

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

December 13, 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: December 8, 2021

A meeting of the White Bear Lake Area School Board will be held on **Monday, December 13, 2021** at 5:30 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN. This meeting will be open to the public.

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

Listed below are the procedures for addressing the School Board on a topic of interest or concern.

1. Speakers must reside in the District, be a guardian of a student(s) in the District, be a student in the District or be employed by the District. The School Board will give priority to individuals who wish to address a specific item that is on the agenda for that meeting. After this priority has been applied, any remaining openings to speak - up to the total of ten individuals - will be determined by lot.
2. Public Forum will be open for up to 30 minutes. (3 minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic). Speakers are encouraged to avoid repeating comments that other speakers have made.
3. Those who wish to address the School Board must submit a written request to speak before 3:00 pm on the day of the School Board meeting. Requests must be submitted to the following email address: publiccomment@isd624.org, or by phone at 651-407-7563.

4. The School Board Chair will call speakers to the microphone and will recognize one speaker at a time. Speakers must be in person to be recognized. Only those individuals who have been recognized by the School Board Chair will be allowed to speak during the public comment period.
5. School District policy and data privacy laws preclude the School Board from publicly discussing personnel and student matters or data, including information, which, if discussed in a public meeting could violate law or policy.
6. Members of the public may not engage in conduct that materially and substantially disrupts any part of a School Board meeting, or that otherwise impedes the School Board's ability to conduct its business in an orderly and efficient fashion.
7. If a speaker violates any of the established procedures or engages in any prohibited conduct, the Board Chair will rule the speaker out of order.
8. An appropriate school district official may be assigned to contact the speaker with answers to their questions or with follow-up information.
9. A handout on the purpose of the Public Forum and the process is available at each regular School Board meeting.
10. Citizens may be asked to address the School Board on a particular subject during the discussion of that item.

C. INFORMATION ITEMS

1. Recognition of Retiring School Board Members
2. Bear Care Health & Wellness Clinic Update
3. Superintendent's Report

D. DISCUSSION ITEMS

1. Presentation and Public Hearing Related to the Proposed 2021 Payable 2022 Property Tax Levy - *The Public Hearing will start at 6:00 p.m. **Truth in Taxation Comments during the Public Hearing will follow the same guidelines as Public Forum.***
2. FY21 Annual Audit Report
3. Review of 2022-23 and 2023-24 School Year Calendars
4. First Reading of School Board Policies:
 - a. Policy 504, Student Dress and Appearance
 - b. Policy 524, Electronic Technologies Acceptable Use Policy
 - c. Policy 730, Use of Electronic Signatures to Conduct Official Business

E. OPERATIONAL ITEMS

1. Action on Certification of 2021 Payable 2022 Property Tax Levy

2. Action on FY21 Annual Audit Report
3. Action on 2022-23 and 2023-24 School Year Calendars
4. Action on the Acceptance of Brosious Grants
5. Action on Name for New Elementary School
6. Action on School Board Policies:
 - a. Policy 503, Student Attendance
 - b. Policy 533, Wellness
 - c. Policy 541, Tutoring of Students
 - d. Policy 805, Waste Reduction and Recycling
 - e. Policy 806, Crisis Management Policy

F. BOARD FORUM

G. NEGOTIATIONS*

H. ADJOURNMENT

**This portion of the meeting may be closed to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minn. Stat. 179A.01 to 179A.25.*

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **December 13, 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

RECOMMENDATION:

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: **December 13, 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.

RECOMMENDATION:

Approve minutes.

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

A meeting of the White Bear Lake Area School Board was held on **Monday, November 8, 2021** at 5:30 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN. This meeting was open to the public and a recording is posted on the website.

AGENDA

A. PROCEDURAL ITEMS

1. Chair Mullin called the meeting to order at 5:30 p.m.
2. Roll Call - Present: Arcand, Beloyed, Chapman, Ellison, Mullin, Newmaster.
Absent: Thompson.
Ex-Officio: Dr. Wayne Kazmierczak
3. Pledge of Allegiance
4. Beloyed moved and Newmaster seconded to approve the agenda as presented.
Voice vote: Ayes, Arcand, Beloyed, Chapman, Ellison, Mullin, Newmaster. Nays, none. Motion carried.
5. Arcand moved and Chapman seconded to approve the consent agenda consisting of:
 - a) Approval of minutes for regular Board meeting on October 11, 2021, and October 25, 2021;
 - b) Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the School Board;
 - c) Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - d) Approval of field trips;
 - e) Passage of resolution to approve personnel items to include:
 - **RESIGNATION/TERMINATION/NON-RENEWAL – CLASSIFIED STAFF**

ASHLEY CLARK – Extended Day - Hugo Elementary

Employed by District 624 since 06/10/2020

Effective Date: 09/28/2021

CANDACE DANIELS – Lunchroom/Playground Supervisor - Willow Lane Elementary

Employed by District 624 since 09/06/2021

Effective Date: 10/08/2021

CANDACE DANIELS – Nutrition Services Assistant - WBLAHS - North Campus

Employed by District 624 since 09/09/2021

Effective Date: 10/08/2021

REID JOHNSON – Paraeducator - Sunrise Park Middle School

Employed by District 624 since 03/16/2020

Effective Date: 10/28/2021

BILLIE NOVOTNY – Administrative Assistant Early Childhood - Normandy Park

Employed by District 624 since 10/18/2021

Effective Date: 11/12/2021

RICHARD RED – Paraeducator - Central Middle School

Employed by District 624 since 10/04/2021

Effective Date: 10/05/2021

PANG VANG – Early Childhood Assistant - Birch Lake Elementary

Employed by District 624 since 09/13/2021

Effective Date: 11/12/2021

➤ **RESIGNATION/TERMINATION/NON-RENEWAL –
NON-AFFILIATED**

SAYSAMONE PHOMPHENE – Human Resources Specialist - District Center

Employed by District 624 since 12/13/2017

Effective Date: 10/15/2021

➤ **RESIGNATION/TERMINATION/NON-RENEWAL – CABINET**

MARCELLUS DAVIS – Director of Equity and Engagement - District Center

Employed by District 624 since 07/01/2020

Effective Date: 11/02/2021

➤ **RETIREMENT – CLASSIFIED STAFF**

MARY SELBY – Nutrition Service Assistant - WBLAHS - North Campus

Employed by District 624 since 01/05/2004

Effective Date: 10/01/2021

➤ **EXTRA ASSIGNMENT– CERTIFIED STAFF**

JESSE BENNIG – .2 Math Teacher - WBLAHS - North Campus

BA + 60, Step 8 \$3,683.83

Effective Date: 09/24/2021 - 12/17/2021

DENISE CALLEN – .2 FTE Academic Advisor - Distance Learning Academy

BA, Step 3 \$5,787.64

Effective Date: 10/20/2021 - 01/28/2022

CALLY CAMPBELL – .2 FTE Health Teacher - WBLAHS - North Campus

MA + 60, Step 12 \$3,320.63

Effective Date: 10/06/2021 - 11/23/2021

CALEB HARDACRE – .2 Math Teacher - WBLAHS - North Campus

BA + 30, Step 10 \$3,788.39

Effective Date: 09/23/2021 - 12/17/2021

JESSICA JONES – .1 FTE Art Teacher - Distance Learning Academy

BA, Step 1 \$2332.24

Effective Date: 09/28/2021 - 01/27/2022

JULIENNE KIRSCHLING – .2 FTE Academic Advisor - Distance Learning Academy

MA, + 60 Step 13 \$7,802.28

Effective Date: 09/27/2021 - 01/28/2022

KELLY KNUTSON – .2 FTE Academic Advisor - Distance Learning Academy

BA + 45, Step 11 \$5,434.83

Effective Date: 09/28/2021 - 01/27/2022

RICARDO LOPEZ – .2 Math Teacher - WBLAHS - North Campus

BA + 60, Step 4 \$3,341.06

Effective Date: 09/24/2021 - 12/17/2021

CASSANDRA LYDON – .2 FTE Academic Advisor - Distance Learning Academy

MA + 60, Step 13 \$7,802.28

Effective Date: 09/27/2021 - 01/28/2022

ABIGAYIL OLSON – .2 FTE Academic Advisor - Distance Learning Academy
BA, Step 3 \$4,154.90

Effective Date: 09/27/2021 - 01/28/2022

STEPHANIE ROLOFF – .2 FTE Academic Advisor - Distance Learning Academy
MA + 60, Step 10 \$6,055.12

Effective Date: 10/04/2021 - 01/28/2022

JOANNA TRUDGEON – .2 Math Teacher - WBLAHS - North Campus
MA + 60, Step 13 \$5,804.13

Effective Date: 09/22/2021 - 12/17/2021

MOLLY VADNAIS – .1 FTE Art Teacher - Distance Learning Academy
MA + 60, Step 13 \$4,043.86

Effective Date: 09/22/2021 - 01/28/2022

➤ **CHANGE IN ASSIGNMENT – NON-AFFILIATED**

NICOLE OSWALD – Out of School Time Inclusion Specialist - District Center
To Out of School Time Coordinator - District Center
\$95,716

Effective Date: 10/13/2021

➤ **CHANGE IN ASSIGNMENT – CLASSIFIED STAFF**

SUSAN BOWEN – From NS Assistant - WBLAHS - South Campus
To NS Assistant Manager - WBLAHS - South Campus & ALC
Effective Date: 10/25/2021

PATRICIA EGEMO – Early Childhood Assistant - Birch Elementary
From 5.9 hrs To 7 hrs
Effective Date: 10/29/2021

HEIDI FASHINGBAUER – From NS Production Lead - Sunrise Park Middle School
To NS Assistant - WBLAHS - South Campus
Effective Date: 10/25/2021

RISA KNOCHE – Extended Day Program Assistant - Oneka Elementary
From 6 hrs To 8 hrs
Effective Date: 08/30/2021

DANIELLE MADDEN – Early Childhood Assistant - Hugo Elementary
From 5.9 hrs To 7 hrs
Effective Date: 10/25/2021

EMILY MOUQSETE – Extended Day Program Assistant - Birch Lake Elementary
From 7.5 hrs To 8 hrs
Effective Date: 08/30/2021

TARA PANKRATZ – Instructional Assistant - Lakeaires Elementary
From 4.5 hrs To 4 hrs
Effective Date: 09/06/2021

TARA PANKRATZ – Lunchroom Assistant - Lakeaires Elementary
From 2.5 hrs To 2 hrs
Effective Date: 09/06/2021

CORISSA PERRON – Early Childhood Assistant - Lakeaires Elementary
From 29.9 hrs To 32.5 hrs
Effective Date: 10/25/2021

LAURA POORE – Extended Day Program Assistant - Lakeaires Elementary

From 7.4 hrs To 8 hrs

Effective Date: 08/30/2021

JENNIFER RINTA – Paraeducator - Hugo Elementary

From 6.5 hrs To 7 hrs

Effective Date: 09/08/2021

CHERYL SETTNER – Extended Day Program Assistant - Oneka Elementary

From 7.5 hrs To 8 hrs

Effective Date: 08/30/2021

DIANE SMITH – Extended Day Program Assistant - Willow Lane Elementary

From 6 hrs To 8 hrs

Effective Date: 08/30/2021

➤ **RETURN FROM LEAVE OF ABSENCE – CERTIFIED STAFF**

DANIEL BARRETT – 4th Grade Teacher- Oneka Elementary

Employed by District 624 since 08/2/2016

Effective Date: 11/15/2021

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

KYLE AANENSON – Paraeducator - Normandy Park

Increase in hours, from 24 hrs to 27 hrs week

Effective Date: 10/25/2021 - 06/10/2022

MARY VOSS – Nutrition Service Assistant - WBLAHS - South Campus

Increase in hours, from 3.75 hrs to 4.75hrs

Effective Date: 10/14/21 through 02/08/2022

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

DANIEL BARRETT JR. – 4th Grade Teacher - Oneka Elementary

Employed by the District 624 since 08/22/2016

Effective Date: 09/29/2021 through 11/12/2021

➤ **NEW PERSONNEL – NON-AFFILIATED**

JACQUINE GRIFFIN – Preschool Teacher - Normandy Park

\$31,226.68

Effective Date: 11/09/2021

➤ **NEW PERSONNEL – CLASSIFIED STAFF**

MICHAEL ALTENDORFER – Bus Driver - Bus Garage

\$20.22 per hr., 30 hrs. per wk., \$17,834.04

Effective Date: 10/25/2021

ELIN HARVEY-CARLSON – Administrative Assistant - Director - District Center

\$22.49 per hr., 40 hrs. per wk., \$27,302.72

Effective Date: 10/18/2021

JENNIFER HEROFF – Paraeducator - Sunrise Park Middle School

\$19.53 per hr., 32.5 hrs. per wk., \$19,168.69

Effective Date: 10/18/2021

HAILEY LACHINSKI – Student Supervisor - Central Middle School

\$19.53 per hr., 37.25 hrs. per wk., \$21,1388.27

Effective Date: 10/27/2021

JOEY KUNZA – Assist Head Custodian Build B -Lincoln Elementary

\$23.09 per hr., plus \$0.30 shift differential 40 hrs. per wk., \$31,810.39

Effective Date: 11/04/2021

HAILEY MALMSTEDT – OST Program Assistance - Vadnais Heights Elementary

\$15.50 per hr., 27.5 hrs. per wk., \$14,663

Effective Date: 11/01/2021

HAILEY MALMSTEDT – Lunchroom/Playground Supervisor - Vadnais Heights Elementary

\$18.34 per hr., 12.5 hrs. per wk., \$6,189.75

Effective Date: 11/03/2021

EILEEN MCCONKIE – Early Childhood Assistant - Willow Lane Elementary

\$19.07 per hr., 29.5 hrs. per wk., \$14,176.63

Effective Date: 11/03/2021

SARAH MILLER – Health Assistant - Willow Lane Elementary

\$22.50 per hr., 35 hrs. per wk., \$27,180

Effective Date: 10/18/2021

BILLIE NOVOTNY – Administrative Assistant Early Childhood - Normandy Park

\$20.81 per hr., 40 hrs. per wk., \$27,302.72

Effective Date: 10/18/2021

MADISON NYSTEL – Early Childhood Assistant - Normandy Park

\$19.07 per hr., 29.5 hrs. per wk., \$15,751.82

Effective Date: 10/05/2021

ERICK OLSON – Nutrition Service Assistant - WBLAHS - South Campus

\$15.70 per hr., 18.75 hrs. per wk., \$9,302.25

Effective Date: 10/07/2021

LISA SIKICH – Paraeducator - Sunrise Park Middle School

\$19.53 per hr., 32.5 hrs. per wk., \$18,280.08

Effective Date: 11/03/2021

ARISTOTLE TRINITY – Custodian - Vadnais Heights Elementary & WBLAHS - South Campus

\$19.09 per hr., plus \$0.30 shift differential 40 hrs. per wk., \$26,835.73

Effective Date: 11/01/2021

KAYLA VOSLER – Early Childhood Assistant - North Oaks Preschool

\$19.07 per hr., 29.5 hrs. per wk., \$14,739.20

Effective Date: 10/25/2021

LINDSY WADDELL – Paraeducator - Central Middle School

\$19.53 per hr., 32.5 hrs. per wk., \$22,977.04

Effective Date: 09/06/2021

➤ **NEW PERSONNEL – CERTIFIED STAFF**

MARA BORGES GATEWOOD – .5 FTE ELL Teacher & .5 Full time Reserve - Central Middle School & Hugo Elementary

MA + 60, Step 12, \$45,650.65

Effective Date: 11/01/2021

➤ **LONG TERM SUBSTITUTE – CERTIFIED STAFF**

JANE EDGELL – .4 FTE Special Education Teacher - Normandy Park

MA, Step 7, \$8,159.24

Effective Date: 10/25/2021 – 01/28/2022

CORY HAZARD – Physical Education Teacher - Birch Lake Elementary, Matoska International and Distance Learning Academy

MA, Step 2, \$43,264.14

Effective Date: 10/25/2021 – 06/13/2022

LISA HOUCHINS – .3 FTE Science Teacher - Distance Learning Academy

MA, Step 5, \$14,022.68

Effective Date: 10/25/2021 – 06/13/2022

BRIDGET SMITH – Social Studies Teacher - Sunrise Park Middle School

BA, Step 1, \$3,662.46

Effective Date: 10/26/2021 – 11/12/2021

Voice vote: Ayes, Arcand, Beloyed, Chapman, Ellison, Mullin, Newmaster. Nays, none. Motion carried.

Thompson arrived at 5:32 p.m.

B. PUBLIC FORUM - Cassidy Johnson

C. INFORMATION ITEMS

1. Student Recognition - Participants in the 2021 MNJBN State Tournament for Fishing, the State Meet for Boys Cross Country and the State Meet for Girls Cross Country were recognized and congratulated by Dr. Kazmierczak.
2. Art, Culture, and Education (ACE) Study - Rita Trapp from HKGi Planning reported on the results of a study that the district engaged in with the City of White Bear Lake, the White Bear Lake Center for the Arts, and Hanifl Performing Arts Center to look at the potential of an Arts, Culture, and Education District.
3. Superintendent's Report - Dr. Kazmierczak spoke about a district COVID-19 update, Veterans Day programs, the Fall Musical, and Coffee with Dr. K. He concluded with information about November recognitions, and employment opportunities.

D. DISCUSSION ITEMS

1. Update on Sale of 2021B Alternative Facilities Refunding Bonds - Greg Crowe, Senior Municipal Advisor with Ehlers, reported on the sale.
2. First Reading of School Board Policies; a) Policy 503, Student Attendance, b) Policy 533, Wellness, c) Policy 541, Tutoring of Students, d) Policy 805, Waste Reduction and Recycling, and e) Policy 806, Crisis Management Policy. The policies listed above will be on the December 13, 2021 or subsequent agenda for a second reading.

E. OPERATIONAL ITEMS

1. Chapman moved and Newmaster seconded to approve the action on Resolution Canvassing Returns of Votes of the School District General Election. ***Roll call vote: Ayes, Arcand, Beloyed, Chapman, Ellison, Mullin, Newmaster, Thompson. Nays, none. Motion carried.***
2. Beloyed moved and Thompson seconded to approve the action on Resolution Authorizing Issuance of Certificates of Election and Directing the School District Clerk to Perform Other Election Related Duties. ***Voice vote: Ayes, Arcand,***

Beloyed, Chapman, Ellison, Mullin, Newmaster, Thompson. Nays, none. Motion carried.

3. Arcand moved and Chapman seconded to approve the action on Resolution Designating Polling Precinct Locations for the 2022 Elections. ***Voice vote: Ayes, Arcand, Beloyed, Chapman, Ellison, Mullin, Newmaster, Thompson. Nays, none. Motion carried.***
4. Newmaster moved and Beloyed seconded to approve the action on 2022-23 Secondary Course Proposals. ***Voice vote: Ayes, Arcand, Beloyed, Chapman, Ellison, Mullin, Newmaster, Thompson. Nays, none. Motion carried.***
5. Chapman moved and Ellison seconded to approve the action on Acceptance of Ryan Art Grants. ***Roll call vote: Ayes, Arcand, Beloyed, Chapman, Ellison, Mullin, Newmaster, Thompson. Nays, none. Motion carried.***
6. Beloyed moved and Newmaster seconded to approve the action on Resolution Ratifying the Sale of General Obligation Alternative Facilities Refunding Bonds, Series 2021B, in the Original Aggregate Principal Amount of \$8,280,000. ***Roll call vote: Ayes, Arcand, Beloyed, Chapman, Ellison, Mullin, Newmaster, Thompson. Nays, none. Motion carried.***
7. Ellison moved and Beloyed seconded to approve the action on Health Insurance Rates. ***Roll call vote: Ayes, Arcand, Beloyed, Chapman, Ellison, Mullin, Newmaster, Thompson. Nays, none. Motion carried.***
8. Beloyed moved and Arcand seconded to approve the action on School Board Policies, a) Policy 514, Bullying Prevention. ***Voice vote: Ayes, Arcand, Beloyed, Chapman, Ellison, Mullin, Newmaster, Thompson. Nays, none. Motion carried.***

F. BOARD FORUM

- G. ADJOURNMENT** - Arcand moved and Beloyed seconded to adjourn the meeting at 6:37 p.m. ***Voice vote: Ayes, Arcand, Beloyed, Chapman, Ellison, Mullin, Newmaster, Thompson. 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, November 22, 2021** at 5:30 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN. This meeting was open to the public and a recording is posted on the website.

AGENDA

A. PROCEDURAL ITEMS

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

B. DISCUSSION ITEMS

1. Elementary Transition Process - Matt Mons, Director of Human Resources and General Counsel, gave an update on the staffing transition process for Hugo, Oneka and the new elementary school.
2. Attendance Boundary Public Input Process - Tim Wald, Assistant Superintendent for Finance and Operations, provided an update on the process for gathering feedback and recommendations from district stakeholders.
3. 2021-22 Revised & 2022-23 Preliminary Budget Timelines - Tim Wald and Andi Johnson, Director of Finance, presented an overview of the FY 2021-22 revised budget timelines and FY 2022-23 preliminary budget timelines.
4. Update on Naming Process for New Elementary School - Tim Wald and Dan Schmidt, Principal of the new elementary school, presented on the process used to develop the recommendation for the name of the new elementary school.

C. ADJOURNMENT - Arcand moved and Mullin seconded to adjourn the meeting at 6:15 p.m. ***Voice vote: Ayes, Beloyed, Chapman, Mullin, Newmaster, Thompson, Arcand. Nays, none. Motion carried.***

Submitted by: Angela Thompson, acting clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **December 13, 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.

RECOMMENDATION:

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

White Bear Lake Area Schools
Electronic Transfers - November 2021

		<u>11/15/2021</u>	<u>11/30/2021</u>
Direct Deposit	624662-626097	2,047,582.95	
Direct Deposit	626098-627539		2,095,127.33
<hr/>			

Check Number	Vendor	Amount	Check Date	Check Type
117853	KULLY SUPPLY COMPANY	(\$40.00)	11/9/2021	V
119127	AG PARTS LTD	(\$399.00)	11/9/2021	V
119168	BELL, MELINDA T.	(\$15.00)	11/24/2021	V
119550	VERIZON WIRELESS	\$1,208.67	11/1/2021	R
119552	IUOE LOCAL 70	\$1,524.01	11/3/2021	R
119553	SCHOOL SERVICE EMPLOYEES	\$0.00	11/3/2021	C
119554	SCHOOL SERVICE EMPLOYEES	\$7,276.74	11/3/2021	R
119555	GURSTEL CHARGO ATTORNEYS AT LAW	\$442.31	11/3/2021	R
119556	MESSERLI & KRAMER PA	\$450.22	11/3/2021	R
119557	A+ DRIVING SCHOOL	\$4,620.00	11/10/2021	R
119558	ABDO PUBLISHING	\$214.88	11/10/2021	R
119559	ACCLAIM SERVICES INC	\$472.50	11/10/2021	R
119560	ACOUSTICS ASSOCIATES INC	\$837.00	11/10/2021	R
119561	ADAMS, LEE L.	\$132.72	11/10/2021	R
119562	AFFINETY SOLUTIONS INC	\$1,500.00	11/10/2021	R
119563	ALBIN AQUISITION CORP	\$5,181.50	11/10/2021	R
119564	ALL STATE COMMUNICATIONS	\$78,615.28	11/10/2021	R
119565	ALLSTREAM	\$5,564.83	11/10/2021	R
119566	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119567	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119568	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119569	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119570	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119571	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119572	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119573	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119574	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119575	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119576	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119577	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119578	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119579	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119580	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119581	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119582	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119583	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119584	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119585	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119586	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119587	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119588	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119589	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119590	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119591	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119592	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119593	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119594	AMAZON CAPITAL SERVICES	\$0.00	11/10/2021	C
119595	AMAZON CAPITAL SERVICES	\$14,295.44	11/10/2021	R
119596	AMERICAN MESSAGING SERVICES	\$13.72	11/10/2021	R
119597	APPLE COMPUTER INC	\$898.00	11/10/2021	R

119598	ARAMARK REFRESHMENT SERVICES	\$118.65	11/10/2021	R
119599	ARCH LANGUAGE NETWORK	\$542.50	11/10/2021	R
119600	ASL INTERPRETING SERVICES INC	\$448.00	11/10/2021	R
119601	ASSETGENIE INC	\$399.00	11/10/2021	R
119602	ASTLEFORD INTL MINNEAPOLIS	\$6,373.44	11/10/2021	R
119603	ATC GROUP SERVICES LLC	\$3,465.00	11/10/2021	R
119604	AUTONATION FORD WBL	\$582.87	11/10/2021	R
119605	AVID CENTER	\$4,250.00	11/10/2021	R
119606	BALD EAGLE SPORTSMENS ASSOC	\$2,740.00	11/10/2021	R
119607	BATTERIES PLUS BULBS	\$123.75	11/10/2021	R
119608	BECKER ARENA PRODUCTS INC	\$236.64	11/10/2021	R
119609	BENCHMARK EDUCATION COMPANY	\$27,975.00	11/10/2021	R
119610	BERARD, LEAH	\$160.00	11/10/2021	R
119611	BEST BUY BUSINESS ADVANTAGE ACCT	\$149.95	11/10/2021	R
119612	BETMAR LANGUAGES	\$1,650.00	11/10/2021	R
119613	BIO-RAD LABORATORIES	\$629.36	11/10/2021	R
119614	BLAINE HIGH SCHOOL	\$750.00	11/10/2021	R
119615	BLANDING, PAMELA	\$100.00	11/10/2021	R
119616	BLICK ART MATERIALS	\$1,625.83	11/10/2021	R
119617	BRAUN INTERTEC CORPORATION	\$0.00	11/10/2021	C
119618	BRAUN INTERTEC CORPORATION	\$34,590.65	11/10/2021	R
119619	BROWN, BRUCE	\$53.00	11/10/2021	R
119620	BSN SPORTS, LLC	\$2,049.63	11/10/2021	R
119621	BUREAU OF EDUCATION & RESEARCH	\$279.00	11/10/2021	R
119622	CAP ELECTRIC INC	\$1,969.53	11/10/2021	R
119623	CAPITAL ONE TRADE CREDIT	\$0.00	11/10/2021	C
119624	CAPITAL ONE TRADE CREDIT	\$772.40	11/10/2021	R
119625	CAPITAL ONE TRADE CREDIT	\$42.96	11/10/2021	R
119626	CARLSON, JEREMY	\$240.00	11/10/2021	R
119627	CHAMPLIN PARK HIGH SCHOOL	\$275.00	11/10/2021	R
119628	CHARCHENKO, BRADLEY J.	\$76.00	11/10/2021	R
119629	CHETS SHOES	\$488.73	11/10/2021	R
119630	CINTAS CORP #470	\$461.79	11/10/2021	R
119631	CITY OF HUGO	\$5,433.76	11/10/2021	R
119632	CITY OF ALEXANDRIA	\$186.00	11/10/2021	R
119633	CLOUDCOVER USA/B1 GROUP	\$200.00	11/10/2021	R
119634	CMRS-FP	\$6,000.00	11/10/2021	R
119635	COMCAST	\$1,875.05	11/10/2021	R
119636	CONNEY SAFETY PRODUCTS LLC	\$258.56	11/10/2021	R
119637	CONTINENTAL CLAY CO	\$949.36	11/10/2021	R
119638	CONTINENTAL RESEARCH CORP	\$2,791.00	11/10/2021	R
119639	CONTINENTAL PRESS	\$93.74	11/10/2021	R
119640	COSNEY CORPORATION	\$3,619.50	11/10/2021	R
119641	CUMMINS SALES AND SERVICE	\$0.00	11/10/2021	C
119642	CUMMINS SALES AND SERVICE	\$7,188.64	11/10/2021	R
119643	D ERVASTI SALES CO LLC	\$7,140.17	11/10/2021	R
119644	DALCO CORPORATION	\$0.00	11/10/2021	C
119645	DALCO CORPORATION	\$0.00	11/10/2021	C
119646	DALCO CORPORATION	\$0.00	11/10/2021	C
119647	DALCO CORPORATION	\$0.00	11/10/2021	C
119648	DALCO CORPORATION	\$0.00	11/10/2021	C
119649	DALCO CORPORATION	\$0.00	11/10/2021	C

