

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

June 13, 2022

MISSION STATEMENT

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

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

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

To: Members of the School Board

From: Dr. Wayne Kazmierczak
Superintendent of Schools

Date: June 8, 2022

A meeting of the White Bear Lake Area School Board will be held on **Monday, June 13, 2022** at 5:30 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN. This meeting will be open to the public.

AGENDA

A. PROCEDURAL ITEMS

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

B. PUBLIC FORUM

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

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

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

C. INFORMATION ITEMS

1. Student Recognition
2. Superintendent's Report
3. Construction Update

D. DISCUSSION ITEMS

1. Overview of Director of Educational Equity and Achievement Position
2. 2022-2023 Calendar Revision
3. First Reading of School Board Policies:
 - a. Policy 210, Conflict of Interest - School Board Members
 - b. Policy 413, Harassment and Violence
 - c. Policy 424, License Status
 - d. Policy 704, Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System
 - e. Policy 902, Use of School District Facilities and EquipmentThe policies listed above will be on the July 11, 2022 or subsequent agenda for a second reading.

E. OPERATIONAL ITEMS

1. Action on Tentative Agreement 2021-23 Contract with SEIU Local 284, WBLAS Extended Day Program Employees

2. Action on Nutrition Services Lunch Prices 2022-2023
3. Action on FY 2022-23 Preliminary Budget
4. Action on Bid for Oneka Elementary Addition
5. Action on Bid for Unified High School Security Package
6. Action on Workers Compensation Agreement for 2022-23
7. Action on Property and Liability Insurance for 2022-23
8. Action on 2022-2023 Calendar Revision
9. Action on Annual Resolution to Increase Micro Purchase Threshold
10. Action on School Board Policies:
 - a. Policy 418, Drug-Free and Alcohol-Free Workplace/Drug-Free and Alcohol-Free School,
 - b. Policy 420, Students and Employees with Communicable or Infectious Diseases,
 - c. Policy 509, Enrollment of Nonresident Students
 - d. Policy 612.1, Development of Parent and Family Engagement Policies for Title I Programs,
 - e. Policy 649, Early Admission into Kindergarten,
 - f. Policy 701, Establishment and Adoption of School District Budget,
 - g. Policy 702, Accounting,
 - h. Policy 732, Credit Card Usage

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **June 13, 2022**
SUGGESTED DISPOSITION: **Action Items**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

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

Consent Agenda

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

RECOMMENDED ACTION:

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

AGENDA ITEM: **School Board Minutes**
MEETING DATE: **June 13, 2022**
SUGGESTED DISPOSITION: **Action Item**
CONTACT PERSON(S): **Angela Thompson, School Board Clerk**

BACKGROUND:

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

RECOMMENDED ACTION:

Approve minutes.

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

A meeting of the White Bear Lake Area School Board was held on **Monday, May 9, 2022** at 5:30 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN. This meeting was open to the public and a recording is posted on the website.

AGENDA

A. PROCEDURAL ITEMS

1. Chair Ellison called the meeting to order at 5:30 p.m.
2. Roll Call - Present: Newmaster, Streiff Oji, Thompson, Arcand, Beloyed, Daniels, Ellison.
Ex-Officio: Dr. Wayne Kazmierczak.
3. Pledge of Allegiance.
4. Beloyed moved and Daniels seconded to approve the agenda as presented. ***Voice vote: Ayes, Newmaster, Streiff Oji, Thompson, Arcand, Beloyed, Daniels, Ellison. Nays, none. Motion carried.***
5. Newmaster moved and Streiff Oji seconded to approve the consent agenda consisting of:
 - a) Minutes for regular Board meeting on April 11, 2022, and April 25, 2022;
 - b) Invoices based upon a random sample, all of which met the standards and guidelines as set by the School Board;
 - c) Correspondence
 - d) Resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - e) Field trips;
 - f) Resolution regarding personnel items to include:

➤ **RESIGNATION/TERMINATION/NON-RENEWAL – CLASSIFIED
STAFF**

HEATHER BRUNE – Paraeducator - Otter Lake Elementary

Employed by District 624 since 09/25/2017

Effective Date: 03/25/2022

ERIC HODELL – Paraeducator - Sunrise Park Middle School

Employed by District 624 since 09/06/2021

Effective Date: 06/10/2022

BETHANY HOLMES – Nurse Paraeducator - Sunrise Park Middle School

Employed by District 624 since 09/06/2021

Effective Date: 06/10/2022

MENTOYIA JACKSON – Lunchroom Playground Supervisor - Matoska Elementary

Employed by District 624 since 04/15/2015

Effective Date: 04/18/2022

BETSY REILLY – Paraeducator - WBLAHS - South Campus

Employed by District 624 since 09/02/2002

Effective Date: 06/10/2022

KRISTY ROCKFORD – Administrative Assistant Principal - Oneka Elementary

Employed by District 624 since 08/28/2013

Effective Date: 04/05/2022

PHOUA YANG – Media Clerk and Lunchroom Supervisor - Willow Lane Elementary
Employed by District 624 since 08/31/2020
Effective Date: 05/02/2022

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

ABIGALE EIKENBARY – Spanish Teacher - Matoska Elementary
Employed by District 624 since 08/26/2010
Effective Date: 06/13/2022

GINGER INGOLD – Occupational Therapist - Normandy Park, Matoska, Lakeaires, Willow Lane Elementary
Employed by District 624 since 08/30/2021
Effective Date: 06/13/2022

CARLY LANGER – Health Teacher - Central Middle School
Employed by District 624 since 02/22/2016
Effective Date: 06/13/2022

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

ALEXIS ROE – Transportation Specialist - Bus Garage
Employed by District 624 since 11/11/2019
Effective Date: 05/03/2022

➤ **CHANGE IN ASSIGNMENT – CLASSIFIED STAFF**

SHERRIE EHRMAN – From Nutrition Services Asst - WBLAHS - South Campus
To Nutrition Services Assistant - Matoska Elementary
\$16.50 per hr., 20 hrs. per wk., \$2,351.25
Effective Date: 05/02/2022

KAREN FILIPEK – From Nutrition Services Manager - Lincoln Elementary
To Nutrition Services Assistant - Lincoln Elementary
\$17.22 per hr., 22.5 hrs. per wk., \$4,339.44
Effective Date: 04/04/2022

JESSICA GUNNUFSON – From Building Assistant - Otter Lake Elementary
To Administrative Assistant to Principal - Oneka Elementary
From \$20.64 To \$25.33
Effective Date: 04/18/2022

JENNIFER HOLSTEN – From Part-Time Bus Driver - District Wide
To Full-Time Bus Driver - District Wide
\$20.22 per hr., 32.5 hrs. per wk., \$5,660.18
Effective Date: 04/11/2022

➤ **PART TIME LEAVE OF ABSENCE - CERTIFIED STAFF**

DENISE DEEN – ECSE Teacher - Normandy Park
Position 1.0 FTE (Leave .2 FTE)
Effective Date: 2022-2023 School Year

➤ **FULL TIME LEAVE OF ABSENCE - CLASSIFIED STAFF**

JULIE HILDESTAD – Paraeducator - WBLAHS - South Campus
Employed by District 624 since 09/20/1999
Effective Date: 04/12/2022 through 06/10/2022

MATTHEW LAPAKKO – Paraeducator - Central Middle School

Employed by District 624 since 12/01/2017

Effective Date: 01/24/2022 through 04/18/2022

LAURIE MENCKE – Nutrition Services Manager - Birch Lake Elementary

Employed by District 624 since 12/10/2013

Effective Date: 05/18/2022 through 06/13/2022

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

HANNAH ALLEN – Music Teacher - Oneka Elementary

Employed by the District 624 since 08/24/2015

Effective Date: 04/11/2022 through 06/13/2022

KAREN BRABENEC – Special Education Teacher - TEC

Employed by the District 624 since 08/24/2014

Effective Date: 11/16/2021 through 01/08/2022

JILLIAN FAGERNESS – Special Education Teacher - Oneka Elementary

Employed by the District 624 since 08/19/2019

Effective Date: 04/11/2022 through 06/13/2022

KATIE LETOURNEAU – 2nd Grade Teacher - Lakeaires Elementary

Employed by the District 624 since 08/21/2017

Effective Date: 05/02/2022 through 06/13/2022

CONNOR LUBY – Language Arts Teacher - WBLAHS - South Campus

Employed by the District 624 since 08/21/2008

Effective Date: 02/21/2022 through 04/08/2022

➤ **FULL TIME LEAVE OF ABSENCE - NON-AFFILIATED STAFF**

BETH SAMUELSON – Chemical Health Specialist - ALC

Employed by the District 624 since 11/30/1999

Effective Date: 10/28/2021 through 12/21/2021

➤ **NEW PERSONNEL – NON-AFFILIATED**

RACHEL DOUGLAS – Controller - District Center

40 hrs. per wk., Annualized Salary \$97,893.48

Effective Date: 05/04/2022

➤ **NEW PERSONNEL – CLASSIFIED STAFF**

ALICIA AMMERMAN – Paraeducator - WBLAHS - North Campus

\$20.14 per hr., 32.5 hrs. per wk., \$6,021.86

Effective Date: 04/06/2022

KATHERINE HUTTLE – Administrative Asst - Building Assistant - District Center

\$18.89 per hr., 32 hrs. per wk., \$4,835.84

Effective Date: 05/09/2022

JENNIFER RUHLAND – Health Assistant - Hugo Elementary

\$21.79 per hr., 37.5 hrs. per wk., \$5,066.17

Effective Date: 04/29/2022

KERRY SHERIN – Media Clerk and Lunchroom Supervisor - Willow Lane Elem

\$20.06 per hr., 27.5 hrs. per wk., \$3,079.07

Effective Date: 05/02/2022

HEATHER SIEDSCHLAG – Health Assistant - Hugo Elementary

\$20.06 per hr., 37.5 hrs. per wk., \$5,115.30

Effective Date: 04/26/2022

JOHN ULVIN – Asst Head Custodian Engineer - Lakeaires and Matoska Elementary

\$25.74 per hr., plus \$.30 shift differential, 40 hrs. per wk., \$7,965.36

Effective Date: 05/09/2022

HEIDI WALSH – Administrative Asst - Building Assistant - Otter Lake Elementary
\$18.89 per hr., 26.25 hrs. per wk., \$2,876

