02/19/2009	683.01
348074	SCHOOL CHECK IN	02/19/2009	130.00
348075	SCHOOL-TECH INC	02/19/2009	177.10
348076	SCHOOLFINANCES.COM	02/19/2009	550.00
348077	SCHROEDER MILK CO INC	02/19/2009	20,522.85
348078	SCHULTZ, JEFFREY D	02/19/2009	92.00
348079	SCHUMACHER WHOLESALE MEATS	02/19/2009	14,097.70
348080	SCHWALBE, ANNE L	02/19/2009	179.31
348081	SCIENCE MUSEUM OF MINNESOTA	02/19/2009	139.00
348082	SEARS	02/19/2009	968.76
348083	SECURITAS SEC SVCS USA INC	02/19/2009	1,059.84
348084	SEEVER GRAY	02/19/2009	196.00
348085	SENIOR SERVICES CONSORTIUM	02/19/2009	1,237.03
348086	Vendor Continued Check	02/19/2009	0.00
348087	SENTRY SYSTEMS INC	02/19/2009	7,036.00
348088	SEVERSON, SUZANNE F	02/19/2009	237.97
348089	SEXTON PRINTING	02/19/2009	125.00
348090	SHAWBOLD DEAN	02/19/2009	139.68
348091	SHERATON SEATTLE HOTEL	02/19/2009	828.85
348092	SHIFFLER EQUIPMENT SALES INC	02/19/2009	812.79
348093	SIKORA, PAUL	02/19/2009	67.00
348094	SMITH MICRO TECHNOLOGIES INC	02/19/2009	160.00
348095	SNAP ON TOOLS	02/19/2009	144.80
348096	SOUTHWEST PREFERRED FINISHING	02/19/2009	299.33
348097	SPANISH SPECIALISTS AND CONSUL	02/19/2009	175.00
348098	SPECTRUM SOLUTIONS	02/19/2009	882.50
348099	SPORTS AWARDS	02/19/2009	125.95
348100	ST JOSEPH EQUIPMENT INC	02/19/2009	78.30
348101	ST PIUS X HOLY FAMILY SCHOOL	02/19/2009	570.00
348102	STEADLAND KEITH	02/19/2009	48.14
348103	STEICHENS SPORTING GOODS	02/19/2009	204.00
348104	STEVE WEISS MUSIC	02/19/2009	33.95
348105	SUBURBAN FLOOR COVERING	02/19/2009	7,886.00
348106	SUCCESS BEYOND THE CLASSROOM	02/19/2009	1,438.00
348107	SUGGS II, DANIEL	02/19/2009	286.00
348108	SUOJA, WENDY	02/19/2009	134.28
348109	SUPERIOR TRANSIT SALES LLC	02/19/2009	214.93
348110	SUPREME SCHOOL SUPPLY CO	02/19/2009	85.97
348111	SVIR, SARA A	02/19/2009	233.84
348112	SWEELEY, DAVID	02/19/2009	110.00
348113	SYNOVIA	02/19/2009	450.00
348114	T3E COMPANY	02/19/2009	39.00
348115	TAHER INC	02/19/2009	7,287.91

Check Nbr	Vendor Name	Check Date	Check Amount
348116	TAMARACK NATURE CENTER	02/19/2009	1,125.00
348117	TAUTGES, LYNSEY K	02/19/2009	190.30
348118	TAYLOR SALES INC	02/19/2009	24.56
348119	TDS METROCOM - MN	02/19/2009	6,862.70
348120	TENNANT, MELISA	02/19/2009	100.13
348121	TESSMER, SHANE	02/19/2009	154.00
348122	THIBAUT DEB	02/19/2009	43.20
348123	THOMPSON PUBLISHING GROUP	02/19/2009	308.50
348124	THREE RIVERS PARK DISTRICT	02/19/2009	300.00
348125	THREE RIVERS PARK DISTRICT	02/19/2009	100.00
348126	TIERNEY BROTHERS INC	02/19/2009	3,690.50
348127	TOMASZEWSKI, CHARLES	02/19/2009	110.00
348128	TOUSSAINT JANEL PHYLLIS	02/19/2009	47.03
348129	TRANS-MISSISSIPPI BIO SUPPLY	02/19/2009	25.40
348130	TRANSWORLD SYSTEMS INC	02/19/2009	60.00
348131	TRIARCO	02/19/2009	165.88
348132	TRIO SUPPLY COMPANY	02/19/2009	10,576.98
348133	TURFWERKS INC	02/19/2009	448.79
348134	TWIN CITY JANITOR SUPPLY CO	02/19/2009	1,921.83
348135	UNIVERSITY OF MN PRINTING SERV	02/19/2009	2,940.00
348136	UNIVERSITY OF WI STOUT	02/19/2009	140.00
348137	UPPER LAKES FOODS INC	02/19/2009	109,587.70
348138	VACATION SPORTS	02/19/2009	70.00
348139	VANG YING	02/19/2009	5.00
348140	VENBURG TIRE CO	02/19/2009	218.11
348141	VIKING AUTOMATIC SPRINKLER	02/19/2009	800.00
348142	VIKING INDUSTRIAL CENTER	02/19/2009	269.85
348143	VIRCO INC	02/19/2009	1,705.74
348144	VOSS, CAMERON	02/19/2009	103.00
348145	WALZ, RICK	02/19/2009	67.00
348146	WHITE BEAR BOWL	02/19/2009	875.25
348147	WHITE BEAR DODGE	02/19/2009	17.76
348148	WHITE BEAR FLORAL SHOP	02/19/2009	48.03
348149	WHITE BEAR GLASS INC	02/19/2009	1,143.78
348150	WHITE BEAR OFFICIALS ASSOC	02/19/2009	1,280.00
348151	WHITE BEAR SHOPPING CTR INC	02/19/2009	3,439.00
348152	Vendor Continued Check	02/19/2009	0.00
348153	WHITE BEAR LAKE (CITY OF)	02/19/2009	13,894.90
348154	WELLS, MICHELE	02/19/2009	29.00
348155	WET PAINT	02/19/2009	406.05
348156	WEWERS TREE SPADING INC	02/19/2009	1,100.00
348157	WILLHAUS, ROGER	02/19/2009	67.00
348158	WIMER, MARY KATHRYN	02/19/2009	150.00
348159	WINNICK SUPPLY	02/19/2009	86.58
348160	WISE, PATRICIA G	02/19/2009	38.61
348161	WITTFITT LLC	02/19/2009	1,185.00
348162	WORLD'S FINEST CHOCOLATE	02/19/2009	2,520.00
348163	WORLD'S FINEST CHOCOLATE	02/19/2009	2,520.00
348164	XEROX CORPORATION	02/19/2009	133.42
348165	YOUTH SERVICES INTERNATIONAL	02/19/2009	1,722.00

Check Nbr	Vendor Name	Check Date	Check Amount
348166	ZAPPA'S SPORTING GOODS	02/19/2009	45.00
348167	ZIROMEDIA	02/19/2009	1,641.25
402	Computer	Check(s) For a Total of	2,307,354.87

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	402	Computer	Checks For a Total of	2,307,354.87
Total For	402	Manual, Wire Tran, ACH & Computer	Checks	2,307,354.87
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,307,354.87

Check Nbr	Vendor Name	Check Date	Check Amount
347743	AIG	02/06/2009	8,643.41
347744	AMERICAN FUNDS	02/06/2009	65,068.18
347745	AMERICAN UNITED LIFE	02/06/2009	39,765.58
347746	AMERIPRISE	02/06/2009	9,193.86
347747	AXA EQUITABLE	02/06/2009	6,610.84
347748	ECMC	02/06/2009	182.05
347749	EDUCATION MN ESI BILLING TRUST	02/06/2009	21,614.91
347750	GE MONEY BANK	02/06/2009	414.87
347751	GREATER TWIN CITIES UNITED WAY	02/06/2009	293.00
347752	IUOE #70	02/06/2009	1,922.48
347753	JOES TREE SERVICE OF SCANDIA	02/06/2009	500.00
347754	METROPOLITAN LIFE	02/06/2009	3,136.87
347755	MN CHILD SUPPORT	02/06/2009	2,089.75
347756	MN ENVIRONMENTAL FUND	02/06/2009	137.50
347757	ORCHARD TRUST COMPANY	02/06/2009	4,319.21
347758	POSTMASTER	02/06/2009	168.00
347759	THE ROSE LAW FIRM, PLLC	02/06/2009	37.93
347760	SCHOOL SERVICE EMPLOYEES	02/06/2009	5,585.66
347761	UNITED STATES TREASURY	02/06/2009	78.79
347762	US DEPT OF EDUCATION	02/06/2009	260.28
347763	VANGUARD SMALL BUSINESS SERVIC	02/06/2009	17,880.66
347764	WHITE BEAR LAKE FOOD SERV	02/06/2009	60.00
347765	WBLA EDUCATIONAL FOUNDATION	02/06/2009	510.50

23	Computer	Check(s) For a Total of	188,474.33
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	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
	23	Computer	Checks For a Total of	188,474.33
Total For	23	Manual, Wire Tran, ACH & Computer	Checks	188,474.33
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	188,474.33

Check Nbr	Vendor Name	Check Date	Check Amount
347306	AARP DRIVER SAFETY PROGRAM	02/05/2009	484.00
347307	AARP DRIVER SAFETY PROGRAM	02/05/2009	140.00
347308	ABERCROMBIE, J H	02/05/2009	74.00
347309	ABILITATIONS	02/05/2009	86.97
347310	ABLENET INC	02/05/2009	161.25
347311	ACTIVE.COM	02/05/2009	357.00
347312	ADAMS LINDA	02/05/2009	40.00
347313	ADAMS, PAUL	02/05/2009	74.00
347314	ADAMS, RILEY	02/05/2009	74.00
347315	ADVANCED WIRELESS COMMUNICATIO	02/05/2009	108.24
347316	ALBERS MECHANICAL SERVICE INC	02/05/2009	594.00
347317	ALBINDIA, TOM	02/05/2009	103.00
347318	ALLISON, BANNY	02/05/2009	103.00
347319	ALM DENNIS	02/05/2009	124.00
347320	ALPHA VIDEO & AUDIO INC	02/05/2009	8,926.50
347321	AMAZON	02/05/2009	159.75
347322	AMERICAN ALLIANCE FOR HEALTH,	02/05/2009	135.00
347323	AMERICAN MESSAGING	02/05/2009	204.81
347324	AMERICAN RED CROSS	02/05/2009	72.00
347325	AMER STUDY TRAVEL ABROAD	02/05/2009	1,721.40
347326	ANDERSON'S	02/05/2009	214.68
347327	APPERSON EDUCATION PRODUCTS	02/05/2009	69.74
347328	APPLE COMPUTER INC	02/05/2009	508.85
347329	APPLIED ENVIRONMENTAL SCI INC	02/05/2009	3,526.80
347330	ASTLEFORD INTERNATIONAL TRUCKS	02/05/2009	71.28
347331	AT & T MOBILITY	02/05/2009	1,407.41
347332	BAKKEN JUDY L	02/05/2009	49.95
347333	BALZER, NATE	02/05/2009	67.00
347334	BARLOW, AARON	02/05/2009	103.00
347335	BARNES & NOBLE	02/05/2009	452.60
347336	BARTHOLD	02/05/2009	427.50
347337	BAUDVILLE	02/05/2009	185.00
347338	BAUER BUILT INC	02/05/2009	1,155.91
347339	BEGE JEFF	02/05/2009	84.52
347340	BELLICOT, BRIAN	02/05/2009	101.00
347341	BERNARD FOOD INDUSTRIES INC	02/05/2009	1,352.42
347342	BERTELSEN CHERYL	02/05/2009	150.00
347343	HSBC BUSINESS SOLUTIONS	02/05/2009	167.24
347344	BIO CORPORATION	02/05/2009	1,385.81
347345	BIX PRODUCE COMPANY INC	02/05/2009	9,142.45
347346	BLIND GUYS THE	02/05/2009	150.88
347347	BOCHE JOHN	02/05/2009	71.00
347348	BOND, JENNIFER A	02/05/2009	37.30
347349	NADIA LILY SANCHEZ BONITA	02/05/2009	400.00
347350	THE BOOMERANG PROJECT	02/05/2009	4,930.00
347351	BRADLEY LYDIA	02/05/2009	145.27
347352	BRAKE & EQUIPMENT WAREHOUSE, I	02/05/2009	65.19
347353	BRAUN INTERTEC CORPORATION	02/05/2009	2,800.00
347354	BRENK BARBARA ANN	02/05/2009	38.55
347355	THE BUG COMPANY	02/05/2009	16.00

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347356	BUREAU OF EDUCATION & RESEARCH	02/05/2009	1,164.00
347357	BURKE ERIN	02/05/2009	30.76
347358	BURRIS, LEANN K	02/05/2009	52.25
347359	BUSH, JAMES L	02/05/2009	1,125.00
347360	CALCULATORS INC	02/05/2009	508.35
347361	CAMP ST CROIX	02/05/2009	1,136.00
347362	CARDINAL, JOHN	02/05/2009	10.00
347363	CARSON-DELLOSA PUBLISHING CO I	02/05/2009	38.83
347364	CATCO PARTS SERVICE	02/05/2009	533.46
347365	CDW GOVERNMENT INC	02/05/2009	928.36
347366	CELIA WIRTH & ASSOCIATES	02/05/2009	180.00
347367	CHAKOLIS, RICHARD A	02/05/2009	43.67
347368	CHANNING L BETE CO INC	02/05/2009	224.54
347369	CHLEBECEK, ROGER J	02/05/2009	99.20
347370	COMCAST	02/05/2009	5.27
347371	CONSTRUCTION MANAGEMENT BUILDI	02/05/2009	52,210.00
347372	CONTINENTAL CLAY CO	02/05/2009	373.00
347373	CONTINENTAL RESEARCH CORP	02/05/2009	348.22
347374	CONWAY, DAVID E	02/05/2009	78.00
347375	COOPER DEREK	02/05/2009	112.32
347376	COPY IMAGES INC	02/05/2009	7,460.77
347377	Vendor Continued Check	02/05/2009	0.00
347378	COPY IMAGES INC	02/05/2009	1,182.28
347379	COUNCIL FOR EXCEPTIONAL CHILDR	02/05/2009	405.00
347380	COURAGE ST CROIX	02/05/2009	325.00
347381	CTB INC	02/05/2009	405.00
347382	CUB FOODS OF WOODBURY	02/05/2009	281.11
347383	CUMMINS NPOWER LLC	02/05/2009	1,494.70
347384	Vendor Continued Check	02/05/2009	0.00
347385	Vendor Continued Check	02/05/2009	0.00
347386	DALCO CORPORATION	02/05/2009	9,530.22
347387	DAVICK BRAD	02/05/2009	92.00
347388	DAYDOTS	02/05/2009	143.63
347389	DECKER EQUIPMENT	02/05/2009	156.40
347390	DEEN DENISE	02/05/2009	44.97
347391	DEEP PORTAGE	02/05/2009	4,030.00
347392	DEGARDNER RICK	02/05/2009	52.00
347393	DELTA EDUCATION	02/05/2009	484.77
347394	DEMCO INC	02/05/2009	148.38
347395	DESTACHE DAN	02/05/2009	148.05
347396	DETROIT LAKES HIGH SCHOOL	02/05/2009	150.00
347397	DETTMER, BOB	02/05/2009	92.00
347398	DICKSON CONNIE	02/05/2009	357.92
347399	DISCOUNT SCHOOL SUPPLY	02/05/2009	70.90
347400	DIVERSIFIED SNACK DISTRIBUTION	02/05/2009	8,995.44
347401	DOUGLAS SANDRA L	02/05/2009	81.40
347402	DURAN, LILLIAN	02/05/2009	737.50
347403	DYMIT MARIE	02/05/2009	321.20
347404	E.L. REINHARDT COMPANY INC	02/05/2009	17.10
347405	EAST METRO INTEGRATION DIST 60	02/05/2009	145,175.16

