

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

April 11, 2011

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: Michael J. Lovett
Superintendent of Schools

Date: April 4, 2010

A Student Recognition will be held on Monday, April 11, 2011, at 6:30 p.m. in the Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A meeting of the White Bear Lake Area School Board will be held on **Monday, April 11, 2011** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

AGENDA

A. PROCEDURAL ITEMS

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

B. PUBLIC FORUM

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open for 30 minutes (3 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. School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Under School Board Policy 206, complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person making the complaint.

6. 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.
7. A handout on the purpose of School Board meetings and the meeting process is available.
8. Citizens may be asked to address the school board on a particular subject during the discussion of that item.
9. 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. Update on Partnership with the White Bear Center for the Arts
2. Recognition of MinnSPRA “Star” Awards for Communications
3. Update on Communications on the Strategic Plan
4. Superintendent’s Report

D. DISCUSSION ITEMS

1. First Reading of Policy 498, Respectful Workplace
2. First Reading of Policy 514, Bullying Prohibition Policy
3. First Reading of Policy 524, Internet Acceptable Use and Safety Policy

E. OPERATIONAL ITEMS

1. Action on Lease Agreement with the YMCA
2. Action on Acceptance of Foundation Grants
3. Second Reading of Policy 497, Nepotism
4. Second Reading of Policy 613, Graduation Requirements
5. Second Reading of Policy 614, School District Testing Plan and Procedure
6. Second Reading of Policy 616, School District System Accountability
7. Contingent Resolution Relating to Choosing Nominees for Election to the School Board and Calling the School District Primary Election
8. Resolution Establishing School District Polling Locations
9. Resolution Establishing Dates for Filing Affidavits of Candidacy for the 2011 School Board Election
10. Action on Probationary Teacher Non-Renewals
11. Action on Rehire of Non-Renewed Contracts

12. Action on Community Services Matching Grant Program

13. White Bear High School South Campus Auditorium Renovation Phase 2 Project Bid

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: Consent Agenda
MEETING DATE: April 11, 2011
SUGGESTED DISPOSITION: Procedural Items
CONTACT PERSON(S): Dr. Michael J. Lovett, Superintendent

Consent Agenda

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

RECOMMENDATION:

Approve the items listed on the Consent Agenda.

AGENDA ITEM: School Board Minutes
MEETING DATE: April 11, 2011
SUGGESTED DISPOSITION: Consent Agenda
CONTACT PERSON(S): Cathy Storey, School Board Clerk

Background:

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

Recommendation: Approve the minutes.

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

A meeting of the White Bear Lake Area School Board was held on Monday, March 7, 2011 at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEM

- 1 Chair Swanson called the meeting to order at 7:00p.m.
2. Roll Call- Present: *Kimball, Newberg, Shevik, Storey, Swanson, Chapman, Hiniker*
Ex-Officio: Lovett
Cabinet: Present – Daniels, Guenther, Law, Picha, Vette, Willcoxon
3. Pledge of Allegiance
4. Hiniker moved, Newberg seconded to approve the agenda as presented. *Voice vote: all ayes. Motion carried.*
5. Storey moved, Chapman seconded to approve the consent agenda consisting of:
 - approval of minutes of regular meeting on February 14 and work-study session on February 28;
 - payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - passage of resolution to approve personnel issues to include:
 - Retirements – Classified Staff
Cheryl Vadnais, Health Assistant, effective date: 6/14/11
 - Resignation – Classified Staff
Susan Klammer – Part-time Cook, effective date: 2/18/11
 - Retirement – Certified Staff
Kathleen Wilder, Special Education Teacher, effective date: 6/10/11
 - Resignation – Certified Staff
Susan Bunda, Elementary Teacher, on leave, effective date: 6/10/11
Joan Hunstiger, German Teacher, on leave, effective date: 6/10/11
Nathan Long, Music Teacher, on leave, effective date: 6/10/11
Eli Pupovac, Social Studies Teacher, on leave, effective date: 6/10/11
 - Amended Resignation Date – Certified Staff
Laurie Perron, Special Education Teacher, on leave, effective date: 2/1/11
 - Change in Continuing Contract – Certified Staff
Janice Darling, School Nurse, from .90 f.t.e. to a 1.00 f.t.e., effective date: 2/28/11
 - Leave of Absence – Certified Staff
Rebecca Carlson, Science Teacher, effective dates: 01/17/11 through 2/23/11
 - New Personnel – Classified Staff
Linette Johnson, Part-time Cook, effective date: 2/16/11

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

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

C. INFORMATION ITEMS

1. Update on Partnerships

- a) Tamarack Nature Center – Megan Nysse, Naturalist Coordinator at Tamarack Nature Center, presented an overview of the partnership they have with our District including an expansion of this partnership which will include working with Vadnais Heights Elementary school to create an educational nature study area. This was also made possible by a Brosious Grant from the White Bear Lake Area Educational Foundation.
- b) White Bear Lake Area Educational Foundation – Kim Schoonover, president of the White Bear Lake Area Educational Foundation (WBLAEF) and Jenny Nadeau, WBLAEF vice president Community Relations, presented an overview of the work being done by the Foundation to support the District including their 5-year plan and emphasis on growing the Legacy Endowment Fund. Sara Svir, principal at Vadnais Heights Elementary School, and Janna Rohlinger, Vadnais Elementary PTO co-chair, thanked Tamarack and the WBLAEF for their support and help with the educational nature study area which will be a wonderful educational experience for the students.

2. Superintendent's Report – Dr. Lovett reported on the following:

- Prior to tonight's Board meeting, the Board recognized Eddie Cox, our 2011 state Alpine Ski meet competitor who placed 17th, our state Gymnastics meet competitor, Kelly Dougherty, who placed 5th in the uneven bars and our state Wrestling team members including our state champion, Donny Longendyke, and our 3rd place champion Beau Bibeau as well as their team coaches and parents. Congratulations to all!
- We have many exciting athletic events occurring in the next weeks including our girl's basketball team in a Section final game on March 10, our boy's hockey team competing in the state tournament on March 10 and our boy's basketball team competing in the Section tournament on March 11. Go Bears!
- Our North Campus North Notes Choir was honored to be chosen to perform at the Minnesota Music Educators Association's (MMEA) Mid-Winter Clinic. Our band recently earned high marks at the 4AA Instrumental Solo/Ensemble Music Contest earning 68 Excellent and 67 Superior awards. Two of our musicians also received two of the seven "Best at Site" awards. Congratulations to all.
- The White Bear Lake Area High School (WBLAHS) Theater Department presented "Treasure Island" in February, another successful production enjoyed by all.
- Winter/Spring parent conferences continue this week for students at all schools.
- The District's Parent Internet Safety Presentation, a partnership with the White Bear Lake Police Department, will be held on March 10. This is a free event open to all parents and will cover keeping children safe throughout many technologies.
- The Strategic Planning Committee will hear from the six Action Teams on March 8-9. Recommendations will be forthcoming this spring.
- Maraki Ketema, Student Board Representative, reported that the WBLAHS Student Council will host the second annual Angel Dash 5K on April 9. All funds will be donated to the WBLAEF Angel Fund. This is a community-wide fundraiser and all are invited to attend. More information will be available soon.

Additional information on the above may be found on the District website:

www.whitebear.k12.mn.us

D. DISCUSSION ITEMS

1. First Reading of Policy 497, Nepotism – Policy 497, Nepotism, is a new policy that will establish consistent employment guidelines of family members of current employees. This policy has been reviewed by the Policy Committee with the understanding that there will be further review by the Committee and staff. This policy will be placed on the April 11, 2011 or subsequent meeting agenda as an operational item for action.
2. First Reading of Policy 524, Internet Acceptable Use and Safety Policy - The Board had an opportunity to review Policy 524, Internet Acceptable Use and Safety Policy, and ask questions. The changes made to this policy are consistent with those recommended by the Minnesota School Boards Association (MSBA). Similar policies in other school districts were also reviewed. This policy will be placed on the April 1, 2011 or subsequent meeting agenda as an operational item for action.
3. First Reading of Policy 613, Graduation Requirements –The Board had an opportunity to review Policy 613, Graduation Requirements, and ask questions. The changes made to this policy are consistent with those recommended by MSBA. This policy will be placed on the April 1, 2011 or subsequent meeting agenda as an operational item for action.
4. First Reading of Policy 614, School District Testing Plan and Procedure - The Board had an opportunity to review Policy 614, School District Testing Plan and Procedure, and ask questions. The changes made to this policy are consistent with those recommended by MSBA. This policy will be placed on the April 1, 2011 or subsequent meeting agenda as an operational item for action.
5. First Reading of Policy 616, School District System Accountability - The Board had an opportunity to review Policy 616, School District System Accountability, and ask questions. The changes made to this policy are consistent with those recommended by MSBA. This policy will be placed on the April 1, 2011 or subsequent meeting agenda as an operational item for action.

E. OPERATIONAL ITEMS

1. Chapman motioned and Hiniker seconded to approve Policy 711, Video Recording on School Buses, as recommended by the administration. ***Roll call vote: ayes: Kimball, Newberg, Shevik, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.***
2. Newberg motioned and Storey seconded to approve Policy 712, Video Surveillance Other Than on Buses, as recommended by the administration. ***Roll call vote: ayes: Kimball, Newberg, Shevik, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.***
3. Shevik motioned and Kimball seconded to authorize the administration to develop a lease agreement with the YMCA, with the expectation that the lease agreement would be on the School Board agenda at our April meeting for action. ***Roll call vote: ayes: Kimball, Newberg, Shevik, Storey, Swanson, Chapman, Hiniker; nays – none; Motion carried.***

- F. **BOARD FORUM** – Newberg reported on the Strive Scholarship 5K/10K run on April 2. All community members are invited to this fundraising event which provides scholarships for our graduating seniors. Newberg also reported on the Excellence Event on May 4 which honors our top academic students and their favorite educators. Sponsorships to this event are still available. Storey congratulated the Sunrise Park Middle School students who are moving on from regional

to state competition in National History Day. State competition is May 1 at the University of Minnesota. Mr. Huy Nguyen is the teacher advisor for National History Day.

G. ADJOURNMENT

Newberg motioned and Kimball seconded to adjourn the meeting at 8:10 p.m. *Voice vote: all ayes, nays – none. Motion carried.*

Submitted by: Cathy Storey, Clerk

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

A work-study session of the White Bear Lake Area School Board was held on Monday, March 28, 2011 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 5:39 p.m.

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

Ex-Officio: Lovett

Cabinet: Present – Daniels, Guenther, Law, Picha, Vette, Willcoxon

B. DISCUSSION ITEMS

1. Update on School Board/Superintendent Objectives

- a. Goal 1a – Establish clear district and site goals for student growth using Measures of Academic Progress (MAP), MCA II and other measures which demonstrate student progress and proficiency – Principals from our District elementary and secondary schools met with their Board liaisons to present and discuss their respective Building Improvement Plans/school profiles and other supporting data.
- b. Goal 6e – Design and implement a program review of White Bear Lake Area Schools preschool programming, including early childhood and family education, special education and preschool program – Kathleen Daniels, Director of Special Services, and Dave Guenther, Director of Community Services, presented an update on this year's preschool program review. The entire review is targeted for completion in July.

A change in the agenda was made to accommodate guests who joined us for discussion on item 2.

- 2. Review of Proposed Lease with YMCA for Classrooms at Birch Lake Elementary – Shane Hoefer, Executive Director of the White Bear Area YMCA, Pat Riemersma, Vice President of Operations Northwest Family YMCA, Mary Anderson, Child Care District Director East YMCA and Cynthia Ellickson, District Child Care Supervisor Northwest Family YMCA, were present to answer questions about the YMCA's interest in a potential partnership to locate their daycare at Birch Lake Elementary. Dr. Lovett, Pete Willcoxon, Executive Director of Business Services, Kathleen Daniels and David Guenther also provided input. A lease proposal will be forthcoming.

Agenda continued with discussion on item 1c – Goal 3.

- c. Goal 3 – Ongoing Financial Stewardship and Investments and Budget Management – Pete Willcoxon discussed finances and potential impact of proposed Legislative decisions on the District. It is expected that for a period of

six years our revenue will be flat at best, yet we need to continue to improve in outcomes and performance.

- d. Goal 4b - Develop strategies which would permit the district and community to be prepared for a referendum levy campaign should one be scheduled for the fall of 2011 – Pete Willcoxon and Marisa Vette, Director of Communications and Community Relations, provided an update on preparations for a potential 2011 levy referendum renewal, including the communication plan and status of our survey.
- 3. Status Report on Strategic Planning – Dr. Lovett, David Law, Assistant Superintendent, and Marisa Vette provided an update on the Strategic Planning Process. Dr. Lovett identified potential priorities from the Action Team recommendations for possible implementation next school year. Additional review and discussion will be held prior to Board action.
- 4. Negotiations Study Session – Director of Human Resources Chris Picha provided an update to the School Board.
- C. **ADJOURNMENT** - Newberg motioned; Chapman seconded to adjourn the meeting at 9:30 p.m. **Voice vote: All ayes. Motion carried.**

Submitted by: Cathy Storey, Clerk

AGENDA ITEM: Monthly Check Registers
MEETING DATE: April 11, 2011
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 - March

	<u>3/15/2011</u>	<u>3/31/2011</u>
Direct Deposit 292713-294116	1,524,805.23	
U.S. Treasury (FICA, Medicare, withholding)	504,725.88	
MN State Income Tax	89,444.41	
PERA	88,799.82	
TRA	185,147.82	
ING	2,768.09	
White Bear Lake Teacher's Association	27,534.79	
Direct Deposit 294117-295474		1,478,775.99
U.S. Treasury (FICA, Medicare, withholding)		491,799.17
MN State Income Tax		87,105.96
PERA		88,177.30
TRA		181,090.12
ING		2,768.09
White Bear Lake Teacher's Association		27,585.13

Check Nbr	Vendor Name	Check Date	Check Amount
16724	AARP DRIVER SAFETY PROGRAM	03/03/2011	268.00
16725	AARP DRIVER SAFETY PROGRAM	03/03/2011	478.00
16726	ACCESS COMMUNICATIONS INC	03/03/2011	120.00
16727	ADAMS, KRISTINE	03/03/2011	70.00
16728	ALBERS MECHANICAL SERVICE INC	03/03/2011	1,200.00
16729	AMAZON	03/03/2011	617.01
16730	AMAZON	03/03/2011	1,649.16
16731	AMAZON	03/03/2011	101.28
16732	AMERICAN MESSAGING	03/03/2011	113.56
16733	AMERICAN TIME & SIGNAL CO	03/03/2011	648.00
16734	ANDERSON, BARCLAY H	03/03/2011	18.70
16735	ANDERSON, TODD	03/03/2011	14.25
16736	APPLE COMPUTER INC	03/03/2011	1,000.00
16737	APPLIED ENVIRONMENTAL SCI INC	03/03/2011	2,409.43
16738	ARCADE ASPHALT CO	03/03/2011	20,115.00
16739	AT & T MOBILITY	03/03/2011	1,369.96
16740	BARNETT WB CHRYSLER JEEP DODGE	03/03/2011	462.40
16741	BATTERIES PLUS	03/03/2011	75.71
16742	BECK, LINDA	03/03/2011	300.00
16743	BECKERS, MARK J	03/03/2011	63.00
16744	BERNARD FOOD INDUSTRIES INC	03/03/2011	3,470.28
16745	BERNIER, CARYN S	03/03/2011	479.48
16746	BERRY BLENDZ - EDEN PRAIRIE	03/03/2011	570.00
16747	BIEVER, ROGER W	03/03/2011	49.96
16748	BISSETT, ROBERT	03/03/2011	71.00
16749	BJURSTROM, PETER EMIL	03/03/2011	40.00
16750	BLICK ART MATERIALS	03/03/2011	786.42
16751	BOLAND, TERESE	03/03/2011	72.04
16752	BOOKS ARE FUN	03/03/2011	45.00
16753	BOWERMASTER, TRACI	03/03/2011	26.00
16754	BROBERG, SUE	03/03/2011	13.99
16755	BRODT, STACY ANN	03/03/2011	57.00
16756	BUREAU OF EDUCATION & RESEARCH	03/03/2011	1,592.00
16757	BURKE, ERIN	03/03/2011	116.38
16758	BUSHEE, KAREN	03/03/2011	25.00
16759	BUTCHKO, MATT	03/03/2011	55.00
16760	BUTTERS, BEN	03/03/2011	29.99
16761	BW T&F ENTERPRISES LLP	03/03/2011	16,000.00
16762	C&H DISTRIBUTORS	03/03/2011	998.55
16763	CAMPBELL-BEAMS, RANA	03/03/2011	318.50
16764	CAPOCASA, KEVIN M	03/03/2011	74.00
16765	CARLSON WAGONLIT TRAVEL	03/03/2011	840.00
16766	CARLSON WAGONLIT TRAVEL	03/03/2011	9,530.00
16767	CARNEGIE LEARNING INC	03/03/2011	71.28
16768	CATCO PARTS SERVICE	03/03/2011	565.70
16769	CDW GOVERNMENT INC	03/03/2011	358.19
16770	CHANG, MAI	03/03/2011	14.00
16771	CHAVEZ, ASHLEY R	03/03/2011	70.00
16772	CHISAGO LAKES COMM EDUC	03/03/2011	402.00
16773	CITI-CARGO & STORAGE CO INC	03/03/2011	125.00

Check Nbr	Vendor Name	Check Date	Check Amount
16774	CLIMB THEATRE	03/03/2011	618.00
16775	COCA-COLA BOTTLING MIDWEST CO	03/03/2011	2,285.80
16776	COILE, LYNDIA	03/03/2011	14.00
16777	COLEMAN, MARGARET	03/03/2011	39.78
16778	COMCAST	03/03/2011	33.95
16779	COMMUNICATION MAILING SERVICES	03/03/2011	595.62
16780	CONTINENTAL RESEARCH CORP	03/03/2011	1,144.88
16781	CONWAY, DAVID E	03/03/2011	54.00
16782	COPY IMAGES INC	03/03/2011	650.85
16783	Vendor Continued Check	03/03/2011	0.00
16784	COPY IMAGES INC	03/03/2011	747.17
16785	CRAGUNS LODGE AND CONF CTR	03/03/2011	2,612.04
16786	CUB FOODS OF WHITE BEAR TWSHP	03/03/2011	343.73
16787	CUMMINS NPOWER LLC	03/03/2011	1,184.00
16788	CUNFU, LIN	03/03/2011	800.00
16789	CUSTOM LITERACY CONSULTING	03/03/2011	524.00
16790	DAHLEM, TERESA	03/03/2011	395.70
16791	Vendor Continued Check	03/03/2011	0.00
16792	Vendor Continued Check	03/03/2011	0.00
16793	DALCO CORPORATION	03/03/2011	5,447.35
16794	DANIELSON, BILL	03/03/2011	74.00
16795	DATA CONTROL, INC	03/03/2011	74.91
16796	DAVY, MARY	03/03/2011	10.20
16797	DEGARDNER, RICK	03/03/2011	108.00
16798	DELLWO, COLLEEN F	03/03/2011	80.66
16799	DELTA EDUCATION	03/03/2011	58.10
16800	DELTA DENTAL PLAN OF MN	03/03/2011	64,426.20
16801	DEMCO INC	03/03/2011	487.29
16802	DERAAD, MAX D	03/03/2011	860.40
16803	DETERMAN, THOMAS S	03/03/2011	138.75
16804	DEVETTER DESIGN GROUP	03/03/2011	4,477.50
16805	DEY DISTRIBUTING	03/03/2011	36.76
16806	DOMINOS PIZZA	03/03/2011	751.75
16807	DOMINOS PIZZA	03/03/2011	183.50
16808	DONATELLI'S	03/03/2011	197.93
16809	DONATELLI'S	03/03/2011	314.88
16810	DOOR SERVICE COMPANY	03/03/2011	622.00
16811	E.L. REINHARDT COMPANY INC	03/03/2011	48.82
16812	ECOLAB	03/03/2011	3,092.10
16813	EDWARD DON & COMPANY	03/03/2011	301.30
16814	EESCO UNITED ELECTRIC	03/03/2011	234.74
16815	EIGENFELD, CAROLYN	03/03/2011	861.90
16816	ENCHANTED LEARNING LLC	03/03/2011	125.00
16817	ENVIRONMENTAL SYSTEMS RESEARCH	03/03/2011	350.00
16818	ERICSON, MARLENE	03/03/2011	58.00
16819	ESKOW, LYNN	03/03/2011	97.79
16820	FEDEX	03/03/2011	17.20
16821	FEIL, PAT	03/03/2011	12.32
16822	FIELD OF DREAMS BASEBALL	03/03/2011	2,000.00
16823	FILIPEK, ANN	03/03/2011	11.00

Check Nbr	Vendor Name	Check Date	Check Amount
16824	FINK, AVIS	03/03/2011	174.13
16825	FISHER, PHILLIP E	03/03/2011	41.85
16826	FLINN SCIENTIFIC INC	03/03/2011	660.39
16827	FOLLETT LIBRARY RESOURCES	03/03/2011	183.12
16828	FORCIER, ELSIE	03/03/2011	11.90
16829	FREEDOM CONCEPTS INC	03/03/2011	3,189.40
16830	FRONTLINE PLACEMENT TECHNOLOGI	03/03/2011	1,096.50
16831	FULLER, DONNA	03/03/2011	21.25
16832	FULTON, RYAN	03/03/2011	38.76
16833	FUTURA LANGUAGE PROFESSIONALS	03/03/2011	1,388.00
16834	GALE	03/03/2011	1,795.00
16835	GALLAGHERS NORTHWESTERN TIRE C	03/03/2011	148.30
16836	GAMBONI, RICHARD A	03/03/2011	240.00
16837	GAMNIS, ELIZABETH	03/03/2011	11.00
16838	GCS SERVICE INC	03/03/2011	747.95
16839	GEPHART TRUCKING	03/03/2011	9,857.00
16840	GONSIOR, GREGG	03/03/2011	77.00
16841	GOPHER	03/03/2011	944.62
16842	GRADY, LORI J	03/03/2011	69.89
16843	Vendor Continued Check	03/03/2011	0.00
16844	GRAINGER	03/03/2011	2,889.08
16845	GRANDMA'S BAKERY INC	03/03/2011	28.79
16846	GREATAMERICA LEASING CORP	03/03/2011	875.74
16847	GREEN, BARBARA J	03/03/2011	341.95
16848	GRITZMACHER, SHAWN	03/03/2011	682.91
16849	GROTH MUSIC CO	03/03/2011	45.00
16850	GROUP HEALTH INC - WORKSITE	03/03/2011	181.50
16851	HANDRAHAN, LISA	03/03/2011	26.90
16852	HANDY HITCH & WELDING CO INC	03/03/2011	16.90
16853	HANSON, DONNA	03/03/2011	25.50
16854	HARRIMAN, GRETCHEN	03/03/2011	442.92
16855	Vendor Continued Check	03/03/2011	0.00
16856	Vendor Continued Check	03/03/2011	0.00
16857	HEALTHPARTNERS	03/03/2011	1,136,279.07
16858	HEALY, JASON	03/03/2011	1,352.78
16859	HODD, ROY	03/03/2011	170.30
16860	HOGLUND BUS AND TRUCK CO	03/03/2011	933.76
16861	HOLMIN, CLEO	03/03/2011	40.80
16862	HOME DEPOT CREDIT SERVICES	03/03/2011	290.42
16863	HOUGHTON MIFFLIN HARCOURT	03/03/2011	241.54
16864	HUBERT COMPANY	03/03/2011	95.78
16865	HUGO FEED MILL & HARDWARE	03/03/2011	599.00
16866	INTEGRA TELECOM	03/03/2011	313.20
16867	INTERMEDIATE DISTRICT 287	03/03/2011	14,705.19
16868	IRGENS, LINDA S	03/03/2011	48.55
16869	ISD #622 NO ST PAUL/MAPLEWOOD	03/03/2011	226.68
16870	JACOBS, HEATHER A	03/03/2011	467.21
16871	JAKACKI, DOUG	03/03/2011	106.00
16872	JAYTECH INC	03/03/2011	254.00
16873	JOHN HENRY FOSTER MINNESOTA	03/03/2011	118.04

