

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

March 1, 2021

MISSION STATEMENT

The mission of the White Bear Lake Area School District, the community at the forefront of educational excellence, honoring our legacy and courageously building the future, is to ensure each student realizes their unique talents and abilities, and makes meaningful contributions with local and global impact through a vital system distinguished by:

- *Students who design and create their own future*
- *A culture that respects diverse people and ideas*
- *Safe, nurturing and inspiring environments*
- *Exceptional staff and families committed to student success*
- *Abundant and engaged community partners*

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

To: Members of the School Board

From: Dr. Wayne Kazmierczak
Superintendent of Schools

Date: February 24, 2021

A meeting of the White Bear Lake Area School Board will be held on **Monday, March 1, 2021** at 6:30 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN. Under Minnesota Statute 13D.021 this meeting may be held via electronic conferencing if necessary.

Please note: This meeting is open to the public with room capacity limits while staying six feet apart and wearing a mask.

AGENDA

A. PROCEDURAL ITEMS

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

B. PUBLIC FORUM

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open up to 30 minutes (3 minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those who wish to address the School Board should fill out the Public Forum Speaker Card and submit the card to the School Board Clerk or other district official at the meeting.
4. Questions may be asked on any topic, including those on the agenda.
5. School District policy and data privacy laws preclude the School Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.

6. School District policy and data privacy laws preclude the School Board from publicly discussing student matters or data, including information, which, if discussed in a public meeting could violate law or policy.
7. An appropriate school district official will be assigned to contact the speaker with answers to their questions or with follow-up information.
8. A handout on the purpose of School Board meetings and the meeting process is available at each School Board meeting.
9. Citizens may be asked to address the School Board on a particular subject during the discussion of that item.
10. The School Board Chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

C. INFORMATION ITEMS

1. Student Recognition
2. Superintendent's Report

D. DISCUSSION ITEMS

1. American Indian Parent Advisory Committee Statement of Concurrence
2. 2022-2023 School Year Calendar
3. Proposed FY 2021-2022 Budget Adjustments
4. First Reading of School Board Policies:
 - a. Policy 417, Chemical Use and Abuse
 - b. Policy 522, Student Sex Nondiscrimination
 - c. Policy 901, Community Education
 - d. Policy 903, Visitors to School District Property and Facilities; and Policy 903 Addendum A; and Policy 903 Procedures
 - e. Policy 905, Advertising
 - f. Policy 906, Community Notification of Predatory Offenders
 - g. Policy 910, Awarding of Honorary Diploma

E. OPERATIONAL ITEMS

1. Action on American Indian Parent Advisory Committee Resolution of Concurrence
2. Action on 2022-2023 School Year Calendar
3. Action on School Board Policies:
 - a. Policy 408, Subpoena of a School District Employee
 - b. Policy 413, Harassment and Violence; and Policy 413 Form
 - c. Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse
 - d. Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults
 - e. Policy 419, Tobacco-Free Environment: Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction
 - f. Policy 524, Electronic Technologies Acceptable Use
 - g. Policy 806, Crisis Management
 - h. Policy 809, Naming School Buildings or Facilities

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **March 1, 2021**
SUGGESTED DISPOSITION: **Action Items**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

The Consent Agenda is designed to expedite the handling of routine and miscellaneous official business of the School Board. The entire agenda may be adopted by the Board in one motion. The motion for adoption is not debatable and must receive unanimous approval. By request of an individual Board member, an item can be removed from the Consent Agenda and placed upon the regular agenda for consideration and action.

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

RECOMMENDED ACTION:

BE IT RESOLVED by the School Board of Independent School District No. 624 that Consent Agenda items, A-5a through A-5f, be approved as written, and a copy of the agenda items is attached to the minutes.

AGENDA ITEM: **School Board Minutes**

MEETING DATE: **March 1, 2021**

SUGGESTED DISPOSITION: **Action Item**

CONTACT PERSON(S): **Jessica Ellison School Board Clerk**

BACKGROUND:

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

RECOMMENDED ACTION:

Approve minutes.

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

A meeting of the White Bear Lake Area School Board was held on **Monday, February 8, 2021** at 5:30 p.m. via electronic conferencing under Minnesota Statute 13D.021. This meeting was live streamed and the recording is posted on the website.

A. PROCEDURAL ITEMS

1. Chair Mullin called the meeting to order at 5:31 p.m.
2. Roll Call – Present: Newmaster, Thompson, Arcand, Chapman, Ellison, Mullin.
Absent: Beloyed.
Ex-Officio: Dr. Wayne Kazmierczak
School Board Student Representative: Tessema
3. Pledge of Allegiance
4. Newmaster moved and Chapman seconded to approve the agenda as presented.
Roll call vote: ayes, Newmaster, Thompson, Arcand, Chapman, Ellison, Mullin. Nays, none. Motion carried.
5. Thompson moved and Arcand seconded to approve the consent agenda consisting of:

- Approval of minutes for regular Board meeting on January 11, 2021, and work session meeting on January 25, 2021;
- Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the School Board;
- Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
- Passage of resolution to approve personnel issues to include:
 - **RESIGNATION/TERMINATION/NON-RENEWAL– CLASSIFIED STAFF**

Sakaviye Abdisalan- Instructional Assistant, Matoska Elementary
Employed By District 624 Since 11/30/2020
Effective Date: 01/12/2021

Nicholas Johnson- Activity Leader, Matoska Elementary
Employed By District 624 Since 11/11/2019
Effective Date: 01/15/2021

Angela Keeling- Administrative Assistant, Transition Education Center
Employed By District 624 Since 12/02/2019
Effective Date: 02/05/2021

Lindsay Waddell- Instructional Assistant, Matoska Elementary
Employed By District 624 Since 11/11/2020
Effective Date: 01/04/2021

Tessa Takash - Extended Day, Lakeaires Elementary
Employed By District 624 Since 05/04/2021
Effective Date: 01/28/2021

- **RESIGNATION/TERMINATION/NON-RENEWAL– CERTIFIED STAFF**

Diane Dukowitz- Special Education Teacher, Central Middle School

Employed By District 624 Since 09/28/2020

Effective Date: 02/10/2021

Rachel Zitzow- ESL Teacher, Lakeaires Elementary

Employed By District 624 Since 08/24/2011

Effective Date: 01/20/2021

➤ **RETIREMENT– CERTIFIED STAFF**

Kari Sundberg– Spanish Teacher, Wblahs - South

Employed By District 624 Since 08/23/1984

Effective Date: 06/14/2021

Karen Wallrich– 3rd Grade Teacher, Lincoln Elementary

Employed By District 624 Since 12/18/1989

Effective Date: 06/14/2021

➤ **CHANGE IN ASSIGNMENT– CLASSIFIED STAFF**

Angela Bohrer - From Assistant Cook, Oneka Elementary

To Middle School Assistant Manager, Sunrise Middle School

\$16.27 Per Hr., To \$19.63 Per Hr.,

Effective Date: 02/01/2021

Samantha Cisneros - From Pupil Support Assistant, Sunrise Middle School

To Pupil Support Assistant, Hugo Elementary

\$19.53 Per Hr., To \$19.53 Per Hr.,

Effective Date: 12/07/2020

Traci Donahoe - From Nutrition Services Menu Specialist, District Center

To Nutrition Services Specialist, District Center

\$26.52 Per Hr., To \$61,200 Yearly Salary

Effective Date: 01/04/2021

Mary Fleming - From Assistant Cook, WBLAHS - South

To Middle School Assistant Manager, Central Middle School

\$16.83 Per Hr., To \$20.19 Per Hr.,

Effective Date: 02/01/2021

Ryan Fulton - From Custodial District Wide

To Grounds Supervisor, Admin Offices

\$27.43 Per Hr., To \$70,750 Yearly Salary

Effective Date: 01/25/2021

Refugio Leon Zamudio - Early Childhood Inst. Assistant, Vadnais Heights Elementary

From 35.0 Hrs Per Week To 17.5 Hrs. Per Week

Effective Date: 12/11/2020

Zoe Mazis - From Lunchroom Assistant, Birch Lake Elementary

To Instructional Assistant, Birch Lake Elementary

\$18.34 Per Hr., To \$19.07 Per Hr.,

Effective Date: 12/07/2020

Patti Price - From Admin Asst Registrar And Records, WBLAHS - South

To Admin Asst Building And Grounds, District Center

\$21.16 Per Hr., To \$21.72 Per Hr.,

Effective Date: 02/02/2021

Kathryn Younker - From Admin Asst Building And Grounds, District Center
To Accounts Payable Clerk, District Center
\$21.72 Per Hr., To \$22.29 Per Hr.,
Effective Date: 12/14/2020

➤ **CHANGE IN ASSIGNMENT– CERTIFIED STAFF**

Nancy Bernstein - Preschool Teacher, Vadnais Heights Elementary
1.0 FTE To .5 FTE
Effective Date: 12/07/2020

➤ **TEMPORARY CHANGE IN ASSIGNMENT– CLASSIFIED STAFF**

Hilary Farah – Building Assistant, Matoska Elementary
To Aa- Principal, Distance Learning Academy
Effective Date: 01/11/2021 Through 06/30/2021

➤ **TEMPORARY CHANGE IN ASSIGNMENT– CERTIFIED STAFF**

Kristen Mcperson – 1st Grade & Teacher on Special Assign, Digital Learning Academy
1.0 FTE To 1.2 FTE
Effective Date: 01/11/2020 through 06/14/2021

➤ **TEMPORARY CHANGE IN ASSIGNMENT– PROFESSIONAL STAFF**

Amber Walsh– From Dean Of Students, Central Middle School
To Elementary Principal, Distance Learning Academy
Effective Date: 01/08/2021 Through 06/30/2021

➤ **FULL TIME LEAVE OF ABSENCE– CERTIFIED STAFF**

Daniel Barrett Jr.– 4th Grade Teacher, Oneka Elementary
Employed By District 624 Since 08/22/2016
Effective Date: 10/01/2020 Through 09/29/2021

➤ **THREE YEAR EXTENDED LEAVE REQUEST– CERTIFIED STAFF**

Kirk Johnson- Science Teacher, Wblahs - North
Employed By District 624 Since 08/27/1992
Effective Date: 2020-2021 School Year Through 2022-2024 School Year

➤ **NEW PERSONNEL– CLASSIFIED STAFF**

Amy Anderson – Instructional Assistant, Matoska Elementary
\$19.07 Per Hr., 32.5 Hrs. Per Wk., \$11,098.74
Effective Date: 01/19/2021

Caylea Arnold – Pupil Support Assistant, Vadnais Heights Elementary
\$19.53 Per Hr., 32.5 Hrs. Per Wk., \$11,551.99
Effective Date: 01/27/2021

Nicholas Garcia – Instructional Assistant, Oneka And Hugo Elementary
\$19.07 Per Hr., 32.5 Hrs. Per Wk., \$10,985.20
Effective Date: 01/20/2021

Lexie Leick – Lunchroom And Playground Supervisor, Otter Lake Elementary
\$18.34 Per Hr., 10 Hrs. Per Wk., \$3,154.48
Effective Date: 02/02/2021

➤ **TEMPORARY– CLASSIFIED STAFF**

Sara Ehrenkrook– Building Assistant, Matoska Elementary

\$18.34 Per Hr., 20 Hrs. Per Wk., \$6,749.12

Effective Date: 01/25/2021 - 06/11/2021

Sara Goos– Instructional Assistant, Willow Elementary

\$19.07 Per Hr., 32.5 Hrs. Per Wk., \$11,155.95

Effective Date: 01/28/2021 - 06/11/2021

Laura Sourdif– Instructional Assistant, Willow Elementary

\$19.07 Per Hr., 32.5 Hrs. Per Wk., \$11,155.95

Effective Date: 01/28/2021 - 06/11/2021

➤ **LONG TERM SUBSTITUTE– CERTIFIED STAFF**

Sophie Gustafson – 4th Grade, Distance Learning Academy

BA, Step 1, \$ 22,476.46

Effective Date: 01/27/2021 – 06/14/2021

Elly Johnson – LTS 3rd Grade, Lakeaires Elementary

BA, Step 1, \$23,888.60

Effective Date: 01/19/2021 – 06/14/2021

Rachel Joslin-Zirngible – 3rd Grade, Distance Learning Academy

MA, Step 1, \$ 24,643.43

Effective Date: 01/27/2021 – 06/14/2021

Christine La Pean – LTS 1st Grade, Matoska Elementary

BA, Step 1, \$23,888.60

Effective Date: 01/19/2021 – 06/14/2021

Angela Lapinski – LTS Kindergarten Grade, Distance Learning Academy

BA, Step 1, \$22,947.17

Effective Date: 01/25/2021 – 06/14/2021

Leigh Mills– LTS 1st Grade, Hugo Elementary

BA, Step 2, \$15,545.67

Effective Date: 03/15/2021 – 06/14/2021

Bridget Zappe Vanlith – 1st Grade and Intervention Teacher, Matoska Elementary

BA, Step 1, \$24,830.02

Effective Date: 01/13/2021 – 06/14/2021

Jody Verdegan – LTS 1st Grade, Otter Lake Elementary

MA, Step 1, \$29,107.64

Effective Date: 01/04/2021 – 06/14/2021

Laura Weaver – LTS 3rd Grade, Distance Learning Academy

MA, Step 1, \$ 25,101.73

Effective Date: 01/27/2021 – 06/14/2021

- Approval of the quarterly investment update

Roll call vote: ayes, Newmaster, Thompson, Arcand, Chapman, Ellison, Mullin. Nays, none. Motion carried.

B. PUBLIC FORUM - None submitted.

C. INFORMATION ITEMS

1. Superintendent's Report - Dr. Kazmierczak spoke about I Love to Read Month, Black History Month, National School Counseling Week, National African American Parent Involvement Day, Presidents' Day, National PTA Founders' Day, School Board Recognition Week. Other topics he mentioned: WBLTA Teacher of the Year, winter items available at The Closet, February 12 and April 5 are now in-school days (originally non-student days). He concluded with information about the return of elementary students to In-Person Learning, the Distance Learning Academy, and secondary students beginning the Hybrid 2.0 Learning Model on February 22.

Deb Beloyed joined the meeting at 5:40 p.m.

D. DISCUSSION ITEMS

1. First Reading of School Board Policies; a) Policy 408, Subpoena of a School District Employee; b) Policy 413, Harassment and Violence; and Policy 413 Form; c) Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse; d) Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults; e) Policy 419, Tobacco-Free Environment: Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction; f) Policy 524, Electronic Technologies Acceptable Use; g) Policy 806, Crisis Management; and h) Policy 809, Naming School Buildings or Facilities
The policies listed above will be on the March 1, 2021 agenda for a second reading.
2. Youth Development Plan Update - Community Services & Recreation - Tracy Cook, Youth Enrichment & Development Specialist presented an update regarding the Youth Development Plan through Community Services & Recreation.

E. OPERATIONAL ITEMS

1. Ellison moved and Thompson seconded to approve the Annual Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore. **Roll call vote: ayes, Newmaster, Thompson, Arcand, Beloyed, Chapman, Ellison, Mullin. Nays, none. Motion carried.**
2. Chapman moved and Arcand seconded to approve the FY21 Revised Budget as recommended. **Roll call vote: ayes, Newmaster, Thompson, Arcand, Beloyed, Chapman, Ellison, Mullin. Nays, none. Motion carried.**
3. Thompson moved and Arcand seconded to accept the seven additional Brosious Teaching Grants from the White Bear Lake Area Educational Foundation in the total amount of \$14,180.89. **Roll call vote: ayes, Newmaster, Thompson, Arcand, Beloyed, Chapman, Ellison, Mullin. Nays, none. Motion carried.**
4. Ellison moved and Newmaster seconded to approve School Board Policies a) Policy 401, Equal Employment Opportunity; b) Policy 407, Employee Right to Know - Exposure to Hazardous Substances; c) Policy 409, Employee

Publications, Instructional Materials, Inventions and Creations; d) Policy 497, Nepotism; e) Policy 499, Student Teaching; f) Policy 519, Interviews of Students by Outside Agencies; g) Policy 529, Staff Notification of Violent Behavior by Students; h) Policy 599, Academic Recognition; i) Policy 609, Religion; as recommended by the School Board Policy Committee and Cabinet. ***Roll call vote: ayes, Newmaster, Thompson, Arcand, Beloyed, Chapman, Ellison, Mullin. Nays, none. Motion carried.***

- F. BOARD FORUM** - Ellison thanked elementary teachers. Arcand invited any Board members and staff interested to join a Ramsey County League of Local Governments event. Newmaster echoed thanks for the elementary staff and teachers.
- G. ADJOURNMENT** - Arcand moved and Mullin seconded to adjourn the meeting at 6:29 p.m. ***Roll call vote: ayes, Newmaster, Thompson, Arcand, Beloyed, Chapman, Ellison, Mullin. Nays, none. Motion carried.***

Submitted by: Jessica Ellison, clerk

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

A work session of the White Bear Lake Area School Board was held on **Monday, February 22, 2021**, at 5:30 p.m. via electronic conferencing under Minnesota Statute 13D.021. This meeting was live streamed and the recording is posted on the website.

A. PROCEDURAL ITEMS

1. Call to Order – Chair Mullin called the meeting to order at 5:30 p.m.
2. Roll Call – Thompson, Arcand, Beloyed, Chapman, Ellison, Mullin, Newmaster

B. DISCUSSION ITEMS

1. Building Assets Reducing Risks (BARR) Update - Joe Held presented an update regarding the BARR program at WBLAHS - North Campus.
2. Strategic Plan Update - Dr. Kazmierczak provided an update on the Strategic Plan.
3. School Start Time Adjustments for 2021-2022 - Dr. Kazmierczak presented a proposal related to school start and dismissal times to be implemented in the fall of the 2021-2022 school year.
4. FY 2021-22 Budget Adjustments Update - Tim Wald, Assistant Superintendent for Finance and Operations presented an overview of the guiding principles and the budget adjustment process.

C. ADJOURNMENT – Arcand moved and Mullin seconded to adjourn the meeting at 7:06 p.m. ***Roll call vote. Ayes: Thompson, Arcand, Beloyed, Chapman, Ellison, Mullin, Newmaster. Nays: none. Motion carried.***

Submitted by: Jessica Ellison, clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **March 1, 2021**

SUGGESTED DISPOSITION: **Action Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent of**
Finance and Operations;
Andi Johnson, Director of Finance

BACKGROUND:

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

RECOMMENDED ACTION:

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

White Bear Lake Area Schools
Electronic Transfers - February 2021

		<u>2/12/2021</u>	<u>2/26/2021</u>
Direct Deposit	603711-605102	2,096,072.51	
Direct Deposit	605103-606499		2,139,140.74
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Check Number	Vendor	Check Date	Amount	Check Type
110042	UNLTD TEAM	2/18/2021	(\$350.00)	V
112685	ROCKET MATH	2/18/2021	(\$115.00)	V
113351	SUPINSKI, MIKE	2/4/2021	(\$425.00)	V
113408	ABBOTT PAINT & CARPET INC	2/4/2021	\$144.21	R
113409	ACCLAIM SERVICES INC	2/4/2021	\$109.00	R
113410	ACCUCUT	2/4/2021	\$2,040.25	R
113411	ACER SERVICE CORP	2/4/2021	\$1,991.40	R
113412	ALLSTREAM	2/4/2021	\$48.61	R
113413	AMAZON CAPITAL SERVICES	2/4/2021	\$0.00	C
113414	AMAZON CAPITAL SERVICES	2/4/2021	\$0.00	C
113415	AMAZON CAPITAL SERVICES	2/4/2021	\$0.00	C
113416	AMAZON CAPITAL SERVICES	2/4/2021	\$0.00	C
113417	AMAZON CAPITAL SERVICES	2/4/2021	\$0.00	C
113418	AMAZON CAPITAL SERVICES	2/4/2021	\$0.00	C
113419	AMAZON CAPITAL SERVICES	2/4/2021	\$0.00	C
113420	AMAZON CAPITAL SERVICES	2/4/2021	\$0.00	C
113421	AMAZON CAPITAL SERVICES	2/4/2021	\$0.00	C
113422	AMAZON CAPITAL SERVICES	2/4/2021	\$0.00	C
113423	AMAZON CAPITAL SERVICES	2/4/2021	\$0.00	C
113424	AMAZON CAPITAL SERVICES	2/4/2021	\$0.00	C
113425	AMAZON CAPITAL SERVICES	2/4/2021	\$0.00	C
113426	AMAZON CAPITAL SERVICES	2/4/2021	\$0.00	C
113427	AMAZON CAPITAL SERVICES	2/4/2021	\$0.00	C
113428	AMAZON CAPITAL SERVICES	2/4/2021	\$0.00	C
113429	AMAZON CAPITAL SERVICES	2/4/2021	\$0.00	C
113430	AMAZON CAPITAL SERVICES	2/4/2021	\$0.00	C
113431	AMAZON CAPITAL SERVICES	2/4/2021	\$0.00	C
113432	AMAZON CAPITAL SERVICES	2/4/2021	\$0.00	C
113433	AMAZON CAPITAL SERVICES	2/4/2021	\$11,171.49	R
113434	ANCHOR SOLAR INVESTMENTS LLC	2/4/2021	\$2,093.36	R
113435	ANDERSON, CARLY	2/4/2021	\$94.00	R
113436	ANDERSON, KEVVAN	2/4/2021	\$79.00	R
113437	ARAMARK REFRESHMENT SERVICES	2/4/2021	\$132.30	R
113438	ARCH LANGUAGE NETWORK	2/4/2021	\$10.00	R
113439	ASTLEFORD INTL MINNEAPOLIS	2/4/2021	\$91.16	R
113440	ATC GROUP SERVICES LLC	2/4/2021	\$16,661.22	R
113441	BATTERIES PLUS BULBS	2/4/2021	\$27.60	R
113442	BEAURLINE, CJ	2/4/2021	\$93.00	R
113443	BERGELAND, JOHN O.	2/4/2021	\$176.00	R
113444	BEST BUY BUSINESS ADVANTAGE ACCT	2/4/2021	\$47,999.25	R
113445	BLUE TARP FINANCIAL INC	2/4/2021	\$14.99	R
113446	BME LAB AND SCIENCE	2/4/2021	\$1,975.00	R
113447	BOYER FORD TRUCKS	2/4/2021	\$22.18	R
113448	BROWN, BRUCE	2/4/2021	\$90.00	R
113449	BSN SPORTS	2/4/2021	\$0.00	C

