

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

December 13, 2010

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

To: Members of the School Board

From: Dr. Michael J. Lovett
Superintendent of Schools

Date: December 7, 2010

A Student Recognition will be held on Monday, December 13, 2010, at 6:15 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, December 13, 2010 at 7:00 p.m., Community Room 112, 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 - pages 6- 14
 - b) Payment of Invoices – pages 15 - 40
 - c) Correspondence
 - d) Acceptance of Gifts – pages 41 - 42
 - e) Approve Field Trips – page 43
 - f) Terminations – Retirements - Resignations – pages 44 - 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 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. Superintendent's Report - page 53

D. DISCUSSION ITEMS

1. Presentation of Tax and Budget Information related to Truth-in-Taxation Hearing – page 55
2. Open Forum for Public Input on Truth-in-Taxation Presentation – page 56
3. Presentation of June 30, 2010 Audit Report – page 57
4. First Reading of Policy 215, School Board Member Code of Conduct – pages 58 - 61
5. First Reading of Policy 425, Staff Development – pages 62 - 69
6. First Reading of Policy 603, Curriculum Development – pages 70 - 72
7. First Reading of Policy 604, Instructional Curriculum – pages 73 - 75
8. First Reading of Policy 705, Investments – pages 76 - 82

E. OPERATIONAL ITEMS

1. Acceptance of June 30, 2010 Audit – page 84
2. Action on 2010 Payable 2011 Property Tax Levy – page 85
3. Second Reading of Policy 207, Public Hearings – pages 86 - 88
4. Second Reading of Policy 209, Code of Ethics – pages 89 - 93
5. Second Reading of Policy 499, Student Teaching – pages 94 - 97
6. Second Reading of Policy 503, Student Attendance – pages 98 - 110
7. Second Reading of Policy 704, Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System – pages 111 - 112

8. Second Reading of Policy 904, Distribution of Materials on School District Property by Nonschool Persons – pages 113 - 123
9. Accept STEM Grant from 3M - page 124
10. Accept STEM Mini-Grants from H.B. Fuller – page 125
11. Action on Appointment of Compliance Officers – page 126

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **December 13, 2010**
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: December 13, 2010
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, November 8, 2010 at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

- 1 Chair Swanson called the meeting to order at 7:01 p.m.
 2. Roll Call- Present: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg
Absent: Shevik
Ex-Officio: Lovett
Cabinet: Present – Daniels, Guenther, Law, Picha, and Vette
 3. Pledge of Allegiance
 4. Hiniker moved, Newberg seconded to approve the agenda as presented. ***Voice vote: all ayes. Motion carried.***
 5. Storey moved, Kimball seconded to approve the consent agenda consisting of:
 - approval of minutes of the regular meeting on October 12, 2010 and work-study meetings on October 26, 2010;
 - 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;
 - approval of field trips;
 - passage of resolution to approve personnel issues to include:
 - Resignations – Classified Staff
Sue Huebl, Food Service, effective date: 11/2/10
 - Retirement – Classified Staff
Sandra Briggs, Pupil Support Assistant, effective date: 12/15/10
 - Retirement – Certified Staff
John Grundstrom, Teacher, effective date: 06/10/11
 - Leave of Absence – Certified Staff
Jane Briggs, Elementary Teacher, effective dates: 8/31/10 through 10/13/10
Beth Clymer, Elementary Teacher, effective dates: 8/31/10 through 11/01/10
Catherine Hira, Elementary Teacher, effective dates: to be determined
Carolyn Lounsberry, Communications Teacher, effective dates: 9/07/10 through 11/11/10
Jennifer Kirkham, Communications Teacher, effective dates: 9/08/10 through 10/25/10
 - Change in Continuing Contract – Certified Staff
Janet Ehrlich, ECFE Teacher, from .60 f.t.e. to a .40 f.t.e. effective date: 10/29/10
 - New Personnel – Classified Staff
Jennifer Bletz, School Readiness Teacher, effective date: 11/2/10 through 6/1/11
Robyn Engen, Pupil Support Assistant, effective date: 10/25/10
- Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none; Motion carried.***

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

C. INFORMATION ITEMS

1. Presentation from the White Bear Lake Area Educational Foundation – Kim Schoonover, President of the White Bear Lake Area Educational Foundation (WBLAEF) and Jenny Nadeau, Vice-president Community Relations for the WBLAEF provided an overview of the financial and on-going support provided to the District. A video highlighted the WBLAEF's five-year strategic plan.
2. Superintendent's Report – Dr. Lovett reported on the following:
 - Student Recognition – Prior to tonight's Board meeting, the following groups of White Bear Lake Area High School students and coaches were recognized: State tournament tennis team representatives, state representatives to the state girls' and boys' cross country meet, varsity cheerleading team which took first place in the State Finals Cheer-Off. Congratulations to all.
 - Strategic Planning Event – The Strategic Planning kick-off meeting will be held on November 9 and is open to all community members. Along with an overview of the plan, State Demographer Dr. Tom Gillaspay will be presenting.
 - West Side Story – This year's high school musical will be held in the upcoming weeks at the North Campus Theater. This award winning theatre group has also been recognized for their community engagement efforts and will focus on Home (anti-bullying), Local (Metro Homeless Youth Christmas wish lists) and Global (pillow case dresses for Third World countries) efforts. Monetary donations or newly purchased pillow cases are gratefully accepted and may be brought to the shows or dropped off at North Campus.
 - Kao Kalia Yang – The District welcomed back author Kao Kalia Yang last week as she continued the conversation with our community members, staff and students from her presentation at Opening Convocation in September.
 - Upcoming events include: YMCA Grand Opening of the Senior and Teen Centers at the White Bear Area YMCA. In an initiative being piloted, the District is providing transportation to the Teen Center two days per week for middle and high school students. Vadnais Heights Sports Center is now open with our girls' hockey team now practicing at the center and the boys' to begin next week. A grand opening will be held on November 20. This state-of-the-art facility is a welcome addition to our District's growing list of partnerships.
 - Student Liaison Maraki Ketema provided the following update: The recent food drive was again very successful. More details on the amount will soon be available. The Superintendent's Student Advisory Board recently met. It was a great and productive conversation with students from both North and South Campus present.

Additional information may be found on the District website: www.whitebear.k12.mn.us.

D. DISCUSSION ITEMS

1. First Reading of Policy 207, Public Hearings - This policy has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by the Minnesota School Boards Association (MSBA). Policy will be placed on an upcoming Board meeting agenda as an operational item for action.
2. First Reading of Policy 209, Code of Ethics - This policy has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. Policy will be placed on an upcoming Board meeting agenda as an operational item for action.
3. First Reading of Policy 499, Student Teaching - This policy has been reviewed by the School Board Policy Committee. The Director of Human Resources is recommending the changes.

Policy will be placed on an upcoming Board meeting agenda as an operational item for action.

4. First Reading of Policy 503, Student Attendance - This policy has been reviewed by the School Board Policy Committee. This policy has been updated with recommendations from MSBA and then put through a multiple step review process with elementary, middle school and high school administrators as well as students. Policy will be placed on an upcoming Board meeting agenda as an operational item for action.
5. First Reading of Policy 904, Distribution of Materials on School District Property by Nonschool Persons - This policy has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. Policy will be placed on an upcoming Board meeting agenda as an operational item for action.
6. First Reading of Policy 704, Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System - This policy has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. Policy will be placed on an upcoming Board meeting agenda as an operational item for action.

E. OPERATIONAL ITEMS

1. Newberg motioned and Hiniker seconded to approve the Summer Academy Joint Powers Agreement for school years 2010-11 through 2012-13. ***Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none; Motion carried.***
- 2-12. Hiniker motioned and Chapman seconded to approve the following School Board Policies as recommended:
 - Policy 201, Legal Status of the School Board
 - Policy 202, School Board Officers
 - Policy 203, Operation of the School Board – Governing Rules
 - Policy 203.5, School Board Meeting Agenda
 - Policy 205, Open Meetings and Closed Meetings
 - Policy 206, Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations
 - Policy 513, Student Promotion, Retention and Program Design
 - Policy 605, Alternative Programs
 - Policy 608, Instructional Services – Special Education
 - Policy 609, Religion
 - Policy 615, Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plan, and LEP Students***Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none; Motion carried.***
13. Storey motioned and Kimball seconded to approve the Course Proposals for 2011-12. ***Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none; Motion carried.***
14. Newberg motioned and Hiniker seconded to approve the application for Student Activities Grant. ***Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none; Motion carried.***
15. Kimball motioned and Storey seconded to approve the AYP District Plans. ***Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none; Motion carried.***

16. Hiniker motioned and Newberg seconded to approve the SHIP Grant Partnership with Washington County. ***Roll call vote: ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none; Motion carried.***

- F. BOARD FORUM** – Kimball acknowledged a Birch Lake teacher who is retiring; Chapman encouraged all to attend the Strategic Planning Kick-off this Tuesday evening and commented that he was a part of the initial planning team and felt the process was going very well; Swanson thanked the District staff for their support of the WBLAEF's staff appeal and advised that the annual Holiday Angels program will kick-off soon.
- G. ADJOURNMENT** - Newberg moved, Hiniker seconded to adjourn the meeting at 8:02 p.m. .
Voice vote: all ayes. Motion carried.

Submitted by: Cathy Storey

**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, November 22, 2010 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 5:35 p.m.

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

Ex-Officio - Lovett

Cabinet – Daniels, Guenther, Law, Picha, Vette

B. DISCUSSION ITEMS

1. Overview of Process for School Calendar for 2011-12 and 2012-13 – Chris Picha, Director of Human Resources, reviewed the process for creating the calendars for 2011-12 and 2012-13 to include legal requirements and parameters. The administration is recommending developing calendars for two school years to facilitate planning for families.
2. Strategic Planning Update – Marisa Vette, Director of Communications and Community Relations, provided an update on the Strategic Planning initiative including the process, timelines and composition of action teams.
3. School Board/Superintendent Goals
 - e. Goal 6d – Report on Implementing the Student Activities Audit completed in December, 2009 – At the request of the presenters and as agreed by the Board Chair, item 3e was discussed at this time. David Law, Assistant Superintendent, Chris Picha, Director of Human Resources, Tim Wald, South Campus Principal and Tim Hermann, Student Activities Director, provided an update on significant progress that has occurred in carrying out the recommendations of the Student Activities Audit.
 - a. Goal 1a – Update School Board on District and Site Goals for Student Growth Using Measures of Academic Progress (MAP), MCA-11 and Other Measures Which Demonstrate Student Progress and Proficiency – David Law, Ann Malwitz, Professional Learning and Development Coordinator, and Madelyn Benson, Student and Instructional Assessment and Accountability Coordinator, provided a review of the content of the AYP plan provided to the State of Minnesota. Highlights included initiatives being taken this year to continue with the strong progress and improvement of our students. Benson was thanked for her contributions upon her retirement in December.
 - b. Goal 1c – Report to School Board the New Organization of the Teaching and Learning Office with Purpose of Strengthening the Links and Accountability Among PreK-12 Curriculum, Assessment, and Student Achievement and Progress

- David Law provided a report on the changes in roles of members of the Teaching and Learning team for this year and how these links will strengthen our accountability among curriculum, assessment and student achievement.

The Work Study meeting was recessed at 7:28 p.m. in order to hold a special meeting of the White Bear Lake School Board.

The Work Study meeting was reconvened at 7:32 p.m.

- c. Goal 2 – Update School Board on Phase 2 of Planning for Long Range Facility Needs – Pete Willcoxon, Executive Director of Business Services, presented on two components including the plan for a detailed analysis of our facility needs in coming years to include building capacity, enrollment, current partnerships and demographic data. In addition, the strategic planning process will have an action team that will provide facility recommendations.
- d. Goal 3 – Ongoing Financial Stewardship on Investments and Budget Management - Pete Willcoxon provided sample ballots prepared by our attorney as well as the implications for amounts and duration of a possible operating levy extension.
- f. Goal 6f – Update School Board on Initial Overview of Food Service Program Review – Pete Willcoxon provided an update on the progress of our food service program and specifically the healthy changes being made to our elementary lunch program and the positive acceptance by students.

C. ADJOURNMENT - Newberg motioned; Shevik seconded to adjourn the meeting at 8:28 p.m. Voice vote: *All ayes. Motion carried.*

Submitted by: Cathy Storey, Clerk

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

A special meeting of the White Bear Lake Area School Board will be held on Monday, November 22, 2010 at 7:30 p.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

SPECIAL MEETING AGENDA

A. PROCEDURAL ITEMS

1. Call to Order – Swanson called the meeting to order at 7:29 p.m.
2. Roll Call– Present: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg,
Ex-Officio - Lovett
Cabinet – Picha

B. OPERATIONAL ITEMS

1. Consideration of Employee Resignation – Chapman motioned; Newberg seconded to accept the employee letter of resignation. ***Roll call vote; ayes: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg; nays – none. Motion carried.***

C. ADJOURNMENT - Newberg moved; Shevik seconded to adjourn the meeting at 7:32 p.m. Voice vote: ***All ayes. Motion carried.***

Submitted by: Cathy Storey, Clerk

AGENDA ITEM: Monthly Check Registers

MEETING DATE: December 13, 2010

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 - November

	11/15/2010	11/30/2010
Direct Deposit 281736-283095	1,499,960.40	
U.S. Treasury (FICA, Medicare, withholding)	525,307.89	
MN State Income Tax	87,267.44	
PERA	86,179.25	
TRA	182,228.08	
ING	1,611.09	
White Bear Lake Teacher's Association	27,699.79	
Direct Deposit 283096-284461		1,540,271.59
U.S. Treasury (FICA, Medicare, withholding)		533,341.25
MN State Income Tax		88,927.64
PERA		86,035.56
TRA		186,349.14
ING		1,611.09
White Bear Lake Teacher's Association		27,659.56

Check Nbr	Vendor Name	Check Date	Check Amount
13101	AIG	11/09/2010	5,783.11
13102	AMERICAN FUNDS	11/09/2010	72,374.57
13103	AMERICAN UNITED LIFE	11/09/2010	44,758.26
13104	AMERICAN UNITED LIFE	11/09/2010	250.00
13105	AMERIPRISE	11/09/2010	10,385.17
13106	AXA EQUITABLE	11/09/2010	12,670.23
13107	ECMC	11/09/2010	178.00
13108	EDUCATION MN ESI BILLING TRUST	11/09/2010	19,767.78
13109	HSBC BUSINESS SOLUTIONS	11/09/2010	1,399.99
13110	IUOE #70	11/09/2010	2,163.32
13111	METROPOLITAN LIFE	11/09/2010	4,054.59
13112	MN CHILD SUPPORT	11/09/2010	1,931.40
13113	MN DEPT OF REVENUE	11/09/2010	663.44
13114	RAMSEY COUNTY SHERIFF	11/09/2010	85.91
13115	THE ROSE LAW FIRM, PLLC	11/09/2010	168.75
13116	SCHOOL SERVICE EMPLOYEES	11/09/2010	5,640.30
13117	SKITS OUTREACH SERVICES INC	11/09/2010	550.00
13118	US DEPT OF EDUCATION	11/09/2010	329.70
13119	US TREASURY	11/09/2010	451.27
13120	VANGUARD SMALL BUSINESS SERVIC	11/09/2010	18,144.40
20	Computer	Check(s) For a Total of	201,750.19

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	20	Computer	Checks For a Total of	201,750.19
Total For	20	Manual, Wire Tran, ACH &	Computer Checks	201,750.19
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	201,750.19