119650 DALCO CORPORATION	\$16,407.52	11/10/2021 R
119651 DECKER INC	\$256.16	11/10/2021 R
119652 DEMCO INC	\$135.75	11/10/2021 R
119653 DI BETTA, ERIN	\$225.00	11/10/2021 R
119654 DIETZMAN, WILL	\$160.00	11/10/2021 R
119655 DIONNE, VINCENT	\$200.00	11/10/2021 R
119656 DISCOUNT SCHOOL SUPPLY	\$193.49	11/10/2021 R
119657 DOMINOS PIZZA	\$302.20	11/10/2021 R
119658 DONATELLI'S	\$790.75	11/10/2021 R
119659 DOOR SERVICE COMPANY	\$3,487.00	11/10/2021 R
119660 DEFINITIVE TECHNOLOGY SOLUTIONS	\$0.00	11/10/2021 C
119661 DEFINITIVE TECHNOLOGY SOLUTIONS	\$16,475.46	11/10/2021 R
119662 ECCO MIDWEST, INC	\$4,800.00	11/10/2021 R
119663 EDUCERE, LLC	\$5,418.14	11/10/2021 R
119664 ELECTRIC MOTOR REPAIR	\$1,012.38	11/10/2021 R
119665 EMERGENCY CONTRACTORS SERVICES INC	\$7,500.00	11/10/2021 R
119666 ERHARDT, GARY	\$50.00	11/10/2021 R
119667 ETS NORTH METRO LLC	\$3,833.33	11/10/2021 R
119668 EXPLORE LEARNING LLC	\$600.42	11/10/2021 R
119669 FASTENAL COMPANY	\$223.57	11/10/2021 R
119670 FIORAVANTI, MARC	\$160.00	11/10/2021 R
119671 FOLLETT SCHOOL SOLUTIONS INC	\$286.55	11/10/2021 R
119672 FORSYTHE, JOSHUA B.	\$76.00	11/10/2021 R
119673 FRATTALONES HARDWARE STORES	\$0.00	11/10/2021 C
119674 FRATTALONES HARDWARE STORES	\$0.00	11/10/2021 C
119675 FRATTALONES HARDWARE STORES	\$0.00	11/10/2021 C
119676 FRATTALONES HARDWARE STORES	\$625.05	11/10/2021 R
119677 FRONTRUNNER SCREEN PRINTING	\$185.80	11/10/2021 R
119678 GENERAL SHEET METAL COMPANY LLC	\$98,652.00	11/10/2021 R
119679 GENERAL SPRINKLER CORPORATION	\$712.50	11/10/2021 R
119680 GOLDCOM INC	\$91.73	11/10/2021 R
119681 GOPHER STAGE LIGHTING	\$459.60	11/10/2021 R
119682 GRAINGER	\$333.21	11/10/2021 R
119683 GRAYBAR ELECTRIC COMPANY	\$376.38	11/10/2021 R
119684 HAAS MUSICAL INSTRUMENT REPAIR	\$0.00	11/10/2021 C
119685 HAAS MUSICAL INSTRUMENT REPAIR	\$264.08	11/10/2021 R
119686 HAMLINE UNIVERSITY ATHLETICS	\$400.00	11/10/2021 R
119687 HARWELL, JENNIFER L.	\$22.95	11/10/2021 R
119688 HEGGERTY PHONEMIC AWARENESS	\$97.98	11/10/2021 R
119689 HEINEMANN	\$473.00	11/10/2021 R
119690 HENKEL, CRAIG A.	\$62.00	11/10/2021 R
119691 HENNEPIN THEATRE TRUST	\$125.00	11/10/2021 R
119692 HERC-U-LIFT	\$613.54	11/10/2021 R
119693 HISDAHL INC	\$685.60	11/10/2021 R
119694 HOBART SERVICE	\$1,311.43	11/10/2021 R
119695 HOENIGSCHMIDT, KAYLEA	\$395.00	11/10/2021 R
119696 HOGLUND BUS COMPANY	\$0.00	11/10/2021 C
119697 HOGLUND BUS COMPANY	\$258.83	11/10/2021 R
119698 HOLLENBACK & NELSON INC	\$71,628.10	11/10/2021 R
119699 HOME DEPOT CREDIT SERVICES	\$0.00	11/10/2021 C
119700 HOME DEPOT CREDIT SERVICES	\$4.88	11/10/2021 R
119701 HOUGHTON MIFFLIN HARCOURT	\$0.00	11/10/2021 C

119702 HOUGHTON MIFFLIN HARCOURT	\$2,231.45	11/10/2021 R
119703 HUGO FEED MILL & HARDWARE	\$26.33	11/10/2021 R
119704 HUMANEX VENTURES	\$6,600.00	11/10/2021 R
119705 IMPRESSION SIGNS AND GRAPHICS	\$150.00	11/10/2021 R
119706 INDUSTRIAL ARTS SUPPLY	\$59.25	11/10/2021 R
119707 INNOVATIVE GRAPHICS	\$788.00	11/10/2021 R
119708 INNOVATIVE OFFICE SOLUTIONS	\$0.00	11/10/2021 C
119709 INNOVATIVE OFFICE SOLUTIONS	\$0.00	11/10/2021 C
119710 INNOVATIVE OFFICE SOLUTIONS	\$9,072.74	11/10/2021 R
119711 ISD #625 ST PAUL PUBLIC SCHOOLS	\$3,947.76	11/10/2021 R
119712 IXL LEARNING	\$3,163.00	11/10/2021 R
119713 JACON LLC	\$125,005.56	11/10/2021 R
119714 JAH SCHEDULING LLC	\$258.00	11/10/2021 R
119715 JUNIOR LIBRARY GUILD	\$3,870.80	11/10/2021 R
119716 JW PEPPER & SON INC	\$0.00	11/10/2021 C
119717 JW PEPPER & SON INC	\$417.99	11/10/2021 R
119718 KAMISH EXCAVATING INC	\$1,463.00	11/10/2021 R
119719 KATH FUEL OIL SERVICE CO	\$0.00	11/10/2021 C
119720 KATH FUEL OIL SERVICE CO	\$9,177.72	11/10/2021 R
119721 KENNEDY & GRAVEN CHARTERED	\$117.50	11/10/2021 R
119722 KEYSTONE INTERPRETING SOLUTIONS	\$234.30	11/10/2021 R
119723 KIM TONG TRANSLATION SERV INC	\$180.00	11/10/2021 R
119724 KIMBALL MIDWEST	\$548.36	11/10/2021 R
119725 KOCH MECHANICAL LLC	\$9,880.00	11/10/2021 R
119726 KRAFT MECHANICAL LLC	\$0.00	11/10/2021 C
119727 KRAFT MECHANICAL LLC	\$12,709.67	11/10/2021 R
119728 KULLY SUPPLY COMPANY	\$56.34	11/10/2021 R
119729 LAKESHORE LEARNING MATERIALS	\$254.34	11/10/2021 R
119730 LEARNING A-Z	\$3,912.00	11/10/2021 R
119731 LETTERMEN SPORTS	\$234.00	11/10/2021 R
119732 LEVERTY, MACKENZIE	\$53.00	11/10/2021 R
119733 LIFETIME ATHLETIC	\$34.00	11/10/2021 R
119734 LINDENMEYR MUNROE	\$0.00	11/10/2021 C
119735 LINDENMEYR MUNROE	\$0.00	11/10/2021 C
119736 LINDENMEYR MUNROE	\$0.00	11/10/2021 C
119737 LINDENMEYR MUNROE	\$0.00	11/10/2021 C
119738 LINDENMEYR MUNROE	\$3,288.75	11/10/2021 R
119739 LORENZ RECOGNITION CO	\$397.50	11/10/2021 R
119740 L T G POWER EQUIPMENT	\$133.43	11/10/2021 R
119741 LUESSENHEIDE, RYAN	\$80.00	11/10/2021 R
119742 LUNDEQUAM, SAMANTHA A.	\$4.99	11/10/2021 R
119743 MAC RUNNEL, MINDY L.	\$477.00	11/10/2021 R
119744 MACKIN EDUCATIONAL RESOURCES	\$1,131.85	11/10/2021 R
119745 MADAUS, KIRSTEN G.	\$48.00	11/10/2021 R
119746 MALLEY, DAVID	\$64.00	11/10/2021 R
119747 MAPLE GROVE CRIMSON CHEERLEADING	\$540.00	11/10/2021 R
119748 MAR, KALEB	\$80.00	11/10/2021 R
119749 MARENEM INC	\$346.50	11/10/2021 R
119750 THE MARKERBOARD PEOPLE	\$119.70	11/10/2021 R
119751 MATBOSS LLC	\$599.00	11/10/2021 R
119752 MATTSON, JENNIFER	\$1,456.49	11/10/2021 R
119753 MCDONOUGH'S WATERJETTING AND DRAIN CLEANING	\$1,404.40	11/10/2021 R

119754 MEDTOX LABORATORIES	\$173.03	11/10/2021 R
119755 MERRY, VANESSA A.	\$225.00	11/10/2021 R
119756 METRO MEALS ON WHEELS INC	\$5,538.30	11/10/2021 R
119757 METROPOLITAN TRANSPORTATION NETWORK	\$30,522.77	11/10/2021 R
119758 MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$70.59	11/10/2021 R
119759 MIDWEST BUS PARTS INC	\$17.18	11/10/2021 R
119760 MINNETONKA HIGH SCHOOL	\$200.00	11/10/2021 R
119761 MN ADAPTED ATHLETICS ASSOC	\$300.00	11/10/2021 R
119762 MN SAFETY COUNCIL INC	\$1,978.00	11/10/2021 R
119763 MN STATE HIGH SCHOOL MATH LEAGUE	\$600.00	11/10/2021 R
119764 MOBILE RADIO ENGINEERING INC	\$2,110.27	11/10/2021 R
119765 MOHAWK LIFTS LLC	\$7,195.58	11/10/2021 R
119766 REGION 4AA	\$3,085.00	11/10/2021 R
119767 NELSON, CHARLES R.	\$77.00	11/10/2021 R
119768 NEO ELECTRICAL SOLUTIONS LLC	\$68,490.25	11/10/2021 R
119769 NORTH CENTRAL BLUE BIRD BUS SALES	\$0.00	11/10/2021 C
119770 NORTH CENTRAL BLUE BIRD BUS SALES	\$2,220.51	11/10/2021 R
119771 NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$2,000.00	11/10/2021 R
119772 NORTHERN LANDSCAPE & IRRIGATION INC	\$2,560.00	11/10/2021 R
119773 NOVAK, JANICE S.	\$20.00	11/10/2021 R
119774 O'REILLY AUTOMOTIVE INC	\$336.66	11/10/2021 R
119775 OFFICE DEPOT	\$347.30	11/10/2021 R
119776 OLYMPIC COMMUNICATIONS INC	\$1,088.00	11/10/2021 R
119777 ONEDER	\$90.00	11/10/2021 R
119778 ORDWAY CENTER FOR PERFORMING	\$150.00	11/10/2021 R
119779 OXYGEN SERVICE COMPANY INC	\$3,543.70	11/10/2021 R
119780 PAN-O-GOLD	\$0.00	11/10/2021 C
119781 PAN-O-GOLD	\$3,793.00	11/10/2021 R
119782 PARK CENTER HIGH SCHOOL	\$325.00	11/10/2021 R
119783 PARKHURST, ALYSSA	\$100.00	11/10/2021 R
119784 PARTS TOWN, LLC	\$678.06	11/10/2021 R
119785 PATIENT TOOLS INC	\$235.00	11/10/2021 R
119786 PEDIATRIC HOME SERVICE	\$2,006.25	11/10/2021 R
119787 PELCO CONSTRUCTION LLC	\$9,270.00	11/10/2021 R
119788 PINE TREE APPLE ORCHARD	\$0.00	11/10/2021 C
119789 PINE TREE APPLE ORCHARD	\$1,462.00	11/10/2021 R
119790 PODS COMPLETE CAR CARE	\$1,312.86	11/10/2021 R
119791 PRESS PUBLICATIONS	\$271.88	11/10/2021 R
119792 PRIOR LAKE HIGH SCHOOL	\$150.00	11/10/2021 R
119793 PROFESSIONAL WIRELESS COMM	\$1,459.45	11/10/2021 R
119794 PROMO ATHLETICS	\$3,733.00	11/10/2021 R
119795 QUAD AREA CHAMBER OF COMMERCE	\$150.00	11/10/2021 R
119796 R & R SPECIALTIES INC	\$37.50	11/10/2021 R
119797 RAMSEY COUNTY PARKS/REC DEPT	\$5,375.00	11/10/2021 R
119798 RAMSEY EXCAVATING COMPANY	\$1,282.50	11/10/2021 R
119799 RANDY SHAVER CANCER RESEARCH	\$1,400.37	11/10/2021 R
119800 READ NATURALLY INC	\$691.20	11/10/2021 R
119801 REGENTS OF THE UNIV OF MN	\$0.00	11/10/2021 C
119802 REGENTS OF THE UNIV OF MN	\$19,039.00	11/10/2021 R
119803 RIVERSIDE INSIGHTS	\$442.14	11/10/2021 R
119804 ROCHESTER CENTURY HIGH SCHOOL	\$200.00	11/10/2021 R
119805 ROGERS HIGH SCHOOL	\$600.00	11/10/2021 R

119806 SAFETYFIRST PLAYGROUND MAINTENANCE	\$5,530.00	11/10/2021 R
119807 SARGENT-WELCH	\$188.72	11/10/2021 R
119808 SAVVAS LEARNING COMPANY, LLC	\$260.04	11/10/2021 R
119809 SCHINDLER ELEVATOR CORP	\$0.00	11/10/2021 C
119810 SCHINDLER ELEVATOR CORP	\$6,395.18	11/10/2021 R
119811 SCHOLASTIC	\$150.54	11/10/2021 R
119812 SCHOOL FIX CATALOG	\$305.54	11/10/2021 R
119813 SCHOOL HEALTH CORPORATION	\$42.52	11/10/2021 R
119814 SCHOOL MATE	\$165.00	11/10/2021 R
119815 SCHOOL SPECIALTY LLC	\$315.59	11/10/2021 R
119816 SCHROEHER, JANE E.	\$425.00	11/10/2021 R
119817 SCHULZE, GREGORY A.	\$420.00	11/10/2021 R
119818 SCOTT ELECTRIC	\$178.00	11/10/2021 R
119819 SEVERSON, LAUREL	\$100.00	11/10/2021 R
119820 SHAR PRODUCTS CO.	\$149.94	11/10/2021 R
119821 SITEIMPROVE INC	\$4,334.92	11/10/2021 R
119822 SKOW, KAREN L.	\$240.00	11/10/2021 R
119823 SMITLEY, SHARON L.	\$225.00	11/10/2021 R
119824 SMOLEY, CHAD	\$77.00	11/10/2021 R
119825 STAPLES	\$0.00	11/10/2021 C
119826 STAPLES	\$0.00	11/10/2021 C
119827 STAPLES	\$0.00	11/10/2021 C
119828 STAPLES	\$0.00	11/10/2021 C
119829 STAPLES	\$1,578.27	11/10/2021 R
119830 STATE INDUSTRIAL PRODUCTS	\$388.80	11/10/2021 R
119831 STATE SUPPLY CO	\$517.32	11/10/2021 R
119832 STERICYCLE, INC.	\$885.63	11/10/2021 R
119833 STEVE WEISS MUSIC	\$408.95	11/10/2021 R
119833 STEVE WEISS MUSIC	(\$408.95)	11/24/2021 V
119834 STRACK, GEOFFREY	\$160.00	11/10/2021 R
119835 STRAUSS SKATES AND BICYCLES	\$100.00	11/10/2021 R
119836 SUCCESS BEYOND THE CLASSROOM	\$490.00	11/10/2021 R
119837 SUMMIT FIRE PROTECTION	\$1,210.16	11/10/2021 R
119838 SUNBEEB, SUBEL	\$76.00	11/10/2021 R
119839 SUNDE LAND SURVEYING LLC	\$572.30	11/10/2021 R
119840 TARTAN HIGH SCHOOL	\$125.00	11/10/2021 R
119841 TEACHERS CURRICULUM INSTITUTE	\$3,630.90	11/10/2021 R
119842 TEACHER SYNERGY LLC	\$739.99	11/10/2021 R
119843 TEACHING STRATEGIES LLC	\$7,500.00	11/10/2021 R
119844 TEXT HELP SYSTEMS INC	\$2,175.00	11/10/2021 R
119845 TIMM, AMY L.	\$855.00	11/10/2021 R
119846 TOBII DYNAVOK	\$856.00	11/10/2021 R
119847 TOWN LIFE	\$1,215.00	11/10/2021 R
119848 TRADE PRESS INC	\$1,396.20	11/10/2021 R
119849 TRANSLANGUAGES, LLC	\$160.52	11/10/2021 R
119850 TRI-STATE BOBCAT	\$253.62	11/10/2021 R
119851 TRIO SUPPLY COMPANY	\$0.00	11/10/2021 C
119852 TRIO SUPPLY COMPANY	\$0.00	11/10/2021 C
119853 TRIO SUPPLY COMPANY	\$0.00	11/10/2021 C
119854 TRIO SUPPLY COMPANY	\$0.00	11/10/2021 C
119855 TRIO SUPPLY COMPANY	\$0.00	11/10/2021 C
119856 TRIO SUPPLY COMPANY	\$0.00	11/10/2021 C

119857 TRIO SUPPLY COMPANY	\$10,328.65	11/10/2021 R
119858 TSA CONSULTING GROUP	\$940.24	11/10/2021 R
119859 TURFWERKS INC	\$660.16	11/10/2021 R
119860 TWIN CITY JANITOR SUPPLY CO	\$17,982.00	11/10/2021 R
119861 TWIN CITIES TRANSPORT & RECOVERY INC	\$200.00	11/10/2021 R
119862 TWIN CITY TRANSPORTATION INC	\$80,436.21	11/10/2021 R
119863 TWIN CITY HARDWARE COMPANY INC	\$3,453.00	11/10/2021 R
119864 ULTIMATE SLP	\$1,997.32	11/10/2021 R
119865 VANG, STEPHANIE	\$700.00	11/10/2021 R
119866 VIKING ELECTRIC SUPPLY	\$0.00	11/10/2021 C
119867 VIKING ELECTRIC SUPPLY	\$2,157.04	11/10/2021 R
119868 VOYAGER SOPRIS LEARNING	\$4,489.10	11/10/2021 R
119869 WAGNER, MARTINA	\$5,000.00	11/10/2021 R
119870 WALKER BOOKSTORE	\$401.36	11/10/2021 R
119871 WARGO NATURE CENTER	\$700.00	11/10/2021 R
119872 WASHINGTON CTY PUBLIC HEALTH	\$203.00	11/10/2021 R
119873 WB AREA EMERGENCY FOOD SHELF	\$100.00	11/10/2021 R
119874 WHITE BEAR CENTER FOR THE ARTS	\$6,375.00	11/10/2021 R
119875 WHITE BEAR LAWN & SNOW	\$2,378.00	11/10/2021 R
119876 WHITE BEAR LOCKSMITH INC	\$90.00	11/10/2021 R
119877 WHITE BEAR TOWNSHIP	\$5,519.72	11/10/2021 R
119878 WEST MUSIC COMPANY	\$3,309.46	11/10/2021 R
119879 WBL GIRLS SOCCER BOOSTERS	\$2,210.36	11/10/2021 R
119880 WIMER, MARY K.	\$150.00	11/10/2021 R
119881 WINDSTREAM	\$1,953.18	11/10/2021 R
119882 WINTER, CLARENCE	\$76.00	11/10/2021 R
119883 WOLD ARCHITECTS AND ENGINEERS	\$0.00	11/10/2021 C
119884 WOLD ARCHITECTS AND ENGINEERS	\$0.00	11/10/2021 C
119885 WOLD ARCHITECTS AND ENGINEERS	\$0.00	11/10/2021 C
119886 WOLD ARCHITECTS AND ENGINEERS	\$235,786.54	11/10/2021 R
119887 WORLD'S FINEST CHOCOLATE INC	\$2,999.00	11/10/2021 R
119888 XCEL ENERGY	\$3,728.30	11/10/2021 R
119889 YANG, BENJAMIN B.	\$76.00	11/10/2021 R
119890 YANG, KAO KALIA	\$2,000.00	11/10/2021 R
119891 ZAHL PETROLEUM MAINTENANCE CO	\$3,674.37	11/10/2021 R
119892 ZAPPETILLO, DAVID	\$128.00	11/10/2021 R
119893 HOME DEPOT CREDIT SERVICES	\$43.99	11/10/2021 R
119894 LUKNIC, JONATHAN D.	\$146.00	11/11/2021 R
119895 GURSTEL CHARGO ATTORNEYS AT LAW	\$191.38	11/16/2021 R
119896 MESSERLI & KRAMER PA	\$450.22	11/16/2021 R
119897 IUOE LOCAL 70	\$1,524.01	11/16/2021 R
119898 SCHOOL SERVICE EMPLOYEES	\$0.00	11/16/2021 C
119899 SCHOOL SERVICE EMPLOYEES	\$5,704.55	11/16/2021 R
119900 806 TECHNOLOGIES	\$2,500.00	11/24/2021 R
119901 A-1 TIRE SERVICE	\$1,500.00	11/24/2021 R
119902 ABBOTT PAINT & CARPET INC	\$98.57	11/24/2021 R
119903 ACOUSTICS ASSOCIATES INC	\$7,814.30	11/24/2021 R
119904 ADAPTIVE TECH SOLUTIONS	\$231.33	11/24/2021 R
119905 AJ MOORE ELECTRIC INC	\$115,950.35	11/24/2021 R
119906 ALIVE SCHOOLS, LLC	\$5,000.00	11/24/2021 R
119907 ALLEN, CHRISTOPHER	\$650.00	11/24/2021 R
119908 AMAZON CAPITAL SERVICES	\$0.00	11/24/2021 C

119909	AMAZON CAPITAL SERVICES	\$0.00	11/24/2021	C
119910	AMAZON CAPITAL SERVICES	\$0.00	11/24/2021	C
119911	AMAZON CAPITAL SERVICES	\$0.00	11/24/2021	C
119912	AMAZON CAPITAL SERVICES	\$0.00	11/24/2021	C
119913	AMAZON CAPITAL SERVICES	\$0.00	11/24/2021	C
119914	AMAZON CAPITAL SERVICES	\$0.00	11/24/2021	C
119915	AMAZON CAPITAL SERVICES	\$0.00	11/24/2021	C
119916	AMAZON CAPITAL SERVICES	\$0.00	11/24/2021	C
119917	AMAZON CAPITAL SERVICES	\$0.00	11/24/2021	C
119918	AMAZON CAPITAL SERVICES	\$0.00	11/24/2021	C
119919	AMAZON CAPITAL SERVICES	\$0.00	11/24/2021	C
119920	AMAZON CAPITAL SERVICES	\$0.00	11/24/2021	C
119921	AMAZON CAPITAL SERVICES	\$0.00	11/24/2021	C
119922	AMAZON CAPITAL SERVICES	\$0.00	11/24/2021	C
119923	AMAZON CAPITAL SERVICES	\$0.00	11/24/2021	C
119924	AMAZON CAPITAL SERVICES	\$0.00	11/24/2021	C
119925	AMAZON CAPITAL SERVICES	\$0.00	11/24/2021	C
119926	AMAZON CAPITAL SERVICES	\$0.00	11/24/2021	C
119927	AMAZON CAPITAL SERVICES	\$0.00	11/24/2021	C
119928	AMAZON CAPITAL SERVICES	\$9,892.34	11/24/2021	R
119929	ANCHOR SOLAR INVESTMENTS LLC	\$2,148.45	11/24/2021	R
119930	ANDERSON'S	\$62.49	11/24/2021	R
119931	ARAMARK UNIFORM SERVICES	\$0.00	11/24/2021	C
119932	ARAMARK UNIFORM SERVICES	\$0.00	11/24/2021	C
119933	ARAMARK UNIFORM SERVICES	\$0.00	11/24/2021	C
119934	ARAMARK UNIFORM SERVICES	\$1,524.34	11/24/2021	R
119935	ASL INTERPRETING SERVICES INC	\$256.00	11/24/2021	R
119936	ASTLEFORD INTL MINNEAPOLIS	\$2,479.94	11/24/2021	R
119937	AXEL H OHMAN INC	\$9,600.40	11/24/2021	R
119938	BALFOUR MINNESOTA LLC	\$30.00	11/24/2021	R
119939	BARTHOLD	\$378.40	11/24/2021	R
119940	BEN'S STRUCTURAL FABRICATION INC	\$11,875.00	11/24/2021	R
119941	BERWALD ROOFING COMPANY INC	\$16,064.03	11/24/2021	R
119942	BEST BUY BUSINESS ADVANTAGE ACCT	\$149.95	11/24/2021	R
119943	BEVSO	\$0.00	11/24/2021	C
119944	BEVSO	\$0.00	11/24/2021	C
119945	BEVSO	\$19,203.25	11/24/2021	R
119946	BLADE, JULIE M.	\$190.97	11/24/2021	R
119947	BLICK ART MATERIALS	\$761.88	11/24/2021	R
119948	BLUE CROSS / BLUE SHIELD OF MN	\$0.00	11/24/2021	C
119949	BLUE CROSS / BLUE SHIELD OF MN	\$24,578.50	11/24/2021	R
119950	BOYER TRUCKS	\$379.68	11/24/2021	R
119951	BPAM	\$100.00	11/24/2021	R
119952	BRAUN INTERTEC CORPORATION	\$27,945.00	11/24/2021	R
119953	BREAKOUT INC	\$20.94	11/24/2021	R
119954	BREDEMUS HARDWARE CO INC	\$3,442.65	11/24/2021	R
119955	BRETH-ZENZEN FIRE PROTECTION LLC	\$883.50	11/24/2021	R
119956	BRIN GLASS COMPANY	\$8,731.85	11/24/2021	R
119957	BSN SPORTS, LLC	\$510.00	11/24/2021	R
119958	CANEFF, JAKE A.	\$154.00	11/24/2021	R
119959	CAP ELECTRIC INC	\$396.00	11/24/2021	R
119960	CAPITAL ONE TRADE CREDIT	\$16.97	11/24/2021	R

119960 CAPITAL ONE TRADE CREDIT	(\$16.97)	11/24/2021 V
119961 CAPITAL ONE TRADE CREDIT	\$39.98	11/24/2021 R
119962 CAPITAL CITY GLASS INC	\$2,593.49	11/24/2021 R
119963 CARBONES PIZZERIA	\$1,397.32	11/24/2021 R
119964 CCP INDUSTRIES INC	\$139.93	11/24/2021 R
119965 CDW GOVERNMENT INC	\$25,020.00	11/24/2021 R
119966 CENTRAL MINNESOTA FABRICATING	\$29,112.18	11/24/2021 R
119967 CENTRAL ROOFING COMPANY	\$14,546.02	11/24/2021 R
119968 CHASKA HIGH SCHOOL	\$75.00	11/24/2021 R
119969 CINTAS CORP #470	\$102.94	11/24/2021 R
119970 CITIES 1 PLUMBING & HEATING INC	\$35,153.70	11/24/2021 R
119971 CITY OF HUGO	\$1,374.29	11/24/2021 R
119972 CITY OF WHITE BEAR LAKE	\$0.00	11/24/2021 C
119973 CITY OF WHITE BEAR LAKE	\$12,364.71	11/24/2021 R
119974 CL BENSON CO INC	\$1,742.28	11/24/2021 R
119975 COMO LUBE & SUPPLIES	\$45.00	11/24/2021 R
119976 CONCORD THEATRICALS CORP	\$4,077.67	11/24/2021 R
119977 CONNEY SAFETY PRODUCTS LLC	\$33.48	11/24/2021 R
119978 CONSTRUCTION RESULTS CORPORATION	\$12,511.54	11/24/2021 R
119979 CONTINENTAL RESEARCH CORP	\$1,093.00	11/24/2021 R
119980 CORNERSTONE OCCUPATIONAL HEALTH SPECIALISTS	\$0.00	11/24/2021 C
119981 CORNERSTONE OCCUPATIONAL HEALTH SPECIALISTS	\$384.00	11/24/2021 R
119982 COSNEY CORPORATION	\$4,379.50	11/24/2021 R
119983 CRYSTAL CAVE INC	\$600.00	11/24/2021 R
119984 CUB FOODS OF WHITE BEAR TWSHP	\$0.00	11/24/2021 C
119985 CUB FOODS OF WHITE BEAR TWSHP	\$0.00	11/24/2021 C
119986 CUB FOODS OF WHITE BEAR TWSHP	\$0.00	11/24/2021 C
119987 CUB FOODS OF WHITE BEAR TWSHP	\$1,425.99	11/24/2021 R
119988 CULINEX	\$638.34	11/24/2021 R
119989 CUMMINS SALES AND SERVICE	\$766.24	11/24/2021 R
119990 CUSTOM INK LLC	\$672.84	11/24/2021 R
119991 DALCO CORPORATION	\$0.00	11/24/2021 C
119992 DALCO CORPORATION	\$0.00	11/24/2021 C
119993 DALCO CORPORATION	\$0.00	11/24/2021 C
119994 DALCO CORPORATION	\$0.00	11/24/2021 C
119995 DALCO CORPORATION	\$0.00	11/24/2021 C
119996 DALCO CORPORATION	\$0.00	11/24/2021 C
119997 DALCO CORPORATION	\$9,462.66	11/24/2021 R
119998 DEY DISTRIBUTING	\$31.84	11/24/2021 R
119999 DIONNE, VINCENT	\$200.00	11/24/2021 R
120000 DIVERSE CONSTRUCTION SERVICES LLC	\$15,466.00	11/24/2021 R
120001 DOUGLAS, SANDRA L.	\$300.00	11/24/2021 R
120002 DEFINITIVE TECHNOLOGY SOLUTIONS	\$245.68	11/24/2021 R
120003 DEFINITIVE TECHNOLOGY SOLUTION	\$9,685.00	11/24/2021 R
120004 EAGLE BROOK CHURCH	\$18,500.76	11/24/2021 R
120005 EARTHCAM INC	\$465.99	11/24/2021 R
120006 ECKROTH MUSIC	\$0.00	11/24/2021 C
120007 ECKROTH MUSIC	\$2,320.79	11/24/2021 R
120008 EHLERS	\$2,250.00	11/24/2021 R
120009 ENGSTROM, MARK	\$171.00	11/24/2021 R
120010 ENVIROBATE INC	\$14,427.25	11/24/2021 R
120011 ENVISION GLASS INC	\$258.72	11/24/2021 R