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347406	ECOLAB	02/05/2009	1,109.79
347407	EDUCATION WEEK	02/05/2009	39.00
347408	ENERGIZER OLSON PRESENTATIONS	02/05/2009	166.95
347409	ENGELMEIER, KEN	02/05/2009	40.00
347410	ENVIRO TECH REMEDIATION SERV	02/05/2009	835.77
347411	ESSON, ANN	02/05/2009	143.00
347412	EXERCISE BOB	02/05/2009	225.00
347413	FACILITY OFFICE FURNITURE INC	02/05/2009	873.00
347414	FARM PLAN	02/05/2009	460.00
347415	FEDEX	02/05/2009	13.00
347416	FERRELLGAS	02/05/2009	204.23
347417	FERRON ELAINE	02/05/2009	28.93
347418	FESTIVAL FOODS-KNOWLAN'S	02/05/2009	79.27
347419	FIEBICH, CHRISTINA	02/05/2009	67.00
347420	FOLLETT LIBRARY RESOURCES	02/05/2009	1,338.22
347421	FREMONT INDUSTRIES INC	02/05/2009	1,319.20
347422	FREY	02/05/2009	253.59
347423	GALLAGHERS NORTHWESTERN TIRE C	02/05/2009	156.30
347424	GARCEAU HARDWARE	02/05/2009	26.93
347425	GENERAL SECURITY SERVICES CORP	02/05/2009	113.00
347426	GENERAL ASP	02/05/2009	125.00
347427	GLADE, CRIS	02/05/2009	125.00
347428	GOEBEL, DARRYL	02/05/2009	74.00
347429	GOLDCOM INC	02/05/2009	130.75
347430	GOODRICH GOLF DOME	02/05/2009	1,224.00
347431	GOPHER	02/05/2009	490.57
347432	Vendor Continued Check	02/05/2009	0.00
347433	Vendor Continued Check	02/05/2009	0.00
347434	GRAINGER	02/05/2009	2,189.42
347435	GRANDMA'S BAKERY INC	02/05/2009	35.33
347436	GREEN, BARBARA J	02/05/2009	1,270.87
347437	GRIPENTROG TRACY	02/05/2009	140.85
347438	GRITZMACHER SHAWN	02/05/2009	76.98
347439	GROCHOWSKI RICHARD A	02/05/2009	177.91
347440	Vendor Continued Check	02/05/2009	0.00
347441	GROTH MUSIC CO	02/05/2009	392.95
347442	GROUP HEALTH INC - WORKSITE	02/05/2009	3,075.00
347443	GRUN SUSAN L	02/05/2009	29.28
347444	H & B SPECIALIZED PRODUCTS	02/05/2009	452.00
347445	HAAS MUSICAL INSTRUMENT REPAIR	02/05/2009	123.13
347446	HALDEMAN HOMME INC	02/05/2009	175.00
347447	HALLAND, SHAUN T	02/05/2009	19.50
347448	HAMILTON CONNIE	02/05/2009	74.90
347449	HANNIGAN ROBERT	02/05/2009	52.98
347450	HANSON, GORDY	02/05/2009	67.00
347451	HARRIMAN, DION D	02/05/2009	671.98
347452	HARRINGTON, RICK	02/05/2009	53.00
347453	HARTMAN, TRICIA M	02/05/2009	378.00
347454	HAWKINSON, STEVEN A	02/05/2009	103.00
347455	HAZELDEN	02/05/2009	344.90

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347456	HEALY JASON	02/05/2009	380.90
347457	HEINEMANN	02/05/2009	165.41
347458	HEINZ DISPENSING CONNECTION	02/05/2009	1,534.34
347459	HERZOG, JOSH	02/05/2009	53.00
347460	HILGER MERRY	02/05/2009	67.00
347461	HILLYARD INC MINNEAPOLIS	02/05/2009	18.74
347462	HILMANOWSKI, DICK	02/05/2009	67.00
347463	HINES, PAUL T	02/05/2009	380.00
347464	HODD ROY	02/05/2009	159.80
347465	HOERNEMANN WENDY	02/05/2009	104.33
347466	Vendor Continued Check	02/05/2009	0.00
347467	Vendor Continued Check	02/05/2009	0.00
347468	HOGLUND BUS COMPANY	02/05/2009	2,532.16
347469	HOUGHTON MIFFLIN COMPANY LLC	02/05/2009	1,153.24
347470	HOULE, TOM	02/05/2009	67.00
347471	HSBC BUSINESS SOLUTIONS	02/05/2009	385.00
347472	HUBER, KIMBERLY J	02/05/2009	54.00
347473	HUGO CITY OF	02/05/2009	515.29
347474	HUGO MILL OUTDOOR POWER	02/05/2009	70.79
347475	Vendor Continued Check	02/05/2009	0.00
347476	HUMAN SERVICES INC	02/05/2009	69,819.96
347477	IMED MOBILITY	02/05/2009	1,262.72
347478	ISD #15 ST FRANCIS	02/05/2009	8,572.63
347479	ISD #283 ST LOUIS PARK	02/05/2009	135.63
347480	J & R SCHOOL SUPPLIES	02/05/2009	279.50
347481	JC ENVIRONMENTAL & DEMOLITION	02/05/2009	300.00
347482	JENNRICH LAURIE	02/05/2009	70.00
347483	JOHN HENRY FOSTER MINNESOTA	02/05/2009	717.11
347484	JOHNSON KIRK	02/05/2009	51.91
347485	JONES SCHOOL SUPPLY CO INC	02/05/2009	147.00
347486	JUNGBAUER, CAROL	02/05/2009	29.00
347487	JUNIOR ACHIEVEMENT OF THE UPPE	02/05/2009	900.00
347488	JW PEPPER & SON INC	02/05/2009	38.99
347489	KAO, ABRAHAM	02/05/2009	74.00
347490	KATH COMPANIES	02/05/2009	14,069.38
347491	KEARN BARBARA	02/05/2009	94.54
347492	KINDLIEN, CYNTHIA J	02/05/2009	103.19
347493	KING TRINA	02/05/2009	64.46
347494	KITTELSON LOU ANN	02/05/2009	52.80
347495	KITTS HARRY	02/05/2009	249.40
347496	KLECHEFSKI, GRANT	02/05/2009	53.00
347497	KNUTSON FLYNN & DEANS PA	02/05/2009	2,461.14
347498	KOCH TOM	02/05/2009	124.00
347499	KOLEGAS, KATHRYN J	02/05/2009	105.55
347500	KOLLASCH CHARLES	02/05/2009	74.00
347501	KOVARIK DAN	02/05/2009	71.00
347502	KRANZ, JEFF	02/05/2009	125.00
347503	KRAUS ANDERSON CONSTRUCTION CO	02/05/2009	8,540.00
347504	KROCAK NANCY J	02/05/2009	70.52
347505	KRONSCHNABEL WILLIAM M	02/05/2009	71.00

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347506	LAND O'LAKES INC	02/05/2009	11,040.00
347507	LARUE, GARY	02/05/2009	50.00
347508	LAW, DAVID W	02/05/2009	48.00
347509	LEARNING A-Z	02/05/2009	130.40
347510	LIBRARY VIDEO COMPANY	02/05/2009	213.73
347511	LINGUISYSTEMS INC	02/05/2009	167.80
347512	LOVE AND LOGIC INSTITUTE	02/05/2009	297.00
347513	L T G POWER EQUIPMENT	02/05/2009	5.05
347514	M.A. APPAREL & PROMOTIONS	02/05/2009	250.00
347515	MACPHAIL CENTER FOR MUSIC	02/05/2009	1,285.00
347516	MANN KEVIN	02/05/2009	101.00
347517	MARCROFT PATRICIA L	02/05/2009	111.10
347518	MAREDY FUNDRAISING	02/05/2009	748.13
347519	MASA	02/05/2009	149.00
347520	MASTER FLOORS INC	02/05/2009	4,393.00
347521	MCDANIEL KAYANN	02/05/2009	93.66
347522	MC DONOUGH'S WATERJETTING AND	02/05/2009	779.25
347523	MCGINLEY MYERS, NANCY J	02/05/2009	89.48
347524	MCTMAHON MARGARET	02/05/2009	325.39
347525	MCNEELY, ROBERT J	02/05/2009	120.00
347526	THE MEAUX EXCHANGE	02/05/2009	96.53
347527	MELCOCH, ANN	02/05/2009	39.00
347528	MENGEL, MARY H	02/05/2009	37.60
347529	MERCURY OFFICE SUPPLY	02/05/2009	111.28
347530	METRO TRANSIT (MCTO)	02/05/2009	270.00
347531	MEUWISSEN DAVID	02/05/2009	112.99
347532	MICHEL, ROCHELLE N	02/05/2009	406.81
347533	MIDTHUN CAROL	02/05/2009	248.31
347534	MIDWEST BUS PARTS INC	02/05/2009	1,284.05
347535	MINVALCO INC	02/05/2009	985.25
347536	MN ASSOC OF SECONDARY SCHOOL P	02/05/2009	350.00
347537	MN ASSOC OF ADMIN OF STATE & (02/05/2009	250.00
347538	MN ASSOC OF ALTERNATIVE PROG	02/05/2009	3,790.00
347539	MN ASSOC FOR PUPIL TRANSPORTAT	02/05/2009	100.00
347540	MN COACHES INC	02/05/2009	2,150.00
347541	MN COMMUNITY EDUC ASSOC (MCEA)	02/05/2009	109.00
347542	MN NCPERS LIFE INSURANCE	02/05/2009	608.00
347543	MN SWORD PLAY	02/05/2009	720.00
347544	MN TRUE TEAM TRACK & FIELD	02/05/2009	190.00
347545	MOBILE RADIO ENGINEERING INC	02/05/2009	1,310.50
347546	MONAHAN, BRIAN	02/05/2009	51.00
347547	MONTGOMERY JACOB	02/05/2009	106.18
347548	MOORE, KATHERINE D	02/05/2009	31.22
347549	MORENO, SUE	02/05/2009	31.11
347550	MORIS, DAN	02/05/2009	52.00
347551	MORRIS, RACHEL	02/05/2009	70.00
347552	MUSIC123	02/05/2009	101.00
347553	MUSIC IS ELEMENTARY	02/05/2009	537.40
347554	NARDECCHIA, ANTHONY	02/05/2009	100.00
347555	NATL COUNCIL FOR THE SOCIAL ST	02/05/2009	301.32

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347556	NATL GEOGRAPHIC DVD & VIDEO	02/05/2009	21.90
347557	NEAL, ROGER	02/05/2009	67.00
347558	NEOPOST LEASING	02/05/2009	159.99
347559	NESS ELECTRONICS INC	02/05/2009	136.69
347560	NEW WAY HYPNOSIS CLINC INC	02/05/2009	1,408.00
347561	NEXTEL COMMUNICATIONS	02/05/2009	1,146.40
347562	NOHR, KATIE J	02/05/2009	60.00
347563	NORMAN KERRI	02/05/2009	69.00
347564	NORTH CENTRAL TRUCK EQUIPMENT	02/05/2009	664.17
347565	NORTHSTAR ACCESS	02/05/2009	1,384.83
347566	NORTHWEST EVALUATION ASSOC	02/05/2009	250.00
347567	NORTON MARTHA C	02/05/2009	50.35
347568	NOVAK, JANICE S	02/05/2009	1,535.00
347569	NOW CARE MEDICAL CENTERS	02/05/2009	1,620.00
347570	NOW MICRO INC	02/05/2009	295.00
347571	O'GRADY CATHY	02/05/2009	254.22
347572	OELSCHLAGER, NANCY	02/05/2009	600.00
347573	OFFICE DEPOT	02/05/2009	196.49
347574	OLD GEM THEATER	02/05/2009	512.25
347575	OLSEN FIRE PROTECTION	02/05/2009	375.00
347576	OLSON HEATHER	02/05/2009	70.00
347577	OLSON, HEIDI	02/05/2009	5.70
347578	OLSON, J B	02/05/2009	71.00
347579	OLYMPIC COMMUNICATIONS, INC.	02/05/2009	6,536.00
347580	ORANGE TREE EMPLOYMENT SCREENI	02/05/2009	378.50
347581	ORCA BOOK PUBLISHERS	02/05/2009	358.20
347582	ORPHEUM THEATRE	02/05/2009	500.00
347583	OSOWSKI, DIANE RENEE	02/05/2009	27.96
347584	OXYGEN SERVICE CO INC	02/05/2009	6.46
347585	PAI, ANANTH P	02/05/2009	340.00
347586	PAR INC	02/05/2009	772.64
347587	PARTLOW, JIM	02/05/2009	142.00
347588	PARTS NOW ! LLC	02/05/2009	685.30
347589	PASCHE DOUGLAS E	02/05/2009	125.00
347590	PCI EDUCATIONAL PUBLISHING	02/05/2009	160.58
347591	PEARSON MECHANICAL SERVICES IN	02/05/2009	1,606.76
347592	PEARSON EDUCATION INC	02/05/2009	27.65
347593	PELLETIER DANIEL T	02/05/2009	134.00
347594	PESI LLC	02/05/2009	184.00
347595	PETERSON BILL	02/05/2009	74.00
347596	PETTY CASH	02/05/2009	180.65
347597	PETTY CASH	02/05/2009	100.00
347598	PETTY CASH	02/05/2009	130.20
347599	PETTY CASH	02/05/2009	250.00
347600	PIERRE CHRISTINA	02/05/2009	136.11
347601	PIERRE FOODS	02/05/2009	2,616.70
347602	PIKULA MARTY	02/05/2009	195.00
347603	PITNEY BOWES PURCHASE POWER	02/05/2009	72.87
347604	PITNEY BOWES PURCHASE POWER	02/05/2009	103.96
347605	PITNEY BOWES INC	02/05/2009	17.95

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347606	POLAR CHEVROLET MAZDA	02/05/2009	633.57
347607	POSITIVE PROMOTIONS	02/05/2009	159.20
347608	POSTMASTER	02/05/2009	42.00
347609	PRESS PUBLICATIONS	02/05/2009	509.40
347610	PRESSELLER TRACY	02/05/2009	293.80
347611	PRO ED	02/05/2009	132.00
347612	PROFESSIONAL DEVELOPMENT PROG	02/05/2009	395.00
347613	QUELLO LORI E	02/05/2009	271.55
347614	R & R SPECIALTIES INC	02/05/2009	31.50
347615	RAMSEY COUNTY	02/05/2009	4,391.01
347616	RATWIK ROSZAK & MALONEY PA	02/05/2009	60.00
347617	REASON	02/05/2009	267.00
347618	REDWOOD SIGNS	02/05/2009	9,180.00
347619	REFRIGERATION HARDWARE SUPPLY	02/05/2009	171.83
347620	REHBEIN TRANSIT INC	02/05/2009	9,600.00
347621	REINHART FOOD SERVICE	02/05/2009	4,801.97
347622	REIOUX, PATRICIA	02/05/2009	125.00
347623	RENAISSANCE LEARNING INC	02/05/2009	80.73
347624	RESERVE ACCOUNT	02/05/2009	5,000.00
347625	RITTENHOUSE PAULA	02/05/2009	96.45
347626	ROACH DENNIS	02/05/2009	71.00
347627	ROFF, DAN	02/05/2009	195.00
347628	ROSEVILLE SKATING CENTER	02/05/2009	336.00
347629	ROSGA DAVID	02/05/2009	134.00
347630	ROSSINI, CHRIS	02/05/2009	125.00
347631	S & T OFFICE PRODUCTS INC	02/05/2009	263.81
347632	SADDLEBACK EDUCATIONAL INC	02/05/2009	374.22
347633	SAFeway DRIVING SCHOOL	02/05/2009	6,510.00
347634	SAINTS NORTH MAPLEWOOD	02/05/2009	353.50
347635	SAM'S CLUB	02/05/2009	144.03
347636	SAM'S CLUB	02/05/2009	80.66
347637	SAMUELSON RICHARD T	02/05/2009	155.36
347638	SAX ARTS & CRAFTS	02/05/2009	214.31
347639	SCALZO JOEL	02/05/2009	195.00
347640	SCAN AIR FILTER INC	02/05/2009	3,748.26
347641	SCANTRON SERVICE GROUP	02/05/2009	268.48
347642	SCHANS, MATT	02/05/2009	74.00
347643	SCHARBER & SONS	02/05/2009	588.16
347644	SCHINDLER ELEVATOR CORP	02/05/2009	391.78
347645	SCHMIDT HEATHER	02/05/2009	36.54
347646	SCHOELLER, JOSEPH SCOTT	02/05/2009	680.00
347647	SCHOELLER, VICKY	02/05/2009	90.00
347648	SCHOLASTIC MAGAZINES	02/05/2009	347.93
347649	SCHOOL SPECIALTY SUPPLY	02/05/2009	88.32
347650	SCHREDER, NANCY	02/05/2009	150.00
347651	SECOND HARVEST FARM CENTRAL	02/05/2009	432.00
347652	SECURITAS SEC SVCS USA INC	02/05/2009	3,444.48
347653	SELECT ACCOUNT	02/05/2009	885.00
347654	SENTRY SYSTEMS INC	02/05/2009	418.00
347655	SEVERSON, LAUREL	02/05/2009	480.00