Check Nbr	Vendor Name	Check Date	Check Amount
13121	A-1 HYDRAULIC SALES & SERVICE	11/11/2010	160.38
13122	AAPAR/AAHPERD	11/11/2010	129.00
13123	AARP DRIVER SAFETY PROGRAM	11/11/2010	260.00
13124	ABBOTT PAINT & CARPET INC	11/11/2010	1,535.31
13125	ABEE INC	11/11/2010	3,125.00
13126	ACCESS COMMUNICATIONS INC	11/11/2010	285.00
13127	ACTIVE.COM	11/11/2010	25.00
13128	ADVANCED WIRELESS COMMUNICATIO	11/11/2010	425.92
13129	ALTENDORFER, JANE	11/11/2010	120.00
13130	ALTENDORFER, MIKE	11/11/2010	120.00
13131	AMERICAN MESSAGING	11/11/2010	131.21
13132	AMERICAN RED CROSS MN	11/11/2010	16.00
13133	AMERICAN TIME & SIGNAL CO	11/11/2010	795.00
13134	AMERIPRIDE SERVICES	11/11/2010	637.08
13135	AMES, AURORA	11/11/2010	185.00
13136	AMF MAPLEWOOD LANES	11/11/2010	178.50
13137	ANDERSON, PETER MICHAEL	11/11/2010	54.00
13138	APPLE COMPUTER INC	11/11/2010	281.75
13139	ASSOC FOR SUPERVISION & CURRIC	11/11/2010	219.00
13140	AT & T MOBILITY	11/11/2010	1,369.96
13141	AV AVENUE LLC	11/11/2010	1,775.00
13142	BARNES & NOBLE	11/11/2010	296.08
13143	BARNETT WB CHRYSLER JEEP DODGE	11/11/2010	98.95
13144	BATENHORST, LYNSEY K	11/11/2010	33.95
13145	BATTERIES PLUS	11/11/2010	179.40
13146	BILL WEIGEL SIGNS	11/11/2010	15.00
13147	BIX PRODUCE COMPANY INC	11/11/2010	7,807.66
13148	BLICK ART MATERIALS	11/11/2010	8.96
13149	BOOK GUYZ MN	11/11/2010	28.00
13150	BOWERMASTER, TRACI	11/11/2010	236.09
13151	BOYER TRUCKS	11/11/2010	235.57
13152	BRADLEY, LYDIA	11/11/2010	170.00
13153	BROWN-WARWICK, ABIGAIL V	11/11/2010	54.00
13154	BRYAN-DAY, MARY E	11/11/2010	70.50
13155	THE BUG COMPANY	11/11/2010	64.00
13156	BURRILL, KATHLEEN	11/11/2010	1,560.00
13157	BURRIS, LEANN K	11/11/2010	45.00
13158	CALLANDER, COLLEEN	11/11/2010	39.00
13159	CAMBIUM LEARNING INC	11/11/2010	384.95
13160	CARTRIDGE CARE	11/11/2010	69.00
13161	CARTRIDGES DIRECT	11/11/2010	421.95
13162	Vendor Continued Check	11/11/2010	0.00
13163	CDW GOVERNMENT INC	11/11/2010	2,212.81
13164	CERTIFIED LABORATORIES	11/11/2010	164.81
13165	CHAMPION YOUTH	11/11/2010	952.00
13166	CHAMPLIN PARK HIGH SCHOOL	11/11/2010	414.00
13167	CLYNE, KRIS	11/11/2010	27.96
13168	CODERRE, DIANE	11/11/2010	39.00
13169	CODY, SHANE T	11/11/2010	160.00
13170	COMCAST	11/11/2010	5.26

Check Nbr	Vendor Name	Check Date	Check Amount
13171	COMMUNICATION MAILING SERVICES	11/11/2010	708.79
13172	CONTINENTAL CLAY CO	11/11/2010	848.34
13173	CONTINENTAL RESEARCH CORP	11/11/2010	1,069.71
13174	COON RAPIDS HIGH SCHOOL	11/11/2010	195.00
13175	COONCE, JEANNIE	11/11/2010	52.20
13176	COPY IMAGES INC	11/11/2010	4,928.15
13177	Vendor Continued Check	11/11/2010	0.00
13178	Vendor Continued Check	11/11/2010	0.00
13179	Vendor Continued Check	11/11/2010	0.00
13180	COPY IMAGES INC	11/11/2010	3,717.54
13181	COUNCIL FOR EXCEPTIONAL CHILDR	11/11/2010	195.00
13182	CTB INC	11/11/2010	4,212.00
13183	CULLIGAN BOTTLED WATER	11/11/2010	107.85
13184	Vendor Continued Check	11/11/2010	0.00
13185	Vendor Continued Check	11/11/2010	0.00
13186	Vendor Continued Check	11/11/2010	0.00
13187	DALCO CORPORATION	11/11/2010	10,348.35
13188	DANIELS, KATHLEEN	11/11/2010	139.60
13189	DARTS VMS INC	11/11/2010	221.75
13190	DATA MANAGEMENT INC	11/11/2010	108.79
13191	DEEP PORTAGE	11/11/2010	9,200.00
13192	DEEP ROCK WATER CO	11/11/2010	113.70
13193	DELTA EDUCATION	11/11/2010	7,148.50
13194	DEMCO INC	11/11/2010	107.71
13195	DENUCCI, KRISTINA E	11/11/2010	30.51
13196	DESIGNER SIGN SYSTEMS INC	11/11/2010	112.70
13197	DIMEGLIO, JOE	11/11/2010	54.88
13198	DISCOUNT MAGAZINE SUBSC SERV I	11/11/2010	761.62
13199	DIVERSIFIED SNACK DISTRIBUTION	11/11/2010	7,225.39
13200	DODGE NATURE CENTER	11/11/2010	225.50
13201	DOLS, PAUL	11/11/2010	175.00
13202	DOOR SERVICE COMPANY	11/11/2010	722.00
13203	DYMIT, MARIE	11/11/2010	178.00
13204	DYNAVOS SYSTEMS LLC	11/11/2010	79.00
13205	EBSCO SUBSCRIPTION SERVICES	11/11/2010	2,652.08
13206	ECKROTH MUSIC	11/11/2010	84.00
13207	EDWARD DON & COMPANY	11/11/2010	273.69
13208	ELECTRIC MOTOR REPAIR	11/11/2010	1,632.28
13209	ELECTRONIX EXPRESS	11/11/2010	177.90
13210	ELLISON EDUC EQUIP INC	11/11/2010	13.50
13211	ELLSWORTH, ANNE M	11/11/2010	183.29
13212	ENCHANTED LEARNING LLC	11/11/2010	125.00
13213	ENGSTRAN, PAUL	11/11/2010	40.00
13214	ESSON, ANN	11/11/2010	92.00
13215	ETHEN, LUCINDA	11/11/2010	84.50
13216	EVEREST INSTITUTE	11/11/2010	150.00
13217	FEHR, ABIGAIL L	11/11/2010	47.93
13218	FESTIVAL FOODS-KNOWLAN'S	11/11/2010	381.54
13219	FILEMAKER INC	11/11/2010	318.00
13220	FINK, AVIS	11/11/2010	188.97

Check Nbr	Vendor Name	Check Date	Check Amount
13221	FIRST STUDENT INC	11/11/2010	137,971.06
13222	FISHER SCIENTIFIC	11/11/2010	531.72
13223	FITZSIMMONS, WENDY SUE	11/11/2010	66.27
13224	FLINN SCIENTIFIC INC	11/11/2010	72.26
13225	FNS METRIX	11/11/2010	205.20
13226	FOLLETT EDUCATIONAL SERVICES	11/11/2010	857.70
13227	FOLLETT SOFTWARE COMPANY	11/11/2010	86.08
13228	FOLLETT LIBRARY RESOURCES	11/11/2010	743.46
13229	FOSTER, CATHERINE A	11/11/2010	125.00
13230	FOSTER, NORMA J	11/11/2010	76.00
13231	FRATTALONES HARDWARE STORES	11/11/2010	1,398.19
13232	FREE SPIRIT PUBLISHING CO	11/11/2010	45.94
13233	FROST, LORI J	11/11/2010	148.17
13234	FULTON RYAN	11/11/2010	70.00
13235	FUNDS FOR LEARNING LLC	11/11/2010	499.00
13236	FUTURA LANGUAGE PROFESSIONALS	11/11/2010	1,190.00
13237	G&K SERVICES INC	11/11/2010	1,568.85
13238	G&K SERVICES INC	11/11/2010	149.00
13239	GALLAGHERS NORTHWESTERN TIRE C	11/11/2010	2,087.26
13240	GAME WORLD	11/11/2010	1,430.00
13241	GARCIA ANDERSON, ODELIS M	11/11/2010	49.50
13242	GARDEN & ASSOCIATES INC	11/11/2010	70.00
13243	GE MONEY BANK	11/11/2010	887.73
13244	GENERAL PARTS LLC	11/11/2010	1,241.73
13245	GEPHART ELECTRIC CO INC	11/11/2010	2,850.00
13246	GION, MARTI L	11/11/2010	174.25
13247	GOELTL, TIMOTHY	11/11/2010	50.00
13248	GOLDCOM INC	11/11/2010	1,415.37
13249	GONZALEZ, CARMEN	11/11/2010	210.00
13250	GOPHER	11/11/2010	992.17
13251	GORIS, PAMELA L	11/11/2010	132.98
13252	Vendor Continued Check	11/11/2010	0.00
13253	Vendor Continued Check	11/11/2010	0.00
13254	GRAINGER	11/11/2010	2,221.06
13255	GRANDMA'S BAKERY INC	11/11/2010	319.88
13256	GRAPHIC PARTS INTL	11/11/2010	298.05
13257	GRATZ, MICHELLE C	11/11/2010	255.24
13258	GREAT RIVER OFFICE PRODUCTS	11/11/2010	160.82
13259	GREATAMERICA LEASING CORP	11/11/2010	1,137.36
13260	Vendor Continued Check	11/11/2010	0.00
13261	GROTH MUSIC CO	11/11/2010	179.87
13262	GROUP HEALTH INC - WORKSITE	11/11/2010	181.50
13263	GROUP TRAVEL PLANNERS	11/11/2010	1,620.00
13264	GWJ CO	11/11/2010	74.95
13265	Vendor Continued Check	11/11/2010	0.00
13266	Vendor Continued Check	11/11/2010	0.00
13267	HAAS MUSICAL INSTRUMENT REPAIR	11/11/2010	1,198.58
13268	HAFNER, LORI	11/11/2010	134.45
13269	HAGESTUEN, FAITH M	11/11/2010	103.75
13270	HALLBERG ENGINEERING INC	11/11/2010	2,494.82

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13271	HAMMEKEN, GRACIELA E	11/11/2010	1,079.90
13272	HANDWRITING WITHOUT TEARS	11/11/2010	457.99
13273	HARRIMAN, DION D	11/11/2010	160.00
13274	HARRIMAN, GRETCHEN	11/11/2010	128.50
13275	HEALY, JASON	11/11/2010	33.52
13276	HEANEY, CYNTHIA	11/11/2010	49.95
13277	HEFTY, LINDSEY	11/11/2010	75.00
13278	HELLO DIRECT INC	11/11/2010	144.85
13279	HERDER, JIM	11/11/2010	54.00
13280	HERMERDING, BRYAN	11/11/2010	19.00
13281	HICKS, SUSAN L	11/11/2010	56.48
13282	HIRSCH, JAMES	11/11/2010	54.00
13283	HISDAHL INC	11/11/2010	906.25
13284	HOANG, CONG	11/11/2010	180.00
13285	HOGLUND BUS AND TRUCK CO	11/11/2010	349.10
13286	HOOLEY, MEG	11/11/2010	170.00
13287	HOUGHTON MIFFLIN HARCOURT	11/11/2010	117.61
13288	HOVDE, ANNE M	11/11/2010	25.00
13289	HOVEY, MIKE	11/11/2010	125.00
13290	HUBERT COMPANY	11/11/2010	285.07
13291	HUGO CITY OF	11/11/2010	1,650.00
13292	HUGO MILL	11/11/2010	457.15
13293	HUMAN SERVICES INC	11/11/2010	28,024.26
13294	H W WILSON CO	11/11/2010	353.00
13295	IMMEL, COLLEEN	11/11/2010	469.00
13296	INDUSTRIAL ARTS SUPPLY	11/11/2010	660.47
13297	INTA JUICE	11/11/2010	397.50
13298	INTEGRA TELECOM	11/11/2010	313.20
13299	INTERCULTURAL DEVMT INVENTORY	11/11/2010	800.00
13300	ION INC	11/11/2010	17.99
13301	ISD #832 MAHTOMEDI SCHOOL DIST	11/11/2010	1,099.00
13302	J.R.'S ADVANCED RECYCLERS	11/11/2010	701.00
13303	JOHNSON, MICHAEL M	11/11/2010	54.00
13304	JORGENSEN, AMY	11/11/2010	30.85
13305	JORGENSEN, PETER	11/11/2010	76.00
13306	Vendor Continued Check	11/11/2010	0.00
13307	K PEARSON MECHANICAL LLC	11/11/2010	40,767.09
13308	KALLAS, MELISSA LEE	11/11/2010	188.42
13309	KATH COMPANIES	11/11/2010	19,097.57
13310	KEESE, MATTHEW D	11/11/2010	63.75
13311	KELLEY, DEBRA	11/11/2010	112.56
13312	KELVIN LP	11/11/2010	379.39
13313	Vendor Continued Check	11/11/2010	0.00
13314	KIMBALL MIDWEST	11/11/2010	2,370.41
13315	KLAMMER, SUSAN J	11/11/2010	70.00
13316	KNIGHT, MARTY C	11/11/2010	67.00
13317	KOECKERITZ, JEANNE	11/11/2010	589.16
13318	KOEHLER, KARYN	11/11/2010	27.99
13319	KORNEY BOARD AIDS INC (KBA)	11/11/2010	495.25
13320	KRALEWSKI, MARIANA	11/11/2010	90.00

Check Nbr	Vendor Name	Check Date	Check Amount
13321	KREBS, KAREN	11/11/2010	75.90
13322	KROCAK, NANCY J	11/11/2010	59.98
13323	KRUSEMARK, CARY L	11/11/2010	38.77
13324	KUBIK, SUE	11/11/2010	25.00
13325	L'ALLIER CONCRETE INC	11/11/2010	1,850.00
13326	LACASSE, KIM S	11/11/2010	119.00
13327	LAKE COUNTRY BOOKSELLERS	11/11/2010	127.84
13328	LAKESHORE LEARNING MATERIALS	11/11/2010	1,754.90
13329	LAMWERS, DAVID H	11/11/2010	95.75
13330	LANDKAMER, DAVID	11/11/2010	19.00
13331	LANDS BEST FOODS	11/11/2010	18,962.90
13332	LAW, DAVID W	11/11/2010	985.94
13333	LINGUISYSTEMS INC	11/11/2010	225.90
13334	LOCKE, LYNNAE	11/11/2010	76.00
13335	LODERMEIER, EILEEN F	11/11/2010	83.97
13336	LOFFLER COMPANIES INC	11/11/2010	199.00
13337	LORENZ CORPORATION	11/11/2010	679.75
13338	LOVETT, MICHAEL J	11/11/2010	267.82
13339	L T G POWER EQUIPMENT	11/11/2010	267.65
13340	LUND, BARBARA A	11/11/2010	72.00
13341	MAHR, KAREN	11/11/2010	39.00
13342	MATHMEDIA EDUC SOFTWARE INC	11/11/2010	338.00
13343	MAVO SYSTEMS	11/11/2010	766.51
13344	MCDONOUGH'S WATERJETTING AND	11/11/2010	1,096.53
13345	MCKEE FOODS CORPORATION	11/11/2010	478.08
13346	MCMAHON, MARGARET	11/11/2010	224.44
13347	MEDICAL TECHNOLOGIES	11/11/2010	280.95
13348	MERZER MA, SHEILA	11/11/2010	150.00
13349	METRO ECSU	11/11/2010	520.00
13350	MICHEL, ROCHELLE N	11/11/2010	242.07
13351	MIDWEST BUS PARTS INC	11/11/2010	122.10
13352	MILLER, KATHERINE	11/11/2010	184.95
13353	MINVALCO INC	11/11/2010	1,110.04
13354	MN AIR INC	11/11/2010	7,491.00
13355	MN COACHES INC	11/11/2010	4,321.80
13356	MN DEPT OF HEALTH	11/11/2010	15.00
13357	Vendor Continued Check	11/11/2010	0.00
13358	Vendor Continued Check	11/11/2010	0.00
13359	MN DEPT OF LABOR & INDUSTRY	11/11/2010	650.00
13360	MN ELEVATOR INC	11/11/2010	280.04
13361	MN HUMAN SERVICES	11/11/2010	247.50
13362	MN MONTHLY MAGAZINE	11/11/2010	14.95
13363	MN NCPERS LIFE INSURANCE	11/11/2010	544.00
13364	MOLITOR, JOYCE	11/11/2010	253.98
13365	MOSES-ZIRKES, SUSAN	11/11/2010	99.32
13366	MOVIE LICENSING USA	11/11/2010	350.00
13367	MULTI-SOURCE CONSULTANT LLC	11/11/2010	766.00
13368	MURAWSKI, JEFFREY	11/11/2010	148.28
13369	MURPHY, CHRISTINE	11/11/2010	76.00
13370	MUSIC CONNECTION INC	11/11/2010	3,487.00