120012 ERHARDT, GARY	\$65.00	11/24/2021 R
120013 ERHARDT, SCOTT D.	\$65.00	11/24/2021 R
120014 EVHS DEBATE	\$40.00	11/24/2021 R
120015 FASTENAL COMPANY	\$284.91	11/24/2021 R
120016 FESTIVAL FOODS-KNOWLAN'S	\$0.00	11/24/2021 C
120017 FESTIVAL FOODS-KNOWLAN'S	\$492.81	11/24/2021 R
120018 FIDELITY SECURITY LIFE INSURANCE CO	\$3,153.56	11/24/2021 R
120019 FILTER RECYCLING SERVICES	\$70.00	11/24/2021 R
120020 FIRELINE SPRINKLER LLC	\$33,994.80	11/24/2021 R
120021 FLAGSHIP RECREATION	\$7,310.00	11/24/2021 R
120022 FLEETPRIDE	\$75.56	11/24/2021 R
120023 FLOORS BY BECKERS LLC	\$38,086.45	11/24/2021 R
120024 FLUENCY MATTERS	\$298.00	11/24/2021 R
120025 FLYNN MIDWEST LP	\$1,688.18	11/24/2021 R
120026 FOLLETT SCHOOL SOLUTIONS INC	\$283.00	11/24/2021 R
120027 FRATTALONES HARDWARE STORES	\$0.00	11/24/2021 C
120028 FRATTALONES HARDWARE STORES	\$0.00	11/24/2021 C
120029 FRATTALONES HARDWARE STORES	\$399.76	11/24/2021 R
120030 GALLAGHERS NORTHWESTERN TIRE CO INC	\$1,311.12	11/24/2021 R
120031 GEPHART TRUCKING	\$6,945.00	11/24/2021 R
120032 GIA PUBLICATIONS INC	\$74.95	11/24/2021 R
120033 GIBBONS TERRAZZO LLC	\$6,982.50	11/24/2021 R
120034 GILLUND ENTERPRISES	\$497.76	11/24/2021 R
120035 GOPHER	\$157.25	11/24/2021 R
120036 GOPHER STAGE LIGHTING	\$881.60	11/24/2021 R
120037 GRAINGER	\$0.00	11/24/2021 C
120038 GRAINGER	\$0.00	11/24/2021 C
120039 GRAINGER	\$0.00	11/24/2021 C
120040 GRAINGER	\$0.00	11/24/2021 C
120041 GRAINGER	\$3,715.92	11/24/2021 R
120042 GRANDMA'S BAKERY INC	\$82.88	11/24/2021 R
120043 GRAY, LUCY A.	\$78.00	11/24/2021 R
120044 GRAYBAR ELECTRIC COMPANY	\$838.58	11/24/2021 R
120045 GREATAMERICA FINANCIAL SERVICES	\$334.85	11/24/2021 R
120046 GROTH MUSIC CO	\$437.80	11/24/2021 R
120047 GROUP MEDICAREBLUE RX	\$12,835.00	11/24/2021 R
120048 H&B SPECIALIZED PRODUCTS INC	\$10,754.95	11/24/2021 R
120049 H2I GROUP INC	\$72,540.10	11/24/2021 R
120050 HAAS MUSICAL INSTRUMENT REPAIR	\$284.00	11/24/2021 R
120051 HALO TRANSPORTATION	\$11,363.75	11/24/2021 R
120052 HEALTHPARTNERS MEDICAL GROUP	\$4,404.25	11/24/2021 R
120053 HIESTAND, DEBORAH A.	\$64.00	11/24/2021 R
120054 HISDAHL INC	\$1,502.25	11/24/2021 R
120055 HOENIGSCHMIDT, KAYLEA	\$180.00	11/24/2021 R
120056 HOGLUND BUS COMPANY	\$0.00	11/24/2021 C
120057 HOGLUND BUS COMPANY	\$214.72	11/24/2021 R
120058 HOISINGTON KOEGLER GROUP	\$750.00	11/24/2021 R
120059 HOLLENBACK & NELSON INC	\$191,273.95	11/24/2021 R
120060 HORIZON EQUIPMENT LLC	\$32,160.98	11/24/2021 R
120061 IDEAL ENERGIES SOLAR LEASING LLC	\$2,792.28	11/24/2021 R
120062 IFD	\$0.00	11/24/2021 C
120063 IFD	\$0.00	11/24/2021 C

120064 IFD	\$0.00	11/24/2021 C
120065 IFD	\$0.00	11/24/2021 C
120066 IFD	\$170,352.72	11/24/2021 R
120067 ILLUMINATE EDUC	\$43,500.00	11/24/2021 R
120068 INNOCENT TECHNOLOGIES LLC	\$10,000.00	11/24/2021 R
120069 INNOVATIVE OFFICE SOLUTIONS	\$66.44	11/24/2021 R
120069 INNOVATIVE OFFICE SOLUTIONS	(\$66.44)	11/24/2021 V
120070 INNOVATIVE OFFICE SOLUTIONS	\$604.98	11/24/2021 R
120071 J GRAMMOND PHOTOGRAPHY	\$125.00	11/24/2021 R
120072 JACON LLC	\$115,611.20	11/24/2021 R
120073 JAMAR COMPANY	\$7,246.30	11/24/2021 R
120074 JAYTECH INC	\$192.46	11/24/2021 R
120075 JOHN FOLEY MASONRY INC	\$585,876.66	11/24/2021 R
120076 JOHNSON CONTROLS INC	\$836.00	11/24/2021 R
120077 JR WRESTLING	\$287.93	11/24/2021 R
120078 JUST BREATHING LLC	\$252.00	11/24/2021 R
120079 JW PEPPER & SON INC	\$667.99	11/24/2021 R
120080 JWOOD SPORTS FLOORING LLC	\$5,430.00	11/24/2021 R
120081 KATH FUEL OIL SERVICE CO	\$13,857.92	11/24/2021 R
120082 KEARNEY, CAITLIN	\$913.07	11/24/2021 R
120083 KFI ENGINEERS	\$15,907.55	11/24/2021 R
120084 KIMBALL MIDWEST	\$1,290.12	11/24/2021 R
120085 KOCH MECHANICAL LLC	\$3,596.00	11/24/2021 R
120086 KRAFT MECHANICAL LLC	\$4,430.73	11/24/2021 R
120087 KRAUS ANDERSON CONSTRUCTION CO	\$0.00	11/24/2021 C
120088 KRAUS ANDERSON CONSTRUCTION CO	\$644,432.31	11/24/2021 R
120089 KULLY SUPPLY COMPANY	\$82.60	11/24/2021 R
120090 LANDGRAFF, MARCIA J.	\$577.00	11/24/2021 R
120091 LANGER'S TREE SERVICE	\$165.00	11/24/2021 R
120092 LANGUAGE LINE SERVICES	\$954.81	11/24/2021 R
120093 LARSON, JAMES B.	\$97.00	11/24/2021 R
120094 LDINFO PUBLISHING	\$99.00	11/24/2021 R
120095 LEARNING A-Z	\$335.00	11/24/2021 R
120096 LIBERTY CLASSICAL ACADEMY	\$4,800.00	11/24/2021 R
120097 LIFESAVER FIRE PROTECTION LLC	\$1,488.53	11/24/2021 R
120098 LIFETIME ATHLETIC	\$34.00	11/24/2021 R
120099 LIFETOUCH NSS ACCT REC	\$550.69	11/24/2021 R
120100 LINDENMEYR MUNROE	\$125.75	11/24/2021 R
120101 LITFIN, NICHOLAS	\$97.00	11/24/2021 R
120102 LITFIN, TIMOTHY A.	\$97.00	11/24/2021 R
120103 L T G POWER EQUIPMENT	\$170.43	11/24/2021 R
120104 MACKIN EDUCATIONAL RESOURCES	\$1,116.30	11/24/2021 R
120105 MADAUS, KIRSTEN G.	\$64.00	11/24/2021 R
120106 MANITOU EVENT CENTER	\$554.35	11/24/2021 R
120107 MARCO TECHNOLOGIES LLC	\$2,973.83	11/24/2021 R
120108 MARIER, MARYJANE C.	\$368.61	11/24/2021 R
120109 MATH LEARNING CENTER	\$225.00	11/24/2021 R
120110 MATRIX COMMUNICATIONS	\$35,194.39	11/24/2021 R
120111 MEADOWOOD TOOL CO	\$125.40	11/24/2021 R
120112 MED COMPASS	\$731.50	11/24/2021 R
120113 MEDTOX LABORATORIES	\$83.33	11/24/2021 R
120114 METCALF, EVAN	\$650.00	11/24/2021 R

120115 METRO ECSU	\$70.00	11/24/2021 R
120116 METRO MEALS ON WHEELS INC	\$5,721.70	11/24/2021 R
120117 MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$0.00	11/24/2021 C
120118 MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$0.00	11/24/2021 C
120119 MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$0.00	11/24/2021 C
120120 MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$1,801.90	11/24/2021 R
120121 MIDAMERICA ADMIN & RETIREMENT	\$4,636.00	11/24/2021 R
120122 MIDWEST BUS PARTS INC	\$211.35	11/24/2021 R
120123 MINNESOTA SCIENCE OF READING & WRITING GROUP	\$13,527.50	11/24/2021 R
120124 MINNETONKA HS CHEERLEADING BOOSTER CLUB	\$540.00	11/24/2021 R
120125 MN ASSOC OF STUDENT COUNCILS	\$15.00	11/24/2021 R
120126 MN DEPT OF LABOR & INDUSTRY	\$0.00	11/24/2021 C
120127 MN DEPT OF LABOR & INDUSTRY	\$0.00	11/24/2021 C
120128 MN DEPT OF LABOR & INDUSTRY	\$0.00	11/24/2021 C
120129 MN DEPT OF LABOR & INDUSTRY	\$730.00	11/24/2021 R
120130 MN JUNIOR HIGH SCHOOL	\$200.00	11/24/2021 R
120131 MN SAFETY COUNCIL INC	\$621.00	11/24/2021 R
120132 MN SECRETARY OF STATE - NOTARY	\$120.00	11/24/2021 R
120133 MN STATE MANKATO TRACK AND FIELD	\$500.00	11/24/2021 R
120134 MOBILE RADIO ENGINEERING INC	\$3,120.65	11/24/2021 R
120135 MURPHY, LYNNE M	\$90.00	11/24/2021 R
120136 NAC MECHANICAL & ELECTRICAL SERV	\$2,128.00	11/24/2021 R
120137 NAPA AUTO PARTS	\$335.89	11/24/2021 R
120138 NASCO	\$100.73	11/24/2021 R
120139 NCPERS GROUP LIFE INS	\$128.00	11/24/2021 R
120140 NEO ELECTRICAL SOLUTIONS LLC	\$107,880.01	11/24/2021 R
120141 NESCO SPECIALTY RENTALS	\$617.70	11/24/2021 R
120142 NEWTRAX	\$2,780.80	11/24/2021 R
120143 NORCENTRONIX DISTRIBUTING	\$180.00	11/24/2021 R
120144 NORDLING, AARON	\$97.00	11/24/2021 R
120145 NORTH CENTRAL BLUE BIRD BUS SALES	\$0.00	11/24/2021 C
120146 NORTH CENTRAL BLUE BIRD BUS SALES	\$5,600.03	11/24/2021 R
120147 NORTH STAR AGENCY MANUFACTURER'S	\$829.50	11/24/2021 R
120148 NORTHBOUND CREATIVE	\$170.00	11/24/2021 R
120149 NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$51,433.00	11/24/2021 R
120150 NORTHERN STAR SCOUTING	\$521.00	11/24/2021 R
120151 NORTHERN RESTAURANT EQUIPMENT	\$1,850.00	11/24/2021 R
120152 NORTH OAKS HOME OWNERS ASSOC	\$12,000.00	11/24/2021 R
120153 NOVAK, JANICE S.	\$20.00	11/24/2021 R
120154 O'REILLY AUTOMOTIVE INC	\$227.86	11/24/2021 R
120155 OFFICE DEPOT	\$228.00	11/24/2021 R
120156 OKLOBZIJA, LUANNE P.	\$377.50	11/24/2021 R
120157 OLSON MADAUS, KIRSTEN G.	\$64.00	11/24/2021 R
120158 OLYMPIC COMMUNICATIONS INC	\$275.00	11/24/2021 R
120159 ON SITE SANITATION INC	\$489.75	11/24/2021 R
120160 OPG-3 INC	\$370.00	11/24/2021 R
120161 OSPREY WILDS ENVIRONMENTAL LEARNING CENTER	\$1,292.00	11/24/2021 R
120162 OTTER LAKE PTA	\$6,326.40	11/24/2021 R
120163 OXYGEN SERVICE COMPANY INC	\$168.32	11/24/2021 R
120164 PARK CONSTRUCTION COMPANY	\$2,375.00	11/24/2021 R
120165 PARKHURST, ALYSSA	\$100.00	11/24/2021 R
120166 PATRIOT ERECTORS INC	\$18,137.50	11/24/2021 R

120167 PAUL VADNAIS PLUMBING & WELL	\$1,700.00	11/24/2021	R
120168 PEDIATRIC HOME SERVICE	\$956.25	11/24/2021	R
120169 PHASOR ELECTRIC COMPANY	\$313.50	11/24/2021	R
120170 WALSER POLAR CHEVROLET	\$767.79	11/24/2021	R
120171 POSTMASTER	\$2,700.00	11/24/2021	R
120172 PREINER, JAMES M.	\$78.00	11/24/2021	R
120173 PRESS PUBLICATIONS	\$1,733.00	11/24/2021	R
120174 PRIMERO EDGE	\$920.00	11/24/2021	R
120175 PROFORMA	\$5,119.02	11/24/2021	R
120176 PUMP & METER SERVICE INC	\$2,936.19	11/24/2021	R
120177 R & R SPECIALTIES INC	\$37.50	11/24/2021	R
120178 RAMSEY COUNTY ENVIRONMENTAL HEALTH DIVISION	\$0.00	11/24/2021	C
120179 RAMSEY COUNTY ENVIRONMENTAL HEALTH DIVISION	\$0.00	11/24/2021	C
120180 RAMSEY COUNTY ENVIRONMENTAL HEALTH DIVISION	\$3,842.70	11/24/2021	R
120181 RAMSEY EXCAVATING COMPANY	\$4,750.00	11/24/2021	R
120182 READ NATURALLY INC	\$690.00	11/24/2021	R
120183 REGENTS OF THE UNIV OF MN	\$111.84	11/24/2021	R
120184 REGION 4AA	\$10,260.00	11/24/2021	R
120185 REILING CONSTRUCTION CO INC	\$3,807.60	11/24/2021	R
120186 RENAISSANCE LEARNING INC	\$1,500.00	11/24/2021	R
120187 REPUBLIC SERVICES #899	\$11,496.02	11/24/2021	R
120188 REVOLUTION SPORTING GOODS	\$300.00	11/24/2021	R
120189 RICHARDS, MELISSA	\$0.00	11/24/2021	C
120190 RICHARDS, MELISSA	\$324.00	11/24/2021	R
120191 RIGHT-WAY CAULKING INC	\$14,221.50	11/24/2021	R
120192 RIVER CITY ERECTORS INC	\$12,763.25	11/24/2021	R
120193 RIVERSIDE INSIGHTS	\$680.22	11/24/2021	R
120194 ROBERTS, ZACHARY J.	\$90.00	11/24/2021	R
120195 RTL CONSTRUCTION INC	\$311,007.75	11/24/2021	R
120196 RUPERT, SAMANTHA J.	\$69.05	11/24/2021	R
120197 RUPP ANDERSON SQUIRES	\$5,342.60	11/24/2021	R
120198 S&J GLASS INC	\$20,664.59	11/24/2021	R
120199 SAFETYFIRST PLAYGROUND MAINTENANCE	\$2,650.00	11/24/2021	R
120200 SCHLUENDER, JOSEPH	\$76.00	11/24/2021	R
120201 SCHMITT MUSIC COMPANY	\$0.00	11/24/2021	C
120202 SCHMITT MUSIC COMPANY	\$0.00	11/24/2021	C
120203 SCHMITT MUSIC COMPANY	\$0.00	11/24/2021	C
120204 SCHMITT MUSIC COMPANY	\$0.00	11/24/2021	C
120205 SCHMITT MUSIC COMPANY	\$0.00	11/24/2021	C
120206 SCHMITT MUSIC COMPANY	\$0.00	11/24/2021	C
120207 SCHMITT MUSIC COMPANY	\$0.00	11/24/2021	C
120208 SCHMITT MUSIC COMPANY	\$0.00	11/24/2021	C
120209 SCHMITT MUSIC COMPANY	\$0.00	11/24/2021	C
120210 SCHMITT MUSIC COMPANY	\$0.00	11/24/2021	C
120211 SCHMITT MUSIC COMPANY	\$0.00	11/24/2021	C
120212 SCHMITT MUSIC COMPANY	\$0.00	11/24/2021	C
120213 SCHMITT MUSIC COMPANY	\$0.00	11/24/2021	C
120214 SCHMITT MUSIC COMPANY	\$0.00	11/24/2021	C
120215 SCHMITT MUSIC COMPANY	\$4,550.99	11/24/2021	R
120216 SCHOOL HEALTH CORPORATION	\$1,048.77	11/24/2021	R
120217 SCHOOL SPECIALTY LLC	\$31.40	11/24/2021	R
120218 SCHREIBER MULLANEY CONSTRUCTION CO	\$249,220.46	11/24/2021	R

120219 SEEVER, GRAY	\$160.00	11/24/2021 R
120220 SIGHTLINE DISPLAYS LLC	\$280.00	11/24/2021 R
120221 SITEONE LANDSCAPE SUPPLY	\$12.54	11/24/2021 R
120222 SKOW, KAREN L.	\$240.00	11/24/2021 R
120223 SOLIANT	\$6,237.00	11/24/2021 R
120224 SPECIAL EVENTS INC	\$250.00	11/24/2021 R
120225 SPECIALTY SYSTEMS INC	\$2,850.00	11/24/2021 R
120226 SPRIGGS PLUMBING & HEATING INC	\$28,376.50	11/24/2021 R
120227 STAFFORD-SMITH INC	\$2,775.05	11/24/2021 R
120228 STANDARD INSURANCE COMPANY	\$37,153.17	11/24/2021 R
120229 STAR EQUIPMENT	\$10,181.27	11/24/2021 R
120230 STATE SUPPLY CO	\$58.40	11/24/2021 R
120231 STAY TUNED PIANO SERVICES	\$480.00	11/24/2021 R
120232 STEINBRECHER PAINTING COMPANY	\$6,141.75	11/24/2021 R
120233 STENGLEIN, PAUL	\$65.00	11/24/2021 R
120234 STERICYCLE, INC.	\$838.98	11/24/2021 R
120235 STUMPF, DANIEL	\$94.00	11/24/2021 R
120236 SUCCESS BEYOND THE CLASSROOM	\$120.00	11/24/2021 R
120237 SUMMIT FIRE PROTECTION	\$599.00	11/24/2021 R
120238 SUNRISE PAINTING & WALLCOVERING INC	\$3,046.65	11/24/2021 R
120239 SUPERIOR STRIPING INC	\$0.00	11/24/2021 C
120240 SUPERIOR STRIPING INC	\$3,850.00	11/24/2021 R
120241 SURPLUS SERVICES	\$79.00	11/24/2021 R
120242 SYN-TECH SYSTEMS INC	\$1,175.00	11/24/2021 R
120243 SYNOVIA SOLUTIONS	\$1,551.40	11/24/2021 R
120244 TEACHERS COLLEGE PRESS	\$742.37	11/24/2021 R
120245 TEAMWORKS INTERNATIONAL INC	\$1,280.80	11/24/2021 R
120246 TENGWALL, CHRIS	\$97.00	11/24/2021 R
120247 THERAPRO INC	\$363.00	11/24/2021 R
120248 TMI SYSTEMS CORPORATION	\$18,772.00	11/24/2021 R
120249 TOOLS 4 READING LLC	\$50.00	11/24/2021 R
120250 TR ENVIRONMENTAL CONSULTING LLC	\$3,861.00	11/24/2021 R
120251 TRANS-MISSISSIPPI BIO SUPPLY	\$105.96	11/24/2021 R
120252 TRIMARK HOCKENBERGS	\$169,051.45	11/24/2021 R
120252 TRIMARK HOCKENBERGS	(\$169,051.45)	11/24/2021 V
120253 TSA CONSULTING GROUP	\$940.24	11/24/2021 R
120254 TWIN CITY JANITOR SUPPLY CO	\$2,749.30	11/24/2021 R
120255 TWIN CITY HARDWARE COMPANY INC	\$20,310.75	11/24/2021 R
120256 UNIVERSITY OF MN OFC OF STUDENT FINANCE	\$39,440.00	11/24/2021 R
120257 US FOODS CULINARY EQUIP & SUPPLIES	\$296.44	11/24/2021 R
120258 VIKING ELECTRIC SUPPLY	\$634.27	11/24/2021 R
120259 WASHINGTON CTY PUBLIC HEALTH	\$1,530.00	11/24/2021 R
120260 WHITE BEAR GLASS INC	\$560.00	11/24/2021 R
120261 WHITE BEAR LOCKSMITH INC	\$180.50	11/24/2021 R
120262 WHITE BEAR LAKE SPORTS CENTER	\$7,000.00	11/24/2021 R
120263 WEIDNER PLUMBING & HEATING CO	\$162,330.78	11/24/2021 R
120264 WELLS CONCRETE PRODUCTS CO	\$31,385.00	11/24/2021 R
120265 WENZEL PLYMOUTH PLUMBING LLC	\$356,509.35	11/24/2021 R
120266 WEST MUSIC COMPANY	\$585.52	11/24/2021 R
120267 WILDCAT CLEANING SERVICES LLC	\$625.00	11/24/2021 R
120268 WILSON, DOUGLAS	\$96.47	11/24/2021 R
120269 WINSOR LEARNING INC	\$137.50	11/24/2021 R

120270	WTG TERRAZZO & TILE INC	\$2,902.01	11/24/2021	R
120271	WURZER, MARY JO	\$1,897.96	11/24/2021	R
120272	XCEL ENERGY	\$0.00	11/24/2021	C
120273	XCEL ENERGY	\$129,955.86	11/24/2021	R
120274	ZAPPETILLO, DAVID	\$96.00	11/24/2021	R
120275	CAPITAL ONE TRADE CREDIT	\$16.97	11/24/2021	R
120276	INNOVATIVE OFFICE SOLUTIONS	\$66.44	11/24/2021	R
120277	TRIMARK HOCKENBERGS	\$53,101.10	11/24/2021	R
9993078	BMO	\$0.00	11/5/2021	C
9993079	BMO	\$0.00	11/5/2021	C
9993080	BMO	\$0.00	11/5/2021	C
9993081	BMO	\$0.00	11/5/2021	C
9993082	BMO	\$0.00	11/5/2021	C
9993083	BMO	\$0.00	11/5/2021	C
9993084	BMO	\$0.00	11/5/2021	C
9993085	BMO	\$0.00	11/5/2021	C
9993086	BMO	\$0.00	11/5/2021	C
9993087	BMO	\$0.00	11/5/2021	C
9993088	BMO	\$0.00	11/5/2021	C
9993089	BMO	\$0.00	11/5/2021	C
9993090	BMO	\$0.00	11/5/2021	C
9993091	BMO	\$0.00	11/5/2021	C
9993092	BMO	\$0.00	11/5/2021	C
9993093	BMO	\$0.00	11/5/2021	C
9993094	BMO	\$0.00	11/5/2021	C
9993095	BMO	\$0.00	11/5/2021	C
9993096	BMO	\$0.00	11/5/2021	C
9993097	BMO	\$36,970.69	11/5/2021	R
9993098	AIG	\$6,577.72	11/15/2021	R
9993099	AMERICAN FUNDS	\$0.00	11/15/2021	C
9993100	AMERICAN FUNDS	\$79,481.78	11/15/2021	R
9993101	AMERICAN UNITED LIFE	\$88,416.80	11/15/2021	R
9993102	AMERIPRISE FINANCIAL SERVICES	\$17,528.68	11/15/2021	R
9993103	ASPIRE FINANCIAL SERVICES	\$2,758.88	11/15/2021	R
9993104	AXA EQUITABLE	\$31,874.34	11/15/2021	R
9993105	EDUCATION MN ESI BILLING TRUST	\$31,901.15	11/15/2021	R
9993106	INTERNAL REVENUE SERVICE	\$0.00	11/15/2021	C
9993107	INTERNAL REVENUE SERVICE	\$0.00	11/15/2021	C
9993108	INTERNAL REVENUE SERVICE	\$0.00	11/15/2021	C
9993109	INTERNAL REVENUE SERVICE	\$0.00	11/15/2021	C
9993110	INTERNAL REVENUE SERVICE	\$0.00	11/15/2021	C
9993111	INTERNAL REVENUE SERVICE	\$0.00	11/15/2021	C
9993112	INTERNAL REVENUE SERVICE	\$0.00	11/15/2021	C
9993113	INTERNAL REVENUE SERVICE	\$728,753.22	11/15/2021	R
9993114	METROPOLITAN LIFE	\$1,259.55	11/15/2021	R
9993115	MN DEPT OF HUMAN SERVICES	\$1,362.60	11/15/2021	R
9993116	MN DEPT OF REVENUE	\$0.00	11/15/2021	C
9993117	MN DEPT OF REVENUE	\$118,503.45	11/15/2021	R
9993118	MN STATE RETIREMENT	\$6,944.45	11/15/2021	R
9993119	PUBLIC EMP RETIREMENT ASSOC	\$0.00	11/15/2021	C
9993120	PUBLIC EMP RETIREMENT ASSOC	\$106,081.79	11/15/2021	R
9993121	TEACHERS RETIREMENT ASSOC	\$402,672.57	11/15/2021	R