Effective Date: 05/03/2022

➤ **NEW PERSONNEL – CERTIFIED STAFF**

SHELBY HOUFER – Speech Language Pathologist - Central Middle School

1.0 FTE, MA, Step 2, \$54,529.35

Effective Date: 08/29/2022

BENJAMIN LATTIMORE – Business Teacher - WBLAHS - South Campus

.8 FTE, BA + 45, Step 4, \$43,870.92

Effective Date: 08/29/2022

ERIKA TORONTO – Early Childhood Special Education Teacher - Normandy Park

1.0 FTE, MA, Step 1, \$10,960.58

Effective Date: 04/18/2022

➤ **LONG TERM SUBSTITUTE – CERTIFIED STAFF**

JANET CARLSON CASA DE CALVO – Physical Therapist - District Wide

MA+15, Step 13, \$59,844.57

Effective Date: 07/01/2022 - 06/30/2023

KIANA GROVES – 2nd Grade Teacher - Lakeaires Elementary

BA+60, Step 1, \$17,780

Effective Date: 04/29/2022 - 06/13/2022

KAREN HAIL – Music Teacher - Oneka Elementary

MA+15, Step 13, \$12,961.22

Effective Date: 05/02/2022 - 06/13/2022

BRICE MITCHELL – Language Arts Teacher - WBLAHS - North Campus

BA, Step 1, \$6,348.26

Effective Date: 05/09/2022 - 06/13/2022

Roll call vote: Ayes, Newmaster, Streiff Oji, Thompson, Arcand, Beloved, Daniels, Ellison. Nays, none. Motion carried.

B. PUBLIC FORUM - Michelle Bilotta, Barb Memory, Jennifer Fink, Rebekah Bradfield, Marcus Caruso, Jamie Tueffel, Bryan Thayer, Sarah Kroger

C. INFORMATION ITEMS

1. Student Recognition - Participants in the MSHSL State Speech Tournament, Archery State Tournament, M3 Challenge, State History Day, and the International World Geography Bee were recognized and congratulated by Dr. Kazmierczak.
2. Recognize Student Liaisons to the School Board - Bemnet Tessema, and Lauren Collier, were recognized for their outstanding contributions to the School Board as the 2021-22 Student Representatives.
3. Superintendent's Report - Dr. Kazmierczak spoke about the German Delegation Visit, the Hugo Elementary Celebration and Reunion, the Donatelli's takeover by Willow Lane students, 2022 Teacher of the Year, Coffee with Dr. K, and May recognitions. He finished with information about end of the year celebrations and by giving an update on the Girls' Hockey program.

D. DISCUSSION ITEMS

1. First Reading of School Board Policies; a) Policy 418, Drug-Free and Alcohol-Free Workplace/Drug-Free and Alcohol-Free School, b) Policy 420, Students and Employees with Communicable or Infectious Diseases, c) Policy 509, Enrollment of Nonresident Students, d) Policy 612.1, Development of Parent and Family Engagement Policies for Title I Programs, e) Policy 649, Early Admission into Kindergarten, f) Policy 701, Establishment and Adoption of School District Budget, g) Policy 702, Accounting, and h) Policy 732, Credit Card Usage. The policies listed above will be on the June 13, 2022 or subsequent agenda for a second reading.

E. OPERATIONAL ITEMS

1. Streiff Oji moved and Newmaster seconded to approve the action on the Tentative Agreement 2021-23 Contract with IUOE Local Unit #70 Transportation Unit. **Roll call vote: Ayes, Newmaster, Streiff Oji, Thompson, Arcand, Beloyed, Daniels, Ellison. Nays, none. Motion carried.**
2. Daniels moved and Beloyed seconded to approve the action on the Tentative Agreement 2021-23 Contract with IUOE Local Unit #70 Custodial Unit. **Roll call vote: Ayes, Newmaster, Streiff Oji, Thompson, Arcand, Beloyed, Daniels, Ellison. Nays, none. Motion carried.**
3. Beloyed moved and Streiff Oji seconded to approve the action on the Resolution Providing that School Board General Elections Held After 2021 Shall Be Held in the Even-Numbered Years; Establishing a Transition Plan.
Thompson moved to amend the motion, but no second was given. **Motion to amend fails due to lack of a second.**
Roll call vote on original motion: Ayes, Newmaster, Streiff Oji, Arcand, Beloyed, Daniels, Ellison. Nays, Thompson. Motion carried.
4. Daniels moved and Arcand seconded to approve the action on the Bid for SC Phase 2 Security Package in the amount of \$448,195. **Roll call vote: Ayes, Newmaster, Streiff Oji, Thompson, Arcand, Beloyed, Daniels, Ellison. Nays, none. Motion carried.**
5. Streiff Oji moved and Arcand seconded to approve the action on School Board Policies, a) Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse, b) Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults, c) Policy 427, Workload Limits for Certain Special Education Teachers, d) Policy 508, Extended School Year for Certain Students With Individualized Education Programs, e) Policy 534, Unpaid Meal Charges, f) Policy 707, Transportation of Public Students, g) Policy 710, Extracurricular Transportation, h) Policy 711, Video Recording on School Buses, and i) Policy 712, Video Surveillance Other Than on Buses. **Voice vote: Ayes, Newmaster, Streiff Oji, Thompson, Arcand, Beloyed, Daniels, Ellison. Nays, none. Motion carried.**

F. BOARD FORUM

- G. ADJOURNMENT** - Arcand moved and Streiff Oji seconded to adjourn the meeting at 6:32 p.m. **Voice vote: Ayes, Newmaster, Streiff Oji, Thompson, Arcand, Beloyed, Daniels, Ellison. Nays, none. Motion carried.**

Submitted by: Angela Thompson, clerk

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

A work session of the White Bear Lake Area School Board was held on **Monday, May 23, 2022** at 5:30 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN. This meeting was open to the public and a recording is posted on the website.

AGENDA

A. PROCEDURAL ITEMS

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

B. DISCUSSION ITEMS

1. Capital Projects Levy Renewal - Tim Wald, Assistant Superintendent for Finance and Operations, Andi Johnson, Director of Finance, and Tim Maurer, Director of Community Services and Recreation, along with Shelby McQuay from Ehlers & Co discussed the capital projects levy.
2. Teaching and Learning Update - Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning and members of the department of curriculum and instruction provided an update on K-5 assessment and continuous improvement efforts in literacy and science.
3. Fiscal Year 2022-23 Preliminary Budget - Tim Wald, Assistant Superintendent for Finance and Operations, and Andi Johnson, Director of Finance gave an overview of the preliminary budget and variables used to develop the budget for fiscal year 2022-23 and projected budgets for fiscal years 2023-24 and 2024-25.

- C. ADJOURNMENT** - Thompson moved and Daniels seconded to adjourn the meeting at 6:55 p.m. ***Voice vote: Ayes, Streiff Oji, Thompson, Arcand, Daniels, Ellison, Newmaster. Nays, none. Motion carried.***

Submitted by: Angela Thompson, clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Action Item**

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

BACKGROUND:

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

RECOMMENDED ACTION:

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

White Bear Lake Area Schools
Electronic Transfers - May 2022

		<u>5/13/2022</u>	<u>5/31/2022</u>
Direct Deposit	642551-644036	2,218,713.61	
Direct Deposit	644037-645641		2,576,154.86
		<hr/>	

CHECK NUMBER	VENDOR	CHECK AMOUNT	CHECK DATE	CHECK TYPE
123105	GIMKIT	(\$650.00)	5/2/2022	V
123292	WAYZATA HIGH SCHOOL	(\$400.00)	5/2/2022	V
123537	PEQUOT LAKES HIGH SCHOOL	(\$225.00)	5/2/2022	V
123920	GIMKIT	\$650.00	5/2/2022	R
123921	WAYZATA HIGH SCHOOL	\$200.00	5/2/2022	R
123922	CUMMINGS MOBILITY CONVERSIONS	\$69,755.23	5/3/2022	R
123923	A+ DRIVING SCHOOL	\$16,500.00	5/10/2022	R
123924	A-1 HYDRAULIC SALES & SERVICE INC	\$418.53	5/10/2022	R
123925	AASA	\$470.00	5/10/2022	R
123926	ABLENET INC	\$435.00	5/10/2022	R
123927	ACCLAIM SERVICES INC	\$817.50	5/10/2022	R
123928	ADS ON BOARDS LLC	\$500.00	5/10/2022	R
123929	ALLIANCE PARTS TRUCK AND TRAILER	\$37.72	5/10/2022	R
123930	ALLIED OIL & SUPPLY, INC.	\$2,345.00	5/10/2022	R
123931	ALLSTREAM	\$5,478.62	5/10/2022	R
123932	AMAZON CAPITAL SERVICES	\$0.00	5/10/2022	C
123933	AMAZON CAPITAL SERVICES	\$0.00	5/10/2022	C
123934	AMAZON CAPITAL SERVICES	\$0.00	5/10/2022	C
123935	AMAZON CAPITAL SERVICES	\$0.00	5/10/2022	C
123936	AMAZON CAPITAL SERVICES	\$0.00	5/10/2022	C
123937	AMAZON CAPITAL SERVICES	\$0.00	5/10/2022	C
123938	AMAZON CAPITAL SERVICES	\$0.00	5/10/2022	C
123939	AMAZON CAPITAL SERVICES	\$0.00	5/10/2022	C
123940	AMAZON CAPITAL SERVICES	\$0.00	5/10/2022	C
123941	AMAZON CAPITAL SERVICES	\$0.00	5/10/2022	C
123942	AMAZON CAPITAL SERVICES	\$0.00	5/10/2022	C
123943	AMAZON CAPITAL SERVICES	\$0.00	5/10/2022	C
123944	AMAZON CAPITAL SERVICES	\$0.00	5/10/2022	C
123945	AMAZON CAPITAL SERVICES	\$0.00	5/10/2022	C
123946	AMAZON CAPITAL SERVICES	\$0.00	5/10/2022	C
123947	AMAZON CAPITAL SERVICES	\$0.00	5/10/2022	C
123948	AMAZON CAPITAL SERVICES	\$0.00	5/10/2022	C
123949	AMAZON CAPITAL SERVICES	\$15,623.30	5/10/2022	R
123950	AMERICAN MESSAGING SERVICES	\$13.67	5/10/2022	R
123951	AMERICAN SCHOOL FOR THE DEAF	\$450.00	5/10/2022	R
123952	AMERICAN SCHOOL COUNSELOR ASSOCIATION	\$129.00	5/10/2022	R
123953	ANDERSON, JAMES R.	\$50.00	5/10/2022	R
123954	APPLE VALLEY HS ULTIMATE	\$600.00	5/10/2022	R
123955	ARAMARK UNIFORM SERVICES	\$0.00	5/10/2022	C
123956	ARAMARK UNIFORM SERVICES	\$462.02	5/10/2022	R
123957	ARNDT, ERIKA M.	\$50.00	5/10/2022	R
123958	ASCD	\$89.00	5/10/2022	R
123959	ASL INTERPRETING SERVICES INC	\$424.00	5/10/2022	R
123960	ATC GROUP SERVICES LLC	\$9,014.72	5/10/2022	R
123961	AUGSBURG UNIVERSITY	\$790.00	5/10/2022	R

