

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

April 10, 2017

MISSION STATEMENT

The mission of the White Bear Lake Area School District, a leader in innovative education and community partnerships, is to ensure our students:

- **develop a love for learning,**
- **excel academically,**
- **are inspired to realize their dreams, and**
- **become engaged citizens with a global understanding**

by challenging each student with a dynamic, respectful and inclusive environment that nurtures the unique talents and abilities of every student.

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

To: Members of the School Board

From: Dr. Michael J. Lovett
Superintendent of Schools

Date: April 3, 2017

Student recognition will include:
Wrestling Team Members, Swim
Team Member, Girls Basketball
Team, and Unified Bears
Basketball Team.

A student recognition reception will be held at **6:15 p.m.** in the Community Room 112 on Monday, **April 10, 2017**. The recognition ceremony will take place at 6:30 p.m. and finish prior to the start of the regular Board meeting at 7:00 p.m.

A meeting of the White Bear Lake Area School Board will be held on **Monday, April 10, 2017** at **7:00 p.m.** in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

AGENDA

A. PROCEDURAL ITEMS

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

B. PUBLIC FORUM

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open up to 30 minutes (3minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those wishing to address the Board should fill out the Public Forum Speaker Card and submit the card to the School Board clerk or other district official at the meeting
4. Questions may be asked on any topic, including those on the agenda.
5. School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Under School Board Policy 206,

complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.

6. An attempt will be made to answer questions addressed to the Board. In those cases where an answer is not provided, a phone call from an appropriate school district official will be made as a follow-up.
7. A handout on the purpose of School Board meetings and the meeting process is available at each School Board meeting.
8. Citizens may be asked to address the school board on a particular subject during the discussion of that item.
9. The School Board chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

C. INFORMATION ITEMS

1. State-Level Teacher and Administrator Recognitions
2. Update on Partnership with Hangzhou Foreign Language Schools
3. Superintendent's Report

D. DISCUSSION ITEMS

1. Update on Demography, Facilities, and Planning for Referendum
2. School Board Policies:
 - a) Policy 501, School Weapons
 - b) Policy 707, Transportation of Public School Students
 - c) Policy 709, Student Transportation Safety Policy
 - d) Policy 710, Extracurricular Transportation
 - e) Policy 711, Videotaping on School Buses
 - f) Policy 904, Distribution of Materials on School District Property For Nonschool Persons
 - g) Policy 904 Addendum A
 - h) Policy 904 Addendum B

E. OPERATIONAL ITEMS

1. Action on Primary Election
2. Action on School Board Policies:
 - a) Policy 506, White Bear Lake Area School District Student Discipline Policy
 - b) Policy 901, Community Education

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **April 10, 2017**
SUGGESTED DISPOSITION: **Action Items**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

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: **April 10, 2017**
SUGGESTED DISPOSITION: **Action Item**
CONTACT PERSON(S): **Ellen Fahey, 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, March 6, 2017 at 7:00 p.m. in Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN 55110.

A. PROCEDURAL ITEMS

1. Chair Newberg called the meeting to order at 7:03 p.m.
2. Roll Call – Present: Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson, Chapman
Ex-Officio: Dr. Michael Lovett
Cabinet: Daniels, Garrison, Goers, Kazmierczak, Maurer, Paul, Vette.
3. Pledge of Allegiance
4. Wilson moved and Chapman seconded to approve the agenda as presented
5. Kimball moved and Newmaster seconded to approve the consent agenda consisting of:
 - Approval of minutes of work-study meeting of February 27, 2017, regular Board meeting of February 13, 2017, and work-study session February 13, 2017;
 - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - Passage of resolution to approve personnel issues to include:
 - **Resignations/Termination – Classified Staff**
 - Alejandra Haider – Pupil Support Assistant, Vadnais Heights Elementary
Employed by District 624 since 09/13/2016
Effective Date: 03/02/2017
 - Jennifer Matasovsky – Pupil Support Assistant, Sunrise Park Middle School
Employed by District 624 since 09/03/2001
Effective Date: 06/09/2017
 - **Resignations/Termination – Certified Staff**
 - Lesley Vollhaber – Grade 3 Teacher, Otter Lake Elementary
Employed by District 624 since 08/20/2014
Effective Date: 06/09/2017
 - **Resignations/Termination – Professional**
 - Tamera Vanoverbeke – Elementary Principal, Birch Lake Elementary
Employed by District 624 since 07/01/2011
Effective Date: 06/30/2017
 - **Retirement – Classified Staff**
 - Susan Dippel – Program Assistant Leader, Lincoln Elementary
Employed by District 624 since 08/23/1999
Effective Date: 02/14/2017
 - Linda Johnson – Health Assistant, WBLAHS – North Campus
Employed by District 624 since 10/04/1988
Effective Date: 06/09/2017
 - **Retirement – Certified Staff**
 - Christine Quinn – Grade 4 Teacher, Matoska International
Employed by District 624 since 08/23/1999
Effective Date: 06/09/2017

➤ **Retirement – Professional**

- Timothy Hermann – Director of Student Activities, WBLAHS – South Campus
Employed by District 624 since 07/01/2010
Effective Date: 06/30/2017

➤ **Full Time Leave Request – Certified Staff**

- Wendy Hoernemann – .8 FTE Science Teacher, WBLAHS – North Campus
Employed by District 624 since 08/23/1999
Effective Date: 12/19/2016 through 06/09/2017
- Elly Johnson – Kindergarten Teacher, Otter Lake Elementary
Second Year General Leave Request
Effective Date: 2017/2018 School Year
- Lacey Schiele – Grade 3 Teacher, Oneka Elementary
Second Year General Leave Request
Effective Date: 2017/2018 School Year
- Evelyn Swenson – .6 fte Social Worker, Lincoln Elementary and Central Middle School
Employed by District 624 since 09/02/2005
Effective Date: 01/23/2017 through 06/09/2017
- Lesley Vollhaber – Grade 3 Teacher, Otter Lake Elementary
Employed by District 624 since 08/20/2014
Effective Date: 12/28/2017 through 06/09/2017

➤ **Part Time Leave Request – Certified Staff**

- Nicole Mcgarthwaite – Social Studies Teacher, WBLAHS – South Campus
Leave .2 (Position .8)
Effective Date: 2017/2018 School Year

➤ **New Personnel – Classified Staff**

- Charlotte Dinehart – Part Time Cook, Matoska International Elementary
\$14.50/hr., 3.75 hrs. / 65 days \$3,534.37
Effective Date: 03/01/2017
- Ricardo Lopez Jr – Pupil Support Assistant, Sunrise Park Middle School
\$18.00/hr., 6.5 hrs. / 71 days \$8,307.00
Effective Date: 02/21/2017
- Jamison Palmer – Program Aide, Otter Lake Elementary
\$12.53/hr., 2.5 hrs. / 115 days \$3,602.37
Effective Date: 01/23/2017
- David Wallin – Bus Driver, Bus Garage
\$17.85/hr., 7.83 hrs. / 77 days \$10,766.52
Effective Date: 02/13/2017
- Kiana Williams – Program Assistant Leader, Otter Lake Elementary
\$13.44/hr., 2.7 hrs. / 117 days \$4,245.
Effective Date: 01/19/2017

➤ **New Personnel – Professional**

- Cynthia Mueller – Elementary Principal, Otter Lake Elementary
Principals' Association, Elementary Principal, Step 1, \$120,069.00
Effective Date: 07/01/2017
- Brian Peloquin – Director of Student Activities, WBLAHS – South Campus
12 Month Contract, \$114,527.00
Effective Date: 07/01/2017

- **Long Term Substitute - Classified Staff**
 - Samantha Gunderson – Instructional Assistant, Willow Lane Elementary
\$17.58/hr., 4.0 hrs. / 57 days \$4,008.24
Effective Date: 03/20/2017 through 06/08/2017
 - Jan Larsen – Pupil Support Assistant, Normandy Park
\$18.00/hr., 4.25 hrs. / 57 days (T-F) \$4,293.00
Effective Date: 02/21/2017 through 06/08/2017
- **Long Term Substitute - Certified Staff**
 - Donna Peterson – Special Education Teacher, WBLAHS – South Campus
MA +60, Step 13, \$25,435.05
Effective Date: 02/21/2017 through 05/19/2017
 - Rosalia Prementine – .3 fte Speech Teacher, Normandy Park
MA +15, Step 13, \$7,731.14
Effective Date: 02/17/2017 through 05/26/2017
 - Michael Snell – Band Teacher, Central Middle School
MA +60, Step 13, \$28,232.90
Effective Date: 03/06/2017 through 06/02/2017

Roll call vote: ayes: Chapman, Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson; nays, none. Motion carried.

- B. PUBLIC FORUM** – Erin Florin and Lyn Haselmann spoke on behalf of students with dyslexia and the importance of early identification and prescriptive remediation. Decoding Dyslexia: Minnesota can be found at the link: http://www.decodingdyslexiamn.org/for_teachers. Kathy Weier spoke on behalf of the Matoska PTO in support of the IB program.

C. INFORMATION ITEMS

1. **Recognition of Patriot's Pen and Peace Poster State Winners** - Central Middle School Teacher Kari Janzen presented Makenna Ostrowski the 2017 VFW Patriot's Pen State Champion. Lions Club member Bob Lundberg presented Patrick de los Santos the International Lions Club Peace Poster contest state winner. Congratulations to Makenna and Patrick.
2. **Recognition of High School Literary Magazine *Sensicality*** - Writing center coordinator Carolyn Youngbauer and student Samantha Engrav reported that *Sensicality* was one of 24 student literary magazines nationwide to receive the highest award from the National Council of Teachers of English and the only recipient from Minnesota. Congratulations to all involved.
3. **Senior Community Forum** - Senior Program Coordinator Tara Jebens-Singh and Community Services and Recreation Director Tim Maurer presented an update on the Community Forum on Seniors a collaboration between the district, local cities, townships, non-profit, service, and community organizations. Five areas of focus were identified after a survey: housing, recreation, services, transportation, health & wellness. Ramsey County Public Health will use the district process as a template for other communities to address senior issues. Information is available at <http://www.isd624.org/CommunityServices>.
4. **Superintendent's Report**-The following student groups were honored tonight: Scholastic Art Award recipients; choir, band and orchestra participants who performed in honor, all-conference, and state competitions; Nordic Ski team members who competed at State. District parents, leaders, and students participated in a World Cafe experience organized by Reimagine MN a collaboration of districts focused on developing a plan to address

integration, access, and educational achievement. The middle school musical, The Lion King, Jr., is on April 27, 28, 29. Tickets will be available online March 20. Spring break is March 13-17.

D. DISCUSSION ITEMS

1. First Reading of Policies:

- a) Policy 506, White Bear Lake Area School District Student Discipline
- b) Policy 901, Community Education
- c) Policy 903, Visitors to School District Property and Facilities

Policy 903 will return to the policy committee for further revision. Policy 506 and 901 will be on the April 10 school board agenda for action.

E. OPERATIONAL ITEMS

- 1. Chapman moved and Wilson seconded to approve the proposed school calendars for 2017-18 and 2018-19. *Voice vote: all ayes. Motion carried.*
- 2. Wilson moved and Newmaster seconded to approve the Achievement and Integration budget. *Roll call vote: ayes: Chapman, Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson; nays, none. Motion carried.*
- 3. Fahey moved and Chapman seconded to approve the Indigenous Peoples Day resolution. *Voice vote: all ayes Motion carried.*
- 4. Mullin moved and Wilson seconded to approve the Glasrud Fellowship grants. *Roll call vote: ayes: Chapman, Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson: nays, none. Motion carried.*
- 5. Newmaster moved and Wilson seconded to approve the Summer Academy Joint Powers Agreement. *Voice vote: all ayes. Motion carried.*
- 6. Wilson moved and Fahey seconded to approve the superintendent contract with Dr. Wayne Kazmierczak. *Roll call vote: ayes: Chapman, Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson: nays, none. Motion carried.*

F. BOARD FORUM - Kimball thanked retiring employees for their service and welcomed new hires. Wilson reminded members of the Community Partnership Event at Transition Plus on March 9. Newmaster thanked staff for acknowledgement of school board members.

G. ADJOURNMENT Wilson moved and Newberg seconded to adjourn the meeting at 8:45 p.m. *All ayes. Motion carried.*

Submitted by: Ellen Fahey, clerk

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

A work study session of the White Bear Lake Area School Board was held on **Monday, March 27, 2017** at 5:30 p.m. in Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Call to order - Newberg called the meeting to order at 5:30 p.m.
Roll Call - Present : Chapman, Fahey, Kimball, Mullin, Newberg,
Newmaster, Wilson
Student Representative: Bryana Sherrick
Ex-officio: Lovett
Cabinet: Daniels, Garrison, Goers, Kazmierczak, Maurer, Paul, Vette

B. DISCUSSION ITEMS

1. **Primary Election Discussion** - Ramsey County Elections Manager Joseph Mansky was present to discuss the possibility of eliminating the primary election in future District elections. A recommendation will be on the April 10, 2017 regular meeting agenda for a vote.
2. **School Board/Superintendent Goals and Strategic Plan Priorities 2016-17**
 - a. **Demographic report** - Hazel Reinhardt from Hazel Reinhardt Consulting Services presented the results of the enrollment and housing study she completed. Dr. Kazmierczak was present to answer questions. The presentation is on the district website. **Note: (6:25 pm)** At the beginning of the presentation the fire alarm sounded and the building was evacuated. The meeting resumed at 6:30 pm.
 - b. **International Baccalaureate Program Review** - Debra Ingram and Christopher Desjardins from the Center for Applied Research and Educational Improvement (CAREI) presented Phase I findings which included a literature review and summary of student enrollment & retention data. Assistant Superintendent for Teaching and Learning Sara Paul, Assessment Coordinator Brian Morris, and Teaching and Learning Coordinator Jill Pearson were present to answer questions. Phase II will begin before the end of the school year and continue in September 2017. The presentation is on the district website.

3. **Review of proposed changes in EMID Joint Powers Agreement** - Board member Ellen Fahey provided a summary of the proposed changes due to the conveyance of Crosswinds & Harambee and a new business model with the registration of doing business as Equity Alliance MN.

C. ADJOURNMENT - Wilson moved and Newberg seconded to adjourn at 8:20 p.m.

Submitted by: Ellen Fahey, Clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **April 10, 2017**

SUGGESTED DISPOSITION: **Action Item**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Assistant Superintendent of**
Finance and Operations
Mary Vaske, Controller

BACKGROUND:

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

RECOMMENDATION:

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

White Bear Lake Area Schools Electronic Transfers - March

	<u>3/15/2017</u>	<u>3/31/2017</u>
Direct Deposit 480162-481634	1,734,135.96	
U.S. Treasury (FICA, Medicare, withholding)	677,842.91	
MN State Income Tax	105,305.13	
PERA	108,443.95	
TRA	319,972.26	
MSRS	6,712.03	
American Funds	84,029.77	
American United Life	84,468.91	
AIG	6,061.73	
ESI	28,633.72	
AXA	32,100.85	
State of MN Levies	2,780.54	
Direct Deposit 481635-483125		1,745,672.73
U.S. Treasury (FICA, Medicare, withholding)		682,304.89
MN State Income Tax		105,871.45
PERA		109,896.85
TRA		318,188.26
MSRS		6,712.03
American Funds		83,944.12
American United Life		82,940.73
AIG		6,061.73
ESI		28,675.22
AXA		32,587.21
State of MN Levies		2,021.07

Check Nbr	Vendor Name	Check Date	Check Amount
83854	AMERICAN WORKSHOP	03/09/2017	227.00
83855	CAPITAL ONE COMMERCIAL	03/09/2017	163.97
83856	EDINBOROUGH PARK	03/09/2017	275.00
83857	FLYAWAYS GYMNASTICS	03/09/2017	352.00
83858	HOME DEPOT CREDIT SERVICES	03/09/2017	144.00
83859	KULLY SUPPLY COMPANY	03/09/2017	1,042.15
83860	MENARDS-MAPLEWOOD	03/09/2017	58.53
83861	ONENECK IT SOLUTIONS LLC	03/09/2017	1,050.00
83862	SAM'S CLUB/SYNCHRONY BANK	03/09/2017	1,264.47
83863	SHOREVIEW COMMUNITY CENTER	03/09/2017	164.18
83864	SHOREVIEW COMMUNITY CENTER	03/09/2017	142.70
83865	TREASURED TRANSPORTATION	03/09/2017	72,684.02
83866	XCEL ENERGY	03/09/2017	91,097.42
13	Computer	Check(s) For a Total of	168,665.44

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	13	Computer	Checks For a Total of	168,665.44
Total For	13	Manual, Wire Tran, ACH &	Computer Checks	168,665.44
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	168,665.44

Check Nbr	Vendor Name	Check Date	Check Amount
0	BMO	03/10/2017	7,064.48
1	Manual	Check(s) For a Total of	7,064.48

	1	Manual	Checks For a Total of	7,064.48
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH &	Computer Checks	7,064.48
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	7,064.48

Check Nbr	Vendor Name	Check Date	Check Amount
83867-83874		03/10/2017	VOID
83875	AMERIPRISE FINANCIAL SERVICES	03/10/2017	12,804.93
83876	GREATER TWIN CITIES UNITED WAY	03/10/2017	145.00
83877	IUOE LOCAL 70	03/10/2017	2,275.09
83878	METROPOLITAN LIFE	03/10/2017	2,255.83
83879	SCHOOL SERVICE EMPLOYEES	03/10/2017	6,559.55
83880	US DEPT OF EDUCATION	03/10/2017	488.09
83881	VANGUARD SMALL BUSINESS SERVIC	03/10/2017	28,830.41
83882	WBLA EDUCATIONAL FOUNDATION	03/10/2017	743.50
8	Computer	Check(s) For a Total of	54,102.40

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
8	Computer	Checks For a Total of	54,102.40
Total For 8	Manual, Wire Tran, ACH &	Computer Checks	54,102.40
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	54,102.40

Check Nbr	Vendor Name	Check Date	Check Amount
161700824	ACCIARI, NICOLE E	03/14/2017	130.00
161700825	Vendor Continued Check	03/14/2017	0.00
161700826	ANDERSEN, KATHRYN D	03/14/2017	486.82
161700827	ANDERSON, MARGARET ANN	03/14/2017	522.03
161700828	ANDERSON, MELISSA KAY	03/14/2017	67.68
161700829	ANDERSON, SHANNON A M	03/14/2017	174.17
161700830	ATKINS, SARAH A	03/14/2017	39.43
161700831	BATENHORST, LYNSEY K	03/14/2017	270.18
161700832	BEIRISE, KAREN B	03/14/2017	199.00
161700833	BERNIER, CARYN S	03/14/2017	136.69
161700834	BOWERMASTER, TRACI G	03/14/2017	82.82
161700835	BROOKSHAW, SUSAN ELIZABETH	03/14/2017	59.99
161700836	BROWN, BROOKE L	03/14/2017	79.18
161700837	CANNIFF, AMY E	03/14/2017	240.25
161700838	CARLSON-CASA DE CALVO, JANET L	03/14/2017	70.62
161700839	COOK, TRACY A	03/14/2017	353.99
161700840	DARR, SHELLEY M	03/14/2017	28.04
161700841	DENUCCI, KRISTINA E	03/14/2017	34.61
161700842	DIMEGLIO, JOSEPH V	03/14/2017	104.93
161700843	DOMSCHOT, KATHLEEN SARA	03/14/2017	35.91
161700844	DRAEGER, DEBORAH M	03/14/2017	116.27
161700845	DYMIT, MARIE S	03/14/2017	77.04
161700846	ENGSTRAN, PAUL A	03/14/2017	40.00
161700847	FINK, AVIS A	03/14/2017	296.26
161700848	GRAMER, SARA JEAN	03/14/2017	199.00
161700849	GRAY, DAVID	03/14/2017	57.93
161700850	HIGGINS, SHEILA J	03/14/2017	151.87
161700851	JOYCE, DEBORAH J	03/14/2017	58.80
161700852	KENTFIELD, KELLY S	03/14/2017	45.74
161700853	KERBAGE, STEPHANIE A	03/14/2017	25.37
161700854	KNUTSON, CASSANDRA M	03/14/2017	104.52
161700855	KUBOW, MONICA A	03/14/2017	218.00
161700856	KUPFERSCHMIDT, ROBERT B	03/14/2017	390.00
161700857	LACASSE, KIM S	03/14/2017	287.49
161700858	LAMWERS, LINDSAY M	03/14/2017	435.20
161700859	LANE, JOSHUA L	03/14/2017	44.42
161700860	LANGSDALE, MATTHEW J	03/14/2017	480.02
161700861	LANIGAN, CHERYL D	03/14/2017	195.00
161700862	LARSON, ALYSSA B	03/14/2017	260.00
161700863	LARSON, BOBBIE JEAN	03/14/2017	205.20
161700864	LAU, LAI F	03/14/2017	416.90
161700865	LEIBEL, KARI A	03/14/2017	60.59
161700866	LILJA, ELIZABETH M	03/14/2017	550.00
161700867	LOVETT, MICHAEL J	03/14/2017	130.00
161700868	LUNDBLAD, ANGELA C	03/14/2017	148.06
161700869	MALONE, FRANK	03/14/2017	29.97
161700870	MCGARTHWAITE, MICHAEL R	03/14/2017	40.66
161700871	MCGRAW, TIMOTHY P	03/14/2017	95.06
161700872	MCMACKINS, SARA B	03/14/2017	413.55
161700873	MILES, STACY LYNN	03/14/2017	36.11