9993122 VANGUARD SMALL BUSINESS SERVICES	\$0.00	11/15/2021 C
9993123 VANGUARD SMALL BUSINESS SERVICES	\$37,082.84	11/15/2021 R
9993124 WHITE BEAR LAKE TEACHERS ASSOC (WIRE)	\$40,162.90	11/15/2021 R
9993125 SAM'S CLUB/SYNCHRONY BANK	\$0.00	11/22/2021 C
9993126 SAM'S CLUB/SYNCHRONY BANK	\$0.00	11/22/2021 C
9993127 SAM'S CLUB/SYNCHRONY BANK	\$0.00	11/22/2021 C
9993128 SAM'S CLUB/SYNCHRONY BANK	\$1,913.17	11/22/2021 R
9993129 AIG	\$6,829.34	11/30/2021 R
9993130 AMERICAN FUNDS	\$79,673.44	11/30/2021 R
9993131 AMERICAN UNITED LIFE	\$0.00	11/30/2021 C
9993132 AMERICAN UNITED LIFE	\$87,139.09	11/30/2021 R
9993133 AMERIPRISE FINANCIAL SERVICES	\$17,464.68	11/30/2021 R
9993134 ASPIRE FINANCIAL SERVICES	\$2,758.88	11/30/2021 R
9993135 AXA EQUITABLE	\$34,189.17	11/30/2021 R
9993136 EDUCATION MN ESI BILLING TRUST	\$31,901.15	11/30/2021 R
9993137 INTERNAL REVENUE SERVICE	\$0.00	11/30/2021 C
9993138 INTERNAL REVENUE SERVICE	\$0.00	11/30/2021 C
9993139 INTERNAL REVENUE SERVICE	\$0.00	11/30/2021 C
9993140 INTERNAL REVENUE SERVICE	\$0.00	11/30/2021 C
9993141 INTERNAL REVENUE SERVICE	\$0.00	11/30/2021 C
9993142 INTERNAL REVENUE SERVICE	\$0.00	11/30/2021 C
9993143 INTERNAL REVENUE SERVICE	\$0.00	11/30/2021 C
9993144 INTERNAL REVENUE SERVICE	\$0.00	11/30/2021 C
9993145 INTERNAL REVENUE SERVICE	\$0.00	11/30/2021 C
9993146 INTERNAL REVENUE SERVICE	\$740,809.27	11/30/2021 R
9993147 METROPOLITAN LIFE	\$1,259.55	11/30/2021 R
9993148 MN DEPT OF HUMAN SERVICES	\$1,362.60	11/30/2021 R
9993149 MN DEPT OF REVENUE	\$0.00	11/30/2021 C
9993150 MN DEPT OF REVENUE	\$0.00	11/30/2021 C
9993151 MN DEPT OF REVENUE	\$120,695.87	11/30/2021 R
9993152 MN STATE RETIREMENT	\$7,609.45	11/30/2021 R
9993153 PUBLIC EMP RETIREMENT ASSOC	\$0.00	11/30/2021 C
9993154 PUBLIC EMP RETIREMENT ASSOC	\$113,723.72	11/30/2021 R
9993155 TEACHERS RETIREMENT ASSOC	\$0.00	11/30/2021 C
9993156 TEACHERS RETIREMENT ASSOC	\$401,603.62	11/30/2021 R
9993157 VANGUARD SMALL BUSINESS SERVICES	\$37,243.86	11/30/2021 R
9993158 WHITE BEAR LAKE TEACHERS ASSOC (WIRE)	\$40,094.53	11/30/2021 R
212200343 ANDERSON, JON C.	\$32.06	11/10/2021 A
212200344 ANFANG, SALLY G.	\$22.78	11/10/2021 A
212200345 BARTH, CARRIE M.	\$59.00	11/10/2021 A
212200346 BILSKEMPER, JOSHUA P.	\$10.59	11/10/2021 A
212200347 BRISTOW, JILL K.	\$175.00	11/10/2021 A
212200348 BURKE, ERIN M.	\$25.36	11/10/2021 A
212200349 CARLINSCHAUER, KYLE L.	\$65.00	11/10/2021 A
212200350 DARGAY, ANGELA D.	\$106.65	11/10/2021 A
212200351 DEVET, NICHOLAS M.	\$72.80	11/10/2021 A
212200352 DOMSCHOT, KATHLEEN S.	\$181.72	11/10/2021 A
212200353 DONAHOE, TRACI L.	\$542.30	11/10/2021 A
212200354 ENGSTRAN, PAUL A.	\$65.00	11/10/2021 A
212200355 GERE, JENNIFER E.	\$50.00	11/10/2021 A
212200356 GILLESPIE, ALISON C.	\$72.24	11/10/2021 A
212200357 HILDESTAD, JULIE A.	\$107.52	11/10/2021 A

212200358	HOEG, SCOTT A.	\$32.25	11/10/2021	A
212200359	JORGENSEN, AMY L.	\$383.74	11/10/2021	A
212200360	KAZMIERCZAK, WAYNE A.	\$280.87	11/10/2021	A
212200361	KOLENICH, PAUL A.	\$222.83	11/10/2021	A
212200362	KUEMMEL, JANEEN E.	\$21.98	11/10/2021	A
212200363	LEE, MOLLY E.	\$74.20	11/10/2021	A
212200364	LEMIEUX, TAMARA M.	\$88.48	11/10/2021	A
212200365	LEVELIUS, JENA R.	\$500.00	11/10/2021	A
212200366	LUNDELL, NICHOLAS J.	\$207.00	11/10/2021	A
212200367	MALONEY, JESSE E.	\$174.98	11/10/2021	A
212200368	MARIER, JAMES J.	\$195.00	11/10/2021	A
212200369	MAURER, TIMOTHY J.	\$695.00	11/10/2021	A
212200370	MCGRATH, LEE G.	\$38.20	11/10/2021	A
212200371	MOREAU, CALLI M.	\$135.00	11/10/2021	A
212200372	O'LEARY, CHADRICK J.	\$40.90	11/10/2021	A
212200373	OTTAVIANI, AMY M.	\$17.92	11/10/2021	A
212200374	PATRICK, MEGAN L.	\$44.69	11/10/2021	A
212200375	PERRON, PAULA H.	\$94.64	11/10/2021	A
212200376	RAKOCZY, SUSAN	\$388.08	11/10/2021	A
212200377	RANCOUR, RACHEL	\$21.84	11/10/2021	A
212200378	REEVES, BROOKE E.	\$259.86	11/10/2021	A
212200379	SANTOSCOY, BRIANA J.	\$121.20	11/10/2021	A
212200380	SAUER, ANGELA M.	\$14.28	11/10/2021	A
212200381	SCHMITZ, KAREN M.	\$175.00	11/10/2021	A
212200382	SCHMIDT, LAURA M.	\$19.29	11/10/2021	A
212200383	SKILDUM, JULIE M.	\$165.04	11/10/2021	A
212200384	SKURDALSVOLD, ABIGAIL E.	\$15.76	11/10/2021	A
212200385	SMITH, LAURA A.	\$27.72	11/10/2021	A
212200386	TEILLARD-CUI, SHUMIAN A.	\$77.28	11/10/2021	A
212200387	TESSMAN, JILEEN M.	\$216.13	11/10/2021	A
212200388	TROSKE, CARRIE L.	\$982.55	11/10/2021	A
212200389	VOLLMER, JENNA D.	\$73.25	11/10/2021	A
212200390	ALLEN, KATHLEEN J.	\$20.95	11/24/2021	A
212200391	BEACH, RODNEY W.	\$158.52	11/24/2021	A
212200392	BERTELSEN, STACY A.	\$68.88	11/24/2021	A
212200393	BRADLEY, LYDIA	\$45.92	11/24/2021	A
212200394	BRISTOW, JILL K.	\$129.00	11/24/2021	A
212200395	DEEN, DENISE T.	\$80.08	11/24/2021	A
212200396	DERBY, SARA A.	\$76.32	11/24/2021	A
212200397	DOMSCHOT, KATHLEEN S.	\$195.00	11/24/2021	A
212200398	DRANGE, ANGELA M.	\$325.85	11/24/2021	A
212200399	FELTON, LORI A.	\$1,266.00	11/24/2021	A
212200400	FINKE, CARLA J.	\$110.27	11/24/2021	A
212200401	FROGNER, JANINE M.	\$35.00	11/24/2021	A
212200402	GALYON, AMY R.	\$60.48	11/24/2021	A
212200403	GRAY, DONALD E.	\$229.32	11/24/2021	A
212200404	GUTHRIE, ASHLEY M.	\$101.96	11/24/2021	A
212200405	HOEG, SCOTT A.	\$150.00	11/24/2021	A
212200406	IMMEL, COLLEEN M.	\$230.34	11/24/2021	A
212200407	INGOLD, GINGER R.	\$11.76	11/24/2021	A
212200408	JOHNSON, JENNIFER R.	\$135.00	11/24/2021	A
212200409	KEMPENICH, STEVEN M.	\$68.26	11/24/2021	A

212200410 KILGO, GRACE C.	\$102.59	11/24/2021 A
212200411 LARSON, BRITA A.	\$37.24	11/24/2021 A
212200412 LEHENBAUER, MICHAEL L.	\$45.64	11/24/2021 A
212200413 LEHN, BRIDGET N.	\$98.84	11/24/2021 A
212200414 MANLEY, KATHLEEN M.	\$88.20	11/24/2021 A
212200415 MCGARTHWAITE, MICHAEL R.	\$50.40	11/24/2021 A
212200416 MCGRATH-DALY, SARA B.	\$62.13	11/24/2021 A
212200417 NACHTSHEIM, JOHN J.	\$85.68	11/24/2021 A
212200418 O'LEARY, CHADRIK J.	\$66.96	11/24/2021 A
212200419 OSWALD, NICOLE M.	\$396.64	11/24/2021 A
212200420 PATRICK, MEGAN L.	\$30.58	11/24/2021 A
212200421 RATLIFF, GERALD	\$2.24	11/24/2021 A
212200422 REILAND, KAREN L.	\$347.33	11/24/2021 A
212200423 RIEBE, BRIAN C.	\$47.60	11/24/2021 A
212200424 RODRIGUEZ, DARCY A.	\$250.00	11/24/2021 A
212200425 ROE, ALEXIS M.	\$65.00	11/24/2021 A
212200426 RYAN, DENISE M.	\$271.04	11/24/2021 A
212200427 SCHMITZ, KAREN M.	\$129.00	11/24/2021 A
212200428 SCHMID, NICOLE R.	\$222.64	11/24/2021 A
212200429 SCHULTE, ALETA A.	\$67.20	11/24/2021 A
212200430 SCHWARTZ, LISA C.	\$104.22	11/24/2021 A
212200431 SICARD, BROOKE E.	\$47.20	11/24/2021 A
212200432 SMITH, TAMMY L.	\$19.00	11/24/2021 A
212200433 STARUCK, DONNA M.	\$206.18	11/24/2021 A
212200434 STEWART, SCOTT J.	\$30.00	11/24/2021 A
212200435 SUOJA, WENDY T.	\$255.93	11/24/2021 A
212200436 SVIR, SARA A.	\$95.96	11/24/2021 A
212200437 VICHICH, JOHN P.	\$19.00	11/24/2021 A
212200438 VOLLMER, JENNA D.	\$62.94	11/24/2021 A
212200439 WHITE, GRACE A.	\$135.00	11/24/2021 A
212200440 YANG, NIRVANA K.	\$479.02	11/24/2021 A
212200441 ZETTEL, ANN M.	\$11.76	11/24/2021 A
	\$9,313,689.99	

RESOLUTION FOR ACCEPTANCE OF GIFTS

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

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

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

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

AGENDA ITEM: **Acceptance of Gifts**

MEETING DATE: **December 13, 2021**

SUGGESTED DISPOSITION: **Action Item**

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

Donation	Donor	Recipient
\$1000.00	Kathy and Gavin Burnham	WBLAHS - Theater Program
\$300.00	White Bear Lake Lions Club	WBLAHS - Theater Program
\$50.00	Steve and Sara Ring	WBLAHS - Theater Program
\$400.00	Mari Pew and Family	WBLAHS - Theater Program
\$75.00	Vermeersch Automotive % Steve Vermeersch	WBLAHS - Theater Program
\$582.00	Julie and Terry Perreira	WBLAHS - Theater Program
\$500.00 for a crisis kit	Stillwater Snowmobile Club	Sunrise Park Middle School
\$15.00	Target Corporation c/o CyberGrants, LLC	Hugo Elementary
31 t-shirts in small, medium, and large	Kathy Thomas-Jotbold	Lincoln Elementary Health Office
\$800.00	Dennis and Mina Holman	WBLAHS - South Campus Football Program
\$8,500.00	White Bear Lake Basketball Association	WBLAHS - South Campus Boys Varsity Basketball Program
School Supplies	Sue Renoptar First Christian Church	Sunrise Park Middle School
\$400.00	FGC Booster (Flips Gymnastics Club)	WBLAHS - South Campus Gymnastics Program

\$356.45	Lakeaires PTO	Lakeaires Elementary Teacher Allotment
\$7.56	Blackbaud Giving Fund	Lakeaires Elementary
3 ring binders, notebooks, loose leaf paper, notepads, calculators, markers, crayons, and colored pencils	Barb Benedict	Lincoln Elementary
Pattern Blocks, Unifix Cubes, Linking Cubes, and Blocks	Kelli Genz	Lincoln Elementary Mrs. Kornbaum
\$400.00	Flips Gymnastics Club Booster	WBLAHS - South Campus Gymnastics Program
\$50.00	Janet Bowser	Senior Center Meals on Wheels
\$306.00	Lenora & Albert DeBrunn	Senior Center
\$52.12	Lakeaires PTO	Lakeaires Elementary Teacher Allotment
\$50.00	Cindy Zvareck	Senior Center Meals on Wheels
\$858.00	MidwayUSA Foundation	WBLAHS - South Campus Trap & Skeet Program
\$1,850.00	Bald Eagle Sportsmen's Association	WBLAHS - South Campus Trap & Skeet Program
\$16.35	Thomson Reuters	District Center
\$49.05	Thomson Reuters	District Center
\$100.00	Kristine Craft	Senior Center
\$500.00	Barbara Guiser	Senior Center Meals on Wheels
\$1576.81	VHES PTO	Vadnais Heights Elementary Bear's Backyard
\$25.00	Karen Paulson	Senior Center Meals on Wheels - Walk for Hunger
\$10.00	Target Corporation c/o CyberGrants, LLC	Hugo Elementary
\$11.40	Marcia DeValk	Senior Center Meals on Wheels
\$29.00	The Blackbaud Giving Fund	Otter Lake Elementary
\$200.00	Kathleen Eberwine	Senior Center Meals on Wheels

11 pair of boots, 5 pair of sandals, 12 pair of sneakers	Tanya Schaufel	Lincoln Elementary
\$10.00	Paul Wolleat	Senior Center
\$25.00	Kay Swanson	Senior Center Fundraiser
\$50.00	Sandra Fiedler	Senior Center Fundraiser
\$200.00	Judy Hakes Sinclair	Senior Center Fundraiser
\$100.00	Edy Ward	Senior Center Fundraiser
\$25.00	Gregg Johnson	Senior Center Fundraiser
Dimensional lumber 2" X 4" X 8' quantity 100	JL Schwieters Building Supply Construction, Inc	WBLAHS - North Campus Construction Program
\$20.00	Douglas Frederickson	Senior Center Fundraiser
\$100.00	David Hughes	Senior Center Fundraiser
\$50.00	Beverly & Laurence Carlson	Senior Center Meals on Wheels
\$25.00	Signature Orthodontics	Vadnais Heights Elementary
3 Receiving Blankets	Sharon Schmidt	Senior Center
Quilt	Dee Pierce	Senior Center
\$200.00	Ellen Lemke	Senior Center Fundraiser
\$40.00	Jane Schroeder	Senior Center Fundraiser

RECOMMENDATION:

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(e), 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(e).

RESIGNATION/TERMINATION/NON-RENEWAL - CLASSIFIED STAFF

MOLLY ABERG – ELL Assistant - WBLAHS - South Campus

Employed by District 624 since 10/25/2004

Effective Date: 11/08/2021

SHELLEY BOROWSKE – Pupil Support Assistant - Hugo Elementary

Employed by District 624 since 11/01/1998

Effective Date: 12/21/2021

STEVEN KOBILKA – Custodian - Central Middle School, TEC & DC

Employed by District 624 since 05/22/2017

Effective Date: 11/09/2021

HAILEY LACHINSKI – Student Supervisor - Central Middle School

Employed by District 624 since 10/26/2021

Effective Date: 11/09/2021

ERIK OLSON – NS Assistant - WLAHS - South Campus

Employed by District 624 since 10/07/2021

Effective Date: 11/04/2021

ANDREW SCHMIDT – Behavior Management Assistant - Matoska Elementary

Employed by District 624 since 09/04/2020

Effective Date: 01/06/2022

JENNIFER SULLIVAN – NS Head Cook - WBLAHS - South Campus

Employed by District 624 since 09/01/2014

Effective Date: 11/03/2021

RESIGNATION/TERMINATION/NON-RENEWAL - CERTIFIED STAFF

EMILY PELKE – Language Arts Teacher - Sunrise Park Middle School

Employed by District 624 since 08/30/2021

Effective Date: 12/03/2021

RETIREMENT - CLASSIFIED STAFF

ROBERT ARNSDORFF – Custodial Engineer - Central Middle School

Employed by District 624 since 09/23/1986

Effective Date: 09/23/2021

EXTRA ASSIGNMENT - CERTIFIED STAFF

SARAH BRUEMMER – .2 Math Teacher - WBLAHS - North Campus

MA + 60, Step 13 \$5,518.69

Effective Date: 09/27/2021 - 12/17/2021

MARK MISGEN – .2 Physical Education - Willow Elementary

MA + 60, Step 13 \$11,322.83

Effective Date: 11/29/2021 - 05/25/2022

CHANGE IN ASSIGNMENT - NON-AFFILIATED

ANGELA LUNDBLAD – From Early Childhood Specialist - Normandy Park

To Human Resources Specialist - District Center

\$70,000 (Prorated for the 21-22 SY \$38,500)

Effective Date: 12/13/2021

XAI THAO – Out of School Time Program Assistant Leader - Vadnais Heights Elementary

To Activity Leader - Lincoln Elementary

\$26,669.68

Effective Date: 11/01/2021

CHANGE IN ASSIGNMENT - CLASSIFIED STAFF

BRENDA BEDELL – NS Assistant - Sunrise Park Middle School

NS Assistant Manager- Sunrise Park Middle School

Increase in hours, from 21 hrs to 28.45 hrs week

Effective Date: 11/29/2021

JOANNE FORSYTHE – ELL Assistant - Central Middle School

Increase in hours, from 24 hrs to 28 hrs week

Effective Date: 11/22/2021

TERA KUNZE-MOORE– Pupil Support Assistant - Matoska Elementary

Behavior Management Assistant - Matoska Elementary

Effective Date: 01/06/2022

HEIDI SCHUSTER – NS Manager - Vadnais Heights Elementary

NS Assistant - Otter Lake Elementary

Decrease in hours, from 31.25 hrs to 25 hrs week

Effective Date: 11/15/2021

GABRIELLE SCHLOSSER – NS Assistant - Central Middle School

Decrease in hours, from 25 hrs to 18.75 hrs week

Effective Date: 11/22/2021

PANG VANG – From NS Assistant - Sunrise Park Middle School

To NS Production Lead - Sunrise Park Middle School

\$18.17 per hr., 28.75 hrs. per wk., \$14,208.94

Effective Date: 11/15/2021

NEW PERSONNEL - NON-AFFILIATED

MOLLY KIEGER– OST Site Supervisor - Oneka Elementary

\$52,996 (Prorated on start date \$26,294.16)

Effective Date: 01-03/2022

NEW PERSONNEL - CLASSIFIED STAFF

JEFF CASBY – Custodian - WBLAHS - North Campus & ALC

\$19.09 per hr., plus \$0.30 shift differential 40 hrs. per wk., \$26,835.73

Effective Date: 11/01/2021

SHAWN CHANDLER – Paraeducator - WBLAHS - North Campus

\$19.53 per hr., 32.5 hrs. per wk., \$22,977.04

Effective Date: 11/03/2021

KATHLEEN CHINANDER – Early Childhood Assistant - Birch Lake Elementary

\$19.07 per hr., \$15,751.82

Effective Date: 11/15/2021

MEGAN HODGIN – Administrative Assistant Early Childhood - Normandy Park

\$20.81 per hr., \$35,793.20

Effective Date: 11/10/2021

JANE LANGE – NS Assistant - Sunrise Park Middle School

\$15.70 per hr., 17.5 hrs. per wk., \$9,891.00

Effective Date: 12/7/2021

CHRISTINA PEARSON – NS Head Cook - WBLAHS - South Campus

\$22.62 per hr., 40 hrs. per wk., \$20,928.16

Effective Date: 12/7/2021

WILLIAM PERRY – Paraeducator - TEC

\$19.53 per hr., 32.5 hrs. per wk., \$13,456.17

Effective Date: 01/03/2022

KAREN PETERS – OST Program Assistant - Otter Lake Elementary

\$14.92 per hr., \$8,611.51

Effective Date: 11/10/2021

CHESTER WHITMORE – Paraeducator - WBLAHS - North Campus

\$19.53 per hr., 32.5 hrs. per wk., \$20,846.28

Effective Date: 11/8/2021

TEMPORARY - CLASSIFIED STAFF

MARCIA JOHNSON – Full Time Reserve Teacher - WBLAHS - South Campus

\$21.88 per hr., 40 hrs. per wk., \$20,654.72

Effective Date: 12/01/2021 through 06/10/2022

LONG TERM SUBSTITUTE - CERTIFIED STAFF

AMANDA CLOUD – 1st Grade Teacher - Matoska Elementary

MA, Step 2, \$1,928.97

Effective Date: 11/17/2021 – 11/26/2021

AMANDA CLOUD – Kindergarten Teacher - Lakeaires Elementary

MA, Step 2, \$10,747.14

Effective Date: 11/29/2021 – 01/28/2022

AMANDA CLOUD – Kindergarten Teacher - Hugo Elementary

MA, Step 2, \$21,218.71

Effective Date: 01/31/2022 – 05/20/2022

JOHN WACHLAROWICZ – Special Education Teacher - TEC

MA, Step 7, \$12,748.81

Effective Date: 11/16/2021 – 01/19/2022

B. PUBLIC FORUM

Listed below are the procedures for addressing the School Board on a topic of interest or concern.

1. Speakers must reside in the District, be a guardian of a student(s) in the District, be a student in the District, or be employed by the District. The School Board will give priority to individuals who wish to address a specific item that is on the agenda for that meeting. After this priority has been applied, any remaining openings to speak - up to the total of ten individuals - will be determined by lot.
2. Public Forum will be open for up to 30 minutes (3 minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic). Speakers are encouraged to avoid repeating comments that other speakers have made.
3. Those who wish to address the School Board must submit a written request to speak before 3:00 pm on the day of the School Board meeting. Requests must be submitted to the following email address: publiccomment@isd624.org, or by phone at 651-407-7563.
4. The School Board Chair will call speakers to the microphone and will recognize one speaker at a time. Speakers must be in person to be recognized. Only those individuals who have been recognized by the School Board Chair will be allowed to speak during the public comment period.
5. School District policy and data privacy laws preclude the School Board from publicly discussing personnel and student matters or data, including information, which, if discussed in a public meeting could violate law or policy.
6. Members of the public may not engage in conduct that materially and substantially disrupts any part of a School Board meeting, or that otherwise impedes the School Board's ability to conduct its business in an orderly and efficient fashion.
7. If a speaker violates any of the established procedures or engages in any prohibited conduct, the Board Chair will rule the speaker out of order.
8. An appropriate school district official may be assigned to contact the speaker with answers to their questions or with follow-up information.
9. A handout on the purpose of the Public Forum and the process is available at each regular School Board meeting.
10. Citizens may be asked to address the School Board on a particular subject during the discussion of that item.

C. INFORMATION ITEMS

AGENDA ITEM: **Recognition of Retiring School Board Members**

MEETING DATE: **December 13, 2021**

SUGGESTED DISPOSITION: **Information Item**

CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent**

BACKGROUND:

The School Board will recognize the invaluable contributions to White Bear Lake Area Schools of outgoing Board members Kim Chapman and Don Mullin.



Kim Chapman
January 1, 2010 - December 31, 2021



Don Mullin
January 1, 2014 - December 31, 2021

AGENDA ITEM: **Bear Care Health & Wellness Clinic Update**

MEETING DATE: **December 13, 2021**

SUGGESTED DISPOSITION: **Information Item**

CONTACT PERSON(S): **Lisa Ouren, Director of Student Support Services**

BACKGROUND:

Jill Tessman, Assistant Director of Student Support Services, will introduce our partnership with the Bear Care Clinic.

At the start of the Covid-19 pandemic, the District partnered with St. Catherine's University to create the Bear Care Health and Wellness Clinic. Bear Care Health and Wellness Clinic is now a non-profit organization that continues to provide no-cost health services to all students in the White Bear Lake Area School District. Their mission is to provide accessible, affordable care to improve health and educational outcomes.

White Bear Lake Schools Health and Wellness Services

Promoting Health and Wellness to our students and families



[VIDEO LINK](#)

SCHOOL BOARD REPORT FALL 2021

Bear Care Health and Wellness Clinic

PREPARED BY
Bear Care Board of Directors



STAFF AND BOARD OF DIRECTORS

Dr. Laura Fero, PhD, MSN, RN
Board of Directors

Dr. Rebecca McGill, Ed.D., RN
Board of Directors

Dr. Kara Koschmann, PhD,
APRN, CPNP-PC
Medical Director, Board of Directors

Molly Oklobzija
Board of Directors

Josiah Lamb, JD, CPA
Board of Directors

Judy Rognli, MSN, APRN,
CPNP
Clinic Nurse Practitioner, Board of
Directors

Dr. Jessica Mieke, DNP, MSN,
RN
Clinic Director, Non-profit founder

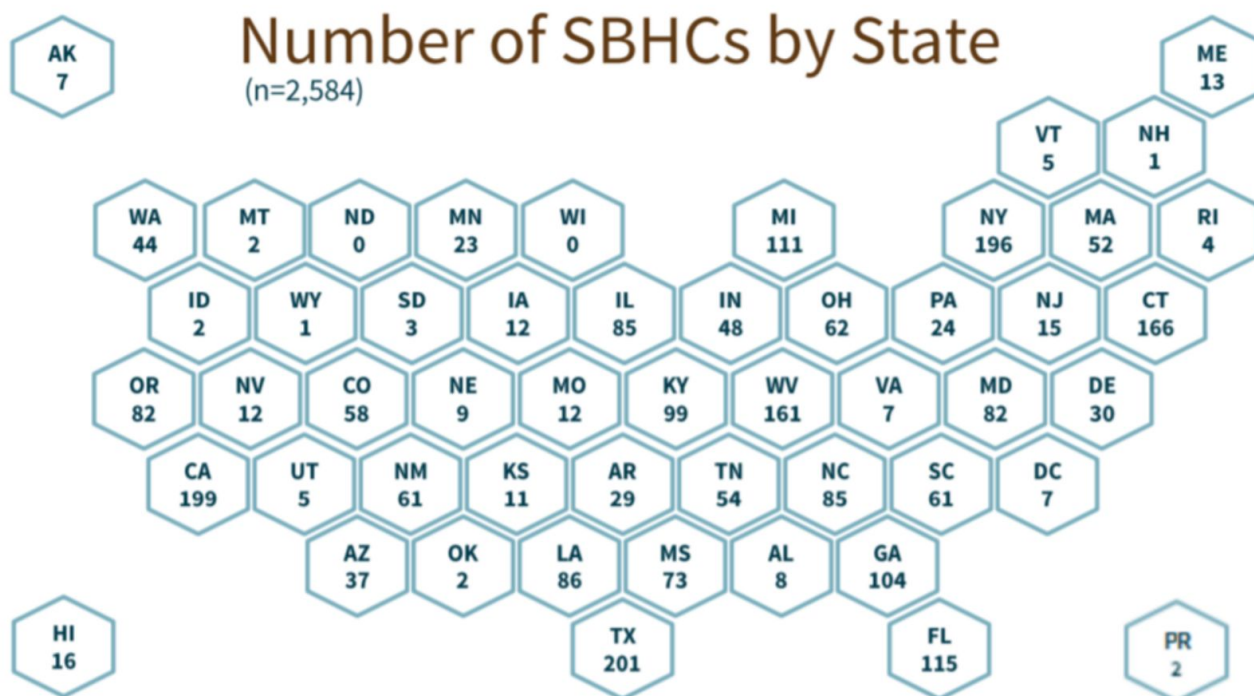
Chinwe Obi-Walker, MSN, RN,
APRN, CNP
Clinic Nurse

2016-17

National School-Based Health Care Census

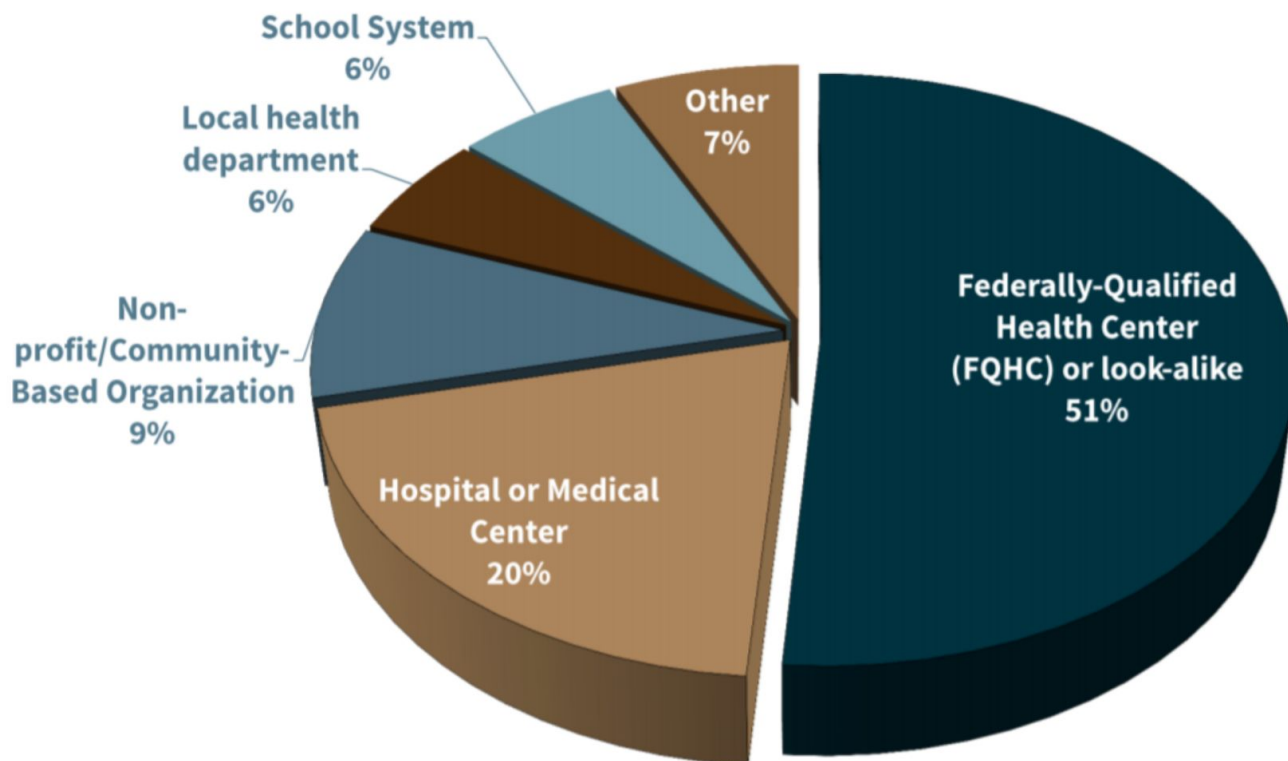


SCHOOL-BASED
HEALTH ALLIANCE
Redefining Health for Kids and Teens



Note: For the 2016-17 Census, we include only those SBHCs that we confirmed are open and include primary care. These counts include all SBHC delivery models. Telehealth exclusive SBHCs were located in Georgia (73), Indiana (3), Maryland (6), Michigan (5), North Carolina (35), South Carolina (30), Tennessee (2), and Texas (113).