113450 BSN SPORTS	2/4/2021	\$21,800.00	R
113451 BUCKNER, SARAH A.	2/4/2021	\$169.00	R
113452 CAPITAL ONE COMMERCIAL	2/4/2021	\$519.60	R
113453 CARGILL INC	2/4/2021	\$2,130.02	R
113454 CARL FISCHER LLC	2/4/2021	\$20.00	R
113455 CARLSON, KEATON	2/4/2021	\$98.00	R
113456 CDW GOVERNMENT INC	2/4/2021	\$116,714.53	R
113457 CERTIFIED LABORATORIES	2/4/2021	\$1,161.09	R
113458 CINTAS CORP #470	2/4/2021	\$237.39	R
113459 COLLINS SPORTS MEDICINE	2/4/2021	\$749.93	R
113460 COMCAST	2/4/2021	\$294.67	R
113461 COMCAST	2/4/2021	\$3,437.59	R
113462 CONNEY SAFETY PRODUCTS LLC	2/4/2021	\$21.00	R
113463 CONTINENTAL RESEARCH CORP	2/4/2021	\$1,663.36	R
113464 CRISIS PREVENTION INSTITUTE INC	2/4/2021	\$599.85	R
113465 CUB FOODS OF WHITE BEAR TWSHP	2/4/2021	\$0.00	C
113466 CUB FOODS OF WHITE BEAR TWSHP	2/4/2021	\$254.35	R
113467 CUMMINS SALES AND SERVICE	2/4/2021	\$1,927.09	R
113468 DAHM, CAMERON	2/4/2021	\$152.00	R
113469 DALCO CORPORATION	2/4/2021	\$0.00	C
113470 DALCO CORPORATION	2/4/2021	\$0.00	C
113471 DALCO CORPORATION	2/4/2021	\$8,691.64	R
113472 DEISTING, ASHLEY	2/4/2021	\$79.00	R
113473 DELL MARKETING	2/4/2021	\$750.37	R
113474 DEMCO INC	2/4/2021	\$360.92	R
113475 DIMENSION STUDIOS	2/4/2021	\$83.00	R
113476 DOUGLAS, JOHN	2/4/2021	\$1,210.00	R
113477 DEFINITIVE TECHNOLOGY SOLUTIONS	2/4/2021	\$0.00	C
113478 DEFINITIVE TECHNOLOGY SOLUTIONS	2/4/2021	\$17,027.34	R
113479 DEFINITIVE TECHNOLOGY SOLUTION	2/4/2021	\$0.00	C
113480 DEFINITIVE TECHNOLOGY SOLUTION	2/4/2021	\$19,370.00	R
113481 ECCO MIDWEST, INC	2/4/2021	\$800.00	R
113482 ECKROTH MUSIC	2/4/2021	\$10,712.30	R
113483 EMERGENCY CONTRACTORS SERVICES INC	2/4/2021	\$20,500.00	R
113484 ENVISIO SOLUTIONS INC	2/4/2021	\$15,000.00	R
113485 ETS NORTH METRO LLC	2/4/2021	\$3,833.33	R
113486 FEDEX FREIGHT INC	2/4/2021	\$183.55	R
113487 FENWAY INNOVATION CENTER	2/4/2021	\$9,089.61	R
113488 FESTIVAL FOODS-KNOWLAN'S	2/4/2021	\$70.97	R
113489 FIELDS, QUANTRELL	2/4/2021	\$90.00	R
113490 FLIPS GYMNASTICS LLC	2/4/2021	\$920.00	R
113491 FOSTER, DALE	2/4/2021	\$352.00	R
113492 FRATTALONES HARDWARE STORES	2/4/2021	\$0.00	C
113493 FRATTALONES HARDWARE STORES	2/4/2021	\$0.00	C
113494 FRATTALONES HARDWARE STORES	2/4/2021	\$415.65	R
113495 FRESH COAT PAINTING LOC #91201	2/4/2021	\$1,384.52	R
113496 GALLAGHERS NORTHWESTERN TIRE CO INC	2/4/2021	\$993.36	R

113496 GALLAGHERS NORTHWESTERN TIRE CO INC	2/18/2021	(\$993.36)	V
113497 GELMO, IBSAA	2/4/2021	\$79.00	R
113498 GEPHART TRUCKING	2/4/2021	\$8,800.00	R
113499 GILSON, RYAN	2/4/2021	\$79.00	R
113500 GOPHER STATE ONE CALL	2/4/2021	\$50.00	R
113501 GRAINGER	2/4/2021	\$0.00	C
113502 GRAINGER	2/4/2021	\$1,580.49	R
113503 GREATAMERICA FINANCIAL SERVICES	2/4/2021	\$334.85	R
113504 GREATER WBL COMM FOUNDATION	2/4/2021	\$100.00	R
113505 HANSON, GENO	2/4/2021	\$267.00	R
113506 HILLYARD INC MINNEAPOLIS	2/4/2021	\$95.88	R
113507 HISDAHL INC	2/4/2021	\$1,225.00	R
113508 HITESMAN LAW PA	2/4/2021	\$400.00	R
113509 HOENIGSCHMIDT, KAYLEA	2/4/2021	\$2,028.25	R
113510 HOGLUND BUS COMPANY	2/4/2021	\$2,635.34	R
113511 HOLT, MICHELLE A.	2/4/2021	\$94.00	R
113512 HOME DEPOT CREDIT SERVICES	2/4/2021	\$39.98	R
113513 CITY OF HUGO	2/4/2021	\$2,045.76	R
113514 CITY OF HUGO	2/4/2021	\$14,498.25	R
113515 IMAGE BUILDERS	2/4/2021	\$3,652.30	R
113516 INDIAN HILLS GOLF CLUB	2/4/2021	\$750.00	R
113517 INNOVATIVE OFFICE SOLUTIONS	2/4/2021	\$418.33	R
113518 INNOVATIVE MARKETING CONSULTANTS	2/4/2021	\$3,392.00	R
113519 IPEVO INC	2/4/2021	\$113.99	R
113520 ISAAC, JEFFREY S.	2/4/2021	\$90.00	R
113521 JAKACKI, DOUG	2/4/2021	\$61.00	R
113522 JOHN DEERE FINANCIAL	2/4/2021	\$8.44	R
113523 JOHNSON, JAY	2/4/2021	\$98.00	R
113524 JOHNSON, KEITH	2/4/2021	\$61.00	R
113525 JONES, TREMAYNE K.	2/4/2021	\$98.00	R
113526 JW PEPPER & SON INC	2/4/2021	\$381.91	R
113527 KARNAS, MIKE	2/4/2021	\$79.00	R
113528 KEYSTONE INTERPRETING SOLUTIONS	2/4/2021	\$888.00	R
113529 KNOBLAUCH, THOMAS	2/4/2021	\$79.00	R
113530 KOCH MECHANICAL LLC	2/4/2021	\$6,083.00	R
113531 KRAFT MECHANICAL LLC	2/4/2021	\$0.00	C
113532 KRAFT MECHANICAL LLC	2/4/2021	\$9,308.51	R
113533 KRAUS ANDERSON CONSTRUCTION CO	2/4/2021	\$148,515.65	R
113534 KULLY SUPPLY COMPANY	2/4/2021	\$706.47	R
113535 LABELLE, PAUL H.	2/4/2021	\$159.00	R
113536 LANCETTE, ANTHONY R.	2/4/2021	\$169.00	R
113537 LEARNING A-Z	2/4/2021	\$115.45	R
113538 LIBERTY CLASSICAL ACADEMY	2/4/2021	\$4,056.00	R
113539 LINDENMEYR MUNROE	2/4/2021	\$4,861.02	R
113540 L T G POWER EQUIPMENT	2/4/2021	\$1,867.76	R
113541 MACKIN EDUCATIONAL RESOURCES	2/4/2021	\$0.00	C
113542 MACKIN EDUCATIONAL RESOURCES	2/4/2021	\$4,036.01	R

113543 MAKEMUSIC INC	2/4/2021	\$700.00	R
113544 MALLOY/MONTAGUE/KARNOWSKI & CO	2/4/2021	\$11,500.00	R
113545 MANUFACTURING SKILL STANDARDS COUNCIL	2/4/2021	\$649.00	R
113546 MAPLE GROVE CRIMSON CHEERLEADING BOOSTERS	2/4/2021	\$264.00	R
113547 MARCO TECHNOLOGIES LLC	2/4/2021	\$2,681.33	R
113548 MAVO SYSTEMS	2/4/2021	\$8,500.00	R
113549 MCGEE, JASON	2/4/2021	\$79.00	R
113550 MENTH, MICHAEL	2/4/2021	\$116.00	R
113551 MIDWEST TECHNOLOGY PRODUCTS	2/4/2021	\$832.00	R
113552 MINNESOTA JOB FAIR ASSOCIATION	2/4/2021	\$200.00	R
113553 MLA	2/4/2021	\$788.00	R
113554 MOUNDS PARK ACADEMY	2/4/2021	\$49.00	R
113555 NAPA AUTO PARTS	2/4/2021	\$88.48	R
113556 NARDINI FIRE EQUIPMENT CO INC	2/4/2021	\$129.20	R
113557 NASCO	2/4/2021	\$147.04	R
113558 NEUBECK, TRAVIS	2/4/2021	\$152.00	R
113559 NEWSELA	2/4/2021	\$825.00	R
113559 NEWSELA	2/23/2021	(\$825.00)	V
113560 NORTH CENTRAL TRUCK EQUIPMENT	2/4/2021	\$0.00	C
113561 NORTH CENTRAL TRUCK EQUIPMENT	2/4/2021	\$558.17	R
113562 NORTHEAST METRO INTERMEDIATE DISTRICT 916	2/4/2021	\$0.00	C
113563 NORTHEAST METRO INTERMEDIATE DISTRICT 916	2/4/2021	\$274,175.18	R
113564 NORTHERN LANDSCAPE & IRRIGATION INC	2/4/2021	\$0.00	C
113565 NORTHERN LANDSCAPE & IRRIGATION INC	2/4/2021	\$0.00	C
113566 NORTHERN LANDSCAPE & IRRIGATION INC	2/4/2021	\$2,505.00	R
113567 O'REILLY AUTOMOTIVE INC	2/4/2021	\$611.76	R
113568 OFFICE DEPOT	2/4/2021	\$39.53	R
113569 ON SITE SANITATION INC	2/4/2021	\$74.00	R
113570 OXYGEN SERVICE CO INC	2/4/2021	\$38.64	R
113571 PALESH, BRANDON	2/4/2021	\$177.00	R
113572 PARTSMaster	2/4/2021	\$1,717.79	R
113573 PEARSON CLINICAL	2/4/2021	\$155.00	R
113574 PITNEY BOWES PURCHASE POWER	2/4/2021	\$195.48	R
113575 PITNEY BOWES INC	2/4/2021	\$76.25	R
113576 PODIUMWEAR CUSTOM SPORTS APPAREL	2/4/2021	\$1,620.00	R
113577 WALSER POLAR CHEVROLET	2/4/2021	\$23.64	R
113578 POSTMASTER	2/4/2021	\$3,400.00	R
113579 PREMIUM WATERS INC	2/4/2021	\$123.70	R
113580 PRO-ED INC	2/4/2021	\$380.60	R
113581 PUBLIC EMP RETIREMENT ASSOC	2/4/2021	\$5,152.01	R
113582 QUADIENT LEASING	2/4/2021	\$449.61	R
113583 QUISTAD, CHARLES	2/4/2021	\$56.00	R
113584 RAMSEY COUNTY RECORDER	2/4/2021	\$46.00	R
113585 REDWOOD TOXICOLOGY LABORATORY	2/4/2021	\$29.76	R
113586 RETHLAKE, DAYNA	2/4/2021	\$79.00	R
113587 THE RETROFIT COMPANIES INC	2/4/2021	\$404.75	R
113588 REVOLUTION SPORTING GOODS	2/4/2021	\$2,200.00	R

113589 RIVERSIDE INSIGHTS	2/4/2021	\$6,360.00	R
113590 SCHINDLER ELEVATOR CORP	2/4/2021	\$0.00	C
113591 SCHINDLER ELEVATOR CORP	2/4/2021	\$2,558.43	R
113592 SCHOLASTIC	2/4/2021	\$73.04	R
113593 SCHOLASTIC	2/4/2021	\$792.85	R
113594 SCHOOL DISTRICT SUPPLIES LLC	2/4/2021	\$755.00	R
113595 SCHOOL HEALTH CORPORATION	2/4/2021	\$175.44	R
113596 SENTRY SYSTEMS INC	2/4/2021	\$195.00	R
113597 SHORT ELLIOTT HENDRICKSON, INC	2/4/2021	\$11,884.25	R
113598 SMITH, JENNIFER	2/4/2021	\$70.00	R
113599 SOLIANT	2/4/2021	\$3,276.00	R
113600 SOUTHWEST BINDING & LAMINATING	2/4/2021	\$124.54	R
113601 STAPLES ADVANTAGE	2/4/2021	\$0.00	C
113602 STAPLES ADVANTAGE	2/4/2021	\$0.00	C
113603 STAPLES ADVANTAGE	2/4/2021	\$0.00	C
113604 STAPLES ADVANTAGE	2/4/2021	\$0.00	C
113605 STAPLES ADVANTAGE	2/4/2021	\$0.00	C
113606 STAPLES ADVANTAGE	2/4/2021	\$0.00	C
113607 STAPLES ADVANTAGE	2/4/2021	\$0.00	C
113608 STAPLES ADVANTAGE	2/4/2021	\$0.00	C
113609 STAPLES ADVANTAGE	2/4/2021	\$0.00	C
113610 STAPLES ADVANTAGE	2/4/2021	\$0.00	C
113611 STAPLES ADVANTAGE	2/4/2021	\$0.00	C
113612 STAPLES ADVANTAGE	2/4/2021	\$0.00	C
113613 STAPLES ADVANTAGE	2/4/2021	\$0.00	C
113614 STAPLES ADVANTAGE	2/4/2021	\$0.00	C
113615 STAPLES ADVANTAGE	2/4/2021	\$0.00	C
113616 STAPLES ADVANTAGE	2/4/2021	\$5,176.93	R
113617 STARFALL EDUC FOUNDATION	2/4/2021	\$270.00	R
113618 STATE INDUSTRIAL PRODUCTS	2/4/2021	\$270.00	R
113619 STATE SUPPLY CO	2/4/2021	\$450.71	R
113620 STAY TUNED PIANO SERVICES	2/4/2021	\$105.00	R
113621 STRATEGIC STAFFING SOLUTIONS	2/4/2021	\$4,760.00	R
113622 STRAUSS SKATES AND BICYCLES	2/4/2021	\$2,741.00	R
113623 SUMMIT FIRE PROTECTION	2/4/2021	\$774.70	R
113624 SUNDE LAND SURVEYING LLC	2/4/2021	\$14,801.60	R
113625 SUPINSKI, MIKE	2/4/2021	\$425.00	R
113626 SVL SERVICE CORPORATION	2/4/2021	\$465.34	R
113627 SWEETWATER EDUC TECH DIVISION	2/4/2021	\$490.82	R
113628 TEACHER SYNERGY LLC	2/4/2021	\$69.29	R
113629 TENNANT SALES AND SERVICE CO	2/4/2021	\$1,322.06	R
113630 THORSHEIM, TAI	2/4/2021	\$93.00	R
113631 TOOLS FOR SCHOOLS INC	2/4/2021	\$360.00	R
113632 TR ENVIRONMENTAL CONSULTING LLC	2/4/2021	\$0.00	C
113633 TR ENVIRONMENTAL CONSULTING LLC	2/4/2021	\$1,548.00	R
113634 TRADE PRESS INC	2/4/2021	\$545.00	R
113635 TRAFERA	2/4/2021	\$0.00	C

113636 TRAFERA	2/4/2021	\$10,500.00	R
113637 TRI-STATE BOBCAT	2/4/2021	\$883.75	R
113638 TRIMARK	2/4/2021	\$4,423.86	R
113639 TURCOTTE, AMBER	2/4/2021	\$94.00	R
113640 TWIN CITY JANITOR SUPPLY CO	2/4/2021	\$715.60	R
113641 TWIN CITY TRANSPORTATION INC	2/4/2021	\$126,495.56	R
113642 TWIN CITY HARDWARE COMPANY INC	2/4/2021	\$726.93	R
113643 TWOROSKI-WISE, MARCUS D.	2/4/2021	\$79.00	R
113644 UHL COMPANY INC	2/4/2021	\$1,327.00	R
113645 ULINE	2/4/2021	\$361.18	R
113646 VERITEXT	2/4/2021	\$435.00	R
113647 VERIZON WIRELESS	2/4/2021	\$1,414.64	R
113648 VIKING ELECTRIC SUPPLY	2/4/2021	\$1,646.27	R
113649 WALTER, BRIAN M.	2/4/2021	\$61.00	R
113650 WHITE BEAR GLASS INC	2/4/2021	\$3,040.00	R
113651 CITY OF WHITE BEAR LAKE	2/4/2021	\$159,250.00	R
113652 WHITE BEAR LAKE SPORTS CENTER	2/4/2021	\$8,000.00	R
113653 WETTSTEIN, MELANIE J.	2/4/2021	\$90.00	R
113654 WINNICK SUPPLY	2/4/2021	\$21.32	R
113655 WOLD ARCHITECTS AND ENGINEERS	2/4/2021	\$0.00	C
113656 WOLD ARCHITECTS AND ENGINEERS	2/4/2021	\$926,087.15	R
113657 XCEL ENERGY	2/4/2021	\$7,663.59	R
113658 ZABADAL, GEORGE J.	2/4/2021	\$61.00	R
113659 ZECH, GINA	2/4/2021	\$98.00	R
113660 GREATER TWIN CITIES UNITED WAY	2/4/2021	\$150.00	R
113661 IUOE LOCAL 70	2/4/2021	\$1,155.00	R
113662 SCHOOL SERVICE EMPLOYEES	2/4/2021	\$0.00	C
113663 SCHOOL SERVICE EMPLOYEES	2/4/2021	\$6,755.39	R
113664 WHITE BEAR LAKE FOOD SERV	2/4/2021	\$900.00	R
113665 WBLA EDUCATIONAL FOUNDATION	2/4/2021	\$441.00	R
113666 GURSTEL CHARGO ATTORNEYS AT LAW	2/4/2021	\$323.66	R
113667 MESSERLI & KRAMER PA	2/4/2021	\$20.20	R
113668 ABBOTT PAINT & CARPET INC	2/10/2021	\$208.65	R
113669 ACT INC	2/10/2021	\$5,187.00	R
113670 ALLSTREAM	2/10/2021	\$4,623.88	R
113671 AMAZON CAPITAL SERVICES	2/10/2021	\$0.00	C
113672 AMAZON CAPITAL SERVICES	2/10/2021	\$0.00	C
113673 AMAZON CAPITAL SERVICES	2/10/2021	\$0.00	C
113674 AMAZON CAPITAL SERVICES	2/10/2021	\$0.00	C
113675 AMAZON CAPITAL SERVICES	2/10/2021	\$0.00	C
113676 AMAZON CAPITAL SERVICES	2/10/2021	\$0.00	C
113677 AMAZON CAPITAL SERVICES	2/10/2021	\$0.00	C
113678 AMAZON CAPITAL SERVICES	2/10/2021	\$0.00	C
113679 AMAZON CAPITAL SERVICES	2/10/2021	\$0.00	C
113680 AMAZON CAPITAL SERVICES	2/10/2021	\$0.00	C
113681 AMAZON CAPITAL SERVICES	2/10/2021	\$0.00	C
113682 AMAZON CAPITAL SERVICES	2/10/2021	\$4,583.60	R

113683 AMERICAN MESSAGING	2/10/2021	\$13.76	R
113684 AMERICAN TIME	2/10/2021	\$992.60	R
113685 APPLE COMPUTER INC	2/10/2021	\$3,748.00	R
113686 ARAMARK UNIFORM & CAREER APPAREL GROUP INC	2/10/2021	\$0.00	C
113687 ARAMARK UNIFORM & CAREER APPAREL GROUP INC	2/10/2021	\$0.00	C
113688 ARAMARK UNIFORM & CAREER APPAREL GROUP INC	2/10/2021	\$1,334.23	R
113689 ASL INTERPRETING SERVICES	2/10/2021	\$192.00	R
113690 BATTERIES PLUS BULBS	2/10/2021	\$188.55	R
113691 BELL, ROYCE	2/10/2021	\$61.00	R
113692 BERGELAND, JOHN O.	2/10/2021	\$176.00	R
113693 BEVSO	2/10/2021	\$0.00	C
113694 BEVSO	2/10/2021	\$24,033.26	R
113695 BLUE CROSS / BLUE SHIELD OF MN	2/10/2021	\$9,364.50	R
113696 BOLAND, WILLIAM	2/10/2021	\$79.00	R
113697 CAPTIVATE MEDIA & CONSULTING	2/10/2021	\$400.00	R
113698 CINTAS CORP #470	2/10/2021	\$80.90	R
113699 CL BENSON CO INC	2/10/2021	\$111.28	R
113700 CLARK, BARBARA	2/10/2021	\$300.00	R
113701 COLYER, KERRY	2/10/2021	\$169.00	R
113702 CONTINENTAL	2/10/2021	\$1,043.68	R
113702 CONTINENTAL	2/23/2021	(\$1,043.68)	V
113703 CORNERSTONE OCCUPATIONAL	2/10/2021	\$0.00	C
113704 CORNERSTONE OCCUPATIONAL	2/10/2021	\$354.00	R
113705 DALCO CORPORATION	2/10/2021	\$0.00	C
113706 DALCO CORPORATION	2/10/2021	\$0.00	C
113707 DALCO CORPORATION	2/10/2021	\$7,225.95	R
113708 DANIELS, DIANE	2/10/2021	\$103.75	R
113709 DEMCO INC	2/10/2021	\$187.52	R
113710 DEMCO, TIM	2/10/2021	\$90.54	R
113710 DEMCO, TIM	2/10/2021	(\$90.54)	V
113711 DIMENSION STUDIOS	2/10/2021	\$20.00	R
113712 EBERT CONSTRUCTION	2/10/2021	\$603.25	R
113713 ECKROTH MUSIC	2/10/2021	\$9,992.79	R
113714 EDUCERE, LLC	2/10/2021	\$199.50	R
113715 FIDELITY SECURITY LIFE INSURANCE CO	2/10/2021	\$5,485.98	R
113716 FOLLETT SCHOOL SOLUTIONS INC	2/10/2021	\$93.39	R
113717 FORMATIVE	2/10/2021	\$0.00	C
113718 FORMATIVE	2/10/2021	\$1,259.00	R
113719 FRATTALONES HARDWARE STORES	2/10/2021	\$111.27	R
113720 GOPHER STATE ONE CALL	2/10/2021	\$63.45	R
113721 GRAINGER	2/10/2021	\$0.00	C
113722 GRAINGER	2/10/2021	\$445.68	R
113723 GROUP MEDICAREBLUE RX	2/10/2021	\$10,876.00	R
113724 GTS EDUCATIONAL EVENTS	2/10/2021	\$275.00	R
113725 HEALTHPARTNERS	2/10/2021	\$8,242.90	R
113726 HISDAHL INC	2/10/2021	\$422.50	R
113727 HOENIGSCHMIDT, KAYLEA	2/10/2021	\$897.00	R