Check Nbr	Vendor Name	Check Date	Check Amount
16874	JOHNSON, CHERYL	03/03/2011	14.00
16875	JOINING HANDS CHILD & FAMILY	03/03/2011	3,333.34
16876	JW PEPPER & SON INC	03/03/2011	41.62
16877	K12 TRANSPORTATION MGMT SERVIC	03/03/2011	1,968.96
16878	KARLSBURGER FOODS INC	03/03/2011	29.10
16879	KATH FUEL OIL SERVICE CO	03/03/2011	21,904.56
16880	KEALY, MICHAEL	03/03/2011	11.00
16881	KEARN, BARBARA	03/03/2011	593.64
16882	KIMBALL MIDWEST	03/03/2011	23.94
16883	KIRCHOFF, JANE	03/03/2011	14.25
16884	KIRSCHLING, JULIENNE R	03/03/2011	104.00
16885	KITTS, HARRY	03/03/2011	284.75
16886	KLEGSTAD, JOSEPH W	03/03/2011	55.00
16887	KNOWBUDDY RESOURCES	03/03/2011	567.18
16888	KNUTSON FLYNN & DEANS PA	03/03/2011	890.00
16889	KOEHLER, KARYN	03/03/2011	143.37
16890	KOWALSKIS MARKET	03/03/2011	134.52
16891	KRAMLINGER, TRACEY A	03/03/2011	177.55
16892	KROSKA, MARK	03/03/2011	11.00
16893	KRUEGER, MARGARET	03/03/2011	15.00
16894	KRUMM, PATRICIA ANN	03/03/2011	40.05
16895	KUEMMEL, JANEEN	03/03/2011	26.39
16896	LAB SAFETY SUPPLY CO INC	03/03/2011	50.83
16897	LAKE COUNTRY BOOKSELLERS	03/03/2011	63.80
16898	LANDBERG, KATHERINE ANN	03/03/2011	30.00
16899	LARSON, ANNE	03/03/2011	250.00
16900	LAW, DAVID W	03/03/2011	148.53
16901	LAWNGRIPS	03/03/2011	180.95
16902	LAWSON PRODUCTS INC	03/03/2011	133.54
16903	LEAF, HEATHER L	03/03/2011	45.13
16904	LEARNING ZONE EXPRESS	03/03/2011	89.90
16905	LEARNING A-Z	03/03/2011	79.95
16906	LEIGH, ANNETTA K	03/03/2011	35.00
16907	LEMON, SARAH E	03/03/2011	184.86
16908	LIFESPAN	03/03/2011	7,865.00
16909	LINCOLN ELEMENTARY SCHOOL	03/03/2011	78.00
16910	LIVINGSTON, TYLER	03/03/2011	106.00
16911	LORENZ CORPORATION	03/03/2011	157.00
16912	LOVETT, MICHAEL J	03/03/2011	365.89
16913	M.A. APPAREL & PROMOTIONS	03/03/2011	520.80
16914	MN ASSOC OF ALTERNATIVE PROGRA	03/03/2011	1,110.00
16915	Vendor Continued Check	03/03/2011	0.00
16916	Vendor Continued Check	03/03/2011	0.00
16917	Vendor Continued Check	03/03/2011	0.00
16918	MADISON NATIONAL LIFE INS CO I	03/03/2011	55,364.86
16919	MALLEY, DAVID	03/03/2011	71.00
16920	MALWITZ, ANN	03/03/2011	106.31
16921	MARTINEZ, LORAELEE	03/03/2011	14.00
16922	MATTICE, JULIE A	03/03/2011	151.86
16923	MAY, THERESE	03/03/2011	57.00

Check Nbr	Vendor Name	Check Date	Check Amount
16924	MCDONOUGH'S WATERJETTING AND	03/03/2011	3,246.75
16925	MCGARTHWAITE, NICOLE M	03/03/2011	30.00
16926	MCKEE FOODS CORPORATION	03/03/2011	724.00
16927	MCKUSICK, JON	03/03/2011	54.00
16928	MERZER MALP, SHEILA	03/03/2011	1,150.00
16929	MESSENGER, ROBERT	03/03/2011	150.00
16930	MICHEL, ROCHELLE N	03/03/2011	113.19
16931	MIDWEST TECHNOLOGY PRODUCTS	03/03/2011	328.99
16932	MIELKE, JULIE	03/03/2011	30.00
16933	MILES, MARY T	03/03/2011	223.00
16934	MINVALCO INC	03/03/2011	1,154.11
16935	MN ASSOC OF ADMIN OF STATE	03/03/2011	675.00
16936	MN DEPT OF HEALTH	03/03/2011	15.00
16937	MN INTERSCHOLASTIC ATHLETIC AD	03/03/2011	300.00
16938	MN NCPERS LIFE INSURANCE	03/03/2011	544.00
16939	MN NURSERY & LANDSCAPE ASSOC	03/03/2011	149.00
16940	MN SOCIAL SERVICE ASSOC (MSSA)	03/03/2011	135.00
16941	MN STATE HIGH SCHOOL LEAGUE	03/03/2011	66.00
16942	MODEL ME KIDS LLC	03/03/2011	265.90
16943	MOORE, CYNTHIA	03/03/2011	891.50
16944	MORAN, LANCE	03/03/2011	14.00
16945	MORIS, DAN	03/03/2011	54.00
16946	MS TEDDY BEAR INC	03/03/2011	575.45
16947	MN SCHOOL BOARDS ASSN	03/03/2011	150.00
16948	MN STAFF DEVELOPMENT COUNCIL	03/03/2011	625.00
16949	MULTI-SOURCE CONSULTANT LLC	03/03/2011	102.50
16950	MUNDELL, GERALD	03/03/2011	168.29
16951	MUSEUM OF SCIENCE	03/03/2011	6,254.42
16952	MUSTAR, BETH	03/03/2011	47.71
16953	NASVIK, CRAIG S	03/03/2011	34.00
16954	NELSON, JOSEPHINE	03/03/2011	13.60
16955	NELSON, ROBIN	03/03/2011	250.00
16956	NELSON, TIMOTHY	03/03/2011	77.00
16957	NESS ELECTRONICS INC	03/03/2011	189.52
16958	NEXTEL COMMUNICATIONS	03/03/2011	811.11
16959	NORLAND, LAWRENCE	03/03/2011	77.00
16960	NORTH CAMPUS STUDENT ACTIVITY	03/03/2011	175.00
16961	Vendor Continued Check	03/03/2011	0.00
16962	NORTH CENTRAL TRUCK EQUIPMENT	03/03/2011	1,414.19
16963	NORTHEAST METRO INTERMEDIATE D	03/03/2011	408.00
16964	NORTHERN FOREST PRODUCTS LLC	03/03/2011	1,488.43
16965	NORTHERN VOICES	03/03/2011	7,942.53
16966	NOVAK, JIM	03/03/2011	54.00
16967	NUTTING, NANCY A	03/03/2011	900.00
16968	O'NEIL, LOIS	03/03/2011	23.38
16969	OFFICE DEPOT	03/03/2011	433.52
16970	OLSON, DAVE	03/03/2011	26.00
16971	OLSON, J B	03/03/2011	129.00
16972	ON SITE SANITATION INC	03/03/2011	128.00
16973	PAPA MURPHY'S PIZZA	03/03/2011	82.89

Check Nbr	Vendor Name	Check Date	Check Amount
16974	PAPA MURPHY'S PIZZA	03/03/2011	22.97
16975	PARKOS CONSTRUCTION CO INC	03/03/2011	2,647.10
16976	PELTIER, GEORGIE	03/03/2011	10.62
16977	PETERSON BROS ROOFING & CONST	03/03/2011	699.18
16978	PETERSON, TERRY P	03/03/2011	77.00
16979	PETZL AMERICA	03/03/2011	1,372.18
16980	PHOENIX SCHOOL COUNSELING LLC	03/03/2011	8,473.00
16981	PICHA, CHRISTINA K	03/03/2011	40.80
16982	PIERRE, CHRISTINA	03/03/2011	813.97
16983	PIERRE FOODS INC	03/03/2011	3,756.19
16984	PILON, JOSEPH L	03/03/2011	77.00
16985	PITNEY BOWES PURCHASE POWER	03/03/2011	1,019.99
16986	PLASTER, MARK A	03/03/2011	61.45
16987	POETSCH, BRIAN	03/03/2011	20.00
16988	POWERTRONICS	03/03/2011	444.91
16989	PRESS PUBLICATIONS	03/03/2011	749.95
16990	PRICE ELECTRONICS LLC	03/03/2011	225.73
16991	PRILEY, ANDERS ELLIOTT	03/03/2011	107.00
16992	PROJECTUS	03/03/2011	4,165.00
16993	R & R SPECIALTIES INC	03/03/2011	547.90
16994	Vendor Continued Check	03/03/2011	0.00
16995	RAMSEY COUNTY	03/03/2011	951.83
16996	RATWIK ROSZAK & MALONEY PA	03/03/2011	8,117.04
16997	RECH, DAVE	03/03/2011	71.00
16998	RED BALLOON BOOKSHOP	03/03/2011	5.60
16999	REGION 4AA WRESTLING	03/03/2011	1,614.00
17000	REINHART FOODSERVICE	03/03/2011	1,631.64
17001	REITAN PIANO SERVICE	03/03/2011	140.00
17002	RENAISSANCE LEARNING INC	03/03/2011	41.86
17003	RENTAL REHAB & REPAIR	03/03/2011	905.00
17004	THE RETROFIT COMPANIES INC	03/03/2011	977.31
17005	RIBBON WAREHOUSE	03/03/2011	214.00
17006	RINK-TEC INTERNATIONAL INC	03/03/2011	2,097.88
17007	ROSSITER, DANIEL J	03/03/2011	35.90
17008	ROTO ROOTER SERVICE CO	03/03/2011	265.00
17009	RUN N FUN	03/03/2011	833.00
17010	S & T OFFICE PRODUCTS INC	03/03/2011	20.71
17011	SAFETY-KLEEN CORP	03/03/2011	235.26
17012	SAFeway DRIVING SCHOOL	03/03/2011	5,580.00
17013	SAINTS NORTH MAPLEWOOD	03/03/2011	645.00
17014	SALEM PRESS	03/03/2011	1,067.10
17015	SAM'S CLUB/GEMB	03/03/2011	1,166.23
17016	SCANTRON CORPORATION	03/03/2011	148.38
17017	SCHAFER, KEVIN	03/03/2011	71.00
17018	SCHINDLER ELEVATOR CORP	03/03/2011	622.86
17019	SCHMITZ, KAREN M	03/03/2011	198.00
17020	SCHMITT MUSIC COMPANY	03/03/2011	359.70
17021	SCHNEIDER, VERA	03/03/2011	16.14
17022	SCHOLASTIC INC	03/03/2011	26.23
17023	SCHOLASTIC MAGAZINES	03/03/2011	314.82

Check Nbr	Vendor Name	Check Date	Check Amount
17024	SCHOOL SPECIALTY	03/03/2011	249.48
17025	SCHWANTES, JUSTIN	03/03/2011	74.00
17026	SECURITAS SEC SVCS USA INC	03/03/2011	1,201.60
17027	SEEVER, GRAY	03/03/2011	165.00
17028	SEHR, DEBRA	03/03/2011	313.51
17029	SEIFRIED, SHELLEY ANN	03/03/2011	76.00
17030	SELECTACCOUNT	03/03/2011	52.00
17031	SENTRY SYSTEMS INC	03/03/2011	175.00
17032	SHANEY, DYLAN	03/03/2011	14.00
17033	SHOREVIEW COMMUNITY CENTER	03/03/2011	627.50
17034	SHOUP, ANDREA J	03/03/2011	72.33
17035	SIMSHAUSER, KIMBERLY P	03/03/2011	171.36
17036	SNAP ON TOOLS	03/03/2011	205.45
17037	SOBIECH, PATRICK	03/03/2011	71.00
17038	SOUTH CAMPUS STUDENT ACTIVITY	03/03/2011	750.00
17039	SOUTHWEST BINDING & LAMINATING	03/03/2011	547.99
17040	SPENCER, DOROTHY	03/03/2011	12.75
17041	ST PIUS X HOLY FAMILY SCHOOL	03/03/2011	601.38
17042	STAMNES, AMY	03/03/2011	14.00
17043	STANGL, PAUL	03/03/2011	129.00
17044	STANLEY SECURITY SOLUTIONS INC	03/03/2011	1,093.47
17045	STANTON, ROBERT	03/03/2011	11.00
17046	STATE SUPPLY CO	03/03/2011	1,017.32
17047	STEADLAND, KEITH	03/03/2011	74.93
17048	STEINER, EILEEN A	03/03/2011	11.04
17049	STILLWATER AREA PUBLIC SCHOOLS	03/03/2011	103.48
17050	STIRLING, CONNIE	03/03/2011	60.59
17051	STUDENT SUPPLY	03/03/2011	34.95
17052	SUNDER, CARRIE DAMON	03/03/2011	204.40
17053	SUOJA, WENDY	03/03/2011	120.00
17054	SUPREME AUDIO INC	03/03/2011	1,925.96
17055	SVIR, SARA A	03/03/2011	25.73
17056	TARGET CENTER	03/03/2011	544.00
17057	TELIN TRANSPORTATION GROUP LLC	03/03/2011	82.00
17058	THEISSEN, MARK	03/03/2011	45.04
17059	THREE RIVERS PARK DISTRICT	03/03/2011	272.00
17060	THUL, BRIAN	03/03/2011	74.00
17061	Vendor Continued Check	03/03/2011	0.00
17062	THYSSENKRUPP ELEVATOR CORP	03/03/2011	4,216.73
17063	TIERNEY BROTHERS INC	03/03/2011	2,604.00
17064	TIES	03/03/2011	1,140.00
17065	TOOLS FOR SCHOOLS/GOOD SOURCE	03/03/2011	11,540.00
17066	TOUSSAINT, JANEL PHYLLIS	03/03/2011	43.61
17067	TRADE PRESS INC	03/03/2011	351.00
17068	TRAEGER, MARY	03/03/2011	16.53
17069	TREBESCH, GUY	03/03/2011	71.00
17070	TRI STATE BOBCAT	03/03/2011	3,220.34
17071	TRUCK UTILITIES MFG CO	03/03/2011	45.00
17072	TRUSTED EMPLOYEES	03/03/2011	1,620.00
17073	TWIN CITY GARAGE DOOR CO	03/03/2011	142.00

Check Nbr	Vendor Name	Check Date	Check Amount
17074	TWIN CITY JANITOR SUPPLY CO	03/03/2011	1,320.16
17075	U.S. BANK	03/03/2011	1,696.25
17076	U.S. ENERGY SERVICES INC	03/03/2011	124,144.08
17077	UNIVERSITY OF MINNESOTA	03/03/2011	4,060.00
17078	UNIVERSITY OF MN PRINTING SERV	03/03/2011	1,890.00
17079	US GAMING SUPPLIES	03/03/2011	142.75
17080	VADNAIS HEIGHTS SPORTS COMPLEX	03/03/2011	3,918.75
17081	VADNAIS, MOLLY A	03/03/2011	78.03
17082	VANGUILDER, MARK P	03/03/2011	129.00
17083	VANHEEL, RANDY	03/03/2011	77.00
17084	VASQUEZ, LAURA	03/03/2011	30.00
17085	VAVRICKA, ROCHELLE	03/03/2011	70.00
17086	VERIZON WIRELESS	03/03/2011	310.68
17087	VERPLAETSE, MARK J	03/03/2011	74.00
17088	VETTE, MARISA AA	03/03/2011	177.97
17089	VIKING INDUSTRIAL CENTER	03/03/2011	655.13
17090	VOGT, NANCY L	03/03/2011	44.66
17091	WALLACE CARLSON PRINTING	03/03/2011	2,662.94
17092	WALTERS REBUILDERS	03/03/2011	659.90
17093	WAYZATA HIGH SCHOOL	03/03/2011	220.00
17094	WHITE BEAR CENTER FOR THE ARTS	03/03/2011	5,100.00
17095	WHITE BEAR GLASS INC	03/03/2011	70.00
17096	WHALEN, TIMOTHY M	03/03/2011	50.00
17097	WILD MOUNTAIN	03/03/2011	435.00
17098	WILLIAMS, LAURA L	03/03/2011	158.57
17099	XCEL ENERGY	03/03/2011	77,655.97
17100	XIONG, XUE	03/03/2011	21.57
17101	YANEZ, BEN	03/03/2011	216.00
17102	ZAHL PETROLEUM MAINTENANCE CO	03/03/2011	801.40

379	Computer	Check(s) For a Total of	1,795,404.78
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Check Nbr	Vendor Name	Check Date	Check Amount
15822	BIEVER, ROGER W	03/03/2011	49.96
16129	RADISSON SUITE HOTEL ST CLOUD	03/03/2011	83.16
2	Void	Check(s) For a Total of	133.12

	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
	379	Computer	Checks For a Total of	1,795,404.78
Total For	379	Manual, Wire Tran, ACH & Computer	Checks	1,795,404.78
Less	2	Voided	Checks For a Total of	133.12
		Net Amount		1,795,271.66

PAYROLL

Check Nbr	Vendor Name	Check Date	Check Amount
17103	AIG	03/10/2011	5,748.82
17104	AMERICAN FUNDS	03/10/2011	69,238.07
17105	AMERICAN UNITED LIFE	03/10/2011	44,635.10
17106	AMERICAN UNITED LIFE	03/10/2011	294,093.56
17107	AMERIPRISE	03/10/2011	10,476.83
17108	AXA EQUITABLE	03/10/2011	15,117.56
17109	CIVIL COLLECTIONS UNIT	03/10/2011	30.00
17110	ECMC	03/10/2011	169.13
17111	EDUCATION MN ESI BILLING TRUST	03/10/2011	18,277.99
17112	FARMER, CORINNE ANN	03/10/2011	79.00
17113	GREATER TWIN CITIES UNITED WAY	03/10/2011	248.50
17114	IUOE #70	03/10/2011	2,121.82
17115	KULENKAMP, DAVID	03/10/2011	801.15
17116	MESSERLI & KRAMER PA	03/10/2011	525.54
17117	METROPOLITAN LIFE	03/10/2011	4,093.76
17118	MILLENIUM CREDIT CONSULTANTS	03/10/2011	307.56
17119	MN CHILD SUPPORT	03/10/2011	1,890.00
17120	MN DEC-CEC	03/10/2011	270.00
17121	MN DEPT OF REVENUE	03/10/2011	96.00
17122	MN ENVIRONMENTAL FUND	03/10/2011	56.00
17123	MN TIMBERWOLVES	03/10/2011	261.00
17124	POSTMASTER	03/10/2011	2,400.00
17125	RAMSEY COUNTY SHERIFF	03/10/2011	94.75
17126	THE ROSE LAW FIRM, PLLC	03/10/2011	50.00
17127	SCHOOL SERVICE EMPLOYEES	03/10/2011	5,633.06
17128	US DEPT OF EDUCATION	03/10/2011	339.00
17129	VANGUARD SMALL BUSINESS SERVIC	03/10/2011	20,012.23
17130	WBLA EDUCATIONAL FOUNDATION	03/10/2011	782.00
28	Computer	Check(s) For a Total of	497,848.43

Check Nbr	Vendor Name	Check Date	Check Amount
16409	FARMER, CORINNE ANN	03/09/2011	79.00
1	Void	Check(s) For a Total of	79.00

	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
	28	Computer	Checks For a Total of	497,848.43
Total For	28	Manual, Wire Tran, ACH & Computer	Checks	497,848.43
Less	1	Voided	Checks For a Total of	79.00
			Net Amount	497,769.43

Check Nbr	Vendor Name	Check Date	Check Amount
17131	AADLAND, TROY	03/17/2011	175.00
17132	AARP DRIVER SAFETY PROGRAM	03/17/2011	176.00
17133	AARP DRIVER SAFETY PROGRAM	03/17/2011	336.00
17134	ABRAKADOODLE	03/17/2011	402.50
17135	ACHIEVEMENT PRODUCTS	03/17/2011	377.65
17136	ADAMS, KRISTINE	03/17/2011	70.00
17137	ADAMS, LINDA	03/17/2011	25.76
17138	AFTON ALPS SKI AREA	03/17/2011	1,260.00
17139	AGROPUR INC	03/17/2011	20,440.16
17140	ALPHAGRAPHS	03/17/2011	172.51
17141	AMAZON	03/17/2011	492.11
17142	AMAZON	03/17/2011	378.33
17143	AMERICAN UNITED LIFE	03/17/2011	15,750.00
17144	AMERIPRIDE SERVICES	03/17/2011	655.10
17145	AMSTERDAM PRINTING & LITHO	03/17/2011	138.49
17146	ANDERSON, JON C	03/17/2011	266.50
17147	APPLE COMPUTER INC	03/17/2011	151.90
17148	APPLIED ENVIRONMENTAL SCI INC	03/17/2011	2,509.97
17149	ARCHIPELAGO LEARNING INC	03/17/2011	675.30
17150	ARMSTRONG TORSETH SKOLD & RYDE	03/17/2011	730.34
17151	ASSOC OF SCHOOL BUSINESS OFFIC	03/17/2011	190.00
17152	ASSOC FOR FACILITIES ENGINEERI	03/17/2011	195.00
17153	ATTAINMENT CO INC	03/17/2011	1,039.50
17154	BARKVE, KELLY	03/17/2011	54.00
17155	BARNETT WB CHRYSLER JEEP DODGE	03/17/2011	100.00
17156	BARNHART PERCUSSION SERVICES	03/17/2011	170.00
17157	BARTHOLD	03/17/2011	1,327.50
17158	BATTERIES PLUS	03/17/2011	98.52
17159	BERGER, RACHEL	03/17/2011	178.44
17160	BERNARD BUS COMPANIES	03/17/2011	1,485.00
17161	BERRY BLENDZ - EDEN PRAIRIE	03/17/2011	315.00
17162	BERRYHILL, JANET	03/17/2011	250.00
17163	BIKES FOR EVERYBODY	03/17/2011	144.00
17164	BINSFIELD, JEANNE OR NEAL	03/17/2011	1,182.50
17165	BIX PRODUCE COMPANY INC	03/17/2011	14,761.01
17166	BLB CONSULTING LLC	03/17/2011	490.00
17167	BLICK ART MATERIALS	03/17/2011	445.62
17168	BLUEBIRD SCREEN PRINT	03/17/2011	749.00
17169	BOLAND, WILLIAM	03/17/2011	77.00
17170	BOSCH, DONALD	03/17/2011	1,765.05
17171	BOWERMASTER, TRACI	03/17/2011	201.82
17172	BRADLEY, ROLAND	03/17/2011	250.00
17173	BROMS, DAVID	03/17/2011	125.00
17174	BROWN, ANDRE	03/17/2011	125.00
17175	BROWN, EMILY	03/17/2011	54.00
17176	BURKE, ERIN	03/17/2011	41.82
17177	BURRIS, LEANN K	03/17/2011	51.00
17178	CAMBIUM LEARNING INC	03/17/2011	329.74
17179	Vendor Continued Check	03/17/2011	0.00
17180	CDW GOVERNMENT INC	03/17/2011	5,086.55