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347656	SHAWBOLD DEAN	02/05/2009	324.20
347657	SHIFFLER EQUIPMENT SALES INC	02/05/2009	118.61
347658	SHRED-IT	02/05/2009	225.00
347659	SHREVE, BRIAN	02/05/2009	67.00
347660	SIEBENALER, KEVIN R	02/05/2009	43.73
347661	SINDT, LISA K	02/05/2009	380.00
347662	SKATETIME SCHOOL PROGRAMS	02/05/2009	2,205.00
347663	SNAP ON TOOLS	02/05/2009	209.99
347664	SNEDEN, JENNIFER	02/05/2009	70.00
347665	SOLEM JACK	02/05/2009	118.60
347666	SOLTYS, WILLIAM T	02/05/2009	89.10
347667	SPIRIT MOUNTAIN	02/05/2009	2,054.00
347668	ST PAUL AREA ATHENA AWARDS	02/05/2009	100.00
347669	STANKEY JAN	02/05/2009	390.54
347670	STAPLES CREDIT PLAN	02/05/2009	225.13
347671	STATE SUPPLY CO	02/05/2009	166.46
347672	STEELE CYNTHIA	02/05/2009	147.00
347673	STEICHENS SPORTING GOODS	02/05/2009	603.90
347674	STILLWATER HIGH SCHOOL	02/05/2009	90.00
347675	STRINGER BUSINESS SYSTEMS INC	02/05/2009	338.23
347676	STUDENT SUPPLY	02/05/2009	506.81
347677	STUDY ISLAND	02/05/2009	245.00
347678	SUMMERBELL, MIKE	02/05/2009	195.00
347679	SUPER DUPER PUBLICATIONS	02/05/2009	99.99
347680	SUPERIOR TRANSIT SALES LLC	02/05/2009	110.23
347681	TAHER INC	02/05/2009	3,300.03
347682	TARGET BANK	02/05/2009	3.04
347683	TAUER, ELIZABETH	02/05/2009	75.00
347684	TAYLOR MUSIC INC	02/05/2009	551.00
347685	TEACHERS DISCOVERY	02/05/2009	68.99
347686	TEGG SHELLEY	02/05/2009	47.00
347687	TENNANT, MELISA	02/05/2009	40.99
347688	TERSCH PRODUCTS	02/05/2009	359.96
347689	THONVOLD KRISTIAN	02/05/2009	103.00
347690	TIERNEY BROTHERS INC	02/05/2009	403.00
347691	TOOLS FOR SCHOOLS/GOOD SOURCE	02/05/2009	4,992.24
347692	TOSHIBA FINANCIAL SERVICES	02/05/2009	111.00
347693	TOURETTE'S SYNDROME ASSOC	02/05/2009	19.49
347694	TOUSSAINT JANEL PHYLLIS	02/05/2009	47.03
347695	TOVAR, MARIA	02/05/2009	120.00
347696	T.R.F. SUPPLY CO	02/05/2009	186.70
347697	TURNER, RASHAD A	02/05/2009	236.28
347698	TWIN CITIES TRANSPORT & RECOVE	02/05/2009	160.00
347699	U.S. ENERGY SERVICES INC	02/05/2009	194,519.74
347700	UCARE MINNESOTA	02/05/2009	244.00
347701	UNITED RENTALS NORTHWEST INC	02/05/2009	81.10
347702	VACATION SPORTS	02/05/2009	71.50
347703	VADNAIS TOWING	02/05/2009	270.00
347704	VAIL, ANNE B	02/05/2009	150.35
347705	VERIZON WIRELESS	02/05/2009	665.60

Check Nbr	Vendor Name	Check Date	Check Amount
347706	VERIZON WIRELESS	02/05/2009	18.42
347707	VIKING INDUSTRIAL CENTER	02/05/2009	128.50
347708	WALD TIM	02/05/2009	84.17
347709	WALTERS REBUILDERS	02/05/2009	899.85
347710	WANLESS, TROY	02/05/2009	74.00
347711	WARNER, GENE	02/05/2009	74.00
347712	WASHINGTON CO	02/05/2009	880.68
347713	WASTE MANAGEMENT BLAINE	02/05/2009	10,203.25
347714	WHITE BEAR BASEBALL	02/05/2009	2,000.00
347715	WHITE BEAR GLASS INC	02/05/2009	551.25
347716	WHITE BEAR LOCKSMITH INC	02/05/2009	42.40
347717	WHITE BEAR LAKE (CITY OF)	02/05/2009	1,870.00
347718	WHITE BEAR LAKE ROTARY CLUB	02/05/2009	225.00
347719	WEINREIS DEB	02/05/2009	67.00
347720	WEST METRO EDUC PROGRAM	02/05/2009	165.00
347721	WEST MUSIC COMPANY	02/05/2009	18,486.79
347722	WHALEN, KEVIN	02/05/2009	67.00
347723	WHALEN PATRICK J	02/05/2009	67.00
347724	WHISLER, ERIC	02/05/2009	124.00
347725	WHITE, ANNE C	02/05/2009	26.13
347726	WILD MOUNTAIN	02/05/2009	750.00
347727	WILDMAN HILAL, ANDREA L	02/05/2009	177.09
347728	WILLIAM V MACGILL & CO	02/05/2009	40.20
347729	WILLIAMS, LAURA L	02/05/2009	60.32
347730	WINCO WINDOW COMPANY	02/05/2009	574.00
347731	WINKING LIZARD BOOKS	02/05/2009	16.00
347732	WINSOR LEARNING INC	02/05/2009	345.00
347733	WOLF RIDGE ENVIRONMENTAL LC	02/05/2009	7,014.03
347734	WOLLAN, TOM	02/05/2009	67.00
347735	WOODWIND & BRASSWIND	02/05/2009	949.95
347736	XEROX CORPORATION	02/05/2009	881.25
347737	XIONG, TOU GER	02/05/2009	500.00
347738	YOGADEVOTION LLC	02/05/2009	2,550.00
347739	YOUNKER, KATHRYN R	02/05/2009	42.90
347740	YUREK FLORIAN	02/05/2009	78.00
347741	ZANER-BLOSER	02/05/2009	235.40
347742	ZVONEK, MARY JO	02/05/2009	35.00

437 Computer Check(s) For a Total of 806,206.32

Check Nbr	Vendor Name	Check Date	Check Amount
346692	NORTHWESTERN TIRE CO	02/05/2009	370.00
346931	COUNCIL OF ADMINISTRATORS OF S	02/05/2009	200.00
347176	RATWIK ROSZAK & MALONEY PA	02/05/2009	280.00
347239	TEGG SHELLY	02/05/2009	47.00
4	Void	Check(s) For a Total of	897.00

	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
	437	Computer	Checks For a Total of	806,206.32
Total For	437	Manual, Wire Tran, ACH & Computer Checks		806,206.32
Less	4	Voided	Checks For a Total of	897.00
		Net Amount		805,309.32

Check Nbr	Vendor Name	Check Date	Check Amount
347302	AMPCO SYSTEM PARKING	01/30/2009	51.00
347303	ORPHEUM THEATRE	01/30/2009	763.10
347304	TARGET CENTER	01/30/2009	408.00
347305	XCEL ENERGY	01/30/2009	69,571.53
4	Computer	Check(s) For a Total of	70,793.63

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	4	Computer	Checks For a Total of	70,793.63
Total For	4	Manual, Wire Tran, ACH & Computer	Checks	70,793.63
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		70,793.63

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: **March 9, 2009**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
Five Computers valued at \$1750	Tim and Kristine Koes 363 Koehler Road Vadnais Heights, MN 55127	Sunrise Park Middle School
\$200 for field trips and supplies for the EBD room.	Beth Nevala	Sunrise Park Middle School
\$100	Signature Home Services, LLC	White Bear Lake Area School District
\$100	Richard and Jane Remiarz	White Bear High School North Campus Band Program
\$26	Wells Fargo Community Support Campaign Margaret Dewitz	White Bear High School North Campus
\$195	Wells Fargo Community Support Campaign Anonymous	White Bear High School North Campus
\$37.44	Wells Fargo Community Support Campaign Daniel Peterson	White Bear High School North Campus
\$261.56	Wells Fargo Community Support Campaign Jody Kristapovich	White Bear High School North Campus
\$150	Wells Fargo Community Support Campaign Anonymous	White Bear High School North Campus
\$500	Wells Fargo Community Support Campaign Peter Siddons	White Bear High School North Campus
\$23.07	Wells Fargo Community Support Campaign Anonymous	White Bear High School North Campus
\$500	Pheasants Forever, Inc	White Bear High School Archery Club
School Supplies (\$464.90)	American Legion	White Bear Lake Area School District
\$304.22	Wells Fargo Community Support Campaign Anonymous	Willow Lane Elementary
\$304.22	Wells Fargo Foundation Educational Matching Gift Program	Willow Lane Elementary
\$20	Barbara and Thomas Berge	Sunrise Park Middle School

\$200	Michael and Beth Nevala	Sunrise Park Middle School
\$100	Edith Rohde	Sunrise Park Middle School
\$180	Dorene Peterson	Sunrise Park Middle School

RECOMMENDATION: Accept donations.

AGENDA ITEM: Field Trip Request

MEETING DATE: March 9, 2009

SUGGESTED DISPOSITION: Consent Agenda

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

Background:

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

Date of Trip and Destination	Requesting Staff Member	Grade/Team	Number of School Days Missed	Number of Students Attending	Cost and Source of Revenue	Means of Transportation	Purpose of Field Trip
April 28 – May 1, 2009 YMCA Camp Ely, MN	Thomas Green	Grades 4/5 Centerpoint	4	61	\$90 Fundraising	Coach Bus	Camp experience for a component of IB unit “Environments”.

Recommendation:

Administration recommends the School Board approve this field trip.

RESOLUTION FOR PERSONNEL ITEMS

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

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

THEREFORE BE IT RESOLVED, that the School Board authorizes the approval of the personnel item listed in Consent Agenda Items A-5(f) to A-5(h).

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RETIREMENTS - CLASSIFIED STAFF

ROGER C. MENCH - Custodian, Normandy Park
Employed by District 624 since 05/13/2002
Effective 03/23/2009

RECOMMEND APPROVAL

KATHLEEN M. SCHINTZ - Secondary Bookkeeper, South Campus
Employed by District 624 since 07/01/1985
Effective 06/30/2009

RECOMMEND APPROVAL

CONNIE L. SENDER - Physical Therapist, Normandy Park
Employed by District 624 since 08/28/1991
Effective 06/12/2009

RECOMMEND APPROVAL

RETIREMENTS - CERTIFIED STAFF

LOIS L. BENEDICT - Elementary Classroom Teacher, Lincoln Elementary
Employed by District 624 since 11/18/1974
Effective 06/12/2009

RECOMMEND APPROVAL

MARY B. GOVE - Secondary Art Teacher, North Campus
Employed by District 624 since 08/22/2002
Effective 06/12/2009

RECOMMEND APPROVAL

MICHELLE M. HUELLER - Elementary Classroom Teacher, Oneka Elementary
Employed by District 624 since 08/25/1988
Effective 06/12/2009

RECOMMEND APPROVAL

NANCY A. ROBINSON - Social Studies Teacher, On Medical Leave
Employed by District 624 since 08/23/1984
Effective 06/12/2009

RECOMMEND APPROVAL

RESIGNATION - CERTIFIED STAFF

HOLLY E. BREITENBACH - Elementary Teacher, Oneka Elementary
Employed by District 624 since 08/21/2008
Effective 06/17/2009

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

UNPAID FAMILY LEAVE - CERTIFIED STAFF

JULIE A. DORNER - Speech Clinician, North Campus
Unpaid from 02/24/2009 through 03/06/2009

RECOMMEND APPROVAL

UNPAID CHILD-CARE LEAVE - CERTIFIED STAFF

ANGELA L. TUCKER - Language Arts Teacher, Sunrise Middle School
Unpaid from 02/10/2009 through 02/27/2009

RECOMMEND APPROVAL

SAMANTHA J. MEYER - School Psychologist, Lakeaires Elementary
.60 f.t.e. leave (.40 f.t.e. position)
Effective: 3/23/09 through 6/17/09

RECOMMEND APPROVAL

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

NEW PERSONNEL - CLASSIFIED STAFF

SHILO K. CARDINAL - Custodian, Hugo Elementary
Replacing Kevin Seibnaler who transferred
\$14.95/hr. + \$.25(SD), 7.25 hrs./day, 71 days \$7,824.20
Effective Date: 03-02-2009

RECOMMEND APPROVAL

RYAN P. KEHOE - Custodian, Otter Lake Elementary
Replacing Mary Jo Wurzer who transferred
\$14.95/hr. + \$.25(SD), 8.00 hrs./day, 87 days \$10,579.20
Effective Date: 03-02-2009

RECOMMEND APPROVAL

B. PUBLIC FORUM

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

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

C. INFORMATION ITEMS

AGENDA ITEM: Superintendent's Report
MEETING DATE: March 9, 2009
SUGGESTED DISPOSITION: Information Item
CONTACT PERSON(S): Dr. Michael J. Lovett, Superintendent of Schools

BACKGROUND:

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

D. DISCUSSION ITEMS

AGENDA ITEM: School Board Policy #505, Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees

MEETING DATE: February 9, 2009

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): David Guenther, Director of Community Services And Recreation

BACKGROUND:

School Board Policy #505, Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

RECOMMENDATION: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the April 13, 2009 School Board meeting agenda or subsequent meeting as an operational item for action.

505 DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

- A. Independent School District 624 recognizes that students and employees have the right, protected by the First Amendment of the Constitution of the United States, to exercise freedom of expression on school property. Inclusive in this protection is the right to distribute at a reasonable time and place and in a reasonable manner, non-school sponsored written materials, petitions, buttons, badges or similar items.
- B. To protect First Amendment rights, ~~of students and employees~~, while at the same time preserving the integrity of the educational objectives and responsibilities of the District, Independent School District No. 624 adopts and institutes the following regulations regarding the distribution of non-school sponsored material on school property.

III. DEFINITIONS

The terms used in this policy shall have the meanings given to them in this definitions section. Though a word or term may have one or more different meanings outside of this policy, the word or term shall have the meaning given to it in this definitions section when used in this policy.

- ~~J.A.~~ "Distribute" or "Distribution" means circulation or dissemination of written material by any means, including handing out free copies, selling or offering copies for sale and accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes. ~~"Distribution" also includes "posting" or other displaying of written material in areas of the school which are generally frequented by students.~~
- ~~D.B.~~ "Non-school sponsored material" includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of non-school sponsored materials may include, but are not limited to, leaflets, brochures, flyers, petitions, posters and underground newspapers, whether written by students or others.