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13371	NATL FLAVORS INC	11/11/2010	170.96
13372	NATL GEOGRAPHIC SCHOOL PUBLISH	11/11/2010	32.59
13373	NCS PEARSON INC	11/11/2010	182.32
13374	NELSON, CRAIG	11/11/2010	19.00
13375	NELSON KATHY	11/11/2010	105.70
13376	NELSON, MARGARET R	11/11/2010	175.00
13377	NESS ELECTRONICS INC	11/11/2010	59.21
13378	NEVCO INC	11/11/2010	2,268.37
13379	NEXTEL COMMUNICATIONS	11/11/2010	767.30
13380	NICE, KATIE	11/11/2010	76.99
13381	NORTH CENTRAL TRUCK EQUIPMENT	11/11/2010	367.06
13382	NORTH RAMSEY CTY CHAPTER OF	11/11/2010	800.00
13383	NORTHEAST METRO INTERMEDIATE D	11/11/2010	1,836.00
13384	NORTHSTAR ACCESS LLC	11/11/2010	2,603.18
13385	NORTHWEST GRAPHIC SUPPLY CO	11/11/2010	505.54
13386	NSC SCHWAN CUP	11/11/2010	700.00
13387	O'REILLY AUTOMOTIVE INC	11/11/2010	2,643.19
13388	Vendor Continued Check	11/11/2010	0.00
13389	OFFICE DEPOT	11/11/2010	639.00
13390	OL MEXICO	11/11/2010	2,880.00
13391	OLD DUTCH FOODS INC	11/11/2010	1,539.54
13392	OLSON, DAVID J	11/11/2010	55.97
13393	OLSONS SEWER SERVICE INC	11/11/2010	335.25
13394	OLYMPIC COMMUNICATIONS, INC.	11/11/2010	190.00
13395	Vendor Continued Check	11/11/2010	0.00
13396	ON SITE SANITATION INC	11/11/2010	1,052.50
13397	OPTIMAL IT LLC	11/11/2010	450.00
13398	ORCA BOOK PUBLISHERS	11/11/2010	31.84
13399	OXYGEN SERVICE CO INC	11/11/2010	174.35
13400	PACER CENTER INC	11/11/2010	300.00
13401	PACIFIC NW PUBLISHING	11/11/2010	50.00
13402	PAMS LUNCHROOM LLC	11/11/2010	4,759.06
13403	PAN-O-GOLD	11/11/2010	3,652.89
13404	PAPA MURPHY'S PIZZA	11/11/2010	65.91
13405	PAPA MURPHY'S PIZZA	11/11/2010	22.97
13406	PARKOS CONSTRUCTION CO INC	11/11/2010	39,395.55
13407	PARTS NOW ! LLC	11/11/2010	132.00
13408	PAYPAL INC-VPS	11/11/2010	54.10
13409	PEACE HILL PRESS INC	11/11/2010	40.66
13410	PEARSON EDUCATION INC	11/11/2010	1,986.53
13411	PERRON, RACHAEL	11/11/2010	76.00
13412	PICHA, CHRISTINA K	11/11/2010	55.50
13413	PIONEER PRESS	11/11/2010	53.44
13414	PITMAN, PETER	11/11/2010	315.13
13415	PLAISTED COMPANIES INC	11/11/2010	2,552.42
13416	PLASTER, MARK A	11/11/2010	71.00
13417	PM ENTERPRISES	11/11/2010	425.00
13418	POSTMASTER	11/11/2010	47.40
13419	PRAXAIR DISTRIBUTION INC	11/11/2010	92.52
13420	PREISLER, PAM	11/11/2010	60.00

Check Nbr	Vendor Name	Check Date	Check Amount
13421	PREMIUM PAINTING SERVICES LLC	11/11/2010	5,298.00
13422	PRESS PUBLICATIONS	11/11/2010	516.48
13423	PROGRESSIVE BUSINESS PUBL	11/11/2010	299.00
13424	PRUFROCK PRESS INC	11/11/2010	104.85
13425	PSAT/NMSQT	11/11/2010	3,840.00
13426	QWEST	11/11/2010	255.90
13427	RAMSEY COUNTY COMM HUMAN SVCS	11/11/2010	19,664.00
13428	RAPIT PRINTING	11/11/2010	168.75
13429	RATWIK ROSZAK & MALONEY PA	11/11/2010	5,458.30
13430	REASON	11/11/2010	42.00
13431	RECORDED BOOKS LLC	11/11/2010	86.51
13432	REDWOOD SIGNS	11/11/2010	59.00
13433	REINHART FOODSERVICE	11/11/2010	2,480.58
13434	RESEARCH PRESS CO INC	11/11/2010	99.64
13435	THE RETROFIT COMPANIES INC	11/11/2010	727.95
13436	RICOH AMERICAS CORP	11/11/2010	406.23
13437	RIEBOW, MATT	11/11/2010	7.96
13438	RM COTTON COMPANY	11/11/2010	880.00
13439	ROBINSON, JOSEPHINE M	11/11/2010	100.00
13440	ROE, ANGELA	11/11/2010	11.89
13441	RULLI, CYNTHIA JO	11/11/2010	38.00
13442	RUTLEDGE, TINA	11/11/2010	10.80
13443	RUTTIGERS BAY LAKE LODGE	11/11/2010	224.44
13444	RYAN, SARA	11/11/2010	94.00
13445	SAM'S CLUB/GEMB	11/11/2010	794.58
13446	SAM'S CLUB/GEMB	11/11/2010	9.40
13447	SAM'S CLUB/GEMB	11/11/2010	328.15
13448	SAM'S CLUB/GEMB	11/11/2010	119.71
13449	SAM'S CLUB/GEMB	11/11/2010	1,463.99
13450	SAM'S CLUB #6309	11/11/2010	35.00
13451	SAN DIEGO SCALE CO	11/11/2010	3,144.00
13452	SCAN AIR FILTER INC	11/11/2010	877.06
13453	SCHMIDT, DANIEL Q	11/11/2010	89.08
13454	SCHMIDT, NOEL	11/11/2010	123.40
13455	SCHMITT MUSIC COMPANY	11/11/2010	63.80
13456	SCHOLASTIC BOOK FAIRS	11/11/2010	2,472.31
13457	SCHOLASTIC MAGAZINES	11/11/2010	441.36
13458	SCHOLASTIC BOOK CLUBS	11/11/2010	169.00
13459	SCHOOL CHECK IN	11/11/2010	165.00
13460	SCHOOL HEALTH CORP	11/11/2010	32.93
13461	SCHOOL SPECIALTY	11/11/2010	410.33
13462	SCHROEDER MILK CO INC	11/11/2010	22,596.75
13463	SCHWAAB INC	11/11/2010	99.98
13464	SECOND HARVEST FARM CENTRAL	11/11/2010	607.50
13465	SECURITAS SEC SVCS USA INC	11/11/2010	1,678.49
13466	SEEVER, GRAY	11/11/2010	130.00
13467	Vendor Continued Check	11/11/2010	0.00
13468	SENTRY SYSTEMS INC	11/11/2010	1,673.00
13469	SHAWBOLD, DEAN	11/11/2010	225.00
13470	SHELTERLOGIC LLC	11/11/2010	972.00

Check Nbr	Vendor Name	Check Date	Check Amount
13471	SHIFFLER EQUIPMENT SALES INC	11/11/2010	930.39
13472	SHRED-IT	11/11/2010	623.00
13473	SIEBENALER, KEVIN R	11/11/2010	103.53
13474	SIMPLEXGRINNELL LP	11/11/2010	910.52
13475	SIMSHAUSER, KIMBERLY P	11/11/2010	190.00
13476	SLOSSON EDUCATIONAL PUBLICATIO	11/11/2010	181.50
13477	SNAP ON TOOLS	11/11/2010	76.90
13478	SOCIAL STUDIES SCHOOL SERVICE	11/11/2010	122.96
13479	SOMMERS, MICHON LEE	11/11/2010	27.32
13480	SORENSEN, CHRISTOPHER	11/11/2010	328.23
13481	SOUTHPAW ENTERPRISES	11/11/2010	400.32
13482	ST OLAF COLLEGE	11/11/2010	10.00
13483	STATE OF MINNESOTA DEPT OF PUB	11/11/2010	125.00
13484	STATE SUPPLY CO	11/11/2010	2,730.56
13485	STEFFEL, KAREN L	11/11/2010	72.50
13486	STEICHENS SPORTING GOODS	11/11/2010	269.94
13487	STIRLING, CONNIE	11/11/2010	54.00
13488	STRATEGIC EQUIPMENT & SUPPLY C	11/11/2010	1,225.50
13489	STRYKER	11/11/2010	47.43
13490	SUOJA, WENDY	11/11/2010	152.00
13491	SVIR, SARA A	11/11/2010	59.98
13492	SWEATEQUITY FITNESS	11/11/2010	400.00
13493	SWENDSEN, KERRY	11/11/2010	330.00
13494	TAHER INC	11/11/2010	3,800.02
13495	TAMARACK NATURE CENTER	11/11/2010	357.50
13496	TAYLOR SALES INC	11/11/2010	42.16
13497	TESSMAN SEED CO	11/11/2010	507.30
13498	TEXTBOOK WAREHOUSE INC	11/11/2010	1,059.30
13499	THE PREP CENTER	11/11/2010	500.00
13500	THOMPSON PUBLISHING GROUP	11/11/2010	328.50
13501	THUNDER COMMUNICATIONS DESIGN	11/11/2010	340.00
13502	TIERNEY BROTHERS INC	11/11/2010	2,750.00
13503	TIES	11/11/2010	170.00
13504	TIES	11/11/2010	780.00
13505	TIME FOR KIDS	11/11/2010	229.84
13506	TOP TEMPORARY INC	11/11/2010	1,053.00
13507	TRADE PRESS INC	11/11/2010	534.00
13508	TREASURER STATE OF MN	11/11/2010	45.00
13509	TRUSTED EMPLOYEES	11/11/2010	15,400.00
13510	TWIN CITY JANITOR SUPPLY CO	11/11/2010	7,681.00
13511	TWIN CITIES TRANSPORT & RECOVE	11/11/2010	325.00
13512	UNITED TRUCK & EQUIPMENT	11/11/2010	177.00
13513	UNIV OF NORTHERN IOWA	11/11/2010	255.00
13514	UNIVERSITY OF ST THOMAS	11/11/2010	350.00
13515	UPPER LAKES FOODS INC	11/11/2010	110,628.62
13516	VANDERBILT UNIVERSITY	11/11/2010	124.00
13517	VASKE, MARY	11/11/2010	2,827.75
13518	VENBURG TIRE CO	11/11/2010	95.00
13519	VERIZON WIRELESS	11/11/2010	444.58
13520	VERNIER SOFTWARE	11/11/2010	99.00

Check Nbr	Vendor Name	Check Date	Check Amount
13521	VETTE, MARISA AA	11/11/2010	1,229.37
13522	VIKING INDUSTRIAL CENTER	11/11/2010	187.00
13523	VOGT, NANCY L	11/11/2010	25.99
13524	VOYAGEUR ENVIRONMENTAL CENTER	11/11/2010	500.00
13525	VOYAGEUR ENVIRONMENTAL CENTER	11/11/2010	500.00
13526	VULU, BENJAMIN NYA	11/11/2010	386.95
13527	Vendor Continued Check	11/11/2010	0.00
13528	WASTE MANAGEMENT OF WI-MN	11/11/2010	12,461.48
13529	WATERTOWN MAYER HIGH SCHOOL	11/11/2010	105.00
13530	WHITE BEAR COUNTRY INN	11/11/2010	1,961.54
13531	WHITE BEAR GLASS INC	11/11/2010	247.00
13532	WHITE BEAR LOCKSMITH INC	11/11/2010	53.90
13533	Vendor Continued Check	11/11/2010	0.00
13534	WHITE BEAR LAKE (CITY OF)	11/11/2010	10,131.23
13535	WHITE BEAR LAKE CITY	11/11/2010	25.00
13536	WEBER, RANDI L	11/11/2010	88.00
13537	WET PAINT	11/11/2010	51.16
13538	WI UNION GUESTROOM HOTEL	11/11/2010	192.00
13539	WILCOX, ERIN	11/11/2010	35.00
13540	WILLIAMS, MARIE	11/11/2010	232.65
13541	WINDY CITY PLAYERS	11/11/2010	150.00
13542	WOLFE, LINDSEY	11/11/2010	26.87
13543	WOOLFREY-FLATTEN, PATTY	11/11/2010	78.00
13544	WORLD BOOK INC	11/11/2010	669.00
13545	XEROX CORPORATION	11/11/2010	419.46
13546	YUEN, DOUGLAS	11/11/2010	80.00
13547	ZARAMBO, MARIA	11/11/2010	67.00
13548	ZITUR, NIKI C	11/11/2010	140.00

428	Computer	Check(s) For a Total of	753,791.12
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Check Nbr	Vendor Name	Check Date	Check Amount
12562	TAMARACK NATURE CENTER	11/11/2010	1,422.50
12998	RIO ALL-SUITE HOTEL & CASINO	11/11/2010	728.00
13031	ST CROIX TREE SERVICE INC	11/11/2010	1,290.00
3	Void	Check(s) For a Total of	3,440.50

	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
	428	Computer	Checks For a Total of	753,791.12
Total For	428	Manual, Wire Tran, ACH & Computer	Checks	753,791.12
Less	3	Voided	Checks For a Total of	3,440.50
			Net Amount	750,350.62

U.S. Bank

Check Nbr	Vendor Name	Check Date	Check Amount
361217	WOLFE, LINDSEY	11/11/2010	26.87
362848	AMF MAPLEWOOD LANES	11/11/2010	178.50
2	Void	Check(s) For a Total of	205.37

	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
	0	Computer	Checks For a Total of	0.00
Total For	0	Manual, Wire Tran, ACH & Computer Checks		0.00
Less	2	Voided	Checks For a Total of	205.37
			Net Amount	-205.37

Check Nbr	Vendor Name	Check Date	Check Amount
13549	1ST LINE/LEEWES VENTURES LLC	11/18/2010	715.25
13550	AARP DRIVER SAFETY PROGRAM	11/18/2010	424.00
13551	AARP DRIVER SAFETY PROGRAM	11/18/2010	292.00
13552	ACTIVE.COM	11/18/2010	151.00
13553	ADAMS, LINDA	11/18/2010	39.89
13554	AMAZON	11/18/2010	584.42
13555	AMI/USA	11/18/2010	670.00
13556	AV AVENUE LLC	11/18/2010	2,450.00
13557	BARNETT WB CHRYSLER JEEP DODGE	11/18/2010	62.28
13558	BARTHOLD	11/18/2010	1,291.50
13559	BARTON, JOSIAH D	11/18/2010	117.00
13560	BATTERIES PLUS	11/18/2010	18.97
13561	BERNARD FOOD INDUSTRIES INC	11/18/2010	669.12
13562	BERWALD ROOFING CO INC	11/18/2010	1,145.00
13563	BJURSTROM, PETER EMIL	11/18/2010	120.00
13564	BROOKSHAW, SUE	11/18/2010	126.37
13565	BUREAU OF EDUCATION & RESEARCH	11/18/2010	398.00
13566	CAMBRIDGE STRATEGIC SERVICES	11/18/2010	10,059.16
13567	CAMP ST CROIX	11/18/2010	101.75
13568	CAMP ST CROIX	11/18/2010	101.75
13569	CDW GOVERNMENT INC	11/18/2010	1,241.49
13570	CERTIFIED LABORATORIES	11/18/2010	433.39
13571	CHAKOLIS, RICHARD A	11/18/2010	109.55
13572	THE CHILDREN'S THEATRE COMPANY	11/18/2010	500.00
13573	CITI-CARGO & STORAGE CO INC	11/18/2010	85.00
13574	COCA-COLA BOTTLING MIDWEST CO	11/18/2010	3,102.50
13575	THE COLLEGE BOARD-MRO	11/18/2010	350.00
13576	THE COLLEGE BOARD	11/18/2010	25.00
13577	COMCAST	11/18/2010	127.90
13578	COMCAST	11/18/2010	127.90
13579	Vendor Continued Check	11/18/2010	0.00
13580	COPY IMAGES INC	11/18/2010	14,888.59
13581	Vendor Continued Check	11/18/2010	0.00
13582	COPY IMAGES INC	11/18/2010	898.57
13583	CORNER MARKING CO	11/18/2010	276.51
13584	COURAGE CENTER ST CROIX	11/18/2010	60.00
13585	CUB FOODS OF WOODBURY	11/18/2010	390.06
13586	CULLEN, CRAIG	11/18/2010	89.49
13587	CUMMINS NPOWER LLC	11/18/2010	643.00
13588	DAHLEM, TERESA	11/18/2010	122.04
13589	DALCO CORPORATION	11/18/2010	887.50
13590	DARTS VMS INC	11/18/2010	1,926.88
13591	DECKER INC	11/18/2010	91.80
13592	DELL MARKETING LP	11/18/2010	4,036.95
13593	DELTA EDUCATION	11/18/2010	100.40
13594	DEMCO INC	11/18/2010	258.87
13595	DENNISTOUN, DAVID	11/18/2010	81.00
13596	DIAMOND VOGEL	11/18/2010	130.50
13597	DITTRICH, TIFFANY	11/18/2010	186.45
13598	DOMINOS PIZZA	11/18/2010	508.75