113728 HOGLUND BUS COMPANY	2/10/2021	\$0.00	C
113729 HOGLUND BUS COMPANY	2/10/2021	\$5,086.17	R
113730 IFD	2/10/2021	\$0.00	C
113731 IFD	2/10/2021	\$0.00	C
113732 IFD	2/10/2021	\$0.00	C
113733 IFD	2/10/2021	\$0.00	C
113734 IFD	2/10/2021	\$0.00	C
113735 IFD	2/10/2021	\$81,401.03	R
113736 INNOVATIVE GRAPHICS	2/10/2021	\$224.00	R
113737 INNOVATIVE OFFICE SOLUTIONS	2/10/2021	\$554.25	R
113738 JAMAR COMPANY	2/10/2021	\$8,461.05	R
113739 JAYTECH INC	2/10/2021	\$1,433.40	R
113740 JOHNSON, SHARON A.	2/10/2021	\$571.27	R
113741 KOCH MECHANICAL LLC	2/10/2021	\$2,730.00	R
113742 KOLTES, GREGORY	2/10/2021	\$61.00	R
113743 KRAFT MECHANICAL LLC	2/10/2021	\$3,468.46	R
113744 KRAUS ANDERSON CONSTRUCTION CO	2/10/2021	\$191,207.89	R
113745 KUBES, TOM	2/10/2021	\$93.00	R
113746 KULZER, ERIC	2/10/2021	\$79.00	R
113747 LAIDIG, JULIE L.	2/10/2021	\$3.99	R
113748 LARSEN, BRAD	2/10/2021	\$169.00	R
113749 LEARNING A-Z	2/10/2021	\$2,672.00	R
113750 LRP PUBLICATIONS	2/10/2021	\$289.50	R
113751 LYLE, TOM	2/10/2021	\$79.00	R
113752 MARUYAMA, ISAAC	2/10/2021	\$75.00	R
113753 MN CHEERLEADING COACHES ASSOC	2/10/2021	\$690.00	R
113754 MCCRAY EXPRESS SPORTS NETWORK	2/10/2021	\$812.00	R
113755 MEDTOX LABORATORIES	2/10/2021	\$147.07	R
113756 METRO MEALS ON WHEELS INC	2/10/2021	\$9,594.90	R
113757 METROPOLITAN TRANSPORTATION NETWORK	2/10/2021	\$46,977.12	R
113758 MN SAFETY COUNCIL INC	2/10/2021	\$72.00	R
113759 NAC MECHANICAL & ELECTRICAL SERV	2/10/2021	\$424.00	R
113760 NASCO	2/10/2021	\$69.72	R
113761 NCPERS MINNESOTA	2/10/2021	\$128.00	R
113762 NICHOLAS-NELSON, TAMRA	2/10/2021	\$98.00	R
113763 NORTH CENTRAL TRUCK EQUIPMENT	2/10/2021	\$273.07	R
113764 NOVAK, JANICE S.	2/10/2021	\$80.00	R
113765 PALESH, BRANDON	2/10/2021	\$177.00	R
113766 PALOS SPORTS INC	2/10/2021	\$83.90	R
113767 PAN-O-GOLD	2/10/2021	\$0.00	C
113768 PAN-O-GOLD	2/10/2021	\$2,459.90	R
113769 PARK CONSTRUCTION COMPANY	2/10/2021	\$10,564.72	R
113770 PRESS PUBLICATIONS	2/10/2021	\$403.34	R
113771 PRIOR LAKE CHEERLEADING	2/10/2021	\$276.00	R
113772 R & R SPECIALTIES INC	2/10/2021	\$37.50	R
113773 RAMSEY COUNTY	2/10/2021	\$46.00	R
113774 REV.COM	2/10/2021	\$198.75	R

113775 RUPP, HENRY J.	2/10/2021	\$350.00	R
113776 SAFETY-KLEEN SYSTEMS INC	2/10/2021	\$220.00	R
113777 SCHMIT TOWING	2/10/2021	\$371.25	R
113778 SHRED-IT USA - MINNEAPOLIS	2/10/2021	\$378.21	R
113779 SKYWARD INC	2/10/2021	\$650.00	R
113780 STAPLES ADVANTAGE	2/10/2021	\$0.00	C
113781 STAPLES ADVANTAGE	2/10/2021	\$0.00	C
113782 STAPLES ADVANTAGE	2/10/2021	\$456.90	R
113783 SUMMIT FIRE PROTECTION	2/10/2021	\$960.00	R
113784 SYNOVIA SOLUTIONS	2/10/2021	\$1,551.40	R
113785 TESSIER, NEIL	2/10/2021	\$93.00	R
113786 TEXTBOOK WAREHOUSE INC	2/10/2021	\$1,980.00	R
113787 TIN'S TAILOR	2/10/2021	\$630.00	R
113788 TOWN LIFE	2/10/2021	\$1,215.00	R
113789 TR ENVIRONMENTAL CONSULTING LLC	2/10/2021	\$791.00	R
113790 TREASURED TRANSPORTATION LLC	2/10/2021	\$10,557.74	R
113791 TRIO SUPPLY COMPANY	2/10/2021	\$0.00	C
113792 TRIO SUPPLY COMPANY	2/10/2021	\$0.00	C
113793 TRIO SUPPLY COMPANY	2/10/2021	\$0.00	C
113794 TRIO SUPPLY COMPANY	2/10/2021	\$0.00	C
113795 TRIO SUPPLY COMPANY	2/10/2021	\$4,237.56	R
113796 TWIN CITY HARDWARE COMPANY INC	2/10/2021	\$201.04	R
113797 UHL COMPANY INC	2/10/2021	\$9,754.00	R
113798 ULINE	2/10/2021	\$111.02	R
113799 US FOODS CULINARY EQUIP & SUPPLIES	2/10/2021	\$24.75	R
113800 VERITEXT	2/10/2021	\$320.00	R
113801 VIKING ELECTRIC SUPPLY	2/10/2021	\$114.51	R
113802 VOIT, TAYLOR	2/10/2021	\$79.00	R
113803 WARNERS' STELLIAN	2/10/2021	\$1,009.95	R
113804 WASHINGTON COUNTY	2/10/2021	\$1,382.50	R
113805 CITY OF WHITE BEAR LAKE	2/10/2021	\$0.00	C
113806 CITY OF WHITE BEAR LAKE	2/10/2021	\$3,633.23	R
113807 WHITE BEAR MAKERSPACE	2/10/2021	\$192.00	R
113808 WILSON, SCOTT T.	2/10/2021	\$79.00	R
113809 WINDSTREAM	2/10/2021	\$156.36	R
113810 ZECH, GINA	2/10/2021	\$196.00	R
113811 ZEN FITNESS	2/10/2021	\$420.00	R
113812 DEMCO INC	2/10/2021	\$90.54	R
113813 CITY OF WHITE BEAR LAKE	2/10/2021	\$860.00	R
113814 ACOUSTICS ASSOCIATES INC	2/18/2021	\$959.50	R
113815 AMAZON CAPITAL SERVICES	2/18/2021	\$0.00	C
113816 AMAZON CAPITAL SERVICES	2/18/2021	\$0.00	C
113817 AMAZON CAPITAL SERVICES	2/18/2021	\$0.00	C
113818 AMAZON CAPITAL SERVICES	2/18/2021	\$0.00	C
113819 AMAZON CAPITAL SERVICES	2/18/2021	\$0.00	C
113820 AMAZON CAPITAL SERVICES	2/18/2021	\$0.00	C
113821 AMAZON CAPITAL SERVICES	2/18/2021	\$0.00	C

113822 AMAZON CAPITAL SERVICES	2/18/2021	\$0.00	C
113823 AMAZON CAPITAL SERVICES	2/18/2021	\$0.00	C
113824 AMAZON CAPITAL SERVICES	2/18/2021	\$0.00	C
113825 AMAZON CAPITAL SERVICES	2/18/2021	\$6,526.08	R
113826 AME CONSTRUCTION CORP	2/18/2021	\$3,800.00	R
113827 ANDERSON, JAMES R.	2/18/2021	\$40.00	R
113828 ANDERSON, JANSE	2/18/2021	\$450.00	R
113829 ANDERSON, KEVVAN	2/18/2021	\$79.00	R
113830 ARCADE ASPHALT CO	2/18/2021	\$0.00	C
113831 ARCADE ASPHALT CO	2/18/2021	\$14,000.00	R
113832 ARRIOLA, MARK W.	2/18/2021	\$169.00	R
113833 ASL INTERPRETING SERVICES	2/18/2021	\$256.00	R
113834 ASTLEFORD INTL MINNEAPOLIS	2/18/2021	\$119.64	R
113835 AXEL H OHMAN INC	2/18/2021	\$305,425.00	R
113836 B&B ELECTRIC INC	2/18/2021	\$15,675.00	R
113837 B&D ASSOCIATES LLC	2/18/2021	\$161,500.00	R
113838 BELL, DANIEL	2/18/2021	\$152.00	R
113839 BERG, ELLIE K.	2/18/2021	\$94.00	R
113840 BEST BUY BUSINESS ADVANTAGE ACCT	2/18/2021	\$394.98	R
113841 BLICK ART MATERIALS	2/18/2021	\$95.61	R
113842 BOLAND, WILLIAM	2/18/2021	\$79.00	R
113843 BORAH TEAMWEAR	2/18/2021	\$1,740.00	R
113844 BOYER TRUCKS	2/18/2021	\$22.18	R
113845 BRAUN INTERTEC CORPORATION	2/18/2021	\$0.00	C
113846 BRAUN INTERTEC CORPORATION	2/18/2021	\$0.00	C
113847 BRAUN INTERTEC CORPORATION	2/18/2021	\$20,070.00	R
113848 BREDEMUS HARDWARE CO INC	2/18/2021	\$20,425.00	R
113849 BRIN GLASS COMPANY	2/18/2021	\$3,325.00	R
113850 BSN SPORTS	2/18/2021	\$82.00	R
113851 BUCKNER, SARAH A.	2/18/2021	\$169.00	R
113852 CAMELOT METALS INC	2/18/2021	\$20,074.45	R
113853 CANEFF, JAKE A.	2/18/2021	\$152.00	R
113854 CAPITAL CITY GLASS INC	2/18/2021	\$1,070.65	R
113855 CDW GOVERNMENT INC	2/18/2021	\$492.77	R
113856 CERTIFIED LABORATORIES	2/18/2021	\$442.62	R
113857 CHAMPIONSHIP PRODUCTS UNLTD	2/18/2021	\$1,677.00	R
113858 CINTAS CORP #470	2/18/2021	\$110.89	R
113859 CITY OF WHITE BEAR LAKE	2/18/2021	\$157.92	R
113860 CONTINENTAL CLAY CO	2/18/2021	\$1,087.70	R
113861 CONTINENTAL RESEARCH CORP	2/18/2021	\$291.64	R
113862 CORNERSTONE OCCUPATIONAL	2/18/2021	\$104.00	R
113863 CULLIGAN BOTTLED WATER	2/18/2021	\$132.00	R
113864 CUMMINS SALES AND SERVICE	2/18/2021	\$3,118.76	R
113865 DALCO CORPORATION	2/18/2021	\$2,670.99	R
113866 DEMCO INC	2/18/2021	\$129.56	R
113867 DONALD R FRANTZ CONCRETE CONSTRUCTION LLC	2/18/2021	\$25,481.35	R
113868 DOOR SERVICE COMPANY	2/18/2021	\$8,592.00	R

113869 DOYLE, GREG	2/18/2021	\$152.00	R
113870 DEFINITIVE TECHNOLOGY SOLUTIONS	2/18/2021	\$167.68	R
113871 ECCO MIDWEST, INC	2/18/2021	\$800.00	R
113872 ECKROTH MUSIC	2/18/2021	\$0.00	C
113873 ECKROTH MUSIC	2/18/2021	\$642.00	R
113874 EHLERS	2/18/2021	\$1,500.00	R
113875 ENVIROBATE INC	2/18/2021	\$612.29	R
113876 EVERGREEN PRESS	2/18/2021	\$522.00	R
113877 FESTIVAL FOODS-KNOWLAN'S	2/18/2021	\$65.96	R
113878 FIRST STUDENT	2/18/2021	\$0.00	C
113879 FIRST STUDENT	2/18/2021	\$15,107.19	R
113880 FLICEK WELDING LLC	2/18/2021	\$1,900.00	R
113881 FOLLETT SCHOOL SOLUTIONS INC	2/18/2021	\$70.00	R
113882 FRATTALONE COMPANIES INC	2/18/2021	\$48,870.60	R
113883 FRATTALONES HARDWARE STORES	2/18/2021	\$31.78	R
113884 FRONTRUNNER SCREEN PRINTING	2/18/2021	\$910.00	R
113885 GEPHART TRUCKING	2/18/2021	\$3,275.00	R
113886 GLYNN, KYLE J.	2/18/2021	\$176.00	R
113887 GOPHER	2/18/2021	\$99.95	R
113888 GRAINGER	2/18/2021	\$151.22	R
113889 GREATAMERICA FINANCIAL SERVICES	2/18/2021	\$334.85	R
113890 HAIR, DANIEL	2/18/2021	\$5,000.00	R
113891 HAMMER SPORTS	2/18/2021	\$196.00	R
113892 HANSEN, COLE	2/18/2021	\$152.00	R
113893 HANSON, GENO	2/18/2021	\$61.00	R
113894 HEALTH RISK STRATEGIES LLC	2/18/2021	\$350.00	R
113895 HOENIGSCHMIDT, KAYLEA	2/18/2021	\$708.50	R
113896 HOGLUND BUS COMPANY	2/18/2021	\$0.00	C
113897 HOGLUND BUS COMPANY	2/18/2021	\$744.32	R
113898 HOGLUND BODY & EQUIPMENT INC	2/18/2021	\$117.65	R
113899 HOLCOMB, BRADLEY P.	2/18/2021	\$93.00	R
113900 HOLT, MICHELLE A.	2/18/2021	\$94.00	R
113901 HOUGE, SARAH M.	2/18/2021	\$1,968.75	R
113902 INNOVATIVE OFFICE SOLUTIONS	2/18/2021	\$16.51	R
113903 INNOVATIVE MARKETING CONSULTANTS	2/18/2021	\$880.00	R
113904 INTELLIGERE INC	2/18/2021	\$103.25	R
113905 JACON LLC	2/18/2021	\$21,168.49	R
113906 JAYTECH INC	2/18/2021	\$0.00	C
113907 JAYTECH INC	2/18/2021	\$2,818.15	R
113908 JEZORSKI, JEFF	2/18/2021	\$100.00	R
113909 JIMMY JOHNS #869	2/18/2021	\$157.39	R
113910 KELLINGTON CONSTRUCTION INC	2/18/2021	\$620.35	R
113911 KOCH MECHANICAL LLC	2/18/2021	\$0.00	C
113912 KOCH MECHANICAL LLC	2/18/2021	\$13,099.00	R
113913 KRAFT MECHANICAL LLC	2/18/2021	\$6,660.00	R
113914 KRAUS ANDERSON CONSTRUCTION CO	2/18/2021	\$0.00	C
113915 KRAUS ANDERSON CONSTRUCTION CO	2/18/2021	\$211,186.24	R

113916 KREMER SERVICES LLC	2/18/2021	\$2,155.25	R
113917 LAKESHORE LEARNING MATERIALS	2/18/2021	\$309.35	R
113918 LALIBERTE, DAMON	2/18/2021	\$177.00	R
113919 LANGUAGE LINE SERVICES	2/18/2021	\$685.00	R
113920 LARSEN, BRAD	2/18/2021	\$169.00	R
113921 LIFESAVER FIRE PROTECTION LLC	2/18/2021	\$4,725.30	R
113922 LYNCH ENTERPRISE OF ST PAUL	2/18/2021	\$1,099.70	R
113923 MACKIN EDUCATIONAL RESOURCES	2/18/2021	\$3,499.44	R
113924 MACSWAIN, JIM	2/18/2021	\$176.00	R
113925 MARCO TECHNOLOGIES LLC	2/18/2021	\$2,820.87	R
113926 MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	2/18/2021	\$125.00	R
113927 MAVO SYSTEMS	2/18/2021	\$1,805.00	R
113928 MCCRAY EXPRESS SPORTS NETWORK	2/18/2021	\$812.00	R
113929 MEISINGER CONSTRUCTION COMPANY	2/18/2021	\$6,626.25	R
113930 MENTH, MICHAEL	2/18/2021	\$61.00	R
113931 METRO MEALS ON WHEELS INC	2/18/2021	\$83.00	R
113932 MID CITY SERVICES - INDUSTRIAL LAUNDRY	2/18/2021	\$738.45	R
113933 MID MINNESOTA STORAGE	2/18/2021	\$4,980.00	R
113934 MIDAMERICA ADMIN & RETIREMENT	2/18/2021	\$5,003.00	R
113935 MIDWEST BUS PARTS INC	2/18/2021	\$184.50	R
113936 MINNETONKA HS CHEERLEADING BOOSTER CLUB	2/18/2021	\$300.00	R
113937 MINUS, ANTHONY R.	2/18/2021	\$61.00	R
113938 MN DEPT OF PUBLIC SAFETY	2/18/2021	\$0.00	C
113939 MN DEPT OF PUBLIC SAFETY	2/18/2021	\$0.00	C
113940 MN DEPT OF PUBLIC SAFETY	2/18/2021	\$125.00	R
113941 MN SAFETY COUNCIL INC	2/18/2021	\$540.00	R
113942 MN UTILITIES & EXCAVATING LLC	2/18/2021	\$80,709.15	R
113943 MOBILE RADIO ENGINEERING INC	2/18/2021	\$414.00	R
113944 MODERN PIPING INC	2/18/2021	\$41,709.75	R
113945 MORRIS, KRISTIN	2/18/2021	\$28.00	R
113946 NAPA AUTO PARTS	2/18/2021	\$188.36	R
113947 NASCO	2/18/2021	\$263.54	R
113948 NCS PEARSON INC	2/18/2021	\$756.03	R
113949 NEO ELECTRICAL SOLUTIONS LLC	2/18/2021	\$35,587.00	R
113950 NEUBECK, TRAVIS	2/18/2021	\$152.00	R
113951 NEW LOOK CONTRACTING INC	2/18/2021	\$38,004.26	R
113952 NOREGON SYSTEMS INC	2/18/2021	\$425.00	R
113953 NORTHEAST METRO INTERMEDIATE DISTRICT 916	2/18/2021	\$280.00	R
113954 NORTHWESTERN TIRE CO INC	2/18/2021	\$163.24	R
113955 O'REILLY AUTOMOTIVE INC	2/18/2021	\$0.00	C
113956 O'REILLY AUTOMOTIVE INC	2/18/2021	\$372.35	R
113957 OFFICE DEPOT	2/18/2021	\$116.39	R
113958 OLSON MADDAUS, KIRSTEN G.	2/18/2021	\$128.00	R
113959 OLSON, TYLER	2/18/2021	\$93.00	R
113960 OXYGEN SERVICE CO INC	2/18/2021	\$13.64	R
113961 PEASE, STEVEN	2/18/2021	\$122.00	R
113962 WALSER POLAR CHEVROLET	2/18/2021	\$246.72	R

113963 PRAXAIR DISTRIBUTION INC	2/18/2021	\$55.70	R
113964 PRIOR LAKE HIGH SCHOOL	2/18/2021	\$56.00	R
113965 PROJECT LEAD THE WAY	2/18/2021	\$1,762.05	R
113966 QUISTAD, CHARLES	2/18/2021	\$100.00	R
113967 R & R SPECIALTIES INC	2/18/2021	\$300.00	R
113968 RAMSEY COUNTY	2/18/2021	\$36.95	R
113969 RAMSEY COUNTY PARKS/REC DEPT	2/18/2021	\$11,544.17	R
113970 READING AND WRITING PROJECT LLC	2/18/2021	\$850.00	R
113971 RENELT, MARK	2/18/2021	\$93.00	R
113972 RIVERSIDE INSIGHTS	2/18/2021	\$249.93	R
113973 RUPP ANDERSON SQUIRES & WALDSPURGER PA	2/18/2021	\$6,895.26	R
113974 SAARI, NICHOLAS M.	2/18/2021	\$307.39	R
113975 SAFETY-KLEEN SYSTEMS INC	2/18/2021	\$370.34	R
113976 SAFETYFIRST PLAYGROUND MAINTENANCE	2/18/2021	\$3,245.00	R
113977 SCHMIDT, JUSTIN	2/18/2021	\$177.00	R
113978 SCHOLASTIC	2/18/2021	\$0.00	C
113979 SCHOLASTIC	2/18/2021	\$0.00	C
113980 SCHOLASTIC	2/18/2021	\$0.00	C
113981 SCHOLASTIC	2/18/2021	\$0.00	C
113982 SCHOLASTIC	2/18/2021	\$1,604.50	R
113983 SCHOOL HEALTH CORPORATION	2/18/2021	\$9,610.02	R
113984 SERIGRAPHICS SIGN SYSTEMS INC	2/18/2021	\$1,868.00	R
113985 SHEAREN, HEATHER J.	2/18/2021	\$75.65	R
113986 SNOW, MICHAEL R.	2/18/2021	\$116.00	R
113987 SOLIANT	2/18/2021	\$3,795.75	R
113988 SPECIALTY SYSTEMS INC	2/18/2021	\$2,565.00	R
113989 SPRIGGS PLUMBING & HEATING INC	2/18/2021	\$3,595.75	R
113990 STAPLES ADVANTAGE	2/18/2021	\$0.00	C
113991 STAPLES ADVANTAGE	2/18/2021	\$576.34	R
113992 STATE CHEMICAL MANUF CO	2/18/2021	\$519.68	R
113993 STRATEGIC STAFFING SOLUTIONS	2/18/2021	\$3,910.00	R
113994 STRAUSS SKATES AND BICYCLES	2/18/2021	\$900.00	R
113995 SUPREME SCHOOL SUPPLY CO	2/18/2021	\$53.73	R
113996 TAYLOR PUBLISHING CO	2/18/2021	\$20,022.50	R
113997 TED MANNSTEDT & SONS INC	2/18/2021	\$5,830.15	R
113998 THORSHEIM, TAI	2/18/2021	\$169.00	R
113999 THYSSENKRUPP ELEVATOR CORP	2/18/2021	\$7,457.00	R
114000 TRADE PRESS INC	2/18/2021	\$207.00	R
114001 TREASURED TRANSPORTATION LLC	2/18/2021	\$22,504.59	R
114002 TRF SUPPLY	2/18/2021	\$487.10	R
114003 TRUE NORTH CONSULTING GROUP	2/18/2021	\$11,000.00	R
114004 TSA CONSULTING GROUP	2/18/2021	\$940.24	R
114005 UNIVERSAL CHEERLEADERS ASSOC	2/18/2021	\$4,325.00	R
114006 US FOODS CULINARY EQUIP & SUPPLIES	2/18/2021	\$41.21	R
114007 VAN GUILDER, CRAIG T.	2/18/2021	\$93.00	R
114008 VIKING ELECTRIC SUPPLY	2/18/2021	\$617.69	R
114009 VOIT, JORDAN	2/18/2021	\$79.00	R