123962 AUTONATION FORD WBL	\$941.02	5/10/2022	R
123963 BEER, LUCAS	\$83.00	5/10/2022	R
123964 BETTCHER, PAUL T.	\$127.50	5/10/2022	R
123965 BLICK ART MATERIALS	\$1,048.05	5/10/2022	R
123966 BRANDWEIN, RACHEL	\$300.00	5/10/2022	R
123967 BRIGHTLY SOFTWARE, INC.	\$15,136.76	5/10/2022	R
123968 BROADWAY, JOSEPH S.	\$150.00	5/10/2022	R
123969 BROWN, NYSSA	\$1,500.00	5/10/2022	R
123969 BROWN, NYSSA	(\$1,500.00)	5/23/2022	V
123970 BSN SPORTS, LLC	\$2,253.00	5/10/2022	R
123971 CAP ELECTRIC INC	\$302.40	5/10/2022	R
123972 CAPERNAUM PEDIATRIC THERAPY INC	\$3,055.39	5/10/2022	R
123973 CAPITAL ONE TRADE CREDIT	\$0.00	5/10/2022	C
123974 CAPITAL ONE TRADE CREDIT	\$0.00	5/10/2022	C
123975 CAPITAL ONE TRADE CREDIT	\$6,641.51	5/10/2022	R
123976 CAPITAL ONE TRADE CREDIT	\$0.00	5/10/2022	C
123977 CAPITAL ONE TRADE CREDIT	\$314.99	5/10/2022	R
123978 CARLSON, JULIE A.	\$116.00	5/10/2022	R
123979 CEL PUBLIC RELATIONS, INC	\$6,888.00	5/10/2022	R
123980 CENTERSHOT MINISTRIES	\$475.00	5/10/2022	R
123981 CHILDREN'S PERFORMING ARTS	\$2,145.00	5/10/2022	R
123982 CINTAS CORP #470	\$246.60	5/10/2022	R
123983 CITY OF HUGO	\$2,446.64	5/10/2022	R
123984 CITY OF WHITE BEAR LAKE	\$6,135.00	5/10/2022	R
123985 CLIMATE MAKERS INC	\$2,568.00	5/10/2022	R
123986 COMMERCIAL KITCHEN SERVICES	\$1,713.00	5/10/2022	R
123987 CONNEY SAFETY PRODUCTS LLC	\$235.78	5/10/2022	R
123988 CONTINENTAL CLAY CO	\$316.74	5/10/2022	R
123989 CONTINENTAL RESEARCH CORP	\$2,548.01	5/10/2022	R
123990 CORNERSTONE OCCUPATIONAL HEALTH SPECIALISTS	\$134.00	5/10/2022	R
123991 CULINEX	\$22,324.24	5/10/2022	R
123992 DALCO CORPORATION	\$0.00	5/10/2022	C
123993 DALCO CORPORATION	\$0.00	5/10/2022	C
123994 DALCO CORPORATION	\$0.00	5/10/2022	C
123995 DALCO CORPORATION	\$0.00	5/10/2022	C
123996 DALCO CORPORATION	\$0.00	5/10/2022	C
123997 DALCO CORPORATION	\$18,443.68	5/10/2022	R
123998 DEMCO INC	\$1,186.66	5/10/2022	R
123999 DERAAD, MAX D.	\$490.80	5/10/2022	R
124000 DIETSCH, JOCELYN J.	\$150.00	5/10/2022	R
124001 DILLON, ROBERT	\$2,496.00	5/10/2022	R
124002 DOBLE, MARK	\$127.50	5/10/2022	R
124003 DOMINOS PIZZA	\$0.00	5/10/2022	C
124004 DOMINOS PIZZA	\$2,865.00	5/10/2022	R
124005 DOOR SERVICE COMPANY	\$201.58	5/10/2022	R
124006 DOUGLAS, SANDRA L.	\$425.00	5/10/2022	R
124007 ECKROTH MUSIC	\$34.95	5/10/2022	R

124008 EDWARDS, NICK	\$141.00	5/10/2022	R
124009 FISCHER, THOMAS	\$100.00	5/10/2022	R
124010 FOREST LAKE HIGH SCHOOL	\$150.00	5/10/2022	R
124011 GALLAGHERS NORTHWESTERN TIRE CO INC	\$348.43	5/10/2022	R
124012 GENERAL PARTS LLC	\$698.62	5/10/2022	R
124013 GENERATIVE LEARNING	\$1,200.00	5/10/2022	R
124014 GOOD SOURCE SOLUTIONS INC	\$2,239.44	5/10/2022	R
124015 GRAINGER	\$0.00	5/10/2022	C
124016 GRAINGER	\$1,091.46	5/10/2022	R
124017 GRANDMA'S BAKERY INC	\$198.24	5/10/2022	R
124018 GROVES LEARNING ORGANIZATION	\$3,250.00	5/10/2022	R
124019 HAAS MUSICAL INSTRUMENT REPAIR	\$79.00	5/10/2022	R
124020 HERBERT, TERESA A.	\$150.00	5/10/2022	R
124021 HERMANN, MARK	\$141.00	5/10/2022	R
124022 HICKS, SUSAN L.	\$50.00	5/10/2022	R
124023 HIESTAND, DEBORAH A.	\$64.00	5/10/2022	R
124024 HISDAHL INC	\$115.93	5/10/2022	R
124025 HOBART SERVICE	\$705.62	5/10/2022	R
124026 HOENIGSCHMIDT, KAYLEA	\$0.00	5/10/2022	C
124027 HOENIGSCHMIDT, KAYLEA	\$1,480.00	5/10/2022	R
124028 HOGLUND BUS COMPANY	\$0.00	5/10/2022	C
124029 HOGLUND BUS COMPANY	\$749.71	5/10/2022	R
124030 HOME DEPOT CREDIT SERVICES	\$44.47	5/10/2022	R
124031 HOULE, THOMAS A.	\$75.00	5/10/2022	R
124032 HUGO FEED MILL & HARDWARE	\$44.74	5/10/2022	R
124033 INDUSTRIAL ARTS SUPPLY	\$169.95	5/10/2022	R
124034 INNOVATIVE OFFICE SOLUTIONS	\$249.16	5/10/2022	R
124035 INSTITUTE FOR MULTI SENSORY EDUCATION	\$3,825.00	5/10/2022	R
124036 INSTRUMENTALIST AWARDS	\$146.00	5/10/2022	R
124037 INTERMEDIATE DISTRICT 287	\$3,879.60	5/10/2022	R
124038 INTERMIX BEVERAGE	\$449.09	5/10/2022	R
124039 JOHN HENRY FOSTER	\$348.20	5/10/2022	R
124040 JOHN DEERE FINANCIAL	\$22.88	5/10/2022	R
124041 JOHNSON, JEANNE K.	\$472.20	5/10/2022	R
124042 JOSTENS INC	\$600.00	5/10/2022	R
124043 JW PEPPER & SON INC	\$0.00	5/10/2022	C
124044 JW PEPPER & SON INC	\$425.44	5/10/2022	R
124045 KATH FUEL OIL SERVICE CO	\$711.85	5/10/2022	R
124046 KEYSER, AMY	\$120.00	5/10/2022	R
124047 KEYSTONE INTERPRETING SOLUTIONS	\$156.20	5/10/2022	R
124048 KIIHN, ROB	\$83.00	5/10/2022	R
124049 KILEN, KIP R.	\$199.00	5/10/2022	R
124050 KRAFT MECHANICAL LLC	\$418.75	5/10/2022	R
124051 LABRECHE, CHRISTOPHER A.	\$83.00	5/10/2022	R
124052 LANDY, JOSHUA E.	\$124.50	5/10/2022	R
124053 LARSCHEID, JACOB	\$141.00	5/10/2022	R
124054 LEGIONVILLE	\$800.00	5/10/2022	R