Check Nbr	Vendor Name	Check Date	Check Amount
161700874	MUNDELL, GERALD K	03/14/2017	538.55
161700875	Vendor Continued Check	03/14/2017	0.00
161700876	NASVIK, CRAIG S	03/14/2017	2,521.21
161700877	PARR, ANDREW S	03/14/2017	64.00
161700878	PIERRE, CHRISTINA K	03/14/2017	1,587.32
161700879	PRESSELLER, TRACY A	03/14/2017	161.42
161700880	PRISSEL, JESSIE L	03/14/2017	86.11
161700881	RUDDY, JACQUELINE M	03/14/2017	28.73
161700882	RUOHOMAKI, TERESA M	03/14/2017	33.55
161700883	RYAN, CANDACE MAY	03/14/2017	40.92
161700884	SHELSTAD, JACQUALINE A	03/14/2017	306.20
161700885	STARUCK, DONNA M	03/14/2017	201.75
161700886	STEADLAND, KEITH DAVID	03/14/2017	357.32
161700887	STUCYNSKI, JILL L	03/14/2017	30.50
161700888	TOLLISON, STEPHANIE ALT	03/14/2017	64.92
161700889	TUTTLE, JANE E P	03/14/2017	74.43
161700890	WILLCOXON SR, PETER	03/14/2017	663.00
161700891	XU, HUI	03/14/2017	43.95
68	ACH	Check(s) For a Total of	15,529.25

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	68	ACH	Checks For a Total of	15,529.25
	0	Computer	Checks For a Total of	0.00
Total For	68	Manual, Wire Tran, ACH &	Computer Checks	15,529.25
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	15,529.25

Check Nbr	Vendor Name	Check Date	Check Amount
83883	109 ARCHERY	03/16/2017	60.00
83884	AARP DRIVER SAFETY PROGRAM	03/16/2017	455.00
83885	AARP DRIVER SAFETY PROGRAM	03/16/2017	295.00
83886	ADDERLEY, DONALD	03/16/2017	59.00
83887	AGL CONSULTING	03/16/2017	2,520.00
83888	Vendor Continued Check	03/16/2017	0.00
83889	AGROPUR INC	03/16/2017	19,776.50
83890	ALIPERTO, SANDY	03/16/2017	29.00
83891	AMAZON	03/16/2017	1,062.11
83892	AMAZON	03/16/2017	410.15
83893	AMAZON	03/16/2017	1,203.05
83894	AMAZON	03/16/2017	1,601.30
83895	AMAZON	03/16/2017	476.53
83896	AMERICAN HEART ASSOCIATION	03/16/2017	531.00
83897	AMERICAN MESSAGING	03/16/2017	31.11
83898	AMERIPRIDE SERVICES	03/16/2017	869.85
83899	AMPLIFIED IT LCC	03/16/2017	650.00
83900	ANDERSON, BROOKE DANIELLE	03/16/2017	12.99
83901	ANDERSON, PATRICIA	03/16/2017	33.15
83902	APPLE COMPUTER INC	03/16/2017	379.00
83903	ARCH LANGUAGE NETWORK	03/16/2017	200.00
83904	AUGSBURG COLLEGE	03/16/2017	25.00
83905	AUTISM SOCIETY OF MINNESOTA	03/16/2017	220.00
83906	AVON BUSINESS FORMS & PROMOTIO	03/16/2017	464.39
83907	BAKER, AMY CECCHI	03/16/2017	75.00
83908	BALDWIN COOKE	03/16/2017	389.97
83909	BARCO PRODUCTS CO	03/16/2017	955.80
83910	BARTHOLD	03/16/2017	1,991.33
83911	BATTERIES PLUS BULBS	03/16/2017	334.48
83912	BEAR PATCH QUILTING CO	03/16/2017	30.00
83913	BELIEVE PRODUCTIONS	03/16/2017	553.70
83914	BENCHMARK BEHAVIORAL HEALTH SY	03/16/2017	1,500.00
83915	BENDER, CARMEN	03/16/2017	320.00
83916	BERRY BLENDZ - EDEN PRAIRIE	03/16/2017	135.00
83917	BLAESING, THEODORE S	03/16/2017	2,443.20
83918	BLANCK, DAWSON	03/16/2017	76.00
83919	BLICK ART MATERIALS	03/16/2017	401.84
83920	BLUE BELL ENTERPRISES INC	03/16/2017	6,168.32
83921	BLUE TARP FINANCIAL INC	03/16/2017	252.88
83922	BOUNDARY WATERS JOURNAL	03/16/2017	26.00
83923	BRAKE & EQUIPMENT WAREHOUSE, I	03/16/2017	310.13
83924	THE BUG COMPANY	03/16/2017	16.00
83925	CAPITAL ONE COMMERCIAL	03/16/2017	338.43
83926	CAPONI ART PARK	03/16/2017	20.00
83927	CARDWELL, EMILY	03/16/2017	490.00
83928	CARLSON WAGONLIT TRAVEL	03/16/2017	20,860.00
83929	CDW GOVERNMENT INC	03/16/2017	20,216.10
83930	CENTENNIAL HIGH SCHOOL ISD #12	03/16/2017	70.00
83931	CENTERSTONE PLAZA HOTEL	03/16/2017	204.48
83932	CHAMPIONSHIP PRODUCTS UNLTD	03/16/2017	4,045.00

Check Nbr	Vendor Name	Check Date	Check Amount
83933	CHISAGO LAKES COMM EDUC	03/16/2017	180.00
83934	CINTAS CORP #470	03/16/2017	318.09
83935	CLASSLINK	03/16/2017	12,047.50
83936	CLINICARE CORP	03/16/2017	1,547.16
83937	COBORNS DELIVERS	03/16/2017	19.13
83938	THE COLLEGE BOARD	03/16/2017	330.00
83939	COMCAST	03/16/2017	280.92
83940	COMPASS MINERALS	03/16/2017	1,370.20
83941	CONTINENTAL RESEARCH CORP	03/16/2017	1,457.20
83942	COUNTRY VIDEO BARN	03/16/2017	354.66
83943	CRISIS PREVENTION INSTITUTE IN	03/16/2017	799.00
83944	CRAFT, PATRICIA	03/16/2017	17.00
83945	CROWN GLOBAL CONSULTING LLC	03/16/2017	3,500.00
83946	CTB INC	03/16/2017	1,421.00
83947	CUB FOODS OF WHITE BEAR TWSHP	03/16/2017	1,053.57
83948	CULLIGAN BOTTLED WATER	03/16/2017	26.00
83949	CUMMINGS MOBILITY CONVERSIONS	03/16/2017	884.51
83950	CUP AND CONE	03/16/2017	100.00
83951	DAHL, ANTHONY M	03/16/2017	76.00
83952	DALCO CORPORATION	03/16/2017	22,419.75
83953	DECKER INC	03/16/2017	111.55
83954	DEGARDNER, RICK	03/16/2017	492.00
83955	DEJARLAIS, MARILYN	03/16/2017	40.16
83956	DELLWOOD COUNTRY CLUB	03/16/2017	59.85
83957	DELTA EDUCATION	03/16/2017	797.88
83958	DETROIT LAKES GOLF	03/16/2017	300.00
83959	DEY DISTRIBUTING	03/16/2017	71.82
83960	DISCOUNT SCHOOL SUPPLY	03/16/2017	1,278.75
83961	DISCRAFT	03/16/2017	172.69
83962	DIVERSIFIED SNACK DISTRIBUTION	03/16/2017	2,038.84
83963	DOLLAMUR	03/16/2017	27,407.00
83964	DOMINOS PIZZA	03/16/2017	108.42
83965	DOMINOS PIZZA	03/16/2017	71.47
83966	DONATELLI'S	03/16/2017	426.66
83967	DEFINITIVE TECHNOLOGY SOLUTION	03/16/2017	508.32
83968	DEFINITIVE TECHNOLOGY SOLUTION	03/16/2017	11,856.00
83969	EARL F ANDERSEN INC	03/16/2017	266.25
83970	EARLY, SHERRY	03/16/2017	12.75
83971	EASTVIEW HIGH SCHOOL	03/16/2017	100.00
83972	ECKROTH MUSIC	03/16/2017	4,646.80
83973	EHLERS	03/16/2017	95.00
83974	ENGSTRAN, STEVE	03/16/2017	1,035.00
83975	EQUITY ALLIANCE MN	03/16/2017	280.00
83976	EVERGREEN PRESS	03/16/2017	14,816.00
83977	EXTENDED DAY	03/16/2017	539.00
83978	F&N OPERATIONS LLC	03/16/2017	683.80
83979	Vendor Continued Check	03/16/2017	0.00
83980	FASTENAL COMPANY	03/16/2017	164.57
83981	FEDEX	03/16/2017	16.86
83982	FEED MY STARVING CHILDREN	03/16/2017	60.00

Check Nbr	Vendor Name	Check Date	Check Amount
83983	FESTIVAL FOODS-KNOWLAN'S	03/16/2017	885.55
83984	FIRST STUDENT INC	03/16/2017	267,974.06
83985	FISH, MIKE	03/16/2017	12.99
83986	FOLLETT SCHOOL SOLUTIONS INC	03/16/2017	126.63
83987	FORCIER, ELSIE	03/16/2017	34.85
83988	FOREST LAKE HIGH SCHOOL	03/16/2017	184.00
83989	FRATTALONES HARDWARE STORES	03/16/2017	325.20
83990	FUN EXPRESS LLC	03/16/2017	294.49
83991	GALLAGHERS NORTHWESTERN TIRE C	03/16/2017	172.50
83992	GALLUP INC	03/16/2017	999.00
83993	GENERAL PARTS LLC	03/16/2017	143.38
83994	GOLDCOM INC	03/16/2017	1,561.81
83995	GOODSOURCE SOLUTIONS	03/16/2017	4,478.88
83996	Vendor Continued Check	03/16/2017	0.00
83997	Vendor Continued Check	03/16/2017	0.00
83998	Vendor Continued Check	03/16/2017	0.00
83999	GRAINGER	03/16/2017	3,941.28
84000	GRANDMA'S BAKERY INC	03/16/2017	75.19
84001	GREAT LAKES COCA COLA DIST LLC	03/16/2017	826.80
84002	GREAT RIVER OFFICE PRODUCTS	03/16/2017	278.22
84003	GREATAMERICA FINANCIAL SERVICE	03/16/2017	105.51
84004	GROTH MUSIC CO	03/16/2017	289.42
84005	GRUPA PORTRAIT STUDIO	03/16/2017	498.00
84006	GUITAR WORLD MAGAZINE	03/16/2017	14.95
84007	HEALTHPARTNERS MEDICAL GROUP	03/16/2017	750.00
84008	HEGGIES PIZZA	03/16/2017	2,716.24
84009	HELGESON, KATHRYN	03/16/2017	73.17
84010	HERITAGE FOOD SERVICE GROUP	03/16/2017	633.88
84011	HERMES, MARK W	03/16/2017	72.50
84012	HIAWATHA HOMECARE	03/16/2017	1,863.00
84013	HILTON MINNEAPOLIS	03/16/2017	1,474.20
84014	HIPPEN, HILLARY L	03/16/2017	5,229.00
84015	HISDAHL INC	03/16/2017	1,546.50
84016	HOGLUND BUS AND TRUCK CO	03/16/2017	12,349.10
84017	HOLMES, JEFF	03/16/2017	698.00
84018	HOUGHTON MIFFLIN HARCOURT	03/16/2017	569.91
84019	HUERTH, MICHAEL	03/16/2017	922.80
84020	HUGO EQUIPMENT CO	03/16/2017	91.13
84021	THE HUMANE SOCIETY OF THE US	03/16/2017	25.00
84022	ICC RESTORATION & CLEANING SER	03/16/2017	374.78
84023	Vendor Continued Check	03/16/2017	0.00
84024	Vendor Continued Check	03/16/2017	0.00
84025	Vendor Continued Check	03/16/2017	0.00
84026	Vendor Continued Check	03/16/2017	0.00
84027	Vendor Continued Check	03/16/2017	0.00
84028	IFD	03/16/2017	136,343.74
84029	IMEDECS	03/16/2017	625.00
84030	INDIAN HILLS GOLF CLUB	03/16/2017	750.00
84031	INNOVATIVE OFFICE SOLUTIONS	03/16/2017	28.22
84032	INTEGRA TELECOM	03/16/2017	638.04

Check Nbr	Vendor Name	Check Date	Check Amount
84033	INTEGRA	03/16/2017	3,160.37
84034	ISD #832 MAHTOMEDI COMMUNITY E	03/16/2017	720.00
84035	ISD #938 MAWSECO	03/16/2017	1,512.00
84036	IXL LEARNING	03/16/2017	850.00
84037	J.R.'S ADVANCED RECYCLERS	03/16/2017	290.00
84038	JEAN, BRUCE	03/16/2017	76.00
84039	JOHNSON CONTROLS INC	03/16/2017	452.00
84040	JUNIOR LIBRARY GUILD	03/16/2017	734.40
84041	JW PEPPER & SON INC	03/16/2017	649.34
84042	KALAHARI RESORT	03/16/2017	238.00
84043	KARLSBURGER FOODS INC	03/16/2017	47.64
84044	KATH FUEL OIL SERVICE CO	03/16/2017	16,150.18
84045	KEYSTONE INTERPRETING SOLUTION	03/16/2017	1,982.50
84046	KLINE, APRIL GAIL	03/16/2017	65.00
84047	KNOTHE, GREG	03/16/2017	100.00
84048	KOLLIE, NATHAN	03/16/2017	58.00
84049	KONICA MINOLTA PREMIER FINANCE	03/16/2017	5,774.66
84050	KOREEN, GLORIA	03/16/2017	33.57
84051	Vendor Continued Check	03/16/2017	0.00
84052	Vendor Continued Check	03/16/2017	0.00
84053	KRAFT CONTRACTING & MECHANICAL	03/16/2017	19,090.33
84054	LACROIX, KENNETH J	03/16/2017	6,500.00
84055	LAKEVIEW ELECTRICAL SERVICES	03/16/2017	425.00
84056	LALIBERTE, ELAINE	03/16/2017	11.90
84057	LANGUAGE LINE SERVICES	03/16/2017	176.29
84058	LARSON, BEVERLEY M	03/16/2017	29.52
84059	LEMOINE, JAMES M	03/16/2017	51.00
84060	THE LEUKEMIA & LYMPHOMA SOCIET	03/16/2017	324.22
84061	LIBERTY CLASSICAL ACADEMY	03/16/2017	714.00
84062	LIGHTSPEED TECH INC	03/16/2017	2,132.00
84063	LINCOLN ELEMENTARY PTA	03/16/2017	832.76
84064	LINDHOLM, LYNN	03/16/2017	50.15
84065	LORENZ BUS SERVICE INC	03/16/2017	567.50
84066	L T G POWER EQUIPMENT	03/16/2017	853.06
84067	LUTHERAN SOCIAL SERVICE/FGP	03/16/2017	75.00
84068	M-F ATHLETIC CO INC	03/16/2017	615.70
84069	MARCO, INC	03/16/2017	650.08
84070	MARKETFEST	03/16/2017	210.00
84071	MASON PRINTING AND GRAPHIC SOL	03/16/2017	562.00
84072	MN ASSOC OF SECONDARY SCHOOL P	03/16/2017	300.00
84073	MBDA	03/16/2017	65.00
84074	MCCRAY, WILLIE	03/16/2017	58.00
84075	MCDONOUGH'S WATERJETTING AND	03/16/2017	511.17
84076	MN COMMUNITY EDUC ASSOC (MCEA)	03/16/2017	399.00
84077	MCKUSICK, JON	03/16/2017	118.00
84078	MEDTOX LABORATORIES	03/16/2017	19.63
84079	MN ELEMENTARY SCH PRIN ASSOC	03/16/2017	749.90
84080	METRO MEALS ON WHEELS INC	03/16/2017	140.50
84081	MID CITY SERVICES - INDUSTRIAL	03/16/2017	2,106.50
84082	MILLIGAN, THERESA J	03/16/2017	24.00

Check Nbr	Vendor Name	Check Date	Check Amount
84083	MINNETONKA COMMUNITY EDUC	03/16/2017	135.00
84084	Vendor Continued Check	03/16/2017	0.00
84085	MINVALCO INC	03/16/2017	4,206.68
84086	MN CHILDRENS MUSEUM	03/16/2017	130.00
84087	MN CONSERVATION VOLUNTEER	03/16/2017	25.00
84088	MN DEPT OF LABOR & INDUSTRY	03/16/2017	100.00
84089	MN ELEVATOR INC	03/16/2017	307.75
84090	MN FISH & GAME	03/16/2017	18.00
84091	MN HISTORICAL SOCIETY	03/16/2017	1,090.00
84092	MN TRUE TEAM TRACK & FIELD	03/16/2017	190.00
84093	MN ULTIMATE	03/16/2017	750.00
84094	MOBILE RADIO ENGINEERING INC	03/16/2017	178.95
84095	MOREN, THOMAS	03/16/2017	29.75
84096	MPLS ST PAUL MAGAZINE	03/16/2017	19.95
84097	MN SCHOOL BOARDS ASSN	03/16/2017	995.00
84098	MN SUPERINTENDENTS OFC PERSONN	03/16/2017	530.00
84099	MSTP	03/16/2017	25.00
84100	MUSIC CONNECTION INC	03/16/2017	134.00
84101	NASCO	03/16/2017	789.40
84102	NASSEFF MECH CONTRACTORS	03/16/2017	3,304.45
84103	NCB-SCI NASP	03/16/2017	860.00
84104	NCPERS MINNESOTA	03/16/2017	176.00
84105	NCS PEARSON INC	03/16/2017	1,457.92
84106	NEW PRAGUE ARCHERY CLUB	03/16/2017	10.00
84107	NORCENTRONIX DISTRIBUTING	03/16/2017	504.00
84108	NORTH CENTRAL TRUCK EQUIPMENT	03/16/2017	7,233.48
84109	NORTH MEMORIAL OCCUPATIONAL ME	03/16/2017	110.00
84110	NORTH STAR BANK	03/16/2017	7,650.00
84111	NORTHBOUND CREATIVE	03/16/2017	1,500.00
84112	NORTHEAST METRO INTERMEDIATE D	03/16/2017	106,485.64
84113	NORTHSTAR SCOREBOARDS INC	03/16/2017	136.38
84114	NOVAK, JANICE S	03/16/2017	300.00
84115	O'REILLY AUTOMOTIVE INC	03/16/2017	2,104.80
84116	OCONNOR, JILL	03/16/2017	42.39
84117	ORDWAY CENTER FOR PERFORMING	03/16/2017	388.50
84118	OTTER LAKE PTA	03/16/2017	687.24
84119	OXYGEN SERVICE CO INC	03/16/2017	42.78
84120	PAR INC	03/16/2017	67.00
84121	PECK, BART	03/16/2017	82.00
84122	PELCO CONSTRUCTION LLC	03/16/2017	1,865.00
84123	PETERSON BROS ROOFING & CONST	03/16/2017	1,424.53
84124	PHOENIX ALTERNATIVES INC	03/16/2017	427.50
84125	PHUSION LLC	03/16/2017	1,907.48
84126	PICTURE THAT!	03/16/2017	180.00
84127	PIONEER RIM & WHEEL CO	03/16/2017	124.94
84128	PITNEY BOWES PURCHASE POWER	03/16/2017	833.11
84129	PITNEY BOWES INC	03/16/2017	93.48
84130	PLADSON ENVIRONMENTAL INC	03/16/2017	2,120.00
84131	POLAR ELECTRO INC	03/16/2017	107.50
84132	POSTMASTER	03/16/2017	1,200.00