B.C. "Obscene to minors" is defined as:

1. Written material which would cause the average person, applying contemporary community and school standards, to find that the written material, taken as a whole, appeals to the prurient interest of minors.
2. Written material which depicts or describes, in a manner patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts, masturbation, excretory functions, and exhibition of the genitals.
3. The written materials, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

A.D. "Minor" means any person under the age of eighteen (18).

I.E. "Material and substantial disruption of a normal school activity" means:

~~is defined as any disruption which interferes with or impedes the implementation of an educational program or other school activity of the District.~~

~~In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be anticipated. These specific facts MAY include, among other things, past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the material in question.~~

1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
2. Where the normal school activity is voluntary in nature (including without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- E.F. "Community", unless expressly stated otherwise, means the city, town, village or township in which the district is located. Unless otherwise stated, community does not mean only that group of people associated with the schools in the district.
- E.G. "School activities" means any activity of students which is sponsored by the school and includes, but is not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- F.H. "Posting" means placing material in a conspicuous place for public review. Examples of conspicuous places for public review include, but are not limited to, bulletin boards, lounges, walls, posts and windows that are frequently viewed by the general school population.
- G.I. "Distribution time" is the time a person wishes to begin distributing non-school sponsored material.
- H.J. "School property" includes all real property and buildings owned by the School District as well as school buses. It is not limited to any particular school building or to any particular school campus.
- K. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the self esteem of the community.
- K.L. "Approval" by the school district is not the same as, nor does it imply authorization by the school district.

IV. GUIDELINES

- A. No person, employee or student may distribute, post, or otherwise display any non-school sponsored written material without first obtaining the approval of the building principal.
- B. Written material which will not be approved includes, but is not limited to, material which:
1. is obscene to minors;
 2. is libelous or slanderous;
 3. is pervasively indecent or vulgar; or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;

4. advertises any product or service not permitted to minors by law;
5. invades the privacy of another person or endangers the health or safety of another person;
6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin or sexual preference);
7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

C. Distribution by students and employees of non-school sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to the following:

1. whether the material is educationally related;
2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, used of school district equipment, or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

~~VH.V. TIME, PLACE AND MANNER OF DISTRIBUTION~~

- A. ~~After receiving approval from the building principal or superintendent to distribute non-school sponsored materials, a person may distribute those materials~~

~~only at the time, place, and manner specifically listed in the request to the principal.~~

B. ~~Though not exclusive, the following times are not acceptable times for distributing non-school sponsored materials:~~

- ~~1. During class periods;~~
- ~~2. During the time between class periods, excluding the time between the end of the last class before lunch period and the beginning of the first class period following lunch period; and~~
- ~~3. During pep assemblies, study halls, band concerts, school plays, or other school sponsored activities.~~

C. ~~The following places are not acceptable places for distributing non-school sponsored materials:~~

- ~~1. Classroom;~~
- ~~2. School sponsored activities;~~
- ~~3. Places at which the distribution of material is likely to cause a material and substantial disruption of the activity taking place; and~~
- ~~4. Places at which the distribution of material would block the safe flow of traffic within the corridors and exterior doors of the school.~~

D. ~~Though not exclusive, the following are unacceptable methods in which to distribute non-school sponsored material:~~

- ~~1. Methods which are likely to cause a material and substantial disruption of normal school activities and events; and~~
- ~~2. Methods which block the safe flow of traffic within the corridors and exterior doors of the school.~~

A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

B. Distribution of nonschool sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

C. No one shall coerce a student or staff member to accept any publication.

D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

V.VI. PROCEDURES

- A. Persons wishing to distribute non-school sponsored written material on school property must have the written material approved, **prior to distribution**, by the building principal.
- B. To have non-school sponsored written material approved for distribution on school property a person must submit an exact duplicate of such written material to the building principal at least 48 hours in advance of the desired distribution time.
- C. In addition to an exact duplicate of the material desired to be distributed, the person shall submit the following information to the principal:
 - 1. The name and phone number of the person submitting the request and, if a student or employee, a schedule of classes or places the student or employee can be contacted during the school day.
 - 2. A list of times, dates and locations the material will be distributed.
 - 3. ~~The grades and ages of the students to whom the material is to be distributed.~~ If intended for students, the grade(s) of students to whom the distribution is intended.
 - 4. The manner in which the material will be distributed.
- D. Within 24 hours of the receipt of the information required by letter A and B above, the building principal will inform the person requesting approval whether or not the material may be distributed. If the request for approval is granted, the building principal may use any reasonable method to inform the person of the approval. If the request is denied, the building principal may use any reasonable method to inform the person of the denial; however, the principal must, upon request of the person submitting the request, provide a written denial of the request to distribute, including the reasons for the denial. This written denial must be made available to the person submitting the request within 24 hours of the request for a written denial.
- E. If the person submitting the request to distribute material disagrees with the building principal's denial of his or her request, that person may appeal the decision by submitting a written statement to the School District Superintendent, stating the reasons the person disagrees with the denial by the building principal and requesting that the superintendent allow the distribution of the material. This appeal must include an exact copy of the material desired to be distributed and a copy of the building principal's written denial of the original request to distribute the material.
- F. Within 48 hours of the receipt of the appeal by the Superintendent, the superintendent shall provide a written response to the request for permission to distribute the material, including the reasons for the decision if the request is denied by the Superintendent.

- G. The time periods stated in letter B and D above shall not include Saturdays, Sundays or school holidays.

VII. DISCIPLINARY ACTION

- A. ~~If a student violates this policy regarding the distribution of non-school sponsored material, the following disciplinary action will be taken: —~~

- ~~1. The School District policy regarding discipline of students will be followed, in conjunction with the Pupil Fair Dismissal Act, and appropriate action will be taken.~~
- ~~2. The above mentioned appropriate action may constitute detention, suspension, expulsion, or other action appropriate under School District policy and the Pupil Fair Dismissal Act.~~

- B. ~~If a district employee violates this policy regarding the distribution of non-school sponsored material, the following disciplinary actions will be taken:~~

- ~~1. The School District policy regarding discipline of employees will be followed, in conjunction with the negotiated agreement of the offending employee's bargaining unit and the applicable Minnesota Statutes.~~
- ~~2. The appropriate action mentioned above may constitute a notice of deficiency, suspension, or termination as appropriate under district policy and the negotiated agreement and applicable Minnesota Statutes.~~

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and appropriate disciplinary action will be taken in accordance with the school district's Student Discipline Policy.

- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and appropriate disciplinary action will be taken in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.

- C. Any other party violating this policy will be requested to leave school property immediately and, if necessary, the police will be called.

VIII. PERMISSION TO DISTRIBUTE MATERIAL DOES NOT CONSTITUTE APPROVAL OF CONTENT

- A. By allowing distribution of non-school sponsored material, the School District does not in any way imply that the School District, the superintendent, the principal or any other employee involved in the application procedure approves of the material or its contents.
- B. The contents, views and ideas presented in any non-school sponsored material distributed on school property are exclusively the views and ideas of the persons distributing the material. The School District, superintendent, principal or other employees involved in the application process make no representation, either approving or disapproving of the content of the material, by allowing distribution of the material.

IX. APPLICATION TO OTHER SCHOOL RULES AND POLICIES

Nothing in this policy affects any other policy of School District #624, except that if this policy conflicts with any other school rule or policy (with the exception of District policy 904 Addendum A regarding elections) this policy regarding distribution of non-school sponsored material shall take precedence over the other policy to the extent necessary to carry out the provisions of this policy regarding distribution of non-school sponsored material.

X. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

Legal References: U.S. Constitution, First Amendment. U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988).
Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986).
Tinker V. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).

Cross References: WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 512 (School Sponsored Student Publications)
WBLASB Policy 904 (Distribution of Materials on School District Property by Non-school Persons)
MSBA Service Manual, Chapter 13, School Law Bulletin "K" (Personal Liability of Individual School Board Members for Dollar Damages for Violation of Students Civil Rights Under the Civil Rights Act of 1871)

AGENDA ITEM: School Board Policy #904, Distribution Of Materials On
School District Property By Nonschool Persons

MEETING DATE: February 9, 2009

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): David Guenther, Director of Community Services
And Recreation

BACKGROUND:

School Board Policy #904, Distribution Of Materials On School District Property By Nonschool Persons, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

RECOMMENDATION: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the April 13, 2009 School Board meeting agenda or subsequent meeting as an operational item for action.

904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONS

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting, within the limitations and provisions of this policy.
- B. To provide for orderly and nondisruptive distribution of materials, the school board adopts the following regulations and procedures.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, ~~or~~ posting or displaying material-s, or placing materials in internal staff or student mailboxes.
- B. "Materials" includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.
- C. "Nonschool person" means any person who is not currently enrolled as a student or employed by the school district.
- D. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- E. "Minor" means any person under the age of eighteen (18).
- F. "Material and substantial disruption" of a normal school activity means:
1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- G. "School activities" means any activity sponsored by the school, including but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, other theatrical productions, and in-school lunch periods.
- H. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him or her in the esteem of the community.

IV. GUIDELINES

- A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.

B. Requests for distribution of materials will be reviewed by the administration on a case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:

1. is obscene to minors;
2. is libelous;
3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended.
4. advertises any product or service not permitted to minors by law;
5. advocates violence or other illegal conduct;
6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin);
7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

C. Permission for nonschool persons to distribute materials ~~by nonschool persons~~ on school district property is a privilege and not a right. In making decisions regarding permission for such distribution, the administration will consider factors including, but not limited to the following:

1. whether the material is related to the educational needs, health and safety, or welfare of students;
2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline or school activities;
3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment or other resources;

6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

If permission is granted pursuant to this policy for the distribution of any materials, the time, place and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any nonschool person wishing to distribute materials must first submit for approval a copy of the materials to the administration at least five days in advance of desired distribution time, together with the following information:
 1. Name and phone number of the person submitting the request.
 2. Date(s) and time(s) of day of requested distribution.
 3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
 4. The proposed method of distribution.
- B. The administration will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the request whether nonschool persons may be present to distribute the materials. ~~In the event that permission to distribute the materials is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.~~ If the request is denied, the administrator may use any reasonable method to inform the person of the denial; however, the administrator must upon request of the person submitting the request, provide a written denial of the request to distribute, including the reasons for denial.
- C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.
- D. In the event that permission to distribute materials is denied, the nonschool person or organization may request reconsideration of the decision by the superintendent. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be called.

VIII. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

Legal References:

U.S. Constitution, First Amendment, U.S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988).
Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir. 2007)
Bystrom v Fridley High School, 822 F.2d 747 (8th Cir.1987)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985).
Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983).

Cross References:

WBLASB Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
WBLASB Policy 512 (School Sponsored Student Publications)

AGENDA ITEM: School Board Policy #206, Public Participation in School Board Meetings

MEETING DATE: February 9, 2009

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): Marisa Vette, Communications Coordinator

BACKGROUND:

School Board Policy #206, Public Participation in School Board Meetings, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

RECOMMENDATION: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the April 13, 2009 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: November 13, 1995

White Bear Lake Area School Board Policy 206

Revised: August 25, 2003

Revised: January 10, 2005

Revised: November 8, 2007

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to encourage discussion by citizens of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means data on individuals collected because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer, an independent contractor, and a member of an advisory board.

- B. Personnel data on current and former employees that is "public" includes:

Name; actual gross salary; salary range; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit, job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition

of any disciplinary action 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 public body; the terms of any agreement settling any dispute arising out of the employment relationship, including a superintendent buyout agreement, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; a work telephone number; badge number; honors and awards received; payroll time sheets or other comparable data that are only used 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 city and county of residence.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection. Names and home addresses of applicants for appointment to and members of an advisory board or commission are public.

- D. "Educational data" means data maintained by the school district which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. ~~Data on applicants for election or appointment to a public body, including a school board, are public. The data includes: name, city of residence, education and training, employment history, volunteer work, awards and honors, and prior government service or experience. Other data on applicants are classified as private personnel data if the school board classifies school board members as employees. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; and prior government service. Once an individual has been appointed to a public body, the following additional items of data are public: residential address and either a telephone number or electronic mail address where the~~

appointee can be reached, or both at the request of the appointee; provided, however, 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 the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13.D.05 (Not Public Data).
 4. right to private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all citizens of the school district an opportunity to be heard and to have complaints considered and evaluated within the limits of the law and this policy and subject to reasonable time, place and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public data).

VI. PROCEDURES

A. Agenda items.

1. Citizens who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The citizen should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Citizens who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.

B. Complaints.

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from paragraph 1 of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

B. Open Forum

The school board shall normally provide a specified period of time where citizens may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointments)

Minn. Stat. § 13D.05 (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 121A.33 Subd. 3 (Coaches, Opportunity to Respond)
Minn. Stat. § 122A.40 Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 122A.44 (Contracting with Teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. No. 852 (July 14, 2006)

Cross References: WBLASB Policy 205 (Open Meetings and Closed Meetings)
WBLASB Policy 207 (Public Hearings)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “C”
(Minnesota’s Open Meeting Law)
MSBA Service Manual Chapter 13, School Law Bulletin “T” (School
Records-Privacy-Access to Data)

AGENDA ITEM: Discussion on Facility Partnership Opportunities

MEETING DATE: March 9, 2009

SUGGESTED DISPOSITION: Discussion Item

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

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Over the past year or so, there have been four facility partnership opportunities that have surfaced.

At tonight's meeting the four projects will be outlined.

The District will also give a historical perspective as to why the School District continues to be a major player in community program opportunities.

Finally, there will be discussion on the process that the School District will be using to gather community input.

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Recommendation:

There is no administrative recommendation at this time.

E. OPERATIONAL ITEMS

AGENDA ITEM: School Board Policy #203.5, School Board Meeting Agenda

MEETING DATE: March 9, 2009

SUGGESTED DISPOSITION: Operational Item

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

BACKGROUND:

School Board Policy #203.5, School Board Meeting Agenda, has been reviewed by the School Board Policy Committee and had a first reading at the February 9 School Board meeting. The changes recommended are consistent with those recommended by MSBA. The change in Section III C is consistent with current practice.

RECOMMENDATION: Approve School Board Policy #203.5, School Board Meeting Agenda.

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the school board members 3 days prior to the scheduled school board meeting.
- ~~C.D.~~ Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- ~~D.E.~~ At least one copy of any printed materials relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. 123B.09, Subd. 7 (School Board Powers)
Minn. Stat. 13D.01, Subd. 6 (Open Meeting Law)

Cross Reference: WBLASB Policy 203 (Operation of the School Board - Governing Rules)
WBLASB Policy 203.2 (Order of the Regular School Board Meeting)
WBLASB Policy 203.6 (Consent Agenda)
WBLASB Policy 204 (School Board Meeting Minutes)
WBLASB Policy 207 (Public Hearings)

AGENDA ITEM: School Board Policy #204, School Board Meeting Minutes

MEETING DATE: March 9, 2009

SUGGESTED DISPOSITION: Operational Item

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

BACKGROUND:

School Board Policy #204, School Board Meeting Minutes, has been reviewed by the School Board Policy Committee and had a first reading at the February 9 School Board meeting. These extensive changes reflect recommendations of MSBA, which were prompted by important revisions of Minnesota's Open Meeting Law.

RECOMMENDATION: Approve School Board Policy #204, School Board Meeting Minutes.

204 SCHOOL BOARD MEETING MINUTES

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.

2. Recordings of closed meetings shall be preserved by the school district for the following time periods:

a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.

- b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
 - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
- a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
- a. The date of the closed meeting:

- b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - c. The classification of the data.
- 6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail..

Legal references: Minn. Stat. § 13D.01, Subd. 4-6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)
Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)

~~Minn. Stat. § 123.34, Subd. 8 (Record of Meetings)~~

Minn. Stat. § 331A.01 (Definition)

Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)

Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)

Op. Atty. Gen. 161-a-20, December 17, 1970;

Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W. 2d 428 (1956).

Cross References: WBLASB Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

AGENDA ITEM: School Board Policy #210, Conflict of Interest -
School Board Members

MEETING DATE: March 9, 2009

SUGGESTED DISPOSITION: Operational Item

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

BACKGROUND:

School Board Policy #210, Conflict of Interest – School Board Members, has been reviewed by the School Board Policy Committee and had a first reading at the February 9 School Board meeting. The changes recommended are consistent with those recommended by MSBA.