124055 LEHR, JOSHUA D.	\$50.00	5/10/2022	R
124056 LEMKE, JAY M.	\$141.00	5/10/2022	R
124057 LIFETIME ATHLETIC	\$306.00	5/10/2022	R
124058 LISA'S PHOTOGRAPHY	\$330.00	5/10/2022	R
124059 L T G POWER EQUIPMENT	\$239.15	5/10/2022	R
124060 MAAP	\$480.00	5/10/2022	R
124061 MACGILLIS, JAMES	\$141.00	5/10/2022	R
124062 MACKIN EDUCATIONAL RESOURCES	\$7,105.96	5/10/2022	R
124063 MADAUS, KIRSTEN G.	\$16.00	5/10/2022	R
124064 MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	\$0.00	5/10/2022	C
124065 MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	\$3,559.00	5/10/2022	R
124066 MAYERON, JACK	\$50.00	5/10/2022	R
124067 MCCORMICK, ED	\$50.00	5/10/2022	R
124068 MCNERTNEY, HOWARD	\$166.00	5/10/2022	R
124069 METRO MEALS ON WHEELS INC	\$109.25	5/10/2022	R
124070 MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$0.00	5/10/2022	C
124071 MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$0.00	5/10/2022	C
124072 MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$2,258.29	5/10/2022	R
124073 MIDWEST BUS PARTS INC	\$342.65	5/10/2022	R
124074 MILLERBERND MFG	\$82,992.00	5/10/2022	R
124075 MILLER, SARAH A.	\$22.95	5/10/2022	R
124076 MINNESOTA FITNESS	\$1,899.00	5/10/2022	R
124077 MN CHILD CARE HEALTH CONSULTANTS	\$250.00	5/10/2022	R
124078 MN DEPT OF EMPLOY & ECON DEV	\$264,108.32	5/10/2022	R
124079 MN POLLUTION CONTROL AGENCY	\$609.30	5/10/2022	R
124080 MN SAFETY COUNCIL INC	\$1,380.00	5/10/2022	R
124081 MN ZOO	\$656.00	5/10/2022	R
124082 MULVIHILL, MARKUS	\$141.00	5/10/2022	R
124083 MUMBLEAU, JANE L.	\$50.00	5/10/2022	R
124084 MURPHY, SEAN T.	\$50.00	5/10/2022	R
124085 MUSCO SPORTS LIGHTING, LLC	\$386.28	5/10/2022	R
124086 MUSIC VIDEO PHOTO	\$9,500.00	5/10/2022	R
124087 NAPA AUTO PARTS	\$74.17	5/10/2022	R
124088 NCPERS GROUP LIFE INS	\$112.00	5/10/2022	R
124089 NEVCO SPORTS, LLC	\$851.31	5/10/2022	R
124090 NEW BRIGHTON PARKS & REC	\$265.00	5/10/2022	R
124091 NORCENTRONIX DISTRIBUTING	\$585.00	5/10/2022	R
124092 NORTH CENTRAL BLUE BIRD BUS SALES	\$1,445.68	5/10/2022	R
124093 NORTHBOUND CREATIVE	\$3,969.00	5/10/2022	R
124094 NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$0.00	5/10/2022	C
124095 NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$228,938.81	5/10/2022	R
124096 NORTHERN LANDSCAPE & IRRIGATION INC	\$2,850.00	5/10/2022	R
124097 O'REILLY AUTOMOTIVE INC	\$145.59	5/10/2022	R
124098 ON SITE SANITATION INC	\$23.00	5/10/2022	R
124099 OSLUND, AMY A.	\$128.75	5/10/2022	R
124100 OSPREY WILDS ENVIRONMENTAL LEARNING CENTER	\$4,800.00	5/10/2022	R
124101 PALOS SPORTS INC(GO TO SCHOOL HEALTH)	\$142.67	5/10/2022	R

124102 PANERA LLC	\$28.36	5/10/2022	R
124103 PEARSON, CRAIG	\$64.00	5/10/2022	R
124104 PEDIATRIC HOME SERVICE	\$0.00	5/10/2022	C
124105 PEDIATRIC HOME SERVICE	\$2,737.50	5/10/2022	R
124106 PELCO CONSTRUCTION LLC	\$1,140.00	5/10/2022	R
124107 PERSOON, JOHN	\$50.00	5/10/2022	R
124108 PITNEY BOWES INC	\$122.49	5/10/2022	R
124109 PODS COMPLETE CAR CARE	\$92.45	5/10/2022	R
124110 PRESS PUBLICATIONS	\$975.12	5/10/2022	R
124111 PRIOR LAKE HIGH SCHOOL	\$28.00	5/10/2022	R
124112 RAMSEY COUNTY	\$3,900.00	5/10/2022	R
124113 RIVERSIDE INSIGHTS	\$517.00	5/10/2022	R
124114 ROSEMOUNT HIGH SCHOOL	\$215.00	5/10/2022	R
124115 RUPP ANDERSON SQUIRES	\$1,774.60	5/10/2022	R
124116 SCHINDLER ELEVATOR CORP	\$0.00	5/10/2022	C
124117 SCHINDLER ELEVATOR CORP	\$2,694.27	5/10/2022	R
124118 SCHMITTDIEL, CINDY	\$677.00	5/10/2022	R
124119 SCHOONOVER, JACKSON T.	\$150.00	5/10/2022	R
124120 SCHOOL SPECIALTY LLC	\$278.38	5/10/2022	R
124121 SCHULTZ, PAUL	\$100.00	5/10/2022	R
124122 SCOTT ELECTRIC	\$369.34	5/10/2022	R
124123 SDI INNOVATIONS	\$420.15	5/10/2022	R
124124 SENIOR SERVICES CONSORTIUM	\$2,500.00	5/10/2022	R
124125 SENTRY SYSTEMS INC	\$155.00	5/10/2022	R
124126 SKOW, KAREN L.	\$1,131.00	5/10/2022	R
124127 SL SHOW TECH	\$510.00	5/10/2022	R
124128 SOLIANT	\$25,292.26	5/10/2022	R
124129 STAPLES	\$0.00	5/10/2022	C
124130 STAPLES	\$0.00	5/10/2022	C
124131 STAPLES	\$0.00	5/10/2022	C
124132 STAPLES	\$1,486.53	5/10/2022	R
124133 STAY TUNED PIANO SERVICES	\$120.00	5/10/2022	R
124134 STEINER, HEATHER A.	\$13.30	5/10/2022	R
124135 STOCKEL, CRAIG	\$141.00	5/10/2022	R
124136 STOLTZ, STEVEN J.	\$50.00	5/10/2022	R
124137 SUMMIT FIRE PROTECTION	\$375.00	5/10/2022	R
124138 SYSCO OF WESTERN MN	\$0.00	5/10/2022	C
124139 SYSCO OF WESTERN MN	\$2,237.43	5/10/2022	R
124140 TEACHER SYNERGY LLC	\$28.70	5/10/2022	R
124141 THOMPSON, APRIL B.	\$850.00	5/10/2022	R
124142 THREE RIVERS MAIL ORDER CORP	\$254.70	5/10/2022	R
124143 TOWN LIFE	\$1,215.00	5/10/2022	R
124144 TR ENVIRONMENTAL CONSULTING LLC	\$0.00	5/10/2022	C
124145 TR ENVIRONMENTAL CONSULTING LLC	\$2,308.00	5/10/2022	R
124146 TRADE PRESS INC	\$739.00	5/10/2022	R
124147 TREASURED TRANSPORTATION LLC	\$85,242.60	5/10/2022	R
124148 TRIMARK MARLINN LLC	\$33,749.64	5/10/2022	R

124149	TRIO SUPPLY COMPANY	\$0.00	5/10/2022	C
124150	TRIO SUPPLY COMPANY	\$0.00	5/10/2022	C
124151	TRIO SUPPLY COMPANY	\$0.00	5/10/2022	C
124152	TRIO SUPPLY COMPANY	\$0.00	5/10/2022	C
124153	TRIO SUPPLY COMPANY	\$6,822.30	5/10/2022	R
124154	TRIUMPH EDUCATIONAL CONSULTING	\$6,272.50	5/10/2022	R
124155	TURFWERKS INC	\$809.32	5/10/2022	R
124156	TWIN CITY JANITOR SUPPLY CO	\$1,540.00	5/10/2022	R
124157	TWIN CITY TRANSPORTATION INC	\$95,995.70	5/10/2022	R
124158	TWIN CITY HARDWARE COMPANY INC	\$687.00	5/10/2022	R
124159	UNITED REFRIGERATION	\$151.78	5/10/2022	R
124160	US OMNI & TSACG COMPLIANCE SERVICES, INC	\$940.24	5/10/2022	R
124161	VAN LUYK, LEONARD	\$83.00	5/10/2022	R
124162	VANDALIA GLASSWORKS	\$525.00	5/10/2022	R
124163	VANG, STEPHANIE	\$280.00	5/10/2022	R
124164	VERIZON WIRELESS	\$1,187.39	5/10/2022	R
124165	VIKING ELECTRIC SUPPLY	\$0.00	5/10/2022	C
124166	VIKING ELECTRIC SUPPLY	\$3,023.36	5/10/2022	R
124167	WAGNER, MARTINA	\$5,000.00	5/10/2022	R
124168	WASHINGTON COUNTY	\$1,317.96	5/10/2022	R
124169	WBLHS SOFTBALL BOOSTERS, INC	\$4,000.00	5/10/2022	R
124170	WEBER, KURT	\$100.00	5/10/2022	R
124171	WEBER, MARK	\$116.00	5/10/2022	R
124172	WELLNER LAW PLLC	\$300.00	5/10/2022	R
124173	WILLIAMS, MICHAEL J.	\$50.00	5/10/2022	R
124174	WOLD ARCHITECTS AND ENGINEERS	\$0.00	5/10/2022	C
124175	WOLD ARCHITECTS AND ENGINEERS	\$0.00	5/10/2022	C
124176	WOLD ARCHITECTS AND ENGINEERS	\$161,435.66	5/10/2022	R
124177	WORLD'S FINEST CHOCOLATE INC	\$2,735.00	5/10/2022	R
124178	VIKING AUTOMATIC SPRINKLER CO	\$5,320.00	5/11/2022	R
124179	GURSTEL CHARGO ATTORNEYS AT LAW	\$308.07	5/12/2022	R
124180	MESSERLI & KRAMER PA	\$362.35	5/12/2022	R
124181	GREATER TWIN CITIES UNITED WAY	\$130.00	5/12/2022	R
124182	IUOE LOCAL 70	\$1,556.92	5/12/2022	R
124183	SCHOOL SERVICE EMPLOYEES	\$0.00	5/12/2022	C
124184	SCHOOL SERVICE EMPLOYEES	\$7,316.01	5/12/2022	R
124185	WBLA EDUCATIONAL FOUNDATION	\$504.00	5/12/2022	R
124186	GREATER TWIN CITIES UNITED WAY	\$130.00	5/13/2022	R
124187	IUOE LOCAL 70	\$1,632.18	5/13/2022	R
124188	SCHOOL SERVICE EMPLOYEES	\$7,286.21	5/13/2022	R
124189	WBLA EDUCATIONAL FOUNDATION	\$504.00	5/13/2022	R
124190	GURSTEL CHARGO ATTORNEYS AT LAW	\$307.66	5/13/2022	R
124191	MESSERLI & KRAMER PA	\$363.48	5/13/2022	R
124192	CITY OF WHITE BEAR LAKE	\$5,878.81	5/18/2022	R
124193	GEPHART TRUCKING	\$4,895.00	5/18/2022	R
124194	REPUBLIC SERVICES #899	\$11,883.73	5/18/2022	R
124195	XCEL ENERGY	\$92,678.20	5/18/2022	R