Check Nbr	Vendor Name	Check Date	Check Amount
17181	CENTER FOR AUTHENTIC	03/17/2011	5,850.00
17182	CHAVEZ, ASHLEY R	03/17/2011	70.00
17183	THE CHILDREN'S THEATRE COMPANY	03/17/2011	1,063.75
17184	CITI-CARGO & STORAGE CO INC	03/17/2011	85.00
17185	CLYMER, BETH E	03/17/2011	70.51
17186	COMBS, DEWAYNE	03/17/2011	75.00
17187	COMCAST	03/17/2011	5.26
17188	COMCAST	03/17/2011	63.95
17189	COMCAST	03/17/2011	63.95
17190	CONTINENTAL CLAY CO	03/17/2011	154.66
17191	CONTINENTAL RESEARCH CORP	03/17/2011	1,141.12
17192	COOL AIR MECHANICAL	03/17/2011	959.74
17193	COOPS SPORTSWEAR	03/17/2011	250.00
17194	COPY IMAGES INC	03/17/2011	5,960.15
17195	Vendor Continued Check	03/17/2011	0.00
17196	Vendor Continued Check	03/17/2011	0.00
17197	COPY IMAGES INC	03/17/2011	2,691.74
17198	CRISIS PREVENTION INSTITUTE IN	03/17/2011	100.00
17199	CROWELL, RICHARD	03/17/2011	125.00
17200	CULLEN, CRAIG	03/17/2011	71.79
17201	DAHLE, ANALISA F	03/17/2011	70.00
17202	DAHLEM, TERESA	03/17/2011	324.00
17203	Vendor Continued Check	03/17/2011	0.00
17204	Vendor Continued Check	03/17/2011	0.00
17205	DALCO CORPORATION	03/17/2011	9,441.17
17206	DARTS VMS INC	03/17/2011	1,207.18
17207	DATA MANAGEMENT INC	03/17/2011	109.30
17208	DELL MARKETING LP	03/17/2011	811.52
17209	DELTA EDUCATION	03/17/2011	40.90
17210	DEMCO INC	03/17/2011	480.14
17211	DESMET, KELLY	03/17/2011	531.56
17212	DIMEGLIO, JOE	03/17/2011	159.42
17213	DISCOUNT SCHOOL SUPPLY	03/17/2011	384.65
17214	DIVERSIFIED SNACK DISTRIBUTION	03/17/2011	7,584.74
17215	DOM, KATHY	03/17/2011	844.77
17216	DOMINOS PIZZA	03/17/2011	272.50
17217	DONATELLI'S	03/17/2011	210.99
17218	DOUGLAS, SANDRA L	03/17/2011	54.06
17219	DUOOS, KIRSTEN M	03/17/2011	145.27
17220	E.L. REINHARDT COMPANY INC	03/17/2011	812.43
17221	ECKROTH MUSIC	03/17/2011	182.00
17222	ECOLAB	03/17/2011	1,676.93
17223	EDUCATION TO GO	03/17/2011	249.00
17224	ENGSTRAN, PAUL	03/17/2011	40.00
17225	ENGSTRAN, STEVE	03/17/2011	840.00
17226	ESCO INC	03/17/2011	27.00
17227	ESSON, ANN	03/17/2011	75.00
17228	FASTENAL COMPANY	03/17/2011	334.78
17229	FEHR, ABIGAIL L	03/17/2011	270.00
17230	FELTON, LORI A	03/17/2011	461.52

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17231	FERRELLGAS	03/17/2011	260.95
17232	FESTIVAL FOODS-KNOWLAN'S	03/17/2011	443.46
17233	FLEMINO, TRACIE	03/17/2011	87.75
17234	FLINN SCIENTIFIC INC	03/17/2011	435.15
17235	FLORIN, JOLYN A	03/17/2011	539.70
17236	FOLLETT EDUCATIONAL SERVICES	03/17/2011	14.00
17237	FOLLETT LIBRARY RESOURCES	03/17/2011	158.78
17238	FRATTALONES HARDWARE STORES	03/17/2011	857.69
17239	FRESHWATER, ANDREW	03/17/2011	425.00
17240	FURE, JAN	03/17/2011	64.26
17241	G&K SERVICES INC	03/17/2011	155.24
17242	G&K SERVICES INC	03/17/2011	1,956.72
17243	GARCIA ANDERSON, ODELIS M	03/17/2011	122.90
17244	GCS SERVICE INC	03/17/2011	1,348.27
17245	GERDING, ANN	03/17/2011	93.00
17246	GODBOUT, JULIANNE M	03/17/2011	70.00
17247	GONSIOR, GREGG	03/17/2011	150.00
17248	GONZALEZ, CARMEN ORTIZ	03/17/2011	140.00
17249	GOPHER	03/17/2011	1,990.56
17250	GRADY, LORI J	03/17/2011	91.52
17251	Vendor Continued Check	03/17/2011	0.00
17252	Vendor Continued Check	03/17/2011	0.00
17253	GRAINGER	03/17/2011	3,815.46
17254	GRANDMA'S BAKERY INC	03/17/2011	107.30
17255	GREAT RIVER OFFICE PRODUCTS	03/17/2011	26.00
17256	GREATAMERICA LEASING CORP	03/17/2011	699.92
17257	GREBE, HEATHER L	03/17/2011	127.97
17258	GREEN, BARBARA J	03/17/2011	420.00
17259	GREYSTONE EDUCATIONAL MATERIAL	03/17/2011	65.84
17260	GRIPENTROG, TRACY	03/17/2011	67.42
17261	GROPPOLI, KADI L	03/17/2011	38.89
17262	GROTH MUSIC CO	03/17/2011	205.64
17263	GROUP HEALTH INC - WORKSITE	03/17/2011	181.50
17264	GROUP TRAVEL PLANNERS	03/17/2011	8,910.00
17265	GTM SPORTSWEAR	03/17/2011	1,085.00
17266	GULLICK, DANIEL E	03/17/2011	64.26
17267	HAFNER, LORI	03/17/2011	63.49
17268	HAGESTUEN, FAITH M	03/17/2011	53.91
17269	HALLBERG ENGINEERING INC	03/17/2011	4,450.85
17270	HANDWRITING WITHOUT TEARS	03/17/2011	157.77
17271	HARRIMAN, DION D	03/17/2011	102.76
17272	HARRIMAN, GRETCHEN	03/17/2011	102.06
17273	HAWKINSON, STEVEN A	03/17/2011	60.00
17274	HEANEY, CYNTHIA	03/17/2011	28.70
17275	HERFF JONES INC	03/17/2011	534.29
17276	HERMANN, JOHN F	03/17/2011	127.00
17277	HILLYARD INC MINNEAPOLIS	03/17/2011	515.79
17278	HOFF, ERIN	03/17/2011	74.99
17279	Vendor Continued Check	03/17/2011	0.00
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17283	HOPKINS, JULIE C	03/17/2011	62.42
17284	HOUGHTON MIFFLIN HARCOURT	03/17/2011	565.95
17285	HOULE, TOM	03/17/2011	71.00
17286	HOUSE MARILYN	03/17/2011	22.67
17287	HSBC BUSINESS SOLUTIONS	03/17/2011	79.92
17288	HUBBS, KAITLYN	03/17/2011	6.00
17289	HUBERT COMPANY	03/17/2011	539.15
17290	I CARE PRODUCTS & SERVICES	03/17/2011	89.56
17291	IKI INC	03/17/2011	120.00
17292	IMAGE BUILDERS	03/17/2011	279.78
17293	IMAGINE DESIGN & CREATIVE	03/17/2011	3,060.00
17294	INSIGHT INVESTMENTS LLC	03/17/2011	2,137.40
17295	INTL SOCIETY FOR TECH IN EDUC	03/17/2011	70.88
17296	ISD #139 RUSH CITY	03/17/2011	218.36
17297	J.P. COOKE COMPANY	03/17/2011	42.65
17298	JAMES SEWELL BALLET	03/17/2011	520.00
17299	JAMF SOFTWARE	03/17/2011	250.00
17300	JESS APPRAISALS	03/17/2011	350.00
17301	JOHN HENRY FOSTER MINNESOTA	03/17/2011	554.69
17302	JOHNSON, JERRY	03/17/2011	77.00
17303	JOHNSON, KIRK	03/17/2011	70.54
17304	JONES, ALPHONSO	03/17/2011	125.00
17305	JOSTENS INC	03/17/2011	4,180.68
17306	JW PEPPER & SON INC	03/17/2011	53.99
17307	K PEARSON MECHANICAL LLC	03/17/2011	249.00
17308	KATH FUEL OIL SERVICE CO	03/17/2011	2,035.00
17309	KEARN, BARBARA	03/17/2011	455.55
17310	KEESE, MATTHEW D	03/17/2011	75.00
17311	KIMBALL MIDWEST	03/17/2011	509.87
17312	KIRSCHLING, JULIENNE R	03/17/2011	71.57
17313	KITTLESON MARKETING	03/17/2011	730.00
17314	KLEIST, AMY JO	03/17/2011	44.07
17315	KNUTSON FLYNN & DEANS PA	03/17/2011	400.50
17316	KOLEGAS, KATHRYN J	03/17/2011	111.43
17317	KOVACICH, DAN	03/17/2011	100.09
17318	KOWITZ, MARY J	03/17/2011	195.00
17319	KRUEGER, LAURA	03/17/2011	112.32
17320	KULLY SUPPLY COMPANY	03/17/2011	793.88
17321	KUPFERSCHMIDT, ROBERT	03/17/2011	120.00
17322	LAKEAIRES PTO	03/17/2011	623.00
17323	LAKES COUNTRY SERVICE COOP	03/17/2011	494.00
17324	LAKESHORE LEARNING MATERIALS	03/17/2011	316.98
17325	LANDS BEST FOODS	03/17/2011	8,777.51
17326	LANG, MATTHEW	03/17/2011	225.00
17327	LARSON, JOHN	03/17/2011	301.31
17328	LDA MINNESOTA	03/17/2011	115.00
17329	LEARNING OPPORTUNITIES INC	03/17/2011	3,404.18
17330	LEHNER, KEN	03/17/2011	350.00

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17331	LETTERTECH INC	03/17/2011	51.00
17332	THE LEUKEMIA & LYMPHOMA SOCIET	03/17/2011	1,375.97
17333	LIGHTING PLASTICS OF MN INC	03/17/2011	54.95
17334	LOVETT, MICHAEL J	03/17/2011	651.21
17335	L T G POWER EQUIPMENT	03/17/2011	110.25
17336	LYNN, CHARLES	03/17/2011	100.00
17337	M.A. APPAREL & PROMOTIONS	03/17/2011	546.79
17338	MACKIN EDUCATIONAL RESOURCES	03/17/2011	382.42
17339	MADISON, PAUL	03/17/2011	200.00
17340	MALMBORGS INC	03/17/2011	50.80
17341	MAPLE GROVE HIGH SCHOOL	03/17/2011	115.00
17342	MARSHALL CAVENDISH CORP	03/17/2011	481.29
17343	MATTSON, CARLA	03/17/2011	97.54
17344	MAYER, ANTHONY G	03/17/2011	374.02
17345	MCDANIEL, KAYANN	03/17/2011	205.88
17346	MCDONOUGH'S WATERJETTING AND	03/17/2011	1,242.75
17347	MCDOWELL, ROBERT C	03/17/2011	425.57
17348	MCGRANE, MARY E	03/17/2011	523.31
17349	MCTMAHON, MARGARET	03/17/2011	539.50
17350	MERHAR BRIAN	03/17/2011	350.00
17351	MERZER MALP, SHEILA	03/17/2011	350.00
17352	MEUWISSEN, PAUL	03/17/2011	86.52
17353	MICHEL, ROCHELLE N	03/17/2011	58.97
17354	MIDWEST BUS PARTS INC	03/17/2011	229.48
17355	MIDWEST TECHNOLOGY PRODUCTS	03/17/2011	661.16
17356	MILLER, ERIC LITTLE WING	03/17/2011	400.00
17357	MINNSPRA	03/17/2011	225.00
17358	MINVALCO INC	03/17/2011	1,578.36
17359	MN ASSOC OF SENIOR SERVICES	03/17/2011	59.00
17360	MN DEPT OF HEALTH	03/17/2011	45.00
17361	MN ELEVATOR INC	03/17/2011	290.77
17362	MN POLLUTION CONTROL AGENCY	03/17/2011	109.17
17363	MOBILE RADIO ENGINEERING INC	03/17/2011	96.06
17364	MORGAN, LEAH	03/17/2011	16.99
17365	MORIS, DAN	03/17/2011	54.00
17366	MR Z'S	03/17/2011	944.60
17367	MUSIC THEATER INTL	03/17/2011	59.08
17368	NADEAU, TARI T	03/17/2011	180.00
17369	Vendor Continued Check	03/17/2011	0.00
17370	NARDINI FIRE EQUIPMENT CO INC	03/17/2011	958.40
17371	NATL GEOGRAPHIC SCHOOL PUBLISH	03/17/2011	5,610.60
17372	NATL SCHOOL BOARDS ASSOC	03/17/2011	895.00
17373	NATURESEAL INC	03/17/2011	1,228.94
17374	NELSON, DON	03/17/2011	125.00
17375	NORDENSTROM, CARLA L	03/17/2011	211.40
17376	Vendor Continued Check	03/17/2011	0.00
17377	NORTH CENTRAL TRUCK EQUIPMENT	03/17/2011	1,921.53
17378	NORTHEAST METRO INTERMEDIATE D	03/17/2011	113,823.63
17379	NORTHERN AIRGAS - ANOKA	03/17/2011	301.25
17380	NOVINSKA, TOD	03/17/2011	250.00

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17381	NOWAK, JEFFREY W	03/17/2011	443.19
17382	OFFICE DEPOT	03/17/2011	267.02
17383	OFFICE PLAYGROUND	03/17/2011	35.21
17384	OLD DUTCH FOODS INC	03/17/2011	1,754.10
17385	OLD GEM LLC	03/17/2011	31.25
17386	OLSON, DEBORA	03/17/2011	5.00
17387	OLSON, NICOLETTE	03/17/2011	54.00
17388	OPEN ARMS OF MN	03/17/2011	6,560.49
17389	OXYGEN SERVICE CO INC	03/17/2011	17.64
17390	PAMS LUNCHROOM LLC	03/17/2011	5,331.79
17391	PAN-O-GOLD	03/17/2011	3,704.34
17392	PARTS NOW ! LLC	03/17/2011	218.60
17393	PAYPAL INC-VPS	03/17/2011	54.10
17394	PCI EDUCATIONAL PUBLISHING	03/17/2011	90.88
17395	PETERSON, BETSY J	03/17/2011	18.26
17396	PETERSON BROS ROOFING & CONST	03/17/2011	1,028.56
17397	PHIPPS, JAHMAI	03/17/2011	125.00
17398	PICHA, CHRISTINA K	03/17/2011	290.70
17399	PITNEY BOWES PURCHASE POWER	03/17/2011	3,000.00
17400	PITNEY BOWES INC	03/17/2011	97.74
17401	PIZZA MAN	03/17/2011	48.60
17402	PLT SERVICES	03/17/2011	75.00
17403	PODGORSKI, CARRIE J	03/17/2011	62.80
17404	POLAR CHEVROLET MAZDA	03/17/2011	89.72
17405	POLLARD, TRAHERN	03/17/2011	75.00
17406	POSTMASTER	03/17/2011	176.00
17407	POSTMASTER	03/17/2011	132.00
17408	POSTMASTER	03/17/2011	47.40
17409	POWERTRONICS	03/17/2011	57.22
17410	PRAXAIR DISTRIBUTION INC	03/17/2011	103.58
17411	PRESS PUBLICATIONS	03/17/2011	696.90
17412	QWEST	03/17/2011	261.80
17413	R & R SPECIALTIES INC	03/17/2011	32.45
17414	RA PEARSON & ASSOCIATES LLC	03/17/2011	13,234.00
17415	RAMSEY COUNTY	03/17/2011	485.53
17416	RASMUSSEN, JEAN H	03/17/2011	200.00
17417	REASON	03/17/2011	76.00
17418	RED BALLOON BOOKSHOP	03/17/2011	118.33
17419	REED, TAMMY L	03/17/2011	138.00
17420	REGION 4AA	03/17/2011	1,672.00
17421	RICOH AMERICAS CORP	03/17/2011	415.59
17422	RIEBAU, PATRICIA ANN	03/17/2011	156.15
17423	ROOF SPEC INC	03/17/2011	150.00
17424	ROSSBACH, PATRICIA	03/17/2011	116.55
17425	RUDIE, ANN	03/17/2011	28.95
17426	S & T OFFICE PRODUCTS INC	03/17/2011	173.99
17427	SALTILLO CORP	03/17/2011	240.00
17428	SAM'S CLUB/GEMB	03/17/2011	296.82
17429	SAM'S CLUB/GEMB	03/17/2011	8.70
17430	SAM'S CLUB/GEMB	03/17/2011	66.93

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17431	SAM'S CLUB/GEMB	03/17/2011	444.95
17432	SAM'S CLUB/GEMB	03/17/2011	820.57
17433	SAVE	03/17/2011	300.00
17434	SCHAEFER, EMILY L	03/17/2011	70.01
17435	SCHARBER & SONS	03/17/2011	785.03
17436	SCHMITT MUSIC COMPANY	03/17/2011	99.88
17437	SCHOLASTIC BOOK FAIRS	03/17/2011	2,567.21
17438	SCHOLASTIC BOOK FAIRS	03/17/2011	2,192.71
17439	SCHOLASTIC INC	03/17/2011	64.00
17440	SCHOOL NURSE SUPPLY INC	03/17/2011	46.30
17441	SCHOOL SPECIALTY	03/17/2011	712.82
17442	SCHULTZ, CODY	03/17/2011	25.00
17443	SECOND HARVEST FARM CENTRAL	03/17/2011	486.00
17444	SEIFRIED, JOEL T	03/17/2011	92.00
17445	SELLERS, CLARENCE	03/17/2011	150.00
17446	SENART, SHIRLEY	03/17/2011	92.00
17447	SFM	03/17/2011	73,561.00
17448	SHAWBOLD, DEAN	03/17/2011	211.76
17449	SHELP, MICHELLE	03/17/2011	1,067.00
17450	SIEBENALER, KEVIN R	03/17/2011	114.75
17451	SIEMENS BUILDING TECHNOLOGIES	03/17/2011	25.00
17452	SIGHTLINE DISPLAYS LLC	03/17/2011	75.00
17453	SIGNSMITHS INC	03/17/2011	163.75
17454	SIMANSKI, KIMBERLY K	03/17/2011	233.36
17455	SJOBERG, PATRICK	03/17/2011	4.00
17456	SNAP ON TOOLS	03/17/2011	561.75
17457	SOUTH ST PAUL HIGH SCHOOL	03/17/2011	114.00
17458	SPECIALTY PROMOTIONS	03/17/2011	525.00
17459	SPECIAL ED RULES	03/17/2011	117.00
17460	SPIEGL MUSIC PUBLICATIONS	03/17/2011	31.96
17461	STANLEY SECURITY SOLUTIONS INC	03/17/2011	1,360.34
17462	STATE SUPPLY CO	03/17/2011	565.00
17463	STONEHOUSE, JULIA L	03/17/2011	103.97
17464	STREAMLINE DESIGN INC	03/17/2011	63.00
17465	STUDENT SUPPLY	03/17/2011	698.53
17466	SUNDER, CARRIE DAMON	03/17/2011	39.80
17467	SUOJA, WENDY	03/17/2011	76.00
17468	SUPER DUPER PUBLICATIONS	03/17/2011	228.60
17469	SVIR, SARA A	03/17/2011	110.00
17470	SWEATEQUITY FITNESS	03/17/2011	400.00
17471	TARSA, CAROL LYNN	03/17/2011	99.00
17472	TAYLOR SALES INC	03/17/2011	91.17
17473	TDS METROCOM - MN	03/17/2011	3,608.23
17474	TEACHERS DISCOVERY	03/17/2011	55.15
17475	TERRA GENERAL CONTRACTORS	03/17/2011	16,600.71
17476	THERAPRO INC	03/17/2011	27.75
17477	THUNDER COMMUNICATIONS DESIGN	03/17/2011	340.00
17478	TIES	03/17/2011	340.00
17479	TRADE PRESS INC	03/17/2011	920.00
17480	TRANE US INC	03/17/2011	785.32

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17481	TRANS-MISSISSIPPI BIO SUPPLY	03/17/2011	268.44
17482	TRIO SUPPLY COMPANY	03/17/2011	5,478.81
17483	TWIN CITIES TRANSPORT & RECOVE	03/17/2011	150.00
17484	UNIVERSITY OF MINNESOTA ATHLET	03/17/2011	200.00
17485	UNIVERSITY OF MINNESOTA-MORRIS	03/17/2011	450.00
17486	UPPER LAKES FOODS INC	03/17/2011	103,569.97
17487	VAIL, ANNE B	03/17/2011	143.01
17488	VANDERBILT UNIVERSITY	03/17/2011	80.00
17489	VETTE, MARISA AA	03/17/2011	191.95
17490	VIKING INDUSTRIAL CENTER	03/17/2011	150.89
17491	VOYAGEUR ENVIRONMENTAL CENTER	03/17/2011	550.00
17492	WAGONER, SARAH J	03/17/2011	160.85
17493	WALTERS REBUILDERS	03/17/2011	149.95
17494	Vendor Continued Check	03/17/2011	0.00
17495	WASTE MANAGEMENT OF WI-MN	03/17/2011	13,032.63
17496	WHITE BEAR GLASS INC	03/17/2011	1,720.00
17497	WHITE BEAR TOWNSHIP	03/17/2011	1,384.48
17498	WHITE BEAR LAKE FOOTBALL PAREN	03/17/2011	750.00
17499	WBL WRESTLING BOOSTER CLUB	03/17/2011	418.89
17500	WELLNER LAW PLLC	03/17/2011	200.00
17501	WEST MUSIC COMPANY	03/17/2011	360.00
17502	WESTMARK	03/17/2011	182.00
17503	WIGHTMAN, NOVA	03/17/2011	325.00
17504	WILDER, BETH M	03/17/2011	146.67
17505	WINDSTREAM	03/17/2011	2,603.18
17506	WITTMAN, DAVID W	03/17/2011	71.00
17507	WL HALL COMPANY	03/17/2011	798.00
17508	XEROX CORPORATION	03/17/2011	419.46
17509	XIONG, XUE	03/17/2011	233.52
17510	ZIENTARSKI, PAUL	03/17/2011	3,407.44
380	Computer	Check(s) For a Total of	625,557.24

	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
	380	Computer	Checks For a Total of	625,557.24
Total For	380	Manual, Wire Tran, ACH & Computer	Checks	625,557.24
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		625,557.24

PAYROLL

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17511	AIG	03/24/2011	5,748.82
17512	AMERICAN FUNDS	03/24/2011	69,238.07
17513	AMERICAN UNITED LIFE	03/24/2011	44,714.05
17514	AMERICAN UNITED LIFE	03/24/2011	3,676.19
17515	AMERIPRISE	03/24/2011	10,476.83
17516	APEX LEARNING	03/24/2011	5,750.00
17517	AXA EQUITABLE	03/24/2011	15,299.37
17518	BECKLIN, JUNE A	03/24/2011	695.00
17519	CIVIL COLLECTIONS UNIT	03/24/2011	30.00
17520	ECMC	03/24/2011	169.13
17521	EDUCATION MN ESI BILLING TRUST	03/24/2011	18,277.99
17522	GREATER TWIN CITIES UNITED WAY	03/24/2011	248.50
17523	IUOE #70	03/24/2011	2,121.82
17524	LIGHTING PLASTICS OF MN INC	03/24/2011	55.10
17525	MESSERLI & KRAMER PA	03/24/2011	525.54
17526	METROPOLITAN LIFE	03/24/2011	4,093.76
17527	MILLENIUM CREDIT CONSULTANTS	03/24/2011	170.14
17528	MN CHILD SUPPORT	03/24/2011	2,449.50
17529	MN DEPT OF REVENUE	03/24/2011	253.58
17530	MN ENVIRONMENTAL FUND	03/24/2011	56.00
17531	MOORE, SHAWN R	03/24/2011	150.00
17532	RAMSEY COUNTY SHERIFF	03/24/2011	94.75
17533	THE ROSE LAW FIRM, PLLC	03/24/2011	50.00
17534	SAM'S CLUB/GEMB	03/24/2011	35.00
17535	SCHOOL SERVICE EMPLOYEES	03/24/2011	5,632.10
17536	US DEPT OF EDUCATION	03/24/2011	339.00
17537	VANGUARD SMALL BUSINESS SERVIC	03/24/2011	20,012.23
17538	WBLA EDUCATIONAL FOUNDATION	03/24/2011	782.00
28	Computer	Check(s) For a Total of	211,144.47