RECOMMENDATION: Approve School Board Policy #210, Conflict of Interest - School Board Members.

210 CONFLICT OF INTEREST - SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflict of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the school board. Disclosure must be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;
 - 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
 - 3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;

4. A contract for which competitive bids are not required by law; A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member must file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
 5. A school board member may contract with the school district to provide construction materials or services, or both, ~~by~~ when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract.
 6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting where all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$5,000 \$8,000 in that fiscal year. If the school board member does not receive ~~unanimous~~ majority approval to be initially employed or to continue in

employment at a meeting where all school board members are present, that employment must be immediately terminated and that school board member will have no further rights to employment while serving as a school board member in the school district.

- D. The school board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantial different from the benefits that other members of the class receive under the employment contract. In order for the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board can hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree, as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board ~~in its discretion~~. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. 122A.40, Subd. 3 (Teacher Hiring, Dismissal)
Minn. Stat. 123B.195 (Board Member's Right to Employment)

Minn. Stat. 471.87 (Public Officers; Interest in Contract; Penalty)
Minn. Stat. 471.88, Subds. 2, 3, 4, 5, 12, 13, ~~16~~ and 21 (Exceptions)
Minn. Stat. 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References: MSBA Model Policy 101 (Legal Status of the School Board)
WBLASB Policy 209 (Code of Ethics)
MSBA Service Manual, Chapter 1, School District Governance, Powers
and Duties

AGENDA ITEM: School Board Policy #506, White Bear Lake Area School District Student Discipline Policy

MEETING DATE: March 9, 2009

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Dr. Jill Thelen, Director of Schools

BACKGROUND:

School Board Policy #506, White Bear Lake Area School District Student Discipline Policy (last updated January, 2005), was reviewed with the current MSBA Model policy. Modifications and changes were made to clarify language and legal references. Policy #506 has been reviewed by the School Board Policy Committee and had a first reading at the February 9 School Board meeting.

In addition, based on the recommendation of MSBA, items labeled G through K under Section VIII are specific procedures and processes for White Bear Lake Area Schools, identified by a team of elementary and secondary administration and the Director of Special Education.

RECOMMENDATION: Approve School Board Policy #506, White Bear Lake Area School District Student Discipline Policy.

Adopted: August 26, 1996
Revised: August 18, 1997
Revised: September 9, 2002
Revised: January 10, 2005

*White Bear Lake Area
School Board Policy 506*

Revised 1/26/09

506 WHITE BEAR LAKE AREA SCHOOL DISTRICT STUDENT DISCIPLINE POLICY

I. POLICY

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The School Board of Independent School District No. 624 recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

- A. All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall climate affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

- B. Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with the subject to The Pupil Fair Dismissal Act, Minn. Stat §§ 121A.40-121A.56.

- C. In view of the foregoing and in accordance with Minn. Stat §§ 121A.55, the school board with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

- A. The School Board: The school board, holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of the district's discipline policy.
- B. Superintendent: The superintendent shall establish guidelines and directives to carry out this policy, holds all school personnel, students and parents responsible for conforming to this policy, and supports all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal: The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers: All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel: All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as

authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

- F. Parents or Legal Guardians: Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students: All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members: Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENTS RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students enrolled;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;

- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles, school contracted vehicles or any other vehicles approved for school district purposes, the area of entrance or departure from school premises or events, and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism.
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;

4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing or distributing tobacco or tobacco paraphernalia;
9. Using, possessing, distributing or being under the influence of alcohol or other intoxicating substances or look-alike substances.
10. Using, possessing or distributing, or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student.
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy.
14. Violation of the schools district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function by explosion;
17. Possession, use or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Video imaging equipment is prohibited in bathrooms and locker rooms. This includes cell phones and other technology devices.

19. Use or possession of an ignition device, including a butane or disposable lighter or matches, except where the device is used in a manner authorized by the school.
20. Violation of any local, state or federal law as appropriate;
21. Acts disruptive of the educational process, including, but not limited to, disobedience; disruptive or disrespectful behavior; defiance of authority; cheating; insolence; insubordination; failure to identify oneself; improper activation of fire alarms or defibrillators; or bomb threats;
22. Violation of the school district's Internet Acceptable Use and Safety Policy;
23. Use of nuisance devices or objects which cause distractions or disruptions and may facilitate cheating, including, but not limited to: pagers, phones, including picture phones, and other electronic devices;
24. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
25. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
26. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
27. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
28. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
29. Possession or distribution of slanderous, libelous or pornographic materials;
30. Violation of the school district's Bullying Prohibition Policy;
31. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

32. Criminal activity;
33. Falsification of any records, documents, notes or signatures;
34. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
35. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism or collusion; including the use of picture phones or other technology to accomplish this end;
36. Impertinent or disrespectful language toward teachers or other school district personnel;
37. Violation of the school district's Harassment and Violence Policy;
38. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
39. Committing an act which inflicts bodily harm upon another person, even though accidental or a result of poor judgment;
40. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
41. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
42. Physical or verbal threats, including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
43. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
44. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;

46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstructs the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with the teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. In-school suspension;
- F. Suspension from extracurricular activities;
- G. Detention or restriction of privileges;
- H. Loss of school privileges;
- I. In-school monitoring or revised class schedule;
- J. Referral to in-school support services;
- K. Referral to community resources or outside agency services;
- L. Restitution;

- M. Referral to police, or other law enforcement agencies, or other appropriate authorities;
- N. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- O. Out-of-school suspension under The Pupil Fair Dismissal Act;
- P. Preparation of an admission or re-admission plan;
- Q. **Extended detention after school or Saturday School;**
- R. Expulsion under The Pupil Fair Dismissal Act;
- S. Exclusion under The Pupil Fair Dismissal Act;
- T. Alternative educational setting; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, and contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

- 1. Willful conduct that disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
- 2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
- 3. Willful violation of any school rules, regulations, policies, or procedures, including the Code of Student Conduct in this policy; or

4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal will be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. Procedures for Removal of a Student From a Class

In either the elementary or secondary schools, if a student is sent for removal, the teacher, principal or other school district employee will complete an anecdotal report describing the student's behavior. The student will be sent to the school office and remain in the custody of the building administrator or his/her designee for the duration of the time prescribed.

D. Responsibility for and Custody of a Student Removed From Class

Teachers removing students from class are required to direct the student to the school office and verify his or her arrival as soon as practicable. The administrator may, at his/her option, assign the student to supervision in another area especially designated for this purpose. Students removed for more than one class period will receive assignments from the teachers to enable the student keep up with his/her class work.

E. Procedures for Return of a Student to a Class From Which the Student Was Removed

The student may return to class after a conference with the appropriate administrator, teacher, and/or the parent or guardian. At the time of this conference a definite plan of action will be established, including a review of any existing special education services. Students removed from class will be required to examine and take measures to correct inappropriate conduct.

F. Procedures for Notification

Parents and/or guardians of students removed from class will be notified as soon as practical of the rule violation that led to the removal, resulting disciplinary action, and conditions for re-admission.

G. Disabled Students; Special Provisions

1. In cases involving students identified as disabled and in need of special education services, appropriate special education staff will be notified of the removal to determine compliance with the student's IEP and to determine whether further assessment or change in the student's IEP is necessary.
2. In cases involving students with a suspected disability, the student assistance team or school counselor will be notified and the school's pre-referral intervention process will be followed.

H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises

1. Use , Possession, Distribution of, or Intent to Distribute Tobacco or Tobacco Paraphernalia

The use, possession, distribution of, or intent to distribute tobacco or tobacco paraphernalia by students in school buildings and on school property is a violation of School Board policy. For students under 18, it is also a violation of Minnesota Public School Law (MSA 609.685).

- a. Individual building discipline committees are authorized to institute those corrective measures that they consider most effective in view of the age and background of the violator.
- b. Suspension is authorized in accordance with The Pupil Fair Dismissal Act. Parents are to be notified no later than the following school day of a violation except when a principal shall determine an exception is justified.

2. Use , Possession, Distribution of, or Intent to Distribute Alcohol, Drugs and Paraphernalia

The use, possession, distribution of, or intent to distribute alcohol, narcotics, non-prescribed drugs, non-controlled substances packaged to look like controlled drugs, and other illegal substances on school premises or at a school function is prohibited. No student may appear at any school or school-sponsored function in possession or under the influence of alcohol, non-prescribed drugs, chemicals, or illegal substances. It is unlawful for any person knowingly or intentionally to use, possess, or distribute drug paraphernalia. This policy includes students who have reached the legal age of majority.

- a. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:

- (a) The employee shall notify the building administrator or a member of the pre-assessment team and shall describe the basis for the concern.
 - (b) The building administrator and/or pre-assessment team will determine what course of action should be taken.
 - (c) Action steps may include: conducting an investigation; gathering objective data from additional staff (i.e. a behavior checklist); scheduling a conference with the student and/or parents; or conducting a meeting between a single member of the team and the student to discuss the behaviors of concern.
 - (d) Information gathered will be reviewed by the pre-assessment team and/or administrator and a determination of whether or not a chemical use problem exists will be ascertained.
 - (e) If the team determines there is chemical abuse, the team will select an appropriate course of action which may include: parent conference; referral to a school counselor; sharing of resources for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
- b. When a student is in violation of the above rules at school, the following intervention procedure shall be followed:
- (a) The staff member informs the student of the observed violation and/or obtains the student's name and accompanies the student to the office.
 - (b) Should the student refuse to go to the office, an administrator shall be called. If possible, the staff member will confiscate the chemicals and/or evidence substantiating the violation/concern.
 - (c) The staff member reports the details of the incident immediately to an administrator.
- c. If the administrator is in agreement with the reporting staff member(s), the following actions will occur:
- (a) The administrator will follow due process.
 - (b) The administrator will report the violation to the appropriate law enforcement agency by calling "911" or by calling the School Resource Officer.
 - (c) The administrator will notify parents, review school board policy with parents, and inform parents that the police have been contacted.
 - (d) The student will be interviewed by the police and an administrator. When appropriate, the student may be taken to the police station.

d. School-Based Consequences:

(a) First Violation:

1. The student will be suspended for **three (3) to five (5)** school days.
2. A parent conference is required prior to readmission.
3. Upon re-entry, the student will be invited to meet with an appropriate school support resource.
4. If warranted, chemical health assessment resources will also be shared.
5. **In addition, the administration may make a recommendation to the superintendent or designee that the student be considered for exclusion/expulsion from school for an appropriate time period under The Pupil Fair Dismissal Act. Should the process proceed, the student will be provided with home based or alternative educational services.**

(b) Second Violation:

1. The student will be suspended from school for five (5) school days.
2. A parent conference is required prior to readmission.
3. At the re-entry conference, chemical health assessment resources will be shared with the student and his/her parent(s)/guardian(s). A strong recommendation for such services will be voiced, and a signed release of information will be requested in order to insure school involvement in the assessment process.
4. In-school support resources will also be discussed.
5. **In addition, the administration may make a recommendation to the superintendent or designee that the student be considered for exclusion/expulsion from school for an appropriate time period under The Pupil Fair Dismissal Act. Should the process proceed, the student will be provided with home based or alternative educational services.**

(c) Third Violation:

1. The student will be suspended for up to ten (10) school days.
2. A parent conference is required prior to readmission.
3. Strong advocacy for a chemical health assessment will be voiced.
4. In-school support resources will also be shared.

5. In addition, the administration may make a recommendation to the superintendent or designee that the student be considered for exclusion/expulsion from school for an appropriate time period under The Pupil Fair Dismissal Act. Should the process proceed, the student will be provided with home based or alternative educational services.

e. Additional Actions:

(a) School based:

1. Refer the student to the pre-assessment team.
2. Refer the student to a school-based support group.
3. Develop a behavior change contract with the student.
4. Advocate for professional counseling services or chemical abuse assessment. If an assessment is recommended, a release of information to the student's counselor will be requested.
5. If parents are unwilling to cooperate with the school and refuse to seek professional help, the concern may be reported to Child Protection Services if deemed appropriate.

(b) Community based:

1. Advocacy for community-based professional counseling services or chemical abuse assessment services. If an assessment is recommended, a release of information to the student's counselor will be requested.
2. Sharing of information with parent(s)/guardian(s) pertaining to education resources in the community that are focused on parenting a young person who is experiencing chemical-use issues.
3. Sharing of information about community resources that are designed to support youth who have grown up in chemically abusive family systems.

3. Use of Mood-Altering Chemicals by Participants in Minnesota State High School League Sponsored Athletic Activities

The White Bear Lake Area Schools are members of the Minnesota State High School League. The White Bear Lake Area Schools meet and, upon the third violation, exceeds the minimal disciplinary consequences as related to the use of mood-altering chemicals.

Twelve (12) months of the year, a student shall not at any time, regardless of the quantity: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, have in possession tobacco; or (3) use or consume, have in

possession, buy, sell or give away any other controlled substance or drug paraphernalia.

The bylaw applies continuously from the first signing of the student Eligibility Brochure. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.

a. First Violation

- (a) After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic events or two (2) weeks of a season in which the student is a participant, whichever is greater.
- (b) No exception is permitted for a student who becomes a participant in a treatment program.

b. Second Violation

- (a) After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic events in which the student is a participant.
- (b) No exception is permitted for a student who becomes a participant in a treatment program.

c. Third and Subsequent Violations

- (a) After confirmation of the third violation or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic events in which the student is a participant or four weeks, whichever is greater.
- (b) If after the third violation or subsequent violations the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

d. Consecutive Penalties: Penalties shall be **accumulative** beginning with **and throughout** the student's first participation **on a varsity, junior varsity, B-squad, sophomore, or 9th grade activity.**

e. Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

f. Coaches may establish and enforce team discipline codes which exceed this policy.

I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct

A. Possession and/or Use of Tobacco

The use or possession of tobacco in any form by students in school buildings and on school property is a violation of School Board policy. For students under 18, it is also a violation of Minnesota Public School Law (MSA 609.685).

1. Individual building discipline committees are authorized to institute those corrective measures that they consider are most effective in view of the age and background of the violator.
2. Suspension is authorized in accordance with The Pupil Fair Dismissal Act. Parents are to be notified no later than the following school day of a violation except when a principal shall determine an exception is justified.

B. Use of Mood-Altering Chemicals by Participants in Minnesota State High School League Sponsored Athletic Activities

During the school year, regardless of the quantity, a student shall not use a beverage containing alcohol; use tobacco; or use or consume, have in possession, buy, sell or give away any other controlled substance. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by the student's doctor. This rule applies to the entire school year and any portion of an activity season which occurs prior to the start of the school year or after the close of the school year. The consequences set forth in this section are in addition to consequences which may be applicable under other sections of this code.