124196 YOUTH LENS 360	\$8,019.05	5/18/2022	R
124197 DEFINITIVE TECHNOLOGY SOLUTIONS	\$9,685.00	5/23/2022	R
124198 METROPOLITAN COUNCIL	\$1,000.00	5/23/2022	R
124198 METROPOLITAN COUNCIL	(\$1,000.00)	5/23/2022	V
124199 MN INSURANCE SCHOLASTIC TRUST	\$522.00	5/23/2022	R
124200 METROPOLITAN COUNCIL	\$1,000.00	5/23/2022	R
124201 VALLEYFAIR GROUP SALES	\$6,838.00	5/24/2022	R
124202 1ST AYD CORP	\$50.10	5/25/2022	R
124203 AARONSON, LAURIE M.	\$83.00	5/25/2022	R
124204 ACADEMIC THERAPY PUBLICATIONS	\$301.35	5/25/2022	R
124205 ACTIVE INTERNET TECHNOLOGIES	\$1,500.00	5/25/2022	R
124206 ADA SPORTS	\$373.00	5/25/2022	R
124207 ADVANTAGE EDUCATIONAL PROGRAMS	\$4,392.00	5/25/2022	R
124208 ALL STATE COMMUNICATIONS	\$280.00	5/25/2022	R
124209 ALL STRINGS ATTACHED	\$90.00	5/25/2022	R
124210 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124211 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124212 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124213 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124214 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124215 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124216 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124217 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124218 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124219 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124220 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124221 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124222 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124223 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124224 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124225 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124226 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124227 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124228 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124229 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124230 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124231 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124232 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124233 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124234 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124235 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124236 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124237 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124238 AMAZON CAPITAL SERVICES	\$0.00	5/25/2022	C
124239 AMAZON CAPITAL SERVICES	\$23,292.79	5/25/2022	R
124240 AMERICAN STRUCTURAL METALS INC	\$2,683,174.30	5/25/2022	R
124241 AMERICAN TIME	\$639.54	5/25/2022	R

124242 ANCHOR SOLAR INVESTMENTS LLC	\$2,176.63	5/25/2022	R
124243 ANDERSON, JAMES R.	\$100.00	5/25/2022	R
124244 APPLEWOOD HILLS GOLF COURSE	\$840.00	5/25/2022	R
124245 ARAMARK UNIFORM SERVICES	\$0.00	5/25/2022	C
124246 ARAMARK UNIFORM SERVICES	\$380.14	5/25/2022	R
124247 ARNDT, ERIKA M.	\$50.00	5/25/2022	R
124248 ASL INTERPRETING SERVICES INC	\$264.00	5/25/2022	R
124249 ATLAS CORPORATE & NOTARY SUPPLY CO.	\$38.08	5/25/2022	R
124250 AVID CENTER	\$4,350.00	5/25/2022	R
124251 B&D ASSOCIATES LLC	\$55,917.25	5/25/2022	R
124252 BADE, AHMED A.	\$1,579.50	5/25/2022	R
124253 BALD EAGLE SPORTSMENS ASSOC	\$4,208.00	5/25/2022	R
124254 BARTCZAK, ANDREW	\$58.00	5/25/2022	R
124255 BARTHOLD	\$437.05	5/25/2022	R
124256 BATTERIES PLUS BULBS	\$17.94	5/25/2022	R
124257 BEISSWENGER'S DO IT BEST	\$10,113.69	5/25/2022	R
124258 BENISH, RICHARD L.	\$83.00	5/25/2022	R
124259 BEVSO	\$0.00	5/25/2022	C
124260 BEVSO	\$0.00	5/25/2022	C
124261 BEVSO	\$23,460.90	5/25/2022	R
124262 BIO CORPORATION	\$766.72	5/25/2022	R
124263 BLICK ART MATERIALS	\$68.49	5/25/2022	R
124264 THE BOELTER COMPANIES INC	\$33,380.00	5/25/2022	R
124265 BOLDT, JAMES R.	\$0.00	5/25/2022	C
124266 BOLDT, JAMES R.	\$250.00	5/25/2022	R
124267 BOLDT, MARY C.	\$100.00	5/25/2022	R
124268 BONINE, ROBERT A.	\$100.00	5/25/2022	R
124269 BOWMAN, DON	\$150.00	5/25/2022	R
124270 BOYS TOWN PRESS	\$23.86	5/25/2022	R
124271 BRAUN INTERTEC CORPORATION	\$0.00	5/25/2022	C
124272 BRAUN INTERTEC CORPORATION	\$29,384.25	5/25/2022	R
124273 BREAKDOWN SPORTS USA	\$495.00	5/25/2022	R
124274 BSN SPORTS, LLC	\$0.00	5/25/2022	C
124275 BSN SPORTS, LLC	\$8,774.68	5/25/2022	R
124276 BURGRAFF, HALEY	\$97.00	5/25/2022	R
124277 BUSHIVE	\$8,100.00	5/25/2022	R
124278 CALLINAN, GERRY	\$35.00	5/25/2022	R
124279 CALLINAN, KAREN	\$35.00	5/25/2022	R
124280 CAPITAL ONE TRADE CREDIT	\$0.00	5/25/2022	C
124281 CAPITAL ONE TRADE CREDIT	\$0.00	5/25/2022	C
124282 CAPITAL ONE TRADE CREDIT	\$791.63	5/25/2022	R
124283 CARLSON, JULIE A.	\$83.00	5/25/2022	R
124284 CEL PUBLIC RELATIONS, INC	\$252.00	5/25/2022	R
124285 CENTURY COLLEGE	\$720.00	5/25/2022	R
124286 CHENG & TSUI CO INC	\$3,214.33	5/25/2022	R
124287 CHEYNE, ROGER A.	\$75.00	5/25/2022	R
124288 CHLAN, MAXWELL C.	\$141.00	5/25/2022	R

124289 CINTAS CORP #470	\$237.91	5/25/2022	R
124290 CITY OF WHITE BEAR LAKE	\$0.00	5/25/2022	C
124291 CITY OF WHITE BEAR LAKE	\$10,591.01	5/25/2022	R
124292 COLE, WENDY L.	\$28.35	5/25/2022	R
124293 COMCAST	\$1,875.05	5/25/2022	R
124294 COMMAND PERFORMANCE LANGUAGE INSTITUTE	\$276.70	5/25/2022	R
124295 COMMERCIAL KITCHEN SERVICES	\$2,352.00	5/25/2022	R
124296 COMMERCIAL DRYWALL INC	\$468,398.45	5/25/2022	R
124297 CONNEY SAFETY PRODUCTS LLC	\$61.46	5/25/2022	R
124298 CONTINENTAL CLAY CO	\$3,692.11	5/25/2022	R
124299 CONTINENTAL RESEARCH CORP	\$200.09	5/25/2022	R
124300 CORNELIUS, CARRIE E.	\$300.00	5/25/2022	R
124301 CRISIS PREVENTION INSTITUTE INC	\$200.00	5/25/2022	R
124302 CUB FOODS	\$133.43	5/25/2022	R
124303 CUB FOODS OF WHITE BEAR TWSHP	\$0.00	5/25/2022	C
124304 CUB FOODS OF WHITE BEAR TWSHP	\$0.00	5/25/2022	C
124305 CUB FOODS OF WHITE BEAR TWSHP	\$648.04	5/25/2022	R
124306 CUMMINS SALES AND SERVICE	\$22.03	5/25/2022	R
124307 CURRICULUM ASSOCIATES, LLC	\$37.25	5/25/2022	R
124308 DALCO CORPORATION	\$0.00	5/25/2022	C
124309 DALCO CORPORATION	\$0.00	5/25/2022	C
124310 DALCO CORPORATION	\$0.00	5/25/2022	C
124311 DALCO CORPORATION	\$0.00	5/25/2022	C
124312 DALCO CORPORATION	\$0.00	5/25/2022	C
124313 DALCO CORPORATION	\$19,104.00	5/25/2022	R
124314 DEMARIS, BENJAMIN R.	\$75.00	5/25/2022	R
124315 DEMCO INC	\$1,036.22	5/25/2022	R
124316 DEY DISTRIBUTING	\$18.89	5/25/2022	R
124317 DISCOUNT SCHOOL SUPPLY	\$106.28	5/25/2022	R
124318 DOMSCHOT, MARK R.	\$75.00	5/25/2022	R
124319 DONOVAN, WILLIAM J.	\$141.00	5/25/2022	R
124320 DOOR SERVICE COMPANY	\$196.63	5/25/2022	R
124321 DEFINITIVE TECHNOLOGY SOLUTIONS	\$0.00	5/25/2022	C
124322 DEFINITIVE TECHNOLOGY SOLUTIONS	\$15,009.97	5/25/2022	R
124323 DUBOIS, RICHARD M.	\$83.00	5/25/2022	R
124324 EAGLE BROOK CHURCH	\$9,250.38	5/25/2022	R
124325 EBERT INC	\$178,125.00	5/25/2022	R
124326 ECCO MIDWEST INC	\$0.00	5/25/2022	C
124327 ECCO MIDWEST INC	\$0.00	5/25/2022	C
124328 ECCO MIDWEST INC	\$27,960.00	5/25/2022	R
124329 ECKROTH MUSIC	\$0.00	5/25/2022	C
124330 ECKROTH MUSIC	\$527.38	5/25/2022	R
124331 EDSTROM HOLDINGS	\$1,565.24	5/25/2022	R
124332 EDUPOINT EDUCATIONAL SYSTEMS	\$2,196.75	5/25/2022	R
124333 ETS NORTH METRO LLC	\$3,833.33	5/25/2022	R
124334 FASTENAL COMPANY	\$138.10	5/25/2022	R
124335 FEIGUM, DANIEL	\$83.00	5/25/2022	R