Check Nbr	Vendor Name	Check Date	Check Amount
84133	PRAXAIR DISTRIBUTION INC	03/16/2017	150.43
84134	PREMIUM WATERS INC	03/16/2017	117.69
84135	PRINCETON ARCHERY	03/16/2017	270.00
84136	PUBLIC EMP RETIREMENT ASSOC	03/16/2017	229.95
84137	R & R SPECIALTIES INC	03/16/2017	106.50
84138	RAMSEY COUNTY	03/16/2017	8,364.14
84139	Vendor Continued Check	03/16/2017	0.00
84140	Vendor Continued Check	03/16/2017	0.00
84141	RAMSEY COUNTY	03/16/2017	1,847.29
84142	RAMSEY COUNTY PARKS/REC DEPT	03/16/2017	263.20
84143	RATWIK ROSZAK & MALONEY PA	03/16/2017	1,353.00
84144	READ NATURALLY INC	03/16/2017	690.00
84145	REGENTS OF THE UNIV OF MN	03/16/2017	1,009.14
84146	REGION 4AA	03/16/2017	1,390.00
84147	REHBEIN TRANSIT CO INC	03/16/2017	17,145.60
84148	REPUBLIC SERVICES #899	03/16/2017	9,158.66
84149	RICHARDSON, EUGENE	03/16/2017	58.00
84150	ROSEVILLE AREA HIGH SCHOOL	03/16/2017	225.00
84151	SAM'S CLUB	03/16/2017	2,589.20
84152	SAM'S CLUB/SYNCHRONY BANK	03/16/2017	1,446.94
84153	SAM'S CLUB/SYNCHRONY BANK	03/16/2017	45.75
84154	SCHINDLER ELEVATOR CORP	03/16/2017	1,019.41
84155	SCHMID, RITA	03/16/2017	19.55
84156	SCHMITT MUSIC COMPANY	03/16/2017	407.05
84157	SCHOLASTIC BOOK FAIRS	03/16/2017	2,152.19
84158	SCHOLASTIC INC	03/16/2017	32.53
84159	SCHOOL HEALTH CORPORATION	03/16/2017	1,584.64
84160	Vendor Continued Check	03/16/2017	0.00
84161	SCHOOL SPECIALTY	03/16/2017	1,094.67
84162	SCHOOLFINANCES.COM	03/16/2017	200.00
84163	SEA LIFE MN INC	03/16/2017	74.50
84164	SEBCO BOOKS	03/16/2017	1,164.05
84165	SEEVER, GRAY	03/16/2017	480.00
84166	SEVERSON, LAUREL	03/16/2017	200.00
84167	SHAMLESS INC	03/16/2017	1,050.00
84168	SHRED-IT USA - MINNEAPOLIS	03/16/2017	126.40
84169	SLP TOOLKIT LLC	03/16/2017	57.00
84170	SOLBERG, BEVERLY JEAN	03/16/2017	660.00
84171	SOLID GROUND	03/16/2017	40.00
84172	SOUTHWEST BINDING & LAMINATING	03/16/2017	370.30
84173	SPECIALTY PROMOTIONS	03/16/2017	850.25
84174	SPRINGSTED INCORPORATED	03/16/2017	9,580.00
84175	ST CROIX PREPARATORY ACADEMY	03/16/2017	500.00
84176	STAPLES ADVANTAGE	03/16/2017	2,279.32
84177	Vendor Continued Check	03/16/2017	0.00
84178	STATE SUPPLY CO	03/16/2017	3,358.85
84179	STEEN, REBECCA	03/16/2017	90.00
84180	STRATEGIC EQUIPMENT & SUPPLY	03/16/2017	2,700.00
84181	STUDENT SUPPLY	03/16/2017	711.85
84182	SUN COUNTRY AIRLINES	03/16/2017	1,997.88

Check Nbr	Vendor Name	Check Date	Check Amount
84183	SURPLUS SERVICES	03/16/2017	426.00
84184	SVL SERVICE CORPORATION	03/16/2017	5,301.19
84185	SOUTHWEST WEST CENTRAL	03/16/2017	399.00
84186	SYNOVIA	03/16/2017	1,417.50
84187	TARTAN HIGH SCHOOL	03/16/2017	100.00
84188	THELEN HEATING & ROOFING INC	03/16/2017	70,516.81
84189	THOMAS, MAC	03/16/2017	116.00
84190	THOMPSON, CARA J	03/16/2017	92.64
84191	Vendor Continued Check	03/16/2017	0.00
84192	THYSSENKRUPP ELEVATOR CORP	03/16/2017	8,857.67
84193	TIERNEY BROTHERS INC	03/16/2017	4,188.12
84194	TRADE PRESS INC	03/16/2017	849.00
84195	TREETOP PUBLISHING INC	03/16/2017	160.88
84196	TRIO SUPPLY COMPANY	03/16/2017	9,291.78
84197	TRUCK UTILITIES MFG CO	03/16/2017	223.55
84198	TRUSTED EMPLOYEES	03/16/2017	1,505.00
84199	TUGG INC	03/16/2017	107.00
84200	TURFWERKS INC	03/16/2017	461.67
84201	TWIN CITY HARDWARE	03/16/2017	350.80
84202	TWIN CITY TRANSPORTATION INC	03/16/2017	68,577.97
84203	TWIN PINES IMPRINTING	03/16/2017	325.00
84204	UHL CO INC	03/16/2017	24,462.50
84205	UNIVERSAL ATHLETIC	03/16/2017	1,197.19
84206	US FOODS CULINARY EQUIP & SUPP	03/16/2017	547.86
84207	USA HIGH SCHOOL CLAY TARGET LE	03/16/2017	2,240.00
84208	VAIL, STEVEN D	03/16/2017	14.50
84209	VARSITY SPIRIT FASHIONS	03/16/2017	168.15
84210	VENBURG TIRE CO	03/16/2017	583.28
84211	VERIZON WIRELESS	03/16/2017	1,400.47
84212	VERIZON WIRELESS	03/16/2017	122.09
84213	VIKING ELECTRIC SUPPLY	03/16/2017	5,807.59
84214	VIKING TROPHIES	03/16/2017	3.10
84215	VOSS, BRANDON	03/16/2017	82.00
84216	WARNER, GENE	03/16/2017	72.50
84217	WASHINGTON, KAREN	03/16/2017	4.99
84218	WHITE BEAR CENTER FOR THE ARTS	03/16/2017	8,625.00
84219	WHITE BEAR FLORAL SHOP	03/16/2017	220.00
84220	WHITE BEAR LOCKSMITH INC	03/16/2017	51.95
84221	WHITE BEAR TOWNSHIP	03/16/2017	1,691.73
84222	WHITE BEAR TOWNSHIP	03/16/2017	25.00
84223	WHITE BEAR LAKE (CITY OF)	03/16/2017	6,820.72
84224	WHITE BEAR LAKE CITY	03/16/2017	100.00
84225	WHITE BEAR LAKE SPORTS CENTER	03/16/2017	1,375.00
84226	WELLNER LAW PLLC	03/16/2017	200.00
84227	WHITCOMBS ARCHERY	03/16/2017	116.00
84228	WINNICK SUPPLY	03/16/2017	167.73
84229	WISCONSIN DELLS HIGH SCHOOL	03/16/2017	200.00
84230	WL HALL COMPANY	03/16/2017	440.92
84231	WOODBURY HIGH SCHOOL	03/16/2017	390.00
84232	WOODWARD ACADEMY	03/16/2017	627.80

Check Nbr	Vendor Name	Check Date	Check Amount
84233	WORLD'S FINEST CHOCOLATE INC	03/16/2017	3,480.00
84234	XTREME	03/16/2017	1,166.00
84235	YMCA OF THE GREATER TWIN CITIE	03/16/2017	89,866.84
84236	YOUTH FRONTIERS	03/16/2017	3,790.00
84237	ZAHL PETROLEUM MAINTENANCE CO	03/16/2017	1,683.52
84238	ZEP SALES & SERVICE	03/16/2017	262.79
84239	ZEPHYR GRAF-X	03/16/2017	737.75
357	Computer	Check(s) For a Total of	1,296,853.79

Check Nbr	Vendor Name	Check Date	Check Amount
80428	CLD HANDLING SYSTEMS INC	03/16/2017	0.00
82646	CRAGUNS LODGE AND CONF CTR	03/16/2017	0.00
83370	GREAT RIVER OFFICE PRODUCTS	03/16/2017	0.00
3	Manual	Check(s) For a Total of	0.00

	3	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	357	Computer	Checks For a Total of	1,296,853.79
Total For	360	Manual, Wire Tran, ACH & Computer	Checks	1,296,853.79
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,296,853.79

Check Nbr	Vendor Name	Check Date	Check Amount
161700892	ANDERSON, SHANNON A M	03/28/2017	85.76
161700893	ARNSDORFF, ROBERT G	03/28/2017	30.00
161700894	BABCOCK, ARIANA K	03/28/2017	138.83
161700895	BARTLETT, RYAN R	03/28/2017	50.83
161700896	BENSEN, KATHERINE K	03/28/2017	97.12
161700897	BENTLEY, JULIE M	03/28/2017	99.98
161700898	BERNIER, JAMES L	03/28/2017	34.00
161700899	BRISTOW, JILL K	03/28/2017	159.24
161700900	BROWN, BROOKE L	03/28/2017	42.80
161700901	BUTTERS, BENJAMIN J	03/28/2017	31.45
161700902	CARLSON, CARRIE E	03/28/2017	28.64
161700903	CLARK, RYAN D	03/28/2017	31.59
161700904	DERBY, SARA A	03/28/2017	38.84
161700905	DIMEGLIO, JOSEPH V	03/28/2017	74.95
161700906	DORAN, THOMAS G	03/28/2017	154.99
161700907	EDBERG, REBECCA J	03/28/2017	1,131.10
161700908	GEDNALSKE, KIRK M	03/28/2017	164.00
161700909	GOERS, LINDA S	03/28/2017	2,858.22
161700910	GRITZMACHER, SHAWN W	03/28/2017	33.99
161700911	HARRIMAN, DION D	03/28/2017	2,642.75
161700912	HARRIMAN, GRETCHEN E	03/28/2017	2,634.07
161700913	HASAPOPOULOS, MARY T	03/28/2017	42.27
161700914	JOHNSON, KIRK W	03/28/2017	50.00
161700915	JOHNSON, SADIE R	03/28/2017	27.12
161700916	KANCANS, ANDREW V	03/28/2017	20.32
161700917	KELLEY, DEBRA K	03/28/2017	143.00
161700918	KRUSEMARK, CARY L	03/28/2017	779.98
161700919	LARSON, SCOTT A	03/28/2017	75.00
161700920	LEHN, BRIDGET N	03/28/2017	379.18
161700921	LEMON, SARAH E	03/28/2017	112.36
161700922	LOVETT, MICHAEL J	03/28/2017	37.00
161700923	MALONEY, JESSE E	03/28/2017	98.00
161700924	MASSA, JAYMI E	03/28/2017	110.48
161700925	MCCULLOUGH, KAREN K	03/28/2017	54.97
161700926	MICHEL, ROCHELLE N	03/28/2017	223.29
161700927	MIDTHUN, CAROL J	03/28/2017	89.16
161700928	MOREAU, CALLI M	03/28/2017	106.49
161700929	MULLIN, DONALD L	03/28/2017	972.68
161700930	NELSON, ANGELA A	03/28/2017	3,000.00
161700931	NICKELS, JOLEEN A	03/28/2017	364.00
161700932	PELLEGRIN, FRANCOISE R	03/28/2017	162.12
161700933	POKORNY, MARY J	03/28/2017	1,221.04
161700934	RALEIGH, KATHERINE MARIE	03/28/2017	50.00
161700935	RIEBOW, MATTHEW R	03/28/2017	147.12
161700936	RUSTAND, AMBER J	03/28/2017	100.00
161700937	SCHMIDT, HEATHER RAE	03/28/2017	427.78
161700938	SCHMITZ, KAREN M	03/28/2017	916.32
161700939	SCHULTE, DARRELL A	03/28/2017	433.71
161700940	VAIL, ANNE B	03/28/2017	49.00
161700941	VASKE, MARY M	03/28/2017	195.00

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WHITE BEAR LAKE MN ISD #624
ACH Check Summary

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Check Nbr	Vendor Name	Check Date	Check Amount
161700942	WALD, TIMOTHY A	03/28/2017	529.99
161700943	WAZLAWIK, AMI L	03/28/2017	60.83
52	ACH	Check(s) For a Total of	21,541.36

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WHITE BEAR LAKE MN ISD #624
ACH Check Summary

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Check Nbr	Vendor Name	Check Date	Check Amount
161700828	ANDERSON, MELISSA KAY	03/28/2017	0.00
1	Manual	Check(s) For a Total of	0.00

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05.17.02.00.00-010020

WHITE BEAR LAKE MN ISD #624
ACH Check Summary

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Check Nbr	Vendor Name	Check Date	Check Amount
161700858	LAMWERS, LINDSAY M	03/28/2017	325.00
1	Void	Check(s) For a Total of	325.00

	1	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	52	ACH	Checks For a Total of	21,541.36
	0	Computer	Checks For a Total of	0.00
Total For	53	Manual, Wire Tran, ACH & Computer	Checks	21,541.36
Less	1	Voided	Checks For a Total of	325.00
			Net Amount	21,216.36

Check Nbr	Vendor Name	Check Date	Check Amount
84240	A-1 HYDRAULIC SALES & SERVICE	03/29/2017	75.85
84241	AARP DRIVER SAFETY PROGRAM	03/29/2017	465.00
84242	AARP DRIVER SAFETY PROGRAM	03/29/2017	340.00
84243	ACADEMIC THERAPY PUBLICATIONS	03/29/2017	88.00
84244	ADVANCED WIRELESS COMMUNICATIO	03/29/2017	156.64
84245	AMAZON	03/29/2017	1,745.22
84246	AMAZON	03/29/2017	106.34
84247	AMAZON	03/29/2017	700.09
84248	AMAZON	03/29/2017	267.61
84249	AMAZON	03/29/2017	90.22
84250	AMAZON	03/29/2017	76.65
84251	AMAZON	03/29/2017	322.77
84252	AMAZON	03/29/2017	390.80
84253	AMAZON	03/29/2017	432.21
84254	AMAZON	03/29/2017	484.47
84255	AMAZON	03/29/2017	228.35
84256	AMAZON	03/29/2017	160.20
84257	AMAZON	03/29/2017	794.84
84258	AMAZON	03/29/2017	310.75
84259	AMAZON	03/29/2017	713.17
84260	AMAZON	03/29/2017	149.67
84261	AMAZON	03/29/2017	239.16
84262	AMERICAN TIME & SIGNAL CO	03/29/2017	113.00
84263	AMERIPRISE FINANCIAL SERVICES	03/29/2017	12,804.93
84264	AMOS, CHAD	03/29/2017	705.00
84265	ANDERSON, PATRICIA	03/29/2017	17.00
84266	ARMSTRONG MEDICAL	03/29/2017	734.57
84267	ASTLEFORD INTERNATIONAL TRUCKS	03/29/2017	238.48
84268	ATC GROUP SERVICES LLC	03/29/2017	6,307.21
84269	AUDUBON CENTER OF THE NORTH WO	03/29/2017	1,860.00
84270	AVON BUSINESS FORMS & PROMOTIO	03/29/2017	204.66
84271	AWARDSONE.COM	03/29/2017	1,941.94
84272	BALD EAGLE SPORTSMENS ASSOC	03/29/2017	5,328.00
84273	BARNETT WB CHRYSLER JEEP DODGE	03/29/2017	1,045.71
84274	BATTERIES PLUS BULBS	03/29/2017	215.51
84275	BAUDVILLE	03/29/2017	136.94
84276	Vendor Continued Check	03/29/2017	0.00
84277	BEST BUY BUSINESS ADVANTAGE AC	03/29/2017	11,430.50
84278	BETMAR LANGUAGES	03/29/2017	150.00
84279	BIO CORPORATION	03/29/2017	210.39
84280	BLICK ART MATERIALS	03/29/2017	267.26
84281	BLUE TARP FINANCIAL INC	03/29/2017	475.81
84282	BLUEBIRD SCREEN PRINT	03/29/2017	7,200.00
84283	BOS LANDEN GOLF COURSE	03/29/2017	1,540.00
84284	BOYER TRUCKS	03/29/2017	317.70
84285	BREAKMARK	03/29/2017	2,889.50
84286	BSN SPORTS	03/29/2017	289.59
84287	THE BUG COMPANY	03/29/2017	32.00
84288	CAMP ST CROIX	03/29/2017	846.00
84289	CCP INDUSTRIES INC	03/29/2017	680.50