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	28	Computer	Checks For a Total of	211,144.47
Total For	28	Manual, Wire Tran, ACH & Computer	Checks	211,144.47
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		211,144.47

Check Nbr	Vendor Name	Check Date	Check Amount
17539	A-1 HYDRAULIC SALES & SERVICE	03/30/2011	553.11
17540	AARP DRIVER SAFETY PROGRAM	03/30/2011	178.00
17541	AARP DRIVER SAFETY PROGRAM	03/30/2011	128.00
17542	AARP DRIVER SAFETY PROGRAM	03/30/2011	224.00
17543	ACCESS COMMUNICATIONS INC	03/30/2011	760.00
17544	THE ACTIVE NETWORK	03/30/2011	990.00
17545	ADAMS, KRISTINE	03/30/2011	70.00
17546	ADVANCED WIRELESS COMMUNICATIO	03/30/2011	61.68
17547	ALLEN, STEVEN	03/30/2011	98.18
17548	AMAZON	03/30/2011	648.62
17549	AMAZON	03/30/2011	1,016.05
17550	AMAZON	03/30/2011	2,519.81
17551	AMAZON	03/30/2011	322.05
17552	AMAZON	03/30/2011	419.83
17553	AMAZON	03/30/2011	126.16
17554	AMAZON	03/30/2011	22.36
17555	AMERICAN RED CROSS MN	03/30/2011	64.00
17556	ANDERSON, JON C	03/30/2011	468.18
17557	ANDERSON, JON C	03/30/2011	469.40
17558	ANDERSON, MARGARET M	03/30/2011	141.02
17559	ANDERSON'S	03/30/2011	51.95
17560	APPLE COMPUTER INC	03/30/2011	1,578.00
17561	APPLIED ENVIRONMENTAL SCI INC	03/30/2011	2,547.49
17562	ARMSTRONG TORSETH SKOLD & RYDE	03/30/2011	12,474.54
17563	AT & T MOBILITY	03/30/2011	1,369.96
17564	AUTISM SOCIETY OF MINNESOTA	03/30/2011	150.00
17565	AVON BUSINESS FORMS & PROMOTIO	03/30/2011	930.60
17566	BANERDT, BARBARA A	03/30/2011	88.23
17567	BARNES & NOBLE	03/30/2011	534.48
17568	BATTERIES PLUS	03/30/2011	254.88
17569	BEAR, DELORES ANN	03/30/2011	25.00
17570	BECKLEY-GILDNER, PAULA	03/30/2011	125.00
17571	BERGQUIST, STEVEN	03/30/2011	50.00
17572	BERNARD FOOD INDUSTRIES INC	03/30/2011	3,237.20
17573	BERRY BLENDZ - EDEN PRAIRIE	03/30/2011	465.00
17574	BETTER BASEBALL	03/30/2011	523.85
17575	BIOCLEAN MOBILE WASH INC	03/30/2011	358.25
17576	BLICK ART MATERIALS	03/30/2011	207.10
17577	BLUEBIRD SCREEN PRINT	03/30/2011	231.00
17578	BOSCH, DONALD	03/30/2011	173.25
17579	BOYER TRUCKS	03/30/2011	293.83
17580	BOYS TOWN PRESS	03/30/2011	108.40
17581	BRYAN-DAY, MARY E	03/30/2011	18.00
17582	THE BUG COMPANY	03/30/2011	16.00
17583	BUREAU OF EDUCATION & RESEARCH	03/30/2011	199.00
17584	C&H DISTRIBUTORS	03/30/2011	593.57
17585	CARDENAS, DAVID A	03/30/2011	695.00
17586	CARNEGIE LEARNING INC	03/30/2011	47.50
17587	CARTRIDGES DIRECT	03/30/2011	197.98
17588	CCP INDUSTRIES INC	03/30/2011	161.07

Check Nbr	Vendor Name	Check Date	Check Amount
17589	CDW GOVERNMENT INC	03/30/2011	1,319.04
17590	CITI-CARGO & STORAGE CO INC	03/30/2011	125.00
17591	COMCAST	03/30/2011	33.95
17592	COMPAS INC	03/30/2011	405.00
17593	CONSTRUCTIVE PLAYTHINGS	03/30/2011	1,354.08
17594	CONSTRUCTION MANAGEMENT BUILDI	03/30/2011	1,630.00
17595	CONTINENTAL CLAY CO	03/30/2011	950.69
17596	CONTINENTAL RESEARCH CORP	03/30/2011	566.35
17597	Vendor Continued Check	03/30/2011	0.00
17598	COPY IMAGES INC	03/30/2011	14,152.22
17599	Vendor Continued Check	03/30/2011	0.00
17600	COPY IMAGES INC	03/30/2011	892.26
17601	COSTELLO, SUE	03/30/2011	75.00
17602	CREATIVE PRODUCT SOURCING INC	03/30/2011	108.97
17603	CRYSTEEL TRUCK EQUIPMENT	03/30/2011	514.68
17604	CTB INC	03/30/2011	3,019.00
17605	CUB FOODS OF WHITE BEAR TWSHP	03/30/2011	583.64
17606	CULLEN, CRAIG	03/30/2011	175.28
17607	CUMMINS NPOWER LLC	03/30/2011	45.73
17608	CUNFU, LIN	03/30/2011	800.00
17609	DAHL, CHRISTINE	03/30/2011	123.26
17610	DAKOTA SUPPLY GROUP	03/30/2011	175.00
17611	Vendor Continued Check	03/30/2011	0.00
17612	DALCO CORPORATION	03/30/2011	2,442.88
17613	DANAMI	03/30/2011	300.00
17614	DARTS VMS INC	03/30/2011	201.30
17615	DELTA EDUCATION	03/30/2011	130.27
17616	DELTA DENTAL PLAN OF MN	03/30/2011	64,340.40
17617	DEMCO INC	03/30/2011	699.07
17618	DENUCCI, KRISTINA E	03/30/2011	62.23
17619	DESTACHE, DAN	03/30/2011	122.74
17620	DETAILS PRIVATE CHEF SERVICES	03/30/2011	258.50
17621	DIMEGLIO, JOE	03/30/2011	351.40
17622	DIMENSIONS EDUC RESEARCH FOUND	03/30/2011	733.12
17623	DOMINOS PIZZA	03/30/2011	124.75
17624	DYMIT, MARIE	03/30/2011	73.44
17625	EARLY CHILDHOOD PROGRAM	03/30/2011	83.56
17626	EASY FUNDRAISING IDEAS	03/30/2011	144.00
17627	EBERT CONSTRUCTION	03/30/2011	13,347.20
17628	ECOLAB	03/30/2011	915.35
17629	ECOLAB FOOD SAFETY SPECIALTIES	03/30/2011	16.31
17630	EDUCATION TO GO	03/30/2011	122.25
17631	EHLERS	03/30/2011	2,775.00
17632	ERBERT & GERBERTS SUBS & CLUBS	03/30/2011	33.07
17633	ESSENTIAL SKILLS	03/30/2011	112.95
17634	ESSON, ANN	03/30/2011	150.00
17635	EVAN-MOOR	03/30/2011	74.96
17636	EVENT SOUND & LIGHTING	03/30/2011	1,000.00
17637	EVERGREEN PRESS	03/30/2011	4,355.00
17638	FASTENAL COMPANY	03/30/2011	242.52

Check Nbr	Vendor Name	Check Date	Check Amount
17639	FAT BRAIN TOYS	03/30/2011	119.85
17640	FEDEX	03/30/2011	38.12
17641	FELTON, LORI A	03/30/2011	461.52
17642	FESTIVAL FOODS-KNOWLAN'S	03/30/2011	465.39
17643	FIRST STUDENT INC	03/30/2011	122,672.05
17644	FISHER SCIENTIFIC	03/30/2011	418.78
17645	FITCH, KATHLEEN K	03/30/2011	162.50
17646	FLINN SCIENTIFIC INC	03/30/2011	563.09
17647	FOLLETT LIBRARY RESOURCES	03/30/2011	3,487.05
17648	FUHRMAN, SARAH	03/30/2011	49.21
17649	G&K SERVICES INC	03/30/2011	528.89
17650	GALLAGHERS NORTHWESTERN TIRE C	03/30/2011	532.60
17651	GARDEN & ASSOCIATES INC	03/30/2011	70.00
17652	GARRISON, MARK S	03/30/2011	122.91
17653	GATLIN, STEVE	03/30/2011	9.00
17654	GCS SERVICE INC	03/30/2011	649.12
17655	GENERAL SECURITY SERVICES CORP	03/30/2011	550.00
17656	GENERAL PARTS LLC	03/30/2011	8.10
17657	GILLUND ENTERPRISES	03/30/2011	173.76
17658	GODBOUT, JULIANNE M	03/30/2011	70.00
17659	GOPHER	03/30/2011	424.38
17660	GORIS, PAMELA L	03/30/2011	34.98
17661	Vendor Continued Check	03/30/2011	0.00
17662	GRAINGER	03/30/2011	2,216.97
17663	GRANDMA'S BAKERY INC	03/30/2011	157.66
17664	GREAT AMER OPPORTUNITIES INC	03/30/2011	1,056.00
17665	GREATAMERICA LEASING CORP	03/30/2011	368.80
17666	GREEN ACRES RECREATION	03/30/2011	478.00
17667	GRITZMACHER, SHAWN	03/30/2011	77.10
17668	GROTH MUSIC CO	03/30/2011	677.15
17669	HAAS MUSICAL INSTRUMENT REPAIR	03/30/2011	19.00
17670	HANDY HITCH & WELDING CO INC	03/30/2011	51.75
17671	HANSON, MARILYN	03/30/2011	113.47
17672	HARBOR FREIGHT TOOLS	03/30/2011	447.16
17673	HARTLEY, KATHY	03/30/2011	9.00
17674	HAUTMAN, CHRISTOPHER M	03/30/2011	1,372.85
17675	HAZELDEN	03/30/2011	297.00
17676	Vendor Continued Check	03/30/2011	0.00
17677	Vendor Continued Check	03/30/2011	0.00
17678	HEALTHPARTNERS	03/30/2011	1,152,064.24
17679	HEALY, JASON	03/30/2011	7,898.26
17680	HEANEY, CYNTHIA	03/30/2011	59.16
17681	HIGGINS, SHEILA	03/30/2011	25.00
17682	HISDAHL INC	03/30/2011	42.00
17683	HOANG, CONG	03/30/2011	180.00
17684	HODD, ROY	03/30/2011	170.30
17685	Vendor Continued Check	03/30/2011	0.00
17686	Vendor Continued Check	03/30/2011	0.00
17687	HOGLUND BUS AND TRUCK CO	03/30/2011	6,929.14
17688	HOLMES, JEFF	03/30/2011	605.00

Check Nbr	Vendor Name	Check Date	Check Amount
17689	HOME DEPOT CREDIT SERVICES	03/30/2011	125.88
17690	HORAZDOVSKY, LEILA	03/30/2011	283.76
17691	HOUSE OF PRINT	03/30/2011	7,330.04
17692	HSR	03/30/2011	1,245.00
17693	INNOVATIVE OFFICE SOLUTIONS	03/30/2011	1,771.26
17694	INSTITUTE FOR MULTI SENSORY ED	03/30/2011	318.45
17695	INSTITUTE FOR EDUCATIONAL DEV	03/30/2011	199.00
17696	INTEGRA TELECOM	03/30/2011	1,096.88
17697	INTERCULTURAL DEVMT INVENTORY	03/30/2011	280.00
17698	INVENTORY MGMT PARTNERS LLC	03/30/2011	2,336.22
17699	JACOB, GAVIN	03/30/2011	50.00
17700	JAYTECH INC	03/30/2011	2,645.00
17701	JOHN MERGES LICSW	03/30/2011	220.00
17702	JOHNSON, MOLLY	03/30/2011	25.00
17703	JOHNSON, SADIE R	03/30/2011	142.11
17704	JOINING HANDS CHILD & FAMILY	03/30/2011	1,666.67
17705	K PEARSON MECHANICAL LLC	03/30/2011	6,000.00
17706	K12 TRANSPORTATION MGMT SERVIC	03/30/2011	33,219.48
17707	KATH FUEL OIL SERVICE CO	03/30/2011	27,040.55
17708	KEARN, BARBARA	03/30/2011	38.86
17709	KEEFER, ELIZABETH K	03/30/2011	69.99
17710	KELEHER, BARBARA ANN	03/30/2011	25.00
17711	KELLEY, DEBRA K	03/30/2011	95.60
17712	KIMBALL GEORGE	03/30/2011	485.40
17713	KIMBALL MIDWEST	03/30/2011	623.34
17714	KIRSCH-HIGGS, NANCY	03/30/2011	324.88
17715	KITTS, HARRY	03/30/2011	284.75
17716	KOWALSKIS MARKET	03/30/2011	99.18
17717	KRALEWSKI, MARIANA	03/30/2011	180.00
17718	KRUSEMARK, CARY L	03/30/2011	53.55
17719	KULENKAMP, DAVID	03/30/2011	801.15
17720	KURPIEL, FREDERICK	03/30/2011	140.00
17721	L'ALLIER CONCRETE INC	03/30/2011	910.00
17722	LAKESHORE LEARNING MATERIALS	03/30/2011	1,670.97
17723	LAKEVILLE NORTH HIGH SCHOOL	03/30/2011	250.00
17724	LAMWERS, LINDSAY M	03/30/2011	365.44
17725	LANGUAGE LINE SERVICES	03/30/2011	50.97
17726	LAWSON PRODUCTS INC	03/30/2011	313.76
17727	LEARNING OPPORTUNITIES INC	03/30/2011	59.85
17728	LEARNING FORWARD	03/30/2011	149.00
17729	LEGO EDUCATION	03/30/2011	3,202.00
17730	LEIGH, ANNETTA K	03/30/2011	1,717.12
17731	LIBRARY STORE INC	03/30/2011	217.59
17732	LINGUISYSTEMS INC	03/30/2011	167.80
17733	LOTITO-MEIER, VANESSA L	03/30/2011	96.49
17734	MAAP STARS	03/30/2011	560.00
17735	Vendor Continued Check	03/30/2011	0.00
17736	Vendor Continued Check	03/30/2011	0.00
17737	Vendor Continued Check	03/30/2011	0.00
17738	MADISON NATIONAL LIFE INS CO I	03/30/2011	55,764.60

Check Nbr	Vendor Name	Check Date	Check Amount
17739	MAILFINANCE INC	03/30/2011	258.45
17740	MAKI, STEPHANIE A	03/30/2011	65.03
17741	MANNI, SCOTT	03/30/2011	201.82
17742	MARAVELAS, JOHN	03/30/2011	1,017.50
17743	MARCO PRODUCTS INC	03/30/2011	34.90
17744	MARKETFEST	03/30/2011	210.00
17745	MASA	03/30/2011	275.00
17746	MATTSON, CYNTHIA	03/30/2011	153.00
17747	MB BAYER WOOD PRODUCTS	03/30/2011	85.00
17748	MCDONOUGH'S WATERJETTING AND	03/30/2011	675.00
17749	MCMAHON, MARGARET	03/30/2011	21.80
17750	MENSAH, SOWAH	03/30/2011	2,700.00
17751	MERZER MALP, SHEILA	03/30/2011	550.00
17752	MEYER, LAURA J	03/30/2011	75.00
17753	MIDWEST BUS PARTS INC	03/30/2011	677.70
17754	MIDWEST TECHNOLOGY PRODUCTS	03/30/2011	270.26
17755	MINNSPRA	03/30/2011	600.00
17756	MINVALCO INC	03/30/2011	1,291.52
17757	MN ASSOC FOR CHILDREN'S MENTAL	03/30/2011	800.00
17758	MN CHILDRENS MUSEUM	03/30/2011	95.00
17759	MN DEPT OF HEALTH	03/30/2011	15.00
17760	MN DIETETIC ASSOCIATION	03/30/2011	150.00
17761	MN NCPERS LIFE INSURANCE	03/30/2011	544.00
17762	MN PCS USERS' GROUP	03/30/2011	70.00
17763	MN ASSOC FOR FAMILY & EARLY ED	03/30/2011	310.00
17764	MOORE, CYNTHIA	03/30/2011	891.50
17765	MULTI-SOURCE CONSULTANT LLC	03/30/2011	507.50
17766	MUMBLEAU, RICHARD THOMAS	03/30/2011	90.00
17767	MUSTAR, BETH	03/30/2011	229.50
17768	N I MAGNUSON CHRISTIAN SCHOOL	03/30/2011	1,575.00
17769	N2Y	03/30/2011	399.00
17770	NADEAU, MARGARET	03/30/2011	322.47
17771	NASCO	03/30/2011	109.37
17772	NCB-MNASP	03/30/2011	1,580.00
17773	NCS PEARSON INC	03/30/2011	574.58
17774	NORTH CAMPUS STUDENT ACTIVITY	03/30/2011	100.00
17775	Vendor Continued Check	03/30/2011	0.00
17776	Vendor Continued Check	03/30/2011	0.00
17777	NORTH CENTRAL TRUCK EQUIPMENT	03/30/2011	3,356.39
17778	NORTHEAST METRO INTERMEDIATE D	03/30/2011	64,671.06
17779	NORTHERN VOICES	03/30/2011	8,618.49
17780	NORTHERN AIR CORP	03/30/2011	301.25
17781	O'REILLY AUTOMOTIVE INC	03/30/2011	1,002.61
17782	OFFICE DEPOT	03/30/2011	112.54
17783	OLSONS SEWER SERVICE INC	03/30/2011	159.00
17784	OPEN WORLD LEARNING COMMUNITY	03/30/2011	400.00
17785	PACKAGING & DESIGN	03/30/2011	115.61
17786	PAR INC	03/30/2011	211.68
17787	PARNELL, MOLLY	03/30/2011	18.20
17788	PARTS NOW ! LLC	03/30/2011	361.10

Check Nbr	Vendor Name	Check Date	Check Amount
17789	PARTSMaster	03/30/2011	293.74
17790	PCI EDUCATIONAL PUBLISHING	03/30/2011	193.73
17791	PEARSON EDUCATION INC	03/30/2011	353.29
17792	PERRY, MEGAN M	03/30/2011	100.00
17793	PICHA, CHRISTINA K	03/30/2011	51.51
17794	PITNEY BOWES INC	03/30/2011	271.00
17795	PLADSON ENVIRONMENTAL INC	03/30/2011	27,170.00
17796	PLANTE, CHERYL L	03/30/2011	28.89
17797	PLASTER, MARK A	03/30/2011	102.00
17798	POSTMASTER	03/30/2011	200.00
17799	POSTMASTER	03/30/2011	370.00
17800	PRO-ED INC	03/30/2011	233.20
17801	PROJECT LEAD THE WAY	03/30/2011	3,218.86
17802	PUBLIC INFO RESOURCES INC	03/30/2011	710.00
17803	R & R SPECIALTIES INC	03/30/2011	32.45
17804	RAMADA MALL OF AMERICA	03/30/2011	658.00
17805	RAMSEY COUNTY	03/30/2011	328.95
17806	RAMSEY COUNTY PARKS/REC DEPT	03/30/2011	8,168.00
17807	RAMSEY COUNTY	03/30/2011	146.00
17808	RATWIK ROSZAK & MALONEY PA	03/30/2011	4,957.89
17809	REASON	03/30/2011	49.00
17810	RENAISSANCE LEARNING INC	03/30/2011	137.54
17811	RENTAL REHAB & REPAIR	03/30/2011	3,680.00
17812	RESERVE ACCOUNT	03/30/2011	5,000.00
17813	RICOH AMERICAS CORP	03/30/2011	415.59
17814	RITTENHOUSE, PAULA	03/30/2011	35.44
17815	ROTSCHAFER, DONNA K	03/30/2011	122.40
17816	SADDLEBACK EDUC PUBLISHING	03/30/2011	66.92
17817	SCHERR, MARY B	03/30/2011	34.43
17818	SCHMIDT, DEB	03/30/2011	555.44
17819	SCHMITT MUSIC COMPANY	03/30/2011	227.70
17820	SCHOLASTIC BOOK FAIRS	03/30/2011	2,241.68
17821	SCHOLASTIC INC	03/30/2011	1,802.60
17822	SCHOOL HEALTH CORP	03/30/2011	96.00
17823	THE SCHOOL OF FLYFISHING	03/30/2011	4,546.95
17824	SCHOOL PROJECT	03/30/2011	462.40
17825	Vendor Continued Check	03/30/2011	0.00
17826	SCHOOL SPECIALTY	03/30/2011	187.11
17827	SCHOOL STUFF SCHOOL SUPPLY	03/30/2011	94.77
17828	SCHOOLSIN.COM	03/30/2011	504.58
17829	SECURITAS SEC SVCS USA INC	03/30/2011	3,124.16
17830	SEEVER, GRAY	03/30/2011	165.00
17831	SKYWARD INC	03/30/2011	86,560.62
17832	SNAP ON TOOLS	03/30/2011	155.35
17833	SPANISH SPECIALISTS AND CONSUL	03/30/2011	95.00
17834	SPRINGSTED INCORPORATED	03/30/2011	4,500.00
17835	ST CROIX PREPARATORY ACADEMY	03/30/2011	1,185.00
17836	STANIUS, TAMARA L	03/30/2011	241.40
17837	STAPLES ADVANTAGE	03/30/2011	2,059.15
17838	STATE OF MINNESOTA DEPT OF PUB	03/30/2011	125.00

Check Nbr	Vendor Name	Check Date	Check Amount
17839	STATE SUPPLY CO	03/30/2011	404.14
17840	STREAMLINE DESIGN INC	03/30/2011	56.00
17841	STUDENT SUPPLY	03/30/2011	117.92
17842	STURM, BARBARA	03/30/2011	9.00
17843	SUKO, PAT	03/30/2011	589.96
17844	SVIR, SARA A	03/30/2011	602.50
17845	SWANSON, DOREEN	03/30/2011	100.00
17846	TEACHERS DISCOUNT	03/30/2011	369.88
17847	TEACHING STRATEGIES INC	03/30/2011	83.93
17848	TELIN TRANSPORTATION GROUP LLC	03/30/2011	58.37
17849	THIBAUT, DEB	03/30/2011	329.40
17850	TIERNEY BROTHERS INC	03/30/2011	1,398.00
17851	TODORA, SOPHIA LULA	03/30/2011	50.00
17852	TOUSLEY FORD INC	03/30/2011	15.00
17853	TRADE PRESS INC	03/30/2011	606.00
17854	TRANE US INC	03/30/2011	11,704.24
17855	TRAYER, SHAWNA J	03/30/2011	40.78
17856	TREASURE BAY INC	03/30/2011	437.87
17857	TRIGGS, CARLA	03/30/2011	394.40
17858	TRUCK UTILITIES MFG CO	03/30/2011	40.95
17859	TSI INCORPORATED	03/30/2011	2,952.02
17860	U.S. ENERGY SERVICES INC	03/30/2011	113,659.37
17861	U.S. SCHOOL SUPPLY INC	03/30/2011	209.95
17862	UNIQUE LOGIC + TECHNOLOGY INC	03/30/2011	1,644.95
17863	UNIVERSITY OF MINNESOTA	03/30/2011	11,310.00
17864	UNLIMITED SUPPLIES	03/30/2011	126.32
17865	VACATION SPORTS	03/30/2011	154.50
17866	VADNAIS HEIGHTS SPORTS COMPLEX	03/30/2011	7,218.75
17867	VAVRICKA, ROCHELLE	03/30/2011	36.80
17868	VENBURG TIRE CO	03/30/2011	18.00
17869	VERIZON WIRELESS	03/30/2011	346.16
17870	VETTE, MARISA AA	03/30/2011	40.00
17871	VIKING INDUSTRIAL CENTER	03/30/2011	194.12
17872	WALLRICH, KAREN	03/30/2011	329.40
17873	WALTONS HOLLOW	03/30/2011	350.00
17874	WHITE BEAR CENTER FOR THE ARTS	03/30/2011	90.00
17875	WHITE BEAR LOCKSMITH INC	03/30/2011	75.25
17876	WBL BOYS HOCKEY BLUE LINE CLUB	03/30/2011	997.00
17877	WHITE BEAR LAKE (CITY OF)	03/30/2011	9,993.84
17878	WEST PAYMENT CENTER	03/30/2011	223.50
17879	WILDMAN HILAL, ANDREA L	03/30/2011	415.05
17880	WOOD, BOB	03/30/2011	617.40
17881	Vendor Continued Check	03/30/2011	0.00
17882	WORLD BOOK INC	03/30/2011	1,841.61
17883	WORLDWIDE INTERPRETER SERVICE	03/30/2011	140.00
17884	XCEL ENERGY	03/30/2011	74,947.47
17885	YOGA DEVOTION LLC	03/30/2011	2,285.00
17886	YOST, ERIC S	03/30/2011	212.06
17887	YOUTH SERVICES INTERNATIONAL	03/30/2011	4,611.00

Check Nbr	Vendor Name	Check Date	Check Amount
349	Computer	Check(s) For a Total of	2,134,246.33

Check Nbr	Vendor Name	Check Date	Check Amount
17230	FELTON, LORI A	03/31/2011	461.52
17379	NORTHERN AIRGAS - ANOKA	03/31/2011	301.25
2	Void	Check(s) For a Total of	762.77

	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
	349	Computer	Checks For a Total of	2,134,246.33
Total For	349	Manual, Wire Tran, ACH & Computer	Checks	2,134,246.33
Less	2	Voided	Checks For a Total of	762.77
		Net Amount		2,133,483.56

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: **April 11, 2011**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
\$500.00	White Bear Lake United Methodist Church	Willow Lane Elementary School
\$137.28	Wells Fargo Foundation	Willow Lane Elementary School
\$140.00	Mr. Rick Culdecott	Otter Lake Elementary School
\$1,000.00	Whitetails Unlimited, Inc.	White Bear Lake Area High School Outdoors Club
\$500 cash donation Two student scholarships to a summer TUNE Camp (The Ultimate Nature Experience) valued at \$300 each Twenty-four blaze orange vest valued at \$325	MN Lady Slippers #772	White Bear Lake Area High School Outdoors Club
\$700	Deborah and Ted Nistler	Vadnais Heights Elementary School
\$5,600 for Scholarship Support	The Saint Paul Foundation	White Bear Lake Area High School

RECOMMENDATION: Accept donations.