114010 WHITE BEAR CENTER FOR THE ARTS	2/18/2021	\$8,500.00	R
114011 WELLS CONCRETE PRODUCTS CO	2/18/2021	\$52,681.50	R
114012 WILLS, CHRISTINA L.	2/18/2021	\$19.17	R
114013 WINNICK SUPPLY	2/18/2021	\$191.36	R
114014 WOODRICH, WARD F. III	2/18/2021	\$94.00	R
114015 WOODSIDE INDUSTRIES INC	2/18/2021	\$2,945.38	R
114016 WORLD CUP SUPPLY INC	2/18/2021	\$1,172.77	R
114017 XCEL ENERGY	2/18/2021	\$2,836.51	R
114018 ZARAMBO, MARIA L.	2/18/2021	\$100.00	R
114019 GREATER TWIN CITIES UNITED WAY	2/18/2021	\$150.00	R
114020 IUOE LOCAL 70	2/18/2021	\$1,155.00	R
114021 SCHOOL SERVICE EMPLOYEES	2/18/2021	\$6,631.56	R
114022 WHITE BEAR LAKE FOOD SERV	2/18/2021	\$350.00	R
114023 WBLA EDUCATIONAL FOUNDATION	2/18/2021	\$451.00	R
114024 GURSTEL CHARGO ATTORNEYS AT LAW	2/18/2021	\$293.70	R
114024 GURSTEL CHARGO ATTORNEYS AT LAW	2/18/2021	(\$293.70)	V
114025 MESSERLI & KRAMER PA	2/18/2021	\$18.67	R
114025 MESSERLI & KRAMER PA	2/18/2021	(\$18.67)	V
114026 GURSTEL CHARGO ATTORNEYS AT LAW	2/18/2021	\$293.70	R
114027 MESSERLI & KRAMER PA	2/18/2021	\$18.67	R
114028 DEFINITIVE TECHNOLOGY SOLUTION	2/22/2021	\$9,685.00	R
114029 MN JUNIOR BASS NATION	2/22/2021	\$930.00	R
114030 XCEL ENERGY	2/22/2021	\$0.00	C
114031 XCEL ENERGY	2/22/2021	\$142,276.38	R
9992452 AIG	2/12/2021	\$7,114.46	R
9992453 AMERICAN FUNDS	2/12/2021	\$82,190.42	R
9992454 AMERICAN UNITED LIFE	2/12/2021	\$0.00	C
9992455 AMERICAN UNITED LIFE	2/12/2021	\$95,115.62	R
9992456 AMERIPRISE FINANCIAL SERVICES	2/12/2021	\$14,124.79	R
9992457 ASPIRE FINANCIAL SERVICES	2/12/2021	\$1,948.80	R
9992458 AXA EQUITABLE	2/12/2021	\$27,653.42	R
9992459 EDUCATION MN ESI BILLING TRUST	2/12/2021	\$35,962.72	R
9992460 INTERNAL REVENUE SERVICE	2/12/2021	\$0.00	C
9992461 INTERNAL REVENUE SERVICE	2/12/2021	\$0.00	C
9992462 INTERNAL REVENUE SERVICE	2/12/2021	\$0.00	C
9992463 INTERNAL REVENUE SERVICE	2/12/2021	\$0.00	C
9992464 INTERNAL REVENUE SERVICE	2/12/2021	\$0.00	C
9992465 INTERNAL REVENUE SERVICE	2/12/2021	\$0.00	C
9992466 INTERNAL REVENUE SERVICE	2/12/2021	\$0.00	C
9992467 INTERNAL REVENUE SERVICE	2/12/2021	\$0.00	C
9992468 INTERNAL REVENUE SERVICE	2/12/2021	\$0.00	C
9992469 INTERNAL REVENUE SERVICE	2/12/2021	\$0.00	C
9992470 INTERNAL REVENUE SERVICE	2/12/2021	\$750,490.23	R
9992471 METROPOLITAN LIFE	2/12/2021	\$1,198.76	R
9992472 MN DEPT OF HUMAN SERVICES	2/12/2021	\$1,149.60	R
9992473 MN DEPT OF REVENUE	2/12/2021	\$0.00	C
9992474 MN DEPT OF REVENUE	2/12/2021	\$0.00	C

9992475 MN DEPT OF REVENUE	2/12/2021	\$121,467.33	R
9992476 MN STATE RETIREMENT	2/12/2021	\$6,205.19	R
9992477 PUBLIC EMP RETIREMENT ASSOC	2/12/2021	\$0.00	C
9992478 PUBLIC EMP RETIREMENT ASSOC	2/12/2021	\$0.00	C
9992479 PUBLIC EMP RETIREMENT ASSOC	2/12/2021	\$0.00	C
9992480 PUBLIC EMP RETIREMENT ASSOC	2/12/2021	\$118,242.76	R
9992481 TEACHERS RETIREMENT ASSOC	2/12/2021	\$389,443.21	R
9992482 VANGUARD SMALL BUSINESS SERVICES	2/12/2021	\$34,558.47	R
9992483 WHITE BEAR LAKE TEACHERS ASSOC (WIRE)	2/12/2021	\$43,369.69	R
9992484 BMO	2/18/2021	\$0.00	C
9992485 BMO	2/18/2021	\$0.00	C
9992486 BMO	2/18/2021	\$0.00	C
9992487 BMO	2/18/2021	\$0.00	C
9992488 BMO	2/18/2021	\$0.00	C
9992489 BMO	2/18/2021	\$0.00	C
9992490 BMO	2/18/2021	\$0.00	C
9992491 BMO	2/18/2021	\$0.00	C
9992492 BMO	2/18/2021	\$11,076.86	R
9992493 SAM'S CLUB/SYNCHRONY BANK	2/18/2021	\$339.52	R
202100515 ALLEN, SUSAN C.	2/4/2021	\$27.98	A
202100516 ANDERSON, JON C.	2/4/2021	\$36.25	A
202100517 ANDERSON, MARGARET A.	2/4/2021	\$65.00	A
202100518 ATKINS, SARAH A.	2/4/2021	\$79.98	A
202100519 BABIASH, JENNIFER M.	2/4/2021	\$51.00	A
202100520 BEACH, RODNEY W.	2/4/2021	\$413.68	A
202100521 BREWER, ROBERT G.	2/4/2021	\$1,418.00	A
202100522 CARLINSCHAUER, KYLE L.	2/4/2021	\$65.00	A
202100523 CARLSON-CASA DE CALVO, JANET L.	2/4/2021	\$67.28	A
202100524 DESJARDINS, RUTH E.	2/4/2021	\$28.75	A
202100525 DONAHOE, TRACI L.	2/4/2021	\$378.44	A
202100526 DURAND, JENNIFER A.	2/4/2021	\$307.11	A
202100527 EGEMO, PATRICIA A.	2/4/2021	\$80.08	A
202100528 ENGSTRAN, PAUL A.	2/4/2021	\$65.00	A
202100529 FLEMING, MARY C.	2/4/2021	\$68.98	A
202100530 GEDNALSKE, KIRK M.	2/4/2021	\$39.99	A
202100531 HARRIMAN, DION D.	2/4/2021	\$1,814.97	A
202100532 HARRIMAN, GRETCHEN E.	2/4/2021	\$1,144.95	A
202100533 JAKOBLICH, MARGARET R.	2/4/2021	\$63.18	A
202100534 KELLEY, DEBRA K.	2/4/2021	\$185.49	A
202100535 LAMWERS, LINDSAY M.	2/4/2021	\$44.54	A
202100536 MILES, STACY L.	2/4/2021	\$23.52	A
202100537 MUNDELL, GERALD K.	2/4/2021	\$81.65	A
202100538 NELSON, ANGELA A.	2/4/2021	\$1,251.96	A
202100539 OSWALD, NICOLE M.	2/4/2021	\$65.00	A
202100540 PIERRE, CHRISTINA K.	2/4/2021	\$1,500.00	A
202100541 QUARFOTH, LYNN M.	2/4/2021	\$180.00	A
202100542 RIEBOW, MATTHEW R.	2/4/2021	\$58.89	A

202100543 RIEBOW, MITCHELL W.	2/4/2021	\$65.00 A
202100544 RYAN, DENISE M.	2/4/2021	\$52.90 A
202100545 SELBY, MARY J.	2/4/2021	\$84.94 A
202100546 SMITH, KATHLEEN M.	2/4/2021	\$82.13 A
202100547 STOFFEL, JAMES E.	2/4/2021	\$26.78 A
202100548 TROSKE, CARRIE L.	2/4/2021	\$260.00 A
202100549 VAIL, ANNE B.	2/4/2021	\$104.29 A
202100550 ACCIARI, NICOLE E.	2/18/2021	\$65.00 A
202100550 PETERSON, GRETCHEN M.	2/18/2021	\$180.53 R
202100550 PETERSON, GRETCHEN M.	2/18/2021	(\$180.53) V
202100551 ANDERSON, MARGARET A.	2/18/2021	\$106.99 A
202100552 ANDERSON, SHANNON A.	2/18/2021	\$145.00 A
202100553 BACHMEIER, AMY L.	2/18/2021	\$258.39 A
202100554 BALGORD, CHRISTINE A.	2/18/2021	\$140.00 A
202100555 BOOTH, KARLA J.	2/18/2021	\$97.20 A
202100556 BRABENEC, KAREN E.	2/18/2021	\$140.00 A
202100557 BROMELAND, SARA A.	2/18/2021	\$140.00 A
202100558 DERBY, SARA A.	2/18/2021	\$63.93 A
202100559 DONAHOE, TRACI L.	2/18/2021	\$117.04 A
202100560 DOTTE, BRENDA L.	2/18/2021	\$177.04 A
202100561 DRANGE, ANGELA M.	2/18/2021	\$100.84 A
202100562 ENGSTRAN, PAUL A.	2/18/2021	\$65.00 A
202100563 ERICKSON, KRISTIN L.	2/18/2021	\$170.00 A
202100564 EVERT, ELIZABETH M.	2/18/2021	\$49.19 A
202100565 FICEK, DELANIE C.	2/18/2021	\$65.00 A
202100566 FUHRMAN, SARAH J.	2/18/2021	\$100.00 A
202100567 GALYON, AMY R.	2/18/2021	\$43.12 A
202100568 GORIS, PAMELA L.	2/18/2021	\$82.30 A
202100569 GUNNUFSON, JESSICA M.	2/18/2021	\$21.09 A
202100570 GUTHRIE, ASHLEY M.	2/18/2021	\$3.36 A
202100571 HARRIMAN, GRETCHEN E.	2/18/2021	\$455.00 A
202100572 HIGGINS, SHEILA J.	2/18/2021	\$38.80 A
202100573 HORAZDOVSKY, LEILA J.	2/18/2021	\$32.99 A
202100574 KELLY-KENNEDY, ERIKA D.	2/18/2021	\$168.07 A
202100575 KLECKER, KEVIN W.	2/18/2021	\$183.03 A
202100576 KRAMLINGER, TRACEY A.	2/18/2021	\$47.93 A
202100577 KROCAK, NANCY J.	2/18/2021	\$73.45 A
202100578 KRUSEMARK, CARY L.	2/18/2021	\$390.00 A
202100579 LEININGER, JOHN M.	2/18/2021	\$1,000.00 A
202100580 LEMIEUX, TAMARA M.	2/18/2021	\$65.52 A
202100581 LEVELIUS, JENA R.	2/18/2021	\$106.66 A
202100582 LOCKMAN, LINDSAY K.	2/18/2021	\$58.65 A
202100583 LUKNIC, JONATHAN D.	2/18/2021	\$285.00 A
202100584 MADER, SETH A.	2/18/2021	\$393.74 A
202100585 MARKUSON, RACHAEL J.	2/18/2021	\$33.50 A
202100586 MILES, MARY T.	2/18/2021	\$213.83 A
202100587 MOSSER, LORI J.	2/18/2021	\$195.00 A

202100588 NASVIK, JULIE A.	2/18/2021	\$81.61 A
202100589 NEWPOWER, HEIDI S.	2/18/2021	\$59.00 A
202100590 O'LEARY, CHADRICK J.	2/18/2021	\$135.50 A
202100591 OUREN, LISA M.	2/18/2021	\$999.00 A
202100592 PHETTEPLACE, WANDA M.	2/18/2021	\$39.01 A
202100593 PIERRE, CHRISTINA K.	2/18/2021	\$177.06 A
202100594 PONTIOUS, JODY L.	2/18/2021	\$750.00 A
202100595 RIEBOW, MITCHELL W.	2/18/2021	\$65.00 A
202100596 RODRIGUEZ, DARCY A.	2/18/2021	\$100.00 A
202100597 ROESER, DANIEL W.	2/18/2021	\$255.15 A
202100598 STENDER, THERESA M.	2/18/2021	\$674.95 A
202100599 STOFFEL, JAMES E.	2/18/2021	\$416.38 A
202100600 STUCYNSKI, JILL L.	2/18/2021	\$170.22 A
202100601 THOMAS, DAVID G.	2/18/2021	\$95.60 A
202100602 TUTTLE, JANE E.	2/18/2021	\$65.00 A
202100603 ULMER, ELIZABETH R.	2/18/2021	\$486.00 A
202100604 VAIL, ANNE B.	2/18/2021	\$43.72 A
202100605 VETTE, MARISA A.	2/18/2021	\$29.44 A
202100606 WANLESS, TAMELA K.	2/18/2021	\$150.87 A
202100607 PETERSON, GRETCHEN M.	2/18/2021	\$180.53 A
		\$6,057,250.35

RESOLUTION FOR ACCEPTANCE OF GIFTS

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

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

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

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

AGENDA ITEM: **Acceptance of Gifts**

MEETING DATE: **March 1, 2021**

SUGGESTED DISPOSITION: **Action Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent of Finance and Operations;**
Andi Johnson, Director of Finance

Donation	Donor	Recipient
\$8500.00	White Bear Lake Basketball Association	Boys Basketball Program
\$8500.00	White Bear Lake Basketball Association	Girls Basketball Program
\$10.00	anonymous	Hugo Elementary
\$10.00	anonymous	Hugo Elementary
School Supplies	Denise Cabak	District Center

RECOMMENDED ACTION:

Approve.

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 Resource

RESIGNATION/TERMINATION/NON-RENEWAL - CLASSIFIED STAFF

LYNDA CLAUSEN- Lunchroom and Playground Supervisor, Willow Lane Elementary
Employed by District 624 since 09/14/2020
Effective Date: 01/28/2021

ALAN GREEN- Paraeducator, Matoska Elementary
Employed by District 624 since 11/05/2020
Effective Date: 12/22/2020

ANGELA KEELING- Administrative Assistant, Transition Education Center
Employed by District 624 since 12/02/2019
Effective Date: 02/25/2021

HEIDI KRIESEL- Bear Fundamentals Oneka, Elementary
Employed by District 624 since 09/11/2020
Effective Date: 02/19/2021

MICHELLE MARCOTTE- Bear Fundamentals, Hugo Elementary
Employed by District 624 since 08/26/2019
Effective Date: 02/26/2021

DAVID NEUBAUER- Extended Day, District Wide
Employed by District 624 since 11/30/2020
Effective Date: 01/28/2021

MITCHELL RIEBOW- Out of School Time Site Supervisor, Sunrise
Employed by District 624 since 07/01/2017
Effective Date: 02/19/2021

SHEILA THALHUBER- Assistant Cook, WBLAHS - South Campus
Employed by District 624 since 09/06/2016
Effective Date: 09/07/2021

RESIGNATION/TERMINATION/NON-RENEWAL - CERTIFIED STAFF
--

CARA CARDOSO- Psychologist, Hugo Elementary
Employed by District 624 since 08/22/2012
Effective Date: 01/27/2021

MARY PHILLIPS- 3rd Grade Teacher, Otter Lake Elementary
Employed by District 624 since 09/18/2014
Effective Date: 02/01/2021

CHANGE IN ASSIGNMENT - CLASSIFIED STAFF
--

TRACY KRAMLINGER - From Elementary Manager, Oneka Elementary
To Middle School Manager, Central Middle School
\$20.19 per hr., to \$21.15 per hr.,
Effective Date: 02/15/2021

MARGARET PERRON - From Assistant Cook, Oneka Elementary
To Elementary Manager, Oneka Elementary
\$18.28 per hr., to \$21.64 per hr.,
Effective Date: 02/15/2021

STEPHANIE THURY - Lunchroom/Playground Supervisor, Matoska Elementary
3.5 hours a day to 5.5 hours a day
\$18.34 per hr., \$8,473.08
Effective Date: 02/15/2021

XUE XIONG- From Building Assistant, District Center
To Administrative Assistant - Registrar/Records, WBLAHS - South Campus
\$20.04 per hr., to \$ 21.16 per hr.,
Effective Date: 02/18/2021

RETURN FROM LEAVE OF ABSENCE- CERTIFIED STAFF
--

LISA OLSON- Special Ed Teacher, Central Middle school
Employed by District 624 since 08/21/2003
Effective Date: 02/22/2021

NEW PERSONNEL - CLASSIFIED STAFF

NABAA ABBOOD – Nutrition Services, Oneka Elementary
\$15.70 per hr., 16.25 hrs. per wk., \$3,775.85
Effective Date: 02/22/2021

RYAN FULTON – Grounds Coordinator , District Center
\$26.58 per hr., 8 hrs. per wk., \$20,200.79
Effective Date: 02/18/2021

MEGHAN NADEAU – Nutrition Services, Matoska Elementary

\$15.70 per hr., 18.75 hrs. per wk., \$4,297.87

Effective Date: 02/23/2021

ANDREA OSBORNE – Nutrition Services, Oneka Elementary

\$15.70 per hr., 23.75 hrs. per wk., \$5,518.55

Effective Date: 02/22/2021

CORISSA PERRON – Early Childhood Assistant, Normandy Park

\$19.07 per hr., 6 hrs. per wk., \$2,580.60

Effective Date: 02/03/2021

JESSE REYNOLDS – Student Supervisor, WBLAHS - South Campus

\$19.53 per hr., 6 hrs. per wk., \$9,140.04

Effective Date: 02/16/2021

TEMPORARY - CLASSIFIED STAFF

REFUGIO LEON – Paraeducator, Vadnais Heights Elementary

\$19.07 per hr., 8 hrs. per wk., \$2,654.54

Effective Date: 02/01/2021 through 06/11/2021

JESSICA REBEAU – Extended Day, Hugo Elementary

\$15.50 per hr., 10 hrs. per wk., \$4,371.00

Effective Date: 02/10/2021 through 06/11/2021

TEMPORARY - CERTIFIED STAFF

TIMOTHY WARREN – Interim Dean of Students, Central Middle School

\$93,737.00 (Pro-rated on annual salary of \$36,759.60)

Effective Date: 02/22/2021 through 06/18/2021

LONG TERM SUBSTITUTE - CLASSIFIED STAFF
--

KURT HADLEY – Instructional Assistant, Willow Lane Elementary

\$19.07 per hr., 32.5 hrs. per wk., \$ 8,676.85

Effective Date: 02/10/2021 through 06/11/2021

MARY MADRIGAL – Paraeducator, WBLAHS - North Campus

\$19.53 per hr., 32.5 hrs. per wk., \$2,730.00

Effective Date: 02/08/2021 through 03/26/2021

March 01, 2021

KAYLA MIRON – Student Supervisor, Central Middle School

\$19.53 per hr., 38.75 hrs. per wk., \$12,562.67

Effective Date: 02/10/2021 through 06/11/2021

LONG TERM SUBSTITUTE - CERTIFIED STAFF

LORI SCHOUVIELLER – Kindergarten, Distance Learning Academy

MA, Step 7, \$ \$12,642.68

Effective Date: 02/16/2021 – 06/14/2021

B. PUBLIC FORUM

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open for 30 minutes (3 minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those who wish to address the School Board should fill out the Public Forum Speaker Card and submit the card to the School Board Clerk or other district official at the meeting.
4. Questions may be asked on any topic, including those on the agenda.
5. School District policy and data privacy laws preclude the School Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.
6. School District policy and data privacy laws preclude the School Board from publicly discussing student matters or data, including information, which, if discussed in a public meeting could violate law or policy.
7. An appropriate school district official will be assigned to contact the speaker with answers to his/her questions or with follow-up information.
8. A handout on the purpose of School Board meetings and the meeting process is available at each School Board meeting.
9. Citizens may be asked to address the School Board on a particular subject during the discussion of that item.
10. The School Board Chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak.

C. INFORMATION ITEMS

AGENDA ITEM: **Student Recognition**

MEETING DATE: **March 1, 2021**

SUGGESTED DISPOSITION: **Informational Item**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent;**
Marisa Vette, Director of Communication and
Community Relations

BACKGROUND:

Due to Governor Walz's Stay at Home Executive Orders, which has resulted in the School Board conducting their meetings by electronic means, the student recognition ceremony that normally precedes the regular Board meeting will not take place in person.

Instead, we will recognize students who represented the district at a state level in the Scholastic Art Awards during tonight's electronic meeting. Certificates and Bear pins have been distributed to the students. Congratulations, students!

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **March 1, 2021**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

Dr. Kazmierczak will provide information on current issues and events pertaining to the White Bear Lake Area Schools.

D. DISCUSSION ITEMS

AGENDA ITEM: **American Indian Parent Advisory Committee
Statement of Concurrence**

MEETING DATE: **March 1, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Marcellus Davis, Director of Equity and
Engagement;
Jordan Zickerman, Cultural Liaison**

BACKGROUND:

In compliance with Minnesota State Statute [124D.78](#), all districts with an Indian Education Program must submit a Resolution of Concurrence to the School Board from the American Indian Parent Advisory Committee (AIPAC). This annual resolution acts on behalf of the AIPAC as attestation of the School Board's and the School District's intentional commitment to meeting the needs of American Indian students and families from year to year.

Jordan Zickermann, American Indian Cultural Liaison; Mr. Andrew Adams III, Chair of the AIPAC; and Marcellus Davis, Director of Equity and Engagement will discuss the resolution and later in the evening will present the AIPAC's vote result.

White Bear Lake Area Schools American Indian Education

Presented by:
Chair Andrew Adams III
Jordan Zickermann Coordinator
Dr. Marcellus Davis Director



White Bear Lake Area Schools Equity Commitment

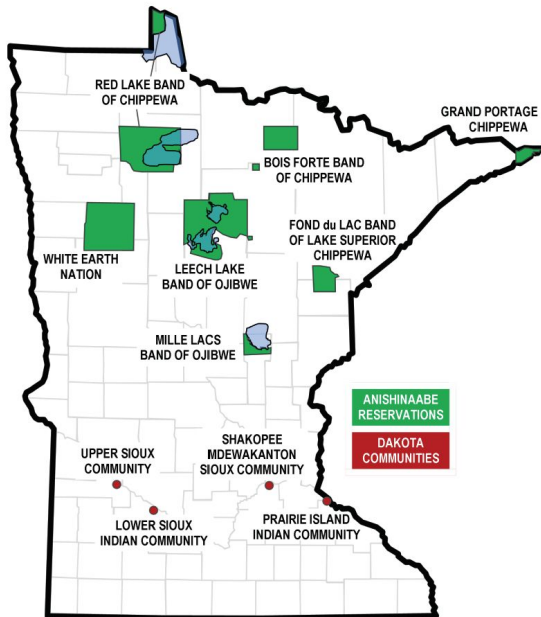
Equity Commitment

To nurture the whole student, we disrupt systemic inequities by recognizing, honoring, and embracing all cultures with humility and respect.