Check Nbr	Vendor Name	Check Date	Check Amount
84290	CDW GOVERNMENT INC	03/29/2017	621.38
84291	CENTURY COLLEGE	03/29/2017	42,175.00
84292	CENTURY COLLEGE	03/29/2017	2,000.00
84293	CHAMPION YOUTH	03/29/2017	805.00
84294	THE CHILDREN'S THEATRE COMPANY	03/29/2017	1,265.00
84295	CITI-CARGO & STORAGE CO INC	03/29/2017	85.00
84296	CLEAN IMAGE	03/29/2017	441.50
84297	COBORNS DELIVERS	03/29/2017	106.72
84298	CONNEY SAFETY	03/29/2017	69.78
84299	CONTINENTAL CLAY CO	03/29/2017	133.92
84300	CONTINENTAL RESEARCH CORP	03/29/2017	760.58
84301	CROWN GLOBAL CONSULTING LLC	03/29/2017	1,950.00
84302	CUB FOODS OF WHITE BEAR TWSHP	03/29/2017	371.92
84303	DAKOTA TRUCK UNDERWRITERS	03/29/2017	58,568.00
84304	DEBZ SHIRTZ	03/29/2017	682.00
84305	DELTA EDUCATION	03/29/2017	68.31
84306	DEY DISTRIBUTING	03/29/2017	9.85
84307	DLR GROUP	03/29/2017	5,066.31
84308	DOMINOS PIZZA	03/29/2017	41.88
84309	DOOR SERVICE COMPANY	03/29/2017	17,508.00
84310	ECM PUBLISHERS INC	03/29/2017	1,165.00
84311	ED'S TROPHIES INC	03/29/2017	199.50
84312	ELECTRONIC DESIGN CO	03/29/2017	1,828.73
84313	EPS LITERACY & INTERVENTION	03/29/2017	499.10
84314	THE FABULOUS PHOTO BOOTH	03/29/2017	250.00
84315	FAIRVIEW	03/29/2017	7,333.33
84316	FASTENAL COMPANY	03/29/2017	301.36
84317	FLANAGAN, HOPE LYNN	03/29/2017	200.00
84318	FLINN SCIENTIFIC INC	03/29/2017	544.32
84319	FUN EXPRESS LLC	03/29/2017	248.65
84320	GALLAGHERS NORTHWESTERN TIRE C	03/29/2017	2,553.70
84321	GARVEY, PATRICIA	03/29/2017	12.75
84322	GECKO MICRO SOLUTIONS	03/29/2017	3,420.00
84323	GENERAL PARTS LLC	03/29/2017	695.00
84324	GEPHART TRUCKING	03/29/2017	2,050.00
84325	GILLUND ENTERPRISES	03/29/2017	417.60
84326	GOPHER	03/29/2017	209.25
84327	Vendor Continued Check	03/29/2017	0.00
84328	Vendor Continued Check	03/29/2017	0.00
84329	GRAINGER	03/29/2017	3,208.85
84330	GRANDMA'S BAKERY INC	03/29/2017	62.58
84331	GRAPHIC EDGE	03/29/2017	300.00
84332	GREAT LAKES HIGHER EDUC	03/29/2017	1.84
84333	GREAT RIVER OFFICE PRODUCTS	03/29/2017	81.51
84334	GREATER TWIN CITIES UNITED WAY	03/29/2017	145.00
84335	GREEN, CARIN M	03/29/2017	30.37
84336	GRONSBURG, CHRISTINE	03/29/2017	65.00
84337	GROTH MUSIC CO	03/29/2017	4.45
84338	GULDENS	03/29/2017	2,240.70
84339	HALLBERG ENGINEERING INC	03/29/2017	1,085.67

Check Nbr	Vendor Name	Check Date	Check Amount
84340	HAMER, NICOLE	03/29/2017	10.00
84341	HANSON, PAUL	03/29/2017	100.00
84342	HENNEPIN THEATRE TRUST	03/29/2017	1,494.00
84343	HERITAGE	03/29/2017	3,720.00
84344	HIAWATHA HOMECARE	03/29/2017	1,120.50
84345	HISDAHL INC	03/29/2017	84.00
84346	HOLIDAY INN EXPRESS PELLA	03/29/2017	899.90
84347	HOME DEPOT CREDIT SERVICES	03/29/2017	165.65
84348	HORWITZ	03/29/2017	10,231.95
84349	HOUGHTON MIFFLIN HARCOURT	03/29/2017	188.54
84350	HOUSE OF PRINT	03/29/2017	7,987.10
84351	HUERTH, MICHAEL	03/29/2017	922.80
84352	HUMANEX VENTURES	03/29/2017	6,500.00
84353	INNOVATIVE OFFICE SOLUTIONS	03/29/2017	8,151.80
84354	INTELLIGERE INC	03/29/2017	50.00
84355	IUOE LOCAL 70	03/29/2017	1,547.01
84356	IXL LEARNING	03/29/2017	225.00
84357	JAYTECH INC	03/29/2017	1,324.80
84358	JENKINS, KATIE	03/29/2017	17.00
84359	JIMMY'S CONFERENCE & BANQUET C	03/29/2017	600.00
84360	JOHNSON CONTROLS INC	03/29/2017	1,968.92
84361	JW PEPPER & SON INC	03/29/2017	14.94
84362	Vendor Continued Check	03/29/2017	0.00
84363	KATH FUEL OIL SERVICE CO	03/29/2017	5,866.62
84364	KEYSTONE INTERPRETING SOLUTION	03/29/2017	281.40
84365	KIMBALL MIDWEST	03/29/2017	673.00
84366	KOREEN, GLORIA	03/29/2017	63.32
84367	KRAFT CONTRACTING & MECHANICAL	03/29/2017	302.87
84368	KREMER SERVICES LLC	03/29/2017	1,986.06
84369	KULLY SUPPLY COMPANY	03/29/2017	591.25
84370	LAKE AREA FLOORING	03/29/2017	9,700.00
84371	LAKESHORE LEARNING MATERIALS	03/29/2017	184.99
84372	LARSON, BEVERLEY M	03/29/2017	14.58
84373	LEVASSEUR, MARY	03/29/2017	21.25
84374	LIGHTING PLASTICS OF MN INC	03/29/2017	63.15
84375	L T G POWER EQUIPMENT	03/29/2017	9.11
84376	LUTHERAN SOCIAL SERVICE/FGP	03/29/2017	150.00
84377	MACALESTER COLLEGE	03/29/2017	408.17
84378	MN ASSOC FOR CHILDREN'S MENTAL	03/29/2017	340.00
84379	MAD SCIENCE OF MINNESOTA	03/29/2017	530.00
84380	Vendor Continued Check	03/29/2017	0.00
84381	Vendor Continued Check	03/29/2017	0.00
84382	MADISON NATIONAL LIFE	03/29/2017	45,673.13
84383	MN ASSOC OF GOVERNMENT COMMUNI	03/29/2017	145.00
84384	MAHONEY, JOCELYN RENE	03/29/2017	3.99
84385	MATH MASTERS OF MINNESOTA	03/29/2017	315.00
84386	MCCARTHY WASTE OIL	03/29/2017	50.00
84387	Vendor Continued Check	03/29/2017	0.00
84388	MCDONOUGH'S WATERJETTING AND	03/29/2017	9,647.83
84389	MN COUNCIL OF TEACHERS OF MATH	03/29/2017	450.00

Check Nbr	Vendor Name	Check Date	Check Amount
84390	MEDICARE PREMIUM COLLECTION CT	03/29/2017	200.80
84391	MESSERLI & KRAMER PA	03/29/2017	150.00
84392	METRO MEALS ON WHEELS INC	03/29/2017	132.25
84393	METROPOLITAN LIFE	03/29/2017	2,255.83
84394	MICHAELSON, RUTH F	03/29/2017	23.59
84395	MIDAMERICA ADMIN & RETIREMENT	03/29/2017	3,147.08
84396	MIDWEST BUS PARTS INC	03/29/2017	2,443.70
84397	MILLARD, STEPHANIE	03/29/2017	10.00
84398	MILLIGAN, THERESA J	03/29/2017	56.00
84399	MINVALCO INC	03/29/2017	1,114.26
84400	MN ELEVATOR INC	03/29/2017	5,266.00
84401	MN JUNIOR BASS	03/29/2017	1,200.00
84402	MN STATE UNIV MANKATO	03/29/2017	6,000.00
84403	MN WHITEWATER LLC	03/29/2017	760.00
84404	MOORE, CYNTHIA A	03/29/2017	678.00
84405	MN SCHOOL COUNSELORS ASSOC	03/29/2017	450.00
84406	MUMBLEAU, RICHARD THOMAS	03/29/2017	280.00
84407	NAPA AUTO PARTS	03/29/2017	47.52
84408	NARDINI FIRE EQUIPMENT CO INC	03/29/2017	1,001.80
84409	NCPERS MINNESOTA	03/29/2017	352.00
84410	NCS PEARSON INC	03/29/2017	324.51
84411	NEW WAY HYPNOSIS CLINC INC	03/29/2017	440.00
84412	Vendor Continued Check	03/29/2017	0.00
84413	NORTHBOUND CREATIVE	03/29/2017	4,080.00
84414	NORTHEAST METRO INTERMEDIATE D	03/29/2017	46,123.47
84415	O'NEIL, LOIS	03/29/2017	32.26
84416	OFFICE DEPOT	03/29/2017	161.67
84417	ONLY 1 AUTO GLASS	03/29/2017	274.91
84418	ORDWAY CENTER FOR PERFORMING	03/29/2017	910.00
84419	ORPHEUM THEATRE	03/29/2017	1,127.00
84420	OXYGEN SERVICE CO INC	03/29/2017	236.83
84421	PARSIMONY INC	03/29/2017	2,794.01
84422	PETERSON BROS ROOFING & CONST	03/29/2017	2,105.60
84423	PHILLIPS MARY JO	03/29/2017	36.95
84424	PIONEER RIM & WHEEL CO	03/29/2017	64.24
84425	POCKET NURSE	03/29/2017	126.75
84426	POVOLNY, KATHLEEN	03/29/2017	75.00
84427	PRESS PUBLICATIONS	03/29/2017	585.00
84428	PRESTWICK HOUSE INC	03/29/2017	27.99
84429	PRO-ED INC	03/29/2017	138.44
84430	PSYCHOLOGY PRESS	03/29/2017	375.91
84431	Vendor Continued Check	03/29/2017	0.00
84432	Vendor Continued Check	03/29/2017	0.00
84433	RAMSEY COUNTY	03/29/2017	11,813.56
84434	RATWIK ROSZAK & MALONEY PA	03/29/2017	1,605.50
84435	REALLY GOOD STUFF INC	03/29/2017	147.09
84436	REGENTS OF THE UNIV OF MN	03/29/2017	317.76
84437	RENTAL REHAB & REPAIR	03/29/2017	980.00
84438	RESEARCH FOR BETTER TEACHING	03/29/2017	905.13
84439	THE RETROFIT COMPANIES INC	03/29/2017	140.45

Check Nbr	Vendor Name	Check Date	Check Amount
84440	ROBINS ADAPTED ATHLETICS BOOST	03/29/2017	150.00
84441	RUPP ANDERSON SQUIRES & WALDSP	03/29/2017	35,143.73
84442	SAFeway DRIVING SCHOOL	03/29/2017	9,135.00
84443	SAM'S CLUB/SYNCHRONY BANK	03/29/2017	370.65
84444	SAM'S CLUB/SYNCHRONY BANK	03/29/2017	1,125.47
84445	SAM'S CLUB/SYNCHRONY BANK	03/29/2017	180.49
84446	SCHMIDT, BARBARA J	03/29/2017	14.44
84447	SCHMID, RITA	03/29/2017	13.60
84448	SCHMITT MUSIC COMPANY	03/29/2017	69.00
84449	SCHOLASTIC BOOK FAIRS	03/29/2017	3,273.64
84450	SCHOOL HEALTH CORPORATION	03/29/2017	197.52
84451	SCHOOL SERVICE EMPLOYEES	03/29/2017	6,590.82
84452	SCHOOL SPECIALTY	03/29/2017	825.60
84453	SCIENCE MUSEUM OF MINNESOTA	03/29/2017	120.00
84454	SEW EASY DESIGNS	03/29/2017	1,418.00
84455	SIMPLEXGRINNELL LP	03/29/2017	1,923.00
84456	SKILLPATH SEMINARS	03/29/2017	31.90
84457	SCHOOL NUTRITION ASSOC (SNA)	03/29/2017	40.00
84458	SCHOOL NUTRITION ASSOC (SNA)	03/29/2017	315.00
84459	SNAP-ON	03/29/2017	54.25
84460	ST PAUL PIONEER PRESS	03/29/2017	257.84
84461	STATE SUPPLY CO	03/29/2017	369.14
84462	STENLUND, TERRI	03/29/2017	273.62
84463	SUMMIT COMPANIES	03/29/2017	292.06
84464	SUPREME SCHOOL SUPPLY CO	03/29/2017	78.36
84465	SYNOVIA	03/29/2017	1,417.50
84466	TAI CHI FOR WELL-BEING LLC	03/29/2017	320.00
84467	TAYLOR PUBLISHING CO	03/29/2017	1,284.75
84468	TORMACH INC	03/29/2017	767.47
84469	TOURNAMENT CLUB OF IOWA	03/29/2017	497.14
84470	TRADE PRESS INC	03/29/2017	196.00
84471	TRANE US INC	03/29/2017	1,565.52
84472	TRANS-MISSISSIPPI BIO SUPPLY	03/29/2017	237.97
84473	TREASURED TRANSPORTATION	03/29/2017	85,483.36
84474	TRIARCO	03/29/2017	8.88
84475	TRUCK UTILITIES MFG CO	03/29/2017	37.82
84476	TURFWERKS INC	03/29/2017	147.88
84477	TWIN PINES IMPRINTING	03/29/2017	820.95
84478	UHL CO INC	03/29/2017	663.95
84479	UNIVERSITY OF MINNESOTA	03/29/2017	10,005.00
84480	US DEPT OF EDUCATION	03/29/2017	488.09
84481	US FOODS CULINARY EQUIP & SUPP	03/29/2017	109.62
84482	VANGUARD SMALL BUSINESS SERVIC	03/29/2017	28,250.78
84483	VENBURG TIRE CO	03/29/2017	651.76
84484	VENDINI INC	03/29/2017	95.00
84485	VERIZON WIRELESS	03/29/2017	70.80
84486	VERIZON WIRELESS	03/29/2017	1,410.06
84487	VISIONS INC	03/29/2017	344.95
84488	VISTAPRINT NETHERLANDS B.V.	03/29/2017	171.38
84489	VORT CORPORATION	03/29/2017	275.00

Check Nbr	Vendor Name	Check Date	Check Amount
84490	WBLA EDUCATIONAL FOUNDATION	03/29/2017	912.25
84491	WILCOX PAPER	03/29/2017	226.80
84492	WILDERNESS INQUIRY	03/29/2017	625.00
84493	WISCONSIN DELLS HIGH SCHOOL	03/29/2017	150.00
84494	WL HALL COMPANY	03/29/2017	2,857.84
84495	XCEL ENERGY	03/29/2017	85,432.96
84496	XCEL ENERGY	03/29/2017	67,847.05
84497	YOUTH ENRICHMENT LEAGUE	03/29/2017	2,926.00
84498	ZEMKE, DARLENE MARIE	03/29/2017	3.99
84499	ZERO GRAVITY TRAMPOLINE PARK	03/29/2017	1,305.00
84500	ZHOU, TINGTING	03/29/2017	645.31
261	Computer	Check(s) For a Total of	815,035.07

Check Nbr	Vendor Name	Check Date	Check Amount
80484	GRANDMA'S BAKERY INC	03/30/2017	0.00
80645	SAM'S CLUB/SYNCHRONY BANK	03/30/2017	0.00
81692	KOWALSKIS MARKET	03/30/2017	0.00
83169	SAM'S CLUB/SYNCHRONY BANK	03/30/2017	0.00
83327	DOMINOS PIZZA	03/30/2017	0.00
84176	STAPLES ADVANTAGE	03/30/2017	0.00
84213	VIKING ELECTRIC SUPPLY	03/30/2017	0.00
7	Manual	Check(s) For a Total of	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
83799	ZERO GRAVITY	03/30/2017	1,305.00
1	Void	Check(s) For a Total of	1,305.00

	7	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	261	Computer	Checks For a Total of	815,035.07
Total For	268	Manual, Wire Tran, ACH &	Computer Checks	815,035.07
Less	1	Voided	Checks For a Total of	1,305.00
			Net Amount	813,730.07

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WHITE BEAR LAKE MN ISD #624
Check Summary

2:33 PM

03/29/17

PAGE: 1

Check Nbr	Vendor Name	Check Date	Check Amount
84501	IUOE LOCAL 70	03/29/2017	755.46
84502	VANGUARD SMALL BUSINESS SERVIC	03/29/2017	433.34
2	Computer	Check(s) For a Total of	1,188.80

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
2	Computer	Checks For a Total of	1,188.80
Total For 2	Manual, Wire Tran, ACH &	Computer Checks	1,188.80
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	1,188.80

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WHITE BEAR LAKE MN ISD #624
Check Summary

2:33 PM

03/29/17

PAGE: 1

Check Nbr	Vendor Name	Check Date	Check Amount
84501	IUOE LOCAL 70	03/29/2017	755.46
84502	VANGUARD SMALL BUSINESS SERVIC	03/29/2017	433.34
2	Computer	Check(s) For a Total of	1,188.80

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
2	Computer	Checks For a Total of	1,188.80
Total For	2	Manual, Wire Tran, ACH & Computer Checks	1,188.80
Less	0	Voided	0.00
		Net Amount	1,188.80

Check Nbr	Vendor Name	Check Date	Check Amount
0	WHITE BEAR LAKE TEACHERS ASSOC	03/15/2017	79,461.60
1	Manual	Check(s) For a Total of	79,461.60

	1	Manual	Checks For a Total of	79,461.60
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	79,461.60
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	79,461.60

RESOLUTION FOR ACCEPTANCE OF GIFTS

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

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

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

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

AGENDA ITEM: **Acceptance of Gifts**

MEETING DATE: **April 10, 2017**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Finance and Operations**

Donation	Donor	Recipient
\$325 for 2017 Excellence Event	Vadnais Heights Lions Club	White Bear Lake Area High School
\$325 for 2017 Excellence Event	Honsa Family Funeral Home	White Bear Lake Area High School
\$325 for 2017 Excellence Event	White Bear Lake Teachers Association	White Bear Lake Area High School
\$350 for 2017 Excellence Event	Mold Craft, Inc.	White Bear Lake Area High School
\$325 for 2017 Excellence Event	Richard and Kathryn Cochrane	White Bear Lake Area High School
\$200 for 2017 Excellence Event	Rick and Cathy Storey	White Bear Lake Area High School
\$325 for 2017 Excellence Event	Hugo Lions Club	White Bear Lake Area High School
\$325 for 2017 Excellence Event	Michael and Sylvia Lovett	White Bear Lake Area High School
\$325 for 2017 Excellence Event	Entira Family Clinics – Banning Dr. Dale Duthoy	White Bear Lake Area High School
\$650 for 2017 Excellence Event	Rotary eClub One	White Bear Lake Area High School
\$1,000 for 2017 Excellence Event	White Bear Lake Area Educational Foundation	White Bear Lake Area High School
\$1,000 for 2017 Excellence Event	White Bear Lake Lions Club	White Bear Lake Area High School
\$100 for Hoop-A-Thon	Roger and Elizabeth Laroche	White Bear Lake Area High School Boys' Basketball
\$100 for Hoop-A-Thon	Patty and Russell Fischer	White Bear Lake Area High School Boys' Basketball
\$100 for Hoop-A-Thon	Mark Nelson	White Bear Lake Area High School Boys' Basketball
\$100 for Hoop-A-Thon	Steven and Christine Spears	White Bear Lake Area High School Boys' Basketball

\$100 for Hoop-A-Thon	Matthew and Ann Menier	White Bear Lake Area High School Boys' Basketball
\$100 for Hoop-A-Thon	Melissa and Michael Zaleski	White Bear Lake Area High School Boys' Basketball
\$100 for Hoop-A-Thon	Jennifer Stebbing	White Bear Lake Area High School Boys' Basketball
\$100 for Hoop-A-Thon	Carl and Mary Kaye Pedro	White Bear Lake Area High School Boys' Basketball
\$100 for Hoop-A-Thon	Jessica and Robert O'Donnell	White Bear Lake Area High School Boys' Basketball
\$100 for Hoop-A-Thon	Brian and Dr. Sandra Peters	White Bear Lake Area High School Boys' Basketball
\$100 for Hoop-A-Thon	Mark and Jennifer Misgen	White Bear Lake Area High School Boys' Basketball
\$400	White Bear Lake Basketball Association	White Bear Lake Area High School Boys' Basketball Program
\$4,000	White Bear Lake Basketball Association	White Bear Lake Area High School Boys' Basketball Program
\$100	Mary Browne	White Bear Lake Area High School Band Program
\$200	Mueller Memorial	White Bear Lake Area High School Band Program
\$25	Jolie Perfetti	Central Middle School
\$250	Kowalski's Markets	White Bear Lake Area High School Girls' Golf Team
\$150 for Jazz Band Guest Artist	Eckroth Music Company	White Barr Lake Area High School Band Department
\$500 For Jazz Band Guest Artist	Schmitt Music Company	White Bear Lake Area High School Band Department
\$250	Allen Company	White Bear Lake Area Schools Transition Education Center

\$500	Vadnais Heights Lions Club	White Bear Lake Area High School National Honor Society Banquet
\$2,000	Haberman Machine Inc.	White Bear Lake Area High School Manufacturing Lab Program
\$3,000	WBAFSA	White Bear Lake Area High School Girls' Softball Team
\$200 for a Leckey Freedom Upright Stander	Bryan and Jennifer Thayer	White Bear Lake Area Schools
\$500	Medtronics	White Bear Lake Area School District
\$30	Melissa Aegerter	Birch Lake Elementary School
\$1,500	White Bear Lake Legion Baseball	White Bear Lake Area High School Boys' Baseball Team

RECOMMENDATION: Accept donations.