AGENDA ITEM: Field Trip Request

MEETING DATE: April 11, 2011

SUGGESTED DISPOSITION: Consent Agenda

CONTACT PERSON(S): David Law, Assistant Superintendent

Background:

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

Date of Trip and Destination	Requesting Staff Member	Grade/Team	Number of School Days Missed	Number of Students Attending	Cost and Source of Revenue	Means of Transportation	Purpose of Field Trip
Thursday, 4/14/11 - Friday, 4/15/11 Ramada Inn at Mall of America, Bloomington, Minnesota	Laura Waters, Marie Myrlie	ALC MAAP Stars Leadership and Service Spring Conference	2	15	Cost to student: \$40	Bus	To give students the opportunity to showcase their skills in the Minnesota standards along with their artistic, career, and life skills. Students are evaluated by business leaders and given an opportunity to receive recognition for their work and improve their self-esteem.
Monday, 8/15/11 - Friday 8/19/11 Whitewater State Park, Elba, Minnesota	Dan Kovacich	White Bear Lake Boys Cross Country	0	20	Cost to student: \$65	Parents	Annual trip for the purpose of team bonding and training.

Recommendation: Administration recommends the School Board approve the field trip.

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

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

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

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RETIREMENT - CLASSIFIED STAFF

ALICE BECKSTROM – Pupil Support Assistant, Otter Lake Elementary
Employed by District 624 since 09/01/1999
Effective Date: 06/09/2011

DONALD EFFERTZ – Custodian, Birch Lake Elementary
Employed by District 624 since 03/02/1998
Effective Date: 08/02/2011

SUSAN KIESLING – Regular Part-Time Cook, Central Middle School
Employed by District 624 since 09/08/1987
Effective Date: 08/02/2011

RESIGNATION - CERTIFIED STAFF

ERIC YOST – Industrial Technology Teacher, North/South Campuses
Employed by District 624 since 08/26/2010
Effective Date: 03/28/2011

RETIREMENT - ADMINISTRATIVE STAFF

JUDITH JOHNSON – Director of Food Service, District Office
Employed by District 624 since 02/13/1989
Effective Date: 06/30/2011

RETIREMENT - CERTIFIED STAFF

ROBERT RUPAR – Instrumental Music Teacher, Central Middle School
Employed by District 624 since 12/01/1986
Effective Date: 06/10/2011

LEAVE OF ABSENCE - CLASSIFIED STAFF

LINDA MERCADO – Pupil Support Assistant, Normandy Park
Employed by District 624 since 02/24/1997
Effective Dates: 04/04/2011 through 06/08/2011

LEAVE OF ABSENCE - CERTIFIED STAFF

KATHERINE MARSH – Health Teacher, North/South Campuses
Employed by District 624 since 08/23/2007
Effective Dates: 01/04/2011 through 03/18/2011

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

LEAVE OF ABSENCE - CERTIFIED STAFF

GINA PRESCOTT – SPED Teacher, South Campus
Employed by District 624 since 08/22/2002
Effective Dates: 02/07/2011 through 03/25/2011

PART - TIME LEAVE REQUEST, 2010-2011 - CERTIFIED STAFF

JANE EDGELL – ECSE Teacher, Normandy Park
.30 Leave (.70 position)
Effective Dates: 04/18/2011 through 06/10/2011

SABBATICAL LEAVE OF ABSENCE - CERTIFIED STAFF

JESSICA BUCHTA – Social Studies Teacher, North Campus
Employed by District 624 since 08/21/2003
Effective Dates: 08/29/2011 through 01/23/2012

PART-TIME LEAVE REQUESTS, 2011-2012 - CERTIFIED STAFF

JENNIFER BABIASH– Health Teacher, Secondary
.20 Leave (.80 position)
Effective Date: 2011-2012 School Year

LEASA BRANDT– Speech Clinician, ECSE
.60 Leave (.40 position)
Effective Date: 2011-2012 School Year

CRYSTAL BUTTERS– TITLE Teacher, Elementary
.30 Leave (.70 position)
Effective Date: 2011-2012 School Year

REBECCA BUTTERS-LEVAHN– Special Education Teacher, Secondary
.20 Leave (.80 position)
Effective Date: 2011-2012 School Year

KRISTIN CHOUINARD– Speech Clinician, Elementary
.20 Leave (.80 position)
Effective Date: 2011-2012 School Year

KARLA CUMMINS– Social Studies, Secondary
.30 Leave (.70 position)
Effective Date: 2011-2012 School Year

DEBORAH DRAEGER– Special Education Teacher, Elementary
.10 Leave (.80 position)
Effective Date: 2011-2012 School Year

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

PART – TIME LEAVE REQUESTS, 2011-2012 – CERTIFIED STAFF

ELIZABETH EVERT– Spanish Teacher, Secondary
.20 Leave (.80 position)
Effective Date: 2011-2012 School Year

KERRY FEIRN– Spanish Teacher, Secondary
.40 Leave (.60 position)
Effective Date: 2011-2012 School Year

KRISTIN FRY– Communications Teacher, Secondary
.30 Leave (.70 position)
Effective Date: 2011-2012 School Year

SARAH FUHRMAN – Social Worker, Secondary
.20 Leave (.80 position)
Effective Date: 2011-2012 School Year

EMILY GALLATIN – TITLE Teacher, Elementary
.20 Leave (.80 position)
Effective Date: 2011-2012 School Year

MICHELLE GRATZ – TITLE Teacher, Elementary
.30 Leave (.70 position)
Effective Date: 2011-2012 School Year

KADI GROPPOLI – Occupational Therapist, Elementary
.30 Leave (.70 position)
Effective Date: 2011-2012 School Year

WENDY HOERNEMANN– Science Teacher, Secondary
.20 Leave (.80 position)
Effective Date: 2011-2012 School Year

ERIN HOFF– ELL, Secondary
.30 Leave (.70 position)
Effective Date: 2011-2012 School Year

LAURA KRUEGER– Physical Therapist, ECSE
.20 Leave (.80 position)
Effective Date: 2011-2012 School Year

CYNTHIA MATTSON– Special Education Teacher, Secondary
.50 Leave (.50 position)
Effective Date: 2011-2012 School Year

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

PART-TIME LEAVE REQUESTS, 2011-2012 - CERTIFIED STAFF

JANIS MCDANIELS– Speech Clinician, Elementary
.40 Leave (.60 position)
Effective Date: 2011-2012 School Year

SAMANTHA MEYER– School Psychologist, Elementary
.60 Leave (.40 position)
Effective Date: 2011-2012 School Year

SUSAN MOSER-ZIRKES– School Psychologist, Elementary
.10 Leave (.60 position)
Effective Date: 2011-2011 School Year

DANIELLE PERRIER-MILLER – School Psychologist, Elementary
.20 Leave (.80 position)
Effective Date: 2011-2012 School Year

REBECCA PETERSON – Learning Skills Specialist, Elementary
.30 Leave (.70 position)
Effective Date: 2011-2012 School Year

LISA PHILLIPS – Special Education Teacher, Secondary
.20 Leave (.80 position)
Effective Date: 2011-2012 School Year

PETER PITMAN – Science Teacher, Secondary
.30 Leave (.70 position)
Effective Date: 2011-2012 School Year

TRACY PRESSELLER – Special Education Teacher, Elementary
.20 Leave (.80 position)
Effective Date: 2011-2012 School Year

JOSEPHINE ROBINSON– Guidance Counselor, Secondary
.50 Leave (.50 position)
Effective Date: 2011-2012 School Year

ANDREA SHOUP– Guidance Counselor, Secondary
.40 Leave (.60 position)
Effective Date: 2011-2012 School Year

DEBRA THIBAUT– Learning Skills Specialist, Elementary
.20 Leave (.80 position)
Effective Date: 2011-2012 School Year

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

PART-TIME LEAVE REQUESTS, 2011-2012 - CERTIFIED STAFF

SHANNON TREICHEL– Spanish Teacher, Secondary
.20 Leave (.80 position)
Effective Date: 2011-2012 School Year

FULL-TIME LEAVE REQUESTS, 2011-2012 - CERTIFIED STAFF

NICOLE AHRENS – Equity and Integration Coordinator
Second Year General Leave Request
Effective Date: 2011-2012 School Year

DEBORAH BUTTERS – Physical Education Teacher, Secondary
Second Year Extended Leave Request
Effective Date: 2011-2012 School Year

GARY COOK – Health Teacher, Secondary
Fifth Year General Leave Request
Effective Date: 2011-2012 School Year

THEODORE EIBS – Social Studies Teacher, Secondary
Third Year General Leave Request
Effective Date: 2011-2012 School Year

GREGORY FRY– Mathematics Teacher, Secondary
First Year General Leave Request
Effective Date: 2011-2012 School Year

CAROLYN LOUNSBERRY– Communications Teacher, Secondary
First Year General Leave Request
Effective Date: 2011-2012 School Year

FAWENDA NORMAN– Mathematics Teacher, Secondary
Fourth Year General Leave Request
Effective Date: 2011-2012 School Year

MARY RHUDE– Special Education Teacher, Elementary
Fifth Year General Leave Request
Effective Date: 2011-2012 School Year

SARA SAHLBERG– Elementary Classroom Teacher
Fifth Year General Leave Request
Effective Date: 2011-2012 School Year

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

FULL-TIME LEAVE REQUESTS, 2011-2012 - CERTIFIED STAFF

KARI THALHUBER– Health Teacher, Secondary
First Year General Leave Request
Effective Date: 2011-2012 School Year

LONG TERM SUBSTITUTES - CERTIFIED STAFF

DANA ASHLEY– Special Education Teacher, Central Middle School
BA, Step 1 \$7,575.12 (42 days)
Effective Dates: 03/24/2011 through 05/20/2011

GINA DEROSA– Elementary Classroom Teacher, Birch Lake Elementary
BA+30, Step 1 \$8,502.75 (45 days)
Effective Dates: 04/11/2011 through 06/10/2011

JASON VINCENT– .8 Industrial Technology Teacher, North Campus
BA, Step 1 \$7,214.50 (50 days)
Effective Dates: 04/04/2011 through 06/10/2011

SPRING EXTRA CURRICULAR COACHES

Adapted Softball

Head Coach (Step 1)	Joe Dustin	Spring	\$2,781
Asst. Coach (Step 1)		Spring	\$1,947

Baseball

Head Coach (Step 3)	Jeff Wagner	Spring	\$4,912
Asst. Coach V (Step 3)	Marc Braeger	Spring	\$3,438
Asst. Coach JV (Step 3)	Ryan Fitzpatrick	Spring	\$3,438
Asst. Coach B (Step 3)	Tim Sager	Spring	\$3,438

Boys Golf

Head Coach (Step 3)	Craig Nasvik	Spring	\$4,017
Asst. Coach (Step 3)	Jon Anderson	Spring	\$2,812

Girls Golf

Co-Head Coach	Kim Huber	Spring	\$3,415
Co-Head Coach	Gary Huber	Spring	\$3,415

Boys Lacrosse

Head Coach (Step 3)	Brandon Husak	Spring	\$5,253
Asst. Varsity Coach (Step 2)	Matt Ribar	Spring	\$3,493
Asst JV Coach (step 3)	Corey Loesch	Spring	\$3,677

Girls Lacrosse

Head Coach (Step 3)	Mindy Evers	Spring	\$5,253
Asst. Coach (Step 1)	Jamie Shepard	Spring	\$3,309

Softball

Head Coach (Step 1)	Kaity Wightman	Spring	\$4,420
Asst. Coach V (Step 3)	Kalli Samuelson	Spring	\$3,438
Asst. Coach B (Step 1)	Erin Dodor	Spring	\$3,094
Asst. Coach Grd 9 (Step 3)	Don Weigman	Spring	\$3,438

Boys Tennis

Head Coach (Step 3)	Brandon Jackson	Spring	\$4,326
Asst. Coach (Step 2)	Charley Ellson	Spring	\$2,877

Boys Track

Head Coach (Step 3)	Tom Paulson	Spring	\$5,099
Asst Coach (Step 3)	Doug Hicks	Spring	\$3,569
Asst Coach (Step 3)	Dan Destache	Spring	\$3,569
Asst Coach (Step 3)	Dan Rossiter	Spring	\$3,569
Asst Coach (Step 3)	Dan Kovacich	Spring	\$3,569
MS Coord (Central) (Step 3)	Joe Dimeglio	Spring	\$1,784.50

MS Coord (Sunrise) Step 3)	Paul Meuwissen	Spring	\$1,784.50
MS Asst Coach (Central)	Shawn Gritzmacher	Spring	SAA - \$1200
MS Asst Coach (Sunrise)	Tony Walfoort	Spring	SAA - \$1200
MS Asst Coach (Central/Sunrise)	Robert Anderson	Spring	SAA - \$1200

Girls Track

Co-Head Coach (Step3)	Richard Samuelson	Spring	\$4,334
Co-Head Coach (Step 3)	Tyler McCormick	Spring	\$4,334
Asst. (Step 3) Full	Chuck Stuemke	Spring	\$3,569
Asst. (Step 3) Full	Patti Percival	Spring	\$3,569
Asst. (Step 3) 60%	Niles Deneen	Spring	\$2,114
Asst. (Step 1) 40%	Drew Hood	Spring	\$1,285
MS Coord (Central)(Step 3)	Sue Hicks (Cental)	Spring	\$1,784.50
MS Coord (Sunrise) (Step 3)	Julie Hopkins	Spring	\$1,784.50

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 new procedures for the six month (December, 2011 through May, 2011) Public Forum pilot.

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open for 30 minutes (3 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. School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Under School Board Policy 206, complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person making the complaint.
6. 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.
7. A handout on the purpose of school board meetings and the meeting process is available.
8. Citizens may be asked to address the school board on a particular subject during the discussion of that item.
9. 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: **Update on Partnership with the White Bear
Center for the Arts**

MEETING DATE: **April 11, 2011**

SUGGESTED DISPOSITION: **Information Item**

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

Background:

We are completing our third year of partnership with the White Bear Center for the Arts. This evening we will be hearing an update on this award winning partnership. We will provide an update on the success of the drawing lessons added this year to complement the three water color lessons that have been provided the past two years.

We will also identify some of the other positive outcomes as students have professional art experiences in three successive years.

AGENDA ITEM: Recognition of MinnSPRA “Star” Awards
for Communications

MEETING DATE: April 11, 2011

SUGGESTED DISPOSITION: Information Item

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

Background:

This past month, White Bear Lake Area Schools received “Star” Awards from the Minnesota Schools Public Relations Association (MinnSPRA).

The recognition goes specifically to Marisa Vette, our Director of Communication and Community Relations. They also represent the strong support for communication in our schools and the wonderful stories we have to tell.

We received awards for two categories: the large school award in the category of “Schools Activity Calendar” and the large school award for our “Community Electronic Newsletter”.

AGENDA ITEM: Update on Communications on the Strategic Plan

MEETING DATE: April 11, 2011

SUGGESTED DISPOSITION: Information Item

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

Background:

In late October, a Strategic Planning Team of 30 members representing staff, parents, other community members, students, and School Board met to kick-off our strategic planning process. A public kick-off event was held on November 9 outlining the process and giving our community an opportunity to hear State Demographer Dr. Tom Gillaspay present "The New Normal".

From late November to the end of February, more than one hundred community members and staff participated in strategic planning action teams. Leaders from those teams brought forth specific action step recommendations to the Strategic Planning Team, which met the second week of March for two days to follow-up.

The Strategic Planning Team has forwarded recommendations to the superintendent which we will be sharing with the School Board this month.

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **April 11, 2011**
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: **First Reading of Policy 498, Respectful Workplace**
MEETING DATE: **April 11, 2011**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Christina Picha, Director of Human Resources**

Background:

School Board Policy 498, Respectful Workplace is a new policy this year. This policy has been reviewed by the Policy Committee in March and again on April 4. Our intent is to communicate and train the staff on this policy on an annual basis.

Recommendation:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the May 9, 2011 School Board meeting agenda or subsequent meetings as an operational item for action.

****NEW POLICY****

498 RESPECTFUL WORKPLACE

I. PURPOSE

The School District strives to maintain an environment that fosters mutual respect, prevents bullying and promotes harmonious, productive working relationships. Our district believes in going beyond what is required by law and expects school personnel to treat each other and students in a manner in which they would like to be treated and to give to others the respect that is due to every individual whether it is a fellow employee, School Board member, member of administration, agent, volunteer, student or visitor to our premises. As a result, school personnel are prohibited from engaging in behavior that substantially interferes with a professional productive, respectful working environment, including behavior that is disrespectful, obscene, inappropriate, offensive or an act of bullying.

It is the responsibility of the administration of the School District to implement this policy and support it through positive leadership and personal example. Further, it is the responsibility of the administration to contribute to the maintenance of a work environment that is consistent with this policy.

II. DEFINITIONS

- A. Retaliation – Includes but is not limited to any form of intimidation, reprisal or harassment.
- B. School Personnel – School Board members, school employees, agents, volunteers and contractors subject to the supervision and control of the School District.

III. REGULATIONS

- A. The School District expects that everyone will act responsibly to establish a pleasant and friendly work environment. However, if any school personnel or student feels he/she has been subjected to any form of disrespectful or bullying behavior by school personnel other than the School board, the person should report that conduct to his/her immediate supervisor, another member of administration, or Human Resources within three calendar days of the offense. While written reports are encouraged, a complaint may be made orally. All school personnel should notify a member of administration regarding any disrespectful or bullying behavior that they witness or are told another person received. No personnel of the school district shall permit, condone or tolerate disrespectful or bullying behavior. Any school personnel receiving a complaint shall advise the immediate supervisor, the Director of Human Resources or the Superintendent of the complaint.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the Superintendent who shall determine what type of investigation should be conducted. The Superintendent shall determine the nature and

scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.

- C. Any School District action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, contracts, Minnesota Statutes, and School District policies. The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension or termination to end and prevent any further occurrences of disrespectful or bullying behavior.
- D. A timely resolution of each complaint will be reached and communicated to the complaining party. The Superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minnesota Statutes, Chapter 13 (Minnesota Government Data Practices Act) or other law.
- E. The School District will take appropriate action with any school personnel who retaliates against any person who makes a good faith report to this policy.
- F. The School District reserves the right to determine whether any type of behavior is disrespectful and injurious to the morale of the organization.
- G. In the case of a concern or complaint against a School Board member, the preceding provisions A through F, of this section do not apply and are replaced by the following:
 - 1. The concern or complaint should be brought directly to the attention of the School Board Chair. If the complaint is made to a supervisor or administrator, the School Board Chair shall be advised of the complaint as soon as reasonably possible.
 - 2. The School Board Chair (or Vice Chair if the Board Chair is the subject of the complaint) shall determine the type of investigation to be conducted, the nature and scope of the investigation and the person responsible for the investigation or follow-up relating to the concern or complaint.
 - 3. Upon completion of the investigation, the School Board Chair shall bring the concern or complaint and the findings of the investigation to the School Board for resolution.
 - 4. The School Board will timely reach and communicate to the complaining party a resolution to the concern or complaint. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minnesota Statutes, Chapter 13 (Minnesota Government Data Practices Act) or other law.
 - 5. Any School Board action taken pursuant to this policy will be consistent with requirements of Minnesota Statutes, and School District policies.
 - 6. The School Board will take appropriate action with any School Board member who retaliates against any person who makes a good faith report pursuant to this policy.

7. The School Board reserves the right to determine whether any type of behavior by a School Board member is disrespectful and injurious to the morale of the school district.
- H. Complaints which fall under School District Policy No. 413: Harassment and Violence, should be filed pursuant to that policy.

IV. TRAINING AND EDUCATION

- A. The School District will annually provide education, information and training to school district personnel regarding this policy.

Legal References: Minn. Stat. § 13 (Minnesota Government Data Practices Act)

Cross References: Policy 209 (Code of Ethics)

Cross References: Policy 215 (School Board Member Code of Conduct)

Cross References: Policy 413, (Harassment & Violence Policy)

Cross References: Policy 514 (Bullying Prevention Policy)

RESPECTFUL WORKPLACE/BULLYING COMPLAINT



Please Print Clearly or Type the Following Information

Your Name: _____ Date: _____

Bldg Site: _____ Job/Title: _____

Address at which you wish to receive confidential mail: _____

Phone No.: (H) (____) _____ - _____ (W) (____) _____ - _____

Name and title of your supervisor: _____

Please ccontact the Human Resources Office if you have difficulty completing this form. **You may reach Human Resources at 651-407-7546.**

1. Describe what happened. Include the dates and locations of each incident. If you require additional space, you may attach a statement to this form in addition to the statement you give below. Also, please attach any documents you think are important to investigating your complaint.