4-Way Equity Decision Making Protocol

1. How does this help to provide opportunities to students who have been marginalized within the system in the past?
2. How does this help to ensure equitable access for all?
3. How does this help to eliminate barriers based on race/ethnicity, gender, disability, age, or other protected groups?
4. How does this ensure that the same rigorous standards for academic performance exist for all students?

Land Acknowledgment



For more than five hundred years, Native communities across the Americas have demonstrated resilience and resistance in the face of violent efforts to separate them from their land, culture, and each other. They remain at the forefront of movements to protect Mother Earth and the life it sustains. Today, corporate greed and federal policy push agendas to extract wealth from the earth, degrading sacred land in blatant disregard of treaty rights. Acknowledgment is a critical public intervention, a necessary step toward honoring Native communities and enacting the much larger project of decolonization and reconciliation. Join us in adopting, calling for, and spreading this practice. This is a place that carries a complicated and layered history, in the thousands of years the Dakota people have been in relationship and kinship with the land here, and in the several hundred years since European settlers colonized the land that the state of Minnesota now occupies. The United States' land seizures were a project of spiritual destruction that denied the Dakota free and unhindered access to the land that fundamentally shapes their identity and spirituality.

Today, 11 reservations are located within the state of Minnesota: four Dakota communities in the southern portion of the state and seven Ojibwe communities in the north.

American Indian Parent Advisory Committee (AIPAC)



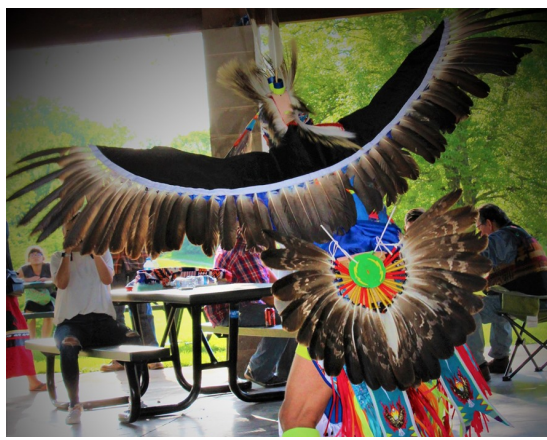
American Indian Parent Advisory Committee (AIPAC)

Parent Membership:

- Andrew Adams III, *Chairperson/parent*
- Raymond Cermak, *Vice-chairperson*
- Renee Butters, *parent*
- Christine Cermak, *parent*
- Danielle DeLong, *parent*
- Victoria Leoni, *parent*
- Dennis Olson, *parent*
- Kelly Sam, *parent*
- Katina Zambrano, *parent*
- Brianna Littlegeorge, *parent*
- Jennifer Adams, *student*

Staff Membership:

- Timothy Whalen, *Teacher - North Campus*
- Nancy Vogt, *Teacher - South Campus*
- Jordan Zickermann, *Indian Education Program Lead*
- Tiffany Dittrich, *Teacher Union President*
- Angela Thompson, *School Board Member*
- Dr. Marcellus Davis, *Director of American Indian Education, Equity, and Engagement*



Minnesota Statute 124D.78

[Minnesota Statutes, section 124D.78, subdivision 1](#), states that a school district in which there are ten or more American Indian students enrolled and each American Indian school must establish an American Indian education parent advisory committee.

Commonly referred to as American Indian Parent Advisory Committees (AIPACs), these committees serve in an advisory role and help ensure that American Indian students are receiving culturally relevant and equitable educational opportunities. These committees are critical to the achievement and success of American Indian students statewide, and offer a valuable opportunity to strengthen district and parent partnerships.

What is Indian Education Resolution of Concurrence or Non concurrence?

Prior to March 1 of each year, the AIPAC must meet to discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students.

If the AIPAC finds that the district and/or school board have been meeting the needs of American Indian students, they issue a vote and resolution of concurrence. If they find that the district and/or school board have not been meeting the needs of American Indian students, they issue a vote and resolution of nonconcurrence.

What is Indian Education Resolution of Concurrence or Non concurrence?

The vote is reflected formally on documentation provided by the OAIE (see *Resources* below). The vote and resolution must be presented to the school board by one or more members of the AIPAC. If the vote is one of nonconcurrence, the AIPAC must also provide written recommendations for improvement to the school board at the time of the presentation. The school board does not “approve” the resolution.

They receive the information and it is reflected within the board minutes. In the case of nonconcurrence, the school board is given 60 days in which to respond, in writing, to the AIPAC recommendations. This board response must also be provided to the OAIE and signed by the entire school board.

American Indian Concurrence Timeline

January 14th, Preliminary concurrent AIPAC discussions

February 9th, Concurrence Vote

March 1st: School Board receives AIPAC concurrence (**YES**) decision

March 2nd, Send approved concurrence to the Minnesota Department of Education



Indian Education Resolution Decision

On behalf of American Indian Children at the White Bear Lake Area Schools (WBLAS), the WBLAS American Indian Parent Advisory Committee for the academic year of 2020-2021 approves the Indian Education Resolution with a vote of concurrence. We, the American Indian Parent Advisory Committee, issue a Vote of Concurrence. We agree with the contents and implementation of the Indian Education Program Plan and commit to evaluating the IEPP at the end of school year to ensure that it is continuing to meet the needs of American Indian students.



Questions?

Website:

<https://www.isd624.org/programs/indian-education>

AGENDA ITEM: **2022-23 School Year Calendar**

MEETING DATE: **March 1, 2021**

SUGGESTED DISPOSITION: **Discussion Items**

CONTACT PERSON(S): **Dr. Alison Gillespie, Assistant Superintendent
for Teaching and Learning**

BACKGROUND:

Each year, district leadership works with the School Board to discuss instructional needs that can be addressed through calendar decisions. Tonight Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning, will present the 2022-23 calendar for discussion.



White Bear Lake Area Schools

August 22-23 New Teacher Orientation
 August 29 Convocation
 August 30-31 Teacher Work and Staff Development

September 1 Teacher Work and Staff Development
 September 5 Labor Day
 September 6 First Day of School (6 and 9)
 September 7 First Day of School (1-5, 7-8, 10-12+)
 September 8 First Day of School (K)
 September 12 First Day Early Childhood Programs

October 19 Non Student Day*
 October 20-21 No School - Education Minnesota Conf.

November 4 End of First Quarter
 November 7-8 Non Student Days*
 November 23-25 No School - Thanksgiving Break

December 22-30 No School - Winter Break

January 2 School Resumes
 January 16 No School - MLK, Jr. Day
 January 25 End of Second Quarter/First Semester
 January 26-27 Non Student Days*

February 20 No School - Presidents' Day

March 6-10 No School - Spring Break

April 6 End of Third Quarter
 April 7 Non Student Day*
 April 24 Non Student Day*

May 29 No School - Memorial Day

June 8 Last Day of School
 June 9 PreK-12+ Work Day

* Non Student Days - Staff engage in curriculum work, professional learning and instructional delivery, assessment reporting, conferences and communication with parents.

JULY '22						
S	M	T	W	Th	F	S
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31						

JANUARY '23						
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29	30	31				

AUGUST '22						
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28	29	30	31			

FEBRUARY '23						
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SEPTEMBER '22						
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MARCH '23						
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OCTOBER '22						
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30	31					

APRIL '23						
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30						

NOVEMBER '22						
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27	28	29	30			

MAY '23						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DECEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE '23						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

First/Last Day of School

No School for Students

Parent/Teacher Conference/Communication

End of Quarter/Semester

District Center Closed

AGENDA ITEM: **Proposed FY 2021-22 Budget Adjustments**

MEETING DATE: **March 1, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent of Finance and Operations;**
Andi Johnson, Director of Finance

BACKGROUND:

At the February 22, 2021 School Board meeting, the Board reviewed the guiding principles and process for making budget adjustments for the preliminary FY 2021-22 budge. Administration will provide a summary of the budget adjustment recommendations.

AGENDA ITEM: **Policy 417, Chemical Use and Abuse**

MEETING DATE: **March 1, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Matt Mons, Director of Human Resources,**
General Counsel;
Dr. Alison Gillespie, Assistant Superintendent
of Teaching and Learning;
Tim Wald, Assistant Superintendent of
Finance and Operations

BACKGROUND:

School Board Policy 417, Chemical Use and Abuse, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in sections I, II, III, IV, and V; and the Legal References.

The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the April 12, 2021 School Board meeting agenda or a subsequent meeting for action.

Adopted: August 18, 1997
Revised: September 9, 2002
Revised: January 10, 2005
Revised: February 9, 2009
Revised:

*White Bear Lake Area
School District #624 Policy 417*

Revised: June 9, 2014

417 CHEMICAL USE AND ABUSE

I. PURPOSE

The School Board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The School Board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, medical cannabis, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a chemical-free workplace/chemical-free school.
- ~~A.~~ B. ~~It is~~ The policy of this school district to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- ~~B.~~ C. The school district shall establish and maintain in every school a chemical abuse pre-assessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses in the reported cases.
- ~~C.~~ D. ~~It will be the responsibility of~~ The superintendent, with the advice of the School Board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district. ~~to establish a school and community advisory team to address chemical abuse problems in the district.~~
- ~~D.~~ E. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving chemical-free schools and workplaces.

III. DEFINITIONS

- A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental,

emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.

- B. "Chemicals" includes but is not limited to alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district's ~~Chemical~~ Drug-Free Workplace/~~Chemical-Drug-Free~~ School policy.
- C. "Use" includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time when an employee is supervising students on behalf of the school district; or when an employee is otherwise engaged in school district business.

IV. STUDENTS

- A. Instruction at Elementary and Secondary Schools
 - 1. ~~The District shall provide~~ Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents/guardians, students, health care professionals, state department of education, staff, and members of the community in developing the curriculum.
 - 2. ~~The District may implement~~ Every school shall have age-appropriate, and developmentally based activities that include, but are not limited to, those that:
 - a. address the consequences of violence and the illegal use of drugs;
 - b. promote a sense of individual responsibility;
 - c. teach students that most people do not use drugs illegally;
 - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
 - e. teach students about the dangers of newly emerging drugs;
 - f. engage students in the learning process; and

- g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. Each school may involve families, community sectors ~~(which may include appropriately trained senior citizens)~~, and a variety of drug and violence prevention providers in establishment of clear expectations against violence and illegal use of drugs and appropriate consequences for such acts.
 4. Each school may disseminate chemical and violence prevention information within the school and to the community.
 5. Each school may have professional development and training for, and involvement of, school personnel, student services personnel, parents/guardian, and interested community members in prevention, education, early identification and intervention, mentoring, and rehabilitation referral to professional resources as related to chemical and violence prevention.
 6. Each school may have chemical and violence prevention activities that may include the following:
 - a. Community-wide planning and organizing activities to reduce violence and illegal chemical use, which may include gang activity prevention.
 - b. The hiring and mandatory research-based training of school security personnel who interact with students in support of the school-based and youth-focused chemical and violence prevention activities included in this policy.
 - c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and provide a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
 - ~~d. — Youth anti-crime and anti-drug councils and activities.~~
 - d.e. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers.
 - ~~f. Training of teachers by school-based mental health service providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of chemicals.~~

- ef. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal chemical use.

B. Reports of Chemical Use and Abuse

1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location:
 - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
 - b. The administrator will notify the student's parents/guardians. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with School Board policies regarding search and seizure.
 - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, and if warranted, initiation of expulsion proceedings. Students may also be referred to a detoxification center or medical center.
2. If a school district employee has reason to believe that a student is abusing, possessing, transferring distributing or selling chemicals:
 - a. The employee shall notify the building administrator or a member of the pre-assessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents/guardians, or providing a meeting between members of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.

- b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; sharing of resources for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
3. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56, and proposed for expulsion.
4. Searches by school district officials in connection with the abuse, possession, transfer, distribution, or sale of chemicals will be conducted in accordance with School Board policies related to search and seizure.

C. Pre-assessment Team

1. Every school may have a chemical abuse pre-assessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses in the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents/guardians with information about school and community services in connection with chemical abuse.

D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.
2. Destruction of Records
 - a. If the pre-assessment team decides not to provide a student and, in the case of a minor, the student's parents/guardians with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.

- b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents/guardians with such information, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
- c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

Any minor may give effective consent for medical, mental and other health services to determine the presence of or to treat conditions associated with chemical abuse, and the consent of no other person is required.

F. School and Community Advisory Team

- 1. The superintendent, with the advice of the School Board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team may be composed of representatives from the school pre-assessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents/guardians, and the business community.
- 2. The advisory team shall:
 - a. build awareness of the problem within the community, identify available treatment and counseling programs for students and develop good working relationships and enhance communication between the schools and other community agencies; and
 - b. develop a written procedure clarifying the notification process to be used by the chemical abuse pre-assessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents~~-or~~/guardians in the case of a minor student.

V. **EMPLOYEES**

- A. The superintendent or designee may undertake and maintain a chemical-free awareness and prevention program to inform employees, and others about:
 - 1. The dangers and health risks of chemical abuse in the workplace/school.
 - 2. The school district's chemical-free workplace/chemical-free school policy.

3. Any available chemical or alcohol counseling, treatment, rehabilitation, re-entry, and/or assistance programs available to employees and/or students.
 4. The penalties that may be imposed on employees for chemical abuse violations.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal ~~chemical~~ drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

Legal References: Minn. Stat. § 13.32 (Education al Data)
Minn. Stat. § 121A.25 – 121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 138.163 (Records Management Act)
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis, Limitations)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. §§ 7101-7165 (Safe and Drug-Free Schools and Communities Act)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

Cross Reference: WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 416 (Drug and Alcohol Testing)
WBLASB Policy 418 (Drug-Free and Alcohol-Free Workplace)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
WBLASB Policy 527 (Student Motor Vehicles; Use; Parking; Search)

AGENDA ITEM: **Policy 522, Student Sex Nondiscrimination**

MEETING DATE: **March 1, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Dr. Alison Gillespie, Assistant Superintendent of Teaching and Learning;**

BACKGROUND:

School Board Policy 522, Student Sex Nondiscrimination, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in the title; sections II, III, IV, V, VI, VII, VIII, IX, X, XI, XII, XIII, XIV, XV, and XVI; and the Legal References, and Cross References.

The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the April 12, 2021 School Board meeting agenda or a subsequent meeting for action.

Adopted: September 8, 1997

Revised: June 11, 2001

Revised: January 13, 2014

Revised: May 9, 2016

Revised: March 4, 2019

*White Bear Lake Area
School District #624 Policy 522*

Revised: November 14, 2016

Revised:

522 TITLE IX STUDENT SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

- A. The school district ~~provides equal educational opportunity for all students, and does not unlawfully~~ discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment. ~~No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.~~
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent. ~~Every school district employee shall be responsible for complying with this policy.~~
- C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.

~~C. The School Board hereby designates the Assistant Superintendent for Teaching and Learning, 4855 Bloom Avenue, White Bear Lake, 651-407-7539, as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.~~

D. Any student, parent, guardian, or community member having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. The school district's Title IX Coordinator is: Assistant Superintendent for Teaching and Learning; 4855 Bloom Avenue, White Bear Lake, MN; phone: 651-407-7539. In the event the primary Title IX Coordinator is a party to a complaint, or is otherwise not qualified under this policy to serve in that role in a particular case the Director of Student Activities will serve in this role. If the complaint involves the superintendent, the report may be filed directly with the School Board.

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education or both. ~~In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.~~

E. The effective date of this policy is August 14, 2020 and applies to alleged violations of this policy occurring on or after August 14, 2020.

III. DEFINITIONS

A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the school district's Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.

B. "Complainant" means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.

C. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).

D. "Deliberately indifferent" means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

E. "Education program or activity" means locations, events, or circumstances for which the school district exercises substantial control over both the respondent

and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.

F. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.

- 1.** A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant’s physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
- 2.** A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.

G. “Informal resolution” means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.

H. “Relevant questions” and “relevant evidence” are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.

I. “Remedies” means actions designed to restore or preserve the complainant’s equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.

J. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.

K. “Sexual harassment” means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:

1. Quid pro quo harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);
2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
3. Any instance of sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 U.S.C. §12291).

I. “Supportive measures” means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minn. Stat. § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.

J. “Title IX Personnel” means any person who addresses, works on, or assists with the school district’s response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:

1. “Title IX Coordinator” means an employee of the school district that coordinates the school district’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering the grievance process.
2. “Investigator” means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
3. “Decision-maker” means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker

cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.

4. “Appellate Decision-maker” means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

IV. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person’s status as a complainant, respondent, or witness.

C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, or FERPA's regulations, and State law under Minn. Stat. § 13.32 34 C.F.R. Part 99, or as required by law, or to carry out the purposes of 34 C.F.R. Part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the school district.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the school district.

5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

III.V. ~~GRIEVANCE REPORTING PROCEDURES~~ REPORTING PROHIBITED CONDUCT

- A. Any student who believes ~~he or she~~ they has ve been the victim of unlawful sex discrimination or sexual harassment, ~~by a teacher, administrator or other school district personnel~~, or any person (including the parent of a student) with actual knowledge ~~or belief~~ of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts ~~immediately as soon as possible to the Title IX Coordinator.~~ an appropriate school district official designated by this policy or may file a grievance. ~~The school district encourages the reporting party or complainant to use the report form available from the principal/supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this~~

policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.

- B. ~~Building Level Reporting. The building principal/supervisor is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any~~ employee of the adult school district personnel who has experienced, has actual knowledge of, or has witnessed ~~receives a report of~~ unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations. ~~toward a student shall inform the building principal/supervisor immediately.~~
- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the school district may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.
- ~~E. Upon receipt of a report or grievance, the principal/supervisor must immediately notify the school district human rights officer, without screening or investigating the report. The responsible person may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the responsible person to the human rights officer. If the report was given verbally, the responsible person shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the responsible person. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.~~
- ~~F. The School Board hereby designates the Director of Human Resources, 4855 Bloom Avenue, White Bear Lake, 651-407-7550, as the school district human rights officer to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves the human rights officer, the complaint shall be filed directly with the superintendent.~~
- E. ~~The school district shall conspicuously post the names of the Title IX coordinator and human rights officer, including office address and telephone numbers and work e-mail addresses.~~

- F. ~~Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.~~
- G. ~~Use of formal reporting forms is not mandatory.~~
- H. ~~The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible; consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.~~

IV.VI. INVESTIGATION INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
 - 1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
 - 2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;

3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
6. A copy of this policy.

VII. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
 - a. The school district undertakes an individualized safety and risk analysis;
 - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
 - c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of

1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

VIII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A.** At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.
- B.** The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C.** The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D.** The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E.** At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

IX. DISMISSAL OF A FORMAL COMPLAINT

- A.** Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
 - 1.** Would not meet the definition of sexual harassment, even if proven;
 - 2.** Did not occur in the school district's education program or activity; or
 - 3.** Did not occur against a person in the United States.
- B.** The school district may, in its discretion, dismiss a formal complaint or allegations therein if:

1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein.
 2. The respondent is no longer enrolled or employed by the school district; or
 3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

X. INVESTIGATION OF A FORMAL COMPLAINT

- A. If a formal complaint is received by the school district, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility

determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

XI. DETERMINATION REGARDING RESPONSIBILITY

- A.** After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B.** The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C.** The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D.** When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
 - 1.** Identification of the allegations potentially constituting sexual harassment;
 - 2.** A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 - 3.** Findings of fact supporting the determination;
 - 4.** Conclusions regarding the application of the school district's code of conduct to the facts;
 - 5.** A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
 - 6.** The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.

- E.** In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
- F.** The written determination of responsibility must be provided to the parties simultaneously.
- G.** The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H.** The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XII. APPEALS

- A.** The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:

 - 1.** A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
 - 2.** New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - 3.** The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B.** If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C.** After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D.** The written decision describing the result of the appeal must be provided simultaneously to the parties.

E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

- ~~A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.~~
- ~~B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and review of documents deemed pertinent by the investigator.~~
- ~~C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.~~
- ~~D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.~~
- ~~E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.~~

~~V. SCHOOL DISTRICT ACTION~~

- ~~A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.~~
- ~~B. The result of the school district's investigation of each complaint filed under these procedures will be reported to the complainant by the school district in accordance with state and federal law regarding data or records privacy.~~

VI. XIII. REPRISAL RETALIATION PROHIBITED

- A.** Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies. ~~The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.~~
- B.** Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C.** Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIV. TRAINING

- A.** The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
1. The Title IX definition of sexual harassment;
 2. The scope of the school district's education program or activity;
 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;

4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

~~VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES.~~

~~These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.~~

~~VIII.~~XV. DISSEMINATION OF POLICY**~~AND EVALUATION~~**

- A. This policy shall be made available to all students, parents/guardians of students, school district employees, and employee unions. ~~publicly on the district website.~~
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:
1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
 2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;

3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

~~B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.~~

XVI. RECORDKEEPING

A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:

1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.

B. The school district must also maintain for a period of seven calendar years records of:

1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
2. Any appeal and the result therefrom;

3. Any informal resolution and the result therefrom; and

4. All materials used to train Title IX Personnel.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; sex discrimination)
Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing regulations of Title IX)
20 U.S.C § 1400, et seq. (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101, et seq. (Americans with Disabilities Act of 1990, as amended)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 et seq. (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))

Cross Reference: WBLASB Policy 102 (Equal Educational Opportunity)
WBLASB Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
WBLASB Policy 528 (Student Parental, Family, and marital Status Nondiscrimination)

AGENDA ITEM: **Policy 901, Community Education**

MEETING DATE: **March 1, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Tim Maurer, Director of Community Services**

BACKGROUND:

School Board Policy 901, Community Education, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in section II.

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the April 12, 2021 School Board meeting agenda or a subsequent meeting for action.

Adopted: October 9, 1995
Revised: February 8, 2016
Revised: April 10, 2017

*White Bear Lake Area
School District #624 Policy 901*

901 COMMUNITY EDUCATION

I. PURPOSE

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

II. GENERAL STATEMENT OF POLICY

The **School Board** ~~school-board~~ affirms a strong commitment to the Community Services and Recreation Department's community education program. In addition, the **School Board** ~~school-board~~ welcomes, and strongly encourages use of district buildings and grounds by the community when they are not being used **for** district activities or programs. The school administration will strive to accomplish the following objectives in relation to community education services, programs, and facilities/grounds:

- A. Maximum use should be made of district facilities and grounds.
- B. Educational needs and interest of area residents will be evaluated periodically.
- C. District and available community resources and the expertise of residents should be utilized to develop vibrant, well-rounded community education programming.
- D. Area residents should be encouraged to actively participate in program opportunities.

III. COMMUNITY SERVICES ADVISORY COUNCIL

- A. A Community Services Advisory Council shall assist in promoting the goals and objectives of the program.
- B. The membership of the Community Services Advisory Council shall represent a cross section of the community.
- C. Bylaws of the Council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings and such other matters as deemed necessary and appropriate.
- D. On an annual basis, the council shall review and recommend approval of the community Services and Recreation budget for presentation to the School Board.