1. First Violation

After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic events or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

2. Second Violation

After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic events or six (6) weeks (whichever is longer), in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

3. Third and Subsequent Violations

- (a) After confirmation of the third violation or subsequent violations, the student shall lose eligibility for a calendar year from the date of the infraction.
 - (b) If after the third violation or subsequent violations, the student, on the student's own volition, becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.
- 4. Penalties shall be accumulative beginning with and throughout the student's participation on a varsity, junior varsity, B squad, sophomore team, or 9th grade activities.
 - 5. A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

~~C. Use, Possession, or Sale of Alcohol, Drugs and Paraphernalia~~

- ~~1. The use, possession, or transfer of alcohol, tobacco, non-prescribed drugs, non-controlled substances packaged to look like controlled drugs, and other illegal substances on school premises or at a school function is prohibited. No student may appear at any school or school-sponsored function in possession or under the influence of alcohol, tobacco, non-prescribed drugs, chemicals or illegal substances. It is unlawful for any person knowingly or intentionally to use, possess, or deliver drug paraphernalia. This policy includes students who have reached the legal age of majority.~~
- ~~2. When a student is in violation of the above rules at school, the following intervention procedure shall be followed:~~
 - ~~a. Staff member informs the student of the observed violation and/or obtains the student's name and accompanies the student to the office. Should the student refuse to go to the office, an administrator shall be called. If possible, the staff member will confiscate the chemicals and/or evidence substantiating the violation.~~
 - ~~b. A staff member reports the details of the incident immediately to an administrator.~~
- ~~3. If the administrator is in agreement with the reporting staff members, the following actions will occur:~~
 - ~~a. The administrator will follow due process.~~
 - ~~b. The administrator will report the violation to the White Bear Lake Police.~~

- ~~c. The administrator will notify parents, review school board policy with parents, and inform parents that the police have been contacted.~~
- ~~d. The student will be interviewed by the police and an administrator. In some cases, the student will be taken to the police station.~~
- ~~4. First Violation: The student will be suspended for three to five school days. Prior to readmission, a parent conference is required. A referral may be made to the Chemical Health worker. If warranted, an assessment with a release of information and/or an intervention group will be required.~~
- ~~5. Second Violation: The student will be suspended from school for five (5) school days. Prior to readmission, a parent conference is required. An evaluation with a release of information to the Chemical Health worker will be required.~~
- ~~6. Third Violation: The student will be suspended for up to fifteen (15) school days. Prior conditions for readmission and evaluation are applicable. The administration may make a recommendation to the superintendent that the student be expelled from school for the remainder of the school year. Should the expulsion process proceed, the student will be provided with homebased or alternative instruction.~~
- ~~D. The administrator will notify the building Chemical Health worker to facilitate appropriate school follow-up.~~
- ~~E. Additional Actions:~~
 - ~~1. School based (school officials may implement the following):~~
 - ~~a. Refer the student to the Student Assessment Team.~~
 - ~~b. Refer the student to a school-based support group.~~
 - ~~c. Develop a behavior change contract with the student.~~
 - ~~d. Referral to Child Protection Services.~~
 - ~~2. Community based:~~
 - ~~a. Petition Juvenile Court~~
 - ~~b. Advocate professional counseling services or chemical evaluation if documentation suggests behavior may be related to chemical use. If an evaluation occurs, release of information to the Chemical Health worker will be requested.~~
 - ~~c. Offer education resources about chemical issues and enhancing parenting skills.~~
 - ~~d. Make resources available to students who have family members with chemical problems.~~

J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior

1. School staff will contact parent/guardian to make them aware of on-going concern(s) with their students. Staff will relay the school or classroom expectation and possible outcomes if behavior continues. Parents will be encouraged to discuss situation with their child and work with school personnel to address behavior proactively. A meeting with parent/guardian and school personnel to review the area of concern may occur.
2. On-going, inappropriate behavior will be documented on the building referral form. Behavior and consequence will be described and parent will be contacted by school personnel.

K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems

1. During the enrollment process, schools will gather as much information from parents as possible to determine any pre-existing academic, behavioral, or attendance concerns.
2. School administrators will ensure the building is adequately supervised and that a system is in place for reporting behavior concerns, regardless of the time and day.
- ~~3. School officials will encourage teachers to keep accurate attendance records.~~
3. School administration will have a plan for reviewing attendance records on a regular basis and then act on attendance concerns in accordance with the appropriate county truancy program.
4. Schools should have a formal structure for teachers to discuss student behavior concerns that is clearly communicated and followed up by administration.
5. Schools must have a team including administration, counselors, the school nurse, and other staff as available to review student academic, attendance, behavior, and social/emotional concerns.
6. Schools may have staff assigned to intervene and support students early on as behavior concerns are surfacing.

7. Schools will work with district office chemical health support staff to assess student behavior and determine whether or not chemical issues are present.
8. Schools will work with district office personnel to engage and support students from all cultural backgrounds.
9. In conjunction with the Special Education process, schools will have regularly scheduled meetings to consider whether students with academic, behavioral, or social-emotional concerns might need to be assessed for special education services.
- ~~11. Quarterly, schools are encouraged to pull reports on attendance, behavior, and academics to look for patterns that may have been missed in the process above.~~
10. A formal structure should be created to share information as students transition between schools and grades to assist in continuous support and intervention.
11. Schools will communicate with parents about academic progress ~~eight times a year~~ and encourage parents to assist in identifying concerns.

IX. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion, and suspension. Dismissal does not include removal from class.
 1. The school district shall not deny due process of equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.
 2. The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.
- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion and/or exclusion. A student may be dismissed on the following grounds:
 1. Willful violation of any reasonable school board regulation, including those found in this policy;

2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action taken by the school administration prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent or designee with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, except as may be provided in federal law for a student with disability.
2. If a student's total days of removal from school exceeds ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action shall include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or surrounding persons or property or where the school district is in the process of initiating an

expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. In the case of a student with a disability, the student's individual education plan team shall meet immediately but not more than ten (10) school days after the date on which the decision to remove the student from the student's current education placement is made. The individual education plan team shall, at the meeting, conduct a review of the relationship between the child's disability and the behavior subject to disciplinary action, and determine the appropriateness of the child's education plan.

The requirements of the individual education plan team meeting apply when: (1) the parent requests a meeting; (2) the student is removed from the student's current placement for five (5) or more consecutive days; or (3) the student's total days of removal from the student's placement during the school year exceed ten (10) cumulative days in a school year. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. A separate administrative conference shall be conducted for each period of suspension.

School officials may unilaterally place a student with disabilities in an appropriate interim alternative educational setting for up to 45 days if the student brings a weapon to school or a school function; or knowingly possesses, uses, or sells illegal drugs or controlled substances at school or a school function; or inflicts substantial bodily harm.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative

conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. After a suspension has been assigned and upon further consideration, school administrators may choose to reduce the length of the suspension or assign alternative consequences.

8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of **The Pupil Fair Dismissal Act**, Minn. Stat. §§121A.40 through 121A.56, shall be personally served upon the student at or before the time of suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. ~~(See attached sample Notice of Suspension.)~~
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that an alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of The Pupil Fair Dismissal Act, Minn. Stat. §§121A.40 through 121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain: a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of the hearing; be accompanied by a copy of The Pupil Fair Dismissal Act, Minn. Stat. §§121A.40 through 121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and informing the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceedings.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the

student and the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which will be made to the school district and served upon the parties within two (2) days after closing of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49.

The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion, or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

E. Disabled Students; Special Considerations for Expulsion **and/or Alternative Placement**

1. Students who are currently identified as disabled under IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.
2. Where a student is dismissed for five (5) or more consecutive days, or has accumulated more than ten (10) days of dismissal over the course of the school year, the White Bear Lake School District will convene a meeting to determine whether the student's educational program is appropriate and whether the behavior subject to discipline is a manifestation of the student's disability.
3. Such a meeting must be held within ten (10) days of the White Bear Lake School's decision to remove the student from his or her current educational placement and must be held before commencing an expulsion or exclusion of the student.
4. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the White Bear Lake School District will proceed with discipline - up to and including expulsion - as if the student did not have a disability, unless the student's educational program provides otherwise.

5. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team will confer on the appropriate discipline (excluding exclusion or expulsion) and take steps to alter the student's educational program, as necessary. **The student may be placed in a 45-day interim alternative educational setting pending the manifestation determination. The student will be returned to the placement from which the student was removed unless the team agrees to a change of placement as part of the modification of the behavioral intervention plan or determines a need for increased services.**
6. Regardless of whether the behavior is a manifestation of the student's disability, if the team determines that the student's educational program is either not appropriate or not being properly implemented, the team will take steps to alter the program and will take any program alterations into account in determining appropriate discipline.
7. When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the White Bear Lake School District shall continue to provide special education and related services after any period of suspension, if suspension is imposed.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by The Pupil Fair Dismissal Act, or other applicable law. The teacher, principal, or other school district officials may provide additional notification as deemed appropriate.

XII STUDENT DISCIPLINE RECORDS

It is the policy of the school district that complete and accurate student discipline records be maintained. The collection, dissemination and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

~~XIII. DISABLED STUDENTS~~

~~Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.~~

~~Where a student is dismissed for five (5) or more consecutive days, or has accumulated more than ten (10) days of dismissal over the course of the school year, the school district will convene a meeting to determine whether the student's educational program is appropriate and to review all relevant information in order to determine whether the behavior subject to discipline is a manifestation of the student's disability. Such a meeting must be held within ten (10) school days of the school district's decision to remove the student from his or her current educational placement and must be held before commencing an expulsion or exclusion of the student. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline up to and including expulsion as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.~~

~~When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.~~

XIV. OPEN ENROLLED STUDENTS

Under the Enrollment Options Program (Minn. Stat. 124D.03 Subd. 12), a district may terminate the enrollment of a nonresident student enrolled under this section or School Boards' Approval to Enroll in Nonresident District (Minn. Stat. 124D.08) at the end of a school year if the student meets the definition of a habitual truant under section 260C.007, Subd. 19, the student has been provided appropriate services under chapter 260A, and the student's case has been referred to juvenile court. A district may also terminate the enrollment of a nonresident student over the age of 16 enrolled under this section if the student is absent without lawful excuse for one or more periods for 15 school days and has not lawfully withdrawn from school under section 120A.22, Subd. 8.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy will also be available upon request in each principal's office.

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes will be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal Reference: **Minn. Stat. Ch. 13** (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.27 (School and Community Advisory Team)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§121A.40 to 121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. §§ 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. §§ 121A.60 to 121A.61 (Removal From Class)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. §§ 124D.03 (Enrollment Options Program)
Minn. Stat. §§ 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch. 125A (Student With Disabilities)

Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Child Protection)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973 § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross Reference: WBLASB Policy 413 (Harassment and Violence)
WBLASB Policy 501 (School Weapons)
WBLASB Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
WBLASB Policy 503 (Student Attendance)
WBLASB Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
WBLASB Policy 514 (Bullying Prohibition Policy)
WBLASB Policy 524 (Internet Acceptable Use and Safety Policy)
WBLASB Policy 525 (Violence Prevention)
WBLASB Policy 526 (Hazing Prohibition)
WBLASB Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
WBLASB Policy 610 (Field Trips)
WBLASB Policy 709 (Student Transportation Safety Policy)

AGENDA ITEM: School Board Policy #720, Vending Machines

MEETING DATE: March 9, 2009

SUGGESTED DISPOSITION: Operational Item

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

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Background:

School Board Policy #720, Vending Machines, has been reviewed by the School Board Policy Committee and had a first reading at the February 9 School Board meeting.

Modifications and changes to the existing policy were made to clarify language, process and practice, and legal references in accordance with MSBA recommendations.

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Recommendation:

Approve School Board Policy 720, Vending Machines.

720 VENDING MACHINES

I. PURPOSE

The purpose of this policy is to establish procedures to govern vending machines installed in school facilities in the school district.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to contract for, supervise, maintain and account for the proceeds from vending machines located in school facilities in a manner that is fair, that maximizes the revenues from those machines, that allows those revenues to be included in the budget of the facility in which they are generated, and that establishes controls to avoid fraud, theft or the appearance of impropriety.

III. AUTHORIZATION

Automatic vending machines for the dispensing of food, beverages or other approved items are authorized in any school facility in the school district provided that all contracts for such vending machines must be approved by the school board as provided in this policy.

IV. SUPERVISION; APPROVAL; LOCATION

- A. All vending machines shall be under the supervision of the school principal or other person in charge of the facility in which the machine is located. That administrator shall be responsible to supervise the machine in compliance with this policy and any applicable laws.
- B. The items to be dispensed from a vending machine located in a school facility shall be approved by the principal or other person in charge of that facility. All food, beverages or other items approved shall be appropriate to the school setting. Machines dispensing cigarettes or tobacco products are not authorized under any circumstances. In the event a written complaint is filed with the superintendent regarding the approval or disapproval of any item, the school board, after proper review, shall make the final determination.
- C. Vending machines may be approved that will dispense items only during certain hours, through the use of timers or otherwise. Vending machines should not be operated in competition with the school cafeteria or food service. The principal or other person in charge of the school facility may regulate the hours of operation of any machine.

- D. Vending machines shall be located to meet any applicable building, fire or life/safety codes and to provide convenience of operation, accessibility and ease of maintenance. The principal or other person in charge of the facility shall review the location of each machine with appropriate maintenance and food service staff.

V. CONTRACT APPROVAL

- A. All contracts for the purchase or rental of vending machines shall be considered by the school board on a district-wide basis.
- B. If it is estimated that the aggregate receipts from all vending machines located in a school facility will be \$10,000 or more in a fiscal year, the contract for any vending machine in that facility must be awarded after the receipt of sealed bids and compliance with the Minn. Stat. § 123B.52.
- ~~B.C.~~ ~~Since the estimated aggregate receipts from all vending machines located in the District will be \$50,000 or more in a fiscal year, the contract must be awarded after the receipt of sealed bids and compliance with Minn. Stat. § 123B.52. A copy of this policy shall be included in any specifications or request for proposals or quotations. A record shall be kept of all bids or quotations received with the names, amounts and successful bidder indicated. All bids and quotations shall be kept on file as a public record for a period of at least one year after their receipt. If it is estimated that the aggregate receipts from all vending machines located in a school facility will be less than \$10,000 in a fiscal year, the contract for any vending machine in that facility may be awarded after the receipt of two or more quotations after taking into consideration conformity with the specifications, terms of delivery, other conditions imposed in the call for quotations, and compliance with Minn. Stat. § 123B.52.~~
- ~~D.~~ The contracting process shall be conducted in compliance with the Minn. Stat. § 123B.52. A copy of this policy shall be included in any specifications or request for proposals or quotations. A record shall be kept of all bids or quotations received with the names, amounts, and successful bidder indicated. All bids and quotations shall be kept on file as a public record for a period of at least one year after their receipt.
- ~~C.E.~~ Any bids or quotation must specify all commissions to be paid from the machine and any other non-commission amounts to be paid as a result of the award of the contract. The non-commission amounts include, but are not limited to, cash payments, in-kind payments, equipment donations, scholarship contributions, bonus payments, or other payments or contributions of any kind or nature. The non-commission amounts shall be reduced to a cash equivalency and shall be specified on the bid or quotation as an additional amount to be paid for the award of the contract.

- ~~D.~~ F. If a contract contains a provision allowing exclusivity, such as all machines in the building carrying only a certain manufacturer's brand of pop, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure that it does not conflict with other contracts of the school district.
- ~~E.~~ G. All contracts for vending machines must be approved by the school board. Any contract not made in compliance with this policy shall be void. Any district employee signing an unauthorized contract may be subject to personal liability thereon and may be disciplined for said action.
- ~~F.~~ H. All vending machines are to be installed at the expense of the facility in which located. All financial responsibility for the maintenance and repair of machines shall remain with the individual facility in which located to the extent not addressed in the contract.
- ~~G.~~ I. No teacher, administrator, school district employee or school board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially therefrom.

VI. ACCOUNTING

- A. Proceeds from vending machine sales and contracts shall be under the control of the school board, shall be accounted for in one of the regular school district funds, and must be accounted for and reported in compliance with UFARS.
- B. An amount equal to the amount of the proceeds from the machines in each facility shall be included in the budget of the facility in which the proceeds are generated. That amount may be expended in accordance with established expenditure procedures.
- C. Pursuant to the vending machine contract or otherwise, proper auditing and inventory control procedures shall be established to ensure that commissions are being correctly calculated and paid. District-wide periodic reviews shall be conducted with the vending company.

Legal References: Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.20 (Dealing in Supplies)
Minn. Stat. § 471.345 (Contracts)
Minn. Stat. § 471.87 (Conflict of Interest)

Cross References: WBLASB Policy 210 (Conflict of Interest--School Board Members)
WBLASB Policy 702 (Accounting)

AGENDA ITEM: School Board Policy #802, Disposition of
Obsolete Equipment and Materials

MEETING DATE: February 9, 2009

SUGGESTED DISPOSITION: Operational Item

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

.....

School Board Policy #802, Disposition of Obsolete Equipment and Materials was reviewed with the current MSBA Model policy and reviewed by the School Board Policy Committee and had a first reading at the February 9 School Board meeting.