2. List each person you believe may have violated the *Respectful Workplace Policy*.

<u>Name</u>	<u>Job Title</u>	<u>Phone</u>	<u>Supervisor</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. List each person you believe may have pertinent information about the situation.
- | <u>Name</u> | <u>Job Title</u> | <u>Phone</u> | <u>Supervisor</u> |
|-------------|------------------|--------------|-------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
4. What steps, if any, have you taken to resolve this matter?
- _____
- _____
- _____
- _____
5. List the person(s) you contacted in an attempt to resolve this matter.
- | <u>Name</u> | <u>Job Title</u> | <u>Date of Contact</u> |
|-------------|------------------|------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Please forward this form to

Your supervisor or Human Resources:

White Bear Lake Area Schools
 Department of Human Resources
 OFFICE: (651) 407-7546

FAX: (651) 407-7541

-OR-

INTEROFFICE MAIL: Dept. of HR

You will be contacted by your supervisor or a representative of the Human Resources Office to obtain additional information as needed. All employees must provide truthful and complete information and cooperate fully with the District in any investigation concerning conduct of employees. The investigation process will be concluded within a reasonable period of time and the results will be communicated to you either verbally or in writing. Although we cannot guarantee complete confidentiality, your concerns will be handled with the utmost discretion.

I hereby state and affirm that the information supplied via this complaint form is true and correct to the best of my knowledge.

Signature: _____ Date: _____

SUPERVISORS: Forward this complaint form via FAX to the Human Resources Office immediately upon receipt

AGENDA ITEM: **First Reading of Policy 514, Bullying Prohibition Policy**
MEETING DATE: **April 11, 2011**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **David Law, Assistant Superintendent**

Background:

Starting in October 2010, School Board Policy 514, Bullying Prohibition Policy, has been reviewed by a variety of people, including teachers, counselors, administrators, and parents. This Policy reflects recommendations from MSBA, along with pro-active recommendations from bullying prevention programs around the nation and the world.

New in this policy are intentional steps to train students, parents, and staff about bullying prevention. This is the second first reading of this Policy after a month of revisions.

Recommendation:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the May 9, 2011 School Board meeting agenda or subsequent meetings as an operational item for action.

514 BULLYING PROHIBITION PREVENTION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying ~~by either an individual student or a group of students~~ is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying behavior that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or school personnel or visitors employees. In addition, the misuse of technology including, but not limited to teasing, intimidating, defaming, threatening, or terrorizing and/or otherwise cause harm to a another student, group, school personnel, or visitors teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting communicating in any form, including, but not limited to, e-mail messages, instant messages, text messages, digital pictures or images, or Web-site website postings, including blogs or other means, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.
- B. ~~It shall be a violation of this policy for any student or personnel of School District No. 624 to permit, condone or tolerate bullying. (For the purposes of this policy, school district personnel includes paid employees, school board members, agents, volunteers, contractors or other persons subject to the supervision and control of the District.)~~ No school personnel, student, or visitor teacher, administrator,

volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

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

Consequences for students who commit prohibited acts of bullying may range from ~~positive~~ behavioral interventions up to and including suspension and/or expulsion. Consequences for ~~employees~~ **school district personnel** who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any ~~student, teacher, administrator, volunteer, contractor, or other employee of the school district~~ **person** who is found to have violated this policy.

[Note: As the purpose of the policy is to ensure the safety and well-being of students, school districts should review those individuals in their district who may have responsibility for its students, whether formal or informal, to ensure that this purpose is met. Accordingly, school districts may wish to exclude or add certain individuals as being subject to its policy. For example, if a school district is providing visitors with extensive contact with students, the school district may wish to include visitors as individuals subject to the policy to ensure the access the school district has permitted is

not being abused. Alternatively, a school district may wish to remove contractors from the policy if the individuals with whom it contracts have little or no contact with students to avoid unnecessary application of the policy.]

III. DEFINITIONS

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

- A. “Bullying” means any written, ~~to include modes of technology (i.e. internet and phone text messages)~~ **electronic, or** verbal expression, physical act or gesture, or pattern thereof, by a **student person** that is intended to cause or is perceived as causing distress to ~~one or more students~~ **a student or a group of students** and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student **or a group** that a reasonable person under the circumstances knows or should know has the effect of:
1. harming a student **or a group of students**;
 2. damaging a student’s **or a group of students’** property;
 3. placing a student **or a group of students** in reasonable fear of harm to ~~his or her~~ person or property; ~~or~~
 4. creating a hostile ~~educational~~ environment for a student **or a group of students**; **or**
 5. **intimidating a student or group of students.**
- B. “Immediately” means as soon as possible but in no event longer than ~~24 hours~~ **one (1) school day following the report.**
- C. “On school district property or at school-related functions” means: all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route ~~or vehicles driving~~ to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. “School District Personnel” means School Board members, school employees, agents, volunteers and contractors subject to the supervision and control of the School District.**

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to any ~~appropriate school district official designated by this policy~~ school employee*. It is the responsibility of that employee to document the concern and forward it to a school administrator. A student may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. The school district encourages the reporting party ~~or to submit a written complaint~~ to school administration, use the report form available from the principal of each building or available from the school district office but oral reports shall be considered official complaints as well.
- C. The building ~~principal, or the principal's designee, administrator or~~ designee ~~the building supervisor~~ is the person responsible for receiving reports of bullying at the building level. Any person may report Bullying may also be reported directly to a school district human rights officer or to the superintendent. If the complaint involves the building administrator, the complaint shall may be made or filed directly with the superintendent or designee, or to the school district human rights officer, by the reporting party or complainant.
- D. ~~A teacher, school administrator, volunteer, contractor, or other school employee~~ School district personnel shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal administrator or designee immediately. School district personnel who fail to inform the building report taker administrator or designee of conduct that may constitute bullying in a timely manner (preferably within one (1) school day) may be subject to disciplinary action.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district ~~administrator~~ officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others, including the perpetrator, pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. School district action ~~Disciplinary consequences~~ will be taken sufficiently severe to try to deter violations and to prevent future incidents of bullying. appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable statutory authority, including the Minnesota Public Fair Dismissal Act; school district policies; and regulations.
 - 1. For students such action may include, but is not limited to, a warning, education, counseling, remediation, loss of privileges, detention, exclusion, restorative measures, mediation, referral to outside agencies, (including, but not limited to, law enforcement), suspension, exclusion, expulsion, or transfer.
 - 2. For staff such action may include, but is not limited to a warning, education, restorative measures, mediation, suspension, exclusion, expulsion, or transfer. remediation, termination, or discharge. Action against staff will be also be consistent with the requirements of applicable collective bargaining agreements.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will respond to notify the parent(s) or guardian(s) of students involved in a bullying incident with a summary of the investigation and relevant information, and the remedial action taken, to the extent permitted by law. ~~based on a confirmed report.~~

VI. REPRISAL RETALIATION PROHIBITED

The school district will discipline or take appropriate action against any student, ~~teacher, administrator, volunteer, contractor, or other employee of the school district~~ or school district personnel who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

- A. The school district annually will provide information and ~~any applicable~~ * training to school district staff personnel regarding this policy.
- B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying and offenders.
- D. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, self advocacy, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

VIII. NOTICE

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

Legal References:

Minn. Stat. § 120B.232 (Character Development Education)
~~Minn. Stat. § 120B.233 (Character Development Education Revenue; Pilot Program)~~
 Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
 Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.69 (Hazing Policy)

Cross References:

*****WBLASB** Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
WBLASB Policy 413 (Harassment and Violence)
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
WBLASB Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
WBLASB Policy 423 (Employee-Student Relationships)
WBLASB Policy 501 (School Weapons Policy)
WBLASB Policy 506 (Student Discipline)

WBLASB Policy 507 (Corporal Punishment)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
WBLASB Policy 521 (Student Disability Nondiscrimination)
WBLASB Policy 522 (Student Sex Nondiscrimination)
WBLASB Policy 525 (Violence Prevention)
WBLASB Policy 526 (Hazing Prohibition)
WBLASB Policy 529 (Staff Notification of Violent Behavior by Students)
WBLASB Policy 709 (Student Transportation Safety Policy)
WBLASB Policy 711 (Videotaping on School Buses)
WBLASB Policy 712 (Video Surveillance Other Than on Buses)

*****WBLASB or MSBA/MASA*****



**BULLYING PREVENTION AND INTERVENTION
INCIDENT REPORTING FORM
- DRAFT -**

1. Name of Reporter/Person Filling Out Report: _____
(NOTE: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)
2. Check whether you are the: Target of the behavior _____ Reporter (not the target) _____
3. Check whether you are a: Student _____ Staff member _____ Parent _____ Administrator _____
 Other _____ (specify) _____

Your contact information/telephone number (optional) _____
4. State your school or worksite: _____
5. Nature of bullying:
 _____ Physical (persistent pushing/shoving, making threats, defacing property, stealing, etc.)
 _____ Emotional (persistent name calling, teasing, insulting, harassing phone calls, etc.)
 _____ Social (persistent gossiping, teasing about looks, excluding someone from groups, arranging public humiliation, etc.)
 _____ Cyber (persistent texting/messaging threats, posting defamatory Web sites, e-mailing derogatory photos, etc.)

6. Name of Target (of behavior): _____

Name of Aggressor(s) {Person(s) who engage in the behavior}: _____

Date(s) of Incident(s) _____

Time When Incident(s) Occurred: _____

Location of incident(s) _____

7. Witnesses (list people who saw the incident or have information about it):

Name: _____ student _____ staff _____ other: _____
Name: _____ student _____ staff _____ other: _____
Name: _____ student _____ staff _____ other: _____
8. Physical Evidence: Graffiti _____ Notes _____ E-mail _____ Web sites _____
 Video/audio tape _____ Other _____
9. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back, if necessary. _____

FOR ADMINISTRATION USE ONLY

Signature of Director _____ **Date Received** _____

AGENDA ITEM: **First Reading of Policy 524, Internet Acceptable Use and Safety Policy**

MEETING DATE: **April 11, 2011**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **David Law, Assistant Superintendent**
Christina Picha, Director of Human Resources
Mark Garrison, Instructional Technology Coordinator

Background:

School Board Policy 524, Internet Acceptable Use and Safety Policy, has been reviewed by the School Board Policy Committee, on a second review. This policy, last reviewed in 2001, addresses a wide range of issues related to technology, including staff and student use of District hardware and software, and protocols for the use of internet.

This Policy is a major overhaul of our previous policy because of a rapid change in technology. It consists of many changes from MSBA, with modifications to fit our technical requirements, platform, and also our practice. The policy change recommendations draw from MSBA and from other school district policies. On Monday evening, we will provide a brief overview of the policy and proposed changes.

Since the March 7 School Board meeting, the Policy has had further review by administration, staff, students, and the Policy Committee.

Recommendation:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the May 9, 2011 School Board meeting agenda or subsequent meetings as an operational item for action.

Adopted: September 8, 1997
Revised: February 28, 2000
December 10, 2001

White Bear Lake Area
School Board Policy 524

524 INTERNET ELECTRONIC TECHNOLOGIES ACCEPTABLE USE POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for acceptable and safe use of the Internet, including electronic communications, and the District's Electronic Technologies. District Electronic Technologies include but are not limited to computers and peripherals, printers, phones and the applications they support and/or access.

II. SCOPE

~~This policy shall apply to all users of the School District's Internet access, computers and equipment, including but not limited to students, faculty, administrators, supporting staff, agents, and board members. This policy shall apply to the use of the School District's Internet access provided by any means.~~

III. II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the School District Electronic Technologies and the Internet, including electronic communications, the School District considers its own stated educational mission, goals, and objectives. ~~Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district electronic technologies and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world.~~ The goal in providing these resources is to facilitate resource sharing, innovation and communication and to support the mission if the District in ensuring that our students develop a love of learning, excel academically, are inspired to realize their dreams and become engaged citizens with a global understanding. The School District expects that faculty will blend thoughtful use of the School District Electronic Technologies and the Internet throughout the curriculum and will provide guidance and instruction to students in ~~its~~ their use.

IV. PRIVACY RIGHTS

~~The School District can and will inspect information and files stored, processed, or communicated by or through its information systems without further notice to users. Users of the School District's computers, equipment and Internet access through the District shall have no expectation of privacy related to such use.~~

III. LIMITED EDUCATIONAL PURPOSE

The School District is providing students and employees with access to the School District Electronic Technologies, which includes Internet access. It is not the purpose of the system to provide students and employees with unlimited access to the Internet or to create a limited public forum for the discussion of issues. Access to the School District system is limited to educational purposes, which includes use of the system for classroom activities, educational research, professional or career development activities, and for school administration. Users are expected to use the District system to further educational and professional goals consistent with the mission of the School District and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the School District system and access to use of the Internet is a privilege, not a right. Acceptable use of the School District's computer system is the responsibility of the user. The School District has the right to monitor its computer system and enforce this policy. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the School District system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate School District policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. RESPONSIBILITY OF USE UNACCEPTABLE USES

~~Users are prohibited from using school district Internet resources or accounts for the following purposes:~~

- ~~A. To access, upload, download or distribute pornographic, obscene or sexually explicit material.~~
- ~~B. To transmit or receive obscene, abusive or sexually explicit language.~~
- ~~C. To violate any local, state or federal statute.~~
- ~~D. To vandalize, damage or disable the property of another person or organization.~~
- ~~E. To access another person's materials, information or files without the implied or direct permission of that person.~~
- ~~F. To violate copyright laws, or otherwise use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer.~~
- ~~B. Unauthorized commercial use or financial gain.~~

- C. ~~_____ To engage in any form of gambling.~~
 - D. ~~_____ To engage in any type of harassment or discrimination, including but not limited to sexual harassment and harassment or discrimination based on race, gender, sexual orientation, religion, national origin, marital status, status with respect to public assistance, disability, or any other type of harassment or discrimination prohibited by law and School District policy.~~
 - E. ~~_____ To promote any political or private causes, or other activities that are not related to the business purpose of the School District.~~
 - F. ~~_____ To review or access any materials related to obtaining or using any controlled substances or products such as alcohol that may not lawfully be used or consumed by minors, without the express written permission of a supervisor or teacher.~~
 - G. ~~_____ To advocate or access information advocating any type of unlawful violence, vandalism, or illegal activity without the express prior written consent of a supervisor or teacher.~~
- A. Users are responsible for anything set on the network with their name or IP address on it. Users shall not engage in any activity that disrupts or hinders the performance of the District's Electronic Technologies. Specifically, the following uses of the District's Electronic Technologies are considered unacceptable:
- 1. Users will not use the School District system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Personal photos, files or music not related to educational purposes shall not be viewed or accessed for any period of time during work hours and during classroom hours.
3. Users will not use the School District system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, use language that is abusive, hostile, demeaning, disrespectful or threatening toward another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
4. Users will not use the School District system to engage in any illegal act or violate any local, state, or federal statute or law.
5. Users will not use the School District system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the School District system software, hardware, or wiring or take any action to violate the School District's security system, and will not use the School District system in such a way as to disrupt the use of the system by other users.
6. Users will not use the School District system to gain unauthorized access to information resources or to access another person's materials, information, or files without permission.
7. Users will not use the District's Electronic Technologies to post private information about themselves or another person. This prohibition shall not prevent private information from being posted in the ordinary course of business by school personnel. Private information includes personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to, address, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

- (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
- (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

8. Users will not attempt to gain unauthorized access to the School District system or any other system through the School District system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the School District system may not be encrypted without the permission of appropriate school authorities.
9. Users will not use the School District system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works on the Internet.
10. Users will not use the School District system for conducting business, for unauthorized commercial purposes, for promotion of political views or social agendas, including political campaigning, or for financial gain unrelated to the mission of the School District. Users will not use the School District system to offer or provide goods or services or for product advertisement. Users will not use the School District system to purchase goods or services for personal use without authorization from the appropriate School District official.
11. Students in the course of completing assignments for class, including assignments involving the use of collaborative and social networking tools on the Internet, are expected to abide by the Electronic Technologies Acceptable Use Policy and policies and procedures regarding student discipline, student code of conduct, bullying prevention, copyright and plagiarism.
12. Users will not review or access any materials related to obtaining or using any controlled substances or products such as alcohol which may not lawfully be

used or consumed by minors, without express written permission of their supervisor/teacher.

- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off School District premises also may be in violation of this policy as well as other School District policies. Examples of such violations include, but are not limited to, situations where the School District system is compromised or if a School District employee or student is negatively impacted. If the School District receives a report of an unacceptable use originating from a non-school computer or resource, the School District may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the School District Electronic Technologies and the Internet and discipline under other appropriate School District policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate School District official. In the case of a School District employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a School District employee, the building administrator.

V. — ENFORCEMENT

~~Violations of this policy shall result in discipline up to and including discharge, suspension, expulsion, loss of credit and/or a reduction of grade. Additionally, violations of this policy may subject the violator to criminal prosecution under federal and/or state law and civil liability. The School District reserves the right to limit or remove any user's access to the School District's Internet access at any time for any reason.~~

VI. FILTER

- A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are obscene, child pornography, violent or harmful to minors:
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the School District Electronic Technologies and use of the Internet shall be consistent with School District policies and the mission of the School District.

- ~~A. Internet uses shall be consistent with school district policies, including but not limited to those in the following areas:~~
- ~~1. The use of intellectual property.~~
 - ~~2. Student Discipline. (WBLASB Policy 506)~~
 - ~~3. Curriculum Development. (WBLASB Policy 603)~~
 - ~~4. Instructional Curriculum. (WBLASB Policy 604)~~
 - ~~5. Textbooks and Instructional Materials. (WBLASB Policy 606)~~
 - ~~6. Technology access.~~
 - ~~7. Protection and Privacy of Student Records. (WBLASB Policy 515)~~
 - ~~8. Distribution of Nonschool Sponsored Materials on School Premises by Students and Employees. (WBLASB Policy 505)~~
 - ~~9. Interviews of Students by Outside Agencies. (WBLASB Policy 519)~~
 - ~~10. Student Disability Nondiscrimination. (WBLASB Policy 521)~~
 - ~~11. Student Sex Nondiscrimination. (WBLASB Policy 522)~~
 - ~~12. Bomb Threats. (WBLASB Policy 804)~~

~~13. Distribution of Materials on School District Property by Nonschool Persons.
(Model Policy 904)~~

VIII. NO EXPECTATION OF PRIVACY

- A. By authorizing use of the School District system, the School District does not relinquish control over materials stored or transmitted on the system or contained in files on the system. Users should expect no privacy in the contents of files on the School District system.
- B. Routine maintenance and monitoring of the School District system may lead to a discovery that a user has violated this policy, another School District policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail email files. Parents have the right to request the termination of their child's individual account at any time.
- E. School District employees should be aware that the School District retains the right at any time to investigate or review the contents of their files and e-mail email files. In addition, School District employees should be aware that data and other materials in files maintained on the School District system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The School District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School District policies conducted through the School District system.

~~VIII.~~ IX. ELECTRONIC TECHNOLOGIES ACCEPTABLE USE AGREEMENT

- A. The proper use of the Electronic Technologies and Internet, and the educational value to be gained from proper Electronic Technologies and Internet use, is the joint responsibility of students, parents and employees of the School District.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Electronic Technologies Acceptable Use Policy will be referenced in the Student handbook and Employee Handbook, and will be posted on the District web site. Paper copies will be available to parents upon request. Supervising teachers will provide guidance and instruction on acceptable use of the Internet. Parents may request that their child not use the Internet by notifying the school.

- D. All users shall be responsible for the protection and security of their passwords. Users shall have the ability to change passwords and maintain the confidentiality of logon codes.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the School District system is at the user's own risk. The system is provided on an "as is, as available" basis. The School District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on School District diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The School District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the School District system. The School District will not be responsible for financial obligations arising through unauthorized use of the School District system or the Internet.

IX. XI. USER NOTIFICATION

- A. All users shall be notified of the School District policies relating to ~~Internet use~~ Electronic Technologies Acceptable Use.
- B. This notification shall include the following:
1. Notification of that Internet use is subject to compliance with School District policies.
 2. Notification of Unacceptable Use of District Electronic Technologies.
 3. Disclaimers limiting the School District's liability relative to:
 - a. Information stored on School District diskettes, hard drives or servers, CD, DVD, jump drives, memory sticks, or any other storage device.
 - b. Information retrieved through School District computers, networks or online resources.
 - c. Personal property used to access School District computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of School District resources/accounts to access the Internet.
 4. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.

5. Notification that, even though the School District may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
6. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student or the student's parents.
7. Notification that should the user violate the School District's acceptable use policy, the student's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.
9. Notification that student ~~e-mail~~ email addresses may be provided to District-approved third-party providers for access to educational tools and content.

X. XII. PARENT RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media.
- B. Parents will be notified that their students will be using School District resources/accounts to access the Internet and that the School District will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Electronic Technologies Acceptable Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the School District's Electronic Technologies Acceptable Use Policy is available for parental review.

XI. XIII. IMPLEMENTATION; POLICY REVIEW

- A. The School District administration may develop appropriate 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.
- B. The administration shall revise the student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The School District's Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 20 U.S.C. § 6701 *et seq.* (Enhancing Education Through Technology Act of 2001)
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
 47 C.F.R. §54.520 (FCC regulations implementing CIPA)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Aid)
United States v. American Library Association, 539 U.S. 194 (2003)

Cross References: MSBA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA Model policy 406 (Public and Private Personnel Data)
 MSBA Model Policy 505 (Distribution of Nonschool Sponsored Materials on School Premises by Students and Employees)
 WBLASB Policy 506 (Student Discipline)
 WBLASB Policy 515 (Protection and Privacy of Pupil Records)
 WBLASB Policy 519 (Interviews of Students by Outside Agencies)
 WBLASB Policy 521 (Student Disability Nondiscrimination)
 WBLASB Policy 522 (Student Sex Nondiscrimination)
 WBLASB Policy 603 (Curriculum Development)
 WBLASB Policy 604 (Instructional Curriculum)
 WBLASB Policy 606 (Textbooks and Instructional Material)
 WBLASB Policy 804 (Bomb Threats)
 WBLASB Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

E. OPERATIONAL ITEMS

AGENDA ITEM: Action on Lease Agreement with the YMCA
MEETING DATE: April 11, 2011
SUGGESTED DISPOSITION: Operational Item
CONTACT PERSON(S): Dr. Michael J. Lovett, Superintendent

Background:

This winter and spring the School District has been working closely with the YMCA on a proposed lease agreement, which would provide four rooms at Birch Lake Elementary to operate a childcare program for children ages six weeks through preschool.

The proposal has been discussed with the faculty and staff at Birch, and the principal has reviewed the plan with parent leaders. The proposal has been discussed at the February and March School Board work-study sessions, with detailed discussion with representatives of the YMCA on March 28. On March 7, the Board authorized the School District to negotiate a lease with the YMCA and to return the completed lease to the School Board for action.

We have attached the background information (attachment 1) and PowerPoint (attachment 2) presented at the School Board meeting on March 7.

At the time these materials are being prepared, the attorneys are in agreement on the general framework, and are working out the details to assure that the interests of both parties are established. Unless the School Board has adequate time to review the final lease subsequent to the final review by attorneys, we would recommend tabling action as explained below.

Recommendation:

To take action on the lease agreement, or to table the action until a subsequent meeting allowing the attorneys to work out all technical details.

ATTACHMENT 1

Agenda Item E-3
March 7, 2011
School Board Meeting

AGENDA ITEM: Authorization for Administration to Develop Lease Agreement with YMCA

MEETING DATE: March 7, 2011

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Dr. Michael Lovett, Superintendent
Pete Willcoxon, Executive Director of Business Services
Dave Guenther, Director of Community Services and Recreation

BACKGROUND:

During the past two months, our administration has been working closely with the White Bear Lake YMCA considering their request to lease four classrooms at an elementary school to operate a childcare program.

The YMCA brings expertise in childcare for children from infants to kindergarten to this potential partnership.

To this potential partnership, the White Bear Lake Area School District brings expertise in Early Childhood Parent Education and in pre-school through high school education and programming.

This proposed partnership creates opportunities for families and children to have one school site for their children ages six weeks through elementary grade 5, with exceptional, high quality programming. Working with our schools and with the YMCA, we have identified Birch Lake Elementary as the best site for this arrangement.

This partnership allows the District and the YMCA to look at ways of partnering in pre-school programming (including ages 4 and 5, not yet ready for kindergarten), and take advantage of the high performing Birch Lake Elementary, including the partnership already in place with MacPhail School of Music.