124336 FESTIVAL FOODS-KNOWLAN'S	\$0.00	5/25/2022	C
124337 FESTIVAL FOODS-KNOWLAN'S	\$0.00	5/25/2022	C
124338 FESTIVAL FOODS-KNOWLAN'S	\$0.00	5/25/2022	C
124339 FESTIVAL FOODS-KNOWLAN'S	\$0.00	5/25/2022	C
124340 FESTIVAL FOODS-KNOWLAN'S	\$0.00	5/25/2022	C
124341 FESTIVAL FOODS-KNOWLAN'S	\$1,529.59	5/25/2022	R
124342 FIRST TECHNOLOGIES INC	\$735.36	5/25/2022	R
124343 FLICEK WELDING LLC	\$33,200.00	5/25/2022	R
124344 FLINN SCIENTIFIC INC	\$2,110.18	5/25/2022	R
124345 FLOWERS, CHRIS	\$64.00	5/25/2022	R
124346 FLYNN MIDWEST LP	\$114,000.00	5/25/2022	R
124347 FOLLETT SCHOOL SOLUTIONS INC	\$415.77	5/25/2022	R
124348 FOREST LAKE RANGER GIRLS SOFTBALL BOOSTER CLU	\$250.00	5/25/2022	R
124349 FRISCHMAN, JAY R.	\$141.00	5/25/2022	R
124350 GIBBONS TERRAZZO LLC	\$367.50	5/25/2022	R
124351 GILLUND ENTERPRISES	\$497.76	5/25/2022	R
124352 GOPHER	\$3,708.19	5/25/2022	R
124353 GRAINGER	\$0.00	5/25/2022	C
124354 GRAINGER	\$1,269.16	5/25/2022	R
124354 GRAINGER	(\$1,269.16)	5/25/2022	V
124355 GRANDMA'S BAKERY INC	\$0.00	5/25/2022	C
124356 GRANDMA'S BAKERY INC	\$447.60	5/25/2022	R
124357 GRIMM, JUSTIN A.	\$83.00	5/25/2022	R
124358 GROTH MUSIC CO	\$36.00	5/25/2022	R
124359 HAAS MUSICAL INSTRUMENT REPAIR	\$0.00	5/25/2022	C
124360 HAAS MUSICAL INSTRUMENT REPAIR	\$379.00	5/25/2022	R
124361 HAGBERG, EDWARD	\$83.00	5/25/2022	R
124362 HALLBERG ENGINEERING INC	\$1,250.00	5/25/2022	R
124363 HALO TRANSPORTATION	\$17,833.88	5/25/2022	R
124364 HANSON, GENO	\$150.00	5/25/2022	R
124365 HAPPY TEE'S	\$132.00	5/25/2022	R
124366 HARRIS, DENNIS	\$75.00	5/25/2022	R
124367 HICKS, DOUGLAS M.	\$0.00	5/25/2022	C
124368 HICKS, DOUGLAS M.	\$250.00	5/25/2022	R
124369 HINES GERALD	\$0.00	5/25/2022	C
124370 HINES GERALD	\$250.00	5/25/2022	R
124371 HINRICHS, PETER E.	\$166.00	5/25/2022	R
124372 HISDAHL INC	\$242.00	5/25/2022	R
124373 HOENIGSCHMIDT, KAYLEA	\$170.00	5/25/2022	R
124374 HOGLUND BUS COMPANY	\$115.35	5/25/2022	R
124375 HORIZON EQUIPMENT LLC	\$1,692.68	5/25/2022	R
124376 HOULE, THOMAS A.	\$75.00	5/25/2022	R
124377 HOYE, TOM	\$83.00	5/25/2022	R
124378 IDEAL ENERGIES SOLAR LEASING LLC	\$6,915.15	5/25/2022	R
124379 IFD	\$0.00	5/25/2022	C
124380 IFD	\$0.00	5/25/2022	C
124381 IFD	\$0.00	5/25/2022	C

124382 IFD	\$0.00	5/25/2022	C
124383 IFD	\$245,800.38	5/25/2022	R
124384 INNOVATIVE OFFICE SOLUTIONS	\$71.64	5/25/2022	R
124385 INSTITUTE FOR MULTI SENSORY EDUCATION	\$1,100.00	5/25/2022	R
124386 INSTRUMENTALIST AWARDS	\$359.00	5/25/2022	R
124387 INTELLIGERE INC	\$75.00	5/25/2022	R
124388 INTERMIX BEVERAGE	\$1,304.96	5/25/2022	R
124389 JANSEN, GLORIA K.	\$150.00	5/25/2022	R
124390 JOSTENS INC	\$92.90	5/25/2022	R
124391 JW PEPPER & SON INC	\$380.66	5/25/2022	R
124392 KALLESTAD, JAMES	\$141.00	5/25/2022	R
124393 KATH FUEL OIL SERVICE CO	\$26,699.02	5/25/2022	R
124394 KELLINGTON CONSTRUCTION INC	\$2,469.25	5/25/2022	R
124395 KFI ENGINEERS	\$18,756.41	5/25/2022	R
124396 KIDZART	\$405.00	5/25/2022	R
124397 KJOLHAUG ENVIRONMENTAL SERVICES CO	\$146.25	5/25/2022	R
124398 KOEHN, TERRY	\$37.50	5/25/2022	R
124399 KONETCHY, MOLLY C.	\$20.65	5/25/2022	R
124400 KOWEMY, JANICE	\$300.00	5/25/2022	R
124401 KOZIK, WILLIAM T.	\$83.00	5/25/2022	R
124402 KRAFT MECHANICAL LLC	\$5,785.00	5/25/2022	R
124403 KRAUS ANDERSON CONSTRUCTION CO	\$158,147.36	5/25/2022	R
124404 KUDEBAH, STEVE	\$83.00	5/25/2022	R
124405 LAIL, ADAM	\$83.00	5/25/2022	R
124406 LAKESHORE LEARNING MATERIALS	\$233.38	5/25/2022	R
124407 LANGUAGE LINE SERVICES	\$802.28	5/25/2022	R
124408 LARSCHEID, JACOB	\$141.00	5/25/2022	R
124409 LARSON, CHRISTOPHER	\$83.00	5/25/2022	R
124410 LDA MINNESOTA	\$3,648.70	5/25/2022	R
124411 LE DOUX, LACY K.	\$11.50	5/25/2022	R
124412 LEAF, ANNIE	\$3,500.00	5/25/2022	R
124413 LEARNING BY DESIGN INC.	\$424.48	5/25/2022	R
124414 LEMKE, JAY M.	\$141.00	5/25/2022	R
124415 LIBERTY CLASSICAL ACADEMY	\$6,035.00	5/25/2022	R
124416 LINDE GAS & EQUIPMENT INC	\$61.05	5/25/2022	R
124417 LISA'S PHOTOGRAPHY	\$735.00	5/25/2022	R
124418 LOESCH, CASEY	\$141.00	5/25/2022	R
124419 LORENZ RECOGNITION CO	\$355.00	5/25/2022	R
124420 MACGILLIS, JAMES	\$199.00	5/25/2022	R
124421 MACKIN EDUCATIONAL RESOURCES	\$973.35	5/25/2022	R
124422 MANUFACTURING SKILL STANDARDS COUNCIL	\$1,376.00	5/25/2022	R
124423 MARCO TECHNOLOGIES LLC	\$2,973.83	5/25/2022	R
124424 MAUER COMPANY	\$42,680.00	5/25/2022	R
124425 MAYERON, JACK	\$50.00	5/25/2022	R
124426 MCCORMICK, ED	\$150.00	5/25/2022	R
124427 MCDONOUGH'S WATERJETTING AND DRAIN CLEANING	\$246.68	5/25/2022	R
124428 MCKINLAY, SHANE	\$141.00	5/25/2022	R