AGENDA ITEM: Field Trip Requests

MEETING DATE: April 10, 2017

SUGGESTED DISPOSITION: Consent Agenda

CONTACT PERSON(S): Sara Paul, Assistant Superintendent for Teaching and Learning

Background:

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

Date of Trip and Destination	Requesting Staff Member	Grade/Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
April 18-21, 2017 Audubon Center of the North Woods – Sandstone, MN	John Forestell and Laura Watters	ALC Science Dept./Communications Dept.	0	11	Total Cost per Student: \$164.00 Source of Revenue: WBLAEF E3 Grant	Bus	Students will learn about the natural world to form a connection and commitment to the environment through experiential learning. Students will experience a 2-day job shadow during which they will perform service-learning tasks.
April 22-24, 2017 State Student Council Convention – Rochester, MN	Josh Lane	South Campus	1	7	Total Cost per Student: \$135.00 Source of Revenue: Student Council Budget	School Van	Student leaders attend every year to elect state executive leaders and plan for the next year.

April 26-27, 2017 MAAP STARS Spring Conference – Bloomington, MN	Laura Watters, Amanda Banick	ALC MAAP STARS	2	9	Total Cost per Student: \$186.00 Source of Revenue: Perkins Funds/Student Activity Funds	School Van	Students demonstrate career, leadership, life and interpersonal skills in a conference/competition setting.
May 12-13, 2017 Moose Lake State Park and Superior Whitewater	Ben Nakagaki	Ambassadors	0	15	Total Cost per Student: \$120.00 approximately Source of Revenue: Paid through group registration	Bus with trailer	End of the year celebration and reflection.
May 2-3, 2017 Northern MN Historical Sites	Pam Brown, Kevin Matuseski, Elizbeth Fenwick, Ryan FitzPatrick, Huy Nguyen	History Day/MN Historical Society	5	48	Total Cost per Student: \$0 Source of Revenue: District and the MN Historical Society	Bus	The students learn about Minnesota History by visiting the North West Company Fur Post, Canal Park, Gooseberry Falls, UMD, Forest History Center, and Mille Lacs Indian Museum; to enrich the educational experiences of our students of color who otherwise might not have the opportunity to experience the diverse history of Minnesota; to experience the natural resources of our state parks; to reinforce History Day experiences as a “gateway” adventure.

Recommendation: The administration recommends the School Board approve these field trips.

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

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

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

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATIONS/TERMINATION – CLASSIFIED STAFF
--

JOSEPH PALUMBO– Assistant Head Custodian, Willow Lane Elementary
Employed by District 624 since 09/14/2015
Effective Date: 03/24/2017

BRADLEY THERRES– Custodian, WBLAHS – South Campus
Employed by District 624 since 10/02/2016
Effective Date: 03/17/2017

KENNETH VENZKE– Bus Driver, Bus Garage
Employed by District 624 since 10/23/2000
Effective Date: 03/24/2017

RESIGNATIONS/TERMINATION – CERTIFIED STAFF

RACHEL CLARK – Business Education Teacher, WBLAHS – South Campus
Employed by District 624 since 08/24/2011
Effective Date: 06/09/2017

JEN ENGMAN – Special Education Teacher, Sunrise Park Middle School
Employed by District 624 since 08/24/2011
Effective Date: 06/09/2017

AMANDA JESKE – Language Arts Teacher, WBLAHS - North Campus
Employed by District 624 since 08/27/2009
Effective Date: 06/09/2017

ELLY JOHNSON – Kindergarten Teacher, Otter Lake Elementary
Employed by District 624 since 08/22/2012
Effective Date: 06/09/2017

CAROLYN LOUNDSBERRY – Language Arts Teacher, Area Learning Center
Employed by District 624 since 08/23/2001
Effective Date: 06/09/2017

EMILY MITZELFELDT – Mathematics Teacher, Sunrise Park Middle School
Employed by District 624 since 08/22/2016
Effective Date: 06/09/2017

HANNAH PADDOCK – Kindergarten Teacher, Hugo Elementary
Employed by District 624 since 08/27/2009
Effective Date: 06/09/2017

KELLY PICARD – Spanish Teacher, Sunrise Park Middle School
Employed by District 624 since 08/26/1993
Effective Date: 06/09/2017

ANDREA SHOUP – Guidance Counselor, Central Middle School
Employed by District 624 since 08/23/2007
Effective Date: 06/09/2017

KARI THALHUBER – Health Teacher, WBLAHS – North Campus
Employed by District 624 since 08/22/2002
Effective Date: 06/09/2017

KELLY WOMERSLEY – Social Worker, Lakeaires Elementary
Employed by District 624 since 09/10/2014
Effective Date: 06/09/2017

RETIREMENT – CLASSIFIED STAFF

JENNIFER KEESE – Full Time Cook, WBLAHS – South Campus
Employed by District 624 since 02/06/1995
Effective Date: 01/12/2017

SUSANNE REIBEL – Administrative Assistant, District Center
Employed by District 624 since 08/01/2012
Effective Date: 06/30/2017

DEBRA SCHIMT – Pupil Support Assistant, Central Middle School
Employed by District 624 since 05/22/1997
Effective Date: 06/08/2017

KAREN STEFFEL – Part Time Cook, WBLAHS – South Campus
Employed by District 624 since 10/15/2007
Effective Date: 06/08/2017

MARY WOODRICH – Billing Clerk Extended Day, District Center
Employed by District 624 since 09/01/1987
Effective Date: 07/31/2017

RETIREMENT – CERTIFIED STAFF

MARGARET HOOLEY – Special Education Teacher, Otter Lake Elementary
Employed by District 624 since 08/25/1999
Effective Date: 06/09/2017

PAULETTE OLSON – Speech Clinician, Otter Lake Elementary
Employed by District 624 since 08/26/1991
Effective Date: 06/09/2017

A EVAN SINGLETON – School Psychologist, WBLAHS – North Campus
Employed by District 624 since 08/26/1993
Effective Date: 08/29/2017

RETIREMENT – PROFESSIONAL

LINDA GOERS – Director of Human Resources, District Center
Employed by District 624 since 12/15/2014
Effective Date: 07/31/2017

FULL TIME LEAVE REQUEST – CLASSIFIED STAFF

JENNIFER KEESE – Full Time Cook, WBLAHS – South Campus
Employed by District 624 since 02/06/1995
Effective Date: 10/24/2016 through 01/12/2017

FULL TIME LEAVE REQUEST – CERTIFIED STAFF

LORI FELTON – Grade 5 Teacher, Matoska International
Third Year of General Leave
Effective Date: 2017/2018 School Year

BENJAMIN NAKAGAKI – Mathematics Teacher, WBLAHS – North Campus
Employed by District 624 since 08/25/2005
Effective Date: 2017/2018 School Year

EVELYN SWENSON – .6 fte Social Worker, Lincoln Elementary and Central Middle School
Employed by District 624 since 09/02/2005
Effective Date: 2017/2018 School Year

EXTENSION OF THREE YEAR EXTENDED LEAVE REQUEST TO FIVE YEARS – CERTIFIED STAFF

CAROL TARSA – Mathematics Teacher and TLES Coordinator, WBLAHS – South Campus
Employed by District 624 since 09/10/1990
Effective Date: 2014/2015 School Year through 2018/2019 School Year

PART TIME LEAVE REQUEST – CERTIFIED STAFF

COURTNEY JOHNSON – Intervention Teacher, Otter Lake Elementary
Leave .8 (Position .2)
Effective Date: 2017/2018 School Year

NEW PERSONNEL – CLASSIFIED STAFF

EILEEN MCCONKIE – Program Assistant Leader, Lincoln Elementary
\$13.44/hr., 3.25 hrs./ 70 days \$3,057.60
Effective Date: 03/27/2017

AIMEE MARTENS – Human Resources Representative, District Center
\$12,846.23(Prorated on \$55,667.00)
Effective Date: 04/04/2017

MICHAEL NAGLE – Bus Driver, Bus Garage
\$17.85/hr., 4.58 hrs./ 51 days \$4,172.43
Effective Date: 03/27/2017

BERNADETTE RIVEIRA – Program Assistant Leader, Oneka Elementary
\$13.44/hr., 2.75 hrs./ 115 days \$4,250.40
Effective Date: 01/23/2017

NEW PERSONNEL – CERTIFIED STAFF
--

KATHLEEN ALLEN – Special Education Teacher, Transition Education Center
MA+15, Step 13, \$74,619.00 Plus Hiring Incentive \$5,000.00
Effective Date: 08/22/2017

TEMPORARY CHANGE IN CONTRACT - PROFESSIONAL
--

BRIAN MORRIS – From Assessment-Accountability Coord., District Center
To Interim Elementary Principal, Birch Lake Elementary
Effective Date: 03/06/2017 through 06/30/2017

CHANGE IN CONTRACT - CERTIFIED STAFF

MICHAEL BICKEL – From Student Supervisor, Sunrise Middle School
To .8 fte Social Studies Teacher, Sunrise Middle School
Effective Date: 2017/2018 School Year

ERIN MAAS – Return From Leave of Absence
To Grade 3 Teacher, Matoska Elementary
Effective Date: 2017/2018 School Year

LONG TERM SUBSTITUTE - CLASSIFIED STAFF
--

RICARDO MONTANEZ CERDA – EL Assistant, Vadnais Heights Elementary
\$17.58/hr., 3.25 hrs. / 57 days \$3,168.79
Effective Date: 03/20/2017 through 06/08/2017

LONG TERM SUBSTITUTE - CERTIFIED STAFF

CHARLOTTE ASCHEMAN – Spanish Teacher, Hugo & Oneka Elementary

MA, Step 7, \$13,060.63

Effective Date: 02/17/17 through 05/12/2017

ERICA BRATLAND – Intervention Teacher, Birch Lake Elementary

BA, Step 2, \$15,469.21

Effective Date: 02/27/2017 through 06/09/2017

LEIGH MILLS – Kindergarten Teacher, Lakeaires Elementary

BA, Step 13, \$8,106.40

Effective Date: 04/03/2017 through 05/09/2017

MICHELLE ZWOLSKI – Intervention Teacher, Lakeaires Elementary

BA, Step 1, \$12,811.85

Effective Date: 03/20/2017 through 06/09/2017

B. PUBLIC FORUM

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open up to 30 minutes (3 minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those wishing to address the Board should fill out the Public Forum Speaker Card and submit the card to the School Board clerk or other district officials at the meeting.
4. Questions may be asked on any topic, including those on the agenda.
5. School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Under School Board Policy 206, complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.
6. An attempt will be made to answer questions addressed to the Board. In those cases where an answer is not provided, a phone call from an appropriate school district official will be made as a follow-up.
7. A handout on the purpose of School Board meetings and the meeting process is available at each School Board meeting.
8. Citizens may be asked to address the School Board on a particular subject during the discussion of that item.
9. The School Board chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

C. INFORMATION ITEMS

AGENDA ITEM: **Recognition of State-Level Staff Awards**

MEETING DATE: **April 10, 2017**

SUGGESTED DISPOSITION: **Information Item**

CONTACT PERSON(S): **Marisa Vette, Director of Communications
and Community Relations**

BACKGROUND:

We will honor two district staff members who have received state-level awards:

Teacher/Coach Patti Percival, Breaking Barriers Award

White Bear Lake Area High School Track and Cross Country Coach Patricia Percival, who teaches physical education and health in the district, was one of this year's selected Minnesotans to be recognized by the Minnesota Coalition of Women in Athletic Leadership with their Breaking Barriers Award on Wednesday, February 1 at a ceremony at the Minnesota History Center. The coach has dedicated her life to serving as a mentor for many female coaches through her successful career and in service as a physical education educator at White Bear's Central Middle School.

Activities Director Tim Hermann, Athletic Administrator of the Year Awards

Director of Student Activities Tim Hermann was selected by Region 4AA as their Athletic Administrator of the Year this past fall. Then, this spring, he was selected from seven other AA Region winners by the Minnesota Athletic Administrators Association as the 2017 "Pete Veldman AA Athletic Administrator of the Year." The award is named after former South St. Paul AD, Pete Veldman. There was a presentation honoring him for his success on March 29 at the State Conference held in St. Cloud.

AGENDA ITEM: **Update on Partnership with Hangzhou Foreign Language Schools**

MEETING DATE: **April 10, 2017**

SUGGESTED DISPOSITION: **Information Item**

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

THIS EVENING'S PRESENTATION

This evening we will hear briefly from Ting Ting Zhou, this year's exchange teacher from Hangzhou Foreign Languages School, who has been with us since September.

In addition, we want our School Board to know that we will be hosting two leaders from Hangzhou Foreign Languages School on April 12 – 15. They will spend three days with us visiting classes and reconnecting with some of our White Bear Lake Area staff who have visited Hangzhou.

ADDITIONAL BACKGROUND INFORMATION:

In 2010, the White Bear Lake Area Schools formally joined a partnership sponsored by the Minnesota Department of Education in conjunction with Zhejiang Province Education Ministry in China. The partnership began with a formal signing of the partnership documents in 1987, and beginning in the 1988-89 school year Minnesota school districts began actively participating in the exchange.

As noted, White Bear Lake Area Schools joined the partnership in 2010, following a request by the Hangzhou Foreign Languages School to work with the school district, made to the Superintendent when he visited Hangzhou Foreign Languages School in June of 2008.

The exchange is primarily a teacher exchange with teachers from Hangzhou Foreign Languages School, a grade seven through twelve secondary program with a strong English teaching component. While in the White Bear Lake Area Schools the teachers provide support to our Chinese language program, and provide culture and language

classes for student in K-12. Teachers stay with host families in accord with the guidelines provided by the Minnesota Department of Education.

The benefit for our students is significant, having opportunities to meet and learn from an outstanding representative of one of the key schools in China. In addition, our students can connect via the internet with students in Hangzhou.

Teachers from White Bear Lake Area Schools have the opportunity to travel to China for a semester or year-long opportunity to teach in the Hangzhou Foreign Languages School, or to teach in a summer “English Camp” experience.

Since 2010, the following teachers from China have been part of our White Bear Lake Area Schools community, living with host families and teaching side-by-side with our teachers:

- Spring 2010 - Cao Li
- Spring 2011 - Cunfu Lin (Luke)
- September 2011 – January 2012 - Sun Anjing (Anna)
- February - July 2012 – Yu Xia
- February - July 2013 Zhang Lei (Susan)
- September 2013 - June 2014 - Jing Fang (Jane)
- January - June 2015 Wang Zhenzhen (Hazel)
- September 2015 - June 2016 - Qin Yefen (Joyce)
- September 2016 – June 2017 – Ting Ting Zhou

In addition, the following teachers have taught in Hangzhou Foreign Languages School for a full semester:

- High School Social Studies Teacher Jessica Buchta;
- Middle School Health Teacher Lisa Brichacek; and
- High School Science Teacher David Cava

In addition, other teachers from White Bear Lake Area Schools have taught in the summer English Academy Program, a three week program at the Hangzhou Foreign Languages School for Chinese students, including high school Social Studies Teacher Alex Carlson, high school EL Teacher Robert Anderson, and Lisa Brichacek.

In June of 2012, High School Principal Tim Wald and I traveled to Hangzhou Foreign Languages School as part of our partnership. After this visit, we initiated class to class connections, and some of our high school students visited the Hangzhou Foreign Languages School with Chinese Teacher Hui Xu and Social Studies Teacher Alex Carlson.

Then in June of 2016, I spent five days in Hangzhou meeting with the administration and staff who have been to Minnesota as part of the partnership. In August, 2016, I provided the School Board with an update on that visit.

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **April 10, 2017**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

BACKGROUND:

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

D. DISCUSSION ITEMS

AGENDA ITEM: **Enrollment Projection Summary and Operating Levy
Timeline Overview**

MEETING DATE: **April 10, 2017**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Assistant Superintendent for
Finance & Operations**

BACKGROUND:

Hazel Reinhart from Hazel Reinhart Consulting Services provided a detailed presentation to the School Board at the March 27, 2017 work-study meeting. The presentation showed results of an enrollment and housing study that she completed on the District's behalf. At the April 10, 2017 regular School Board meeting, a brief summary of some of the key data from Dr. Reinhart's presentation will be provided. Additionally, an update of the operating levy timeline will be share with the School Board.

Enrollment Projections Overview and Operating Levy Timeline Update

School Board Meeting
April 10, 2017

WHITE BEAR LAKE AREA SCHOOLS



Enrollment Projections and Trends

Enrollment projections

- Base year of 2016-17: 8,200
- 5-year projection range: 8,670 to 8,960
- 10-year projection range: 8,880 to 9,430

(Source: Hazel Reinhardt's projections plus ALC enrollment estimate of 120)

(Note: Low estimates assume low kindergarten cohort survival rate and low K-12 migration rate, higher estimate assumes high kindergarten cohort survival rate and high K-12 migration rate.)



Enrollment Projections and Trends

Enrollment projections

- Factors that could make projections too high:
 - More open enrollment out
 - Fewer nonresident students
 - Fewer kindergarten students
- Factors that could make projections too low:
 - Less open enrollment out
 - More nonresident students
 - More kindergarten students
 - More rapid residential development

3



Enrollment Projections and Trends

Enrollment projections

- Enrollment projections beyond 3 years do not include additional enrollment caused by new housing growth
- The type of homes constructed determines the estimate of student yield per household
 - Range of .06 (condo) to .64 (single-family detached built in 2000 or later)
 - » Ex. 100 additional single-family detached homes would yield approximately 64 students

4



Enrollment Projections and Trends

Enrollment projections

- Middle school enrollment in 5 years
 - Central: Increase from 1,023 in 2016-17 to 1,249 in 2021-22
 - Sunrise: Increase from 832 in 2016-17 to 964 in 2021-22
- Consideration given to adjust elementary and middle school boundaries
- Additional classroom space likely necessary, particularly in high growth areas where schools are nearing capacity

5



Enrollment Projections and Trends

Enrollment trends and other factors

- 10-year kindergarten enrollment estimated to be between approximately 660-680 students per year
- April 2017 enrollment higher than October 2016 enrollment:

WBLAS Total K-12 Enrollment				
School Year	September	October	April	Inc (+) /Dec (-) Oct to April
2016-2017	8,287	8,260	8,271	+11
2015-2016	8,162	8,130	8,038	-92
2014-2015	8,104	8,046	8,012	-34

6



Timeline for Local Operating Levy Renewal

November 18, 2016	Operating levy renewal overview with Finance Committee
November 28, 2016	Operating levy renewal overview with School Board
January 23, 2017	Finance update and operating levy overview with School Board
February 27, 2017	Update on survey development and review of timeline with School Board
January-March 2017	Site visits to share preliminary operating levy renewal information
March 2017	Complete demographic and enrollment study, develop survey questionnaire
April 2017	Conduct survey, contact municipalities within district to determine future bonding plans
May 2017	Review survey results, School Board review of preliminary FY18 budget
June 2017	Adopt preliminary FY18 budget; action on resolution directing administration to develop local operating levy renewal question
July 2017	Work session to determine components of proposal; prepare final proposal, date and ballot structure. Develop comprehensive communications plan, prepare informational materials
August 2017	Meet with editor of local newspaper, conduct informational sessions

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Timeline for Local Operating Levy Renewal

August 9, 2017	Board designation of polling places
August 25, 2017	Last day to adopt resolution calling for election , notify county auditor and commissioner of education of election and ballot question(s)
September-October 2017	Large and small group meetings with staff, conduct informational sessions
September 29, 2017	Submit school district election brochure and notice to legal counsel
October 11, 2017	Mail election notice to legal newspaper
October 18, 2017	Mail required legal notice (minimum of 15 days, no more than 30 days before election)
October 23, 2017	Deadline to provide election notice to Commissioner of MDE/County Auditor
November 7, 2017	Election day

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AGENDA ITEM: **Policy 501, School Weapons Policy**
MEETING DATE: **April 10, 2017**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Sara Paul, Assistant Superintendent for Teaching and Learning**

BACKGROUND:

School Board Policy 501, School Weapons Policy, was reviewed by the School Board Policy Committee and Cabinet. There are changes to this policy.