Check Nbr	Vendor Name	Check Date	Check Amount
13599	DUCTS AND CLEATS INC	11/18/2010	1,292.00
13600	EASTVIEW HIGH SCHOOL	11/18/2010	60.00
13601	ECOLAB	11/18/2010	2,661.00
13602	EIGENFELD, CAROLYN	11/18/2010	785.70
13603	ERBERT & GERBERTS SUBS & CLUBS	11/18/2010	55.43
13604	EVANS, DEBBIE	11/18/2010	39.00
13605	FASTENAL COMPANY	11/18/2010	426.14
13606	FERRERI, LOU	11/18/2010	118.46
13607	FESTIVAL FOODS-KNOWLAN'S	11/18/2010	676.78
13608	FLOORS BY BECKERS	11/18/2010	2,625.00
13609	G&K SERVICES INC	11/18/2010	484.24
13610	GL SPORTS	11/18/2010	494.37
13611	GOOD TIME PRODUCTIONS	11/18/2010	420.00
13612	GRAINGER	11/18/2010	339.21
13613	GRANDMA'S BAKERY INC	11/18/2010	198.77
13614	GRANGER, GREG	11/18/2010	39.00
13615	GROTH MUSIC CO	11/18/2010	46.68
13616	GRUN, SUSAN L	11/18/2010	62.53
13617	GULLICK, DANIEL E	11/18/2010	79.20
13618	HALLBERG ENGINEERING INC	11/18/2010	630.00
13619	HEALY, JASON	11/18/2010	33.52
13620	HODD, ROY	11/18/2010	158.90
13621	Vendor Continued Check	11/18/2010	0.00
13622	Vendor Continued Check	11/18/2010	0.00
13623	HOGLUND BUS AND TRUCK CO	11/18/2010	6,265.53
13624	HOUGHTON MIFFLIN HARCOURT	11/18/2010	8,700.05
13625	HSBC BUSINESS SOLUTIONS	11/18/2010	266.72
13626	HSR	11/18/2010	110.00
13627	HUBERT COMPANY	11/18/2010	142.99
13628	INNOVATIVE OFFICE SOLUTIONS	11/18/2010	2,341.72
13629	INTA JUICE	11/18/2010	375.00
13630	INTEGRITY INTERPRETING LLC	11/18/2010	636.00
13631	INTERMEDIATE DISTRICT 287	11/18/2010	11,063.92
13632	INTL SCULPTURE CTR	11/18/2010	100.00
13633	IRGENS, LINDA S	11/18/2010	75.75
13634	JENSEN, KATHLEEN A	11/18/2010	45.42
13635	JOHNSON, SADIE R	11/18/2010	68.22
13636	JW PEPPER & SON INC	11/18/2010	1,484.94
13637	K PEARSON MECHANICAL LLC	11/18/2010	6,235.22
13638	KARLSBURGER FOODS INC	11/18/2010	82.80
13639	KIMBALL MIDWEST	11/18/2010	691.54
13640	KINDLIEN, CYNTHIA J	11/18/2010	52.50
13641	KIRSCH-HIGGS, NANCY	11/18/2010	73.50
13642	KITTS, HARRY	11/18/2010	260.10
13643	KNOPS, ROXANNE	11/18/2010	180.00
13644	KNUTSON FLYNN & DEANS PA	11/18/2010	9,057.25
13645	KOWALSKIS MARKET	11/18/2010	46.00
13646	KRINKE, STEPHANIE C	11/18/2010	30.89
13647	KRUSEMARK, CARY L	11/18/2010	32.53
13648	KULENKAMP, DAVID	11/18/2010	588.60

Check Nbr	Vendor Name	Check Date	Check Amount
13649	LANGE, LEIGHANN M	11/18/2010	48.00
13650	LEARNING FORWARD	11/18/2010	468.00
13651	LIDS TEAM SPORTS	11/18/2010	181.24
13652	L T G POWER EQUIPMENT	11/18/2010	959.00
13653	M LEE SMITH PUBLISHERS LLC	11/18/2010	535.25
13654	MACPHAIL CENTER FOR MUSIC	11/18/2010	1,510.00
13655	MALWITZ, ANN	11/18/2010	261.49
13656	MERZER MA, SHEILA	11/18/2010	250.00
13657	METRO MEALS ON WHEELS INC	11/18/2010	165.00
13658	MIDWEST BUS PARTS INC	11/18/2010	295.00
13659	MINVALCO INC	11/18/2010	690.81
13660	MN AIR INC	11/18/2010	3,850.00
13661	MN COMMUNITY EDUC ASSOC (MCEA)	11/18/2010	547.00
13662	MN MINORITY EDUCATION PARTNERS	11/18/2010	170.00
13663	MN YOUTH ATHLETIC SERVICES	11/18/2010	360.00
13664	MOBILE RADIO ENGINEERING INC	11/18/2010	83.00
13665	MOORE, CYNTHIA	11/18/2010	761.96
13666	MOORES, SUSAN	11/18/2010	59.00
13667	MORTENSEN, KIM	11/18/2010	100.87
13668	MUNDELL, GERALD	11/18/2010	117.25
13669	MUSEUM OF SCIENCE	11/18/2010	99.00
13670	NADEAU, MARGARET	11/18/2010	261.49
13671	NATL ASSOC OF SECONDARY SCHOOL	11/18/2010	473.30
13672	NATL GEOGRAPHIC SCHOOL PUBLISH	11/18/2010	82.00
13673	NATL RECREATION & PARK ASSOC	11/18/2010	145.00
13674	NELCO	11/18/2010	907.35
13675	NORTH CENTRAL TRUCK EQUIPMENT	11/18/2010	395.79
13676	NORTHEAST METRO INTERMEDIATE D	11/18/2010	1,458.00
13677	NORTHSTAR SCOREBOARDS INC	11/18/2010	3,700.00
13678	NUTTING, NANCY A	11/18/2010	900.00
13679	ON SITE SANITATION INC	11/18/2010	372.25
13680	OXYGEN SERVICE CO INC	11/18/2010	19.53
13681	PARSONS, SALLY ANN	11/18/2010	104.71
13682	PARTSMaster	11/18/2010	225.50
13683	PERFECTION LEARNING CORP	11/18/2010	127.23
13684	PITNEY BOWES	11/18/2010	618.00
13685	PLANA, CHRISTINE M	11/18/2010	180.00
13686	POLAR CHEVROLET MAZDA	11/18/2010	351.83
13687	POSTMASTER	11/18/2010	1,320.00
13688	POSTMASTER	11/18/2010	17.60
13689	POWER SYSTEMS INC	11/18/2010	2,815.91
13690	PRIOR LAKE HIGH SCHOOL	11/18/2010	120.00
13691	PROJECTUS	11/18/2010	1,233.20
13692	PROWIRE INC	11/18/2010	1,080.00
13693	RBG FOODS LLC	11/18/2010	4,898.88
13694	REASON	11/18/2010	15.00
13695	RESEARCH PRESS CO INC	11/18/2010	38.50
13696	RESERVE ACCOUNT	11/18/2010	5,000.00
13697	RIGHTWAY GLASS INC	11/18/2010	95.00
13698	ROCHESTER CENTURY HIGH SCHOOL	11/18/2010	60.00

Check Nbr	Vendor Name	Check Date	Check Amount
13699	ROSEVILLE AREA HIGH SCHOOL	11/18/2010	165.00
13700	SAFEWAY DRIVING SCHOOL	11/18/2010	9,610.00
13701	SCHMITT MUSIC COMPANY	11/18/2010	50.02
13702	SCHOLASTIC MAGAZINES	11/18/2010	92.18
13703	SECURITAS SEC SVCS USA INC	11/18/2010	2,147.86
13704	SEHR, DEBRA	11/18/2010	97.87
13705	SHIFFLER EQUIPMENT SALES INC	11/18/2010	175.01
13706	SMILE MAKERS	11/18/2010	28.97
13707	SNAP ON TOOLS	11/18/2010	193.80
13708	SOCIAL STUDIES SCHOOL SERVICE	11/18/2010	39.14
13709	SPECIALTY PROMOTIONS	11/18/2010	600.00
13710	SPRING LAKE PARK HIGH SCHOOL	11/18/2010	100.00
13711	SPRINGSTED INCORPORATED	11/18/2010	14,787.05
13712	ST FRANCIS DEBATE	11/18/2010	75.00
13713	STATE SUPPLY CO	11/18/2010	136.70
13714	STROZ FRIEDBERG LLC	11/18/2010	1,306.26
13715	TAHER INC	11/18/2010	5,630.63
13716	TDS METROCOM - MN	11/18/2010	3,250.03
13717	TEAM SPORTING GOODS INC	11/18/2010	326.87
13718	TIERNEY BROTHERS INC	11/18/2010	5,485.00
13719	TIES	11/18/2010	580.00
13720	TIME FOR KIDS	11/18/2010	110.50
13721	TOOLS FOR SCHOOLS/GOOD SOURCE	11/18/2010	4,710.00
13722	TRI STATE BOBCAT	11/18/2010	270.20
13723	TRUCK UTILITIES MFG CO	11/18/2010	479.22
13724	TWIN CITY JANITOR SUPPLY CO	11/18/2010	317.42
13725	UNITED TRUCK & EQUIPMENT	11/18/2010	62.50
13726	VACATION SPORTS	11/18/2010	140.00
13727	VAIL, ANNE B	11/18/2010	120.25
13728	VIKING INDUSTRIAL CENTER	11/18/2010	59.80
13729	WASHINGTON CO PUBLIC HEALTH	11/18/2010	1,490.00
13730	WHITE BEAR GLASS INC	11/18/2010	485.00
13731	WHITE BEAR LAKE PRINCIPALS ASS	11/18/2010	2,000.00
13732	WEEKLY READER	11/18/2010	415.36
13733	WILDMAN HILAL, ANDREA L	11/18/2010	84.28
13734	WIMER, MARY KATHRYN	11/18/2010	150.00
13735	XCEL ENERGY CENTER	11/18/2010	280.00

187	Computer	Check(s) For a Total of	206,530.53
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Check Nbr	Vendor Name	Check Date	Check Amount
11685	BARTON, JOSIAH D	11/18/2010	117.00
12457	NSDC IS LEARNING FORWARD	11/18/2010	267.96
12744	DENNISTOUN, DAVID	11/18/2010	81.00
3	Void	Check(s) For a Total of	465.96

	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
	187	Computer	Checks For a Total of	206,530.53
Total For	187	Manual, Wire Tran, ACH & Computer	Checks	206,530.53
Less	3	Voided	Checks For a Total of	465.96
		Net Amount		206,064.57

PAYROLL

Check Nbr	Vendor Name	Check Date	Check Amount
13736	AIG	11/23/2010	5,783.11
13737	AMERICAN FUNDS	11/23/2010	72,279.57
13738	AMERICAN UNITED LIFE	11/23/2010	44,758.26
13739	AMERICAN UNITED LIFE	11/23/2010	250.00
13740	AMERIPRISE	11/23/2010	10,385.17
13741	AXA EQUITABLE	11/23/2010	13,508.72
13742	Vendor Continued Check	11/23/2010	0.00
13743	DELTA DENTAL PLAN OF MN	11/23/2010	64,516.90
13744	ECMC	11/23/2010	178.00
13745	EDUCATION MN ESI BILLING TRUST	11/23/2010	19,807.82
13746	GRAND SLAM SPORTS @ COON RAPID	11/23/2010	100.00
13747	Vendor Continued Check	11/23/2010	0.00
13748	Vendor Continued Check	11/23/2010	0.00
13749	Vendor Continued Check	11/23/2010	0.00
13750	HEALTHPARTNERS	11/23/2010	1,118,834.28
13751	IUOE #70	11/23/2010	2,163.32
13752	Vendor Continued Check	11/23/2010	0.00
13753	Vendor Continued Check	11/23/2010	0.00
13754	Vendor Continued Check	11/23/2010	0.00
13755	MADISON NATIONAL LIFE INS CO I	11/23/2010	55,890.51
13756	MESSERLI & KRAMER PA	11/23/2010	238.98
13757	METROPOLITAN LIFE	11/23/2010	3,993.76
13758	MILLENIUM CREDIT CONSULTANTS	11/23/2010	307.56
13759	MN CHILD SUPPORT	11/23/2010	2,098.52
13760	MN DEPT OF REVENUE	11/23/2010	331.00
13761	NADEAU, MARGARET	11/23/2010	248.70
13762	NATL ASSOC OF SECONDARY SCHOOL	11/23/2010	50.00
13763	RAMSEY COUNTY SHERIFF	11/23/2010	85.91
13764	THE ROSE LAW FIRM, PLLC	11/23/2010	168.75
13765	SCHOOL SERVICE EMPLOYEES	11/23/2010	5,622.27
13766	TARGET	11/23/2010	2,000.00
13767	US DEPT OF EDUCATION	11/23/2010	329.70
13768	US TREASURY	11/23/2010	451.27
13769	VANGUARD SMALL BUSINESS SERVIC	11/23/2010	18,144.40
13770	WATERPARK OF AMERICA	11/23/2010	1,026.72

35	Computer	Check(s) For a Total of	1,443,553.20
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Check Nbr	Vendor Name	Check Date	Check Amount
13670	NADEAU, MARGARET	11/23/2010	261.49
1	Void	Check(s) For a Total of	261.49

	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
	35	Computer	Checks For a Total of	1,443,553.20
Total For	35	Manual, Wire Tran, ACH & Computer	Checks	1,443,553.20
Less	1	Voided	Checks For a Total of	261.49
		Net Amount		1,443,291.71

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: **December 13, 2010**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
\$140	Suzanne Dailey	White Bear High School North Campus
\$14	Margaret Dewitz	White Bear High School North Campus
\$160.16	Wells Fargo Foundation Educational Matching Gift Program	Willow Lane Elementary School
\$100	Michael and Rebecca Wenzler	Otter Lake Elementary School
\$1,000 for needy families	Anonymous	White Bear Lake Area Public Schools
\$67.32	Anonymous	White Bear Lake Area High School South Campus
\$100	Mike and Carrie Simmons	White Bear Lake Area High School South Campus
\$100	Steven and Kristi Rush	White Bear Lake Area High School South Campus
\$182.76	Qwest for Education	White Bear Lake Area Public Schools
\$20 in memory of Don Jose	Early Childhood	White Bear Lake Area Public Schools
\$500 in memory of Jerome Perron	Joyce Perron	Lincoln Elementary School
\$500 in memory of Jerome Perron	Joyce Perron	Birch Lake Elementary School

RECOMMENDATION: Accept donations.

AGENDA ITEM: Field Trip Request

MEETING DATE: December 13, 2010

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
Tuesday, 1/18/11 - Friday, 1/21/11 Wolf Ridge in Finland, Minnesota	Jason Healy and Greg Hjelm	Grade 5 Birch Lake Elementary	4	40	Cost to student: \$200 Balance: Covered by Fund-raisers	Voigt Bus Company	Environmental education.
Saturday, 2/5/11 - Monday, 2/7/11 Atlanta, Georgia	Heather Leaf, Coach	Grades 9-12 Cheerleading	1	21	Cost to student: \$500 Balance: Covered by Fund-raisers	Airline and Coach Bus	National level competition.
Friday, 4/8/11 - Saturday, 4/9/11 University of Minnesota, Morris	Jeremy Rockford	Grades 9-10 Jazz Ensemble	1	50	Cost to student: \$90 Balance: Covered by Fund-raisers	Charter Bus	Participation in UMM Jazz will give students the opportunity to perform for professional jazz musicians and receive constructive feedback. Students will also observe and evaluate their peers and college students in jazz performances.