Legal References: Minn. Stat. § 124D.19 (Community Education Programs; Advisory Council)

Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)
Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

Cross References: WBLASB Policy 902 (Use of School District Facilities and Equipment)

AGENDA ITEM: **Policy 903, Visitors to School District Property and Facilities; Policy 903, Addendum A; and Policy 903, Procedures**

MEETING DATE: **March 1, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Tim Maurer, Director of Community Services;**
Lisa Ouren, Director of Student Support Services;
Tim Wald, Assistant Superintendent of Finance and Operations

BACKGROUND:

School Board Policy 903, Visitors to School District Property and Facilities, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in sections V, VI, and VII. The changes to the addendum are in sections I, and II. The changes to the procedures are in the 4th paragraph.

The purpose of this policy is to establish rules and procedures governing visits to District property and District facilities.

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the April 12, 2021 School Board meeting agenda or a subsequent meeting for action.

Adopted: April 28, 1997
Revised: December 10, 2001
Revised: August 25, 2003
Revised: April 9, 2012
Revised: December 10, 2018

*White Bear Lake Area
School District #624 Policy 903*
Revised: June 10, 2017
Revised:

903 VISITORS TO SCHOOL DISTRICT PROPERTY AND FACILITIES

I. PURPOSE

The purpose of this policy is to establish rules and procedures governing visits to District property and District facilities.

II. GENERAL STATEMENT OF POLICY

The School Board encourages interest on the part of parents and community members in the District's programs and activities. The School Board recognizes that reasonable restrictions must be placed on visits to District facilities in order to maintain an environment that is safe and conducive to learning and working.

III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

IV. DEFINITIONS

- A. "Central administrator" means the superintendent and any director with district-wide responsibilities.
- B. "District facility" means any building that is owned, leased, or operated by the District.
- C. "District property" means any real property that is owned, leased, or operated by the District, including, but not limited to, athletic stadiums and athletic fields.
- D. "Parent" means a biological parent, adoptive parent, legal guardian, or conservator.

- E. “School building” means any District facility where a program of education is offered to preschool, elementary school, middle school, high school, and alternative/transition school students.
- F. “Visitor” means any person who enters a district facility during the regular school year during scheduled school hours, except for the following: enrolled students who are in the facility to attend school, to participate in a school-sponsored event or activity, or to attend a meeting of a student-initiated, non-curriculum related group that is recognized by the District; employees who are assigned to work at the facility; volunteers who have been assigned to be in the facility at the time of the visit; and central administrators.

V. PROCEDURES

- A. **Visitor Procedures.** All visitors must comply with the following procedures when entering a District facility, unless they are attending an event or activity that is open to the public, such as parent-teacher conferences, a School Board meeting, or an athletic contest:
 - 1. Immediately upon entering a District facility, all visitors must report to the administrative office or reception desk. Signage indicating this reporting requirement must be prominently displayed on or near all unlocked doors to the facility.
 - 2. Upon reporting to the administrative office or reception desk, all visitors must provide information including ~~and~~ but not limited to: names, identification, purpose of their visit, time of their arrival, and location of the building in which the visit will occur.
 - 3. A central administrator or building principal may impose additional restrictions on any parent who has caused or may cause a disruption in a District facility or who has negatively impacted the school day and/or the educational setting.
 - 4. A central administrator, the building principal, an assistant principal, or a designee will follow this policy in determining whether or not permission will be granted for a visit to a school building. A central administrator will follow this policy in determining whether or not permission will be granted for a visit to a District facility that is not a school building.
 - 5. If permission for a visit is granted, the visitor will be given a visitor’s identification badge /label stating the visitor’s name and the location in the building where the visit will occur.
 - 6. All visitors must wear the issued visitor identification badge /label in a conspicuous location at all times while in a District facility.

7. If a District employee sees a visitor in a school building without a visitor's identification badge/label, the employee must either escort the visitor to the administrative office or immediately notify the administrative office of the presence of the visitor.
8. Upon completing a visit, a visitor must return to the administrative office or reception desk, return ~~the~~ any reusable visitor's identification badge issued to the visitor, sign ~~his/her~~ their name on the same form that was signed upon entering the building, and state the time of ~~his/her~~ their departure.

B. Visits to Classrooms. Subject to the requirements of this policy, parents may observe their child in the classroom for up to two hours on two occasions per school year.

1. Parents who wish to observe their child in the classroom during the regular school day must schedule the visit at least three (3) school days in advance with the building principal.
2. A central administrator or building principal may consider the allowance of additional time beyond two visits if ~~he or she~~ they deems ~~it~~ appropriate.
3. A central administrator, building principal, assistant principal, or designee may reschedule or terminate any visit in the event of an emergency or unforeseen circumstance.

C. Parent Procedures for Communicating with Children. The District recognizes that under limited circumstances parents may occasionally need to communicate with their children during the school day. When this need arises, parents must follow one of the following procedures:

1. Parents may call the office and ask to speak with their child. School staff will then locate the child and instruct the child to come to the office to speak with the parent by telephone. This may occur by making an announcement over the school's intercom system. Students generally will not be permitted to place or receive a call from a classroom.
2. Parents may enter the administrative office of a school building and ask the office staff to call their child to the office. Parents may not go directly to a classroom or to any other location in a District facility without complying with the Visitor Procedures stated in this policy.

D. Administrative Procedures in Response to Inappropriate Conduct. Central administrators, building principals, assistant principals, and designees are encouraged to take the following steps when a visitor violates this policy or engages in any other inappropriate conduct:

1. Notify the offending visitor that his or her conduct is inappropriate.

2. Notify the offending visitor that if the conduct does not cease immediately, the visitor will be required to leave the building.
3. Notify the offending visitor that he or she is required to immediately leave the building.
4. Contact law enforcement.
5. Document the incident.
6. Take other action that the central administrator, building principal, assistant principal, or designee reasonably deems to be prudent or necessary in order to:
 - a. protect the safety of students, staff, or school property
 - b. maintain an environment that is conducive to learning and working
 - c. maintain an environment that is free from all forms of abusive and disruptive conduct
7. Any step or steps of this procedure may be skipped or addressed at a later time if the central administrator, building principal, assistant principal, or designee determines, in the exercise of ~~their~~^{his or her} professional judgment, that immediate removal of the offending visitor is in the best interests of the students or the staff.

VI. RULES OF CONDUCT FOR VISITORS

- A. **Required Conduct.** All visitors must demonstrate respect and civility when interacting with other individuals during a visit. In addition, all visitors must immediately comply with any and all lawful directives given by a District employee, including a directive to leave the building.
- B. **Prohibited Conduct.** Visitors must not do any of the following during a visit:
 1. Violate any law;
 2. Violate any District or school policy, regulation, rule, or procedure;
 3. Make any threat or engage in any threatening or intimidating behavior;
 4. Engage in any conduct that is designed to intimidate another person or that could reasonably be perceived as being designed to intimidate another person;
 5. Demonstrate hostility toward another person;

6. Engage in conduct that is objectively rude;
7. Use any obscene or foul language;
8. Make or participate in making any personal attacks against another person;
9. Make or participate in making any objectively disrespectful, demeaning, disparaging, or insulting comments or statements about or to another person;
10. Make unwelcome physical contact with any person other than their own child, unless the physical contact is part of the normal greeting process, such as a handshake, or is reasonably necessary to prevent imminent harm to another person or serious harm to property;
11. Photograph, film, or otherwise create an audio or video record of any students, employees, or volunteers of the District, unless the visitor is on District property or in a limited part of a District facility to attend an event or activity that is open to the public, such as a School Board meeting or an athletic contest;
12. Enter onto school property while impaired from the use of alcohol or any other chemical;
13. Create or participate in creating a disruption to the learning or working environment. Examples of disruptive behavior include, but are not limited to, using a raised voice with shouting or yelling; swearing; talking with a teacher, classroom aide, or a student while observing in a classroom; using or allowing an electronic device to create ~~make~~ noise or visual distractions or to make audio or video recordings in the classroom; and engaging in other conduct that interrupts a lesson while observing in a classroom.

VII. GROUNDS FOR DENYING A REQUEST TO VISIT

A. Parent Visits for Purpose Other than Classroom Observation. A central administrator, a building principal, an assistant principal, or a designee may deny permission for a parent to visit any part of a District facility if the central administrator, the principal, the assistant principal, or the designee determines that:

1. The parent has refused or failed to comply with any part of this policy;
2. The parent violated any rule or procedure of this policy while visiting a District facility on a prior occasion during the school year;
3. The requested date or time for the visit is educationally inappropriate or inconvenient;

4. The parent has created a disruption during a prior visit and is likely to create a disruption if permitted to visit again;
5. The parent's presence in the District facility is not in the best interests of student or staff;
6. The parent presents a risk of harm to other persons, including but not limited to students, staff members, other parents or community members, or to District property;
7. The parent's parental rights have been terminated or the parent does not have physical or legal custody or visitation rights during the school day or the period of time when the parent wants to visit the District facility; or
8. The parent's actions or words suggest that the parent is impaired from using alcohol or another chemical.

B. Classroom Observations by Parent. A central administrator, the building principal, an assistant principal, or a designee may deny a parent's request to observe ~~his or her~~ **their** child in the classroom, or may revoke permission for such a visit, if the central administrator, principal, assistant principal, or designee determines that:

1. Any of the reasons for denying a visit in Section V(A) of this policy have been met;
2. The parent has failed or refused to schedule the classroom observation in advance;
3. The parent observed in the classroom on a prior occasion during the school year and created a disruption;
4. The requested date or time for the observation is educationally inappropriate or inconvenient, such as when a test is being administered, when a substitute teacher or guest speaker is present, or when students are attending an assembly or going on a field trip;
5. The parent has already observed the child in the classroom on two occasions during the school year;
6. The parent's presence in the classroom is not in the best interests of the other persons, including but not limited to students, staff members, other parents or community members.

C. Classroom Observations by an Independent Examiner. If the parent of a special education student requests an independent educational evaluation (IEE) or hires an independent examiner to evaluate a child, and the parent requests that the

independent examiner be permitted to observe the child in the classroom, the District will allow the independent examiner to visit and observe the student in the classroom to the extent permitted by law, provided that the independent examiner complies with all provisions of this policy and does not create a disruption. The District may assign a staff member to accompany an independent examiner during all observations. An independent examiner may not interview any students at school or any District employees without prior written permission from the District. A District representative will be present during any interviews.

- D. Parent's Right to Appeal.** If a parent believes that a request to visit a District facility has been improperly denied, the parent may submit a written appeal to the Superintendent. The decision of the Superintendent, or a designee of the Superintendent, is final.
- E. Visits by Third Parties.** A central administrator, a building principal, an assistant principal, or a designee may, as ~~he or she~~ **they** sees fit, deny a visitor's request to visit any part of a District facility if the visitor is not a parent of a child who attends school in the facility.

VIII. PARKING

During school hours, visitors must park their vehicles in spaces designated for visitors. Vehicles that are parked in unauthorized spaces may be towed to a different location at the vehicle owner's expense.

VIV. PENALTIES

Permission to be in a District facility is conditioned upon compliance with this policy.

Pursuant to Minnesota Statutes section 609.605, subdivision 4, any person who violates this policy may be found guilty of a misdemeanor. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner and for a reasonable period of time pending the arrival of a law enforcement officer. In addition to imposing other consequences specified in this policy, a central administrator, building principal, or assistant principal may issue an order prohibiting a person from entering onto school property.

Legal References: Minn. Stat. § 123B.02 (General Powers of School Districts)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Program)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespass to School Property)

Cross References:

Adopted: November 19, 1973

Revised: October 24, 1994

Revised: October 9, 1995

Revised: June 10, 2017

Revised: December 10, 2018

*White Bear Lake Area
School District #624 Policy 903
Addendum A*

Revised:

Administrative Guidelines For Visitors To School Buildings And Sites

These guidelines are intended to assist in the implementation of School District #624 Policy 903, Visitors to School District Buildings and Sites.

I. VISITOR ACCOMMODATIONS AND LIMITATIONS

- A. Parents, citizens, alumni and other adult visitors are welcome and encouraged to visit the White Bear Lake Area Schools; however, the school district reserves the right to decline or withdraw permission for parents, citizens, alumni and other adult visitors to visit district schools if deemed necessary to ensure the physical or emotional safety of students and staff of the district or to prevent the disruption of the district's educational programs. These rules are in effect for all school activities, functions and meetings.
- B. Visitors must, upon entering any school building, first come to the administrative office so that they may be directed to the teacher, student or class they wish to see.
- C. Parents wishing a conference with a teacher should not expect to interrupt the teacher's class, **but** rather must telephone the school in order to arrange for such an appointment in advance. In the event of an emergency requiring that parents have immediate access to their student, parents may either call or go to the office to:
 - 1. Explain the circumstances of the emergency; and
 - 2. Request that their student be called to the office to meet with them and/or talk with them on the telephone, if doing so does not disrupt the educational program.

II. EXPECTATIONS OF VISITOR CONDUCT

- A. Certain conduct including but not limited to those listed below, occurring in person or via email, text, voice message, or other are unacceptable and will not be tolerated.
 - 1. Inappropriately raised voices, shouting or yelling;

2. Obscene or foul language;
 3. Insulting a staff member's intelligence, judgment or professionalism;
 4. Threats, intimations or suggestions of violence or other intimidating types of behavior; and
 5. Unpermitted and unwelcome touching of any nature, regardless of the degree of force used.
- B. In the event that any such conduct occurs, the following steps may be taken:
1. The visitor will be informed that the conduct violates district policy and a copy of this policy will be given to the visitor.
 2. The visitor will be told that if the behavior continues, the discussion will be terminated.
 3. The visitor will be told that a memorandum of the incident will be prepared and maintained in the district's files.
 4. The incident will promptly be reported to the building administration and the superintendent.
 5. The building principal will write a letter to the visitor that includes a summary of the incident and, if deemed appropriate, specific restrictions on future visits.
 6. If deemed appropriate, an administrator or principal will advise the visitor(s) that ~~he/she~~ they are prohibited from school property for a period of up to six months from the date of notice and that violation of the directive will result in a report to the police pursuant to state statute. In addition, the person may be issued a trespass notice.
- C. In the event that the visitor is prohibited from coming onto school property, arrangements will be made to conduct statutorily required meetings, such as IEP team meetings, at either another district facility or at a public meeting place.

III. STAFF EXPECTATIONS

- A. In applying this policy, staff members must always be aware that there is an important distinction between declining to be treated in an unacceptable or disrespectful manner and, on the other hand, refusing to carry out a legitimate request for information or assistance. The former is not a reason for the latter. Timelines ~~are~~ created by a statute or a district policy for making a response to an

otherwise legitimate request must be observed even while the issue of unacceptable or disrespectful conduct is being addressed.

IV. COMMUNICATIONS

- A. It is expected that Board Policy 903 and these administrative guidelines will be broadly communicated via district and building publications and the district web page.

Adopted: December 10, 2018
Revised:

*White Bear Lake Area
School District #624 Policy 903
Procedures*

POLICY 903: INDEPENDENT DISTRICT 624 VISITOR PROCEDURES

School is one of the safest places for students. This is because they are surrounded by caring and capable adults, as well as being involved in comforting, established routines. A safe school environment is essential for learning and is one of the highest priorities for White Bear Lake Area Schools. For the security of our students and staff and the safety of our visitors, a uniform District Visitor Policy, 903, has been implemented.

Visitors to District #624 will be asked to produce proof of identification. Visitors will follow the building procedures when entering any district building.

Visitors will be signed in by a staff member and will be issued visitor identification, which must be visible at all times. During events that are open to the public, exceptions and modifications to these procedures may be posted.

When leaving, visitors must return any reusable~~their~~ badge issued to them. The time of departure will be recorded. This is a very important step, because in the event of an emergency evacuation, such as a fire drill, we will be using the visitor log to make sure that all visitors are accounted for and have exited safely.

Parents/guardians are welcome to observe their children in the classroom setting. One of the best ways to understand a child's classroom program is through direct observation. Parents/guardians should make an appointment for an appropriate time to visit as per Policy 903. Classes may be involved in an assembly, special event or testing if a parent/guardian arrives without notice.

Members of the media who visit the schools must produce identification upon entering the building as a visitor and must provide media credentials when covering school-related activities, including but not limited to classroom visits, assemblies, sporting events and extracurricular event coverage. Media credentials must be visible at all times when covering school-related stories.

While some of these measures may create anxiety, inconvenience or delays, they are necessary steps to provide the safest and most secure learning environment possible.

We hope that, by following these basic procedures, our schools will be safer for our guests, our staff, and especially for our students.

Thank you for being our partners in this important effort.

AGENDA ITEM: **Policy 905, Advertising**

MEETING DATE: **March 1, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Tim Maurer, Director of Community Services;**
Tim Wald, Assistant Superintendent for
Finance and Operations;
Marisa Vette, Director of Communications
and Community Relations

BACKGROUND:

School Board Policy 905, Advertising, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in section III.

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the April 12, 2021 School Board meeting agenda or a subsequent meeting for action.

905 ADVERTISING

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

II. GENERAL STATEMENT OF POLICY

The school district's policy is that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

III. ADVERTISING GUIDELINES

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising for alcohol, tobacco, electronic cigarettes, drugs, drug paraphernalia, weapons, or pornographic or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectiveness of the school district or inappropriate for inclusion in the publication. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, gender, disability, ethnic, racial, and religious harassment.
- B. The district may approve advertising in school district facilities or on school district property. ~~Any approval will state precisely where such advertising may be placed.~~ The restrictions listed in Section A above will apply. ~~Advertising will not be allowed outside the specific area approved by the School Board.~~ Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.
- C. Donations that include or carry advertisements must be approved by the superintendent or designee.
- D. The school district or a school may acknowledge a donation it has received from an organization by displaying a "donated by", "sponsored in part by", or a similar

by-line with the organization's name and/or symbol on the item. Examples include activity programs or yearbooks.

- E. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the superintendent or designee. Advertising will be limited to the specific event or purpose approved by the superintendent or designee.
- F. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, organization, or activity.

IV. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS.

Legal References: Minn. Stat. § 123B.93 (Advertising on School Buses)
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

Cross References: WBLASB Policy 421 (Gifts to Employees and School Board Members)
WBLASB Policy 702 (Accounting)

AGENDA ITEM: **Policy 906, Community Notification of
Predatory Offenders**

MEETING DATE: **March 1, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Tim Maurer, Director of Community Services**

BACKGROUND:

School Board Policy 906, Community Notification of Predatory Offenders, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in section IV, the Legal References and the Cross References.

The purpose of this policy is to assist school administrators and staff members in responding to a notification by a law enforcement agency that a convicted predatory offender is moving into the school district so that they may better protect individuals in the school's care while they are on or near the school district premises or under the control of the school district.

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the April 12, 2021 School Board meeting agenda or a subsequent meeting for action.

906 COMMUNITY NOTIFICATION OF PREDATORY OFFENDERS

I. PURPOSE

The purpose of this policy is to assist school administrators and staff members in responding to a notification by a law enforcement agency that a convicted predatory offender is moving into the school district so that they may better protect individuals in the school's care while they are on or near the school district premises or under the control of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide information to staff regarding known predatory offenders that are moving into the school district so that they may monitor school premises for the safety of the school, its students, and employees. Staff will be notified and have access to Offender Fact Sheets as appropriate.
- B. The superintendent, in cooperation with appropriate school transportation officials, will evaluate bus routes and bus stops. Bus drivers will have access to Offender Fact Sheets. If necessary, bus stops may be moved if they place children in close proximity to a predatory offender who has been convicted of crimes against children of similar ages.
- C. The superintendent, in conjunction with the building principal or designee, shall prepare or provide safety information for distribution to students regarding protecting themselves from abuse, abduction, or exploitation. The school district will prepare a list of available resources. Staff will provide safety information to students on how to protect themselves against abuse, abduction, or exploitation. School officials may ask their police liaison officer or local law enforcement officials for assistance in providing instruction to staff and students.

III. DEFINITIONS

- A. "Criminal history conviction data" is public data on a convicted criminal which is compiled by the State Bureau of Criminal Apprehension (BCA). (Minn. Stat. § 13.87)
- B. "Law enforcement agency" means the law enforcement agency having primary jurisdiction over the location where the offender expects to reside upon release. (Minn. Stat. § 244.052, Subd. 1(3))

C. “Notification or Disclosure by Law Enforcement Agency”

1. Risk Level I – The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses to the offense committed by the offender. There will be no disclosure to school districts.
2. Risk Level II – In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter that the offender is about to move into the community and provide to those agencies and groups an Offender Fact Sheet on the offender. School districts, private schools, day care centers, and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.
3. Risk Level III – In most cases, the local law enforcement agencies will hold a public community meeting and distribute an Offender Fact Sheet with information concerning and a photograph of the soon-to-be-released Level III offender.

(Minn. Stat. § 244.052, Subd. 4)

D. “Offender Fact Sheet” is a data sheet compiled by the Department of Corrections or local law enforcement agency. The Offender Fact Sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender’s residence.

1. A local law enforcement agency will generally provide Offender Fact Sheets for Level II predatory offenders directly to the school district.
2. Level III Offender Fact Sheets will be distributed at a public community meeting conducted by the local law enforcement agency.

E. “Risk Level Assessment” is the level of danger to the community as established by the Minnesota Department of Corrections following a review by a committee of experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification. (Minn. Stat. § 244.052, Subds. 2, 3)

F. “Risk Levels”

1. “Level I” – Risk Level I is assigned to a predatory offender whose risk assessment score indicates a low risk of reoffense.
2. “Level II” – Risk Level II is assigned to a predatory offender whose risk assessment score indicates a moderate risk of reoffense.

3. “Level III” – Risk Level III is assigned to a predatory offender whose risk assessment score indicates a high risk of reoffense.

(Minn. Stat. § 244.052, Subd. 3(e))

- G. The “Sex Offender Community Notification Act,” Minn. Stat. § 244.052, as amended, allows law enforcement agencies to disclose information about certain predatory offenders when they are released into the community. The information disclosed and to whom it is disclosed will depend upon their assessment of the level of risk posed by the predatory offender.

IV. PROCEDURES

A. Level II Notification

In keeping with the statutorily designated purpose that Offender Fact Sheets are to be used by staff members to secure the school and protect individuals in the school district’s care while they are on or near the school district’s premises or under the control of the school district, the school district will take the following steps:

1. The superintendent shall notify the law enforcement agencies within the school district that all appropriate Level II and Level III notifications are to be provided at least to the superintendent of schools.
2. Upon notification of the release of a Level II predatory offender, the superintendent shall forward the Offender Fact Sheet to all building principals and District Center administrators. This would include transportation, food service, **and** buildings and grounds supervisors, **and Community Services & Recreation.**
3. Principals of schools in close proximity to the Level II predatory offender’s residence shall meet with staff and show the Offender Fact Sheet to persons within the buildings who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This includes, but is not limited to, administrators, teachers, coaches, paraprofessionals, custodians, clerical and office workers, food service workers, **school-age care workers**, volunteers, and transportation providers.
4. The school district shall request criminal history conviction data on the Level II predatory offender from the Minnesota Bureau of Criminal Apprehension. On a case-by-case basis, the superintendent may determine whether to send a letter to parents with general information regarding release of the Level II offender and a copy of the criminal history conviction data that the school district obtained from the BCA. The

offender fact sheet contains data classified as private or not public under Minnesota law and may only be distributed to parents, students, or others outside the school district if it determines the release is for the purpose of securing the schools and protecting individuals under the school district's care while they are on or near school premises.