The purpose of this policy is to assure a safe school environment for students, staff, and the public.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the May 8 School Board meeting agenda or a subsequent meeting for action.

Adopted: October 9, 1995
Revised: June 11, 2001
Revised: January 10, 2005

White Bear Lake Area
School Board Policy 501

501 SCHOOL WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITION

A. "Weapon"

1. A "weapon" means any object, device or instrument ~~designed as a weapon or that through its use~~ is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns, toy guns, and any object that is a facsimile of a real weapon.
3. No student shall use any object, device or instrument articles designed for other purposes (~~i.e.e.g.~~ lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate. ~~and s~~Such use will be treated as the possession and use of a weapon.

- B. "School Location" includes any school building or school grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in the school building, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal building administrator's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal building administrator's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator or staff member teacher or head coach or immediately as soon as practicable notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent commits acts which would otherwise violate this policy, but the nonstudent falls within one of the following categories:
 - 1. Is a licensed peace officers, military personnel, or students or nonstudents participating in military training who are on duty performing official duties;
 - 2. Persons Is authorized to carry a pistol under Minn. Stat., Section 624.714, while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 - 3. Persons Who keeps or stores in a motor vehicle pistols in accordance with Minn. Stat., Sections 624.714 or 624.715, or other firearms in accordance with Section 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so.

Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”

- b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
- 4. Students or nonstudents **is participating in** firearms safety or marksmanship courses or activities ~~for students or nonstudents~~ conducted on school property;
- 5. **A ceremonial color guard who is in** possession of **unloaded** dangerous weapons, BB guns, or replica firearms ~~by a ceremonial color guard.~~
- 6. A gun or knife show held on school property;
- 7. ~~Persons.....possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control building administrator and supervision of the school or the director of a child care center; or~~
- 8. ~~Persons who are~~ **is** on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district and the school takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons by students. However, when authorized instructional and/or work equipment and/or tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat., Section 624.714, to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

**V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/
DISTRIBUTION BY STUDENTS**

- A. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- B. The school district takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons without authorization or outside the Exceptions listed in Section IV above shall include:
 - 1. immediate out-of-school suspension;
 - 2. confiscation of the weapon;
 - 3. immediate notification of police;
 - 4. parent or guardian notification; and
 - 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- C. Administrative Discretion

While the school district takes a “Zero Tolerance” position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under compelling circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

**VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY
NONSTUDENTS**

- A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including non-renewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

Legal References:

Minn. Stat. 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. 121A.05 (Referral to Police)
Minn. Stat. 609.66 (Dangerous Weapons)
Minn. Stat. 609.605 (Trespass)
Minn. Stat. 609.602, Subd. 6 (Definition of Dangerous Weapons)
Minn. Stat. 97B.045 (Transportation of Firearms)
Minn. Stat. 624.714 (Carrying of Weapons Without Permit;

Penalties)

Minn. Stat. 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. 921 (Definition of Firearm)
In re C.R.M., 611 N.W. 2d 802 (Minn. 2000)

Cross References: WBLASB Policy 506 (Student Discipline)

WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 525 (Violence Prevention)

AGENDA ITEM: **Policy 707, Transportation of Public School Students**

MEETING DATE: **April 10, 2017**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Assistant Superintendent for Finance and Operations**
Mr. Mike Turrito, Transportation Coordinator

BACKGROUND:

School Board Policy 707, Transportation of Public School Students, was reviewed by the School Board Policy Committee and Cabinet. There are changes to this policy.

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the May 8 School Board meeting agenda or a subsequent meeting for action.

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents/guardians but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student’s parent or guardian as the home of a student for part or all of the day, if requested by the student’s parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)
- B. “Homeless student” means a student, including a migrant student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migrant children who qualify as homeless because they are living in any of the preceding listed

circumstances. (42 U.S.C. § 11434a)

- C. “Nonpublic school” means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. §123B.41, Subd. 9)
- D. “Nonresident student” is a student who attends school in the school district and resides in another district, defined as the “nonresident district.” In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student’s parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- E. “Pupil support services” are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- F. “School of origin,” for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- G. “Shared time basis” is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. § 120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)
- H. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)
- I. “Student with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deaf blind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a

disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development, is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)

IV. ELIGIBILITY

Students who reside within the attendance area of the school and outside the walking area are eligible for transportation at the expense of the school district.

The walking area for each school is determined by the School Board and the distance may vary with the grade level of the student.

The walking distance as established by the School Board is as follows:

Grades K-2	1/2 mile*	Grades 6-12	1 mile
Grades 3-5	3/4 mile		

~~*All kindergarten students qualify for transportation during times when no students in a higher grade are transported to/from school.~~

Exceptions may be made for students who encounter an extraordinary, persistent hazard walking to and from school, at the discretion of the school district administration.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its the school district's borders at the same level of service that is provided to resident students. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in

the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))

- D. The school district may provide transportation to allow a student who attends a high-need English learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the resident school district is not obligated to provide transportation between a resident student's home and the border of a nonresident district where the student chooses to attend school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the resident school district, if in the discretion of the resident school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The resident school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
- C. In general, the resident school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

VII. SPECIAL EDUCATION STUDENTS/ STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minn. Stat. § 123B.92, Subd. 1 (b) (4), for a

resident student child with a disability who is not yet enrolled in kindergarten, home, shall be provided transportation to and from the student's home at the expense of the school district and shall not be subject to a who requires special education services in a location other than the student's any distance requirement for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs. (Minn. Stat. § 123B.88, Subd. 1)

- B. Resident students with a disability whose disabling conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation by the school district to and from said board and lodging facilities at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a non-resident school district and the resident school district does not provide special instruction and services, the resident school district shall provide necessary transportation for the student between the resident school district boundary and the educational facility where special instruction and services are provided within the non-resident school district. The resident school district may provide necessary transportation of the student between its boundary and the school attended in the non-resident school district, but shall not pay the cost of transportation provided outside the resident school district boundary. (Minn. Stat. § 125A.12)
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the resident school district shall provide the transportation, at the expense of the resident school district, to that student. The school district may establish reasonable restrictions on transportation, except if a

Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is greater than the distance set forth in section IV of this policy from the school of origin and the student's transportation privileges have not been revoked. (42 U.S.C. §

11432(g)(1)(J)(iii)(I))

2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is greater than the distance set forth in section IV of this policy from the school of origin and the student's transportation privileges have not been revoked, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))
3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))
4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92 Subd. 3(c)).

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act of 1974. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent/guardian is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)

Minn. Stat. § 123B.36 (Authorized Fees)
 Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)
 Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
 Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
 Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
 Minn. Stat. § 124D.03 (Enrollment Options Program)
 Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)
 Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
 Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District)
 Minn. Stat. Ch. 125A (Children With a Disability)
 Minn. Stat. § 125A.02 (Children With a Disability, Defined)
 Minn. Stat. § 125A.12 (Attendance in Another District)
 Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
 Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
 Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
 Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
 Minn. Stat. § 126C.01 (General Education Revenue - Definitions)
 Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
 Minn. Stat. § 190.05 (Definitions)
 Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
 Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
 20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)
 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
 42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
 42 U.S.C. § 11431, *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
 42 U.S.C. § 12132, *et seq.* (Americans With Disabilities Act)

Cross References: WBLASB Policy 708 (Transportation of Nonpublic School Students)
 WBLASB Policy 709 (Student Transportation Safety Policy)
 WBLASB Policy 710 (Extracurricular Transportation)
 MSBA Service Manual, Chapter 2, Transportation

AGENDA ITEM: **Policy 709, Student Transportation Safety Policy**

MEETING DATE: **April 10, 2017**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Assistant Superintendent for Finance and Operations**
Mr. Mike Turrito, Transportation Coordinator

BACKGROUND:

School Board Policy 709, Student Transportation Safety Policy, was reviewed by the School Board Policy Committee and Cabinet. There are minor changes to this policy.

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the May 8 School Board meeting agenda or a subsequent meeting for action.

Adopted: December 9, 1996

*White Bear Lake Area
School Board Policy 709*

Revised: September 9, 2013

709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week.

The first week of school is designated as school bus safety week. The National School Bus Safety week is the third week in October.

B. Student Training.

The school district shall provide students enrolled in grades kindergarten through tenth~~th~~ with age appropriate school bus safety training. The training shall be results oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of the following:

- a. the concept that transportation by school bus is a privilege, not a right;
- b. district policies for student conduct and school bus safety;
- c. appropriate conduct while on the bus;
- d. the danger zones surrounding a school bus;
- e. procedures for safely boarding and leaving a school bus;
- f. procedures for safe vehicle lane crossing; and
- g. school bus evacuation and other emergency procedures.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the ~~building principal, building administrator or the principal/administrator's designee.~~ In addition, all school bus/bus stop misconduct will be reported to the district's Transportation Coordinator. ~~Safety Director.~~ Serious misconduct will be reported to the Department

of Public Safety and, if appropriate, reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. The school district's discipline procedures will be followed when a rule or rules are broken. In most situations consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to school district administration and document accordingly. All rules, responsibilities, and behavior standards are in addition to those listed in the White Bear Lake Area School District Code of Student Conduct.

2. Consequences of rule violation(s).

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's eligibility to ride the bus in connection with co-curricular and extracurricular events are at ~~will be~~ the sole discretion of the school district. Parents/or guardians will be notified of any suspension of bus privileges.

Discipline will generally be progressive, as indicated below, but the school district reserves the right to vary from this sequence.

1st report: Warning with a copy of report sent home to parent/guardian.
~~or guardian.~~

2nd report: Student will be placed on probation and the parent/guardian will be notified that further behavior infractions will result in loss of ridership privileges.

3rd report: Student will be suspended from the bus for 3 days.

4th report: Student will be suspended from the bus for 5 days.

5th report: Student will be suspended from the bus for 10 days.

6th report: Meeting with parent/guardian. Possible loss of bus ridership privileges for the remainder of the school year.

(1) Other Discipline.

Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(2) Records.

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety by the Transportation Safety Director.

(3) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

(4) Notice.

Students will be given a copy of school bus rules and the responsibilities and behavior standards for bus riders before the end of school bus safety training. The rules will also be posted on each bus.

(5) Criminal Conduct.

In cases involving criminal conduct (e.g. assault, possession or use of weapons, possession/distribution of a controlled substance, vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent/Guardian Responsibilities for Transportation Safety:

1. Provide the school office with proper student information including the home address, home telephone number, and telephone number at which the parent/guardian may be reached in the event of an emergency.
2. Provide the school office and the transportation office with accurate information regarding student name, address, phone number, emergency information and daycare information. Immediately notify the school office of any changes.
3. Instruct children to be at the school bus stop at least five-5 minutes before the scheduled pickup time. Under no

circumstances should students arrive at the bus stop more than ~~ten~~ 10 minutes prior to the scheduled pickup time.

4. Remain alert to impending weather patterns and have children properly clothed for the current weather conditions.
5. Consider in advance how long the child should wait at pick-up locations during conditions of extreme cold or extreme wind-chill conditions.
6. Know the school name and the route number of the bus. Students in K-2 should have a "bus pass" fastened to their book bag or backpack.
7. Provide the child with a book bag or backpack for books and loose papers, pencils, etc.

B. Parent and Guardian Notification:

A copy of the school district school bus and bus stop rules will be provided to each family at the beginning of the school year or at the time of enrollment if enrollment occurs during the school year. Parents ~~and~~ guardians are asked to review the rules with their students.

V. **SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

All school bus drivers shall be adequately prepared, both physically and mentally, each day to perform required duties. These duties shall include:

A. Operating the vehicle in a safe and efficient manner.

1. Safety. The primary concern of each driver is safety. Drivers will exercise extreme caution during the loading and unloading process as well as when driving.
2. Defensive Driving. All drivers are to drive defensively at all times. A definition of defensive driving is: driving in a manner to avoid accident involvement despite adverse conditions created by roads, weather, traffic, or errors of other drivers or pedestrians.
3. Driving Adjustments. Winter and wet weather conditions require adjust in speed and normal driving practices to compensate for road conditions.
4. Emergency Doors. Emergency doors must be free and operable. Under no circumstances may the doors be obstructed to prevent easy access.

5. Service Door. The service door of the bus must be closed at all times while the bus is in motion.
 6. Overloads. The registration card in all vehicles designates the maximum number of passengers allowed. This limit cannot be exceeded. A driver should call the dispatch office for instructions should a vehicle become overloaded.
 7. Railroad Crossings. All vehicles must stop at railroad crossings, using required procedures, whether they are loaded or empty. Drivers shall not activate the eight-way lights; four-way hazard lights are to be used before stopping and when crossing the tracks.
 8. Speeding and Other Moving Violations. No ~~bus~~ district vehicle will travel faster than road, traffic and weather conditions safely permit, regardless of the posted speed limit. Any driver convicted of a moving violation with a school bus will face disciplinary action. Other reports or warnings regarding speeding will result in suspension and/or termination.
 9. Smoking Prohibited. Smoking by either the driver or the passengers is prohibited on any school bus, Type III vehicle, or on school property.
- B. Conducting thorough pre-trip and post-trip inspections of the vehicle and special equipment.
1. Bus Inspection. Drivers are required to make a pre-trip inspection of the bus before each trip. Failure to do so is a violation of State law. Defects are to be reported in writing. Drivers are required to check their buses for students, vandalism and articles left on the bus after each route segment.
 2. Safety Equipment. All drivers are responsible for ensuring that the necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflectorized emergency warning device, and any additional items required by the district. Drivers of vehicles for disabled students will ensure all student health information cards are on board the bus.
 3. Bus Cleaning. Drivers are required to keep the interior of their buses swept and free of trash at all times.

4. Fueling. The driver is responsible for ensuring that his or her assigned vehicle is adequately fueled before leaving the yard. Smoking is prohibited in the fueling area. The engine shall be turned off while fueling. It is against the law to fuel with passengers aboard.
- C. Ensuring the safety, welfare and orderly conduct of passengers while on the bus.
(See Section II)
- D. Meeting emergency situations in accordance with operating procedures.
- E. Communicating effectively with school staff, students, parents/guardians, law enforcement officials and the motoring public.
 1. Relations with Students. Bus drivers will treat students with respect and will refrain from any conduct which is intended or could be perceived as demeaning, intimidating or harassing.
 2. Relations with School Officials. School officials can and will be of considerable assistance to drivers. They are trained in the education of students and it is in a driver's best interest to work together with school officials to ensure that proper student behavior is maintained on the bus. Therefore, it is very important that drivers have good relationships with the school officials and give them full cooperation.
 3. Relations with the Public. To the general public, the driver represents the school district. Buses are among the most visible vehicles on the road. Drivers must deal with students, parents/guardians, and other motorists in a polite, professional and considerate manner.
 4. Student Discipline. Although drivers are responsible for maintaining order on the bus, drivers must always remember that the types of actions they may use are governed by school district policy. Drivers must never, under any circumstances, use corporal punishment. Drivers have no authority to deny a child the privilege of riding the bus, or drop the student at any location other than the designated stop. Denial of bus-riding privileges can come only from the school authorities.
 5. Route Changes. Drivers may not make changes in the pick-up or drop-off schedule for his or her route without prior authorization. Bus stops may not be added, deleted or moved without approval. Drivers may not deviate from the established route without prior permission except as required by an emergency or temporary road conditions.

6. Route Problems. All problems encountered by a driver on the routes or trips should be brought to the attention of the Dispatch Specialist or the Transportation Supervisor as soon as possible.
7. Unauthorized Passengers. Only authorized passengers may be transported in a bus. Any other passenger must be specifically approved by the Transportation Supervisor.
8. Notices. It is the responsibility of the driver to check for notices each day and to check with his or her supervisor regularly.

F. Completing required reports.

It is the responsibility of the driver to completely fill out and turn in all reports, discipline referrals, time cards, and mechanical defect slips as required. This includes all requirements pertaining to pre-trip inspections and stop-arm violation reports.

G. Completing required training programs successfully.

The training program is outlined in the "Safe School Bus Driver Curriculum" and is available in the Transportation Department.

H. Providing maximum safety for passengers during loading and unloading.

1. Standees Prohibited. Standees are not allowed on a moving school bus. Drivers must not move a bus from a stopped position until all passengers are seated. Students are to remain seated until the bus has stopped.
2. Dangerous Articles. No weapons or articles that may be classified as dangerous may be transported on a school bus. This includes any and all weapons, gasoline cans, animals, and other dangerous or objectionable items. Possession of weapons on school property or the bus will not be tolerated. Companion dogs are allowed.
3. Bus drivers must wear a driver's seat belt whenever the bus is in motion.

Additional driver duties and responsibilities may be found in the driver handbook. All bus driver dismissals will be reported to the Department of Public Safety pursuant to Department of Public Safety directions.

VI. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. All routes shall be on file with the school district's transportation office. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. Drivers are to enforce the provisions of the school bus and bus stop rules as appropriate. Students may be released from the bus at only two points, the designated bus stop or at school, except in case of an emergency or as otherwise authorized.
4. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet other eligibility requirements.
5. Students who misbehave ~~severely~~ may be returned to the school immediately and reported to the building principal or designee.
6. Safety evacuation drills for the student passengers shall be conducted in compliance with state law.
7. There shall be no students in the bus while the fuel tank is being filled.
8. Upon leaving the vehicle when students are in the bus, the driver shall stop the bus, remove the ignition key, set the brakes and otherwise render the bus immobile.
9. Buses shall not be run backwards on the school grounds or any other point if it can be avoided. If it is necessary to run a bus backwards on school grounds, the driver shall have another responsible person act as a guard flagman in back of the bus to keep other persons out of the path and to issue warnings to the driver of approaching traffic.

10. When arriving or leaving the school grounds, the driver must not follow closer than 50 feet from the vehicle directly in front of the bus or closer than 500 feet when traveling on the highway.
11. No school bus shall pull any trailer when students are being transported on regular routes to or from school.
12. In case of an accident or breakdown of the bus, the driver shall contact the dispatcher using the two-way radio. If no radio contact is available, the driver shall not leave the bus but shall send two responsible students to the nearest house to summon help.
13. The district may adopt such additional operating rules as are deemed necessary to meet local conditions and needs, provided they do not conflict with State laws and regulations.

B. Use of Signals, Loading or Unloading

The driver shall follow the following procedures:

1. Activate the flashing 8-light system of the bus at least 300 feet before stopping to load or unload students when outside an incorporated municipality, and 100 feet when operating within an incorporated municipality, and shall not extinguish such lights until loading or unloading is completed and persons who must cross the roadway or highway are safely across.
2. Bring the vehicle to a complete stop in the right hand lane of the roadway parallel to the center line.
3. Prior to discharging students, open the door, activate the red flashing lights, and extend the stop arm. Discharge students only after all traffic (front and rear) has come to a complete stop.
4. Keep the door open and eight-light system operating until all students have been loaded or unloaded safely.
5. Avoid loading or unloading students where the view is obstructed to other motorists for 200 feet in either direction.
6. Do not allow students to stand or get on or off the bus while it is in motion.
7. Bring the bus to a full stop and disengage gears by shifting the gear shift lever into the neutral position or selector into neutral or park

position before loading or unloading students.