OTHER DEVELOPMENTS RELATED TO THIS PROPOSED PARTNERSHIP

Currently the White Bear Lake Area Schools operates pre-school programs at Hugo Elementary, Normandy Park Education Center, and at Tamarack Nature Center, a joint pre-school with Tamarack called "My Nature Preschool". During recent school years, approximately 550

ATTACHMENT 1

students participate annually in these pre-school programs and in early childhood family education options.

In addition to educational pre-school programs, beginning this year the District is piloting a 4-year old childcare program at Lakeaires Elementary in conjunction with the Extended Day Program, which was initially designed for students in half-day kindergarten and students in grades 1-5 before and after school.

Based on the preliminary work of this year's Pre-School Program Review, we anticipate that the District will continue to look at innovative strategies to increase the range of pre-school opportunities in our schools and increase the connections and relationships we have with our families who have pre-school children.

Based on our review of the size of our pre-school population, we believe this proposed program with the YMCA will be largely complementary to the other programs we are offering, although some families may make a choice between the YMCA program and our pre-school programs operated at other sites.

Overall, we believe that this program has the potential to increase the number of families we serve with high quality programming, either directly through our programs or in conjunction with the YMCA.

PRINCIPLES IN THE DEVELOPMENT OF THE LEASE

TERMS & PAYMENTS

- Five year lease (Aug. 1 2011-August 31, 2016).
- Payment is \$8 per square foot annually.
- YMCA has opt-out after year one of agreement (July 31, 2012).
- Lease amount for fall of 2011 (August through November) will be paid in four equal installments in September of years 2, 3, 4, and 5 of the contract.
- The District would include a termination clause tied to issues that could arise which are unknown at this time.

FACILITY COMPONENTS

- YMCA would use rooms 101, 102, 103, 104, and 106.
- YMCA would have year-round use of these rooms.
- YMCA will coordinate with Birch Lake staff for annual room cleaning.
- WBLAS would be responsible for capital changes, specifically an additional sink (licensing requirement is 2 separate sinks) and removal of wall between rooms 101 and 103.
- YMCA would use one room for large muscle exercise 1 time per day for 20 minutes (or 2 x per day if possible) (this is a licensing requirement).
- YMCA would have access to the playground.
- YMCA would coordinate use of common facilities with principal or designee of Birch Lake Elementary.
- WBLAS provides use of tables and chairs for ECLC, if available.

ATTACHMENT 1

OTHER ELEMENTS

- YMCA would use Birch Lake Elementary food service 12 months of the year on a separate fee-basis (not described in this contract).
- YMCA would place sign in front yard of school (dimensions negotiable, but equal in prominence to one currently placed by MacPhail).
- YMCA would place prominent signage in main hallway between rooms 101 and 103 on wall.
- YMCA would be able to place direction signage, if necessary, directing foot traffic to ECLC.
- YMCA and WBLAS would partner in promotional materials, with ECLC listed on WBLAS web site, CED brochure, open houses, and in one mailing annually to all k-3 students in district.

RECOMMENDATION:

The School Board act on authorizing the administration to develop a lease agreement with the YMCA, with the expectation that the lease agreement would be on the School Board agenda at our April meeting for action.



Proposed Lease Agreement with
the White Bear Lake YMCA

School Board Meeting
March 7, 2011

Proposal from YMCA

- Request opportunity to lease 4 rooms in an elementary school to operate a childcare program for children age 6 weeks through preschool
- Terms of the potential lease are detailed in the School Board materials

History of our childcare partnership
with the YMCA

- *From 2007-2009* – childcare program at Birch Lake Elementary run by the YMCA (one room + access to cafeteria/gym)
- *2009-present* – childcare program at Willow Lane Elementary run by the YMCA (one room + access to cafeteria/gym)

How would this program complement the White Bear Lake Area Schools Pre-school Programs?

We offer...

- Preschool programs at Normandy, Tamarack Nature Center, and Hugo
- Early Childhood Family Education classes for parents and children together
- School Readiness for 3 and 4 year olds identified as needing extra help
- Extended Day for kindergarten through grade 5 at several elementary sites

The White Bear Area YMCA proposes to lease space to operate:

- Full-day only, fee-based childcare program at Birch Lake Elementary for infants through pre-kindergarten children
- Operate the program in conjunction and in cooperation with the School District
- Operate a licensed childcare facility under Department of Health Rules

Comparison

- | | |
|--|--|
| <ul style="list-style-type: none"> • White Bear Lake Area Schools <ul style="list-style-type: none"> - Education Programing for Children and Parents - Educators Licensed through the Department of Education and Board of Teaching - School age fee-based childcare operated under Department of Education | <ul style="list-style-type: none"> • White Bear Area YMCA <ul style="list-style-type: none"> - Fee-based childcare - Full-day option only - Providers licensed through the Minnesota Department of Health |
|--|--|

Process

- *January* – YMCA meets with District administration regarding proposal
- *February* – District administration identifies Birch Lake Elementary as potential site and meets with parent representatives and faculty/staff
- *February 28* – School Board Work-Study session. Administration reviews proposal with School Board.
- *March 7* – Administration asks School Board for authorization to develop lease agreement with YMCA.

Next Steps

- *March* – Administration will develop lease agreement with the YMCA and review detailed proposal with Birch Lake Elementary staff and parent community.
- *March 28* – School Board Work-Study session. Administration and YMCA staff members will be present.
- *April 11* – Potential date for lease to be considered by School Board for action.

AGENDA ITEM: Action on Acceptance of Foundation Grants

MEETING DATE: April 11, 2011

SUGGESTED DISPOSITION: Operational Item

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

Background:

The Glasrud Family Fellowships grants are being presented from the Foundation for acceptance.

The Foundation Explains that:

The Glasrud Family Fellowships provide funds for instructional staff to participate in experiences that are important to their professional growth and will make them better teachers. It is hoped that these fellowships will allow teachers to pursue professional development which would otherwise not be possible.

Congratulations to the 2011 Fellowship recipients.

Recipients	Building(s)	Purpose	Amount
Jessica Buchta	South Campus	"Teaching at Hangzhou Foreign Language School"	\$4000.00
Heather Schmidt, April Schneider & Becky Peterson	Oneka Elementary Lincoln Lakeaires	"International Reading Conference" In Orlando, Florida May 8 – 11, 2011	\$3250.00
Connie Stirling, Christine Dahl, Carol Midthun, Betsy Peterson, Mary Pokorny, Elizabeth Olson & Shawna Traver	Vadnais Heights Elementary	"WBL Elementary Specialists @ the 15 th National Association of School Librarians Conference in Minneapolis October 26 – 30, 2011	\$4000.00
TOTAL			\$11, 250.00

Recommendation:

To accept the Foundation grants as recommended by the administration.

AGENDA ITEM: Second Reading of Policy 497, Nepotism
MEETING DATE: April 11, 2011
SUGGESTED DISPOSITION: Operational Item
CONTACT PERSON(S): Christina Picha, Director of Human Resources

Background:

School Board Policy 497, Nepotism, is a new policy this year. The policy will establish consistent employment guidelines of family members of current employees. This policy has been reviewed by the Policy Committee in March and again on April 4, and had a first reading in March.

Our intent is to communicate changes this spring and to implement on July 1, 2011.

Recommendation:

To approve School Board Policy 497, Nepotism, as recommended by the administration.

****NEW POLICY****

497 NEPOTISM

I. PURPOSE

The purpose of this policy is to establish consistent employment guidelines and to prevent situations where an individual may have or be perceived to have unfair influence over the career development, work assignments or work direction, performance reviews, or compensation of a family member who is also employed by White Bear Lake Area Schools.

II. GENERAL STATEMENT OF POLICY

- A. The District may employ family members of current employees. To be hired, transferred or promoted, close family members may *not*:
 - 1. Be assigned to positions where one can influence the employment conditions or career of the other. This includes decisions involving hiring, termination, compensation, performance evaluation, discipline, promotional opportunities and work assignments; or
 - 2. Be assigned to positions where one reports to, directs the work of, or otherwise has direct or indirect supervision of another close family member.
- B. This policy shall apply to appointment of temporary and summer help, as well as contract employees, when the expected duration of the appointment is a minimum of ninety (90) work days in a fiscal year.
- C. This policy shall be interpreted and applied consistently with mandates of federal and state equal employment opportunity and discrimination laws.

III. DEFINITIONS

- A. "Close Family Member." A close family member includes: parent, spouse, child, sibling, grandmother, grandfather, grandchildren, all step relatives including step-mother, step-father, step-sister and step brother, in-law relationships including father and mother-in-law, daughter and son-in-law, brother and sister-in-law, domestic partner or a member of the employee's household.
- B. "Direct or Indirect Supervision." Direct or indirect supervision means within a chain of command such that an employee's work responsibilities, salary, career progress or other terms and conditions of employment could be influenced by a close family member.

IV. SPECIAL PROVISIONS

- A. The District reserves the right to review the application of this policy in individual cases that involve minor children who are in temporary positions, e.g. refereeing of youth sports or other community service type activities, providing that the selection and hiring of the student is done in accordance with our human resources protocols and under the oversight of the Director of Human Resources.

Legal References:

Minn. Stat. Ch. 363 (Minnesota Human Rights Act)

42 U.S.C., Section 2000c et seq.(Title VII. of the Civil Rights Act)

AGENDA ITEM: Second Reading of Policy 613, Graduation Requirements

MEETING DATE: April 11, 2011

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): David Law, Assistant Superintendent

Background:

School Board Policy 613, Graduation Requirements, has been reviewed by the School Board Policy Committee and had a first reading on March 7. The proposed changes are consistent with those recommended by MSBA.

Recommendation:

Approve School Board Policy 613, Graduation Requirements, as recommended by the administration.

Adopted: September 8, 1997

Revised: June 11, 2002

Revised: July 18, 2005

Revised: November 8, 2007

Revised: December 14, 2009

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

613 GRADUATION REQUIREMENTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

~~It is~~The policy of the school district is that all students must ~~pass the Minnesota Graduation Basic Standards tests or the Minnesota Comprehensive Assessments (MCA) per state requirements and must~~ satisfactorily complete, as determined by the school district, all course credit requirements, and all state academic standards, or local standards where state standards do not apply, and successfully pass graduation standards examinations, as established by the school board, required, in order to graduate.

III. DEFINITIONS

A. “Course credit” is equivalent to a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.

~~B. “Department” means the Minnesota Department of Education.~~

~~C.~~B. “Section 504 Accommodation” means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

~~D.~~C. “Individualized Education Plan,” or “IEP,” means a written statement developed for a student eligible by law for special education and services.

~~E.~~D. “English Language Learners” or “ELL” students means individuals whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

E. “GRAD” means the graduation-required assessment for diploma that measures the reading, writing, and mathematics proficiency of high school students.

IV. TEST ADMINISTRATOR

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

V. GRADUATION REQUIREMENTS

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

- b. achieving a passing score as determined through a standard setting process on the state-identified language proficiency test in writing for students designated as English language learners;
 - c. achieving an individual passing score on the GRAD as determined by appropriate state guidelines for students with an IEP or 504 plan; or
 - d. achieving an individual passing score on the state-identified alternate assessment or assessments as determined by appropriate state guidelines for students with an IEP.
- C. Students enrolled in grade 8 in any school year from the 2005-2006 school year to the 2009-2010 school year who do not pass the mathematics GRAD under Section V.B.1., above, are eligible to receive a high school diploma with a passing state notation if they:
 - 1. complete with a passing score or grade all state and local coursework and credits required for graduation by the school board granting the students their diploma;
 - 2. participate in district-prescribed academic remediation in mathematics; and
 - 3. fully participate in at least two retests of the mathematics GRAD test or until they pass the mathematics GRAD test, whichever comes first.
- [Note: Section V.C. applies to the 2009-2010 through 2013-2014 school years only.]*
- D. All students must satisfactorily complete an appropriate number of credits as approved by the School Board and identified in the White Bear Lake Area Schools Registration Guide or have met the requirements of an IEP or 504 plan.

VI. STUDENTS IN UNIQUE SITUATIONS

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

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

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

VI. VII. EARLY GRADUATION

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

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

VIII. NOTICE

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

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Rule Parts 3501.0010–3501.0180 (~~Rules Relating to~~ Graduation Standards – Mathematics and Reading)

Minn. Rule Parts 3501.0200–3501.0290 (~~Rules Relating to~~ Graduation Standards–Written Composition)
Minn. Rules Parts 3501.0505-3501.0550 (Graduation Standards – Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Graduation Standards – Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Graduation Standards – Arts)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma)
~~Minn. Rules Parts 3501.0505–3501.0745 (K–12 Standards)~~
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

Cross References:

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

AGENDA ITEM: **Second Reading of Policy 614, School District Testing Plan and Procedure**

MEETING DATE: **April 11, 2011**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

School Board Policy 614, School District Testing Plan and Procedure, has been reviewed by the School Board Policy Committee and had a first reading on March 7. The proposed changes are consistent with those recommended by MSBA.

Recommendation:

To approve School Board Policy 614, School District Testing Plan and Procedure, as recommended.

Adopted: September 8, 1997

Revised: June 11, 2001

Revised: May 9, 2005

White Bear Lake Area
School Board Policy 614

614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DUTIES OF SCHOOL DISTRICT TEST ADMINISTRATOR

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

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

- G. ~~procedures for meeting the needs of Limited English Proficient students, students who require an IEP or students who require Section 504 Accommodation.~~

IV. TEST SECURITY

A. Security Requirements.

1. When administering tests for the basic ~~standards~~ requirements, the school district shall observe the following test security measures in addition to any requirements imposed by the ~~Minnesota Department of Education MDE~~:
 - a. All test booklets, answer sheets, and test materials shall be placed in locked storage before and after the test administration;
 - b. The tests, testing materials, and answer sheets are nonpublic data under Minn. Stat. § 13.34; and
 - c. No copies of test booklets or answer sheets shall be made;~~;~~ and
- ~~4. The school district shall report any violations of test security to the Department. The Department shall receive reports of violations of test security from anyone with knowledge of such an incident.~~
2. When administering a graduation-required assessment for diploma (GRAD), the school district must observe the following test security measures:
 - a. All test materials must be secured, either physically or electronically, before and after the test administration;
 - b. All testing materials are nonpublic data under Minn. Stat. § 13.34; and
 - c. A student is required to present valid photo identification before being admitted to the testing site if:
 - (1) the student is not enrolled in the testing district; or
 - (2) the student is unknown to the test proctor.
3. The school district must report any known violations of test security to MDE which must accept reports of violations of test security from anyone with knowledge of such an incident.

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

1. The invalidation of test scores if a violation is found to justify serious questions about the integrity of the results of the test administration; or
2. Other reasonable sanctions that are necessary to preserve the security and confidentiality of future tests and test administrations.

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

- A. The school district shall report the information specified below to ~~the Department~~ MDE annually by October 15 in a format to be determined by ~~the Department~~ MDE.

- B. The school district shall prepare and disseminate annually by October 15 a public report of the information specified below through the official newspaper or through publications sent to all households in the school district.

- C. The reports required above shall include:

1. The number of students enrolled at each grade level 9 through 12 according to the end of the year Minnesota Automated Reporting Student System (MARSS) report;
2. The number of students at each grade level 9 through 12 passing each basic ~~standard~~ requirement at the state standards level;
3. The number of students at each grade level 9 through 12 passing each basic ~~standard~~ requirement at an individualized level under an IEP or a Section 504 Accommodation plan;
4. The number of students at each grade level 9 through 12 passing tests in each basic ~~standard~~ requirement with tests that have been translated into a language other than English;
5. The number of students at each grade level 9 through 12 exempt from testing in each basic ~~standard~~ requirement; and
6. For grade 12 of the previous year only, the number of students currently denied a high school diploma because of not passing the state standard for a basic ~~standard~~ requirement when all other graduation requirements have been met.

- ~~D. The superintendent shall submit reports identifying expenditures related to basic standards testing, to the Department as required by law.~~

VI. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

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

- A. Required notifications to parents and students meet the requirements of Minnesota Rules, Parts 3501.0120 and 3501.1120;
- B. Required student records meet the requirements of Minnesota Rules, Parts 3501.0130 and 3501.1130;
- C. The school district's process for additional testing of students meets the requirements of Minnesota Rules, Part 3501.0050.
- D. Test security procedures comply with Minnesota Rules, Parts 3501.0150 and 3501.1150;
- E. The school district's decisions and processes regarding testing accommodations, modifications, and granting exemptions are in compliance with Minnesota Rules, Parts 3501.0090, and 3501.0100, and 3501.1180;
- F. The school district's curriculum and instruction provides appropriate learning opportunities in the basic ~~standard~~ requirement in compliance with Minnesota Rules, Part 3501.0110 and state graduation requirements in compliance with Minn. Rules Part 3501.1110;;
- G. Remediation plans for students are on file consistent with Minnesota Rules, Parts 3501.0110 and 3501.1110;
- H. The basic ~~standard~~ requirement test administration plan complies with Minn. Rules, Part 3501.0140, subpart 2, and the GRAD administration plan complies with Minn. Rules Part 3501.1140;
- I. The documentation for students granted accommodations or exempted from testing complies with Minn. Rules, Parts 3501.0090 and 3501.1190;
- J. The assessments and documentation of performance for students granted modifications of statewide standards comply with Minn. Rules Part 3501.0090, subpart 2, item C, and 3501.1190; and
- K. The school district's process for testing considerations for ~~LEP~~ limited English proficiency students complies with Minnesota Rules, Part 3501.0100.

VII. REQUIRED NOTIFICATION TO PARENTS AND STUDENTS

- A. Written Notice. The school district shall establish and maintain a system to provide written notice to parents and students about graduation requirements.

B. Notice of Graduation Requirements.

1. No later than thirty (30) working days after the date of the entrance into ~~the 9th~~ grade 9 or transfer of a student into the school district during or after ~~9th~~ grade 9, the school district shall provide to the parents and the student written notice of:
 - ~~1.~~ a. The graduation requirements; and
 - ~~2.~~ b. The grade in which the student shall have the first opportunity to take a test in a standard requirement.
- ~~2.~~ The school district shall provide parents and students with annual written notice of the grade in which the student will have the first opportunity to take a GRAD. The school district shall provide written notice to parents and students of GRAD results no later than sixty (60) days after the district receives the results of a GRAD. After the date of receiving test results, students must have a minimum of six (6) weeks for remediation before the next testing opportunity.

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

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

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

VIII. STUDENT RECORD KEEPING

A. Test Results. The school district shall keep a record on each student that includes:

1. the basic ~~standard~~ requirement tests taken; ~~and~~
2. the results of the most recent basic ~~standard~~ requirement tests given;
3. The GRADs taken; and
4. The results of the most recent GRAD given.

B. Student Progress. Individual student progress shall be reported on a student record as described ~~in items 1 to 4 below.~~

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

Legal References: Minn. Stat § 13.34 (Examination Data)
 Minn. Stat § 120B.11 (School District Process)
 Minn. Stat § 123B.30 (Statewide Testing and Reporting System)
 Minn. Stat § 120B.36, Subd. 2 (Adequate Yearly Progress)

~~Minn. Stat § 120B.143, Subd. 1 (Superintendent)~~
~~Minn. Rule Parts 3501.0010 – 3501.0180 (Rules Relating to Graduation Standards – Mathematics and Reading)~~
~~Minn. Rule Parts 3501.0200 – 3501.0290 (Rules Relating to Graduation Standards – Written Composition)~~
~~Minn. Rules Parts 3501.0505 – 3501.0635 (K-12 Standards)~~
Minn. Rules Parts 3501.0505-3501.0550 (Graduation Standards – Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Graduation Standards – Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Graduation Standards – Arts)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma)

20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

Cross References:

WBLASB Policy 601 (School District Curriculum and Instruction Goals)
WBLASB Policy 613 (Graduation Requirements)
WBLASB Policy 615 (~~Basic Standards~~ Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plan Accommodation and LEP Students)
WBLASB Policy 616 (School District System Accountability)

AGENDA ITEM: Second Reading of Policy 616, School District System Accountability

MEETING DATE: April 11, 2011

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): David Law, Assistant Superintendent

Background:

School Board Policy 616, School District System Accountability, has been reviewed by the School Board Policy Committee and had a first reading on March 7. The proposed changes are consistent with those recommended by MSBA.

Recommendation:

To approve School Board Policy 616, School District System Accountability, as recommended.

Adopted: October 13, 1997

Revised: May 26, 1998

Revised: June 11, 2001

Revised: May 9, 2005

Revised: December 14, 2009

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

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

A. School District Goals

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

B. System for Reviewing All Instruction and Curriculum

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

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

Phase 1: Study

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

Phase 2: Select

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

Phase 3: Plan

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

Phase 4: Implement

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

Phase 5: Analyze

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

Phase 6: Adjust

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

C. Implementation of Graduation Requirements

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

2. The school board shall annually review and determine if student achievement levels at each school site meet ~~state~~ federal expectations. If the school board determines that student achievement levels at a school site do not meet ~~state~~ federal expectations and the site has not made adequate yearly progress for two consecutive school years, seek assistance from the Commissioner of the Minnesota Department of Education (MDE) in developing a plan which must include parental involvement components.
 3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based on highly reliable statewide or district-wide assessments. The school board will consider models developed by the Commissioner for measuring individual student progress. The school board must coordinate with the Minnesota Department of Education (MDE) in evaluating school sites and continuous improvement plans, consistent with the best practices.
- D. Advisory Committee for Comprehensive Continuous Improvement of Student Achievement.
1. The Community Curriculum Advisory Council acts in an advisory capacity to the superintendent, to convey community beliefs and opinions regarding curriculum issues.
 2. The Advisory Committee shall, when possible, be comprised of two-thirds community representatives and shall reflect the diversity of the community. Included in its membership should be:
 - a. The Director of Curriculum (or similar educational leader)
 - b. Principal
 - c. School Board Member
 - d. Student Representative
 - e. One teacher from each building or instructional level
 - f. Parents from each building or instructional level
 - g. Residents without school-aged children
 - h. Residents representative of local business or industry
 - i. School District Test Administrator (if different from "a." above)

~~E. —~~ Evaluation of Student Progress

~~A committee of professional staff shall develop a plan for assessment of student progress toward the Academic Standards, as well as program evaluation data for use by the Community Curriculum Advisory Committee in the instruction and curriculum review process.~~

F. E. Educational Planning and Assessment System.

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

G. F. Reporting

An “Annual Report on Curriculum, Instruction and Student Achievement” shall be approved by the school board by October 1 of each year. The school board shall publish a summary of the report in the local newspaper with the largest circulation in the district, by mail, or by electronic means such as the school district website. If electronic means are used, the school district must publish notice of the report in a periodical of general circulation in the school district. The school district must make copies of the report available to the public on request. ~~A copy shall be sent to the Commissioner by October 15 of each year.~~

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

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

- a. written objectives of the assessment program;
- b. names of tests and grade levels tested;
- c. use of test results; and
- d. student achievement results compared to previous years.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
 Minn. Stat. § 120B.11 (School District Process)
 Minn. Stat. § 120B.35 (Student Achievement Levels)
 Minn. Stat. § 123B.04 (Site Decision Making Agreement)
 Minn. Rules Parts 3501.0010-3501.0180 (~~Rules Relating to~~ Graduation Standards - Mathematics and Reading)
 Minn. Rules Parts 3501.0200-3501.0290 (~~Rules Relating to~~ Graduation Standards - Written Composition)
 Minn. Rules Part 3501.0160 (District Reporting Requirements)
~~Minn. Rules Parts 3501.0505-3501.0745 (K-12 Standards)~~
Minn. Rules Parts 3501.0505-3501.0550 (Graduation Standards – Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Graduation Standards – Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Graduation Standards – Arts)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma)
 20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

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

AGENDA ITEM: Contingent Resolution Relating to Choosing
Nominees for Election to the School Board and
Calling the School District Primary Election

MEETING DATE: April 11, 2011

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON: Dave Guenther, Director of Community Services
and Recreation

BACKGROUND:

This resolution has been provided by our legal counsel, Knutson, Flynn & Deans, P.A., to call the School District Primary Election.