5. The building administrator shall cause the Offender Fact Sheet to be posted in each building in an area accessible to staff and employees but not the general public unless a determination has been made that public posting will help secure the school or protect students.
6. The school district shall not distribute or provide access to Level II Offender Fact Sheets to parents, students, or others outside the school district unless a determination has been made that dissemination of the data will help secure the school or protect students.

B. Level III Notification

1. The superintendent shall notify the law enforcement agencies within the school district that all Level III notifications of public community meetings are to be provided to the superintendent of schools.
2. When a Level III predatory offender is released into a community, generally the local law enforcement agency will notify the school district of the time and location of the public community meeting at which the Level III Offender Fact Sheet will be distributed to the community.
3. When the school district receives this information, the superintendent shall determine on a case-by-case basis whether the school district will notify parents and students of the time, date, and location of the public community meeting.
4. When notified of a Level III predatory offender public community meeting the superintendent or another school district administrator designated by the superintendent shall attend the community notification meeting.
5. When the school district receives information that a Level III predatory offender is moving into the school district, in addition to following the procedures specified above, the school district shall follow the procedures outlined for a Level II notification.
6. If the predatory offender is participating in programs offered by the school district that require or allow the person to interact with children other than the person's children, the superintendent shall notify parents of children in the school district of the contents of the Offender Fact Sheet.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 244.052 (Community Notification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § ~~14071~~ 16901 et seq. (Jacob Wetterling Crimes Against
Children and Sexually Violent Offender Registration Program)
Dept. of Admin. Advisory Op. No. 98-004

Cross References: WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical
or Sexual Abuse)
WBLASB Policy 415 (Mandated Reporting of Maltreatment of
Vulnerable Adults)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
WBLASB Policy 903 (Visitors to School District Buildings Property and
Facilities)

AGENDA ITEM: **Policy 910, Awarding of Honorary Diploma**
MEETING DATE: **March 1, 2021**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Tim Maurer, Director of Community Services**

BACKGROUND:

School Board Policy 910, Awarding of Honorary Diploma, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in section II.

The purpose of this policy is to provide guidelines for the awarding of honorary diplomas.

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the April 12, 2021 School Board meeting agenda or a subsequent meeting for action.

Adopted: November 10, 2008
Revised: February 8, 2016
Revised:

White Bear Lake Area
School District #624 Policy 910

910 AWARDING OF HONORARY DIPLOMA

I. PURPOSE

The purpose of this policy is to provide guidelines for the awarding of honorary diplomas.

II. GENERAL STATEMENT OF POLICY

In the interest of recognizing individuals who have attended the White Bear Lake Area Public Schools or those schools which subsequently were made part of the White Bear Lake Public Schools, the School Board may, by ~~majority vote~~ **approval** of the Board at a regularly scheduled meeting, honor such individuals by the designation of an honorary diploma.

III. DEFINITION

An honorary diploma shall be a recognition bestowed upon an individual consistent with the criteria in this policy. An honorary diploma shall not be a substitute for a regular diploma, nor shall it carry with it the meaning of a White Bear Lake Area Schools diploma as specified in Policy 613, Graduation Requirements.

IV. LEGAL AUTHORITY FOR GRANTING AN HONORARY DIPLOMA

The authority to grant an honorary diploma shall be consistent with the applied powers granted by Minnesota State Statutes, and as described in Policy 201, Legal Status of the School Board.

V. CRITERIA FOR AWARDING AN HONORARY DIPLOMA

The School Board may, at its discretion, award an honorary diploma to an individual who meets all of the following criteria.

- A. Attendance at a White Bear Lake Area Schools elementary or secondary school, or a school which subsequently was made a part of the school district, but did not graduate from a White Bear Lake High School; and
- B. Demonstrated lifelong exemplary service to the community, state, or nation; and
- C. Demonstrates through this lifelong service character consistent with the School District's mission statement and core values.

Cross References: WBLASB Policy 201 (Legal Status of the School Board)
 WBLASB Policy 613 (Graduation Requirements)

E. OPERATIONAL ITEMS

AGENDA ITEM: **Action on American Indian Parent Advisory Committee Resolution of Concurrence**

MEETING DATE: **March 1, 2021**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Marcellus Davis, Director of Equity and Engagement;**
Jordan Zickerman, Cultural Liaison

BACKGROUND:

In compliance with Minnesota State Statute [124D.78](#), all districts with an Indian Education Program must submit a Resolution of Concurrence to the School Board from the American Indian Parent Advisory Committee (AIPAC). This annual resolution acts on behalf of the AIPAC as attestation of the School Board's and the School District's intentional commitment to meeting the needs of American Indian students and families from year to year.

Jordan Zickermann, American Indian Cultural Liaison; Mr. Andrew Adams III, Chair of the AIPAC; and Marcellus Davis, Director of Equity and Engagement will present an update to the School Board with the 2020-2021 Resolution Vote of Concurrence determined at the February 9, 2021 AIPAC meeting.

RECOMMENDED ACTION:

Accept the resolution vote of concurrence as recommended by AIPAC.

Annual Compliance Overview

[Minnesota Statutes, section 124D.78](#) requires Minnesota districts, charters, and tribal schools with 10 or more American Indian students to have an American Indian Parent Advisory Committee (AIPAC). Specifically, the statute cites that school boards and American Indian schools must provide for the maximum involvement of parents and children enrolled in education programs, programs for elementary and secondary grades, special education programs, and support services.

To be compliant with this statutory requirement, districts, charters, and tribal schools are required to submit annual compliance documents to the Office of American Indian Education (OAIE) by March 1 of each year. Also known as the vote of concurrence or nonconcurrence, annual compliance is a valuable opportunity for American Indian Parent Advisory Committee members to meet and discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students.

The Vote and Resolution

If the AIPAC finds that the district and/or school board have been meeting the needs of American Indian students, they issue a vote and resolution of concurrence. If they find that the district and/or school board have not been meeting the needs of American Indian students, they issue a vote and resolution of nonconcurrence. This vote is formally reflected on the annual compliance documents. Members of the AIPAC must present the vote and resolution to the school board.

If the vote is one of nonconcurrence, the AIPAC must provide written recommendations for improvement to the school board at the time of the presentation. The school board then has 60 days in which to respond in writing to the AIPAC recommendations. A copy of this written response must be provided to the OAIE.

Completing and Submitting the Documents

The following items are required when submitting annual compliance:

- ✓ The annual compliance/vote of concurrence or nonconcurrence document
- ✓ The AIPAC resolution document
- ✓ The AIPAC roster and district employee sign-in sheet (available to download on the OAIE webpage)

All items are fillable PDF forms. When completing, remember to:

- Include the district or school name and identifying number.
- Place a check mark next to the applicable vote.
- Include all dates as indicated.
- Add all signatures as required. **Digital signatures are accepted.*
- Use the drop-down menu in the roster to select the appropriate committee member options.

The District or School Does Not Have an AIPAC:

Districts or schools that do not have an AIPAC are still required to complete this paperwork.

- Place a check mark next to “Does Not Have an AIPAC”.
- Obtain the signature of the superintendent or charter/tribal school director and the school board chair. The resolution page is not required.

Submission Deadline:

Email all three required items **by March 1** to: mde.indian-education@state.mn.us

Annual Compliance/Vote of Concurrence or Nonconcurrence

District, Charter, or Tribal School Name: _____

The American Indian Parent Advisory Committee Vote

_____ *The AIPAC Issued a Vote of Concurrence*

Date of Concurrent Vote: _____

Date the AIPAC presented to the school board: _____

_____ *The AIPAC Issued a Vote of Nonconcurrence*

A vote of nonconcurrence requires the AIPAC to provide specific written recommendations for improvement to the school board. The school board is required to respond in writing to each recommendation within 60 days of the recommendations being put forth. The school board must provide this written response to both the AIPAC and to the Office of Indian Education.

Date of Nonconcurrent vote: _____

Date the AIPAC presented to the school board: _____

Date the written response from the school board is due: _____

_____ *The District/School Does Not Have an AIPAC*

The district has not yet formed an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes, section 124D.78. By signing below, the district/school leadership commits to working with the Office of American Indian Education on committee formation.

Required signatures

**Digital signatures are accepted*

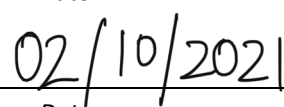
School Board Chairperson

Date

Superintendent or Charter/Tribal School Director

Date


AIPAC Chairperson


Date

The American Indian Parent Advisory Committee Resolution

WHEREAS, the school board or district has an AIPAC composed of parents/guardians of American Indian children who are eligible for Indian education programs, American Indian language and culture teachers and paraprofessionals, American Indian teachers, American Indian counselors, American Indian adults enrolled in educational programming, and American Indian representatives from community;

WHEREAS, the school board or district affords the AIPAC the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school(s) and program(s); and,

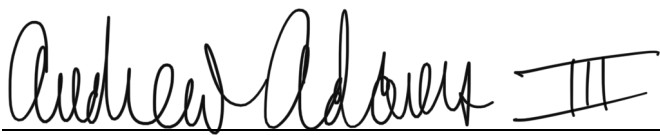
WHEREAS, the AIPAC is directly involved with and advises the school board and district staff on Indian Education program planning; and,

WHEREAS, the AIPAC develops and submits recommendations to the school board and district staff pertaining to the needs of American Indian students.

THEREFORE BE IT RESOLVED, that the AIPAC concurs that the school board and district are compliant with Minnesota Statutes, section 124D.78, and that the school board and district are meeting the needs of American Indian students.

_____ **We, the American Indian Parent Advisory Committee**, issue a **Vote of Concurrence**. We attest that the school board and/or district are compliant with Minnesota Statutes and that the school board and/or district are meeting the needs of American Indian students; **or**,

_____ **We, the American Indian Parent Advisory Committee**, issue a **Vote of Nonconcurrence**. We attest that the school board and/or district are not compliant with Minnesota Statutes and that the school board and/or district are not meeting the needs of American Indian students. We have provided written recommendations for improvements to the school board, and we acknowledge that the school board has 60 days from the receipt of these recommendations in which to respond, in writing, to each recommendation.



AIPAC Chairperson Printed Name and Signature

02/10/2021

Date

AGENDA ITEM: **Approval of 2022-23 School Year Calendar**

MEETING DATE: **March 1, 2021**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning**

BACKGROUND:

Each year, district leadership works with the School Board to discuss instructional needs that can be addressed through calendar decisions. Earlier this evening Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning, presented the 2022-23 calendar.

Additionally, in order to conduct school district activities on Indigenous Peoples Day and Veterans Day, the District must pass a resolution to authorize such action.

RECOMMENDED ACTION:

Approve the 2022-23 School Year Calendar and pass the following resolution.

RESOLUTION:

BE IT RESOLVED by the School Board of Independent School District 624 that the attached school year calendar be approved and adopted for 2021-22 and that pursuant to Minn. Stat. §645.44, Subd. 5, the School Board of Independent School District 624 has determined that Indigenous Peoples Day is not a legal holiday, and therefore, public business, including School Board and informational meetings, may be transacted on that day. Additionally, schools will be open on Veterans Day and in accordance with state statute will have at least one hour of activities in observance of Veterans Day.

AGENDA ITEM: **Policy 408, Subpoena of a School District Employee**

MEETING DATE: **March 1, 2021**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Matt Mons, Director of Human Resources, General Counsel**

BACKGROUND:

School Board Policy 408, Subpoena of a School District Employee, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in February and is being recommended for a second reading. The changes to this policy are in sections III, and IV.

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

RECOMMENDED ACTION:

Approve School Board Policy 408, Subpoena of a School District Employee, as recommended by the School Board Policy Committee and Cabinet.

Adopted: April 29, 1996
Revised: January 10, 2005
Revised: November 8, 2007

White Bear Lake Area
School District #624 Policy 408

408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent or guardian if the subject of the data is a minor.

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C.1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent or guardian of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA, Minn. Stat. Ch. 13, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The

state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

IV. APPLICATION AND PROCEDURES

- A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent or the Director of **Human Resources Personnel** that the employee has received a subpoena.
- B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.
- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable **S**chool **B**oard policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (Minnesota Rules Regarding Data Practices)
20 U.S.C. 1232g (Family Educational Rights and Privacy Act)

Cross References: WBLASB Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records-Privacy-Access to Data)

AGENDA ITEM: **Policy 413, Harassment and Violence; and
Policy 413 Form**

MEETING DATE: **March 1, 2021**

SUGGESTED DISPOSITION: **Operation Item**

CONTACT PERSON(S): **Matt Mons, Director of Human Resources,
General Counsel**

BACKGROUND:

School Board Policy 413, Harassment and Violence, and Policy 413 Form, were reviewed by the School Board Policy Committee and Cabinet, had a first reading in February and are being recommended for a second reading. The changes to this policy are in sections III, and IV. The changes to this form are in the title, and the general statement and basis of alleged harassment/violence sections.

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

RECOMMENDED ACTION:

Approve School Board Policy 413, Harassment and Violence, and Policy 413 Form, as recommended by the School Board Policy Committee and Cabinet.

Adopted: April 29, 1996
Revised: January 10, 2005
Revised: May 12, 2008
Annual Review: August 8, 2011
Annual Review: September 10, 2012
Annual Review: January 13, 2014
Annual Review: October 13, 2014
Annual Review: July 11, 2016

*White Bear Lake Area
School District #624 Policy 413*

Annual Review: March 5, 2018
Annual Review: July 15, 2019

413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

II. GENERAL STATEMENT OF POLICY

- A. The policy of Independent School District No. 624 is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The School District prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school personnel of the School District harasses, threatens to harass or attempts to harass any student, teacher, administrator or other school personnel or group of students, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression or disability as defined by this policy. (For purposes of this policy, School District personnel includes School Board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the district).
- C. A violation of this policy occurs when any student, teacher, administrator, or other school personnel of the School District inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator or other school personnel or group of students, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

- D. The School District will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence, based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive work or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications;
1. "Disability" means any condition or characteristic that renders a person disabled. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.

2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent, parents or legal guardian; or
 - b. the designee of the parent or parents or legal guardian with the written permission of the parent or parents or legal guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. School District Personnel includes **S**chool **B**oard members, school employees, agents, volunteers, contractors or other persons’ subject to the supervision and control of the district.
- G. Sexual Harassment;

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender **identity** identify or expression.

H. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:

- a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

I. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form attached and incorporated by reference to this policy as Addendum A, but oral reports shall be considered complaints as well.
- C. The building principal, principal's designee, or building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receive a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural

matters. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- E. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- F. The ~~S~~school ~~B~~board hereby designates as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves the ~~a~~ human rights officer, the complaint shall be filed directly with the superintendent.¹
- G. The school district shall conspicuously post the name of the human rights office, including mailing address and telephone number.
- H. If the superintendent is the human rights officer, an alternative individual shall be designated by the School Board. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- I. Use of formal reporting forms is not mandatory.
- J. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- K. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, take appropriate action, and ~~to~~ comply with any discovery or disclosure obligations.

- L. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- M. False accusations or reports of violence or harassment against another person are prohibited.
- N. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers,

administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy; testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence; or testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment,

or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: WBLASB Policy 102 (Equal Educational Opportunity)
WBLASB Policy 401 (Equal Employment Opportunity)
WBLASB Policy 402 (Disability Nondiscrimination Policy)
WBLASB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
WBLASB Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 514 (Bullying Prohibition Policy)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
WBLASB Policy 521 (Student Disability Nondiscrimination)
WBLASB Policy 522 (Student Sex Nondiscrimination)
WBLASB Policy 524 (Internet Acceptable Use and Safety Policy) 413-11
WBLASB 525 (Violence Prevention)
WBLASB Policy 526 (Hazing Prohibition)
WBLASB Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

INDEPENDENT SCHOOL DISTRICT NO. 624
~~RELIGIOUS, RACIAL OR SEXUAL~~ HARASSMENT AND VIOLENCE REPORT
FORM

General Statement of Policy Prohibiting Religious, Racial or Sexual Harassment

Independent School District No. 624 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, ~~gender~~, age, marital status, familial status, status with regard to public assistance, sexual orientation, **including gender identity and expression**, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence – (circle as appropriate) race \ color \ creed \ religion;
national origin \ sex \ ~~gender~~ \ age \ marital status \ familial status \ status with regard to public
assistance \ sexual orientation, **including gender identity and expression** \ disability

Name of person you believe harassed or was violent toward you or another person.

If the alleged harassment or violence was toward another person or group, identify that person or group. _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur? _____

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by _____

(Date)

AGENDA ITEM: **Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse**

MEETING DATE: **March 1, 2021**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Matt Mons, Director of Human Resources, General Counsel;**
Lisa Ouren, Director of Student Support Services

BACKGROUND:

School Board Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in February and is being recommended for a second reading. The changes to this policy are in the sections III, and IV, and in the Legal References.

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

RECOMMENDED ACTION:

Approve School Board Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse, as recommended by the School Board Policy Committee and Cabinet.

Adopted: April 29, 1996
Revised: September 9, 2002
Revised: January 10, 2005
Revised: May 12, 2008
Revised: January 11, 2010
Annual Review: September 10, 2012
Annual Review: December 9, 2013
Annual Review: December 8, 2014

*White Bear Lake Area
School District #624 Policy 414*

Revised: October 11, 2010
Revised: November 14, 2011
Annual Review: July 11, 2016
Annual Review: January 8, 2018
Annual Review: March 4, 2019

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence of an event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. is occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of the event.
- B. “Child” means a person under the age of 18, and, for purposes of Minn. Stat. Ch.260C (Child Protection) and Minn. Stat. Ch 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).

- C. “Immediately” means as soon as possible, but in no circumstance longer than 24 hours.
- D. “Mandated reporter” means any school personnel, as defined in this policy, who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Mental Injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- F. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health **care**, medical **care**, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health, when reasonably able to do so;
 3. failure to provide for necessary supervision or appropriate child care arrangements after considering factors such as the child’s age, mental ability and physical condition; the length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
 5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance;
 6. medical neglect as defined by Minn. Stat. § 260C.007, subd. ~~4~~ **6**, Clause (5);
 7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or

8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- G. "Non-maltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar non maltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat §125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18

months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

Neither physical abuse or neglect includes a non maltreatment mistake.

- J. "Report" means any communication received by the local welfare agency, police 414-4 department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.
- K. "School personnel" means professional employee or a professional's delegate of the school district who provides health, educational, social, psychological, law enforcement or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Sub. 15), or by a person in a **current or recent** position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, ~~as well as~~ sexual contact, **solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children**. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse, which includes the status of a parent or household member who has committed a violation which requires registration under Minn Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders.)
- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the building principal or appropriate administrator and the local welfare agency, police department or county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff or local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred and **that** may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a healthcare professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, including possible termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The reckless making of a false report may also result in employee discipline.

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, and/or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of any other governmental agency including the Minnesota Department of Education (MDE) and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school district, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166 subd. 1b(a-b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, subd. 4 **g**, clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. § 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. § 609.02, subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et.seq.* (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: WBLASB Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

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

MEETING DATE: **March 1, 2021**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Matt Mons, Director of Human Resources, General Counsel;**
Lisa Ouren, Director of Student Support Services

BACKGROUND:

School Board Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults, is required to be reviewed annually. It was reviewed by the School Board Policy Committee and Cabinet, had a first reading in February and is being recommended for a second reading. There are no changes recommended to this policy.

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

RECOMMENDED ACTION:

Approve School Board Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults, as recommended by the School Board Policy Committee and Cabinet.

Adopted: April 29, 1996
Revised: August 25, 2003
Revised: January 11, 2010
Annual Review: August 8, 2011
Annual Review: September 10, 2012
Annual Review: December 9, 2013
Annual Review: October 13, 2014
Annual Review: November 9, 2015
Annual Review: January 8, 2018

*White Bear Lake Area
School District #624 Policy 415*

Annual Review: March 4, 2019
Annual Review: June 8, 2020

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat § 626.5572, Subd. 2.

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

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

- H. "School Personnel" means professional employees or their delegates engaged in providing health, educational, social, psychological, law enforcement or other caretaking services of vulnerable adults.
- I. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2) ; (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or type of service received, possesses a physical or mental infirmity or other physical, mental or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individuals self from maltreatment.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point (as defined under Minn. Stat. § 626.5572) responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter, shall to the extent possible, identify the vulnerable adult; the caretaker; the nature and extent of the suspected maltreatment; any evidence of previous maltreatment; the name and address of the reporter; the time, date, and location of the incident; and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose no public data as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected neglect or abuse of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A

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

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

V. INVESTIGATION

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

VI. DISSEMINATION OF POLICY AND TRAINING

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

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

Cross References: WBLASB Policy 103 (Complaints-Students, Employees, Parents, Other Persons)

WBLASB Policy 211 (Criminal or Civil Action Against School District,
School Board Member, Employee, or Student)
WBLASB Policy 403 (Discipline Suspension and Dismissal of School
District Employees)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical
or Sexual Abuse)

AGENDA ITEM: **Policy 419, Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction**

MEETING DATE: **March 1, 2021**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Matt Mons, Director of Human Resources, General Counsel;**
Dr. Alison Gillespie, Assistant Superintendent of Teaching and Learning;
Tim Wald, Assistant Superintendent of Finance and Operations

BACKGROUND:

School Board Policy 419, Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in February and is being recommended for a second reading. The changes to this policy are in the title; sections II, III, IV, and V, VI; and the Legal References.

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

RECOMMENDED ACTION:

Approve School Board Policy 419, Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction, as recommended by the School Board Policy Committee and Cabinet.

Adopted: April 29, 1996
Revised: August 27, 2001
Revised: December 14, 2009
Revised: November 14, 2011
Revised: October 14, 2019

*White Bear Lake Area
School District #624 Policy 419*

419 TOBACCO-FREE ENVIRONMENT: POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION.

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel, or visitor to the school district or person to smoke or use tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes any other vehicles, including personal vehicles, used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

III. ~~TOBACCO AND TOBACCO-RELATED DEVICES~~ **DEFINITIONS**

- A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption ~~that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product.~~ Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery devices include any component part of a product, whether or not marketed or sold separately. Electronic delivery device ~~does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose~~ excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. “Heated tobacco product” means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- ~~BC~~ “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- ~~ED~~ “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco ~~excludes any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose~~ drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- ~~DE~~ “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors of tobacco or tobacco

products. Tobacco-related devices include components to tobacco-related devices which may be marketed or sold separately.

E. “Vaping” means using an activated electronic delivery device or heated tobacco product.

IV. EXCEPTION

- A. A violation of this policy does not occur when an American Indian or Alaskan Native adult/student lights tobacco, cedar, sweet grass and/or sage on school district property as a part of a traditional American Indian or Alaskan Native spiritual or cultural ceremony. ~~A Indian is a person who is a member of an Indian tribe as defined by Minnesota State Statute.~~
- B. A violation of this policy does not occur when an American Indian or Alaskan Native student possesses loose tobacco for personal spiritual/ceremonial purposes.
- C. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health’s school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district’s locally developed health standards.