SBHC Sponsor Organization Type



ABOUT THE BEAR CARE CLINIC



Mission

The Bear Care Clinic provides accessible, affordable health care to children of all ages in the district, to improve health and educational outcomes.

Proud partner of the WBLAS District families and students

Bypass access barriers related to the social determinants of health

SBHC student users have:

Vision

To deliver community health equity and eliminate health disparities.

- ↑ Primary and mental health care services rates
- ↑ Immunization rates
- ↑ Health outcomes
- ↓ Hospitalizations and emergency dept. visits

EDUCATIONAL IMPACT

- ↓ Fewer absences and tardiness rates
- ↑ Increased grade point average
- ↑ 3x more "seat-time"
- ↓ 1/3 lower drop out rate

ECONOMIC IMPACT

- ↓ Medicaid:
\$30 - \$969/visit
\$46 - \$1166/user
- ↓ Out-of-pocket:
\$90 - \$23,000
- ↓ Taxpayers:
Averting ED use
\$1077 per visit

PARTNERSHIPS AND HIGHLIGHTS

Mobile Flu Vaccine Clinics

2020 - 4 schools: 208 students
2021- 6 schools: 300+ students

Mobile Health Clinics

Solid Ground
Area Learning Center
South Campus sports
physicals

Minnesota Department of Health

Curbside COVID-19 testing
Cue Tests
Extended testing hours
Quarantined classrooms/teams

District Cultural Liaisons

Back to School Event
Family outreach

Ramsey County and MHealth FV

Spring and Fall 2021: 12+ years
Fall 2021: 5-11 years
Doses in clinic

Community Partnerships

PTA/PTOs
Food Shelves
Athletic programs
MDH and MDE

School-Based Health Alliance

National and State Level

School Districts/Community Organizations

Interested in model and services

Policy

Legislative work to sustain and
expand SBHCs

MN Vaccines for Children

No-cost vaccines
Federal program administered
by the State

St. Catherine University

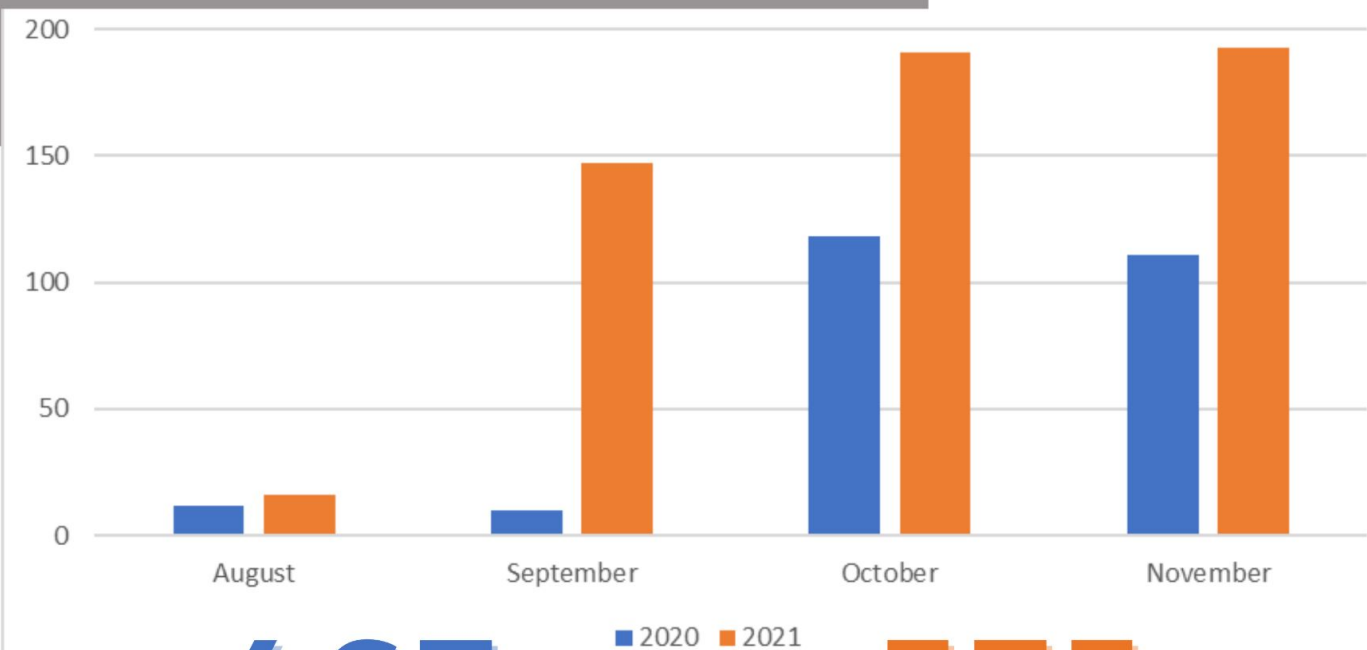
Clinic funding and staffing
Post-secondary health students



ST. CATHERINE
UNIVERSITY



PATIENT VOLUMES



467

August 2020 -
May 2021

575

August 28, 2021 -
December 8, 2021

SURVEY FEEDBACK

- 100% = accommodated their schedule
- Affordability = why users came to clinic
- Accommodation = why users came back

"They were fantastic! Very personable and made my child comfortable."

"This is a valuable service to district families. It's convenient, free/low cost, and provides care for students who may not have easy access to a healthcare provider."

"We do not have insurance. So for any family in our position, this is a LIFESAVER!"

"They were fast and friendly. They talked to my kids and explained what they were going to do, what to expect; they were quick and organized."

"Thank you so much for offering such a great service to my child and all WBL students. With everything in our world so *NOT NORMAL*, I have a grateful heart that I could send my child to you for a simple diagnosis and Rx; and at no charge to my deductible. Thank you... Your service is a WIN-WIN in my book!"

STUDENT MURALS

Ly Fastner and Ava DelCastillo
Class of 2021

"Love your neighbor and yourself."





FUTURE GOALS

Community Partnerships

Expand collaboration with the district, school nurses, parents, students, and community members to further health equity

Sustainable Future

Implement billing system

Legislative efforts and funding

Increased Awareness

Promote clinic

Classrooms, schools, community

Expand Services

Increase mental health care

Occupational therapy, social work, dietetics, health education

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CONTACT

WBLAHS - North Campus
5045 Division Ave., White Bear Lake



(651) 653-2923

BearCare@BearCareClinic.org

facebook.com/BearCareHealthandWellnessClinic

sites.google.com/bearcareclinic.org



AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **December 13, 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: **Presentation and Public Hearing Related to the Proposed 2021 Payable 2022 Property Tax Levy**

MEETING DATE: **December 13, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

Tim Wald, Assistant Superintendent for Finance and Operations, and Andi Johnson, Director of Finance will present the Proposed 2021 Payable 2022 Property Tax Levy. Minnesota school districts are required to discuss the levy at a regularly scheduled School Board meeting and allow the public to speak. This will occur at the meeting tonight, December 13, 2021 at 6:00 p.m.



White Bear Lake Area Schools, ISD 624

Public Hearing for Taxes Payable in 2022

DECEMBER 13, 2021

PRESENTED BY:

TIM WALD,

ASSISTANT SUPERINTENDENT FOR
FINANCE & OPERATIONS

ANDI JOHNSON

DIRECTOR OF FINANCE

Minnesota State Law Requires:

A Public Meeting...

- Between November 25th & December 28th
- At 6:00 PM or later
- May be part of regularly scheduled meeting
- Must allow for public comments
- May adopt final levy at same meeting

...and Presentation of:

- Current year budget
- Proposed property tax levy

Hearing Agenda

- Background Information on School Funding
- District's Budget
- District's Proposed Tax Levy for Taxes Payable in 2022
- Public Comments

MN Legislature Must Set Funding for Minnesota Public Schools

Minnesota Constitution ARTICLE XIII

MISCELLANEOUS SUBJECTS

Section 1

“UNIFORM SYSTEM OF PUBLIC SCHOOLS. The stability of a republican form of government depending mainly upon the intelligence of the people, it is the duty of the legislature to establish a general and uniform system of public schools. The legislature shall make such provisions by taxation or otherwise as will secure a thorough and efficient system of public schools throughout the state.”

As a result...

Funding is Highly Regulated

State Sets:

- Formulas which determine revenue; most revenue based on specified amounts per pupil
- Tax policy for local schools
- Maximum authorized property tax levy (districts can levy less but not more than amount authorized by state, unless approved by voters in November)

State also authorizes school board to submit referendums for operating and capital needs to voters for approval

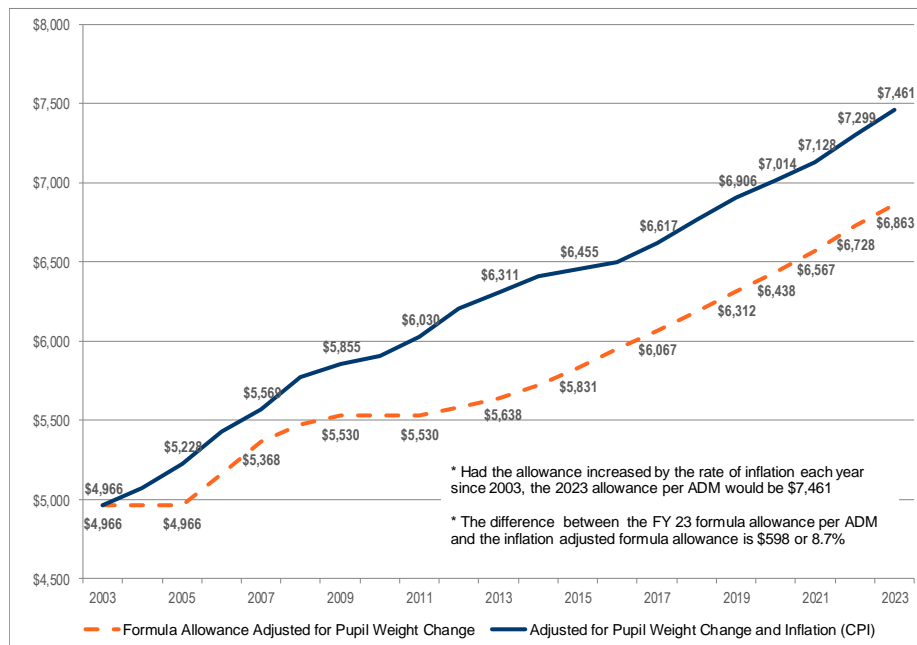
Challenge: State Set Basic General Education Formula Lags Inflation

- Since 2002-03, state General Education Revenue formula has not kept pace with inflation
- For Fiscal Year 2021-22, an increase of 2.45% or \$161 over previous year was approved
- For Fiscal Year 2022-23, an increase of 2.00% or \$135 over current year was approved

Per-pupil allowance for Fiscal Year 2022-23 of \$6,863 would need to increase by another \$598 (8.7%) to have kept pace with inflation since 2002-03

General Education Formula Allowance, 2003-2023

Adjusted for Pupil Weight Change and Inflation (CPI)



Source: MDE April 2021 Inflation Estimates

Underfunding of Special Education

MDE reports FY 2020 costs of providing special education programs were underfunded statewide by \$673 million

MDE estimates that by FY 2025 costs of providing special education statewide will be underfunded by \$806 million

Underfunding of special education costs requires a transfer from regular program resources to support an underfunded program mandated by state and federal law

Primary options to bridge special education funding gap are to cut regular program budgets or increase referendum revenue, most districts have done both

Change in Tax Levy does not Determine Change in Budget

1

Tax levy is based on many state-determined formulas plus voter approved referendums

2

Some increases in tax levies are revenue neutral, offset by reductions in state aid

3

Expenditure budget is limited by state-set revenue formulas, voter-approved levies, and fund balance

4

An increase in school taxes does not always correlate to an equal increase in budget

School District Levy Cycle Differs from City/County Levy Cycle

City/County:

- Budget Year same as calendar year
- 2022 taxes provide revenue for 2022 calendar year budget

Schools:

- Budget year begins July 1st and coincides with school year
- 2022 taxes provide revenue for 2022-23 school fiscal year
- Budget will be adopted in June 2022

Budget Information

Because approval of school district budget lags certification of tax levy by six months, state requires only current year budget information be presented at this hearing. Fiscal Year 2022-23 budget will be adopted by School Board in June 2022.

All school district budgets are divided into separate funds, based on purposes of revenue, as required by law

Our District's Funds:

- General
- Food Service
- Community Service
- Building Construction
- Debt Service
- Trust
- Internal Service
- OPEB Trust

*Other Post-Employment Benefits

White Bear Lake Area Schools, ISD 624

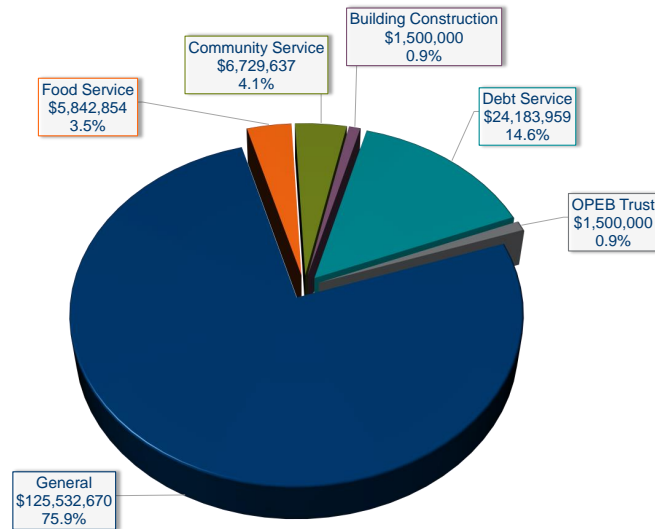
District Revenues and Expenditures
Actual for FY 2021, Budget for FY 2022

FUND	FISCAL 2021 BEGINNING	2020-21 ACTUAL	2020-21 ACTUAL	JUNE 30, 2021 ACTUAL	2021-22 BUDGET	2021-22 BUDGET	JUNE 30, 2022 PROJECTED
	FUND BALANCES	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSFERS OUT	FUND BALANCES	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSFERS OUT	FUND BALANCES
General/Restricted	\$6,540,545	\$15,497,485	\$17,532,248	\$4,505,782	\$22,812,314	\$21,089,733	\$6,228,363
General/Other	9,242,861	109,788,033	106,732,172	12,298,722	102,720,356	103,757,858	11,261,220
Food Service	580,211	5,397,288	4,572,349	1,405,150	5,842,854	5,520,000	1,728,004
Community Service	703,417	6,491,551	6,399,792	795,176	6,729,637	6,840,866	683,947
Building Construction	261,314,543	1,948,559	38,750,116	224,512,986	1,500,000	86,314,290	139,698,696
Debt Service	1,105,276	35,451,016	32,843,740	3,712,552	24,183,959	23,914,498	3,982,013
Trust	220,162	64,085	130,401	153,846	100,000	100,000	153,846
Internal Service	1,759,364			4,352,081			4,352,081
OPEB* Irrevocable Trust	33,899,011	4,979,379	2,528,533	36,349,857	1,500,000	1,500,000	36,349,857
OPEB* Debt Service	1,824,463	9,172,902	10,997,365	-	-	-	-
Total All Funds	\$317,189,853	\$188,790,298	\$220,486,716	\$288,086,152	\$165,389,120	\$249,037,245	\$204,438,027

*Other Post Employment Benefits

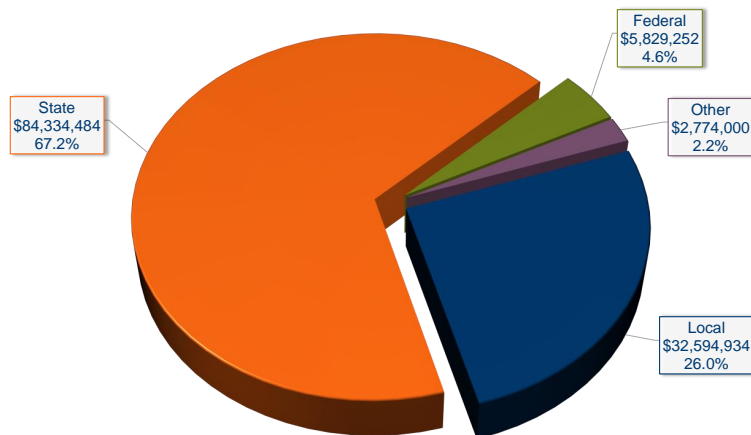
White Bear Lake Area Schools

Revenue – All Funds
2021-22 Budget \$165,289,120



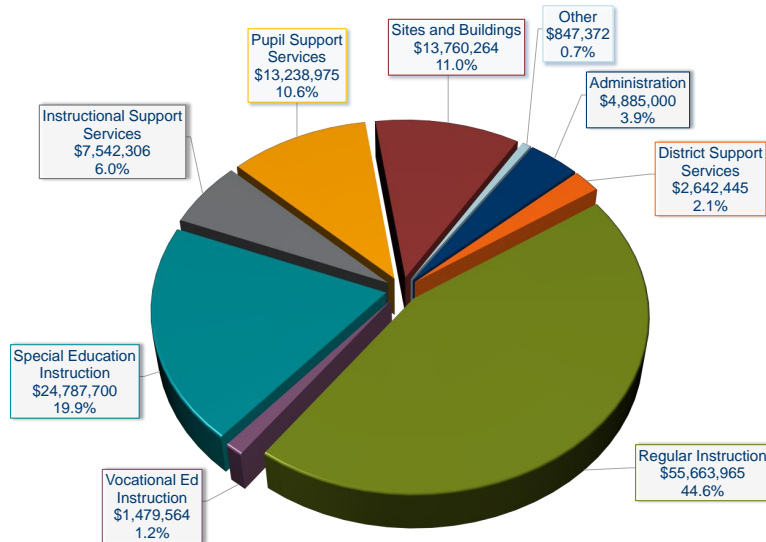
White Bear Lake Area Schools

General Fund Revenue
2021-22 Budget \$125,532,670



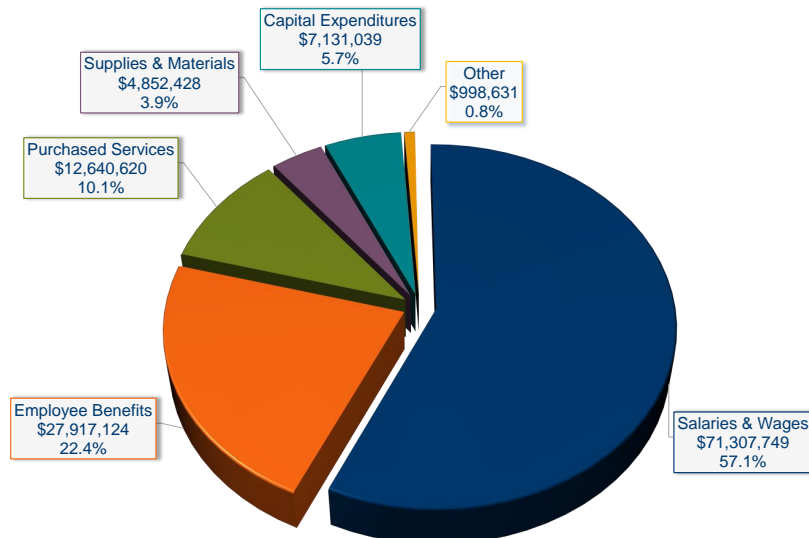
White Bear Lake Area Schools

General Fund Expenditures by Program
2021-22 Budget \$124,847,591



White Bear Lake Area Schools

General Fund Expenditures by Object
2021-22 Budget \$124,847,591



Payable 2022 Property Tax Levy

- Determination of levy
- Comparison of 2021 to 2022 levies
- Reasons for changes in tax levy
- Impact on taxpayers

Property Tax Background

- Every owner of taxable property pays property taxes to various “taxing jurisdictions” (county, city/township, school district, special districts) in which property is located
- Each taxing jurisdiction sets own tax levy, often based on limits in state law
- County sends bills, collects taxes from property owners, and distributes funds back to other taxing jurisdictions

Sample of parcel specific notice mailed to every property owner between November 11 & November 24 with information on impact of Proposed 2022 levy

Contents:

- Proposed property taxes compared to last year
- By taxing jurisdiction
- Contains time and place of public meetings
- By voter approved and other for school district

PROPOSED TAXES 2022

THIS IS NOT A BILL. DO NOT PAY.

Spruce County
Jane Smith, Auditor-Treasurer
345 12th Street East, Box 78
Spruceville, MN 55555-5555
(555) 345-6789
www.co.spruce.mn.us

TAXPAYER(S):
John and Mary Johnson
123 Pine Road South
Spruceville, MN 55555-5555

Property Information
PIN Number: 01.234.56.789.R1 Property Address: 789 Pine Rd S, Spruceville, MN 55555
Property Description: Lot 1, Block 1, Spruce Acres Subdivision

The time to provide feedback on PROPOSED LEVIES is NOW
It is too late to appeal your value without going to 1st Court.

VALUES AND CLASSIFICATION	
Step	Taxable Year
1	2021
	2022
	Estimated Market Value
	Homestead Exclusion
2	2021
	2022
	Estimated Market Value
	Homestead Exclusion
3	2021
	2022
	Estimated Market Value
	Homestead Exclusion

PROPOSED TAX
Property Taxes before credits: \$1,479.52
School building bond credit: \$ 12.00
Agricultural market value credit: \$1,467.52
Other credits: \$0.00
Property Taxes after credits: \$1,467.52

PROPERTY TAX STATEMENT
Coming in 2022

Proposed Property Taxes and Meetings by Jurisdiction for Your Property			
Contact Information	Meeting Information	Actual 2021	Proposed 2022
State General Tax	No public meeting	\$0	\$0
County of Spruce Spruce County Courthouse 123 Spruce St Spruceville, MN 55555 www.co.spruce.mn.us (555) 123-4567	December 3, 7:00 PM	\$438.06	\$434.18
City of Spruceville Mayor's Office 456 Spruce St Spruceville, MN 55555 www.ci.spruceville.mn.us (555) 123-7894	December 2, 6:30 PM Spruceville City Hall	\$273.79	\$312.06
Spruceville School District 999 150 1st St N Spruceville, MN 55555 www.spruceville.k12.mn.us (555) 123-6789	December 10, 7:00 PM Spruceville High School Cafeteria	\$389.35 \$340.11	\$386.68 \$374.60
Your school district was scheduled to hold a referendum at the November general election. If the referendum was approved by the voters, the school district's voter approved property tax for 2022 may be higher than the proposed amount shown on this notice.			
Total excluding any special assessments		\$1,341.31	\$1,467.52 9.4%

School District Property Taxes

- Each school district may levy taxes in over 40 different categories
- Maximum levy amounts for each category are set by:
 - State law
 - Voter approval

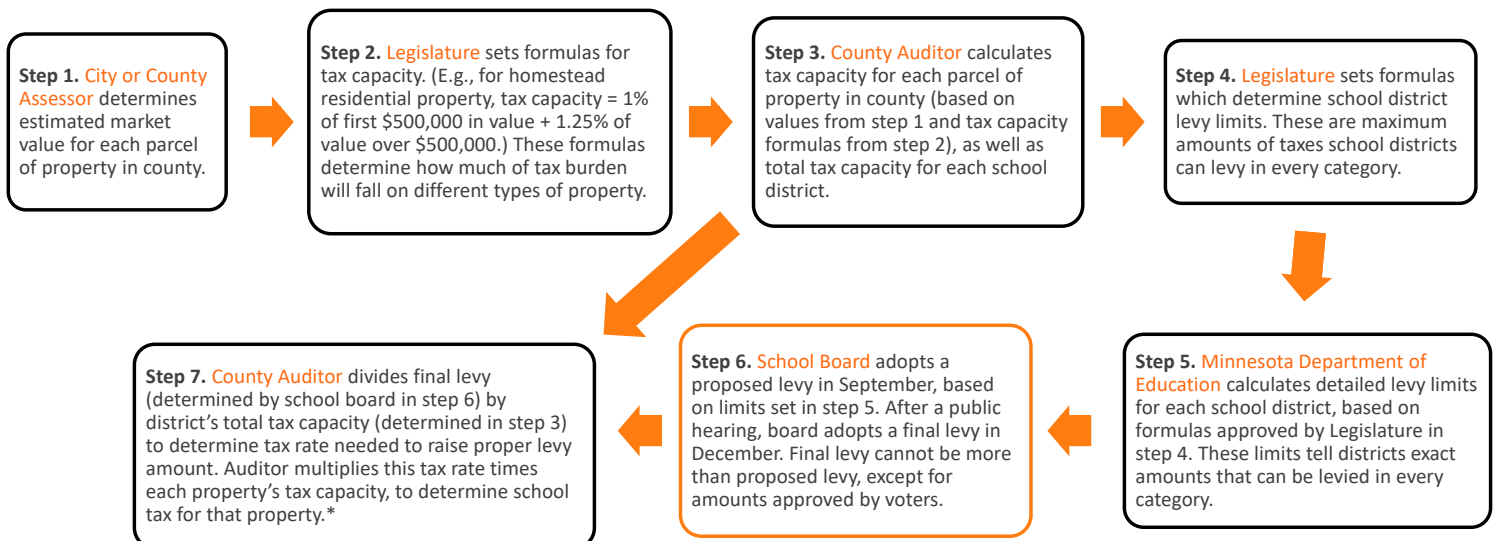
Minnesota Department of Education (MDE) calculates levy maximums for each district

Property Tax Background

School District Property Taxes

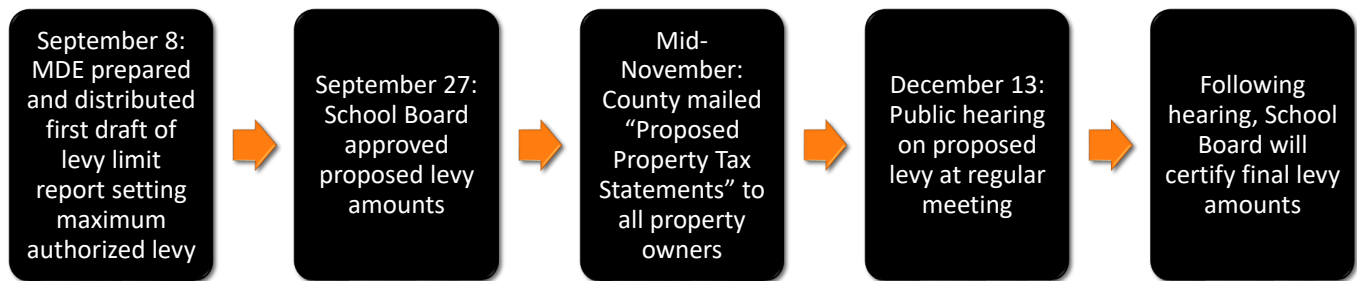
- Key steps in process are summarized on next slide
- Any of these steps may affect taxes on a parcel of property, but district has control over only 1 of 7 steps

School District Property Tax Process



Step 7*. For certain levy categories (referendum, equity & transition levies), tax rates & levy amounts are based on referendum market value, rather than tax capacity.