Modifications and changes to the existing policy were made to clarify language, process and practice and legal references.

.....

Recommendation:

Approve School Board Policy #802, Disposition of Obsolete Equipment and Materials.

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials or equipment.
- B. "Official newspaper" is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization.

The superintendent, or his/her designee, shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials and equipment deemed to have little or no value.

Contracts over \$50,000

1. If the value of the equipment or materials is estimated to exceed \$50,000, sealed bids shall be solicited by two weeks published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and with the successful bid indicated thereon. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the lowest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not go below the original bid. If no satisfactory bid is received, the board may re-advertise.
5. All bids obtained shall be kept on file for a period of at least one year after receipt thereof. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until re-solicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$10,000 to \$50,000

If the amount of the sale is estimated to exceed \$10,000 but not to exceed \$50,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts From less than \$500 to \$10,000.

If the amount of the sale is estimated to be ~~less than~~ ~~between \$500 and \$10,000~~, the contract may be made either upon quotation or in the open market in the ~~determination~~ discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

E.F. Notice of Quotation.

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

F. ~~Contracts less than \$500.~~

~~If the amount of sale is estimated to be less than \$500, the contract may be advertised through an all district employee notice. Sealed quotations will be accepted and the individual submitting the highest quote and not directly involved in the process will be awarded the product.~~

G. Sales to Employees.

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction, or by the quotation procedures specified above. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district in any 12-month period. This section shall not apply to the sale of property or materials acquired or produced by the school district in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment by conveying the property and title to:

1. another school district;
2. the State Department of Corrections;
3. the Board of Trustees of Minnesota State Colleges and Universities; or
4. the family of a student residing in the district whose total family income meets the federal definition of poverty.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. §15.054 (Public Employees Not to Purchase Merchandise From Governmental Agencies; Exceptions; Penalties)
Minn. Stat. §~~123.681~~ 123B.29 (Sale of School Building at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. §471.345 (Uniform Municipal Contracting Law)
Minn. Stat. §645.11 (Published Notice)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin "F" (School District Contract and Bidding Procedures)

AGENDA ITEM: Action on Scheduling Work-Study Meeting for May, 2009

MEETING DATE: March 9, 2009

SUGGESTED DISPOSITION: Operational Item

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

BACKGROUND:

The administration recommends scheduling a work-study session in May to assure a timely review of curriculum recommendations that will likely come to the School Board for action in June, and any other necessary items. The date that is recommended by the administration is Tuesday, May 26, at 5:30 p.m. in Room 201, District Center.

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

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District no 624, State of Minnesota, was duly held in said school district on March 9, 2009 at 7:00 o'clock p.m. for the purpose, in part, of adopting a resolution to add Tuesday, May 26, 2009 to the School Board meeting dates for 2009.

Member _____ moved the adoption of the following resolution.

**RESOLUTION ADDING TUESDAY, MAY 26, 2009 TO THE
SCHOOL BOARD MEETING DATES FOR 2009.**

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

1. Tuesday, May 26, 2009 be added to the School Board meeting scheduled for 2009.

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

On a roll call vote, the following voted in favor:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

Recommendation:

Approve the resolution to add May 26, 2009 to the School Board meeting dates for 2009.

AGENDA ITEM: Action on White Bear Center for the Arts 2009-10
Contract Extension

MEETING DATE: February 9, 2009

SUGGESTED DISPOSITION: Operational Item

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

BACKGROUND:

In October, we asked the School Board to take action on a partnership with the White Bear Center for the Arts for 2008-09. This year each K-5 student is receiving three watercolor lessons taught by a professional artist, using materials and curriculum provided by the White Bear Center for the Arts. One of the lessons is paid for by funds raised privately by the Center for the Arts, and two lessons come out of the school district general fund budget, for a total amount not to exceed \$23,000.

This action would continue the partnership for 2009-10 with the school district cost remaining at the same level. The number of classes beyond the two that the school district is paying for is contingent upon funding raised by the Center for the Arts.

RECOMMENDATION:

The administration is recommending the School Board approve the contract extension with the White Bear Center for the Arts for the 2009-10 school year.

AGENDA ITEM: **STUDENT TEACHER
AGREEMENT**

DATE: **March 9, 2009**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Jill Thelen, Director of Schools**

BACKGROUND:

The attached contract allows White Bear Lake Area School District to enter into agreement with the University of Northern Iowa (UNI) for the placement of PreK-12 student teachers.

White Bear Lake Area School District and these colleges are committed to providing quality experiences for the student teachers placed in our District.

RECOMMENDATION: Acceptance of agreements

LETTER OF AGREEMENT

between

UNIVERSITY OF NORTHERN IOWA and White Bear Lake Area Schools #624, White Bear Lake, MN

To fulfill requirements for STUDENT TEACHING / INTERNSHIPS

1. Scope of Agreement

This letter of agreement sets forth the role, responsibilities, and rights of personnel associated with the White Bear Lake Area Schools #624, White Bear Lake, MN, personnel associated with the University of Northern Iowa and of any student enrolled in the university, while such teacher education major is assigned a student teacher in the White Bear Lake Area Schools #624, White Bear Lake, MN.

2. Options for Student Teachers

Student teachers must register for a full semester experience in student teaching. Students seeking additional endorsement may register for four (4) hours of credit. Students are responsible for transportation and housing unless the district provides other arrangements during placement.

3. Placement of Student Teachers

Placement of student teachers shall be accomplished on a cooperative basis between the University of Northern Iowa and the White Bear Lake Area Schools #624, White Bear Lake, MN.

Placement shall be initiated by the university coordinator upon completion of an application from each student teacher setting out his/her qualifications/background and the assignment(s) needed to meet certification, endorsement, and approval area standards. White Bear Lake Area Schools #624, White Bear Lake, MN reserves the right to refuse assignment to any given student teacher. However, said decision shall not be based on race, creed, color, sex, national origin, disability, age, religion, veteran status, or any basis protected by law.

4. Termination or Change of Assignment

The coordinator may, for good cause, terminate or change the assignment of any student teacher. Prior to reaching such a decision, the coordinator shall consult with the cooperating teacher and all other concerned parties regarding the reason(s) for termination or change of assignment.

5. Supervision of Student Teaching

A member of the university faculty or selected practitioners/administrators will serve as the coordinator of the student teaching program for the purpose of administering the program and supervising/evaluating the student teachers in cooperation with the cooperating teachers. The cooperating teachers shall guide and direct the students.

The identification, selection, and continued use of qualified cooperating teachers shall be made by the White Bear Lake Area Schools #624, White Bear Lake, MN. The student teachers shall be subject to the policies, rules, and regulations including the same tort liability protection provided to employees of the White Bear Lake Area Schools #624, White Bear Lake, MN. Student teachers should not be used as substitute teachers.

6. Evaluations

Evaluations of the student teachers shall be a shared responsibility. The cooperating teacher, college supervisor, and others knowledgeable about the performance of the student teacher shall be involved. Evaluation is comprehensive, continuous, specific, and individualized. Mid term and final evaluation conferences are necessary. The student teacher, cooperating teacher, and college supervisor shall participate. The cooperating teacher and college supervisor shall collaborate in the preparation of the final evaluation, which shall be to the UNI coordinator in a timely fashion. The UNI coordinator is responsible for assigning academic credit including grade.

7. Compensation to Cooperating Agency

The University of Northern Iowa agrees to pay a stipend for the student teaching placement. Payment is made to the cooperating teacher and/or school district at the completion of the student teaching assignment as indicated on the student teaching placements form completed by the school district.

8. Continuation of Contract

This agreement will be valid for a period of three full academic years commencing 8/1/2009 and ending 7/31/2012. Both the school district and the University of Northern Iowa agree that placement of student teachers will depend on availability of cooperating teachers and student teachers who mutually accept their responsibilities during this time period.

APPROVED:

School District Representative

Print Name

Position

Date


Head, Department of Teaching

Dr. Nadene Davidson

Print Name

Head, Department of Teaching

Position

2/11/2009 3:56:43 PM

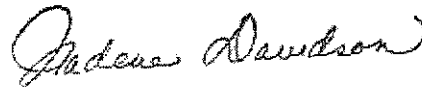
Date

Addendum to Letter of Agreement between

University of Northern Iowa and White Bear Lake Area Schools #624, White Bear Lake, MN

The district shall perform the background check as required by Minnesota law for district employees. The cost of the background check shall be paid by the student teacher or the placing institution, in accord with the school district agreement with the respective placing institution.

Approved:



School District Representative

Head, Department of Teaching

Print Name

Dr. Nadene Davidson

Print Name

Position

Head, Department of Teaching

Position

Date

2/11/2009

Date

AGENDA ITEM: Award of Bids – Hippodrome Dasher Board Replacement

MEETING DATE: March 9, 2009

SUGGESTED DISPOSITION: Operational Item

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

.....

Bids were opened for the Hippodrome Dasher Board Replacement project on March 4, 2009. The project is broken down into two parts, Base Bid A (removal of existing dasher board system) and Base Bid B (installation of replacement system). The projected total budget was \$125,000.

There were six bids received for the project. The bids ranged from \$87,400 to \$133,750.

The recommended low bid for Base Bid A was received from L'Allier Concrete in the amount of \$2,000.

The recommended low bid for Base Bid B was received from Becker Arena Products in the amount of \$85,400.

The total bid award is \$87,400, which is 30% under the projected budget.

Funding for the project will be bond proceeds from the alternative facilities program.

.....

Recommendation:

It is recommended that the Board approve the bid recommendation as submitted.

PHIL FISHER


Manager of Building Operations

4855 Bloom Avenue

White Bear Lake, MN 55110-2731

(651) 407-7534 • Fax (651) 407-7539

pefish@wbl.whitebear.k12.mn.us

To: Peter Willcoxon
From: Phil Fisher 
Subject: Hippodrome Dasher Board Replacement Project
Date: March 5, 2009

Bids were opened for the Hippodrome Dasher Board Replacement Project on March 4, 2009. This is a board approved "Alternative Facilities" deferred maintenance project. Projected total budget was \$125,000 for this work.

Base Bid A, work for this project includes the removal of the Dasher Board system. Base Bid B, work for this project includes the replacement of a New Dasher Board system. MLA Architects provided specifications for this project.

There were a total of six bidders for this project. The apparent low bidder for Base Bid A, was L'Allier Concrete Company with a base bid of \$2,000.00. The apparent low bidder for Base Bid B, was Becker Arena Products with a base bid of \$85,400.00.

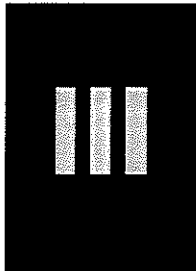
All work will be done during the spring and summer of 2009 with substantial completion before August 15, 2009.

Recommendation: That the White Bear Lake Area Public School Board awards the Hippodrome Dasher Board Replacement Project to:

L'Allier Concrete for Base Bid A, in the amount of Two Thousand Dollars,, \$2,000.00.

Becker Arena Products for Base Bid B, in the amount of Eighty Five Thousand Four Hundred Dollars, \$85,400.00.

Attachments:



mla

architects
planners

Memorandum

Date: 3/4/09
Project: Hippodrome Ice Arena
Dasher Board Replacement
Comm. No: 09-1001.00
Subject: Bid Recommendation
Memo By: Mark Lenz
Copies To: Phil Fisher

Base Bid A: Dasher Board Removal

MLA Architects recommends awarding the Hippodrome Ice Arena Dasher Board Removal; Base Bid 'A' to L'Allier Concrete out of St. Paul, Minnesota.

We have verified that L'Allier Concrete is the responsible low bidder for Base Bid 'A' of \$ 2000

Base Bid B: Dasher Board Installation

MLA Architects recommends awarding the Hippodrome Ice Arena Dasher Board Installation; Base Bid 'B'; to Becker Arena Products, out of Savage, Minnesota.

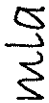
We have verified that Becker Arena Products is the responsible low bidder for Base Bid 'B' of \$ 85,400.

12 Long Lake Road
Suite #17
St. Paul, Mn
55115

tele
(651) 770-4442
fax
(651) 770-1997

MLA Architects, Inc.

Mark A. Lenz, AIA



12 Long Lake Road Suite #17
St.. Paul, MN 55115

-129-

AGENDA ITEM: Award of Bids – Birch Lake Elementary School HVAC Replacement

MEETING DATE: March 9, 2009

SUGGESTED DISPOSITION: Operational Item

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

.....

Bids were opened for the Birch Lake Elementary School HVAC Replacement project on February 19, 2009. The project is broken down into three bid divisions. The projected total budget was \$540,000.

There were five to eight bids received for each of the bid divisions. The bids ranged from \$400,200 to \$519,925.

The recommended low bid for Bid Division 1 was received from Parkos Construction in the amount of \$29,800.

The recommended low bid for Bid Division 2 was received from Environ-Con Inc. in the amount of \$352,500.

The recommended low bid for Bid Division 3 was received from Joos Electric in the amount of \$17,900.

The total bid award is \$400,200, which is 26% under the projected budget.

Funding for the project will be bond proceeds from the alternative facilities program.

.....

Recommendation:

It is recommended that the Board approve the bid recommendation as submitted.

PHIL FISHER

Manager of Building Operations

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

To: Peter Willcoxon
From: Phil Fisher
Subject: Birch Lake Elementary School HVAC Replacement Project
Date: February 24, 2009

Bids were opened for the Birch Lake Elementary HVAC Replacement project on February 19, 2009. This is a board approved "Alternative Facilities" deferred maintenance project. Projected budget was \$540,000 for this work.

The base bid work for this project includes the replacement of four existing air handling units and four roof top condensing units that provides HVAC to the center of the school. Hallberg Engineering and MLA Architects provided specifications for this project. Kraus-Anderson will provide project management.

There were three bid divisions for this project. The apparent low bidder for Division 1 was Parkos Construction Company, with a bid of \$29,800.00. The apparent low bidder for Bid Division 2 was Environ-Con, Inc. with a bid of \$352,500.00. The apparent low bidder for Bid Division 3 was Joos Electric with a bid of \$17,900.00.

All work will be done during the summer of 2009 with substantial completion before August 15, 2009.

Recommendation: *That the White Bear Lake Area Public School Board award the Birch Lake Elementary HVAC Replacement Project to the following contractors:*

Bid Division 1 to Parkos Construction for the base bid in the amount of Twenty Nine Thousand Eight Hundred Dollars, \$29,800.00.

Award Bid Division 2 to Environ-Con, Inc. for the base bid in the amount of, Three Hundred Fifty Two Thousand Five Hundred Dollars, of \$352,500.00.

Award Bid Division 3 to Joos Electric Company for the base bid in the amount of Seventeen Thousand Nine Hundred Dollars, \$17,900.00.

Total project amount is \$400,200.00

Attachments



KRAUS-ANDERSON®
CONSTRUCTION COMPANY

Breaking new ground since 1897
8625 Rendova Street NE, P.O. Box 158
Circle Pines, MN 55014
O 763.786.7711
F 763.786.2650
www.krausanderson.com

February 24, 2009

Mr. Phillip Fisher
Independent School District 624
4855 Bloom Avenue
White Bear Lake, MN 55110

Re: Birch Lake Elementary School
Replacement HVAC Systems
White Bear Lake, Minnesota

Dear Mr. Fisher:

Kraus-Anderson has reviewed the bids that were received on February 19, 2009 for the Birch Lake Elementary School Replacement HVAC Systems project.

We recommend award of contracts based upon the base bids as indicated on the enclosed Bid Analysis dated February 19, 2009.

We have also enclosed the Bid Tabulation Sheet for each Bid Division for your review.

Please contact us if you should have any questions regarding these recommendations.