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

RESIGNATION - CLASSIFIED STAFF

THERESE NORTON – Bus Aide, Bus Garage
Employed by District 624 since 05/04/2007
Effective Date: 12/22/2010

RETIREMENT - CLASSIFIED STAFF

JULIANNE SPARKS – Pupil Support Assistant, Oneka Elementary
Employed by District 624 since 05/22/1997
Effective Date: 02/04/2011

LEAVE OF ABSENCE – CLASSIFIED STAFF

AMY ANDERSON – Safe Schools/Healthy Student Grant Facilitator, District
Employed by District 624 since 08/18/2003
Effective Dates: 08/31/2010 through 11/18/2010

LEAVE OF ABSENCE – CERTIFIED STAFF

NICOLE AHRENS – Equity/Integration Program Coordinator, District Center
Employed by District 624 since 08/22/2002
Effective Dates: 12/21/2010 through 06/10/2011

JANET DICKINSON – Elementary Teacher, Lakeaires Elementary
Employed by District 624 since 08/24/1998
Effective Dates: 09/05/2010 through 11/05/2010

CHANGE IN CONTINUING CONTRACT – CERTIFIED STAFF

STEPHANIE COLORES – Spanish Teacher, Sunrise Middle School
From .60 f.t.e. to a .70 f.t.e.
Effective Dates: 11/29/2010 through 06/10/2011

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

NEW PERSONNEL – CLASSIFIED STAFF

JOHN HERMANN – Bus Driver, Bus Garage

\$15.80/hr. + .25 CP 5.00 hrs. /day 120 days + 2 hrs. In-service \$9,662.10
Effective Date: 11/29/2010

LUCILLE KERSCHNER – Bus Aide, Bus Garage

\$14.80/hr. + .25 CP 5.25 hrs. /day 102 days + 2 hrs. In-service \$8,089.38
Effective Date: 01/03/2010

THOR LARSON – Bus Driver, Bus Garage

\$15.80/hr. + .25 CP 5.00 hrs. /day 120 days + 2 hrs. In-service \$9,662.10
Effective Date: 11/29/2010

AMY SWANN – Pupil Support Assistant, Willow Lane Elementary

\$15.85/hr. + .25 CP 6.50 hrs. /day 115 days \$12,034.75
Effective Date: 12/13/2010

JANE TUTTLE – Program Assistant Leader, Vadnais Hgts. /Willow Elementary

\$11.85/hr. 5.00 hrs. /day 160 days \$9,480.00
Effective Date: 11/16/2010

LONG TERM SUBSTITUTE – CERTIFIED STAFF

KATHRYN ANDERSON – Elementary Teacher, Birch Lake

MA, Step 4 Prorated \$30,105.31
Effective Date: 12/01/2010 through 06/10/2011

<u>Activities</u>	<u>Advisor/Coach</u>	<u>Length of Activity</u>	<u>Pay</u>	<u>Budget Codes</u>
Class Advisor				
Sr. Class Advisor	Bob Hannigan	Year Long	\$3,399	01 320 291 000 000 180
Jr. Class Advisor	Mary Dahle	Year Long	\$2,936	01 320 291 000 000 180
<u>Adaptive Floor Hockey (CI)</u>				
Head Coach (step 1)	Jon Hurt	Winter	\$2,781	01 320 292 123 000 180
Asst Coach (step 1)	Joseph Dustin	Winter	\$1,947	01 320 292 123 000 180
<u>Boys Basketball</u>				
Head Coach (step 3)	Keith Lockwood	Winter	\$6,335	01 320 294 106 000 180
Asst Coach (step 3)	Brett Carlson	Winter	\$4,434	01 320 294 106 000 180
Asst Coach (step 3)	Dustin Hayes	Winter	\$4,434	01 320 294 106 000 180
Asst Coach (step 3)	Tom Paulson	Winter	\$4,434	01 320 294 106 000 180
Asst Coach (step 3)	Jacob Zisla	Winter	\$4,434	01 320 294 106 000 180
Asst Coach (step 3) (SAA)	Chad Lockwood	Winter	\$3,325	01 320 294 106 000 180
<u>Girls Basketball</u>				
Head Coach (step 3)	Jeremy Post	Winter	\$6,335	01 320 296 106 000 180
Asst Coach (step 3)	Dave Ashley	Winter	\$4,434	01 320 296 106 000 180
Asst Coach (step 3)	Dustin Hayes	Winter	\$4,434	01 320 296 106 000 180
Asst Coach (step 3)	Joe Dimeglio	Winter	\$4,434	01 320 296 106 000 180
Asst Coach (step 1) (SAA)	Mike Lukkason	Winter	\$2,500	01 320 296 106 000 180
Asst Coach (step 2)	Brietta Schuender	Winter	\$4,212	01 320 296 106 000 180
<u>Boys Hockey</u>				
Head Coach (step 3)	Tim Sager	Winter	\$6,180	01 320 294 111 000 180
Asst Coach Varsity (step 1) (SAA)	Matt Greer	Winter	\$4,000	01 320 294 111 000 180
Asst Coach Varsity (step 2) (SAA)	Chris Anderson	Winter	\$4,000	01 320 294 111 000 180
Asst Coach JV (step 3)	Ben Butters	Winter	\$4,326	01 320 294 111 000 180
Asst Coach JV (step 3)	Steve Collova	Winter	\$4,326	01 320 294 111 000 180
<u>Girls Hockey</u>				
Head Coach (step 3)	Gerald Kwapick	Winter	\$6,180	01 320 296 111 000 180
Asst Coach (step 3)	Randy Kieger	Winter	\$4,326	01 320 296 111 000 180
Asst Coach (step 3)	Shane Krey	Winter	\$4,326	01 320 296 111 000 180
Asst Coach (step 3) (SAA)	Melissa Mondo	Winter	\$2,500	01 320 296 111 000 180
Asst Coach (step 1) (SAA) goalie coac	Scott Parenteau	Winter	\$1,000	01 320 296 111 000 180
<u>Gymnastics</u>				
Co-Head Coach (step 3)	Jamie Nash	Winter	\$4,740.50	01 320 296 110 000 180
Co-Head Coach (step 2)	Stefani Neubeck	Winter	\$4,504	01 320 296 110 000 180

Alpine Ski

Head Coach (step 3)
Asst Coach (step 1)

Fred Feirn
Whitney Woodard

Winter
Winter

\$5,562
\$3,504

01 320 292 112 000 180
01 320 292 112 000 180

Nordic Ski

Head Coach (step 3)
Asst Coach (step 1)

Jeff Nowak
Marina Borowy (.66)

Winter
Winter

\$4,944
\$2,076

01 320 292 122 000 180
01 320 292 122 000 180

Boys Swim Team

Head Coach (step 1)

Jacob Mueller

Winter

\$4,946

01 320 294 115 000 180

Wrestling

Head Coach (step 3)
Asst Coach (step 3)
Asst Coach (step 1)
Asst Coach (step 1)
Asst Coach (step 3) (SAA)
Asst Coach (step 3) (SAA)

Craig Nasvik
Dave Meuwissen
Jacob Volkmann (.5)
Mike Meger (.5)
Paul Meuwissen
Tavis Hunt

Winter
Winter
Winter
Winter
Winter
Winter

\$5,886
\$4,121
\$1,854
\$1,854
\$3,000
\$3,000

01 320 292 119 000 180
01 320 292 119 000 180
01 320 292 119 000 180
01 320 292 119 000 180
01 320 292 119 000 180
01 320 292 119 000 180

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: **Superintendent's Report**
MEETING DATE: **December 13, 2010**
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: Presentation of Information Relating to the Truth in
Taxation Hearing Requirements

MEETING DATE: December 13, 2010

SUGGESTED DISPOSITION: Discussion Item

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

BACKGROUND

Legislative changes have eliminated the requirement for school districts to conduct the Truth in Taxation Hearing as a separate hearing. However, truth in taxation information must now be presented at this meeting and the public must be allowed the opportunity to speak on this issue.

The School Board will adopt the certified property tax levy payable 2011 as an operational item later on this agenda.

Recommendation:

To receive a presentation and ask questions as appropriate.

AGENDA ITEM: **Open Forum for Public Input on Truth-in-Taxation Presentation.**

MEETING DATE: **December 13, 2010**

SUGGESTED DISPOSITION: **Discussion Item**

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

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As required by the legislative changes enacted during this past session, the public must be allowed the opportunity to speak at the presentation of the truth-in-taxation information.

This agenda item will allow for that input.

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Recommendation:

Conduct a public forum allowing people to address issues related to the truth-in-taxation presentation.

AGENDA ITEM: June 30, 2010 Audit Report

MEETING DATE: December 13, 2010

SUGGESTED DISPOSITION: Discussion Item

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

Background:

Jim Eichten, from our audit firm of MMKR, will present the results of our audit for the year ending June 30, 2010.

Jim met with the Finance Committee on November 16th and reviewed this information.

Recommendation:

To receive a formal presentation of the audit and ask questions as appropriate.

AGENDA ITEM: First Reading of Policy 215, School Board Member Code of Conduct

MEETING DATE: December 13, 2010

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): Chris Picha, HR

BACKGROUND:

School Board Policy #215, School Board Member Code of Conduct, is a new policy and has been reviewed by the School Board Policy Committee and is recommended for a first reading. Attached is some background as to recommendations to adding this new board policy.

While a Code of Ethics and a Code of Conduct are similar, they serve different functions. A Code of Ethics sets aspiration standards for school board members that are fairly general and somewhat permissive in nature. This document is akin to a mission statement – it outlines the type of people board members should strive to be.

A Code of Conduct is more concrete – it sets specific standards for how a board member should act and it enumerates a specific process for determining whether misconduct has occurred. This process discusses the handling of complaints, the investigation of complaints and their final disposition. Additionally, a Code of Conduct provides a mechanism for removing school board members who have committed sufficiently egregious misconduct.

A Code of Conduct is helpful because it serves as a type of how-to manual when it comes to dealing with allegations of misconduct. Without a Code of Conduct in place, it may be unclear how to proceed when allegations of misconduct are made against school board members. This may result in inappropriate or inconsistent handling of complaints, which can open the School Board up to criticism regarding transparency and fairness. A Code of Conduct lets both board members and the public know what the School Board expects out of its members and how it will proceed when there are allegations that those expectations have been violated.

A final benefit of a Code of Conduct is that can shield the School Board from potential legal liability. Enacting a Code of Conduct represents a policy level decision which is protected by statutory immunity. This means that, if the Code of Conduct is properly followed, the District would likely be immune from liability in situations where: (1) a school board member sues the District for failing to follow the proper procedure in responding to complaints against him/her; or (2) a 3rd party harmed by a board member's misconduct sues the District for not adequately investigating and responding to allegations of misconduct against the board member.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 10, 2011 School Board meeting agenda or subsequent meeting as an operational item for action.

****NEW POLICY****

215 SCHOOL BOARD MEMBER CODE OF CONDUCT

I. PURPOSE

The purpose of this policy is to assist school board members in communicating and understanding the reasonable expectations regarding acceptable conduct of individual school board members. It is the responsibility of the school board to make reasonable rules and regulations for the governing of school board member behavior and conduct. This policy supplements School Board Policy 209, Code of Ethics, which is incorporated by reference. All rules and regulations regarding school board member conduct will be approved by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to regulate the proper functions of a school board member. The effectiveness of the school board depends upon community respect and confidence in individual school board members. Conduct which detracts from this respect and confidence is detrimental to the public interest and is prohibited. It is the policy of the school board to investigate claims that an individual school board member has engaged in unbecoming conduct, and to impose appropriate sanctions. Each school board member shall follow the code of conduct set forth in this policy.

III. SCOPE AND GUIDING PRINCIPLES

This policy applies to the conduct of all school board members. The following principles shall serve as guidelines for the school board member code of conduct.

1. School board members shall conduct themselves in accordance with all applicable laws, ordinances, and rules, and shall not knowingly exceed their authority in their official actions on behalf of the school board.
2. School board members shall not exhibit any conduct that discredits himself or herself or the school board or otherwise impairs his or her ability to perform school board duties or represent the school board in a manner consistent with the integrity and trustworthiness expected by the public. Such conduct includes, but is not limited to the following
 - a. School board members shall not make disparaging remarks, in or out of school board meetings, about other members of the school board.

- b. School board members shall not make any promises regarding votes on any proposition in advance of meetings at which the proposition will be considered by the school board.
 - c. School board members shall refer all complaints to the proper school district administrators and shall not undertake independent investigation.
- 3. School board members shall treat all members of the public courteously and with respect and shall exercise reasonable courtesy in dealing with fellow school board members, school district administrators and district staff.
- 4. School board members shall not compromise the integrity of the school board by accepting, giving or soliciting any gratuity which could be reasonably interpreted as capable of influencing official acts or judgments.
- 5. School board members shall observe the confidentiality of information available to them due to their status as school board members, and shall not knowingly violate any legal restrictions for the release or dissemination of school district information.

IV. PROCEDURES FOR ADMINISTERING POLICY

- A. Allegations of violations of this policy may be received from internal or external sources. In an instance where an allegation is made that could serve as the basis for the imposition of sanctions against an individual school board member under this policy, the school board will:
 - 1. Advise the school board member of the allegation in writing within a reasonable period of time.
 - 2. If the allegation cannot be readily resolved, the school board will conduct an investigation of the allegation to determine whether the individual school board member has violated this policy.
 - 3. Allow the individual school board member an opportunity to be heard by the school board in defense of the allegation and to present any relevant information regarding the allegation.
 - 4. Specify the expected conduct or modification of conduct to be required from the individual school board member.
- B. The determination whether a violation of this policy has occurred, and whether sanctions are to be imposed, shall be made by the school board.

- C. The school board retains the right to remove a school board member as appropriate, subject to relevant governing law.

V. SANCTIONS

- A. The form of sanctions imposed on an individual school board member for violation(s) of this policy may vary depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful, and whether the individual school board member has been the subject of prior sanctions of the same or a different nature. The forms of sanctions that may be imposed by the school board include, but are not limited to:

1. A warning of the individual school board member by the school board;
2. Public censure of the individual school board member by the school board;
3. A resolution disavowing the inappropriate behavior by the individual school board member;
4. Imposition of a one-time reduction in the individual school board member's compensation in an amount determined by the school board; and
5. Removal of the individual school board member from the school board in accordance with Minnesota law.

- B. Other sanctions, including any combination of the forms described above, may be imposed if, in the judgment of the school board, another sanction would better accomplish the school board's objective of stopping or correcting the offending conduct.

Legal References:

- ♦ Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
- ♦ Minn. Stat. § 123B.09 (School Board Powers)

Cross References:

- ♦ MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

AGENDA ITEM: School Board Policy 425, Staff Development
MEETING DATE: December 13, 2010
SUGGESTED DISPOSITION: Discussion Item
CONTACT PERSON(S): David Law, Assistant Superintendent

Background:

School Board Policy 425, Staff Development, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 10, 2011 School Board meeting agenda or subsequent meeting as an operational item for action.

Approved: September 9, 2002
Revised: January 10, 2005
Revised: November 8, 2007

DRAFT 12/6/10
White Bear Lake Area
School District #624 Policy 425

425 STAFF DEVELOPMENT

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAM

A. The School Board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The committee also will include non-teaching staff, parents and administrators.
2. Members of the Advisory Staff Development Committee shall be appointed by the School Board or designee. Committee members shall serve a two-year term (this time period may be changed to accommodate individual school district needs) based upon nominations by board members, teachers, and paraprofessionals. The School Board shall appoint replacement members of the Advisory Staff Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.

B. The School Board will establish the Site Professional Development Committee.

- ~~1.~~ The Advisory Staff Development committee will work with the Site Professional Development Teams to develop a site plan consistent with the goals of the Staff Development Plan. Members of the Site professional Development Teams will be appointed by the principal. Team members shall serve a two-year term (this time period may be changed to accommodate individual school district needs) based upon nominations by board members, teachers, and paraprofessionals. The principal shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.