Schedule of Events in Approval of District's 2021 (Payable 2022) Tax Levy



Overview of Proposed Levy Payable in 2022

- Proposed property tax levy for 2022 is an increase from 2021 of \$209,384 or 0.4%
- Reasons for major increases and decreases in levy are included on following slides

White Bear Lake Area School District, ISD 624

Comparison of Actual Tax Levy Payable in 2021 to Proposed Levy Payable in 2022

Fund Levy Category	Actual Levy Payable in 2021	Proposed Levy Payable in 2022	\$ Change	% Change
General				
Voter Approved Operating Referendum	\$11,791,958	\$12,121,365	\$329,407	
Local Optional Revenue (LOR)	6,583,493	6,599,833	16,340	
Equity	897,550	892,345	(5,205)	
Capital Project Referendum	2,138,058	2,291,668	153,610	
Operating Capital	992,282	1,105,726	113,444	
Safe Schools	467,629	466,048	(1,581)	
Long Term Facilities Maintenance	6,887,059	5,574,264	(1,312,795)	
Instructional Lease	1,923,978	1,779,797	(144,181)	
Other	774,762	737,274	(37,488)	
Prior Year Adjustments	(601,056)	786,466	1,387,522	
Total, General Fund	\$31,855,713	\$32,354,787	\$499,075	1.6%
Community Service				
Basic Community Education	\$470,732	\$463,471	(\$7,261)	
Early Childhood Family Education	261,343	266,220	4,877	
School-Age Child Care	375,000	375,000	0	
Other	20,386	20,128	(258)	
Prior Year Adjustments	7,974	44,871	36,897	
Total, Community Service Fund	\$1,135,435	\$1,169,689	\$34,255	3.0%
Debt Service				
Voter Approved	\$18,778,282	\$12,378,267	(\$6,400,015)	
Long-Term Facility Maintenance	5,160,905	11,272,937	6,112,032	
Reduction for Debt Excess	(936,341)	(469,239)	467,102	
Prior Year Adjustments	993,681	490,617	(503,064)	
Total, Debt Service Fund	\$23,996,527	\$23,672,582	(\$323,946)	-1.3%
Total Levy, All Funds	\$56,987,674	\$57,197,058	\$209,384	0.4%
Subtotal by Truth in Taxation Categories:				
Voter Approved	32,081,438	26,855,382	(5,226,056)	
Other	24,906,236	30,341,677	5,435,440	
Total	\$56,987,674	\$57,197,058	\$209,384	0.4%

Explanation of Levy Changes

Categories: Voter Approved Operating Referendum & Local Optional Revenue (LOR)

Changes: Net change +\$329,407

Use of Funds: General Operating Expenses

Reason for Changes:

- Voter approved operating referendum authority includes an annual inflationary increase

Explanation of Levy Changes

Categories: General and Debt Service Funds – Long Term Facility Maintenance (LTFM) and Debt Service Fund – Voter Approved (VA)

Changes: -\$1,312,795 (General Fund LTFM), -\$6,400,015 (Debt Service Fund VA), and +\$6,112,032 (Debt Service Fund LTFM)

Use of Funds: Facilities maintenance and required payments on bond issues

Reason for Changes:

- District is eligible for LTFM revenue based on state-approved project costs
- LTFM projects are financed through a combination of annual General Fund levies, state aid and bond issues
- Levies are coordinated with other capital and debt levies to maintain a specified tax rate

Explanation of Levy Changes

Category: General Fund – Prior Year Adjustments

Change: +\$1,387,522

Use of Funds: Various

Reason for Change:

- Each year, initial levies are based on estimates of enrollment, values, and expenditures for future years
- In later years, estimates are updated, and levies are retroactively adjusted
- Adjustments in several categories for taxes payable in 2022 are large positive amounts, while the adjustments for taxes payable in 2021 were large negative amounts

Factors Impacting Individual Taxpayers' School Taxes

Many factors can cause tax bill for an individual property to increase or decrease from year to year

- Changes in value of individual property
- Changes in total value of all property in District
- Increases or decreases in levy amounts caused by changes in state funding formulas, local needs and costs, voter-approved referendums, and other factors

Four Year School Levy Comparison

- Following slides show examples of changes in school district portion of property taxes from 2019 to 2022
- Examples include school district taxes only
- All examples are based on a 13.0% increase in property value over this four-year period
 - Actual changes in value may be more or less than this for any parcel of property
 - Intended to provide a fair representation of what happened to school district property taxes over this period for typical properties

Impact on Taxpayers

- Examples are for property in City of White Bear Lake
- Amounts for 2022 are preliminary estimates, based on best available data – final amounts could change slightly
- Estimates prepared by Ehlers, District's municipal financial advisors

White Bear Lake Area Public Schools, ISD 624

Estimated Changes in School Property Taxes, 2019 to 2022

Based on 13.0% Cumulative Changes in Property Value from 2019 to 2022 Taxes

Type of Property	Estimated Market Value for 2019 Taxes	Actual Taxes Payable in 2019	Estimated Market Value for 2020 Taxes	Actual Taxes Payable in 2020	Estimated Market Value for 2021 Taxes	Actual Taxes Payable in 2021	Estimated Market Value for 2022 Taxes	Estimated Taxes Payable in 2022	Change in Taxes 2019 to 2022	Change in Taxes 2021 to 2022
Residential Homestead	\$132,724	\$589	\$139,360	\$734	\$145,631	\$714	\$150,000	\$727	\$138	\$13
	176,965	817	185,813	1,024	194,175	997	200,000	1,013	196	16
	221,206	1,046	232,266	1,314	242,718	1,281	250,000	1,299	253	18
	243,327	1,160	255,493	1,459	266,990	1,423	275,000	1,441	281	18
	309,689	1,503	325,173	1,894	339,806	1,849	350,000	1,870	367	21
	353,930	1,732	371,626	2,185	388,350	2,133	400,000	2,155	423	22
	398,171	1,960	418,080	2,473	436,893	2,409	450,000	2,430	470	21
	442,412	2,182	464,533	2,748	485,437	2,677	500,000	2,700	518	23
	486,654	2,400	510,986	3,033	533,981	2,976	550,000	3,013	613	37
	530,895	2,639	557,439	3,351	582,524	3,288	600,000	3,327	688	39
Commercial/ Industrial #	\$132,724	\$642	\$139,360	\$790	\$145,631	\$790	\$150,000	\$762	\$120	-\$28
	442,412	2,385	464,533	2,993	485,437	3,039	500,000	2,907	522	-132
	884,825	4,895	929,066	6,156	970,874	6,260	1,000,000	5,972	1,077	-288
	1,327,237	7,406	1,393,599	9,320	1,456,311	9,480	1,500,000	9,037	1,631	-443
Apartments and Res. Non-Homestead (2 or more units)	1,769,649	9,916	1,858,132	12,484	1,941,748	12,701	2,000,000	12,102	2,186	-599
	\$663,618	\$3,706	\$696,799	\$4,763	\$728,155	\$4,690	\$750,000	\$4,701	\$995	\$11
	884,825	4,941	929,066	6,351	970,874	6,253	1,000,000	6,268	1,327	15
	1,769,649	9,882	1,858,132	12,701	1,941,748	12,506	2,000,000	12,537	2,655	31

For commercial-industrial property, amounts above are for property in the City of White Bear Lake. Taxes for commercial-industrial property in other municipalities may be slightly different, due to the impact of the Fiscal Disparities Program.

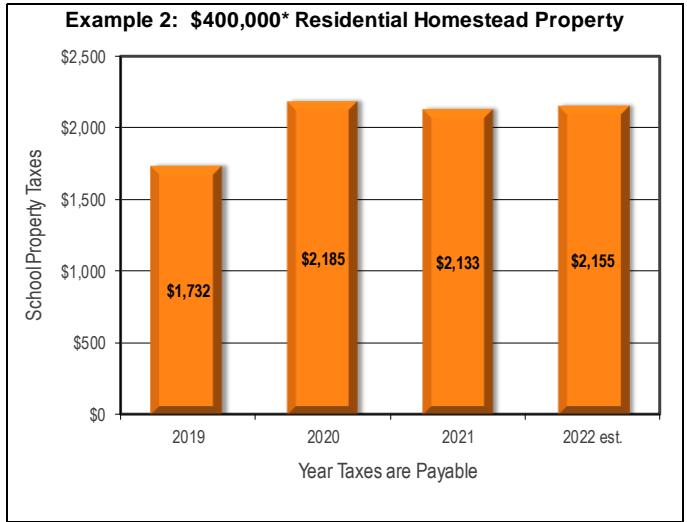
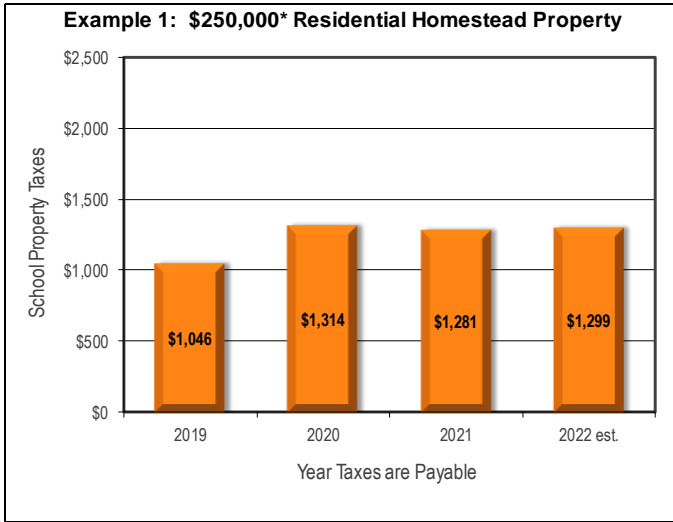
General Notes

1. Amounts are based on school district taxes only, and do not include taxes for city or township, county, state, or other taxing jurisdictions.
2. Estimates of taxes payable in 2022 are preliminary, based on the best data available.
3. For all examples of properties, taxes are based on changes in estimated market value of 5.0% from 2019 to 2020 taxes, 4.5% from 2020 to 2021, and 3.0% from 2021 to 2022.

White Bear Lake Area Public Schools, ISD 624

Estimated Changes in School Property Taxes, 2019 to 2022

Based on 13.0% Cumulative Changes in Property Value from 2019 to 2022 Taxes

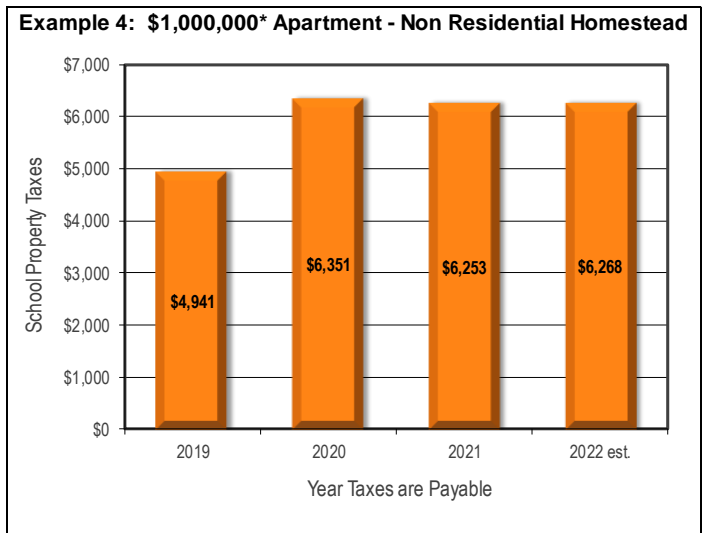
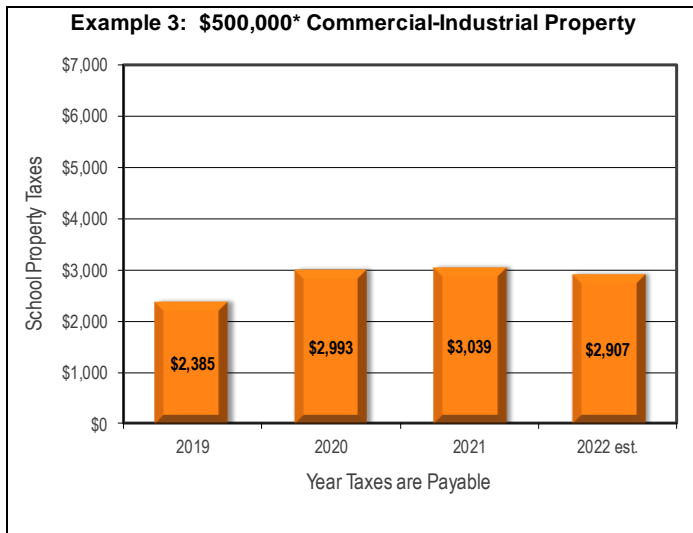


* Estimated market value for taxes payable in 2022. Taxes are calculated based on changes in market value of 5.0% from 2019 to 2020 taxes, 4.5% from 2020 to 2021, and 3.0% from 2021 to 2022.

White Bear Lake Area Public Schools, ISD 624

Estimated Changes in School Property Taxes, 2019 to 2022

Based on 13.0% Cumulative Changes in Property Value from 2019 to 2022 Taxes



* Estimated market value for taxes payable in 2022. Taxes are calculated based on changes in market value of 5.0% from 2019 to 2020 taxes, 4.5% from 2020 to 2021, and 3.0% from 2021 to 2022.

Minnesota Homestead Credit Refund “Circuit Breaker”

- Has existed since 1970s
- Available each year to owners of homestead property
(applies to taxes paid on house, garage and one acre for ag homestead property)
- Annual income must be approximately \$116,180 or less
(income limit is higher if you have dependents)
- Sliding scale - refund based on income and total property taxes
- Maximum refund for homeowners is \$2,840
- Also available to renters
- Complete state tax form M-1PR (www.revenue.state.mn.us)

Minnesota Special Property Tax Refund

Available each year to owners of homestead properties with a gross tax increase of at least 12% and \$100 over prior year

Helpful in first year after referendum

Refund is 60% of amount by which tax increase exceeds greater of 12% or \$100, up to a maximum of \$1,000

No income limits

Complete state tax form
M-1PR
(www.revenue.state.mn.us)

Senior Citizen Property Tax Deferral

- Allows people age 65 and older with household income of \$60,000 or less to defer a portion of property taxes on home
- Must have lived in, owned, and homesteaded for last 15 years
- Limits maximum amount of property tax paid to 3% of household income
- Additional taxes are deferred, not forgiven
- Provides predictability; amount of tax paid will not change while participating in program
- Deferred property taxes plus accrued interest must be paid when home is sold or homeowner(s) dies

Next Steps

1

Board will accept public
comments on proposed levy

2

Board will certify 2022
property tax levy



PUBLIC COMMENTS

AGENDA ITEM: **FY21 Annual Audit Report**

MEETING DATE: **December 13, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

Mr. Jim Eichten from the District's auditing firm of Malloy, Montague, Karnowski, Radosevich and Co., P.A. (MMKR), will be in attendance at the December 13, 2021 School Board meeting to present the fiscal year 2020-2021 audit report.

INDEPENDENT SCHOOL DISTRICT NO. 624 WHITE BEAR LAKE, MINNESOTA

**Audit Report
Year Ended June 30, 2021**



AUDITOR'S ROLE

- **Opinion on Financial Statements**
 - **District Audit**
- **Internal Controls and Compliance**
 - **Financial Statement Audits**
 - **Federal “Single Audit”**
 - **State Laws and Regulations**

■ Opinion on Basic Financial Statements

- **Unmodified Opinion**

■ Internal Control and Compliance Reports over Financial Reporting

- **No Findings**

■ Single Audit of Federal Awards

- **No Findings**

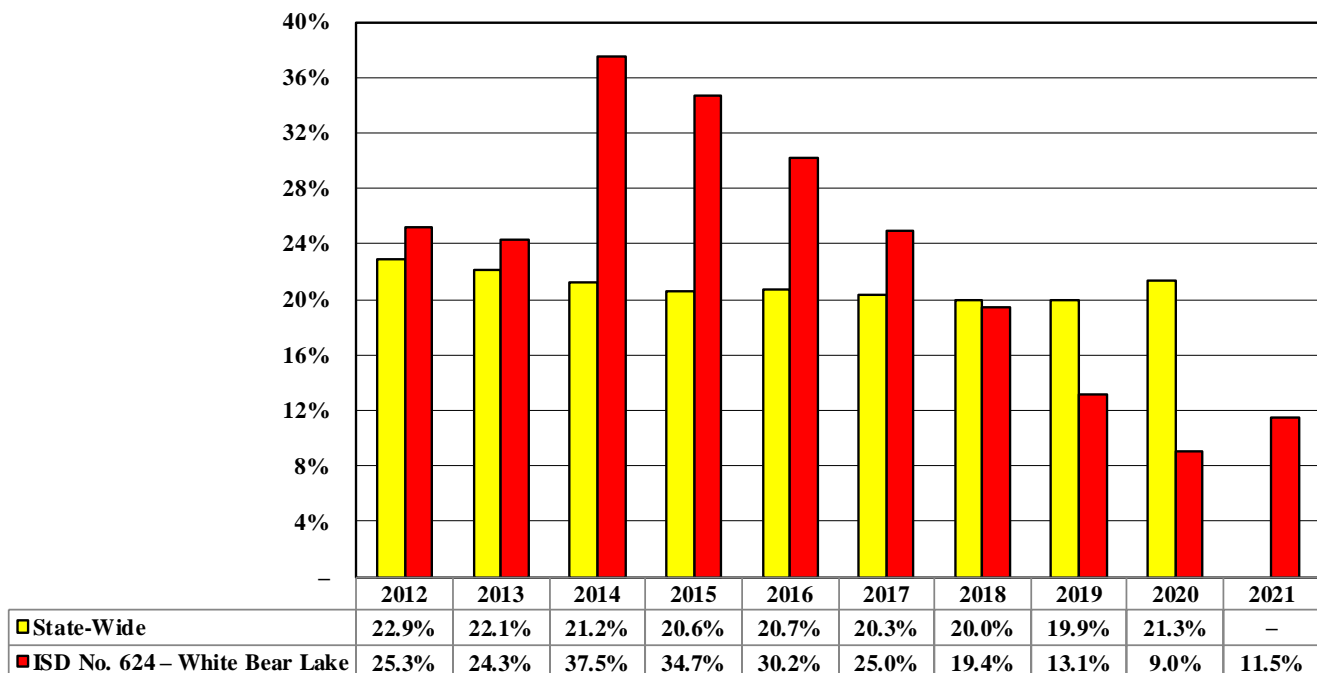
■ MN Legal Compliance Audit

- **No Findings**

- **Follow-up on Prior Year Findings and Recommendations**
 - **The Following Findings Were Not Reported as Findings in the Current Year**
 - **Segregation of duties in the processing of payroll**
 - **Other-Post Employment Benefits (OPEB) Trust investment return report not filed timely.**
 - **Withholding payment verification not obtained.**
 - **Unclaimed property report not filed.**
 - **Multiple quotes not obtained.**
 - **Time and effort reporting not completed**

STATE-WIDE FUND BALANCE

State-Wide Unrestricted Operating Fund Balance
as a Percentage of Operating Expenditures



REVENUE PER ADM SERVED

Governmental Funds Revenue per Student (ADM) Served

	State-Wide		Metro Area		ISD No. 624 – White Bear Lake		
	2019	2020	2019	2020	2019	2020	2021
General Fund							
Property taxes	\$ 2,140	\$ 2,345	\$ 2,796	\$ 3,100	\$ 2,947	\$ 3,008	\$ 3,413
Other local sources	556	538	454	417	463	389	335
State	9,883	10,144	9,885	10,127	9,255	9,464	10,046
Federal	475	480	499	499	386	376	1,006
Total General Fund	13,054	13,507	13,634	14,143	13,051	13,237	14,800
Special revenue funds							
Food Service	559	554	556	539	526	455	638
Community Service	676	632	797	732	747	730	767
Debt Service Fund	1,229	1,322	1,287	1,385	514	588	2,005
Total revenue	\$ 15,518	\$ 16,015	\$ 16,274	\$ 16,799	\$ 14,838	\$ 15,010	\$ 18,210
ADM served per MDE School District Profiles Report (current year estimated)					<u>8,759</u>	<u>8,758</u>	<u>8,465</u>

Note: Excludes the Capital Projects – Building Construction and Post-Employment Benefits Debt Service Funds.

Source of state-wide and metro area data: School District Profiles Report published by the MDE

EXPENDITURES PER ADM SERVED

Governmental Funds Expenditures per Student (ADM) Served

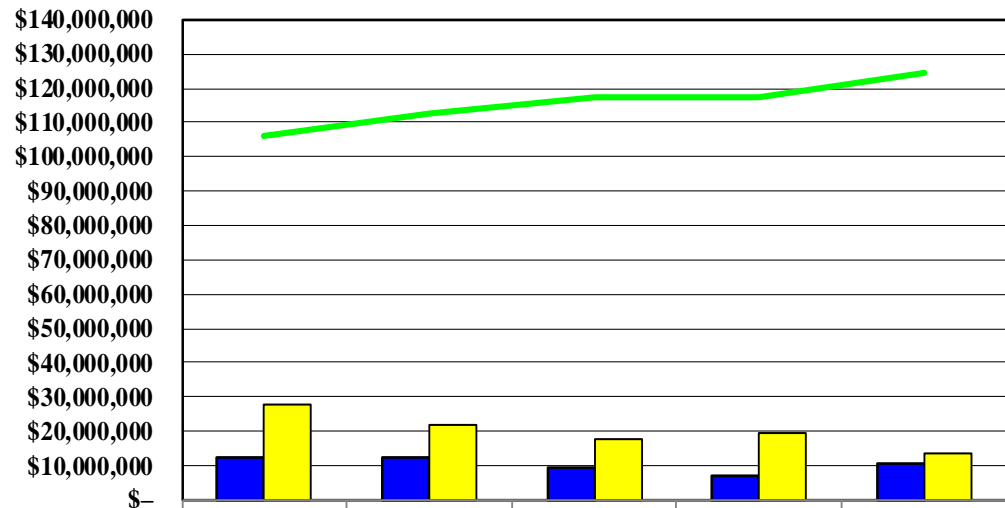
	State-Wide		Metro Area		ISD No. 624 – White Bear Lake		
	2019	2020	2019	2020	2019	2020	2021
General Fund							
Administration and district support	\$ 1,065	\$ 1,093	\$ 1,078	\$ 1,100	\$ 828	\$ 822	\$ 820
Elementary and secondary regular instruction	5,787	5,881	6,112	6,231	5,870	6,003	6,557
Vocational education instruction	180	186	165	171	203	179	130
Special education instruction	2,380	2,481	2,505	2,626	2,717	2,771	3,067
Instructional support services	669	683	751	787	787	717	790
Pupil support services	1,178	1,203	1,282	1,316	1,459	1,459	1,490
Sites, buildings, and other	960	952	907	910	1,131	951	1,612
Total General Fund – noncapital	12,219	12,479	12,800	13,141	12,995	12,902	14,466
General Fund capital expenditures	721	748	675	717	374	360	214
Total General Fund	12,940	13,227	13,475	13,858	13,369	13,262	14,680
Special revenue funds							
Food Service	561	556	556	548	520	474	540
Community Service	675	661	799	774	788	789	756
Debt Service Fund	1,313	1,360	1,308	1,379	546	714	1,938
Total expenditures	\$ 15,489	\$ 15,804	\$ 16,138	\$ 16,559	\$ 15,223	\$ 15,239	\$ 17,914
ADM served per MDE School District Profiles Report (current year estimated)					<u>8,759</u>	<u>8,758</u>	<u>8,465</u>

Note: Excludes the Capital Projects – Building Construction and Post-Employment Benefits Debt Service Funds.

Source of state-wide and metro area data: School District Profiles Report published by the MDE

GENERAL FUND FINANCIAL POSITION

General Fund Financial Position Year Ended June 30,



Unassigned Fund Bal.	\$12,166,697	\$12,445,515	\$9,602,192	\$7,228,288	\$10,235,873
Cash and Invest. (Net of Borrowing)	\$27,491,287	\$21,727,141	\$17,833,768	\$19,413,268	\$13,734,242
Expenditures	\$106,169,316	\$112,757,886	\$117,101,584	\$117,225,500	\$124,264,419

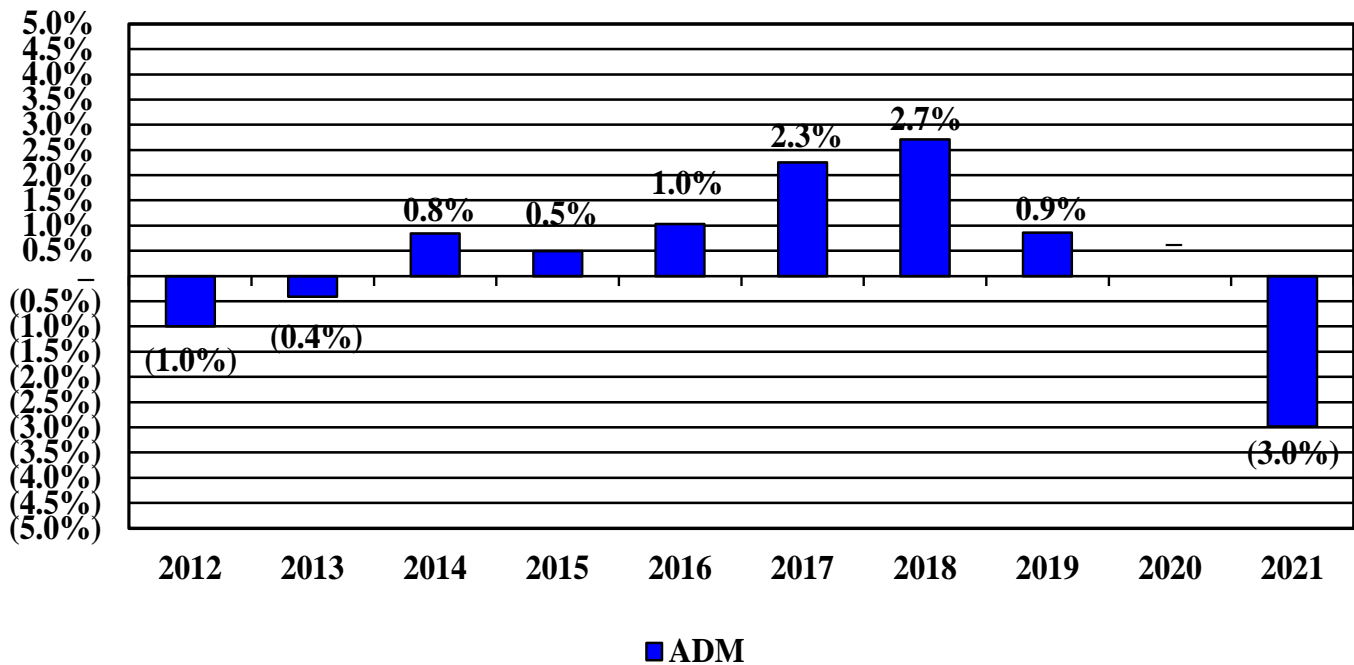
GENERAL FUND FINANCIAL POSITION

	Year Ended June 30,				
	2017	2018	2019	2020	2021
Nonspendable fund balances	\$ 315,203	\$ 515,138	\$ 407,677	\$ 14,573	\$ 62,849
Restricted fund balances (1)	2,098,896	1,341,737	3,723,893	6,540,545	4,505,782
Unrestricted fund balances					
Assigned	10,458,808	5,572,835	3,344,748	2,000,000	2,000,000
Unassigned	12,166,697	12,445,515	9,602,192	7,228,288	10,235,873
Total fund balance	\$ 25,039,604	\$ 19,875,225	\$ 17,078,510	\$ 15,783,406	\$ 16,804,504
Unassigned fund balances as a percentage of expenditures	11.5%	11.0%	8.3%	6.2%	8.2%

(1) Includes deficits in restricted fund balance accounts allowed to accumulate deficits under UFARS, which are part of unassigned fund balance on the accounting principles generally accepted in the United States of America-based financial statements.