124429	MCMMASTER-CARR	\$97.16	5/25/2022	R
124430	MCNERTNEY, HOWARD	\$0.00	5/25/2022	C
124431	MCNERTNEY, HOWARD	\$0.00	5/25/2022	C
124432	MCNERTNEY, HOWARD	\$769.00	5/25/2022	R
124433	MEDTOX LABORATORIES	\$20.30	5/25/2022	R
124434	MN ELEMENTARY SCH PRIN ASSOC	\$955.00	5/25/2022	R
124435	METRO MEALS ON WHEELS INC	\$5,322.60	5/25/2022	R
124436	METRO SOUND AND LIGHTING	\$135.90	5/25/2022	R
124437	METROPOLITAN TRANSPORTATION NETWORK	\$57,253.37	5/25/2022	R
124438	MEUWISSEN, PAUL W.	\$500.00	5/25/2022	R
124439	MIDWEST BUS PARTS INC	\$919.94	5/25/2022	R
124440	MILLER, PAUL	\$75.00	5/25/2022	R
124441	MINNEAPOLIS COMMUNITY EDUCATION	\$421.00	5/25/2022	R
124442	MN DEPT OF LABOR & INDUSTRY	\$7,564.66	5/25/2022	R
124443	MN POLLUTION CONTROL AGENCY	\$304.65	5/25/2022	R
124444	MN SAFETY COUNCIL INC	\$575.00	5/25/2022	R
124445	MN STATE UNIV MANKATO	\$6,600.00	5/25/2022	R
124446	MN ULTIMATE	\$1,400.00	5/25/2022	R
124447	MORKEN, ADAM	\$166.00	5/25/2022	R
124448	MRI SOFTWARE LLC	\$1,036.00	5/25/2022	R
124449	MUMBLEAU, JANE L.	\$200.00	5/25/2022	R
124450	MUMBLEAU, RICHARD T.	\$200.00	5/25/2022	R
124451	MURPHY WINDOW AND DOOR COMMERCIAL INC	\$371,591.55	5/25/2022	R
124452	MUSCO SPORTS LIGHTING, LLC	\$284.14	5/25/2022	R
124453	MUSKA ELECTRIC COMPANIES	\$791,350.00	5/25/2022	R
124454	MYERS, JENNIFER	\$300.00	5/25/2022	R
124455	NAC MECHANICAL & ELECTRICAL SERV	\$66,500.00	5/25/2022	R
124456	NAPA AUTO PARTS	\$13.49	5/25/2022	R
124457	NASSEFF MECHANICAL CONTRACTORS INC	\$27,360.00	5/25/2022	R
124458	NCS PEARSON INC	\$243.80	5/25/2022	R
124459	NEWTRAX	\$7,497.40	5/25/2022	R
124460	NITTY GRITTY SCIENCE LLC	\$360.50	5/25/2022	R
124461	NORTH CENTRAL BLUE BIRD BUS SALES	\$0.00	5/25/2022	C
124462	NORTH CENTRAL BLUE BIRD BUS SALES	\$3,095.74	5/25/2022	R
124463	NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$2,811.88	5/25/2022	R
124464	NORTHERN LANDSCAPE & IRRIGATION INC	\$2,958.99	5/25/2022	R
124465	O'REILLY AUTOMOTIVE INC	\$125.63	5/25/2022	R
124466	OEHMKE, ROBERT D.	\$75.00	5/25/2022	R
124467	ON SITE SANITATION INC	\$1,661.50	5/25/2022	R
124468	OSPREY WILDS ENVIRONMENTAL LEARNING CENTER	\$2,583.00	5/25/2022	R
124469	OXYGEN SERVICE COMPANY INC	\$44.64	5/25/2022	R
124470	PAIN IN THE GLASS	\$150.00	5/25/2022	R
124471	PAN-O-GOLD	\$0.00	5/25/2022	C
124472	PAN-O-GOLD	\$4,853.14	5/25/2022	R
124473	PATIENT TOOLS INC	\$235.00	5/25/2022	R
124474	PAULSON, JULIANNE	\$0.00	5/25/2022	C
124475	PAULSON, JULIANNE	\$250.00	5/25/2022	R

124476 PAULSON, THOMAS M.	\$0.00	5/25/2022	C
124477 PAULSON, THOMAS M.	\$700.00	5/25/2022	R
124478 PDX READING SPECIALIST LLC	\$179.76	5/25/2022	R
124479 PEDIATRIC HOME SERVICE	\$2,193.75	5/25/2022	R
124480 PELLETIER, DANIEL T.	\$75.00	5/25/2022	R
124481 PERSOON, JOHN	\$50.00	5/25/2022	R
124482 PETERSON, JENNY	\$17.55	5/25/2022	R
124483 PETERSON BROS ROOFING & CONST	\$3,232.14	5/25/2022	R
124484 PINNACLE WALL SYSTEMS INC	\$140,125.00	5/25/2022	R
124485 PRATT, KEVIN	\$59.00	5/25/2022	R
124486 PREINER, MARY K.	\$46.60	5/25/2022	R
124487 PRO-ED INC	\$127.60	5/25/2022	R
124488 PROFORMA	\$2,394.29	5/25/2022	R
124489 RACHEL CONTRACTING LLC	\$237,500.00	5/25/2022	R
124490 RAMSEY COUNTY PARKS/REC DEPT	\$17,715.00	5/25/2022	R
124491 RAMSEY COUNTY	\$12,388.00	5/25/2022	R
124492 REDWOOD TOXICOLOGY LABORATORY	\$91.91	5/25/2022	R
124493 REED, DUANE	\$83.00	5/25/2022	R
124494 REESE, DEBBIE	\$300.00	5/25/2022	R
124495 REGENTS OF THE UNIV OF MN	\$83.95	5/25/2022	R
124496 RELIABLE MEDICAL SUPPLY INC	\$80.00	5/25/2022	R
124497 RENDON, MARCIE	\$300.00	5/25/2022	R
124498 REYNOLDS, SHANNON F.	\$83.00	5/25/2022	R
124499 RIEBOW, SHANNON J.	\$100.00	5/25/2022	R
124500 RITTER, DAVID	\$58.00	5/25/2022	R
124501 S&J GLASS INC	\$7,600.00	5/25/2022	R
124502 SAFETY-KLEEN SYSTEMS INC	\$295.70	5/25/2022	R
124503 SAMEC, JULIE	\$26.70	5/25/2022	R
124504 SAMUELSON, RICHARD T.	\$200.00	5/25/2022	R
124505 SCHIMETZ, SCOTT	\$75.00	5/25/2022	R
124506 SCHOLASTIC, INC.	\$969.56	5/25/2022	R
124507 SCHOOL HEALTH CORPORATION	\$446.34	5/25/2022	R
124508 SCHOOL LIBRARY JOURNAL	\$99.99	5/25/2022	R
124509 SCHOOL SPECIALTY LLC	\$22.13	5/25/2022	R
124510 SCHROEPFER, AMY A.	\$12.75	5/25/2022	R
124511 SCHULTZ, PAUL	\$400.00	5/25/2022	R
124512 SCIBAK, BRAD	\$141.00	5/25/2022	R
124513 SCOTT ELECTRIC	\$211.00	5/25/2022	R
124514 SCROCCA, JOSEPH E.	\$75.00	5/25/2022	R
124515 SEEVER, GRAY	\$160.00	5/25/2022	R
124516 SHAW, MICHAEL	\$83.00	5/25/2022	R
124517 SKOW, KAREN L.	\$609.00	5/25/2022	R
124518 SKYWARD INC	\$276.25	5/25/2022	R
124519 SLOAN, CHRISTOPHER M.	\$39.10	5/25/2022	R
124520 SMITH, JESSICA S.	\$128.75	5/25/2022	R
124521 SOLIANT	\$11,430.88	5/25/2022	R
124522 STAPLES	\$49.35	5/25/2022	R

124523 STARUCK, DONNA M.	\$86.25	5/25/2022	R
124524 STAY TUNED PIANO SERVICES	\$240.00	5/25/2022	R
124525 STEINBRECHER PAINTING COMPANY	\$2,553.70	5/25/2022	R
124526 STOLTZ, STEVEN J.	\$50.00	5/25/2022	R
124527 STOTT, GARY	\$100.00	5/25/2022	R
124528 STRAUSS SKATES AND BICYCLES	\$805.00	5/25/2022	R
124529 STURM, JASON	\$83.00	5/25/2022	R
124530 SUMMIT FIRE PROTECTION	\$878.50	5/25/2022	R
124531 SYNCHRONY BANK	\$42.43	5/25/2022	R
124532 SYNOVIA SOLUTIONS	\$1,551.40	5/25/2022	R
124533 SYSCO OF WESTERN MN	\$4,597.35	5/25/2022	R
124534 TATGE, DEBORAH A.	\$28.25	5/25/2022	R
124535 TEACHER SYNERGY LLC	\$8.82	5/25/2022	R
124536 THE MUSIC CONNECTION INC	\$900.00	5/25/2022	R
124537 TR ENVIRONMENTAL CONSULTING LLC	\$0.00	5/25/2022	C
124538 TR ENVIRONMENTAL CONSULTING LLC	\$0.00	5/25/2022	C
124539 TR ENVIRONMENTAL CONSULTING LLC	\$6,595.00	5/25/2022	R
124540 TRADE PRESS INC	\$984.00	5/25/2022	R
124541 TRANS-MISSISSIPPI BIO SUPPLY	\$505.65	5/25/2022	R
124542 TRANSLANGUAGES, LLC	\$0.00	5/25/2022	C
124543 TRANSLANGUAGES, LLC	\$1,948.45	5/25/2022	R
124544 TREASURED TRANSPORTATION LLC	\$67,092.69	5/25/2022	R
124545 TROY BURNE GOLF CLUB	\$5,220.97	5/25/2022	R
124546 TRUE NORTH CONSULTING GROUP	\$10,762.50	5/25/2022	R
124547 TWIN CITY JANITOR SUPPLY CO	\$0.00	5/25/2022	C
124548 TWIN CITY JANITOR SUPPLY CO	\$3,513.79	5/25/2022	R
124549 ULTRA CONCRETE LLC	\$122,032.25	5/25/2022	R
124550 US FOODS CULINARY EQUIP & SUPPLIES	\$1,984.18	5/25/2022	R
124551 VALLEYFAIR GROUP SALES	\$5,147.60	5/25/2022	R
124552 VALLEYFAIR GROUP SALES	\$286.00	5/25/2022	R
124553 VALLEYFAIR GROUP SALES	\$234.78	5/25/2022	R
124554 VIKING ELECTRIC SUPPLY	\$786.24	5/25/2022	R
124555 VIKING TROPHIES	\$194.50	5/25/2022	R
124556 VOICES FOR ALL LLC	\$60.00	5/25/2022	R
124557 WALFOORT, ANTHONY J.	\$50.00	5/25/2022	R
124558 WASHINGTON COUNTY PARKS DIVISION	\$185.34	5/25/2022	R
124559 WHITE BEAR CENTER FOR THE ARTS	\$6,375.00	5/25/2022	R
124560 WHITE BEAR MONTESSORI	\$1,392.99	5/25/2022	R
124561 WEIDNER PLUMBING & HEATING CO	\$503,500.00	5/25/2022	R
124562 WELLS CONCRETE PRODUCTS CO	\$13,841.21	5/25/2022	R
124563 WEST MUSIC COMPANY	\$59.50	5/25/2022	R
124564 WHITE EAGLE GOLF CLUB LLC	\$5,040.00	5/25/2022	R
124565 WHITE, TERRY	\$141.00	5/25/2022	R
124566 WHITE, TIMOTHY W.	\$100.00	5/25/2022	R
124567 WILLIAMS, MICHAEL J.	\$200.00	5/25/2022	R
124568 WILLIAMS (DO NOT USE), MIKE	\$50.00	5/25/2022	R
124568 WILLIAMS (DO NOT USE), MIKE	(\$50.00)	5/25/2022	V