2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas and special education.

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

- A. The Advisory Staff Development Committee will develop a Staff Development Plan, which will be reviewed and subject to approval by the School Board once a year.
- B. The Staff Development Plan must contain the following elements:
 1. Staff development outcomes which are consistent with the education outcomes as may be determined periodically by the School Board;
 2. The means to achieve the Staff Development outcomes;
 3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minn. Stat. § 122A.18, Subd. 4(b);
 4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
 - a. Improve student achievement of state and local education standards in all areas of the curriculum by using best practices methods;
 - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, and gifted children, within the regular classroom and other settings;
 - c. Provide an inclusive curriculum for a racially, ethnically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
 - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
 - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution; and
 - f. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
 5. The Staff Development Plan also must:

- a. Support stable and productive professional communities achieved through ongoing and school-wide progress and growth in teaching practice;
- b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
- c. Maintain a strong subject matter focus premised on students' learning goals;
- d. Ensure specialized preparation and learning about issues related to teaching students with special needs and limited English proficiency; and
- e. reinforce national and state standards of effective teaching practice.

5.6 Staff development activities must:

- a. Focus on the school classroom and research-based strategies that improve student learning;
- b. Provide opportunities for teachers to practice and improve their instructional skills over time;
- c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
- d. Enhance teacher content knowledge and instructional skills;
- e. Align with state and local academic standards;
- f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring; and
- g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system.

~~6.~~ 7. Staff development activities may include curriculum development and curriculum training programs, and activities that provide teachers and other members of site-based teams training to enhance team performance.

~~7.~~ 8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

[NOTE: To the extent the School Board offers K-12 teachers the opportunity for more staff development training under Minn. Stat. § 122A.40, Subds. 7 and 7a, or Minn. Stat. . § 122A.41, Subds. 4 and 4a, such

additional days of staff development should include peer mentoring, peer gathering, continuing education, professional development, or other training which will enable teachers to achieve the staff development outcomes enumerated above in Section III.B.4.]

- C. The Advisory Staff Development committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the School Board on a yearly basis ~~and~~ the extent to which staff at the site have met the outcomes of the Staff Development Plan.
- E. The Advisory Staff Development Committee shall assist the School District in preparing any reports required by the Department of Education relating to staff development including, but not limited to, the reports referenced in Section VII below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

- A. The Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. ~~The School Board~~ superintendent or designee will review the site plan for consistency with the Staff Development Plan yearly.
- B. The Site Professional Development Team must demonstrate to the School Board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the School Board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the School Board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V below.

V. STAFF DEVELOPMENT FUNDING

- A. Unless the School District is in statutory operating debt or a majority of the School District Board and a majority of its licensed teachers vote to waive the requirement to reserve basic revenue for staff development, the School District will reserve an amount equal to at least two percent of its basic revenue for: in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; pre-service and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts.
 - 1. The School District will allocate 50 percent of the reserved revenue to each school site in the district on a per teacher basis and will retain such funds for each school site until used.

2. The School district will allocate 25 percent of the reserved revenue to make grants to school sites for best practices methods. These grants may be used by the school sites for: any purpose authorized by Minn. Stat. §120B.22, subd. 2, or §122A.60; the costs of curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; substitute teachers for staff development purposes; and other staff development efforts determined by the Site Professional Development Team. Criteria used by the School District in awarding best practice staff development grants to sites include, but are not limited to, the following:
 - a. Grant application includes objectives which have a clear connection to the building/district Staff Development Plan;
 - b. Grant application includes provisions for discussion, collaborating, informing, and coaching one another on an ongoing basis;
 - c. Grant application provides for ongoing assessment of professional practice and student performance; and
 - d. Grant application specifies best practices to be addressed.
 3. The School district may retain 25 percent of the revenue to be used for district-wide staff development efforts.
- B. The School District may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs. This additional expenditure does not need to follow the allocation described in Part V. A. above.
 - C. If the School District operates a career teacher program, it will reserve from its basic revenue an amount equal to five dollars (\$5) times the number of resident pupil units to provide staff development for career teacher program.
 - D. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

- A. On a yearly basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.

- B. Upon approval of the budget by the School Board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the School Board and/or Superintendent for consistency with the Staff Development Plan on a yearly basis.
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

VII. REPORTING

- A. Prior to October 15 of each year, the School District and Site Staff Development Committee shall prepare a report of the previous fiscal year's staff development results and expenditures and submit it to the Commission of the Department of Education (Commissioner).
 - 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
 - ~~1-~~ 2. The report will provide a breakdown of expenditures for:
 - a. curriculum development and programs;
 - b. in-service education, workshops, and conferences; and
 - c. the cost of teachers or substitute teachers for staff development purposes.

~~Within each of the foregoing categories, the School District will indicate on the report whether the expenditures were incurred at the district level or the school site level, and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue.~~

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

- B. The School District will utilize the reporting form and/or system designated by the Commissioner. The report will be signed by the superintendent and staff development chair.

LEGAL REFERENCES: Minn. Stat. §120A.41 (Length of School Year; days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. §120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 122A.18, Subd. 4(b) (Board to Issue Licenses; Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination – Additional Staff Development and Salary)
Minn. Stat. §122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions – Additional Staff Development and Salary)
Minn. Stat. §122A.60 (Staff Development Program)
Minn. Stat. §122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. §126C.10, Subd. 2 and 2b (Basic General Education Revenue)

AGENDA ITEM: **School Board Policy 603, Curriculum Development**
MEETING DATE: **December 13, 2010**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **David Law, Assistant Superintendent**

Background:

School Board Policy 603, Curriculum Development, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 10, 2011 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: October 27, 1997
Revised: June 11, 2001
Revised: December 14, 2009

White Bear Lake Area
School District #624 Policy 603

603 CURRICULUM DEVELOPMENT

I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

III. RESPONSIBILITY

- A. The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long-range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.
- B. A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its learning sites, and shall have parent, teacher, support staff, student, community residents, and administration representation.
- C. Within the ongoing process of curriculum development, the following needs shall be addressed:
 - 1. Provide for articulation of programs of study.
 - 2. Identify goals for each course and at each elementary grade level.
 - 3. Provide for continuing evaluation of programs for the purpose of attaining the school district mission.
 - 4. Provide a program for ongoing monitoring of student achievement and progress.
 - 5. Provide for special needs of all members of the student community.
 - 6. Integrate required and elective standards in the scope and sequence of the district curriculum.

7. Meet all requirements of the Minnesota Department of Education and the No Child Left Behind Act.
- D. It shall be the responsibility of the superintendent to keep the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes and to periodically present recommended modifications for school board review and approval.
 - E. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References:

Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
 Minn. Stat. § 120B.11 (School District Process)
 Minn. Rule 3500.0550 (Inclusive Educational Program)
 Minn. Rule 3501.0010 – 3501.0180 (Graduation Standards – Reading and Mathematics)
 Minn. Rule 3501.0200 – 3501.0290 (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 604 (Instructional Curriculum)
 WBLASB Policy 605 (Alternative Programs)
 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 616 (School District System Accountability)
 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: School Board Policy 604, Instructional Curriculum
MEETING DATE: December 13, 2010
SUGGESTED DISPOSITION: Discussion Item
CONTACT PERSON(S): David Law, Assistant Superintendent

Background:

School Board Policy 604, Instructional Curriculum, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 10, 2011 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: September 8, 1997
Revised: _____

DRAFT 12/6/10
White Bear Lake Area
School District #624 Policy 604

604 INSTRUCTIONAL CURRICULUM

I. PURPOSE

The purpose of this policy is to provide for the development of course offerings for students.

II. ~~GENERAL STATEMENT OF POLICY~~ CURRICULUM GUIDELINES

- ~~A. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Children, Families & Learning. The instructional approach will be nonsexist and multicultural.~~
- ~~B. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.~~
- ~~C. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals, purpose, materials, and methods for student evaluation.~~
- ~~D. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.~~
- A. Instruction must be provided in at least the following subject areas:
 - 1. Language arts and basic communication skills including reading and writing, and literature;
 - 2. Mathematics and science;
 - 3. Social studies, including history, geography, economics, government, and citizenship;
 - 4. Health and physical education;
 - 5. The arts;
 - 6. Vocational and technical education; and
 - 7. World languages.

- B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education and all courses required in all elective subject areas. The instructional approach will be gender neutral and multicultural.
- C. The curriculum must include opportunities for all students to learn the Graduation-Required Assessments for Diploma (GRAD) requirements and subject matter. The school district must develop a plan for remediation for a student who, after two retests, has not passed a specific GRAD.
- D. Elementary and middle schools shall offer at least three, and require at least two, of the following four art areas: dance, music, theater, and visual arts. High schools shall offer at least three, and require at least one, of the following five art areas: media arts, dance, music, theater, and visual arts.
- E. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.
- F. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.
- G. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.

Legal References: Minn. Stat. § ~~120.101~~ 120A.22 (Compulsory Instruction)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Rules Part 3501.1110 (Opportunities to Learn and Remediation)

Cross References: WBLASB Policy 603 (Curriculum Development)
WBLASB Policy 605 (Alternative Programs)

AGENDA ITEM: **School Board Policy 705, Investments**

MEETING DATE: **December 13, 2010**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

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

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 10, 2011 School Board meeting agenda or subsequent meeting as an operational item for action.

705 INVESTMENTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. SCOPE

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

IV. AUTHORITY; OBJECTIVES

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

V. DELEGATION OF AUTHORITY

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

VI. STANDARD OF CONDUCT

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

VII. MONITORING AND ADJUSTING INVESTMENTS

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

VIII. INTERNAL CONTROLS

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

avoidance of bearer form securities, clear delegation of authority to applicable staff members, limitations regarding securities losses and remedial action, written confirmation of telephone transactions, supervisory control of employee actions, minimizing the number of authorized investment officials, and documentation of transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

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

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

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

X. PORTFOLIO DIVERSIFICATION; MATURITIES

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

specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

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

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

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

XIII. SAFEKEEPING AND COLLATERALIZATION

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

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

XIV. REPORTING REQUIREMENTS

- A. ~~Pursuant to investments made under Minn. Stat. §§118A.04 and 118A.05~~The investment officer shall generate transaction reports for management purposes, as needed. In addition, the school board shall be provided a quarterly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.

Pursuant to investments made under Minn. Stat. § 356A.06, Subd. 7, The trust administrator shall provide quarterly reports to the school board on all trust fund activity, as well as market updates, economic developments, strategic planning, and changes in investment instruments and asset allocation strategy approved by the Finance Committee.

- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

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

depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

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

Legal References: Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)
Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)
Minn. Stat. § 118A.03 (Depositories and Collateral)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (Delivery and Safekeeping)
Minn. Stat. § 356A.06, Subd. 7 (Authorized Investment Securities)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References: WBLASB Policy 703 (Annual Audit)
~~MSBA Service Manual, Chapter 9, Public School Finance~~
MSBA Service Manual, Chapter 7, Education Funding
Minnesota Legal Compliance Audit Guide prepared by the Office of the State Auditor

E. OPERATIONAL ITEMS

AGENDA ITEM: Acceptance of June 30, 2010 Audit

MEETING DATE: December 13, 2010

SUGGESTED DISPOSITION: Operational Item

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

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Background:

Jim Eichten, from our audit firm of MMKR, presented the results of our audit for the year ending June 30, 2010 earlier this evening.

The Finance Committee had previously met with Jim to review this information. Copies of the audit have been distributed to all School Board members.

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Recommendation:

It is recommended that the School Board accept the audit for the fiscal year ending June 30, 2010.

AGENDA ITEM: Approval of 2010 Payable 2011 Property Tax Levy.

MEETING DATE: December 13, 2010

SUGGESTED DISPOSITION: Operational Item

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

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Background:

According to Minnesota statute, at its September 13, 2010 meeting the School Board set the proposed 2010 Payable 2011 property tax levy.

According to Minnesota statute the School District conducted its Truth-in-Taxation hearing as part of this meeting.

As the final step in this process the School Board must now certify the levy.

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Recommendation:

It is recommended by administration that the School Board certify its 2010 Payable 2011 property tax levy in the amount of \$33,705,567.91.

AGENDA ITEM: **School Board Policy 207, Public Hearings**
MEETING DATE: **December 13, 2010**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Michael J. Lovett, Superintendent**

Background:

School Board Policy #207, Public Hearings, has been reviewed by the School Board Policy Committee, had a first reading in November, and is recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: Approve School Board Policy 207, Public Hearings, as recommended.

207 PUBLIC HEARINGS

I. PURPOSE

The school board recognizes the importance of obtaining public input on matters properly before the school board. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

In order for the school board to efficiently receive public input on matters properly before the school board, the procedures set forth in this policy are established by the school board.

III. PROCEDURES

A. Public Hearings

Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minn. Stat. § ~~123.36~~ 123B.51), ~~truth-in-taxation~~ (Minn. Stat. § ~~275.065~~), education district establishment (Minn. Stat. § ~~122.94~~ 123A.15), and agreements for secondary education (Minn. Stat. § ~~122.535~~ 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the discretion of the school board.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

C. Public Participation

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card or sign up on a sign up sheet prior to the commencement of the hearing if the school board utilizes this procedure. In that case, any request to address the school board after the commencement of the hearing will be granted only at the discretion of the school board.

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name and address of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.
2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.
3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. In the event that the school board requires the designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as otherwise determined by the school board.
4. Privilege to Speak: A school board member should direct any remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
5. Personal Attacks: Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.

Legal References:

Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § ~~122.91~~ 123A.15 (education district establishment)
Minn. Stat. § ~~123.36~~ 123B.51 (school closings)
Minn. Stat. § ~~275.065~~ (truth and taxation)

Cross References:

WBLASB Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

AGENDA ITEM: School Board Policy 209, Code of Ethics

MEETING DATE: December 13, 2010

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Michael J. Lovett, Superintendent
Chris Picha, Director of Human Resources

BACKGROUND:

School Board Policy 209, Code of Ethics, has been reviewed by the School Board Policy Committee, had a first reading in November, and is recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

RECOMMENDATION:

Approve School Board Policy 209, Code of Ethics, as recommended.

Adopted: November 13, 1995

White Bear Lake Area School Board Policy 209

Revised: May 21, 2001

Revised:

209 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist the individual school board members in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

III. CODE OF ETHICS

A. As a member of the School Board, I will:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support each the decision of the school board, ~~even if my position concerning the issue was different.~~ regardless of the position I take during discussions leading to the final decision.
6. Recognize the integrity of my predecessors and associates and ~~appreciate~~ respect their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. In performing the proper functions of a school board member, I will:

1. ~~Focus on education policy as much as possible.~~ Make policy the primary focus of my school board duties.
2. ~~Remember my responsibility is to set policy—not to implement policy.~~
3. 2. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. 3. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. 4. Work through the superintendent – not over or around the superintendent.
6. 5. Delegate the implementation of school board decisions to the superintendent.

C. To maintain relations with other members of the school board, I will:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. ~~Insist that~~ Work to ensure that committees be appointed to serve only in an advisory capacity to the school board.

D. In meeting my responsibilities to my community, I will:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.

3. Insist that business transactions of the school district be conducted in an ethical and ~~open~~ transparent manner.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. In working with the Superintendent of Schools and Staff, I will:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. ~~Assure Work~~ to ensure that the school district ~~will be~~ is administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in the hiring of all district employees.
5. Participate in school board action after considering the superintendent's recommendation of the superintendent and only after the superintendent has furnished adequate information supporting in support of the recommendation.
6. Insist that the superintendent ~~to~~ keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or ~~insist~~ request that ~~they~~ complaints be presented in writing to the ~~whole entire~~ school board for proper referral according to the district chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions ~~on a professional level~~ to the best of their abilities.

F. In fulfilling my legal obligations as a school board member, I will:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

AGENDA ITEM: **School Board Policy 499, Student Teaching**
MEETING DATE: **December 13, 2010**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Chris Picha, Director of Human Resources**

BACKGROUND:

School Board Policy #499, Student Teaching, has been reviewed by the School Board Policy Committee, had a first reading in November, and is recommended for a second reading. The changes have been recommended by the Chris Picha, Director of Human Resources.

RECOMMENDATION:

To approve School Board Policy 499, Student Teaching, as recommended.