8. The driver shall visually ascertain that students getting off the bus are out of the school bus danger zones and at safe distance before moving the vehicle.
9. Buses shall load and unload students only at designated locations.

C. Crossing Highways and Streets

1. Students shall pass approximately 10 feet in front of the school bus so as to be seen by the driver and cross the road only upon receiving a hand signal from the driver; or
2. Students shall pass approximately 10 feet in front of the school bus so as to be seen by the driver while being conducted across the road by the school bus patrol; or
3. The driver shall personally conduct the students across the road after following required procedures for disabling the bus.

D. Type III Vehicles

1. Any vehicle designed to carry more than 10 passengers must meet all legal requirements for a school bus. Any Type III vehicle used to transport students must carry all emergency equipment including: fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflectorized emergency warning device, and any additional items required by the school district. If school district owned, the school district name will be clearly marked on the side of the vehicle. All school-owned Type III vehicles will be properly licensed, insured, and inspected.
2. Students will not be regularly transported in private vehicles. Emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a Type III vehicle. The school district has no system of inspection for private vehicles.
3. All drivers of Type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a Type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

Any driver of a type III vehicle that does not possess a school bus driver's license must pass the school van driver's test and provide a copy of their

driver's license before driving the van.

VII. SCHOOL BUS DRIVER TRAINING

A. Training.

All new bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students and shall meet the competencies specified by the Department of Public Safety. All school bus drivers shall receive in-service training annually in compliance with state law. The following driver training standards represent the minimum areas of training which each driver must receive prior to entering service to the school district. The school district shall forward to the Commissioner of Public Safety the certification of in-service training, including the number of hours and competency certification for each driver.

1. Pre-Trip Inspection

Both new and experienced drivers must be familiar with the elements of the mandatory pre-trip inspection required under Minnesota law including:

- a. The engine compartment - belts, valves, fluid leaks
- b. Engine start, warning lights, gauges, horn
- c. Fuel level
- d. Brakes - pedal reserve and air/vacuum gauges
- e. Interior - seats, floor, lights
- f. Electrical charging system
- g. Emergency door
 - (1) smooth latch operation
 - (2) alarm buzzer
- h. Entrance door operation
- i. Lift door operation and alarm
- j. Lift equipment for wheelchairs
- k. Wheels, service brakes, emergency brake
- l. Exterior Lights - headlights, brake lights, marker lights, turn signals
- m. Exhaust system
- n. Windows, windshield, and inspection sticker
- o. Eight-light system and stop arm
- p. Emergency equipment — first aid kit, bodily fluids clean-up kit, flashlight, reflectors, two-way radio

2. Fundamentals and Techniques of School Bus Driving

The driver training program must include:

- a. Relevant laws
- b. Rules of the road and school district safety policies

- c. Defensive driving
- d. Driving in inclement weather conditions
 - (1) reduced visibility - rain, snow, fog
 - (2) wet roads
 - (3) icy roads
- e. Dealing with pedestrians and students in traffic
- f. Operation of the manual or automatic transmission
- g. The use of the drive train for stopping the school bus
- h. Situations where the hand brake will and will not stop a moving bus
- i. Steering and turning techniques
- j. Right and left turn maneuvers
- k. Gauging the speed of other vehicles on cross streets
- l. Use of mirrors
- m. Merging into traffic
- n. Visual perceptions
- o. Safe following distances
- p. Safe passing procedures
- q. Safe backing procedures
- r. Use of the eight-light system and school district policy regarding its use
- s. Loading and unloading procedures
- t. Knowledge of the danger zone concept
- u. Policies and procedures for grade level railroad crossings
- v. Emergency use of the public address system
- w. Response to an approaching emergency vehicle while unloading
- x. Procedure for leaving the bus unattended at school sites

3. Special Education Transportation

Special education transportation requires skills and abilities that exceed those required to provide normal school bus service. Drivers will be familiar with:

- a. What to do in a medical emergency
- b. Handling of wheelchairs
- c. Operating lift equipment
- d. Properly use of wheelchair securement devices
- e. School district policies on the use of seat belts on designated students
- f. Handicapping conditions
- g. Responsibilities of the bus driver and the bus aide
- h. School district policy in situations where a responsible person is not available to receive a student

4. Emergency Procedures

Drivers must be prepared to deal with emergency situations while operating on routes and field trips. Included in these emergency situations are mechanical breakdown, fire, accident, or passenger injury. Drivers are to receive training in:

- a. Identifying the degree of an emergency before beginning an evacuation
- b. Identifying a safe evacuation unloading area
- c. Preplanning emergency evacuations for both conventional and lift busses
 - (1) front, rear, and both door evacuations
 - (2) evacuation of special education students
 - (3) evacuation of physically disabled students and students using wheel-chairs
 - (4) placement of students in a safe location
- d. Cooperation in emergency evacuation drills
- e. Mechanical breakdowns
 - (1) stop bus in safe location
 - (2) keep passengers in bus if safe to do so
 - (3) take steps to warn motorists
 - (4) radio or call for assistance
- f. How to secure the school bus and place emergency triangles
- g. Use of the two-way communication system in an emergency
- h. When it is appropriate to evacuate the school bus
- i. How to supervise an emergency evacuation
- j. Emergency evacuation of the disabled
- k. Special considerations when evacuating a lift bus
- l. Lifting techniques for handling disabled students in an emergency situation
- m. Priorities when dealing with injured passengers
- n. How to use the school bus first aid kit
- o. Use and operation of the fire extinguisher
- p. Dealing with other motorists and the police
- q. Use of emergency reflectors and hazard lights
- r. Control of exposure to blood borne pathogens
- s. Use of body fluid clean-up kits
- t. School district policy on medical emergencies
- u. Recognition and handling of epileptic seizures
- v. How to respond if a passenger has a weapon on the bus

5. First Aid

All drivers must be trained in first aid, including the Heimlich maneuver, procedures for dealing with obstructed airways, shock, bleeding, and seizures.

6. Private or Confidential Student Information

All drivers should know the types of student data that are considered private or confidential under Minnesota Statutes

7. Student Discipline

All **d**Drivers are expected to know district policies/procedures on:

- a. Creating a positive attitude on the school bus
- b. Oral and visual communications skills between the driver and the passenger
- c. Dealing confidently with a disruptive student
- d. District discipline policy
- e. Developing and enforcing appropriate student behavior
- f. Incident report forms
- g. District policy on possession of weapons by a student
- h. District policy on sexual, racial and religious harassment/violence
- i. District policy on smoking

8. Human Relations

All Drivers are expected to know district policies/procedures on:

- a. Appropriate driver behavior
- b. Sensitivity to a diverse student population
- c. Sensitivity to handicapping conditions
- d. Relations with parents and school staff
- e. Working with a special education bus aide

9. Chemical Abuse

All Drivers are expected to know district policies/procedures on:

- a. How alcohol and/or drugs can affect driving skills
- b. Drug-testing programs
- c. State and federal requirements

B. Evaluation.

All drivers will be evaluated for the following competencies at least once annually:

- 1. Safely operate the type of school bus the driver will be driving
- 2. Understand student behavior, including issues relating to students with disabilities
- 3. Ensure orderly conduct of students on the bus and handle incidents of misconduct appropriately
- 4. Know and understand relevant laws, rules of the road and local school bus safety policies
- 5. Handle emergency situations
- 6. Safely load and unload students, and;
- 7. Demonstrate proficiency in first aid and CPR procedures.
- 8. The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School bus Driver Training Manual.

VIII. EMERGENCY PROCEDURES

A. Fire.

In the event of a fire, the first priority is to evacuate the bus. Drivers will make certain passengers are safe before attempting to put out the fire.

B. Injuries/Medical Emergencies.

Drivers will be familiar with first aid and CPR procedures. Drivers should first contact the dispatcher to call 911 in the case of serious injuries. Drivers should administer proper first aid in accordance with their training and level of ability. In the event an injured passenger is taken to the hospital, record the student's name and the name of the hospital where the student is sent.

C. Tornado.

If there is likelihood that a tornado will hit a vehicle, and there is no escape route available or no time to drive to a safe location, the driver should evacuate the bus, taking the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the bus far enough away from the bus so that the bus will not roll over on them and instruct them to cover their heads with their arms. If the students are wearing coats or jackets, these can be used to provide additional protection for their heads and bodies. Drivers should take only the first aid kit from the bus.

If drivers are on the road when they hear a tornado warning or spot a funnel, and there is no time to evacuate the students after stopping the bus, drivers should have the students assume the protective position, remaining in their seats, with their heads below window level.

D. Evacuation.

Drivers should evacuate buses only when there is a danger of fire, collision or other potential hazard. Drivers should inform passengers that there is an emergency, and in very calm and precise terms, tell them exactly what they are to do. When safely possible, drivers will keep all evacuees a minimum of 100 feet from the bus. They should be loaded back onto the bus only when the driver has determined it is safe to do so.

E. Accident.

In case of an accident, the driver should immediately assess students for injuries and begin any emergency first aid procedures if necessary. The driver must also notify the school district and law enforcement of any school bus accidents immediately.

Upon providing emergency care and notifying the district, the driver shall:

1. In cooperation with police officer and/or ambulance service, assist with the care of students.
2. See that all injured students receive proper care.
3. Determine facts pertaining to the accident.
4. Call transportation/district staff to give a list of names and circumstances so they can begin calling parents/guardians.
5. Discuss the accident only with police and school district officials.
6. Record all students' names.
7. Do not leave the scene of an accident until released by the driver's supervisor. Law Enforcement.

Before leaving for the day, the driver shall fill out an accident report. All bus accidents resulting in death, personal injury, or apparent property damage of more than \$4,400 will be reported to the Department of Public Safety. A school bus involved in such an accident may not transport pupils until it has been inspected by or has received a waiver from the State Patrol.

F. Cold Weather Stop.

If a driver is stuck or stalled in cold weather, the driver should call for assistance and wait for help. The driver should avoid relying on the engine to provide heat for the driver and passengers as long as possible. If it is necessary to run the engine to provide heat, the driver will make sure the exhaust pipe is clear of snow, open windows for ventilation, and check passengers frequently for headaches or drowsiness.

G. Dangerous Weapons

If a driver observes or learns that a passenger may have a dangerous weapon on the bus, he or she should remain calm and call for assistance using a pre-determined code. The driver should give the location of the bus to the dispatcher, continue the route and wait for assistance. The driver should not inform the passenger suspected of having the weapon that he or she knows of the weapon.

H. Lights.

In an emergency stop, the driver should turn on the four-way hazard warning lights, and running or clearance lights.

I. Getting Assistance.

The driver should use the two-way radio communications system to get assistance.

Drivers should report the location and number of the bus, the nature of the problem, and the status of the passengers. If the driver cannot use a radio to contact the dispatcher, he/she should ask a passerby or other motorist to do so from the nearest telephone. The driver should write out the number and location of the school bus, the nature of the emergency, and the status of the passengers.

IX. VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district. A copy of this program shall be available in the Transportation Office.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION COORDINATOR ~~SAFETY DIRECTOR~~ TRAINER

The school transportation coordinator ~~safety director~~ shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation coordinator ~~safety director~~ trainer will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation coordinator ~~safety director~~ trainer shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation coordinator ~~safety director~~ trainer also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation coordinator ~~safety director~~ trainer also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address, and telephone number of the school transportation safety director are on file with the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation coordinator ~~safety director~~ trainer.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)
Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)
Minn. Stat. § 171.321 (Qualifications of School Bus Driver)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)

Cross References: WBLASB Policy 416 (Drug and Alcohol Testing)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)

WBLASB Policy 707 (Transportation of Public Students)
WBLASB Policy 708 (Transportation of Nonpublic Students)
WBLASB Policy 710 (Extracurricular Transportation)

AGENDA ITEM: **Policy 710, Extracurricular Transportation**
MEETING DATE: **April 10, 2017**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Assistant
Superintendent for Finance and Operations
Mr. Mike Turrito, Transportation Coordinator**

BACKGROUND:

School Board Policy 710, Extracurricular Transportation, was reviewed by the School Board Policy Committee and Cabinet. There are minor changes to this policy and changes in the legal reference.

The purpose of this policy is to make clear to students, parents/guardians and staff the school district's policy regarding extracurricular transportation.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the May 8 School Board meeting agenda or a subsequent meeting for action.

710 EXTRACURRICULAR TRANSPORTATION

I. PURPOSE

The purpose of this policy is to make clear to students, parents/guardians and staff the school district's policy regarding extracurricular transportation.

II. GENERAL STATEMENT OF POLICY

The determination as to whether to provide transportation for students, spectators and/or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION.

School district employees shall not undertake independent arrangement, scheduling or coordination of transportation for extracurricular activities. School district employees may do so only when specifically directed or approved by the school district administration. School district employees will notify a building administrator of all transportation arrangements made. If the school district makes no arrangements for extracurricular transportation, parents of students who wish to participate, are responsible for arranging for or providing transportation to and from the extracurricular activity.

IV. EMPLOYEE TRANSPORTATION OF STUDENTS.

In the event of an emergency or other unforeseeable circumstances, employees are authorized to make appropriate transportation arrangements for students as necessary. Employees will transport students in non-emergency circumstances only when such extracurricular transportation is approved by the administration. If any transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration. All vehicles used to transport students shall be properly registered and insured.

V. FEES

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

Legal References: Minn. State. § 123B.36 (Authorized Fees)
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards - Exemption)

Cross References: WBLASB Policy 610 (Field Trips)
WBLASB Policy 709 (Student Transportation Safety Policy)
MSBA Service Manual, Chapter 40- 2, Transportation

AGENDA ITEM: **Policy 711, Video Recording on School Buses**
MEETING DATE: **April 10, 2017**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Assistant**
Superintendent for Finance and Operations
Mr. Mike Turrito, Transportation Coordinator

BACKGROUND:

School Board Policy 711, Video Recording on School Buses, was reviewed by the School Board Policy Committee and Cabinet. There are minor changes to this policy and changes in the legal reference.

The purpose of this policy is to establish a school bus video recording system.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the April 10 School Board meeting agenda or a subsequent meeting for action.

Adopted: December 9, 1996
White Bear Lake Area
Revised: September 8, 1997
School Board Policy 711
Revised: December 10, 2001
Revised: March 7, 2011

711 VIDEORECORDING ON SCHOOL BUSES

I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students **and employees** on the bus is a significant factor in the safety and efficiency of school bus transportation. Student **and employees'** misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording **student** passengers **and employees** on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to ~~allow the establishment of a~~ school bus video recording system.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted and/or operated by the school district may be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded ~~on tape~~.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted and/or operated by the school district, but video cameras may be rotated from bus to bus without prior notice to drivers or students.
3. Video cameras may be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Video Recording

1. A video recording of the actions of student passengers **and/or employees** may be used by the school district as evidence in any disciplinary action brought against any student **or employee** arising

out of the student's or employee's conduct on the bus.

2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g and the rules and/or regulations promulgated thereunder.
3. A Video recordings s will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. A Video recordings s will be retained by the school district until relooped or until the conclusion of the disciplinary proceedings in which a video recording is used for evidence.

NOTE: School districts should review their record retention policies/schedules as to the stated retention period for school bus video recordings. The retention time period in the retention schedule should be consistent with the retention time period set forth in this policy. The January 2000 School District General Records Retention Schedule, adopted by many school districts, provides that building security/transportation video recordings are to be retained until relooped.

Legal Reference: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records, Administration)
Minn. Rules Pts. 1205.0100-1205.2000 (Data Practices).
20 U.S.C. 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross Reference: WBLASB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 515 (Protection and Privacy of Student Records)
WBLASB Policy 709 (Student Transportation Safety Policy)
WBLASB Policy 712 (Video Surveillance Other Than on Buses)
MSBA Service Manual, Chapter 40 2, Transportation

AGENDA ITEM: **Policy 904, Distribution of Materials on School District Property for Nonschool Persons**

MEETING DATE: **April 10, 2017**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 904, Distribution of Materials on School District Property for Nonschool Persons, was reviewed by the School Board Policy Committee and Cabinet. There are changes to this policy.

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

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the May 8 School Board meeting agenda or a subsequent meeting for action.

Adopted: October 9, 1995
Revised: April 13, 2009
Revised: December 13, 2010

White Bear Lake Area School Board Policy 904

904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY ~~BY~~ FOR NONSCHOOL PERSONS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The school district intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting as deemed by the district, within the limitations and provisions of this policy.
- B. Political literature materials that align with the curriculum used for that course in the schools will may be used for teaching purposes. Care should be given to present politically balanced materials during current political campaigns.
- C. Teachers may invite political speakers, but must give equal time to presenters from an opposing party.
- D. Campaign literature can be distributed on school property only during nonschool hours.
- E. To provide for orderly and nondisruptive distribution of materials, the school board adopts the following guidelines and procedures.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.
- B. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him or her in the esteem of the community.
- C. "Material and substantial disruption" means:

1. Where the school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
2. Where the school activity is voluntary in nature (including, but not limited to school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, or participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of protest activity.

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

D. "Materials" includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters and unsanctioned newspapers whether written by students, employees or others.

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

F. "Nonschool person" means any person who is not currently enrolled as a student or employed by the school district.

G. ~~D.~~ "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
2. The materials depicts or describes, conduct that is ~~in a manner that is~~ patently offensive by prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested; and
3. The materials, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.

- H. "School activities" means any activity sponsored by the school, including but not limited to classroom work, library activities, physical education classes, official assemblies, **field trips** and other similar gatherings, school athletic contests, band concerts, school plays, other theatrical productions and in-school lunch periods.

IV. GUIDELINES

- A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.
- B. Requests for distribution of materials will be reviewed by the administration on a case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:
1. is obscene to minors;
 2. is libelous;
 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 4. advertises any product or service not permitted to minors by law;
 5. advocates violence or other illegal conduct;
 6. is deemed to be an insulting or fight inducing message, the very expression of which constitutes injury or harassment of other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin);
 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Permission for nonschool persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such distribution, the administration will consider factors including, but not limited to, the following:

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

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

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

VI. PROCEDURES

- A. Any nonschool person wishing to distribute materials on school property must first submit for approval a copy of the materials to the administration at least five business days in advance of desired distribution time, together with the following information:
 1. Name and ~~phone number~~ contact information of the person submitting the request.
 2. ~~Date(s) and time(s) of day of requested distribution.~~
 3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
 4. ~~The proposed method of distribution.~~
- B. The administration will review the request and render a decision.

- C. In the event a nonschool person seeks permission to personally distribute materials on school property, ~~If approved, the administration will review the request, and if granted, assign a location and method of distribution and will inform the persons submitting the request, whether nonschool persons may be present to distribute the materials.~~
- D. In the event that permission to distribute the materials is denied or limited, the administrator may use any reasonable method to inform the person of the denial or limitation; however, the administrator must, upon request of the person submitting the request, provide a written denial of or limitation on the request including the reason(s) for denial or limitation.
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by the school, the administration of the school, the school board, or the individual reviewing the material submitted.
- D. In the event that permission to distribute materials is denied or limited, the nonschool person(s) or organization may request reconsideration of the decision. The request for reconsideration must be in writing and must set forth the reason(s) why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

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

VIII. IMPLEMENTATION

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

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir. 2007)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985)

Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)

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

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

Adopted: November 19, 1973

Revised: October 24, 1994

Revised: October 9, 1995

Revised December 13, 2010

Guidelines for Distribution of Political or Campaign Literature

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

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

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

Adopted: November 19, 1973
Revised: October 24, 1994
Revised: October 9, 1995
Revised: September 9, 2002
Revised: December 13, 2010

Guidelines for Classroom Use of Political Candidates and Political Speakers

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

An **approved** political candidate or political speaker may distribute, or have school staff distribute, literature **in the classroom** that identifies his or her position on issues.