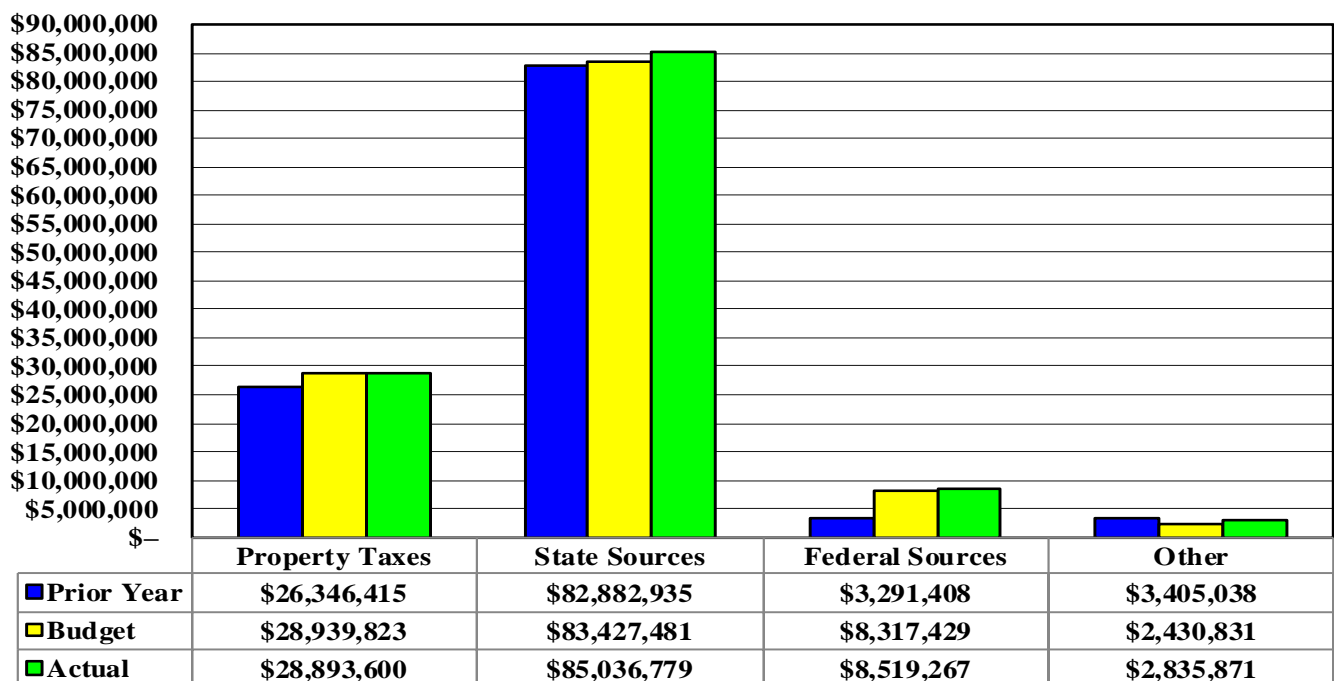
CHANGE IN STUDENTS

Change in ADM



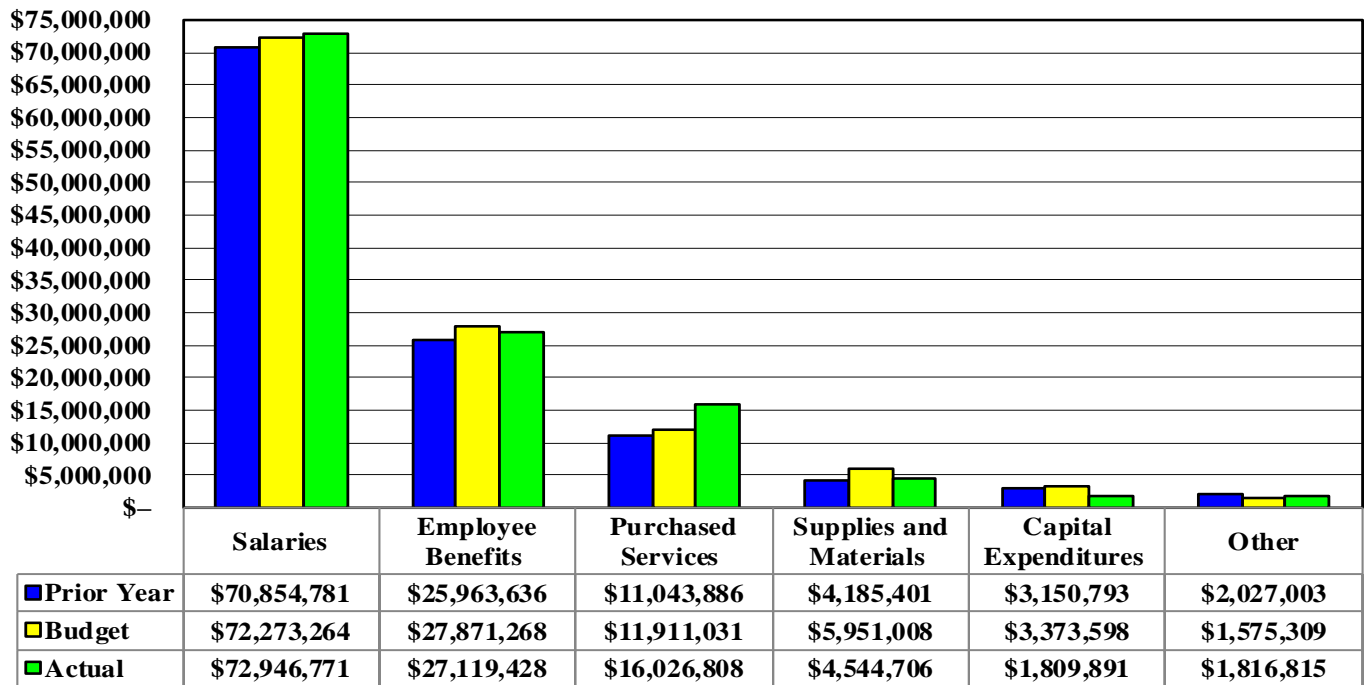
GENERAL FUND REVENUE

General Fund Revenue



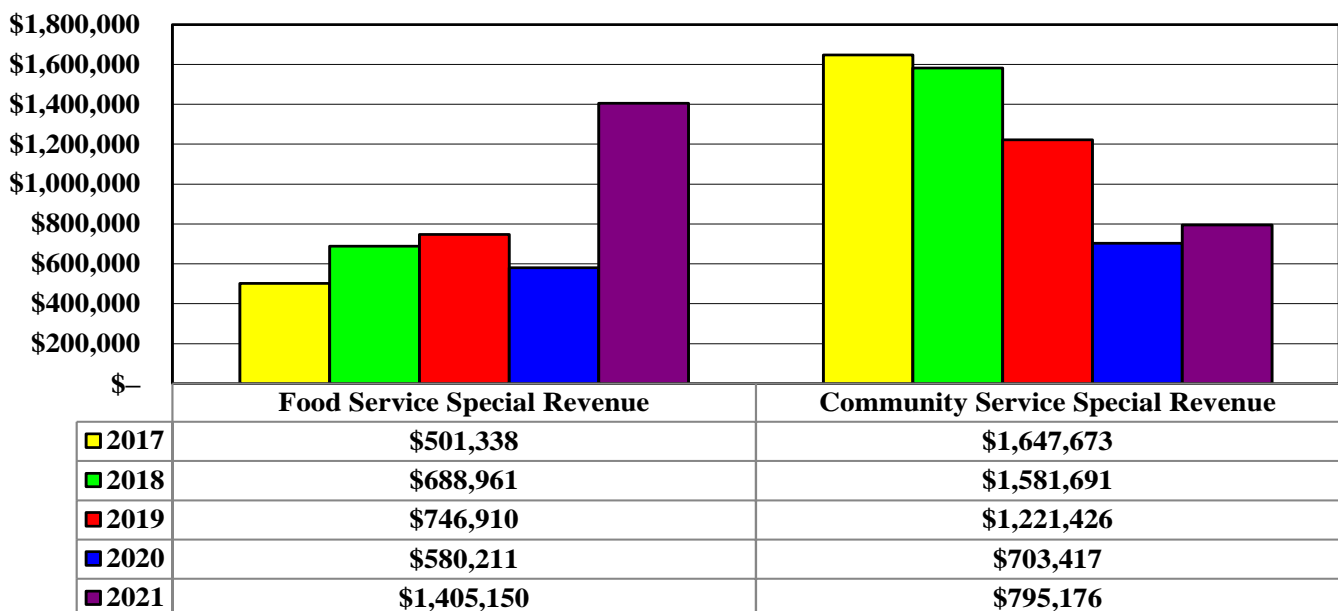
GENERAL FUND EXPENDITURES

General Fund Expenditures



OTHER GOVERNMENTAL FUNDS

Other Operating Funds
Total Fund Balances
Last Five Fiscal Years



SELF-INSURED HEALTH BENEFITS FUND

	2017	2018	2019	2020	2021
Operating revenue					
Contributions from governmental funds	\$ 13,469,529	\$ 14,513,994	\$ 15,153,666	\$ 15,247,335	\$ 15,124,354
Operating expenses					
Self-insured benefits	14,906,042	13,789,790	13,849,119	13,561,064	13,755,394
Operating income (loss)	(1,436,513)	724,204	1,304,547	1,686,271	1,368,960
Nonoperating revenue					
Investment earnings	5,681	7,300	46,732	42,814	2,786
Change in net position	(1,430,832)	731,504	1,351,279	1,729,085	1,371,746
Net position					
Beginning of year	524,563	(906,269)	(174,765)	1,176,514	2,905,599
End of year	\$ (906,269)	\$ (174,765)	\$ 1,176,514	\$ 2,905,599	\$ 4,277,345

OTHER FUNDS

- Self-Insured Dental Benefits Internal Service Fund
- OPEB Trust Fiduciary Fund
- Severance Obligations Internal Service Fund

- **Unmodified Opinion on District's Financial Statements**
- **Certificate of Achievement for Excellence in Financial Reporting**
- **No Findings Reported**
- **Positive Follow-up on All Prior Year Findings**
- **Improving Fund Balances and Overall Financial Results**

AGENDA ITEM: **Review of Revised 2022-23 and Proposed
2023-24 School Year Calendar**

MEETING DATE: **December 13, 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 a revised version of the 2022-23 calendar and the 2023-24 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 7 EC-12+ Conferences
 November 17 EC-12+ Conferences
 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 7 EC-5 Conferences
 February 10 Non Student Day* EC-5 Only
 February 16 EC-5 Conferences
 February 20 No School - Presidents' Day

March 6-10 No School - Spring Break
 March 30 6-12+ Conferences

April 4 6-12+ Conferences
 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 EC-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
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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First/Last Day of School

No School for Students

Parent/Teacher Conference/Communication

End of Quarter/Semester

District Center Closed

Non Student Day EC-5 Only



White Bear Lake Area Schools

August 21-22 New Teacher Orientation
 August 28..... Convocation
 August 29-31 Teacher Work and Staff Development

September 4 Labor Day
 September 5 First Day of School (6 and 9)
 September 6 First Day of School (1-5, 7-8, 10-12+)
 September 7 First Day of School (K)
 September 11 First Day Early Childhood Programs

October 18 Non Student Day*
 October 19-20 No School - Education Minnesota Conf.

November 6 Non Student Day* - EC-12+ Conferences
 November 7 Non Student Day*
 November 10..... End of First Quarter
 November 16..... EC-12+ Conferences
 November 22-24..... No School - Thanksgiving Break

December 22-29 No School - Winter Break

January 1 No School - Winter Break
 January 2 School Resumes
 January 15 No School - MLK, Jr. Day
 January 24 End of Second Quarter/First Semester
 January 25-26..... Non Student Days*

February 6 EC-5 Conferences
 February 9 Non Student Day* - EC-5 Only
 February 15 EC-5 Conferences
 February 19 No School - Presidents' Day

March 11-15..... No School - Spring Break
 March 21..... 6-12+ Conferences
 March 26..... 6-12+ Conferences
 March 29..... Non Student Day*

April 5 End of Third Quarter
 April 22 Non Student Day*

May 27 No School - Memorial Day

June 6 Last Day of School
 June 7 EC-12+ Work Day

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

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First/Last Day of School

No School for Students

Parent/Teacher Conference/Communication

End of Quarter/Semester

District Center Closed

Non Student Day EC-5 Only

AGENDA ITEM: **Policy 504, Student Dress and Appearance**

MEETING DATE: **December 13, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 504, Student Dress and Appearance, 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 and the Legal References.

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals.

RECOMMENDATION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 10, 2022 or a subsequent School Board meeting agenda for action.

Adopted: July 22, 1996
Revised: June 11, 2001
Revised: August 25, 2003
Revised: November 8, 2007
Revised: March 11, 2013
Revised: June 10, 2017
Revised:

*White Bear Lake Area
School District #624 Policy 504*

Revised: January 11, 2010
Revised: February 10, 2014
Revised: July 15, 2019

504 STUDENT DRESS AND APPEARANCE

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals.

II. GENERAL STATEMENT OF POLICY

A. The policy of this school district is to encourage students to be dressed appropriately for school activities. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

~~B. Appropriate clothing includes, but is not limited to, the following:~~

~~1. Clothing appropriate for the weather.~~

~~2. Clothing that does not create a health or safety hazard.~~

~~3. Clothing appropriate for the activity (i.e., physical education or the classroom).~~

C. Inappropriate clothing includes, but is not limited to, the following:

1. Clothing that is disruptive to the educational process.

2. Clothing bearing a message or image which is lewd, vulgar, or obscene.

3. Apparel promoting products or activities that are illegal for use by minors.

4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in School Board Policy 413.

5. Attire that creates a material and substantial disruption to the educational process, school operations, or a school sponsored activity; that can reasonably be forecasted to create such a disruption; or that reflects aggression, including microaggression, toward any protected class.
6. Clothing or accessories with words, pictures, caricatures, based on stereotypes of a specific gender, race, ethnicity, nationality, religion, sexual orientation, or disability.
7. Clothing or accessories with American Indian team names, logos or mascots that depict stereotypes.
8. Any apparel or footwear that would damage school property.
- ~~6. Head coverings that conceal a student's identity are not allowed to be worn in the building except with the approval of the building principal (e.g. student undergoing chemotherapy; medical situations or student's religious practice or belief.)~~
- ~~7. Attire that indicates or suggests gang association. "Gang," as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of criminal gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.~~

- D. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not racist, sexist, lewd, vulgar, obscene, defamatory or profane, or do not advocate violence or harassment against others. Specifically, but not exclusively, wearing or displaying the Confederate flag, a swastika, and KKK signs are prohibited on school property or while attending school district activities.

III. PROCEDURES

- A. When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.

- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

Legal References: U. S. Const., amend. I
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
B.H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3rd Cir. 2013)
D.B. ex rel. Brogdon v. Lafon, 217 Fed.Appx. 518 (6th Cir. 2007)
Hardwick v. Heyward, 711 F.3d 426 (4th Cir. 2013) ~~No. 4:06-cv-1042-TLW, 2012 WL 761249 (D.S.C.) Mar. 8, 2012)~~
Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)
McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415 (W.D. Okla. 1992)
Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)
Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, (N.D. Ill. 1987)

Cross References: WBLASB Policy 413 (Harassment and Violence)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 525 (Violence Prevention)

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

MEETING DATE: **December 13, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 524, Electronic Technologies Acceptable Use Policy, 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 VI, IX, XII, XIII, and the Legal and Cross References.

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.

RECOMMENDATION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 10, 2022 or a subsequent School Board meeting agenda for action.

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
Annual Review: March 1, 2021

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 While not an exhaustive list,** 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,” “TikTok,” ~~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. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. 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 may include, but are not limited to, situations serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. ~~where district electronic technologies 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 may have the right at any time to investigate or review the contents of their child's files and email files in accordance with the school district's Protection and Privacy of Pupil Records Policy. 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 Minnesota Statutes Chapter 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 the collection, creation, reception, maintenance, and dissemination of data via the internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
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, **and** 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: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 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. § 1232g (Family Educational Rights and Privacy Act)
~~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)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. 141 S. Ct. 2038 (2021)
~~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, 12-588, 2012 WL 3870868 (D. Minn. 2012)~~
894 F.Supp.2d 1128 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)~~

~~*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 (Title IX ~~Student~~ Sex Nondiscrimination Grievance Procedures and Process)
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 730, Use of Electronic Signatures to Conduct Official Business**

MEETING DATE: **December 13, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Steve Asper, Director of Technology and Innovation**

BACKGROUND:

School Board Policy 730, Use of Electronic Signatures to Conduct Official Business, 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 III, V, and the Cross References.

The purpose of this policy is to document the School board's desire to allow school district representatives to send and accept electronic signatures for the purpose of conducting official business to the extent permitted by law and to outline the extent to which the school district will send, accept, and rely on electronic signatures.

RECOMMENDATION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 10, 2022 or a subsequent School Board meeting agenda for action.

Not an MSBA Policy

730 USE OF ELECTRONIC SIGNATURES TO CONDUCT OFFICIAL BUSINESS

I. PURPOSE

The purpose of this policy is to document the School Board's desire to allow school district representatives to send and accept electronic signatures for the purpose of conducting official business to the extent permitted by law and to outline the extent to which the school district will send, accept, and rely on electronic signatures.

II. GENERAL STATEMENT OF POLICY

The School Board delegates to the Superintendent the authority to determine the extent to which the School District will send, accept, and otherwise create, generate, communicate, store, process, use, and rely upon electronic signatures to and from other persons. For an electronic transaction to be valid, each party must agree to conduct the transaction electronically. If a law prohibits a transaction from occurring electronically, the transaction must occur in the manner specified by law.

III. DEFINITIONS

- A. **Authentication:** "Authentication" means the process used to ascertain the identity of a person or the integrity of specific information. Authentication ensures that the user applying an electronic signature is in fact who they say they are and is authorized to sign.
- B. **Electronic signature:** "Electronic signature" means a digital or digitized signature made by electronic sound, symbol or process that is attached to or logically associated with a record and that is executed or adopted with the intent to sign the record.
- C. **Transaction:** "Transaction" means an action or set of actions occurring between two or more persons relating to the conduct of business, commercial, or governmental affairs.

IV. GENERAL STANDARDS

- A. This policy shall only apply to transactions between the District and parties that have consented to conduct transactions by electronic means. Consent to conduct transactions by electronic means is determined from the context of the transaction and surrounding circumstances, including the parties' conduct.

- B. An electronic signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any authentication or other security procedure the District applies to determine the person to which the electronic signature was attributable. The effect of an electronic signature shall be determined from the context and surrounding circumstances at the time of its creation, execution, or adoption, including the parties' agreement to engage in an electronic transaction, if any.
- C. Electronic signatures shall be retained with their associated records according to the school district's regular records retention schedule.

V. AUTHORITY AND RESPONSIBILITIES

- A. The Superintendent is delegated authority to determine the extent to which the school district will accept and use electronic signatures to facilitate transactions involving official school district business.
- B. The Superintendent shall adopt and implement all system procedures necessary to accept and use electronic signatures to the extent determined by the Superintendent. The District's system procedures shall **be** developed in consultation with other appropriate District personnel and shall ensure that all legal requirements are met. Any potential operational risk associated with the use of an electronic signature must be offset by the anticipated benefit of receiving electronic signatures. Consistent with Minnesota law, these system procedures may specify:
 - 1. The manner and format in which the electronic records attached to the electronic signatures will be created, generated, sent, communicated, received, and stored and the systems established for those purposes;
 - 2. The type of electronic signature required, the manner and format in which the electronic signature must be affixed to the electronic record, and the identity of, or criteria that must be met by, any third party used by a person filing a document to facilitate a transaction;
 - 3. Control processes and procedures that will ensure adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records; and
 - 4. Any other required attributes for electronic records which are specified for corresponding nonelectric records or reasonably necessary under the circumstances.
- C. Nothing in this policy is intended to authorize any individual to provide an electronic signature on behalf of the School Board or school district, unless he or

she has been granted such authority pursuant to a delegation of authority by the School Board, a specific School Board policy, or a law.

- D. The District may maintain official records in an electronic format provided that the relevant record retention schedule is updated to reflect electronic record management and the electronic records are trustworthy, complete, accessible, and durable.

Legal References: Minn. Stat. § 325L.01 *et seq.* (Uniform Electronic Transactions Act)
Minn. Stat. § 123B.09, Subd. 1 (School Boards Powers)
Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 15.17 (Official Records)
SN4, LLC v. Anchor Bank, fsb, 848 N.W.2d 559, 562 (Minn. App. 2014)

Cross References: ~~White Bear Lake Area Schools~~ **WBLASB** Policy 208 (Development, Adoption, and Implementation of Policies)
~~White Bear Lake Area Schools~~ **WBLASB** Policy 305 (Policy Implementation)

E. OPERATIONAL ITEMS

AGENDA ITEM: **Action on Certification of 2021 Payable 2022
Property Tax Levy**

MEETING DATE: **December 13, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The School Board approved the preliminary tax levy on September 27, 2021. The requirement for a public hearing on the proposed levy was met earlier during this meeting. The final step in the tax levy process is for the School Board to certify the final levy amounts.

Attached please find the Levy Limitation and Certification Report provided by the Minnesota Department of Education. The total levy represents a .37% increase compared to the total levy from the previous year. The total levy amount to be certified is \$57,197,058.45.

RECOMMENDATION:

Approve the certification of the final 2021 payable 2022 property tax levy in the amount of \$57,197,058.45.

Minnesota Department of Education
Levy Limitation and Certification Report
2021 Payable 2022

District Number-Type: 0624-01
District Name: White Bear Lake School District
Home County: RAMSEY

Date Printed: 12/9/21
Limits Updated: 11/30/21
Certified Submitted: 12/9/21

	LIMIT	PROPOSED	CERTIFIED
SUBTOTALS BY LEVY CATEGORY			
GENERAL - RMV VOTER - JOBZ EXEMPT	12,165,452.76	12,165,452.76	12,165,452.76
GENERAL - RMV OTHER - JOBZ EXEMPT	7,665,532.88	7,665,532.88	7,665,532.88
GENERAL - NTC VOTER - JOBZ EXEMPT	2,291,668.01	2,291,668.01	2,291,668.01
GENERAL - NTC OTHER GENED - EXEMPT	0.00	0.00	0.00
GENERAL - NTC OTHER - JOBZ EXEMPT	10,232,133.70	10,232,133.70	10,232,133.70
COMMUNITY SERVICE - NTC OTHER - JOBZ EXEMPT	1,169,689.49	1,169,689.49	1,169,689.49
GENERAL DEBT - NTC VOTER - JOBZ NONEXEMPT	12,398,261.05	12,398,261.05	12,398,261.05
GENERAL DEBT - NTC OTHER - JOBZ NONEXEMPT	11,274,320.56	11,283,500.32	11,274,320.56
OPEB DEBT - NTC VOTER - JOBZ NONEXEMPT	0.00	0.00	0.00
OPEB DEBT - NTC OTHER - JOBZ NONEXEMPT	0.00	0.00	0.00
SUBTOTALS BY FUND			
GENERAL FUND	32,354,787.35	32,354,787.35	32,354,787.35
COMMUNITY SERVICES FUND	1,169,689.49	1,169,689.49	1,169,689.49
GENERAL DEBT SERVICE FUND	23,672,581.61	23,681,761.37	23,672,581.61
OPEB/PENSION DEBT SERVICE FUND	0.00	0.00	0.00
SUBTOTALS BY TAX BASE			
REFERENDUM MARKET VALUE	19,830,985.64	19,830,985.64	19,830,985.64
NET TAX CAPACITY	37,366,072.81	37,375,252.57	37,366,072.81
SUBTOTALS BY TRUTH IN TAXATION CATEGORY			
VOTER APPROVED	26,855,381.82	26,855,381.82	26,855,381.82
OTHER	30,341,676.63	30,350,856.39	30,341,676.63
TOTAL LEVY			
TOTAL LEVY	57,197,058.45	57,206,238.21	57,197,058.45

The school district must submit the completed original of this form to the home county auditor by December 28, 2021. A duplicate form must be submitted to Minnesota Department of Education, School Finance Division, 1500 Highway 36 West, Roseville, MN 55113, by January 7, 2022.

The certified levy listed above is the levy voted by the school board for taxes payable in 2022.

Signature of School Board Clerk

Date of Certification

AGENDA ITEM: **Action on FY21 Annual Audit Report**

MEETING DATE: **December 13, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Earlier in the meeting Mr. Jim Eichten from the District's auditing firm of Malloy, Montague, Karnowski, Radosevich and Co., P.A. (MMKR), presented the fiscal year 2020-2021 audit report. The next step in the annual budget process is for the Board to vote on approval of the report that was presented.

RECOMMENDATION:

Approve the fiscal year 2020-2021 audit report as presented.

AGENDA ITEM: **Action on Revised 2022-23 and Proposed 2023-24 School Year Calendars**

MEETING DATE: **December 13, 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. Tonight Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning, presented a revised version of the 2022-23 calendar and the proposed 2023-24 calendar for discussion.

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.

RECOMMENDATION:

Approve the following resolution:

BE IT RESOLVED by the School Board of Independent School District 624 that the attached school year calendars be approved and adopted for 2022-23 and 2023-24 school years 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: **Action on Acceptance of Brosious Grants**
MEETING DATE: **December 13, 2021**
SUGGESTED DISPOSITION: **Operational Items**
CONTACT PERSON(S): **Dr. Wayne Kazmiercak, Superintendent**

BACKGROUND:

The White Bear Lake Area Educational Foundation has forwarded 11 Brosious Teaching Grants to the Superintendent, with a request that these grants be formally accepted by the School Board.

As part of their internal process, prior to consideration of any proposal the Foundation reviews the proposals with our administration. We confirm that proposals are consistent with our curriculum, and if technology is used, consistent with our technology plan.

RECOMMENDATION:

Accept the 11 Brosious Teaching Grants from the White Bear Lake Area Educational Foundation as shown in the attached materials in the total amount of \$22,967.30.

Congratulations!

WBLAEF BROSIOUS GRANT AWARD WINNERS 2021

Each year the WBLAEF awards teachers in White Bear Lake ISD #624 with Brosious Teaching grants to “enhance the rigor of the curriculum or instruction”, according to Mr. Brosious’ wishes.

This year we were able to award 11 grants in the amount of: **\$22,967.30**

#1. Ann Zettel: (Normandy Park Early Childhood): “Partnering Families to create Multilingual Counting Books”

Ann will be designing and making picture counting books with her students.

#2. Trevor Putnam (Hugo Elementary): “Conscious Discipline Calendars for Leadership”

Trevor will use what he learned during his Glasrud Grant last year to implement the Conscious Discipline method within our district this year.

#3. Deb Thibault (Oneka Elementary): “High-Impact Vocabulary Instruction Using Picture Books”

Deb will be purchasing high quality picture books for grades 2-5 to be used as an authentic and effective way to incorporate vocabulary instruction.

#4. Karen Voss, Cheryl Hagen, Jillian Fagerness, Maria Schultz (Oneka Elementary): “Sensory Integration/Achievement and Social Emotional Learning”

This team will be purchasing additional sensory equipment to support their students’ sensory stimulation and integration by taking in information through their 5 senses.

#5. Jessie Prissel (Transition Plus): “Cam+ 4 T+”

Jessie will purchase 10 quality cameras to use in a variety of classes and clubs that focus on students’ interests and visual media reporting events while providing photography skills and images of student achievements.

#6. Maggie Skatrud, Shannon Walsh (Otter Lake Elementary): “Point and Play: A Mounted Communication Board for the Otter Lake Playground”

This communication board is a visual grid containing symbols paired with words so students with verbal communication difficulties can use it to communicate while on the playground.

#7. Rebecca Butters-LeVahn (Lincoln Elementary): “This Teaching Horse”

Rebecca will provide her students in the setting 3 cluster program with a once a month riding experience pairing each student with a miniature horse at Phoenix Farms, with a trained horse expert, to help provide social and emotional learning. She will also be purchasing supplemental text materials to use in the classroom.

#8. Kimberly Jeske-Waldorf (Matoska International): “Come Build with Me!”

Kindergartners will be able to be engineers to create, build, and test structures they build with the materials purchased from this grant.

#9. John Forestell, Michelle Norcross (Area Learning Center): “Critical Analysis of Systemic Racism Through Interdisciplinary Curriculum and the Theater Arts”

Using the texts “Fences” and “A Raisin in the Sun”, students will first study the literature and then students will have the opportunity to view the plays through Live Streaming and their attendance at the Guthrie Theater.

#10. Jenny Moore, Erica Largent (South Campus): “HOSA is HERE!”

HOSA stands for Health Occupations Students of America. This grant will allow future health professional students to participate in the Metro Mid-Winter Conference and The State Leadership Conference.