Adopted: November 10, 2008

*White Bear Lake Area School District
Policy 499*

Revised: _____

499 STUDENT TEACHING

I. PURPOSE

It is the policy of the White Bear Lake Area School District to encourage the utilization of student teachers through agreements with approved teacher preparation institutions.

II. ADMISSION TO STUDENT TEACHING IN THE DISTRICT

1. All requests for student teaching in the school district shall be made to the Department of Human Resources.
2. An applicant for a student teaching opportunity in the district shall:
 - a. Have completed the necessary requirements of an approved teacher education program;
 - b. Comply with the Minnesota Code of Ethics for Teachers;
 - c. Have and maintain throughout the student teaching experience good academic standing at the cooperating teacher preparation institution;
 - d. Meet all requirements of the cooperating teacher preparation institution for participation in its student teacher program.
3. The cooperating teacher preparation institution must enter into a school district approved agreement and the agreement must be approved by the school board.
4. The school district reserves the right to deny a student teaching opportunity to an applicant who is not qualified pursuant to II-2 or II-3, or for whom there is no student teaching position available, for whom no supervising teacher is available, or for any other good and valid reason.
5. The Department of Human Resources shall determine the placement of all student teachers.

III. PERFORMANCE OF THE STUDENT TEACHER

1. A student teacher shall, during the course of the student teaching experience, be exposed to and give an opportunity to participate in the duties and activities of the teaching experience given the time available, including primary

responsibility for substantial meaningful classroom instruction and its attendant preparation and evaluation.

2. A student teacher shall not act as a substitute teacher in the district. This provision shall not be construed to preclude a student teacher from performing teaching services alone in a classroom as a part of the student teaching experience so long as the student teacher remains under general supervision as provided in Section III–3.
3. While student teaching in the district, a student teacher shall be under the supervision of a fully qualified teacher or principal.
4. A copy of any written evaluation generated from within the district which is intended to contribute to a student teacher’s grade or evaluation for the student teaching course or program at the teacher preparation institution may, at the option of the evaluator, be provided to the student teacher. Otherwise, the availability of the evaluation shall be determined by the teacher preparation institution.

IV. CONDUCT OF THE STUDENT TEACHER

While serving as a student teacher in the district, the student teacher shall:

1. Obey all reasonable directives of administrative and supervisory personnel;
2. Obey all school district rules, regulations, policies, and directives;
3. Not engage in conduct which disrupts, or could reasonably be expected to disrupt the educational process, or which is detrimental to the educational process.

V. TERMINATION OF STUDENT TEACHING ASSIGNMENT

A student teacher assignment may be terminated by the district for those reasons and causes applicable to a probationary teacher in the school district, or for any other good and sufficient grounds rendering the student teacher unfit to perform assigned duties, including those described in Section IV.

VI. BACKGROUND CHECK

The district shall perform the background check as required by Minnesota law for district employees. The cost of the background check shall be paid by the student

teacher or the placing institution, in accord with the school district agreement with the respective placing institution.

VII. COPY OF POLICY

A student teacher shall be provided a copy of this policy upon acceptance for a student teaching experience in the district.

VIII. FINANCIAL ARRANGEMENTS

Stipends to supervising teachers from cooperating colleges and universities will be paid in accordance with the agreement that the district has with the cooperating college and university. The amount of payment may vary depending on the policy of the college.

Legal References: Minn. Stat. ~~§ 125.185, Subd 1~~ § 122A.09

Cross References: WBLASB Policy 404 – Employment Background Checks
WBLASB Policy 423 – Employee - Student Relationships

AGENDA ITEM: **School Board Policy 503, Student Attendance**
MEETING DATE: **December 13, 2010**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **David Law, Assistant Superintendent**

BACKGROUND:

School Board Policy #503, Student Attendance, has been reviewed by the School Board Policy Committee, had a first reading in November, and is recommended for a second reading.

During the past few months, this policy has been updated with recommendations from MSBA and then put through a multiple step review process with elementary, middle school, and high school administrators as well as students.

During the review process, there were several areas that required considerable attention. I will address each of these areas and include the rationale behind the final recommendation.

Generally, we have revised the organizational structure of the policy.

Section III, Attendance Policies, has been revised to reflect the fact that travel, vacations, and college visits are allowed but not encouraged during the time when school is in session. They are listed under the “unexcused” portion of this section, but provide options for families to have these types of absences excused. In reality, we allow these but want to send a message that we would like to minimize students’ time out of school. This section has also been revised to reflect the fact that we do not automatically punish students academically for their absences, regardless of the reason. While MSBA recommends a correlation between attendance and grades, we are choosing to let the student’s work determine the student’s grade, not the attendance.

In Section III, A, 3 “Expectations Following Excused Absences” we have added clarification to the amount of time a student has to complete work following an absence. Students now have two additional days per day of absence to complete work assigned during the absence. We also changed the policy from “no credit” for work that isn’t completed during the additional time frame to “considered late and handled consistent with the teacher’s late work policy.” We also added language that encourages students to use available technology to stay current during the absence rather than waiting until they return to school.

In Section III, B, f “Unexcused Absences” now reflects a change in practice regarding unexcused tardies. After connecting with the Ramsey County attorney’s office, we are implementing a policy that considers three unexcused tardies to be equivalent to one half day unexcused absence. This will primarily be used at the elementary level where tardies are defined as late arrivals up to forty-five minutes after school starts. Three of these could add up to over two hours of school missed and therefore will be considered equivalent to one half day absence.

Section III, C “Excessive Absences” has been added to address students with a pattern of absences, excused or unexcused. The threshold “ten percent” has been added to assist school administration in determining when the issue becomes excessive. While this may seem like a high percentage, it actually allows for school administration to act earlier than the previous practice of waiting for students to miss ten days before addressing the issue. This section also allows school administrators to consider excused absences unexcused if the student continues to miss school after several attempts to remedy the problem working with the parent and student.

Section III, D “Tardiness” has been revised to parallel the absence section. In subsection 3, the unexcused tardy section, several common areas of misunderstanding have been specifically identified.

Section III, E “Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs” has been modified in subsection 6 to discourage students from missing school on the day of an activity or event.

RECOMMENDATION:

To approve School Board Policy 503, Student Attendance, as recommended.

Adopted: October 20, 1975
Revised: March 11, 1991
Revised: September 13, 1993
Revised: August 14, 1996
Revised: March 27, 2000
Revised: June 11, 2001
Revised: August 25, 2003

DRAFT 12/6/10
White Bear Lake Area
School District #624 Policy 503

503 STUDENT ATTENDANCE

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Student's Responsibility

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed the studies ordinarily state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence. It is also the student's responsibility to request and complete any missed assignments due to an absence.

~~It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall.~~

B. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

C. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It

is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

D. Administrator's Responsibility

It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

B. III. ATTENDANCE POLICIES

A. Excused Absences

1. **To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.**
2. **The following reasons shall be sufficient to constitute excused absences:**
 - a. **Illness.**
 - b. **Serious illness in the student's immediate family.**
 - c. **A death or funeral in the student's immediate family or of a close friend or relative.**
 - d. **Medical, dental, or orthodontic treatment, or a counseling appointment.**
 - e. **Court appearances occasioned by family or personal action.**
 - f. **Religious instruction not to exceed three hours in any week.**
 - g. **Physical emergency conditions such as fire, flood, storm, etc.**
 - h. **Official school field trip or other school-sponsored outing.**
 - i. **Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.**
 - j. **Family emergencies.**
 - k. **Active duty in any military branch of the United States.**

l. A student's condition that requires ongoing treatment for a mental health diagnosis.

m. Individual need as approved by school principal.

~~Whenever a student is absent, parents are asked to call the school to report the absence. School notification and/or a written excuse is required when a student returns from the absence.~~

1. Excused Absences

a. ~~Absences due to illness, injury or family emergency are legitimate excuses for absence from school. The following reasons shall be sufficient to constitute excused absences:~~

~~(1) Illness~~

~~(2) Medical or dental appointments (length of appointment and reasonable travel time)~~

~~(3) Death or critical illness in student's immediate family or of a close friend or relative~~

~~(4) Religious instruction not to exceed three hours in one week~~

~~(5) Official field trip or other school-sponsored event~~

~~(6) Court appearances occasioned by family or personal action~~

~~(7) Individual need as approved by school principal~~

~~(8) Pre-approved family travel, vacation, or college visitation~~

~~(9) Physical emergency conditions such as fire, flood, storm, etc.~~

~~(10) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.~~

3. b. Consequences of Expectations Following Excused Absences

~~(1) a. Students whose absences are excused are expected to request any work assigned while absent and required to make up all of this work or to complete alternative assignments as deemed appropriate by the classroom teacher.~~

~~(2) b. Work missed because of absence must be made up Student work assigned during the absence must be completed within two (2) days per day of absence from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed~~

assignment will be considered late and will be handled consistent with the teacher's late work practices. However, The building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

- c. Students are encouraged to use available technology, including web-based communication, to stay current while absent.**

2. B. Unexcused Absences

- a. 1.** The following are examples of absences which will not be excused:

- ~~(1)~~ **a. Truancy.** An absence by a student which was not approved by the parent/guardian and/or the school district.
- ~~(2)~~ **b.** Any absence in which the student failed to comply with any Reporting requirements of the school district's attendance procedures.
- ~~(3)~~ **c.** Work at home.
- ~~(4)~~ **d.** Work at a business, except under a school-sponsored work release program.
- ~~(5)~~ **e. Vacations with family, personal trips to schools or colleges (If the student and parent/guardian have been warned of an attendance issue or the absence has not been pre-approved by a school administrator.)**
- ~~(6)~~ **Personal trips to schools or colleges**
- f. Absences resulting from cumulated unexcused tardies (3 tardies equals one-half day unexcused absence).**
- ~~(5)-(7)~~ **g.** Any other absence not included under the attendance procedures set out in this policy.

- b. 2.** Consequences of Unexcused Absences include:

- ~~(1)~~ **a. Completing work missed during the absence. This work will be for credit unless the circumstances surrounding the absence warrant a grade reduction or no credit.**
- ~~(2)~~ **b. Appropriate discipline from the following list, based on the severity of the issue:**
 - ~~(a)~~ **(i) Detention**
 - ~~(b)~~ **(ii) Loss of student privileges**
 - ~~(c)~~ **(iii) Placement on a supervised attendance program**
 - ~~(d)~~ **(iv) Truancy petition to juvenile court for those under age 16**
 - ~~(e)~~ **(v) Failing grade**
 - ~~(f)~~ **(v) Other appropriate consequences as determined by parent/guardian and school personnel.**
 - ~~(g)~~ **(vi) Loss of parking privileges at secondary level**
 - ~~(h)~~ **Grade reduction of 1/3 letter grade for each truancy at the high school level (9-12)**

- ~~(h)~~ (vii) Restriction from participation in extracurricular activities
- ~~(i)~~ (viii) Saturday School
- ~~(j)~~ (ix) Make up time missed from school
- ~~(k)~~ (x) Out of school suspension
- c. Agreed upon goals/plans as determined by the parent/guardian, student and school personnel
- d. Other appropriate consequences
 - 1. (a) After three (3) cumulated unexcused absences, a student will be considered "continuing truant" and parent or guardian will be notified.
 - 2. (b) After five (5) cumulated unexcused absences, the administration may impose the loss of academic credit in the class or classes from which the student has been absent.
- ~~(2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.~~
- e. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- f. In cases of recurring unexcused absences, the administration may request the county attorney to file a petition with the juvenile court, pursuant to Minnesota Statutes.
 - ~~(a) The student may not be allowed to make up work missed due to an unexcused absence.~~
 - ~~(b) After the eighth cumulated unexcused absence in a semester (fourth cumulated unexcused absence in a high school term), a student's parent or guardian will be notified that his or her child is nearing a total of ten (10) unexcused absences (five (5) unexcused absences in a high school term).~~
 - ~~(c) After ten (10) cumulated unexcused absences in a semester, (five (5) cumulated unexcused absences in a high school term), the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held between the principal, student and parent.~~

C. Excessive Absences:

- 1. Definition: Students who are absent more than ten percent of student contact days at any time during the school year or any grading period may be considered to have excessive absences.
- 2. Procedures for addressing students with excessive absences
 - a. School calls parent/guardian to communicate attendance concerns
 - b. School will communicate with parents/guardians in writing concerning attendance concerns
 - c. School will schedule a meeting with parents/guardians and other appropriate school staff to create a plan to address attendance concerns.

- d. If the student continues to have excessive absences, the school may choose to take the following steps:**
- (i) Consider the absences unexcused according the Minn. Stat. 120A.22, subd 12.**
- (ii) Refer the student to a truancy intervention program.**

~~Frequent student absences disrupt the continuity of the classroom learning process. Given the limited number of school days, any attendance procedures which condone, excuse, or encourage student absenteeism constitutes non-compliance with the spirit and intent of the Minnesota State Attendance Law and State Board of Education Regulations.~~

~~a. Consequences for elementary and middle school (K-8) students:~~

- ~~(1) After the sixth absence per trimester, or at the time absences impact student achievement, teacher contact will be made with the parent/guardian via written or telephone communications.~~
- ~~(2) After the twelfth absence per trimester, the teacher will confer with the student and contact the administrator. The administrator will notify parent/guardian and set up a conference with the teacher, administrator and parent/guardian. Consequences determined at the conference could include:~~

~~b. Consequences for high school (9-12) students:~~

- ~~(1) After the fourth absence per term in any class, the teacher will confer with the student and contact will be made with the parent/guardian via written or telephone communication and the student's counselor is notified.~~
- ~~(2) After the sixth absence per term, a written notice will be sent to the parent/guardian that the student has now dropped below the minimal amount of instructional time. Credit will be held subject to approval. Consequences include one or more of the following:~~
- ~~(a) Removal from class and no credit earned for the semester. Student continues in class with no credit earned for the quarter grading period.~~
 - ~~(b) After school make-up of time missed~~
 - ~~(c) Loss of student privileges (e.g., parking, work program, early release)~~
 - ~~(d) Restriction from participation in extracurricular activities~~
 - ~~(e) Community/school service time assigned~~
 - ~~(f) Academic probation (i.e. daily or weekly progress reports, student contract)~~
 - ~~(g) Saturday School~~
 - ~~(h) Contact with truancy intervention program~~
 - ~~(i) Any combination of consequences cited previously based on individual circumstances.~~

~~4. Truancy~~

~~An absence by a student which was not approved by the parent and/or school district.~~

- ~~a. All truancies will be applied toward the excessive absence guidelines. In addition, students will have immediate consequences for each truancy.~~

C. Appeal Process

~~Parents/guardians and students who believe that extenuating circumstances warrant a review of student removal from class and/or student loss of credit may submit a written appeal to the Attendance Appeals Committee within three (3) days of the notification. The Attendance Appeals Committee will convene after the written appeal has been submitted. Parents/guardians and students will be informed of the decision by the committee.~~

D. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

(a) Elementary: Students who arrive late and within 45 minutes after the start of the school day are considered tardy. After 45 minutes, it is considered a half-day absence.

(b) Secondary: Students are considered tardy if they are late and miss less than ten minutes of any class. If they miss more than ten minutes of class, they are considered absent.

2. Procedures for Reporting Tardiness:

- ~~a. Students tardy at the start of school must report to the school office for an admission slip.~~
~~b. Tardiness between periods will be handled by the teacher.~~

2. Excused Tardiness.

Valid excuses for tardiness are:

- a. illness;
- b. serious illness in the student's immediate family;
- c. a death **or funeral** in the student's immediate family or of a close friend or relative;
- d. medical, or dental, **orthodontic, or counseling appointment** treatment;
- e. court appearances occasioned by family or personal action;
- f. physical emergency conditions such as fire, flood, storm, etc.;
- g. any tardiness for which the student has been excused in writing by an administrator or faculty member;

h. family emergencies;

i. individual need as approved by school principal.4. 3. Unexcused Tardiness.

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Examples of unexcused tardiness include but are not limited to:

- (i) not approved by parent/guardian
- (ii) Failure to comply with reporting requirements of the school district attendance procedures
- (iii) work at home
- (iv) work at a business
- (v) missed bus
- (vi) overslept
- (vii) car trouble
- (viii) doing homework

b. c. Consequences of tardiness may include:

- (1) (i) Detention
- (2) (ii) Saturday School
- (3) (iii) Loss of parking
- (4) (iv) Suspension
- (5) (v) Grade reduction
- (6) (v) Other consequences as determined by parent/guardian and school personnel
- (vi) Consequences of tardiness may include detention after _____ unexcused tardies. Combining unexcused tardies into an unexcused absence and enforcing consequences accordingly. The district considers **three (3) unexcused tardies are equivalent to one half-day unexcused absence.**

E. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.