E. OPERATIONAL ITEMS

AGENDA ITEM: **Action on Primary Election Process**

MEETING DATE: **April 10, 2017**

SUGGESTED DISPOSITION: **Action Item**

CONTACT PERSON(S): **Tim Maurer, Dir. of Community Services and Recreation**

BACKGROUND:

Mr. Joseph Mansky, Ramsey County Elections Manager, attended our on March 27, 2017 to discuss with the School Board the possibility of eliminating the primary election in future district elections. Mr. Mansky provided information on our low election turnout in 2015 and cost of running an election, updated us on current practice in surrounding districts, and offered insight on the positives and negatives on holding a primary election. In following discussion it was apparent that some board members favored a change while others preferred to keep the primary. In order to make a change from current practice the Board would need to approve action 2 below.

Option 1: Continue with present primary election process.

Filing period for candidates to file affidavits of candidacy for the 2017 in school districts with a primary is May 16-30. June 1 is the final day for candidates to file affidavits of withdrawal for the 2017 school districts with a primary. A primary election would take place if the number of candidates filing is twice the number of open seats plus one. For this fall, where four seats are up for election, if nine or more candidates file, a primary election would be held on August 8, 2017. Mr. Mansky estimates that the cost of running the primary election is approximately \$30,000.

Option 2: Discontinue primary election process.

Filing period for candidates to file affidavits of candidacy for the 2017 school districts without a primary is August 1-15. August 17 is the final day for candidates to file affidavits of withdrawal for the 2017 election for school districts without a primary. White Bear Lake Area Schools is currently on record as an entity conducting a primary. To discontinue this practice, a letter must be sent to Ramsey County by April 15, 2017 confirming the approved resolution of cancelling the primary election.

RECOMMENDATION:

Consider action on one of the following options:

1. Continue with the present primary election process; or
2. Discontinue the primary election process and notify Ramsey County accordingly.

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

MEETING DATE: **April 10, 2017**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Sara Paul, Assistant Superintendent for Teaching and Learning**

BACKGROUND:

School Board Policy 506, White Bear Lake Area School District Student Discipline Policy, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in March, and is in the same format for second reading. The changes to this policy were adding “building administrator” and removing “principal/building supervisor.”

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

RECOMMENDATION:

Approve School Board Policy 506, White Bear Lake Area School District Student Discipline Policy, in the same format recommended by the Policy Committee and Cabinet, with the modification noted above.

Adopted: August 26, 1996

Revised: August 18, 1997

Revised: September 9, 2002

Revised: January 10, 2005

Revised: March 9, 2009

White Bear Lake Area

School Board Policy 506

Revised: March 8, 2010

Revised: June 8, 2015

Revised: June 13, 2016

506 WHITE BEAR LAKE AREA SCHOOL DISTRICT STUDENT DISCIPLINE POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

- 1) “Dismissal” means the denial of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.
- 2) “Exclusion” means an action taken by the school board to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year.
- 3) “Expulsion” means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.
- 4) “Suspension” means an action by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of Pupil Fair Dismissal Act page 2 no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action may include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative education services upon readmission and may not be used to extend the current suspension. Consistent with section 125A.091, subdivision 5, the readmission plan must not obligate a parent to provide a sympathomimetic medication for the parent’s child as a condition of readmission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 school days.

Detailed information can be found in IXD.

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

III. AREAS OF RESPONSIBILITY

- A. School Board: The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of the district’s discipline policy.
- B. Superintendent: The superintendent shall establish guidelines and directives to carry

out this policy, holds all school personnel, students and parents/guardians responsible for conforming to this policy, and supports all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents/guardians.

- C. Building/Building Supervisor Building Administrator: The school principal/building supervisor building administrator is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal/building supervisor building administrator shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal/building supervisor building administrator shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal/building supervisor building administrator shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents/guardians. A principal/building supervisor building administrator, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers: All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel: All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents and Legal Guardians: Parents/guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students: All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members: Members of the community are important partners in contributing to the atmosphere of mutual respect and student adherence to the Code

of Student Conduct Policy.

IV. STUDENT RIGHTS

All students have a right to an education in a respectful atmosphere that is conducive to learning.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. To know and obey all school rules, regulations, policies and procedures, and to conduct themselves in accord with them;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students enrolled;
- F. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- G. To be aware of and comply with federal, state and local laws;
- H. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- I. To respect and maintain the school's property and the property of others;
- J. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- K. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- L. To conduct themselves in an appropriate physical or verbal manner; and
- M. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT – UNACCEPTABLE BEHAVIORS

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds and school property or property immediately adjacent to school grounds, school-sponsored activities or trips, school bus stops, school buses, school vehicles, school contracted vehicles or any other vehicles approved for school district purposes, the area of entrance or departure from school premises or events, and all school-related functions and events. School district property also may mean a student's walking route to and from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism.
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
5. Opposition to authority using physical force or violence;
6. Using, possessing or distributing tobacco or tobacco paraphernalia;
7. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances.
8. Using, possessing, or distributing alternative nicotine products (i.e. e-cigarettes, Personal vaporizers, e-liquid).
9. Using, possessing or distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as

prescribed by a physician, including one student sharing prescription medication with another student.

10. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
11. Using, possessing or distributing weapons, or look-alike weapons or other dangerous objects;
12. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
13. Possession, use or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function by explosion;
14. Possession, use or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
15. Use of video and auditory recording equipment, which includes cell phones and other technology devices, including but not limited to use in bathrooms and locker rooms, except where the device is used in a manner authorized by the school;
16. Use or possession of an ignition device (e.g., butane lighter or matches), except where the device is used in a manner authorized by the school.
17. Violation of any local, state or federal law as appropriate;
18. Acts disruptive of the educational process, including, but not limited to, disobedience; disruptive or disrespectful behavior; defiance of authority; cheating; insubordination; failure to identify oneself; improper activation of fire alarms or defibrillators; or bomb threats;
19. Use of devices or objects to cause distractions or disruptions and may facilitate cheating, including, but not limited to: pagers, cell phones, and other electronic devices;
20. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
21. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;

22. Possession or distribution of slanderous, libelous or pornographic materials;
23. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or is otherwise deemed objectionable by the District;
24. Criminal activity;
25. Falsification of any records, documents, notes or signatures;
26. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
27. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism or collusion; including the use of cell phones or other technology to accomplish this end;
28. Impertinent or disrespectful language toward teachers or other school district personnel;
29. Violation of the school district's Harassment and Violence Policy or Bullying Prohibition Policy;
30. Actions, including fighting or any other assaultive behavior, which cause or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
31. Committing an act which inflicts bodily harm upon another person, even though accidental or a result of poor judgment;
32. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
33. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
34. Physical or verbal threats, including, but not limited to, the staging or reporting

of dangerous or hazardous situations that do not exist;

35. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
36. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
37. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstructs the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

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

- A. Student conference with the teacher, principal **building administrator**, counselor or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or things will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent/guardian contact;
- D. Parent/guardian conference;
- E. Removal from class;
- F. In-school suspension;

- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges, e.g. loss of passing time;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police or other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under The Pupil Fair Dismissal Act;
- Q. Preparation of an admission or re-admission plan;
- R. Extended detention after school or Saturday School;
- S. Expulsion under The Pupil Fair Dismissal Act;
- T. Exclusion under The Pupil Fair Dismissal Act;
- U. Alternative educational setting; and/or
- V. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

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

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

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

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

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the Parent(s)/guardian(s) of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent/guardians or guardian to discuss the problem that is causing the student to be removed from class. A district may terminate the enrollment of a nonresident student enrolled under this section or section 124D.08 at the end of a school year if the student meets the definition of a habitual truant under section 206C.007, subdivision 19, the student has been provided appropriate services under chapter 260A, and the student's case has been referred to juvenile court. A district may also terminate the enrollment of a nonresident student over the age of 17 enrolled under this section if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under section 120A.22, subdivision 8.

C. Procedures for Removal of a Student From a Class

In the elementary or secondary schools, if a student is removed from class, the teacher, ~~principal~~ **building administrator** or other school district employee will complete a report describing the student's behavior. The student will remain in the custody of the building administrator or his/her designee for the duration of the time prescribed.

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

Teachers removing students from class are required to direct the student to the school office and verify his or her arrival as soon as practicable. The administrator may, at

his/her option, assign the student to supervision in another area especially designated for this purpose. Students removed for more than one class period will receive assignments from the teachers to enable the student keep up with his/her class work.

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

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

F. Procedures for Notification

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

G. Students on an IEP; Special Provisions

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

H. Devices for Detecting Chemical Use While on School Premises

1. Passive Breath Alcohol Sensor Devices may be used to screen students/student guests for evidence of alcohol consumption at school sponsored events. Administration, with reasonable suspicion of student use of alcohol during the school day, may use the Passive Breath Alcohol Sensor Device to determine alcohol consumption.

I. Procedures for Addressing Chemical Use or Abuse Problems of Students While on School Premise

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

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

Public School Law (MSA 609.685).

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

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

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

- a. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:
 - (a) The employee shall notify the building administrator or a member of the pre-assessment team and shall describe the basis for the concern.
 - (b) The building administrator and/or pre-assessment team will determine what course of action should be taken.
 - (c) Action steps may include: conducting an investigation; gathering objective data from additional staff (i.e. a behavior checklist); scheduling a conference with the student and/or parent(s)/guardian; or conducting a meeting between a single member of the team and the student to discuss the behaviors of concern.
 - (d) Information gathered will be reviewed by the pre-assessment team and/or administrator and a determination of whether or not a chemical use problem exists will be ascertained.
 - (e) If the team determines there is chemical abuse, the team will select an appropriate course of action which may include: parent/guardian conference; referral to a school counselor; sharing of resources for

screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.

- b. When a student is in violation of the above rules at school, the following intervention procedure shall be followed:
 - (a) The staff member informs the student of the observed violation and/or obtains the student's name and accompanies the student to the office.
 - (b) Should the student refuse to go to the office, an administrator shall be called. If possible, the staff member will confiscate the chemicals and/or evidence substantiating the violation/concern.
 - (c) The staff member reports the details of the incident immediately to an administrator.
- c. If the administrator is in agreement with the reporting staff member(s), the following actions will occur:
 - (a) The administrator will follow due process.
 - (b) The administrator will report the violation to the appropriate law enforcement agency by calling "911" or by calling the School Resource Officer.
 - (c) The administrator will notify parent/guardian, review school board policy with parent(s)/guardian, and inform parent(s)/guardians that the police have been contacted.
 - (d) The student will be interviewed by the police and an administrator/supervisor. When appropriate, the student may be taken to the police station.
- d. School-Based Consequences:
 - (a) First Violation:
 - 1. The student will be prohibited from attending school and school functions for up to 5 days.
 - 2. A parent/guardian conference is required prior to readmission.
 - 3. Upon re-entry, the student will be invited to meet with an appropriate school support resource (e.g. chemical health specialist, school counselor.)

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

(b) Second Violation:

1. The student will be suspended from school for five (5) school days. The five day suspension may be reduced, if school administration receives confirmation/verification that the student attended a chemical health assessment.
2. A parent/guardian conference is required prior to readmission.
3. At the re-entry conference, chemical health assessment resources will be shared with the student and his/her parent(s)/guardian(s) (i.g. community-based professional counseling services).
4. A strong recommendation for student to have a chemical health assessment will be voiced.
5. In addition, the administration may make a recommendation to the superintendent or designee that the student be considered for exclusion/expulsion from school for an appropriate time period under The Pupil Fair Dismissal Act. Should the process proceed, the student will be provided with home based or alternative educational services.

(c) Third Violation:

1. The student will be suspended for up to ten (10) school days pending further investigation.
2. A parent/guardian conference is required prior to readmission.
3. At the re-entry conference, chemical health assessment resources will be shared with the student and his/her parent(s)/guardian(s).
4. The district will advocate for a chemical health assessment for the student.
5. In addition, the administration may make a recommendation to the superintendent or designee that the student be considered for exclusion/expulsion from school for an appropriate time period under

The Pupil Fair Dismissal Act. Should the process proceed, the student will be provided with home based or alternative educational services.

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

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

The use, possession, distribution of, or intent to distribute tobacco in any form or tobacco paraphernalia by students in school buildings and on school property is a violation of School Board Policy. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district. For students under 18, it is also a violation of Minnesota Public School Law (MSA 609.685).

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

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

The MSHSL Bylaw 205 applies continuously from the first signing of the Student Eligibility Statement. The WBLAS District reserves the right to apply increased sanctions over those stated by the MSHSL. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor. Twelve (12) months of the year, a student shall not at any time, regardless of the quantity: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, have in possession tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia.

1. First Violation
 - a. After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant,

whichever is greater.

- b. No exception is permitted for a student who becomes a participant in a treatment program.

2. Second Violation

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

3. Third and Subsequent Violations

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

- 4. Progressive and Consecutive Penalties: Penalties shall be progressive and consecutive beginning with the student's first participation in a League activity and continuing through the student's high school career.

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

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

- 1. School staff will contact parents/guardians to make them aware of on-going concern(s) with their students. Staff will relay the school or classroom expectation and possible outcomes if the behavior continues. Parents/guardians will be encouraged to discuss situation with their child and work with school personnel to address behavior proactively. A meeting with parents/guardians

and school personnel to review the area of concern may occur.

2. On-going, inappropriate behavior will be documented on the building referral form. Behavior and consequence will be described and parent(s)/guardian(s) will be contacted by school personnel.

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

1. During the enrollment process, schools will gather as much information from parents/guardian(s) as possible to determine any pre-existing academic, behavioral, or attendance concerns.
2. School administrators will ensure the building is adequately supervised and that a system is in place for reporting behavior concerns, regardless of the time and day.
3. School administration will have a plan for reviewing attendance records on a regular basis and then act on attendance concerns in accordance with the appropriate county truancy program.
4. Schools should have a formal structure for teachers to discuss student behavior concerns that is clearly communicated and followed up by administration.
5. Schools must have a team including administration, counselors, the school nurse, and other staff as available to review student academic, attendance, behavior, and social/emotional concerns.
6. Schools may have staff assigned to intervene and support students early on as behavior concerns are surfacing.
7. Schools will work with district office chemical health support staff to assess student behavior and determine whether or not chemical issues are present.
8. Passive Breath Alcohol Sensor Devices may be used to screen students/student guests for evidence of alcohol consumption at school sponsored events.
9. Administration, with reasonable suspicion of student use of alcohol during the school day may use the Passive Breath Alcohol Sensor Device to determine alcohol consumption.
10. Schools will work with district office personnel to engage and support students from all cultural backgrounds.
11. In conjunction with the Special Education process, schools will have regularly scheduled meetings to consider whether students with academic, behavioral, or

social-emotional concerns might need to be assessed for special education services.

12. A formal structure should be created to share information as students transition between schools and grades to assist in continuous support and intervention.
13. Schools will communicate with parents/guardians about academic progress and encourage parents/guardians to assist in identifying concerns.

IX. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion, and suspension. Dismissal does not include removal from class.
 1. The school district shall not deny due process of equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.
 2. The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.
- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion and/or exclusion. A student may be dismissed on the following grounds:
 1. Willful violation of any reasonable school board regulation, including those found in this policy;
 2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
 3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.
- C. Suspension Procedures
 1. "Suspension" means an action taken by the school administration prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent or designee with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, except as may be provided in federal

law for a student with disability.

2. If a student's total days of removal from school exceeds ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent(s)/guardian(s) before subsequently removing the student from school and, with the permission of the parent(s)/guardian(s), arrange for a mental health screening for the student at the parent(s) or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent(s)/guardian(s) should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action shall include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent/guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent/guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine that extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress towards meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed. School officials may unilaterally place a student with disabilities in an appropriate interim alternative educational setting for up to 45 days if the student brings a weapon to school or a school function; or knowingly possesses, uses, or sells illegal drugs or controlled substances at school or a school function; or inflicts substantial bodily harm.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After a suspension has been assigned and upon further consideration, school administrators may choose to reduce the length of the suspension or assign alternative consequences.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of The Pupil Fair Dismissal Act, Minn. Stat. §§121A.40 through 121A.56, shall be personally served upon the student at or before the time of suspension is to take effect, and upon the student's parent(s)/guardian(s) by mail within forty-eight (48) hours of the conference.
9. The school administration shall make reasonable efforts to notify the student's parent(s)/guardian(s) of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent(s)/guardian(s) within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that an alternative educational services are implemented to the extent

that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of The Pupil Fair Dismissal Act, Minn. Stat. §§121A.40 through 121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent(s)/guardian(s).
5. The student and parent(s)/guardian(s) shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent(s)/guardian(s) personally or by mail, and shall contain: a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of the hearing; be accompanied by a copy of The Pupil Fair Dismissal Act, Minn. Stat. §§121A.40 through 121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and informing the student and parent(s)/guardian(s) of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent(s)/guardian(s) that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent(s)/guardian(s).
7. All hearings shall be held at a time and place reasonably convenient to the student, Parent(s)/guardian(s) and shall be closed, unless the student, parent(s)/guardian(s) requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.

9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent(s)/guardian(s) that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceedings.
10. If the student designates a representative other than the Parent(s)/guardian(s), the representative must have a written authorization from the student and the parent(s)/ or guardian(s) providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent(s)/guardian(s), or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent(s)/guardian(s), or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent(s)/guardian(s), or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which will be made to the school district and served upon the parties within two (2) days after closing of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by

the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion, or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent(s)/guardian(s) by mail of the student's right to attend and to be reinstated in the school district.

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

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

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP or Section 504 team and the child's parent(s)/guardian(s) shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP or Section 504 plan. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and

implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement.

Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP or Section 504 plan is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

X. ADMISSION OR READMISSION PLAN

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

XI. NOTIFICATION OF POLICY VIOLATIONS

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

XII STUDENT DISCIPLINE RECORDS

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

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. 124D.03) or Enrollment in Nonresident District (Minn. Stat. 124D.08) at the end of the school year if the student meets the definition of a habitual truant, the student has been provide appropriate services for truancy (Minn. State Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Option Program if the student is

absent without lawful excuse for one or more periods of fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

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

XI. REVIEW OF POLICY

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

Legal Reference: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§121A.40 to 121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. §§ 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. §§ 121A.60 to 121A.61 (Removal From Class)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. §§ 124D.03 (Enrollment Options Program)
Minn. Stat. §§ 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch. 125A (Student With Disabilities)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Child Protection)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973 § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross Reference: WBLASB Policy 413 (Harassment and Violence)
WBLASB Policy 501 (School Weapons)
WBLASB Policy 502 (Search of Student Lockers, Desks, Personal

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

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

MEETING DATE: **April 10, 2017**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 901, Community Education, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in March, and is recommended in the same format for approval. There are minor changes to this policy and changes in the legal reference.

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

RECOMMENDATION:

Approve School Board Policy 901, Community Education, as recommended in the same format by the School Board Policy Committee and Cabinet.

901 COMMUNITY EDUCATION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

III. COMMUNITY SERVICES ADVISORY COUNCIL

- A. A Community Services Advisory Council shall assist in promoting the goals and objectives of the program.
- B. The membership of the Community Services Advisory Council shall represent a cross section of the community.
- C. Bylaws of the Council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings and such other matters as deemed necessary and appropriate.

- Legal References:*** Minn. Stat. § ~~121.88~~ 124D.19 (Community Education Programs; Advisory Council)
- Minn. Stat. § ~~123.36~~ 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)
- Minn. Stat. § ~~124.2713~~ 124D.20, Subd. 1 (Community Education Revenue)
- Cross References:*** WBLASB Policy 902 (Use of School District Facilities and Equipment)