[NOTE: In addition, school districts may choose to require (a) evidence-based vaping prevention instruction to students in grades 9 through 12; and/or (b) a peer-to-peer education program to provide vaping prevention instruction.]

VI. ENFORCEMENT

- A. All individuals including visitors on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.

- C. A violation of this policy does not occur when an American Indian or Alaskan Native student possesses loose tobacco for personal spiritual/ceremonial purposes. A violation of this policy does occur when any student is found to be using tobacco for recreational purposes.
- D. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- E. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- F. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- G. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- H. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

- A. The school district will develop a method of discussing this policy with students and employees.
- B. This policy shall appear in the student and staff handbook.
- C. Appropriate signage shall be posted throughout the district and building entrances and other highly visible locations.
- D. The school or district shall make tobacco-free reminder announcements at school events at appropriate intervals throughout the events, when possible.

Legal References: Minn. Stat. § 120B.38 (Vaping Awareness and Prevention)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Children) 2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 506 (Student Discipline)

MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

AGENDA ITEM: **Policy 524, Electronic Technologies Acceptable Use**

MEETING DATE: **March 1, 2021**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Steve Asper, Director of Technology;**
Matt Mons, Director of Human Resources,
General Counsel

BACKGROUND:

School Board Policy 524, Electronic Technologies Acceptable Use, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in February and is being recommended for a second reading. The changes to this policy are in sections VI, X, and XIII.

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the internet, including electronic communications.

RECOMMENDED ACTION:

Approve School Board Policy 524, Electronic Technologies Acceptable Use, as recommended by the School Board Policy Committee and Cabinet.

Adopted: September 8, 1997
Revised: February 28, 2000
Revised: December 10, 2001
Revised: May 9, 2011
Revised: February 8, 2016
Annual Review: April 13, 2020

*White Bear Lake Area
School District #624 Policy 524*

Revised: January 13, 2014
Annual Review: March 5, 2018

524 ELECTRONIC TECHNOLOGIES ACCEPTABLE USE POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the internet, including electronic communications.

II. DEFINITIONS

- A. The term “users” refers to any person using the district’s electronic technologies.
- B. The term “internet” refers to an electronic communications network that connects computer networks and organizational computer facilities around the world.
- C. The term “network” refers to the district’s intranet or servers, which restricts access to authorized users, which may include students, staff, parents, contractors, vendors, and volunteers.
- D. The term “electronic technologies” refers to, but is not limited to, computers and peripherals, printers, telephones, and the applications they support and/or access.
- E. The term “learning management system (LMS)” refers to a software application for the administration, documentation, tracking, reporting and delivery of e-learning education supporting any courses or training programs.

III. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. The goal in providing these resources is to facilitate resource sharing, innovation and communication and to support the mission of the District in ensuring that our students develop a love of learning, excel academically, are inspired to realize their dreams and become engaged citizens with a global understanding. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

IV. LIMITED EDUCATIONAL PURPOSE

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

V. USE OF DISTRICT ELECTRONIC TECHNOLOGIES AND THE INTERNET IS A PRIVILEGE

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

VI. UNACCEPTABLE USES

- A. Users are responsible for anything set on the network with their name or IP address on it. Users shall not engage in any activity that disrupts or hinders the performance of the district's electronic technologies. Specifically, the following uses of the district's electronic technologies are considered unacceptable:
 - 1. Users will not use the district electronic technologies to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are deemed by the district to be inappropriate and/or otherwise harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;

- c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Personal use of district electronic technologies must be appropriately limited, consistent with provisions in this and other district policies, and shall not interfere with school duties or responsibilities.
 3. Users will not use the district electronic technologies to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, use language that is abusive, hostile, demeaning, disrespectful or threatening toward another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 4. Users will not use the district electronic technologies to engage in any illegal act or violate any local, state, or federal statute or law.
 5. Users will not use the district electronic technologies to vandalize, damage, or disable the property of another person or organization; will not make deliberate attempts to degrade or disrupt equipment, software, or district electronic technologies performance by spreading computer viruses or by any other means; will not tamper with, modify, or change the district electronic technologies software, hardware, or wiring or take any action to violate the school district's security system; and will not use the district electronic technologies in such a way as to disrupt the use of district electronic technologies by other users.
 6. Users will not **use the** district electronic technologies to gain unauthorized access to information resources or to access another person's materials, information, or files without permission.
 7. Users will not use the district's electronic technologies to post private information about themselves or another person. This prohibition shall not prevent private information from being posted in the ordinary course of business by school personnel. Private information includes personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to, address, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the

individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

- a. This paragraph does not prohibit the posting of employee contact information on school district web pages or communications between employees and other individuals when such communications are made for education-related purposes (e.g., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related web pages may include personal contact information about themselves on a web page. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

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

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook", "Twitter", "Instagram", "Snapchat", and "Reddit", and similar websites or applications.
8. Users will not attempt to gain unauthorized access to district electronic technologies or any other system through district electronic technologies, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the district electronic technologies

may not be encrypted without the permission of appropriate school authorities.

9. Users will not use district electronic technologies to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works on the internet.
 10. Users will not use district electronic technologies for conducting business, for unauthorized commercial purposes, for promotion of political views or social agendas, including political campaigning, or for financial gain unrelated to the mission of the school district. Users will not use district electronic technologies to offer or provide goods or services or for product advertisement. Users will not use district electronic technologies to purchase goods or services for personal use without authorization from the appropriate school district official.
 11. Students in the course of completing assignments, projects, and exams for class, including assignments, projects, and exams involving the use of collaborative and social networking tools on the Internet, are expected to abide by the Electronic Technologies Acceptable Use Policy and policies and procedures regarding student discipline, student code of conduct, bullying prevention, copyright and plagiarism.
- B. Users engaging in the foregoing unacceptable uses of the internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where district electronic technologies **is are** compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district electronic technologies and the internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. In certain rare instances, a user may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior

approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VII. FILTER

- A. With respect to any of its computers with internet access, the school district will monitor the online activities of minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter internet access to visual depictions that are obscene, child pornography, violent or harmful to minors:
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. Access to chat rooms, discussion boards, school-issued email and other forms of direct electronic communications are limited to applications approved by the district and/or hosted within the district domain for the safety and security of minors.
- E. An administrator, supervisor, or other person authorized by the superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- F. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VIII. CONSISTENCY WITH OTHER SCHOOL POLICIES

- A. Use of the school district electronic technologies and use of the internet shall be consistent with school district policies and the mission of the school district.

- B. Students who are permitted to bring their own electronic devices to school will comply with school-specific guidelines for the use of personal electronic devices in school.

IX. NO EXPECTATION OF PRIVACY

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

X. ELECTRONIC TECHNOLOGIES ACCEPTABLE USE AGREEMENT

- A. The proper use of district electronic technologies and internet, and the educational value to be gained from proper use of electronic technologies and the internet, is the joint responsibility of students, parents/guardians and employees of the school district.
- B. The Electronic Technologies Acceptable Use Policy will be referenced in the student handbook and employee handbook, and will be posted on the district website. Paper copies will be available to parents upon request. Supervising

teachers will provide guidance and instruction on acceptable use of the internet. Parents may request that their child not use the internet by notifying the school.

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

XI. LIMITATION ON SCHOOL DISTRICT LIABILITY

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

XII. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to electronic technologies acceptable use.
- B. This notification shall include the following:
 - 1. Notification that electronic technologies acceptable use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives or servers, CD, DVD, jump drives, memory sticks, or any other storage device.
 - b. Information retrieved through school district computers, networks or online resources.
 - c. Personal property used to access school district computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the internet.

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

XIII. PARENT/GUARDIAN RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents/guardians bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents/guardians are responsible for monitoring their student's use of the district electronic technologies and of the internet if the student is accessing district electronic technologies from home or a remote location.
- B. Parents/guardians will be notified that their students will be using school district resources/accounts to access the internet and that the school district will provide parents the option to request alternative activities not requiring internet access. This notification should include:
 1. A copy of the user notification form provided to the student user
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents/guardians have the option to request alternative educational activities not requiring internet access and the material to exercise this option.

4. A statement that the electronic technologies acceptable use agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's electronic technologies acceptable use policy is available for parental/guardian review.

XIV. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate guidelines and procedures necessary to implement this policy for submission to the School Board for approval. Upon approval by the School Board, such guidelines and procedures shall be an addendum to this policy.
- B. The administration shall revise the student and parent/guardian notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district's internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. The School Board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 20 U.S.C. § 6701 *et seq.* (Enhancing Education Through Technology Act of 2001)
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
 47 C.F.R. §54.520 (FCC regulations implementing CIPA)
 Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Aid)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. American Library Association, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012) 524-11
Kowalski v. Berkeley County Sch., 652 F.3d 565 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)

M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: MSBA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA Model policy 406 (Public and Private Personnel Data)
MSBA Model Policy 505 (Distribution of Nonschool Sponsored Materials on School Premises by Students and Employees)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 514 (Bullying Prohibition Policy)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
WBLASB Policy 519 (Interviews of Students by Outside Agencies)
WBLASB Policy 521 (Student Disability Nondiscrimination)
WBLASB Policy 522 (Student Sex Nondiscrimination)
WBLASB Policy 603 (Curriculum Development)
WBLASB Policy 604 (Instructional Curriculum)
WBLASB Policy 606 (Textbooks and Instructional Material)
WBLASB Policy 806 (Crisis Management Policy)
WBLASB Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

AGENDA ITEM: **Policy 806, Crisis Management**

MEETING DATE: **March 1, 2021**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent of Finance and Operations**

BACKGROUND:

School Board Policy 806, Crisis Management, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in February and is being recommended for a second reading. The changes to this policy are in section III.

The purpose of this policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members as to how to address a wide range of potential crisis situations in the school district.

RECOMMENDED ACTION:

Approve School Board Policy 806, Crisis Management, as recommended by the School Board Policy Committee and Cabinet.

Adopted: May 12, 2008
Revised: April 9, 2018
Revised: July 13, 2020

White Bear Lake Area
School District #624 Policy 806

806 CRISIS MANAGEMENT POLICY

I. PURPOSE

The purpose of this Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members as to how to address a wide range of potential crisis situations in the school district. This policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school district. Pursuant to this policy, tailored crisis management plans will be developed for each school building in the school district and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with first responders and other relevant community organizations. The school district will ensure that relevant first responders in the community have access to the district's crisis management plan, heretofore referred to as the "Emergency Response Plan," and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy and Emergency Response Plan has been created in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. It is designed so that each building administrator can tailor a crisis management plan to meet that building's specific situation and needs.

The school district administration shall present the district's Emergency Response Plan to the school board for review and approval. This district Emergency Response Plan and resultant building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, the Emergency Response Plan and the Crisis Management Policy, will be maintained on an annual basis.

B. Elements of the District Crisis Management Plan

1. General Crisis Procedures. The district's Emergency Response Plan includes general crisis procedures for securing the building, classroom

evacuation, building evacuation, campus evacuation, and sheltering. It designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating the building-specific crisis management plans. A communication system will be in place to enable the designated individual(s) to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual(s), the provision of designee(s) when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Finally, all crisis procedures will address specific procedures for children with special needs such as physical, sensory, motor, developmental, and mental health challenges.

- a. Lockdown Procedures. Lockdown procedures will be used when there is a threat or hazard inside the school building. This could include a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the building administrator or designee. Lockdown uses classroom security to protect students and staff from a threat. Each building administrator will submit lock-down procedures for their building as part of their building specific crisis management plan.
- b. Lockout Procedures. Lockout is used when there is a threat or hazard outside of the school building. This could include violence or criminal activity in the immediate neighborhood, police activity or a dangerous animal near the building. Lockout uses the security of the physical facility to act as protection. Each building administrator will submit lock-out procedures for their building as part of their building specific crisis management plan.
- c. Evacuation Procedures. Evacuation is used when there is a need to move students and staff from one location to another. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. Building plans should include specific evacuation procedures for individuals with special needs including those with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

- d. Sheltering Procedures. Shelter is called when the need for personal protection is necessary. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change depending on the specific emergency. Each building administrator will submit sheltering procedures as part of their building specific crisis management plan.
 - e. Hold Procedures. Hold-in-place provides a response when there is a need to control/limit traffic in the hallways to allow staff or first responders to manage a situation within the school building. Situations such as a medical emergency, escalated student in crisis, or at the discretion of the building administrator or designee. Each building administrator will submit Hold-in-Place procedures as part of their building specific crisis management plan.
2. Crisis-Specific Procedures. The Emergency Response Plan includes crisis-specific procedures for potential crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.
3. School Emergency Response Teams
- a. Composition. The building administrator in each school building will select a Building Emergency Response Team (BERT) trained to respond in an emergency. Team members will have access to ongoing training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For the purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members and update it annually. A copy of the list will be kept on file in the school district office.
 - b. Leaders. The building administrator or designee serves as the leader (Incident Commander) of the crisis response team and the principal contact for emergency response officials. When they are present, emergency response agents may elect to take command and control of the situation. It is critical in this situation that school officials assume a resource role and are available to the emergency response personnel.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district Crisis Management Policy and Emergency Response Plan as well as their own building's crisis management plan. Employees will have access to a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific Crisis Management Plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the emergency responders are arriving, and the location of fire fighting equipment, the distance may need to be extended.)
2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe area both inside and outside of the building.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g. lunchtime, recess, and

during assemblies. State law requires a minimum of five drills each school year, consistent with Minn. §299F.30. See Minn. Stat. § 299F.30. See Minn. Stat. §121A.035.

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut-offs. All facility diagrams and site plans will be regularly updated and whenever a major change is made to a building. Facility diagrams and site plans will be available in the office of the building administrator and in appropriate areas and will be kept on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office and will be updated annually.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, or any other prescribed means, as well as the procedure to enable staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and external use. It is recommended that the plan include several methods of communication because computers, intercoms, telephone, and cell phones may not be operational or may be dangerous to use during an emergency.

E. Warning Systems

The school district shall maintain a warning system designed to inform students, staff and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school district buildings.

It shall be the responsibility of the building administrator to inform students and employees of the warning system and the means by which the system is used to identify the specific crisis or emergency involved. The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing a school or any school district building as early in the day as possible. The early school closure procedures will set forth criteria for early school closure (e.g. weather related, utility failure, or a crisis situation), and will specify how closure decisions will be communicated to staff, students, families and the school community (designated broadcast media, local authorities, e-mail, parent notification systems, district or school web sites), and will discuss the factors to be considered in closing or reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in compliance with federal and state law relative to the release of private data when conveying information to the media.

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage

situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps.

1. Administrators will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and class friends of any victim as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to student and staff who receive counseling.
6. Resume normal school routines as soon as possible.

IV. CRISIS AREAS COVERED BY THE DISTRICT EMERGENCY RESPONSE PLAN

The district Emergency Response Plan provides procedures including but not limited to:

- A. Abduction or Kidnapping
- B. Assault
- C. Bomb Threat
- D. Burglary/Vandalism
- E. Civil Disturbance/Demonstration
- F. Community Emergency/Warning
- G. Dangerous Weapons
- H. Death of a Student/Staff Member
- I. Fire Emergency
- J. Hazardous Materials
- K. Hostage Situation
- L. Intruder
- M. Medical Emergency

- N. Shooting
- O. Suicide of Student/Staff Member
- P. Terrorist Threat
- Q. Utility Emergency
- R. Vehicle/Bus Accident
- S. Weather Emergency

Building-specific crisis management plans will include such procedures and any other appropriate procedures.

V. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

B. Visitors

The school district shall implement procedures that regulate visitors and mandate visitor sign-in in school buildings. See District Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked during regular building hours.

Legal References: 42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)
Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 121A.035 (Crisis Management Policy) Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 299F.391 (Health Care, Education, or Lodging Facility)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property) Minn. Rules Part 7510 (Fire Safety)
Title IX, Part E, Subpart 2, Section 9532 Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
40 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: WBLASB Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)

WBLASB Policy 413 (Harassment and Violence)
WBLASB Policy 501 (School Weapons Policy)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 532 (Use of Peace Officers and Crisis Teams to Remove
Students with IEPs from School Grounds)
WBLASB Policy 903 (Visitors to School District Buildings and Sites)

AGENDA ITEM: **Policy 809, Naming School Buildings or Facilities**

MEETING DATE: **March 1, 2021**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent of Finance and Operations**

BACKGROUND:

School Board Policy 809, Naming School Buildings or Facilities, was reviewed by the School Board Policy Committee and Cabinet. This is a new policy recommended by the Department of Finance and Operations.

The purpose of this policy is to establish guidelines for the naming of school buildings or facilities, including grounds.

RECOMMENDED ACTION:

Approve School Board Policy 809, Naming School Buildings or Facilities, as recommended by the School Board Policy Committee and Cabinet.

809 NAMING SCHOOL BUILDINGS OR FACILITIES

I. PURPOSE

The purpose of this policy is to establish guidelines for the naming of school buildings or facilities, including grounds.

II. GENERAL STATEMENT OF POLICY

The naming of school buildings, major portions of buildings, or school grounds is the responsibility of the White Bear Lake Area Schools School Board and applies to buildings, rooms, internal spaces, landscape materials, courts, athletic fields, open spaces, and all other areas owned, operated or controlled by the White Bear Lake Area Schools.

III. GUIDELINES FOR NAMING OF SCHOOL OR FACILITIES

The policy of the School Board is to name school buildings as close as possible to the time construction begins in order to lessen the confusion about the new school.

- A. The School Board, when they deem appropriate, will direct administration to submit recommendations for a name for Board consideration for their new facility or for the renaming of an existing structure.
- B. Naming proposals for schools and facilities will be considered at any time the Board chooses, including naming proposals recommended prior to construction, when construction is in progress, or after being acquired by the District.
- C. The superintendent may delegate responsibility to administrative designees or a task force charged with the responsibility of determining the process for soliciting and evaluating names, pursuant to providing a recommendation to the superintendent and School Board for consideration.
 - 1. The school Naming Task Force will include representatives from the school attendance area (or likely attendance area if boundaries are not yet established at the time of naming), both elementary and secondary student(s), staff, and cabinet.
 - 2. The School Naming Task Force will provide the opportunity to take recommendations from the public for a period of no less than 30 days.
 - 3. School buildings or facilities may be named after landmarks, locations, or topographical features which have local significance; individuals who have achieved a significant place in School District life, or have local, state, or national

significance; or symbols or words that capture the essence for the place or function of the school.

- D. Portions of school facilities such as media center/library, theaters, athletic facilities, and other spaces shall be named according to their educational purpose; however, names of individuals or entities may also be associated with these facility subunits upon designation by the Board.
- E. The superintendent, designee, or task force chair/co-chairs, upon completing their work, will make a recommendation to the School Board for approval. The decisions of the School Board shall be final.

IV. HONORARY NAMING OF FACILITIES, PORTIONS OF FACILITIES, AND GROUNDS

The School Board may approve naming of school facilities or grounds or portions of facilities and grounds as a recognition of significant contribution to the School District by granting naming rights, either through financial contribution or without financial contribution. Due regard should be taken of the need to maintain an appropriate balance between commercial considerations and the role the names of buildings and spaces contribute to the School District's sense of identity, as well as their role in assisting staff, students and visitors to orient themselves within a campus.

- A. Honorary naming of an individual without financial contribution is recognition of a significant contribution to the School District that the District wishes to honor. The Board will apply the following guidelines in considering the recommendation of any individual's name proposed for a facility or portion thereof:
 - 1. The individual has had direct, substantial, and active association with the District and has exemplified the District mission. Selection may also be based on the individual's record of scholarship, creativity, leadership, humanitarian service, or public service. Facilities may also be named to recognize organizations, individuals, geographical or historical features, and programs which have had significant impact in the life of the District.
 - 2. Recommendations must provide evidence of significant importance to the District and must outline the justifications for the name being suggested. In naming of sites or facilities and/or grounds, special consideration may be given to those names that will have some special meaning to the students and citizens and will enhance the educational program of the School District and be consistent with the School District's mission and vision. Naming for such contributions is at the District's discretion and in support of its mission.
 - 3. The superintendent and the School Board will evaluate the proposed name against the following additional criteria:
 - a. Nominee has had a significant, long-term relationship with the White Bear Lake Area Schools.

- b. Nominee, if a former White Bear Lake Area Schools employee, will have been retired or separated from District employment for a minimum of three years.
 - c. Nominee has widespread support from colleagues, parents/guardians, and students.
 - d. Nominee has achieved local, regional, or national recognition for achievements beyond the generation of the contribution.
 - e. Nominee has held local, regional, or national leadership roles in the field of expertise and is no longer active in his or her career.
- B. Honorary naming through financial contribution is recognition for financial contributions, be it in the way of donation, bequest, sponsorship or other commercial transactions. The Board will apply the following guidelines in considering the recommendation of any entity proposed for a facility or portion thereof;
 - 1. Monetary valuations may be assigned to proposed naming rights on a case-by-case basis to aid with making decisions about granting naming rights.
 - 2. The monetary valuation for the naming of a school or media center/library, theaters, athletic facilities, and other spaces will be decided by the Superintendent who may take advice from other professionals as needed. Each case should take into account market comparisons for naming rights for which professional advice may be sought.
 - 3. Application of this policy may result in a facility named for an individual or a company. It is anticipated that this may be appropriate at times when facilities are being built, remodeled or additions added.
 - 4. The granting of naming rights must always be consistent with the School District's mission or vision. The long-term effects of the naming rights must be considered. Each granting of naming rights is bound by a written agreement.

V. HONORARY NAMING AGREEMENT THROUGH FINANCIAL CONTRIBUTION

- A. Monetary valuations may be assigned to proposed naming rights on a case-by-case basis to aid with making decisions about granting naming rights.
- B. The monetary valuation for the naming of a school or media center/library, theaters, athletic facilities, and other spaces will be decided by the Superintendent who may take advice from other professionals as needed. Each case should take into account market comparisons for naming rights for which professional advice may be sought.
- C. Application of this policy may result in a facility named for an individual or a company. It is anticipated that this may be appropriate at times when facilities are being built, remodeled or additions added.

VI. SPECIFIC NAMING AGREEMENT THROUGH FINANCIAL CONTRIBUTION

- A. The School District recognizes that circumstances exist when the District might enter into an agreement for the specific naming of a facility or space in exchange for a specific financial or other contribution to the District.
- B. Transferability, renewability, and limits:
 - 1. If a name is granted by written agreement, those rights may be transferred or renewed as permitted by the written agreement. Other naming rights are not transferable or renewable.
 - 2. The District's right to use the name and other brand elements of the named party are permitted by express agreement with the name party.
 - 3. The named party, after whom a facility or space is named, has no decision-making rights as to the purpose of the facility or space unless specifically provided in the written agreement between the parties. The District will not agree to any condition in an agreement that could unnecessarily limit progress toward the District's mission and purpose, statutory obligation, or the local authority of the School Board.

VII. RENAMINGS AND REVOCATION

The School Board reserves the right to rename any named asset of the District. The Board reserves the right to revoke naming if for any reason it presents risk or harm to the reputation of the School District, or if the intent of the gift or terms of sponsorship associated with the naming cannot be fulfilled.