#11. Paige Pinnow (District): “Assistive Technology AAC Library”

Paige will purchase 2 Apple iPads to add to the lending library she has started.

AGENDA ITEM: **Action on Name for New Elementary School**

MEETING DATE: **December 13, 2021**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for**
Finance and Operations;
Dan Schmidt, Principal

BACKGROUND:

The new elementary school naming task force began meeting in September. The committee solicited input from the community for thirty days and received over 80 recommendations. Dan Schmidt and Tim Wald presented on the process used to develop the recommendation at the November 22, 2021 School Board work session with recommendation that the Board approve the school name at the December 13 Board Meeting.

RECOMMENDATION:

Approve the name North Star Elementary as the name of the new elementary school as recommended.

AGENDA ITEM: **Policy 503, Student Attendance**

MEETING DATE: **December 13, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 503, Student Attendance, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November and is being recommended for a second reading. The changes to this policy are in sections I, II, III, IV, V and the Legal and Cross References.

The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

RECOMMENDATION:

Approve School Board Policy 503, Student Attendance, as recommended by the School Board Policy Committee and Cabinet.

Adopted: October 20, 1975
Revised: March 11, 1991
Revised: September 13, 1993
Revised: August 14, 1996
Revised: June 11, 2001
Revised: December 13, 2010
Revised:

*White Bear Lake Area
School District #624 Policy 503*

Revised: March 27, 2000
Revised: August 25, 2003
Revised: May 12, 2014

503 STUDENT ATTENDANCE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

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

2. Parent or Guardian's Responsibility

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

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

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

b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes, section 120A.22, the students of the school district are required to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the School Board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures ~~Policies~~

Attendance procedures shall be presented to the School Board ~~school board~~ for review and approval. When approved by the School Board ~~school board~~, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:

- (1) Illness.
- (2) Serious illness in the student's immediate family.
- (3) A death or funeral in the student's immediate family or of a close friend or relative.
- (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension.
Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.
- (13) Individual need as approved by school principal.

c. Consequences of Excused Absences

- (1) Students whose absences are excused are expected to work with request any work assigned while absent and required to make up all of this work or to complete alternative assignments as deemed appropriate by the classroom teacher on a plan to make-up any assignments that have been missed.
- (2) As a general guideline, student work assigned during the absence must should be completed within two (2) days per day of absence from the date of the student's return to school. Any work not completed within this period will be considered late and will be handled consistent with the teacher's late work practices. The building principal or the classroom teacher will partner with the student and family

on a make-up plan may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

- (3) Students are encouraged to use available technology, including web-based communication, to stay current while absent.

2. Unexcused Absences

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

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

- b. Consequences of Unexcused Absences

- (1) ~~Completing work missed during the absence within a similar time frame and for the same credit as defined for excused absences. This work will be for credit unless the circumstances surrounding the absence warrant a grade reduction or no credit.~~

Students who are absent are expected to work with the classroom teacher on plan to make-up any assignments that have been missed. As a general guideline, student work assigned during the absence should be completed within two (2) days per day of absence from the date of the

student's return to school. The building principal or the classroom teacher will partner with the student and family on a make-up plan in the case of an extended illness or other extenuating circumstances.

(2) Appropriate discipline from the following list, based on the severity of the issue:

- (i) Detention
- (ii) Loss of student privileges
- (iii) Placement on a supervised attendance program
- (iv) Truancy petition to juvenile court for those under age 16
- (v) Other appropriate consequences as determined by parent/guardian and school personnel.
- (vi) Loss of parking privileges at secondary level
- (vii) Restriction from participation in extracurricular activities
- (viii) Saturday School
- (ix) Make up time missed from school

~~(x) Out of school suspension~~

(3) Agreed upon goals/plans as determined by the parent/guardian, student and school personnel.

(4) Other appropriate consequences

- (i) After three (3) cumulated unexcused absences in a school year, a student will be considered "continuing truant" and parent or guardian will be notified.

~~(ii) After five (5) cumulated unexcused absences in a school year, the administration may impose the loss of academic credit in the class or classes from which the student has been absent.~~

- (5) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes, §§ sections 121A.40-121A.56.
- (6) In cases of recurring unexcused absences, the administration may request the county attorney to file a petition with the juvenile court, pursuant to Minnesota Statutes.

C. Excessive Absences

- 1. Definition: Students who are absent more than ten percent of student contact days at any time during the school year or any grading period may be considered to have excessive absences.
- 2. Procedures for addressing students with excessive absences
 - a. School calls parent/guardian to communicate attendance concerns
 - b. School will communicate with parents/guardians in writing concerning attendance concerns
 - c. School will schedule a meeting with parents/guardians and other appropriate school staff to create a plan to address attendance concerns.
 - d. If the student continues to have excessive absences, the school may choose to take the following steps:
 - (1) Consider the absences unexcused according to the Minn. Stat. § 120A.22, subd 12.
 - (2) Refer the student to a truancy intervention program.

D. Tardiness

- 1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
 - a. Elementary: Students who arrive late and within 45 minutes after the start of the school day are considered tardy. After 45 minutes, it is considered a half-day absence.
 - b. Secondary: Students are considered tardy if they are late and miss less than ten minutes of any class. If they miss more than ten minutes of class, they are considered absent.
- 2. Procedures for Reporting Tardiness

a. Students tardy at the start of school must report to the school office for an admission slip.

b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

a. illness;

b. serious illness in the student's immediate family;

c. a death or funeral in the student's immediate family or of a close friend or relative;

d. medical, dental, orthodontic, or counseling appointment;

e. court appearances occasioned by family or personal action;

f. physical emergency conditions such as fire, flood, storm, etc.;

g. any tardiness for which the student has been excused in writing by an administrator or faculty member;

h. family emergencies;

i. individual need as approved by school principal.

4. Unexcused Tardiness

a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

b. Examples of unexcused tardiness include but are not limited to:

(1) not approved by parent/guardian

(2) Failure to comply with reporting requirements of the school district attendance procedures

(3) work at home

(4) work at a business (except under a school-sponsored work release program)

(5) missed bus

- (6) overslept
- (7) car trouble
- (8) doing homework

c. Consequences of tardiness may include:

- (1) Detention
- (2) Saturday School
- (3) Loss of parking
- ~~(4) Suspension~~
- (5) Other consequences as determined by parent/guardian and school personnel
- (6) Combining unexcused tardies into an unexcused absence and enforcing consequences accordingly. The district considers three (3) unexcused tardies ~~are~~ equivalent to one half-day unexcused absence.

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

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

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

- e. Student safety issues (to be reviewed by ~~the~~ WBL administrators)

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

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

III. **RELIGIOUS OBSERVANCE ACCOMMODATION**

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

~~III~~ IV. **DISSEMINATION OF POLICY**

1. Copies of this policy shall be made available to all students, parents/guardians, and staff at the commencement of each school year. This policy shall also be available upon request in each principal's office.
2. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

~~IV~~ IV. **REQUIRED REPORTING**

A. Continuing Truant

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

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

B. Reporting Responsibility

When a student is initially classified as a continuing truant, ~~Minnesota Statutes~~ §section 260A.03 provides that the school attendance officer or other designated

school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

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

C. Habitual Truant

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

- Legal References:** Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
~~Minn. Stat. § 120A.30 (Attendance Officers)~~
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)
Minn. Stat. §§ 121A.40 – 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truant~~ey~~)
Minn. Stat. § 260C.007, S~~s~~ubd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, ~~95 S.Ct. 729~~ (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E. 2d 231 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)
- Cross References:** ~~MSBA/MASA Model~~ WBLASB Policy 506 (Student Discipline)

AGENDA ITEM: **Policy 533, Wellness**

MEETING DATE: **December 13, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 533, Wellness, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November and is being recommended for a second reading. The changes to this policy are in sections III, IV, V, VI, VII and the Local References.

The purpose of this policy is to promote student wellness, prevent and reduce childhood obesity, and ensure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable local, state, and federal standards.

RECOMMENDATION:

Approve School Board Policy 533, Wellness, as recommended by the School Board Policy Committee and Cabinet.

Adopted: August 14, 2006
Revised: April 12, 2010
Revised: February 11, 2013
Revised: November 13, 2017

*White Bear Lake Area
School District #624 Policy 533*

Revised:

533 WELLNESS

I. PURPOSE

The purpose of this policy is to promote student wellness, prevent and reduce childhood obesity, and ensure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

- A. The School Board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health promotes student attendance and academic achievement.
- B. The school district has a responsibility to foster a climate that encourages students to maintain healthy lifelong eating habits, physical activity, and social and emotional health.
- C. The school district encourages the involvement of members of the public in the development, implementation, and periodic review and update of the school district's Wellness Policy.
- D. Children need access to healthy foods, opportunities, support and encouragement to be physically active on a daily basis, in order to grow, learn, and thrive.
- E. Qualified nutrition service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; make reasonable efforts to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and provide clean, safe, and pleasant meal settings and adequate time for students to eat.

III. DEFINITIONS

- A. "Campus" means areas or vehicles that are owned or leased by the school and used at any time for school-related activities, including but not limited to inside and outside of school buildings, school buses and other vehicles used to transport students, athletic fields, stadiums, and parking lots.

- B. “Food and beverage marketing” means advertising and other promotions of and/or beverages in schools. Food and beverage marketing may include oral, written or graphic statements made for the purpose of promoting the sale of a food or beverage product made by a producer, manufacturer, seller or any other entity with a commercial interest in a product.
- C. “School day” means the time between midnight to thirty minutes after the end of the instructional day, per USDA Guidelines.
- D. “Triennial” means recurring every three years.

IV. WELLNESS GOALS

A. Nutrition Promotion and Education

- 1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social **studies** **sciences**, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and **may** includes participatory activities such as contests, promotions, taste testing, and field trips.
- 2. Through district curriculum, the school district will provide nutrition education that follows national and state standards, and focuses on understanding the relationship between personal behavior and individual health, as well as on the impact of food choices.
- 3. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as in vending machines, for fundraising purposes, at concession stands, and in student stores.

B. Physical Activity and Education

- 1. Students need opportunities for daily physical activity, and to learn to embrace healthy lifestyles and physical activity as personal behaviors. Toward that end, health and physical education will reinforce the

knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities.

2. Opportunities for physical activity may be incorporated into other subject lessons, where appropriate.
3. Classroom teachers may provide short physical activity breaks between lessons or classes, as appropriate.
4. To the extent possible, classroom teachers are encouraged to use physical activity as a reward or incentive and not to withhold physical activity as punishment.
5. Through district curriculum, the district will provide opportunities to strengthen the skills and knowledge needed to maintain a healthy lifestyle through the district's physical education and health curricula, aligned with national and state standards.
6. The district will make appropriate accommodations to allow for equitable participation for all students and will strive to adapt physical education classes and equipment to meet the needs of students.

C. Other School-Based Activities to Promote Student Wellness

1. The school district will integrate wellness activities across the entire school setting.
2. The school district will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives, promoting students well-being, optimal development and strong education outcomes.
3. The district will offer (or collaborate with the community to offer) competitive and noncompetitive physical activity outside of the classroom that will foster participation by students.

D. Communications with Parents

1. The school district recognizes that parents and guardians have the a primary role in promoting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.

3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information on district and/or community resources for those families facing food insecurity.
5. The school district will provide information to parents about physical education and other school-based opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

V. STANDARDS AND NUTRITION GUIDELINES

A. School Meals

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules and regulations.
2. Nutrition service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Nutrition service personnel will try to accommodate the religious, ethnic and cultural diversity of the student body in meal planning.
4. Nutrition service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. Nutrition service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Nutrition services personnel shall adhere to all federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

8. The school district will provide students access to handwashing or hand sanitizing before they eat meals and snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day: between 10:00 a.m. and 2:00 P.M. (CFR 210.10 (I)(1)).
 - a. Lunch will follow recess period when possible to better support learning and healthy eating.
10. The school district will encourage that meals be available to students when participating in tutoring, clubs, or organizational meetings or activities occurring during scheduled school day mealtimes.

B. School Nutrition Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's nutrition service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Guidelines.
2. As part of the school district's responsibility to operate a nutrition service program, the school district will provide continuing professional development for all nutrition service personnel in schools.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds during the school day to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria from vending machines, school stores and for in-school fundraisers.
2. All competitive foods will meet or exceed the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.

3. Before and aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under the USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
 - a. Celebrations and parties.
 - 1) The school district ~~will~~ **may** provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
 - a. Classroom snacks brought by parents.
 - 1) The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
2. Rewards and incentives. If foods or beverages are used as rewards for academic performance or good behavior, schools will encourage those that meet USDA Smart Snacks nutrition standards and will not withhold foods or beverages as punishment unless this practice is allowed by a student's individual education plan or behavior intervention plan.
3. Caution will be exercised when offering foods and materials that may cause allergic reactions. The use of non-food rewards and celebrations is encouraged. Foods brought from outside sources that are to be provided to the entire class may only include fresh produce or pre-packaged and store-bought items. Food items must also include nutrition and ingredient information.
4. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.

5. The school district will support and encourage requirements that foods made available on campus outside of the school day (including, but not limited to, concessions, school stores, vending and other instances where food or beverages are provided or sold) meet USDA Child Nutrition Standards.
6. To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and at every school campus.
 - a. The district will make drinking water available where school meals are served during meal times.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.
2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

VI. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

A. Wellness Coordinator

1. The superintendent will designate a school district official to serve as the wellness coordinator. The wellness coordinator will oversee the school district's wellness-related activities and ensure that each school implements the policy.
2. The principal or designee of each school district building will ensure compliance within the school and, upon request, will report to the wellness coordinator regarding Wellness Policy compliance.

B. Public Involvement

1. The wellness coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the **School Board** ~~school-board~~, school administrators, and

the general public to participate in the development, implementation and periodic review and update of the Wellness Policy.

2. The wellness coordinator will hold meetings for the purpose of discussing the development, implementation, and periodic review and update of the Wellness Policy. All meeting dates and times will be posted on the school district's website and will be open to the public.
- C. The assistant superintendent for finance and operations and the director of community services and recreation will convene and facilitate development of and updates to the Wellness Policy, and will ensure each school's compliance with the policy.

VII. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

1. Upon approval by the **School Board** ~~school board~~, the Wellness Policy will be implemented throughout the school district.
2. The school district will post its Wellness Policy on its website.

B. Annual Reporting

1. The wellness coordinator will annually inform the public about the content and implementation of the Wellness Policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

1. At least once every three years, the school district will evaluate compliance with the Wellness Policy to assess the implementation of the policy and create a report that includes the following information:
 - a. The extent to which schools under the jurisdiction of the school district are in compliance with the Wellness Policy; and
 - b. The extent to which the school district's Wellness Policy compares to model local wellness policies; and
 - c. A description of the progress made in attaining the goals of the school district's Wellness Policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.

3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

The school district will retain records to document compliance with the requirements of the Wellness Policy. The records to be retained include, but are not limited to:

1. The school district's written Wellness Policy.
2. Documentation demonstrating the community's involvement in the Wellness Policy development and implementation processes.
3. Documentation of the triennial assessment of the Wellness Policy including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee.

Legal References: Minn.Stat. § 121A.215 (Local School District Wellness Policy)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
42 U.S.C. § 1758b (Local School Wellness Policy)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: WBLAS Wellness Program Webpage:
<https://www.isd624.org/programs/wellness>
<http://www.whitebear.k12.mn.us/about/Wellness-Program.asp>
Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org
United States Department of Agriculture, www.fns.usda.gov

AGENDA ITEM: **Policy 541, Tutoring of Students**

MEETING DATE: **December 13, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 541, Tutoring of Students, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November and is being recommended for a second reading. The changes to this policy are in sections II, and III.

The purpose of this policy is to encourage and support students to achieve academic excellence by providing students with targeted instruction as the need arises.

RECOMMENDATION:

Approve School Board Policy 541, Tutoring of Students, as recommended by the School Board Policy Committee and Cabinet.

541 TUTORING OF STUDENTS

I. PURPOSE

The School Board believes that every student should be encouraged and supported to achieve academic excellence. In order to meet this goal, the district is committed to providing students with targeted instruction as this need arises.

II. DEFINITIONS

- A. “Paid tutor” refers to an instructor or other employee who gives additional, special, or remedial instruction to students, and receives some financial remuneration for tutoring, from any source, which could include the student, the student’s family, the School District, or a third party.
- B. “Tutor” means an instructor or other employee who gives additional, special, or remedial instruction to students.
- C. “Volunteer tutor” is an instructor or other employee who gives additional, special, or remedial instruction to students at no cost to the student, to the student’s family, or to the district, and who receives no financial remuneration for tutoring.

III. GENERAL PROCEDURES

White Bear Lake Area Schools **District** recognizes that tutorial help can be provided in many ways, some of which are appropriate, and some of which are perceived as a “conflict of interest” and should be avoided.

- A. In making a professional judgment, teachers should be governed by other school district policies, and by the *Code of Ethics for Minnesota Teachers*, which provides, in part: “A teacher shall not use professional relationships with students, parents, and colleagues, to private advantage”. (8700.7500 subpart 2 E)
- B. Other employees should be governed by the same expectations described in III A.
- ~~C. Tutorial help provided to a student before and after school during a teacher’s duty hours is encouraged. No extra pay is authorized by the District, because such help is considered a part of the annual teacher’s contract, and is part of the District’s responsibility to the student.~~
- CD.** Tutoring instruction provided to students who are assigned to an employee’s daytime class for private pay before or after regular duty hours ~~is strongly discouraged in White Bear Lake Area Schools, and~~ is prohibited ~~on school grounds.~~

~~Providing tutorial instruction for private pay to a student who is assigned to an employee's class during the regular workday may well be a "conflict of interest," even though the service is rendered by the employee outside his or her regular duty day.~~

- DE.** Provision of paid tutoring to students who are not assigned to an employee's class during the regular duty day raises fewer conflicts of interest or other ethical questions, but is also subject to the *Teacher Code of Ethics*.

Provision of paid tutoring to a former student such as might occur in the summer months or in years following regular classroom instruction would be subject to the *Teacher Code of Ethics*, and to section V of this policy.

IV. TUTORING OF WHITE BEAR LAKE STUDENTS AT SCHOOL SITES

- A. Volunteer tutoring is permitted in the schools under the direction of the school principal. Volunteer tutors must meet the qualifications in place for all district volunteers.
- B. Paid tutoring at school sites is permitted only through the coordination of the School District, either when coordinated by White Bear Lake Area Community Services and Recreation Department or through state supported remediation programs such as Targeted Services. No paid tutoring on school sites is permitted other than those coordinated through the district.

V. OTHER CONSIDERATIONS

- A. An employee is authorized to provide paid tutoring that would otherwise not be acceptable under this policy under the following circumstances:
 - 1. In situations such as homebound instruction, the district is authorized to provide paid tutoring, and the employee is assigned by the principal or other supervisor to provide the tutoring with the added compensation paid to the employee by the District.
 - 2. Other compelling circumstances authorized by the District administration in writing and in advance.
- B. Employees who are considering engaging in paid tutoring outside of District-coordinated tutoring, and anticipate serving students of the School District, are advised to disclose their plans in advance to the employee's supervisor.

Cross References: WBLAS Policy 404 (Employee Background Checks)
WBLAS Policy 515 (Protection and Privacy of Pupil Records)
Code of Ethics for Minnesota Teachers
(Minnesota Rules, 8700.7500)

AGENDA ITEM: **Policy 805, Waste Reduction and Recycling**

MEETING DATE: **December 13, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 805, Waste Reduction and Recycling, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in November and is being recommended for a second reading. The changes to this policy are in sections III, IV, V and VI.

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and the establishment of a program of education to develop an awareness of environmentally sound waste management.

RECOMMENDATION:

Approve School Board Policy 805, Waste Reduction and Recycling, as recommended by the School Board Policy Committee and Cabinet.

805 WASTE REDUCTION AND RECYCLING

I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and the establishment of a program of education to develop an awareness of environmentally sound waste management. (Minn. Stat. § 115A.15, Subd. 1)

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

III. DEFINITIONS

- A. “Lamp recycling facility” means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps. (Minn. Stat. § 116.93, Subd. 1)
- B. “Mixed municipal solid waste” means garbage, refuse, and other solid waste but does not include auto hulks, street sweepings, ash, construction debris, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters and other materials collected, processed, and disposed of as separate waste streams. (Minn. Stat. § 115A.03, Subd. 21)
- C. “Packaging” means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels. (Minn. Stat. § 115A.03, Subd. 22b)
- D. “Post-consumer materials” means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item. (Minn. Stat. § 115A.03, Subd. 24b)
- E. “Rechargeable battery” means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a

battery exempted by the Commissioner of the Pollution Control Agency (PCA) (Commissioner). (Minn. Stat. § 115A.9157)

- F. “Recyclable commodities” means materials, pieces of equipment, and parts that are not reusable but which contain recoverable resources. (Minn. Stat. § 115A.15, Subd. 1a(a))
- G. “Recyclable materials” means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole-source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material. (Minn. Stat. § 115A.03, Subd. 25a)
- H. “Recycling” means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use. (Minn. Stat. § 115A.03, Subd. 25b)
- I. “Resource conservation” means the reduction in the use of water, energy and raw materials. (Minn. Stat. § 115A.03, Subd. 26a)
- J. “Reusable commodities” means materials, pieces of equipment, parts, and used supplies that can be reused for their original purpose in their existing condition. (Minn. Stat. § 115A.15, Subd. 1a(b))
- K. “Source-separated compostable materials” means materials that:
 - 1. are separated at the source by waste generators for the purpose of preparing them for use as compost;
 - 2. are collected separately from mixed municipal solid wastes and are governed by state licensing provisions;
 - 3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the Commissioner has determined that no other person is willing to accept the paper for recycling;
 - 4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA’s class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility; and ~~(Minn. Stat. § 115A.03, Subd. 32(c))~~

5. may be delivered to a transfer station, mixed municipal solid waste processing facility or recycling facility only for the purposes of composting or transfer to a composting facility unless the Commissioner determines that no other person is willing to accept the materials.

(Minn. Stat. § 115A.03, Subd. 32a)

L. “Waste reduction” or “source reduction” means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:

1. reusing the product in its original form;
2. increasing the lifespan of a product;
3. reducing material or the toxicity of material used in production or packaging; or
4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

(Minn. Stat. § 115A.03, Subd.b)

IV. WASTE DISPOSAL

A. The school district will attempt to decrease the amount of waste consumable materials by:

1. reduction of the consumption of consumable materials whenever practicable;
2. full utilization of materials prior to disposal;
3. minimization of the use of non-biodegradable products whenever practicable.

B. Each school district facility shall also collect at least three recyclable materials such as, but not limited to, the following: paper, glass, plastic, and metal. (Minn. Stat. § 115A.151)

C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located. (Minn. Stat. § 115A.151)

D. Prior to entering into a contract for the management of mixed municipal solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:

1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
2. develop and implement a plan for managing the potential liability; and
3. submit the information in (1) and (2) above to the Pollution Control Agency (PCA).

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the counties prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. (Minn. Stat. §115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4)

E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze, other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle, in or on:

1. solid waste or solid waste management facility other than a recycling facility or household hazardous waste collection facility;
2. the land unless approved by the PCA; or
3. the waters of the state, an individual sewage treatment system, or in a storm water or wastewater collection or treatment system unless:
 - a. permitted to do so by the operator of the system and the PCA;
 - b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
 - c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records

available for inspection for a minimum of three years following generationed of the waste antifreeze.

(Minn. Stat. § 115A.~~Intermediate School District No. 916~~)

- F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:
 - 1. in solid waste; or
 - 2. in a wastewater disposal system. (Minn.Stat. § 115A.932, Subd. 1 (a))
- G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:
 - 1. in a solid waste processing facility; or
 - 2. in a solid waste disposal facility. (Minn. Stat. § 115A.932, Subd. 1 (b))
- H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery or pickup of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minn. Stat. § 216B.241, Subds. 2 and 4. (Minn. Stat. § 115A.932, Subd. 1(c))
- I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a non-removable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed. (Minn. Stat. § 115A.915; Minn. Stat. § 115A.9155, Subd. 1; Minn. Stat. § 115A.9157, Subd. 2)
- J. The school district may not place yard waste:
 - 1. in mixed municipal solid waste;

2. in a disposal facility;
3. in a resource recovery facility, except for the purposes of reuse, compositing, or cocomposting; or
4. in a plastic bag unless exempt as specified in Minn. Stat. § 115A.931(c), (d), or (e).

(Minn. Stat. § 115A.9321)

K. The school district may not place a telephone directory:

1. in solid waste;
2. in a disposal facility; or
3. in a resource recovery facility, except a recycling facility. (Minn. Stat. § 115A.951, Subd. 2)

L. The school district may not:

1. place major appliances in mixed municipal solid waste; or
2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

(Minn. Stat. § 115A.9561)

M. The school district may not place in mixed municipal solid waste an electronic Pproduct containing a cathode-ray tube. (Minn. Stat. § 115A.9565)

N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries. (Minn. Stat. § 115A.961, Subd. 3)

V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

A. When practicable and when the price of recycled materials does not exceed the price of non-recycled materials by more than ten percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district. (Minn. Stat. § 16C.073, Subd.3(a))

- B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste. (Minn. Stat. § 16C.073, Subd. 3 (b))
- C. Whenever practicable, the school district will:
1. purchase uncoated copy paper, office paper and printing paper unless the coated paper is made with at least 50 percent post-consumer material;
 2. purchase recycled content copy paper with at least 30 percent post-consumer material by weight and purchase office and printing paper with at least 10 percent post-consumer material by weight;
 3. purchase paper which has not been dyed with colors, excluding pastel colors;
 4. purchase recycled content copy, office and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
 5. use reusable binding materials or staples and bind documents by methods that do not use glue;
 6. use soy-based inks;
 7. purchase printer or duplication cartridges that:
 - a. have 10 percent post-consumer material; or
 - b. are purchased as remanufactured; or
 - c. are backed by a vendor-offered program that will take back the printer cartridges after their useful life, ensure that the cartridges are recycled, and comply with the definition of recycling in Minn. Stat. § 115A.03, Subd. 25b;
 8. produce reports, publications and periodicals that are readily recyclable;
 9. print documents on both sides of the paper where commonly accepted publishing practices allow; and
 10. purchase paper which has been made on a paper machine located in Minnesota.

(Minn. Stat. § ~~16B.122~~ 16C.073, Subd. 2)

- D. The school district may not use a specified product included on the prohibited products list published in the State Register. (Minn. Stat. § 115A.9651)
- E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material. (Minn. Stat. § 16C.073, Subd. 3(b))
- F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids. (Minn. Stat. § 16C.073, Subd. 3(b))

VI. OTHER

The policy of the school district **is** to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional and state levels.

Legal References: Minn. Stat. § 16C.073 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (State and Local Facilities)
Minn. Stat. § 115A.46 (Requirements)
Minn. Stat. § 115A.471 (Public Entities; Management of Solid Waste)
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
Minn. Stat. § 115A.9155 (Disposal of Certain Dry Cell Batteries)
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.931 (Yard Waste Prohibition)
Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries, Collection, Processing, and Disposal)
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
Minn. Stat. § 216B.241, Subds. 2 and 4 (Energy Conservation Improvement)
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)
National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844 (D. Minn. 1997)

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

MEETING DATE: **December 13, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

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

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.

RECOMMENDATION:

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

Adopted: May 12, 2008
Revised: April 9, 2018
Revised: July 13, 2020
Revised: March 1, 2021

*White Bear Lake Area
School District #624 Policy 806*

Revised:

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** ~~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** ~~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. Stat. § 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 websites), 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.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall allow student victims of criminal offenses on school property the opportunity to transfer to another school within the school district where available.

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
 Minn. Stat. § 121A.035 (Crisis Management Policy)
 Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
 Minn. Stat. § 299F.30 (Fire Drill in School)
~~Minn. Stat. § 299F.391 (Health Care, Education, or Lodging Facility)~~
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)

Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
Minn. Rules Part 7511~~0~~ (Fire Safety)
~~Title IX, Part E, Subpart 2, Section 9532 Every Student Succeeds Act)~~
20 U.S.C. § 1681, et seq. (Title IX)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
~~40 U.S.C. § 5121 et seq. v (Disaster Relief and Emergency Assistance)~~
42 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)

G. NEGOTIATIONS

AGENDA ITEM: **Labor Negotiations***

MEETING DATE: **December 13, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

Matt Mons, Director of Human Resources, and Tim Wald, Assistant Superintendent for Finance and Operations, will provide information on labor negotiations.

This portion of the meeting will be closed as permitted by Minnesota statutes.

**This portion of the meeting may be closed to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minn. Stat. 179A.01 to 179A.25.*