Recommendation:

Take action to approve the resolution.

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

April 11, 2011

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 624 (White Bear Lake Area Schools), State of Minnesota, was held in said school district on April 11, 2011, at 7 o'clock p.m., for the purpose, in part, of calling the school district primary election if required by law.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**CONTINGENT RESOLUTION RELATING TO CHOOSING NOMINEES
FOR ELECTION TO THE SCHOOL BOARD AND
CALLING THE SCHOOL DISTRICT PRIMARY ELECTION**

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

1. It is necessary to elect three school board members at the 2011 general election. If more than two candidates for a specified school board position or more than twice as many candidates as there are at-large school board positions available file affidavits of candidacy, Minnesota Statutes, Section 205A.03 requires that nominees must be chosen at a primary election. If a primary election is so required, the clerk shall include the names of the individuals who file affidavits of candidacy during the filing period on the primary election ballot as though they had been included by name in this resolution.

2. The primary election is hereby called and directed to be held on Tuesday, the 9th day of August 2011 between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

3. Pursuant to Minnesota Statutes, Section 205A.11, the school district polling places and combined polling places and the precincts served by those polling places, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, are hereby designated for this primary election.

4. The clerk is hereby authorized and directed to cause written notice of said primary election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least sixty-seven (67) days before the date of said primary election. The notice shall include the date of said election and the office or offices to be voted on at said primary election. Any notice given prior to the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said primary election to be posted at the administrative offices of the school district at least ten (10) days before the date of said primary election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said primary election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates, and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said primary election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said primary election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place and combined polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this primary election and generally to cooperate with any election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate the use of an optical scan voting system.

PRIMARY ELECTION BALLOT

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

AUGUST 9, 2011

INSTRUCTIONS TO VOTERS
TO VOTE, COMPLETELY FILL IN THE OVAL(S) NEXT TO YOUR CHOICE(S) LIKE THIS



SCHOOL BOARD MEMBER

VOTE FOR UP TO THREE

☐

NAME

☐

NAME

☐

NAME

☐

NAME

☐

NAME

☐

NAME

☐

NAME

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the primary election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance of publication once in the official newspaper, by posting a notice, and by notifying the county or legislative district chair of each major political party.

10. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the primary election and in the newspaper of widest circulation once on the day preceding the primary election, or once the week preceding the primary election if the newspaper is a weekly.

11. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Section 203B.127 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include school district staff trained as election judges. The clerk or the clerk's

designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

12. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the various polling places and combined polling places during the August 9, 2011, primary election (if necessary) and during the November 8, 2011, general election. The election judges shall act as clerks of election and submit the results to the school board for canvass in the manner provided for other school district elections. The primary election must be canvassed on the third day following the primary.

13. The provisions of this resolution shall only be effective if, as a result of filings, a primary election is required by law.

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.

STATE OF MINNESOTA)
)SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 624 (White Bear Lake Area Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to the calling of the primary election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 11th day of April 2011.

AGENDA ITEM: Resolution Establishing School District
Polling Locations

MEETING DATE: April 11, 2011

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON: Dave Guenther, Director of Community Services
and Recreation

BACKGROUND:

Due to construction in 2009, the polling location for Vadnais Heights Precincts 1 & 2 was temporarily moved to Vadnais Elementary School.

Now that the construction has been completed at the “Vadnais Commons”, we recommend that this polling location be re-established for these voters.

Passage of this resolution will officially make the change and prompt a notification to the voters in Vadnais Heights Precincts 1 & 2.

Recommendation:

Approve the resolution establishing School District polling locations.

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

April 11, 2011

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 624 (White Bear Lake Area Schools), State of Minnesota, was duly held in said district on the 11th day of April, 2011, at 7 o'clock p.m. for the purpose in part, of establishing polling places and combined polling places for school district elections not held on the day of a statewide election.

The following members were present:

and the following were absent:

Member _____ moved the adoption of the following resolution:

**RESOLUTION ESTABLISHING POLLING PLACES AND
COMBINED POLLING PLACES FOR CERTAIN MULTIPLE PRECINCTS
AND
DESIGNATING HOURS DURING WHICH THE POLLING
PLACES WILL REMAIN OPEN FOR VOTING
FOR SCHOOL DISTRICT ELECTIONS NOT HELD
ON THE DAY OF A STATEWIDE ELECTION**

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

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school elections not held on the day of a statewide election. The following polling places and combined polling places are hereby established to serve the precincts specified for all school district elections not held on the same day as a statewide election:

The polling places and combined polling places for this election and the precincts served by those polling places shall be as follows:

Polling Place: Lino Lakes Senior Center
1189 Main Street
Lino Lakes, MN 55014

This polling place serves all territory in Independent School District No. 624 located in the City of Lino Lakes, Precinct 1; Anoka County, Minnesota.

Polling Place: Lino Lakes City Hall
600 Town Center Parkway
Lino Lakes, MN 55014

This polling place serves all territory in Independent School District No. 624 located in the City of Lino Lakes, Precinct 4, Anoka County, Minnesota.

Polling Place: Living Waters Lutheran Church
856 Birch Street
Lino Lakes, MN 55014

This polling place serves all territory in Independent School District No. 624 located in the City of Lino Lakes, Precinct 6; Anoka County, Minnesota.

Polling Place: First Evangelical Free Church
2696 Hazelwood St. North
Maplewood, MN 55109

This polling place serves all territory in Independent School District No. 624 located in the City of Maplewood, Precinct 7; Ramsey County, Minnesota.

Polling Place: Ramsey County Library
3025 Southlawn Dr.
Maplewood, MN 55109

This polling place serves all territory in Independent School District No. 624 located in the City of Maplewood, Precinct 8, Ramsey County, Minnesota.

Polling Place: Council Chambers
4701 Highway 61
White Bear Lake, MN 55110

This polling place serves all territory in Independent School District No. 624 located in the City of White Bear Lake, Ward 1; Ramsey County, Minnesota.

Polling Place: White Bear Lake Library
4698 Clark Avenue
White Bear Lake, MN 55110

This polling place serves all territory in Independent School District No. 624 located in the City of White Bear Lake, Ward 2; Ramsey County, Minnesota.

Polling Place: Sunrise Middle School
2399 Cedar Avenue
White Bear Lake, MN 55110

This polling place serves all territory in Independent School District No. 624 located in the City of Birchwood; Washington County, Minnesota.

Polling Place: Sunrise Middle School
2399 Cedar Avenue
White Bear Lake, MN 55110

This polling place serves all territory in Independent School District No. 624 located in the City of White Bear Lake, Ward 3; Ramsey County, Minnesota.

Polling Place: Golfview Building
2449 Orchard Lane
White Bear Lake, MN 55110

This polling place serves all territory in Independent School District No. 624 located in the City of White Bear Lake, Ward 4, Precinct 1; Ramsey County, Minnesota.

Polling Place: St. Steven's Lutheran Church
1965 County Road E
White Bear Lake, MN 55110

This polling place serves all territory in Independent School District No. 624 located in the City of White Bear Lake, Ward 5; Ramsey County, Minnesota.

Combined Polling Place: Otter Lake Elementary School
1401 County Road H2

White Bear Lake, MN 55110

This combined polling place serves all territory in Independent School District No. 624 located in the City of North Oaks, Precinct 2; and White Bear Township, Precinct 1; Ramsey County, Minnesota.

Polling Place: Eagle Brook Church
2401 Buffalo Street
White Bear Lake, MN 55110

This polling place serves all territory in Independent School District No. 624 located in White Bear Township, Precinct 2, Ramsey County, Minnesota.

Polling Place: South Shore Trinity Lutheran Church
2480 South Shore Blvd.
White Bear Lake, MN 55110

This polling place serves all territory in Independent School District No. 624 located in White Bear Township, Precinct 3; Ramsey County, Minnesota.

Combined Polling Place: Heritage Hall
4200 Otter Lake Rd.
White Bear Township, MN 55110

This combined polling place serves all territory in Independent School District No. 624 located in the City of Gem Lake; and White Bear Township, Precinct 4; Ramsey County, Minnesota.

Combined Polling Place: Vadnais Heights School
3645 Centerville Road
Vadnais Heights, MN 55127

This combined polling place serves all territory in Independent School District No. 624 located in the City of Vadnais Heights, Precinct 3; and the City of Little Canada, Precinct 2; Ramsey County, Minnesota.

Combined Polling Place: Vadnais Heights Commons
655 East County Rd. F
Vadnais Heights, MN 55127

This combined polling place serves all territory in Independent School District No. 624 located in the City of Vadnais Heights, Precincts 1 and 2; Ramsey County, Minnesota.

Polling Place:

Vadnais South Fire Station
3595 Arcade St.
Vadnais Heights, MN 55127

This polling place serves all territory in Independent School District No. 624 located in the City of Vadnais Heights, Precinct 4; Ramsey County, Minnesota.

Polling Place:

Hugo Fire Hall
5323 140th St. North
Hugo, MN 55038

This polling place serves all territory in Independent School District No. 624 located in the City of Hugo, Ward 1, Precinct 1; Washington County, Minnesota.

Combined Polling Place:

Oneka Elementary
4888 Heritage Parkway North
Hugo, MN 55038

This combined polling place serves all territory in Independent School District No. 624 located in the City of Hugo, Ward 2, Precinct 1; and Ward 3, Precinct 1; Washington County, Minnesota.

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places and combined polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

4. The clerk is directed to file a certified copy of this Resolution with the county auditor of each county in which the school district is located in whole or in part within 30 days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to all registered voters in the school district whose school district polling place locations have been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate County Auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

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.

STATE OF MINNESOTA)
)SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 624 (White Bear Lake Area Schools), Ramsey County, Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said district duly called and held on the date therein indicated, so far as such minutes relate to the establishment of polling places and combined polling places and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 11th day of April, 2011.

Clerk

AGENDA ITEM: Resolution Establishing for Filing Affidavits of
Candidacy for the 2011 School Board Election

MEETING DATE: April 11, 2011

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON: Dave Guenther, Director of Community Services
and Recreation

BACKGROUND:

This resolution has been provided by our legal counsel, Knutson, Flynn & Deans, P.A., to formally establish the filing dates for the 2011 School Board Election.

Recommendation:

Approve the resolution establishing the filing dates for the 2011 School Board election.

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

HELD: April 11, 2011

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 624 (White Bear Lake Area Schools), State of Minnesota, was held in said school district on April 11, 2011, at 7 o'clock p.m., for the purpose, in part, of establishing dates for filing affidavits of candidacy for the 2011 school district general election.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY**

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

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 624 shall begin on May 17, 2011, and shall close on May 31, 2011. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on May 31, 2011.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy. Publication of said notice prior to the date of adoption of this resolution is hereby ratified and approved in all respects.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 624
(WHITE BEAR LAKE AREA SCHOOLS)
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 624 shall begin on May 17, 2011, and shall close at 5:00 o'clock p.m. on May 31, 2011.

The general election shall be held on Tuesday, November 8, 2011. At that election, three (3) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district clerk, Independent School District No. 624, 4855 Bloom Avenue, Room 106, White Bear Lake, MN 55110. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on May 31, 2011.

Dated: April 11, 2011

BY ORDER OF THE SCHOOL BOARD

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

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.

STATE OF MINNESOTA)
)SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 624 (White Bear Lake Area Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to establishing dates for filing affidavits of candidacy, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 11th day of April 2011.

Clerk

AGENDA ITEM: Non-Renewal of Probationary Licensed Staff
 MEETING DATE: April 11, 2011
 SUGGESTED DISPOSITION: Operational Item
 CONTACT PERSON(S): Christina Picha, Director of Human Resources

Attached is a copy of a resolution that the District uses to terminate the contracts of probationary teachers in accordance with Minnesota Statute 122A.40, subd. 5. The individuals listed are probationary teachers whose contracts are to be terminated effective June 10, 2011, due to financial limitations, teachers returning from leave, reduction in need, contractual or other issues. **In some instances, contracts of the same or less f.t.e. will be recommended to fill future vacancies.**

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Seniority Date</u>
Laura Brovold	Kindergarten	Otter/Vadnais	08/26/2010
Sarah Cohen	Instrumental Music	Central	08/21/2008
Derek DeGrote	.5 Social Studies	Sunrise	08/26/2010
Kelsey Engstrom	.4 Language Arts	Central/Sunrise	08/26/2010
Deborah Garner	Elementary Education	Oneka	08/27/2009
Scott Johnson	Mathematics	Central	08/27/2009
Kelly Knutson	.5 Business Education	North/South	08/26/2010
Kathryn Kolegas	ESL	Central	08/21/2008
Abbey Leonard	Kindergarten	Lincoln	08/26/2010
Laura Meyer	Language Arts	Sunrise	08/27/2009
Mary Beth Scherr	American Sign Language	North/South	08/26/2010
Lynn Seeley	Special Education	North Campus	08/21/2008
Dean Shawbold	.5 Work Experience	Transition Plus	08/26/2010
Amanda Vernon	Mathematics	North Campus	08/21/2008
Whitney Woodard	.6 Mathematics	Central	08/26/2010

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF THE TEACHING CONTRACTS OF THE FOLLOWING TEACHERS, WHO ARE PROBATIONARY TEACHERS.

Laura Brovold, Sarah Cohen, Derek DeGrote, Kelsey Engstrom, Deborah Garner, Scott Johnson, Kelly Knutson, Kathryn Kolegas, Abby Leonard, Laura Meyer, Mary Beth Scherr, Lynn Seeley, Dean Shawbold, Amanda Vernon and Whitney Woodard.

WHEREAS, THE ABOVE NAMED TEACHERS ARE PROBATIONARY TEACHERS IN INDEPENDENT SCHOOL DISTRICT NO. 624,

BE IT RESOLVED by the School Board of Independent School District No. 624, that pursuant to Minnesota Statutes 122A.40, subd. 5, the teaching contracts of the above named teachers, are probationary teachers in Independent School District No. 624, are hereby terminated at the close of the current 2010-2011 school year and are not renewed for the 2011-2012 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of the contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION

TEACHER X
School Location

Dear **TEACHER X**,

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 624, held on April 11, 2011, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2011-2012 school year. Said action of the Board is taken pursuant to M.S. 122A.40, subd.5.

Your termination is due to financial limitations, teachers returning from leave, reduction in need, contractual, or other issues. To receive a separate, official reason stating the afore-mentioned reasons for termination, you must submit your request within ten days after the receipt of this notice.

School Board of Independent School District 624

Chair or Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by Member, and upon vote being taken thereon, the following voted in favor thereof: and the following voted against the same: none. Whereupon said resolution was declared duly passed and adopted.

AGENDA ITEM: Rehire of Non-Renewed Contracts
MEETING DATE: April 11, 2011
SUGGESTED DISPOSITION: Operational Item
CONTACT PERSON(S): Christina Picha, Director of Human Resources

The individuals listed below are probationary teachers whose contracts were non-renewed and are being recommended to fill future vacancies.

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Seniority Date</u>
Laura Brovold	.5 Kindergarten	Otter/Vadnais	08/26/2010
Sarah Cohen	.6 Instrumental Music	Central	08/21/2008
Abby Leonard	.5 Kindergarten	Lincoln	08/26/2010
Laura Meyer	.8 Language Arts	Sunrise	08/27/2009
Amanda Vernon	.5 Mathematics	North Campus	08/21/2008

AGENDA ITEM: Community Services Matching Grant Program

MEETING DATE: April 11, 2011

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Dave Guenther, Director of Community Services and Recreation

BACKGROUND:

The Community Services Matching Grant program was established in 1997 to work with local service clubs, municipalities and other community groups to enhance recreational facilities and opportunities within the White Bear Lake Area School District. To date the program has partnered with 27 different local organizations supporting projects valued at over 5.5 million dollars.

A sub committee of the Community Services and Recreation Department Advisory Council reviews the grants and makes a recommendation to the Advisory Council. The Community Services Advisory Council is recommending that the Board award the grants as presented.

Recommendation:

Approve the Community Services Advisory Council recommendation to support the grants as presented.

2011-2012 Community Services Matching Grant Proposals – \$15,000 Budget

Applicant	Project Description	# People Served	Age Group Years	Total Project Cost	Amount Requested	Advisory Council Recommendation
White Bear Center for the Arts	Potters wheels (3) \$3600, Handicapped accessible sink (\$1200) and installation (\$960)	150	5 – 99	\$5760	\$2880	\$2400
White Bear Lacrosse Association	Paint striping equipment (\$995) Four lacrosse nets (\$450) Non-parent coaches salary 2 (\$1,500)	260+	7-18	\$2,945	\$1,472	\$722
Vadnais Heights Sports Center	Defibrillators (2)\$3,400, Medical backboard \$250, Pitching machine \$2,000.	1,700,000	1-100	\$5,650	\$2,825	\$2825
City of White Bear Lake	Lakewood Hills Disc Golf Improvements to prevent erosion, create hole signage, benches, informational kiosk.	3,000+	Youth -adult	\$25,000	\$3,559	\$3000
White Bear Lake Volleyball Association	Three replacement volleyball nets.	100	9-17	\$1,000	\$500	\$500
W.B.L. Boys Swim and Dive Booster Club	Computer \$2,000, team Cabinets (2) \$1500, Kickboards and pull buoys' (50) \$1500, Flip/turn equipment (2) \$1500, Hand paddles (50) \$1,000, Flippers/fins (50) \$1,000, Stop watches (14) \$500 (7)250, team swim caps (200) \$1,000 (150) \$750.	40	13-18	\$10,000	\$5,000	\$4,000
White Bear Lake Soccer Club	Line Painter – to eliminate the use of aerosol cans for field painting.	1,400	5-19	\$3,500	\$1,750	\$1,750
White Bear Lake Soccer Club	Field Scheduling Software	1,400	5-19	\$3,000	\$1,500	0
Totals				\$56,855	\$19,486	\$15,197

AGENDA ITEM: White Bear High School South Campus Auditorium
Renovation Phase 2 Project Bid

MEETING DATE: April 11, 2011

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Pete Willcoxon, Sr., Executive Director of Business
Services
Phil Fisher, Manager, Building Operations

BACKGROUND:

Bids were opened for the White Bear High School South Campus Auditorium Renovation Phase 2 Project on April 7, 2011. This is a Board approved "Alternative Facilities" deferred maintenance project.

The bids were opened with the apparent low bid of \$696,000.00 by Prestige Builder of Minnesota. After review of the bid by architect, construction manager, staff and Prestige Builder of Minnesota, it was determined that the bidder inadvertently miscalculated their bid and left off adding an additional \$100,000.00 in their electrical portion of the bid. We have reviewed this honest mistake and are recommending that the Board honor their request to withdraw their bid.

The next apparent low bidder was Ebert Construction with a base bid of \$808,000.00. District staff has worked with Ebert Construction on other projects and has found their work to be acceptable.

After review of all bids and available budget, the architect, construction manager and staff are recommending that the Board reject all bids and rebid at a future date to be determined.

Recommendation:

It is recommended by the administration that the School Board take action to approve the request of Prestige Builder of Minnesota to withdraw their bid for the White Bear High School South Campus Auditorium Renovations Phase 2 project; and that the School Board rejects all bids for the White Bear High School South Campus Auditorium Renovations Phase 2 Project.

WHITE BEAR LAKE HIGH SCHOOL - CAMPUS AUDITORIUM UPGRADES - PHASE 2

PROJECT NUMBER: 10065

BID DATE: April 7, 2011 @ 2:00 PM

CONTRACTOR	Ebert Construction	Hallbar Construction	J.S. Cates- Construction	Lund Martin Construction	Merrimac Construction	Morcon Construction	Parkos Construction	Prestige Building of MN	
BASE BID	\$808,000.00	\$885,000.00		\$1,025,000.00	\$1,675,739.00	\$813,000.00	\$992,000.00	\$696,000.00	
Alternate 1 - Partial Lobby Alterations	\$89,800.00	\$95,000.00		\$116,000.00	\$89,561.00	\$84,000.00	\$108,000.00	\$72,000.00	
Alternate 2 - Balance of Lobby Alterations	\$239,300.00	\$220,000.00		\$270,000.00	\$229,571.00	\$252,000.00	\$226,000.00	\$188,000.00	
Alternate 3 - Additional Auditorium Lights	\$11,200.00	\$10,500.00		\$11,900.00	\$10,214.00	\$11,800.00	\$11,000.00	\$12,000.00	
Alternate 4 - Fixed Aud. Seat. By Irwin "Citation" or Hussey "Quattro"	\$71,000.00	\$70,000.00		\$76,000.00	\$67,387.00	\$68,000.00	\$72,500.00	\$92,000.00	
Alternate 5 - Fixed Aud. Seat. By Irwin "Marquee"	\$6,200.00	\$94,000.00		\$96,000.00	\$24,498.00	\$95,000.00	\$98,000.00	-	
Alternate 6 - Fixed Aud. Seat. By Sedia Systems	\$188,800.00	\$182,000.00		\$251,000.00	\$186,439.00	\$196,000.00	\$200,800.00	\$210,000.00	
Alternate 7 - Fixed Aud. Seat. With Tablet Arms In Rows 1-7	\$21,500.00	\$20,000.00		\$20,000.00	\$18,558.00	\$20,000.00	\$19,800.00	\$21,000.00	
Alternate 8 - Fixed Aud. Seat With Tablet Arms at All Rows	\$82,800.00	\$82,000.00		\$83,750.00	\$79,486.00	\$83,500.00	\$85,500.00	\$85,000.00	
Alternate 9 - Alternative Carpet Tile	(\$1,000.00)	(\$1,000.00)		(\$1,000.00)	(\$1,052.00)	(\$1,250.00)	(\$1,000.00)	(\$1,000.00)	
Alternate 10 - Glass Panels in Auditorium	\$17,800.00	\$80,000.00		\$19,500.00	\$14,202.00	\$8,000.00	\$8,300.00	-	
Alternate 11 - Variable Frequency Drive and Motor to Existing Air Handler	\$4,100.00	\$11,000.00		\$5,000.00	\$4,775.00	\$5,000.00	\$5,100.00	\$6,000.00	
Alternate 12 - Motorized Theatrical Lighting	\$31,700.00	\$33,000.00		\$33,000.00	\$31,370.00	\$33,000.00	\$33,800.00	\$35,000.00	
BID BOND/CHECK	y	y		y	y	y	y	y	
Addendum No. 1	y	y		y	y	y	y	y	
Total of Base Bid + Accepted Alternates									

00000-END BID TABULATIONS

CC: Accounting, Dean Beeninga, File, PP-FO



April 8, 2011

Dr. Michael Lovett, Superintendent of Schools
White Bear Lake Public Schools
Independent School District No. 624
4855 Bloom Avenue
White Bear Lake, MN 55110

Re: White Bear Lake H/S – South Campus – Auditorium Upgrades Phase 2
White Bear Lake, Minnesota

Dear Dr. Lovett:

ICS Consulting, Inc. has reviewed the bids that were received on Thursday, April 7th, 2011 for the above-referenced project.

Our recommendation is to reject the award of this bid to the apparent low bidder Prestige Building of MN in the amount of \$696,000.00 due to an error in their electrical subcontractor bid amount.

Attached are copies of the official bid tabulations for your reference and use.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Johnson", is written over the printed name.

Scott Johnson
Program Manager



April 8, 2011

Dr. Michael Lovett, Superintendent of Schools
White Bear Lake Public Schools
Independent School District No. 624
4855 Bloom Avenue
White Bear Lake, MN 55110

Re: White Bear Lake H/S – South Campus – Auditorium Upgrades Phase 2
White Bear Lake, Minnesota

Dear Dr. Lovett:

ICS Consulting, Inc. has reviewed the bids that were received on Thursday, April 7th, 2011 for the above-referenced project.

Our recommendation is to reject the award of all seven bids due to the fact that they all were over budget.

Attached are copies of the official bid tabulations for your reference and use.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Johnson", is written over a light blue horizontal line.

Scott Johnson
Program Manager