1. If a student is suspended from any class, he or she may not participate in any activity or program that day.
2. When students participate in any co-curricular and/or sports activity, they are required to be in attendance at school the entire day of the event, unless they are absent for one of the following reasons:
 - a. School related activity
 - b. Medical appointment (requires verification by the school office or attendance secretary)
 - c. One period (or less) in the school Health Office

- d. Funeral or family medical/legal emergency (requires parent/guardian excuse)
- e. Student safety issues (to be reviewed by the WBL Administrators)

If the absence is due to any other reason, the student will be declared ineligible for that day's event. The administration retains the right to request verification of any absences presented by a student or parent/guardian.

- 3. Students must not incur any unexcused absence (as outlined in the student attendance policy) the day after an event if the day is the next consecutive school day of the same week. If an unexcused absence is incurred for this next consecutive school day of the same week, the student will not participate in the next scheduled co-curricular and/or sports event.

~~2. School initiated absences will be accepted and participation permitted.~~

~~3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.~~

~~5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.~~

~~6. Students who are participating in extracurricular activities must be in school for one half day (3 1/2 school hours) on the day of the activity or practice. If the activity is during afternoon school hours, the student must be in attendance in the morning.~~

IV. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students, parents/guardians, and staff at the commencement of each school year. This policy shall also be available upon request in each principal's office.

V. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

- 1. three days if the child is in elementary school; or
- 2. three or more class periods on three days if the child is in middle school, junior high school, or high school.

~~A student is not continuing truant if the child is withdrawn from school by the child's parents because of a dispute with the school concerning the provision of special education services under the Individual with Disabilities Education Act or accommodations and modifications under the Americans with Disabilities Act, if the parent makes good faith efforts to provide the child educational services from any other source.~~

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. that the child is truant;
2. that the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. that the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. §120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. §120A.34;
4. that this notification serves as the notification required by Minn. Stat. §120A.34;
5. that alternative educational programs and services may be available in the district;
6. that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. that if the child continues to be truant, the parent/guardian and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Legal References:

Minn. Stat. § 120A.05 (Definitions)

Minn. Stat. § 120A.22 (Compulsory Instruction)

Minn. Stat. § 120A.24 (Reporting)

Minn. Stat. § 120A.26 (Enforcement and Prosecution)

Minn. Stat. § 120A.28 (School Boards and Teachers, Duties)

Minn. Stat. § 120A.30 (Attendance Officers)

Minn. Stat. § 120A.34 (Violations; Penalties)

Minn. Stat. § 121A.40 – 121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)

Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)

Minn. Stat. § 260A.02 (Definitions)

Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truancy)

Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)

Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)

Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)

Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7 (1978)

Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)

Knight v. Board of Education, 348 N.E.2d 299 (1976)

Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References:

~~White Bear Lake Area School District Student Discipline Policy 506~~
MSBA/MASA Model Policy 506 (Student Discipline)

AGENDA ITEM: School Board Policy 704, Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System

MEETING DATE: December 13, 2010

SUGGESTED DISPOSITION: Operational Item

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

BACKGROUND:

School Board Policy #704, Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System, has been reviewed by the School Board Policy Committee, had a first reading in November, and is recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

The district's current threshold for fixed asset inventory is \$2,000, an amount determined after past consultation with our auditor. However in the case of computers and peripherals, all of which fall under the threshold amount, we keep a separate inventory using the factory serial numbers. This would allow us to provide the authorities with information that could assist in recovering any stolen property.

Administration will continue to review the appropriate level of asset value to be included in the inventory software system with our auditors. We will also review protocols for completing regular physical inventories.

RECOMMENDATION:

To approve School Board Policy 704, Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System.

Adopted: December 10, 2001

Revised: _____

White Bear Lake Area
School Board Policy 704

704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

~~It is~~ The policy of this school district is that a fixed asset accounting system and an inventory of fixed assets **has been** developed and **will be** maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district, and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board. ~~This inventory may be utilized to prepare the annual report to the Commissioner of Education required by Minn. Stat. 123B.14, Subd. 7.~~

Legal References: Minn. Stat. 123B.02 (School District Powers)
Minn. Stat. 123B.09 (School Board Powers)
~~Minn. Stat. 123B.14, Subd. 7 (Duties of School Board Clerk)~~
Minn. Stat. 123B.51 (Schoolhouse and Sites; Access for Noncurricular Purposes)

Cross References: WBLASB Policy 702 (Accounting)
~~MSBA Service Manual, Chapter 9, Public School Finance~~
MSBA Service Manual, Chapter 7, Education Funding

AGENDA ITEM: School Board Policy 904, Distribution of Materials on
School District Property by Nonschool Persons

MEETING DATE: December 13, 2010

SUGGESTED DISPOSITION: Operational Item

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

BACKGROUND:

School Board Policy #904, Distribution of Materials on School District Property by Nonschool Persons, has been reviewed by the School Board Policy Committee, had a first reading in November, and is recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

RECOMMENDATION:

To approve School Board Policy 904, Distribution of Materials on School District Property by Nonschool Persons.

904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

2. The materials depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested ~~sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals;~~ and
 3. The materials, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
- E. "Minor" means any person under the age of eighteen (18).
- F. "Material and substantial disruption" ~~of a normal school activity~~ means:
1. Where the ~~normal~~ school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the ~~normal~~ school activity is voluntary in nature (including, but not limited to school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, or participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of protest activity.

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

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

IV. GUIDELINES

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

case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:

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

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

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

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

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

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

VI. PROCEDURES

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

VII. VIOLATION OF POLICY

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

VIII. IMPLEMENTATION

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

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir. 2007)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985)
Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)

Cross References: MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)

**WHITE BEAR LAKE
AREA PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 624**

**GUIDELINES FOR THE DISTRIBUTION OF PRINTED MATERIALS
BY NONSCHOOL ORGANIZATIONS**

PURPOSE

White Bear Lake Area School District recognizes that many organizations foster growth, development, knowledge and understanding in our community. In an effort to cooperate with community organizations and convey useful information to students, families and staff, the school district allows the distribution of certain announcements and informational materials by nonschool organizations.

The action is not an endorsement of any event, service or point of view. Instead, it is an attempt to strengthen families and community by assisting in the dissemination of information. Permission to distribute print materials in White Bear Lake Area Schools is a privilege granted to organizations that meet district requirements and follow district procedures. The following guidelines ensure a consistent, equitable and efficient process for the distribution of nonschool materials in all district schools.

MATERIAL REQUIREMENTS

Materials accepted for distribution must:

- Offer learning or enrichment opportunities for children, families and/or staff

Materials must NOT:

- Be obscene, indecent or vulgar
- Advocate illegal activities, violence or hate
- Include representations of illegal activities, violence or hate
- Defame an individual's race, gender, sexual, religious or ethnic identity
- Discriminate or inhibit equal opportunity
- Proselytize or promote a particular faith or religious viewpoint

Commercial and Political Advertising

We will not distribute commercial advertising or political advertising.

Religious Organizations

We will ~~accept~~ distribute materials from religious organizations if: 1) if the materials share information about learning or enrichment opportunities for children, families and/or staff; **and** 2) ~~the any event and or its announcement associated with the distribution~~ do not involve proselytizing or promoting a particular faith or religious viewpoint.

REQUESTS FOR DISTRIBUTION

All requests for distribution of materials will be screened as follows:

- All requests for distribution must be approved by the Community Services Director.

▪For district approval of materials, send by e-mail, fax or regular mail a sample of your materials, a list of schools you want materials distributed to, and the ~~grades to receive~~ student grade levels that will be receiving the information to:

E-mail: daguen@wbl.whitebear.k12.mn.us

Fax: 651-407-7502

U.S. Mail: White Bear Community Services & Recreation

Dave Guenther, Director

4855 Bloom Ave.

White Bear Lake, MN 55110

DISCLAIMER STATEMENT

The following disclaimer statement (~~or something similar~~) must be on each ~~flyer~~ item to be distributed.

This event, class, activity or matter is not sponsored or endorsed by White Bear Lake

Area School District #624 and this ~~flyer~~ is information was not printed at District expense.)

ELEMENTARY SCHOOL DISTRIBUTION

Approved materials will be distributed to each elementary student via placement in weekly take-home folders, according to the following procedure.

- Materials must meet ~~the requirements~~ district guidelines.
- Materials for student take-home folders must be bundled in groups as designated on our packet sheet for each classroom.
- For distribution in multiple schools, materials may be delivered to the District Production department for ~~inner~~ inter-school delivery.
- Materials must be bundled, packed and clearly marked for each school.
- Elementary student enrollment figures are available from the Community Services Department.

SECONDARY SCHOOL DISTRIBUTION

Approved materials will be distributed to secondary students via placement at pick-up locations in district buildings according to ~~these~~ the following procedures:

- Materials must meet the ~~requirements~~ district guidelines.
- Approval of materials will be determined by the Community Services Director
- Materials must be bundled, packed and clearly marked for each school.
- For distribution in multiple schools, materials may be delivered to the District Production department for ~~inner~~ inter-school delivery.
- Approved materials will be placed at a pick-up location determined by the principal or building manager. Students will be informed of the materials availability and how to access the material through announcements or other means.
- Approved materials must be delivered to the school office or community ~~education~~ services program office. Enrollment figures are available from the Community Services Department.

STAFF DISTRIBUTION

Approved materials will be distributed to district staff, according to ~~these~~ the following procedures:

- Materials must meet ~~the requirements~~ district guidelines.

- Approval of materials will be determined by the Community Services Director.
- Approved materials will be placed in staff mailboxes or at a pick-up location determined by the principal or building manager.
- Materials must be bundled, packed and clearly marked for each school
- For distribution in multiple schools, materials may be delivered to the District Production department for ~~inner~~ inter-school delivery.
- Staff counts are available from the Community Services Department.
- In some cases, information sharing via electronic e-mail distribution will be allowed. ~~to share information with staff. This E-mail distribution~~ must be approved and facilitated by the Community Services Director.

POSTING MATERIALS IN DISTRICT BUILDINGS

Materials that meet ~~the requirements~~ district guidelines may be posted in district buildings. Approval, placement and removal of posters will be determined by the school principal or building manager.

**White Bear Lake Area
School Board Policy 904
Addendum A**

Policy adopted: November 19, 1973
Policy revised: October 24, 1994
Modified: October 9, 1995

Guidelines for Distribution of Political or Campaign Literature

1. Political literature will not be distributed in ~~the a school during school hours~~, unless it is used as teaching material and is included in the curriculum of that course.
2. Campaign literature shall not be placed in school personnel's school mailboxes, unless it is mailed through regular postal service.
3. Candidates or their agents may pass out campaign literature on school district grounds ~~or within the district's buildings~~ only during nonschool hours and only if distributed outside of the ~~room(s) or areas~~ where a school sponsored event is scheduled and with prior notification to the building's principal or administrator.

If the principal or administrator believes the ~~literature that is to be passed out is questionable in nature and not to~~ content of the literature is in violation of school district policy or is otherwise not in the best interest of the school district, the request shall be referred to the School Board for approval. The principal or administrator shall give written acknowledgement of the notice or a statement that the request has been referred to the School Board for approval. This ~~policy on passing out literature guideline~~ does not apply to (a) candidate open forums or (b) nonschool activities or groups, individuals, or organizations utilizing the school facilities on a rental or free use permit when distributing literature to those who attend their meetings or events.

4. The school board reserves ~~the right~~ its authority assigned ~~it~~ under law to give or withhold consent for any school activity or program ~~or~~ and to give or withhold consent for the distribution of literature, according to its judgment as to whether a given activity, program or the distribution of literature is beneficial and ~~for~~ in the best interest of the district and the pupils ~~students~~ of the district.

Policy adopted: November 19, 1973
Policy revised: October 24, 1994
Policy revised: October 9, 1995
Policy revised: September 9, 2002

Guidelines for Classroom Use of Political Candidates and Political Speakers

A teacher may invite a political candidate or other political speaker for a presentation to students providing equitable time is also available for a presentation from other political party candidates or speakers. Prior to the presentation the teacher shall secure ~~approval from the principal including materials that may be distributed as per Policy 904~~ building principal or administrator approval for the speaker and, per Policy 904, for any materials that will be distributed.

A political candidate or political speaker may distribute, or have school staff distributed, literature that identifies his or her position on issues. ~~to the class.~~

Agenda Item: **Request for Approval of STEM Grant from 3M**

Meeting Date: **December 13, 2010**

Suggested Disposition: **Operational Item**

Contact Persons(s): **Gretchen Harriman, Curriculum and Program Development Coordinator**
David Law, Assistant Superintendent

BACKGROUND:

The School District has received grant funding from an area corporation to support Science/Technology/Engineering/Mathematics (STEM) instruction in the White Bear Lake Area School District.

3M has funded a \$9,901 grant for Willow Lane Elementary to pilot “Engineering is Elementary” in grades 2-5. Engineering is Elementary is engineering curriculum designed by the Boston Museum of Science, and linked to science units our teachers currently teach. The units align the engineering strand in the revised Minnesota Academic Standards in Science.

In addition to paying for two engineering kids at each grade level, 3M is funding professional development sessions for each unit delivered by a University of Minnesota graduate fellow and STEM professors; lesson study opportunities; and Discovery Education Science Streaming.

RECOMMENDATION:

Accept the STEM grant from 3M in the amount of \$9,901.

Agenda Item: **Request for Approval of STEM Mini-Grants from H.B. Fuller**

Meeting Date: **December 13, 2010**

Suggested Disposition: **Operational Item**

Contact Persons(s): **Gretchen Harriman, Curriculum and Program Development Coordinator**
David Law, Assistant Superintendent

BACKGROUND:

Listed below are mini-grants funded from an area corporation to support Science/Technology/Engineering/Mathematics (STEM) instruction in the White Bear Lake Area School District.

The H.B. Fuller STEM Mini-Grants provide materials to support classroom instruction. Eight White Bear Lake middle school science grant applications were funded this year, totaling \$19,526. Teachers from Central Middle School and Sunrise Park Middle School whose projects have been funded include:

- a. Carol Hultman and David Lamwers, Central Middle School
30 Long Stem Digital Thermometers and 36 Stopwatches for 6th grade Science class
- b. Carol Hultman, Central Middle School
Oh Chute – Physics Fun with Toys
- c. Lindsay Lamwers and Lisa Switzer, Sunrise Park Middle School
Tinkering with Telescopes
- d. Lindsay Lamwers and Lisa Switzer, Sunrise Park Middle School
Seismic Sand
- e. Carol Hultman, Central Middle School
Vernier Science Probes
- f. Dan Peace, Lindsay Lamwers, Lisa Switzer, and Ellen Fahey, Sunrise Park Middle School
Vernier Science Materials
- g. Jeff Bege and Dan Peace, Sunrise Park Middle School
Lego Engineering Classroom Kits
- h. Lindsay Lamwers and Lisa Switzer, Sunrise Park Middle School
GoeoBoxes

RECOMMENDATION:

Accept the STEM mini-grants from H.B. Fuller in the amount of \$19,526.

AGENDA ITEM: **Appointment of Compliance Officers**
MEETING DATE: **December 13, 2010**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

BACKGROUND:

Each November the administration certifies to the Minnesota Department of Education that we are in compliance with federal laws and regulations and state laws and rules prohibiting discrimination.

This year in our review of policies we noticed that some of our policies specifically state that a legal responsibility for receiving complaints is assigned to a position, (e.g., the director of human resources). Other policies require that the School Board “annually designate the person” to whom the responsibility is assigned.

To remove ambiguity and assure compliance in all of our policies we are asking the School Board to take action on the following appointments:

District ADA/504 Coordinator:
Kathleen Daniels
Director of Special Services
White Bear Lake Area Public Schools
4855 Bloom Avenue
White Bear Lake, MN 55110

District Human Rights Officer:
Chris Picha
Director of Human Resources
White Bear Lake Area Public Schools
4855 Bloom Avenue
White Bear Lake, MN 55110

RECOMMENDATION:

Approve the appointment of Chris Picha, Director of Human Resources, as the District Human Rights Officer, and Kathleen Daniels, Director of Special Services, as the District ADA/504 Coordinator in conformance with School Board policies.