Very truly yours,

KRAUS-ANDERSON® CONSTRUCTION COMPANY

Jon M. Kuenstling
Project Manager

JMK:rh

cc: Tim Rabbitts, Hallberg Engineering

Bid Package Analysis - Birch Lake Elementary School

White Bear Lake Area Schools

2/19/2009

DIV #	DESCRIPTION	LOW BIDDER	LOW BID	# OF BIDS	REMARKS
1	General Construction	Parkos Construction Company	29,800	6	Recommend Award
2	Mechanical	Environ-Con, Inc.	352,500	8	Recommend Award
3	Electrical	Joos Electric Co.	17,900	5	Recommend Award
	TOTALS		400,200	19	

BID TABULATIONS
Thursday, February 19, 2009, 1:00 PM

DIVISION 1: GENERAL CONSTRUCTION

[illegible]

BID TABULATIONS
Thursday, February 19, 2009, 1:00 PM

OWNER: WHITE BEAR LAKE AREA SCHOOLS, ISD NO. 624
CONSTRUCTION MGR.: KRAUS-ANDERSON® CONSTRUCTION COMPANY
ARCHITECT: HALLBERG ENGINEERING/M/LA ARCHITECTS

DIVISION 2: MECHANICAL

[illegible]

BID TABULATIONS
Thursday, February 19, 2009, 1:00 PM

DIVISION 2: MECHANICAL

[illegible]

BID TABULATIONS
Thursday, February 19, 2009, 1:00 PM

Thursday, February 19, 2009, 1:00 PM

ARCHITECT: HALLBERG ENGINEERING/MLA ARCHITECTS

[illegible]

AGENDA ITEM: Award of Bids — Normandy Park Temperature Control Replacement

MEETING DATE: March 9, 2009

SUGGESTED DISPOSITION: Operational Item

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

.....

Bids were opened for the Normandy Park Center Temperature Control Replacement project on March 4, 2009. The projected total budget was \$100,000.

There were three bids received for the project. The bids ranged from \$63,995 to \$109,390.

The recommended low bid was received from Trane Company in the amount of \$47,170. Alternate #1 is also recommended, in the amount of \$16,825. The total bid award is \$63,995, which is 36% under the projected budget.

Funding for the project will be bond proceeds from the alternative facilities program.

.....

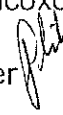
Recommendation:

It is recommended that the Board approve the bid recommendation as submitted.

PHIL FISHER

Manager of Building Operations

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

To: Peter Willcoxon
From: Phil Fisher 
Subject: Normandy Park Temperature Control Replacement Project
Date: March 5, 2009

Bids were opened for the Normandy Park Temperature Control Replacement Project on March 4, 2009. This is a board approved "Alternative Facilities" deferred maintenance project. Projected total budget was \$100,000 for this work.

The base bid work for this project includes the replacement of all temperature controls for the site. Alternate 1 was for the replacement of one Roof Top Unit. Hallberg Engineering provided specifications for this project.

There were three bidders for this project. The apparent low bidder was Trane Company with a base bid of \$47,170.00. Their bid for Alternate 1 was \$16,825.00.

All work will be done during the summer of 2009 with substantial completion before August 15, 2009.

Recommendation: *That the White Bear Lake Area Public School Board award the Normandy Park Temperature Control Replacement Project base bid and Alternate 1 to Trane Company for a total contract amount of Sixty Three Thousand Nine Hundred Ninety Five Dollars, \$63,995.00.*

Attachments:



March 5, 2009

Mr. Phil Fisher
Building and Grounds Department
Independent School District 624
4855 Bloom Ave, Suite 300
White Bear Lake, MN 55110-4499

Re: 2009 Normandy Park Education Center Temperature Control Replacement
Project No. R08-0214.001

Dear Phil,

As you are aware, on Wednesday, March 4, 2009 bids for the above referenced project were opened. Enclosed is an analysis of the bids received.

Trane, Inc. submitted the lowest base bid at \$47,170.00. Trane, Inc. also submitted the lowest bid with accepting Alternate #1 (\$16,825.00) for a total bid of \$63,995.00 .

We have contacted Trane, Inc., who has informed us that they are comfortable with their bid and are ready to proceed. Based on our telephone discussions with them it would appear that they have included all the required work in their bids.

We recommend that the contract is awarded to Trane, Inc. at the next School Board Meeting on March 9, 2009.

Sincerely,

HALLBERG ENGINEERING, INC.

Keith Weinzierl, P.E.
Mechanical Lead

Enclosures (1)

cc: Tim Rabbitts & Harold Bowie, HEI

Mechanical/Electrical Consulting Engineers

1750 Commerce Court ♦ White Bear Lake, MN 55110 ♦ Phone (651) 748-1100 ♦ Fax (651) 748-9370 ♦
www.hallbergengineering.com



HALLBERG
ENGINEERING

BID TABULATION

2009 Normandy Park Education Center Temperature Control Replacement Project No. R08-0214.001

Date: March 4, 2009
Time: 11:00 AM

Company	Base Bid	Alternate #1	Bid Bond	Addendum #1	Addendum #2	Addendum #3
Northern Air Corporation	\$76,890	\$32,500	Yes	Yes	Yes	Yes
Trane	\$47,170	\$16,825	Yes	Yes	Yes	Yes
UHL Company	\$50,785	\$18,500	Yes	Yes	Yes	Yes

AGENDA ITEM: **Award of Bids – District Services Center Temperature Control Replacement**

MEETING DATE: **March 9, 2009**

SUGGESTED DISPOSITION: **Operational Item**

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

.....

Bids were opened for the District Services Center Temperature Control Replacement project on March 4, 2009. The projected total budget was \$190,000.

There were three bids received for the project. The bids ranged from \$111,963 to \$187,500.

The recommended low bid was received from UHL Company in the amount of \$111,963. The total bid award is 41% under the projected budget.

Funding for the project will be bond proceeds from the alternative facilities program.

.....

Recommendation:

It is recommended that the Board approve the bid recommendation as submitted.

PHIL FISHER

Manager of Building Operations


4855 Bloom Avenue

White Bear Lake, MN 55110-2731

(651) 407-7534 • Fax (651) 407-7539

pefish@wbl.whitebear.k12.mn.us

To: Peter Willcoxon

From: Phil Fisher 

Subject: District Services Center Temperature Control Replacement Project

Date: March 5, 2009

Bids were opened for the District Services Center Temperature Control Replacement Project on March 4, 2009. This is a board approved "Alternative Facilities" deferred maintenance project. Projected total budget was \$190,000 for this work.

The base bid work for this project includes the replacement of all temperature controls for the site. Hallberg Engineering provided specifications for this project.

There were three bidders for this project. The apparent low bidder was UHL Company with a base bid of \$111,963.00.

All work will be done during the summer of 2009 with substantial completion before August 15, 2009.

Recommendation: That the White Bear Lake Area Public School Board award the District Services Center Temperature Control Replacement Project to UHL Company for a total contract amount of One Hundred Eleven Thousand Nine Hundred Sixty Three Dollars, \$111,963.00.

Attachments:



March 5, 2009

Mr. Phil Fisher
Building and Grounds Department
Independent School District 624
4855 Bloom Ave, Suite 300
White Bear Lake, MN 55110-4499

Re: 2009 District Services Center Temperature Control Replacement
Project No. R07-3285.001

Dear Phil,

As you are aware, on Wednesday, March 4, 2009 bids for the above referenced project were opened. Enclosed is an analysis of the bids received.

UHL Company submitted the lowest base bid at \$111,963.00.

We have contacted UHL Company, who has informed us that they are comfortable with their bid and are ready to proceed. Based on our telephone discussions with them it would appear that they have included all the required work in their bids.

We recommend that the contract is awarded to UHL Company at the next School Board Meeting on March 9, 2009.

Sincerely,

HALLBERG ENGINEERING, INC.

Keith Weinzierl, P.E.
Mechanical Lead

Enclosures (1)

cc: Tim Rabbitts & Harold Bowie, HEI

Mechanical/Electrical Consulting Engineers

1750 Commerce Court ♦ White Bear Lake, MN 55110 ♦ Phone (651) 748-1100 ♦ Fax (651) 748-9370 ♦
www.hallbergengineering.com



HALLBERG
ENGINEERING

BID TABULATION

2009 District Services Center Temperature Control Replacement Project No. R07-3285.001

Date: March 4, 2009
Time: 11:00 AM

Company	Base Bid	Bid Bond	Addendum #1
Northern Air Corporation	\$174,300	Yes	Yes
Trane	\$187,500	Yes	Yes
UHL Company	\$111,963	Yes	Yes

AGENDA ITEM: Award of Bids – South Campus Special Education HVAC

MEETING DATE: March 9, 2009

SUGGESTED DISPOSITION: Operational Item

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

.....
Bids were opened for the South Campus Special Education HVAC system improvements project on March 4, 2009. The projected total budget was \$350,000.

There were four bids received for the project. The bids ranged from \$269,000 to \$312,264.

The recommended low bid was received from Pearson Mechanical Services Company in the amount of \$269,000. The total bid award is 23% under the projected budget.

Funding for the project will be bond proceeds from the alternative facilities program.

.....
Recommendation:

It is recommended that the Board approve the bid recommendation as submitted.

PHIL FISHER
Manager of Building Operations

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

To: Peter Willcoxson
From: Phil Fisher
Subject: WBLAHS South Campus Special Education HVAC Renovation Project
Date: March 5, 2009

Bids were opened for the WBLAHS South Campus Special Education HVAC Renovation Project on March 4, 2009. This is a board approved "Alternative Facilities" deferred maintenance project. Projected total budget was \$350,000 for this work.

The base bid work for this project includes the renovation of the HVAC system servicing the special education area. Hallberg Engineering provided specifications for this project.

There were four bidders for this project. The apparent low bidder was Pearson Mechanical Services Company with a base bid of \$269,000.00.

All work will be done during the summer of 2009 with substantial completion before August 15, 2009.

Recommendation: *That the White Bear Lake Area Public School Board award the WBLAHS South Campus Special Education HVAC Renovation Project to Pearson Mechanical Services Company for a total contract amount of Two Hundred Sixty Nine Thousand Dollars, \$269,000.00.*

Attachments:



March 5, 2009

Mr. Phil Fisher
Building and Grounds Department
Independent School District 624
4855 Bloom Ave, Suite 300
White Bear Lake, MN 55110-4499

Re: 2009 White Bear Lake High School South Campus Special Education HVAC Renovation
Project No. R08-0214.004

Dear Phil,

As you are aware, on Wednesday, March 4, 2009 bids for the above referenced project were opened. Enclosed is an analysis of the bids received.

Pearson Mechanical, Inc. submitted the lowest base bid at \$269,000.00.

We have contacted Pearson Mechanical, Inc., who has informed us that they are comfortable with their bid and are ready to proceed. Based on our telephone discussions with them it would appear that they have included all the required work in their bid.

We recommend that the contract is awarded to Pearson Mechanical, Inc. at the next School Board Meeting on March 9, 2009.

Sincerely,

HALLBERG ENGINEERING, INC.

Keith Weinzierl, P.E.
Mechanical Lead

Enclosures (1)

cc: Tim Rabbitts & Harold Bowie, HEI

Mechanical/Electrical Consulting Engineers

1750 Commerce Court ♦ White Bear Lake, MN 55110 ♦ Phone (651) 748-1100 ♦ Fax (651) 748-9370 ♦
www.hallbergengineering.com



HALLBERG
ENGINEERING

BID TABULATION

2009 WBLHS South Campus Special Education HVAC Renovation Project No. R08-0214.004

Date: March 4, 2009
Time: 2 :00 PM

Company	Base Bid	Bid Bond	Addendum #1	Addendum #2
Go Fetsch Mechanical	\$286,600	Yes	Yes	Yes
McQuillan Brothers	\$299,900	Yes	Yes	Yes
Northern Air Corporation	\$312,264	Yes	Yes	Yes
Pearson Mechanical	\$269,000	Yes	Yes	Yes

AGENDA ITEM: **PROPOSED EXPULSION OF A STUDENT**

DATE: **March 9, 2009**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Jill Thelen, Director of Schools**

BACKGROUND:

To comply with data practice laws, the information pertaining to this student proposed for expulsion is provided to School Board members for review.

If the School Board wishes to discuss this matter before action is taken, the School Board needs to close the meeting in accordance with Minnesota law.

The action, if proposed, should refer to Student "A", the reference to the student in the attached materials. While the action of the School Board will be public, the name of the student and other materials constitute private data.

RECOMMENDATION: Approval of expulsion, under the conditions described in attachment "A", which is private data.

**EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 624
WHITE BEAR LAKE, MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 624, White Bear Lake, Minnesota, was held on the 9th day of March, 2009, at 7:00 p.m.

The following Board members were present:

and the following were absent:

Board Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE PROPOSED
EXPULSION/EXCLUSION OF THE STUDENT IDENTIFIED
IN THE ATTACHMENTS HERETO
(HEREINAFTER REFERRED TO AS THE "STUDENT")**

WHEREAS, the Student is a full-time student of the School District; and

WHEREAS, the Student was placed on suspension and proposed for expulsion/exclusion pursuant to the Pupil Fair Dismissal Act, Minnesota Statutes Sections 121A.40–121A.56; and

WHEREAS, the Student and parents were properly served with written notice of the School District's intent to initiate expulsion/exclusion proceedings; and

WHEREAS, pursuant to the Pupil Fair Dismissal Act, said notice contained a statement of the facts, witnesses and a description of their testimony, described alternative educational services, stated the date, time and place of hearing, and advised them of their rights, including their right to waive the hearing in writing if they wished to acquiesce to the expulsion/exclusion proposed by the School District; and

WHEREAS, this notice was also accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes Sections 121A.40–121A.56; and

WHEREAS, the Student and the parents elected to waive the scheduled hearing with the understanding that by such waiver, a term of expulsion/exclusion through the end of the first semester of the 2009–10 school year would be submitted for action to the School Board of Independent School District No. 624.

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

1. The School Board of Independent School District No. 624 hereby accepts the Waiver of Hearing executed by the Student and parents, a copy of which is attached hereto as “Exhibit A” and incorporated herein by reference.

2. Having reviewed the record relating to this matter, the School Board hereby finds that the School District has fully complied with the Pupil Fair Dismissal Act.

3. Having reviewed the record relating to this matter, the School Board hereby finds that the student engaged in conduct that constituted willful violation of reasonable School Board regulations; willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school-sponsored

activities; and willful conduct which endangered the pupil or other pupils or surrounding persons, including School District employees, or property of the school. Due to the nature of the conduct engaged in by the Student, a term of suspension and expulsion/exclusion through the end of the first semester of the 2009–10 school year is reasonable and appropriate.

4. The School Board of School District No. 624 hereby orders that the expulsion/exclusion of the Student be imposed pursuant to the Pupil Fair Dismissal Act, Minnesota Statutes Sections 121A.40B121A.56. Said expulsion/exclusion shall be imposed immediately through the end of the first semester of the 2009–10 school year and in accordance with the written notice provided to the Student, a copy of which is attached hereto as “Exhibit B” and incorporated herein by reference.

5. The Clerk of the School Board is directed to provide written notice of expulsion/exclusion to the Student and parents/guardian(s) in substantially the form as provided in attached Exhibit C.

6. It is further ordered that pursuant to a proper request, the School District shall provide copies of this resolution. However, any release of said resolution shall not include the exhibits or attachments hereto as the School Board hereby finds that such materials constitute private data on individuals pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Section 13.32, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g. The Superintendent is specifically directed to maintain the private data classification of these materials in accordance with all applicable state and federal law, including the provisions of Minnesota Statutes Chapter 13 and 20 U.S.C. § 1232g.

The motion for the adoption of the foregoing resolution was duly seconded by Board Member _____ and, upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

CLERK'S CERTIFICATE

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

I, the undersigned, being the fully qualified and acting Clerk of Independent School District No. 624, White Bear Lake, Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a regular meeting of the School Board of Independent School District No. 624, duly called and held on the date therein indicated, so far as such minutes relate to the proposed expulsion/exclusion of the Student identified therein, and that said resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this 9th day of March, 2009.

By: _____
Cathy Storey
Clerk of the School Board
Independent School District No. 624
White Bear Lake, Minnesota