124569 WILLIAMS, THOMAS H.	\$75.00	5/25/2022	R
124570 WINDSTREAM	\$1,953.18	5/25/2022	R
124571 WPS	\$81.40	5/25/2022	R
124572 XCEL ENERGY	\$0.00	5/25/2022	C
124573 XCEL ENERGY	\$0.00	5/25/2022	C
124574 XCEL ENERGY	\$196,245.12	5/25/2022	R
124575 YOSHIDA, ERIN	\$234.25	5/25/2022	R
124576 ZAPPETILLO, DAVID	\$75.00	5/25/2022	R
124577 ZEN FITNESS	\$1,200.00	5/25/2022	R
124578 ZOOM ID	\$2,970.00	5/25/2022	R
124579 EAST RIDGE PSO LOFT STAGE THEATER BOOSTERS	\$40.00	5/25/2022	R
124580 GRAINGER	\$0.00	5/25/2022	C
124581 GRAINGER	\$1,184.04	5/25/2022	R
124582 ANOKA COUNTY PROPERTY TAX & TAXATION	\$247.91	5/26/2022	R
9993622 SAM'S CLUB/SYNCHRONY BANK	\$0.00	5/18/2022	C
9993623 SAM'S CLUB/SYNCHRONY BANK	\$0.00	5/18/2022	C
9993624 SAM'S CLUB/SYNCHRONY BANK	\$0.00	5/18/2022	C
9993625 SAM'S CLUB/SYNCHRONY BANK	\$0.00	5/18/2022	C
9993626 SAM'S CLUB/SYNCHRONY BANK	\$0.00	5/18/2022	C
9993627 SAM'S CLUB/SYNCHRONY BANK	\$0.00	5/18/2022	C
9993628 SAM'S CLUB/SYNCHRONY BANK	\$3,114.33	5/18/2022	R
9993629 AIG	\$6,995.13	5/16/2022	R
9993630 AMERICAN FUNDS	\$81,362.54	5/16/2022	R
9993631 AMERIPRISE FINANCIAL SERVICES	\$19,217.01	5/16/2022	R
9993632 AXA EQUITABLE	\$32,119.16	5/16/2022	R
9993633 BENEFIT RESOURCE, INC	\$95,103.19	5/16/2022	R
9993634 EDUCATION MN ESI BILLING TRUST	\$33,291.81	5/16/2022	R
9993635 INTERNAL REVENUE SERVICE	\$0.00	5/16/2022	C
9993636 INTERNAL REVENUE SERVICE	\$0.00	5/16/2022	C
9993637 INTERNAL REVENUE SERVICE	\$0.00	5/16/2022	C
9993638 INTERNAL REVENUE SERVICE	\$781,898.72	5/16/2022	R
9993639 METROPOLITAN LIFE	\$1,049.81	5/16/2022	R
9993640 MN DEPT OF HUMAN SERVICES	\$1,834.50	5/16/2022	R
9993641 MN DEPT OF REVENUE	\$126,392.08	5/16/2022	R
9993642 MN STATE RETIREMENT	\$8,337.11	5/16/2022	R
9993643 PCS RETIREMENT - ASPIRE FINANCIAL SERVICES	\$4,490.13	5/16/2022	R
9993644 PUBLIC EMP RETIREMENT ASSOC	\$0.00	5/16/2022	C
9993645 PUBLIC EMP RETIREMENT ASSOC	\$125,652.53	5/16/2022	R
9993646 TEACHERS RETIREMENT ASSOC	\$0.00	5/16/2022	C
9993647 TEACHERS RETIREMENT ASSOC	\$407,640.16	5/16/2022	R
9993648 VANGUARD SMALL BUSINESS SERVICES	\$40,507.52	5/16/2022	R
9993649 WHITE BEAR LAKE TEACHERS ASSOC (WIRE)	\$39,547.57	5/16/2022	R
9993650 BMO	\$0.00	5/26/2022	C
9993651 BMO	\$0.00	5/26/2022	C
9993652 BMO	\$0.00	5/26/2022	C
9993653 BMO	\$0.00	5/26/2022	C
9993654 BMO	\$0.00	5/26/2022	C

9993655 BMO	\$0.00	5/26/2022	C
9993656 BMO	\$0.00	5/26/2022	C
9993657 BMO	\$0.00	5/26/2022	C
9993658 BMO	\$0.00	5/26/2022	C
9993659 BMO	\$0.00	5/26/2022	C
9993660 BMO	\$0.00	5/26/2022	C
9993661 BMO	\$0.00	5/26/2022	C
9993662 BMO	\$0.00	5/26/2022	C
9993663 BMO	\$0.00	5/26/2022	C
9993664 BMO	\$0.00	5/26/2022	C
9993665 BMO	\$0.00	5/26/2022	C
9993666 BMO	\$0.00	5/26/2022	C
9993667 BMO	\$0.00	5/26/2022	C
9993668 BMO	\$0.00	5/26/2022	C
9993669 BMO	\$0.00	5/26/2022	C
9993670 BMO	\$0.00	5/26/2022	C
9993671 BMO	\$0.00	5/26/2022	C
9993672 BMO	\$43,895.85	5/26/2022	R
9993673 AIG	\$6,916.43	5/31/2022	R
9993674 AMERICAN FUNDS	\$81,463.81	5/31/2022	R
9993675 AMERIPRISE FINANCIAL SERVICES	\$20,018.51	5/31/2022	R
9993676 AXA EQUITABLE	\$32,185.67	5/31/2022	R
9993677 BENEFIT RESOURCE, INC	\$92,325.65	5/31/2022	R
9993678 EDUCATION MN ESI BILLING TRUST	\$33,291.81	5/31/2022	R
9993679 INTERNAL REVENUE SERVICE	\$0.00	5/31/2022	C
9993680 INTERNAL REVENUE SERVICE	\$0.00	5/31/2022	C
9993681 INTERNAL REVENUE SERVICE	\$0.00	5/31/2022	C
9993682 INTERNAL REVENUE SERVICE	\$0.00	5/31/2022	C
9993683 INTERNAL REVENUE SERVICE	\$0.00	5/31/2022	C
9993684 INTERNAL REVENUE SERVICE	\$0.00	5/31/2022	C
9993685 INTERNAL REVENUE SERVICE	\$885,576.48	5/31/2022	R
9993686 METROPOLITAN LIFE	\$1,049.81	5/31/2022	R
9993687 MN DEPT OF HUMAN SERVICES	\$1,326.90	5/31/2022	R
9993688 MN DEPT OF REVENUE	\$0.00	5/31/2022	C
9993689 MN DEPT OF REVENUE	\$142,191.95	5/31/2022	R
9993690 MN REVENUE	\$276.05	5/31/2022	R
9993691 MN STATE RETIREMENT	\$11,393.71	5/31/2022	R
9993692 PCS RETIREMENT - ASPIRE FINANCIAL SERVICES	\$4,490.13	5/31/2022	R
9993693 PUBLIC EMP RETIREMENT ASSOC	\$0.00	5/31/2022	C
9993694 PUBLIC EMP RETIREMENT ASSOC	\$0.00	5/31/2022	C
9993695 PUBLIC EMP RETIREMENT ASSOC	\$143,563.09	5/31/2022	R
9993696 TEACHERS RETIREMENT ASSOC	\$0.00	5/31/2022	C
9993697 TEACHERS RETIREMENT ASSOC	\$0.00	5/31/2022	C
9993698 TEACHERS RETIREMENT ASSOC	\$0.00	5/31/2022	C
9993699 TEACHERS RETIREMENT ASSOC	\$467,001.78	5/31/2022	R
9993700 VANGUARD SMALL BUSINESS SERVICES	\$39,608.19	5/31/2022	R
9993701 WHITE BEAR LAKE TEACHERS ASSOC (WIRE)	\$39,636.93	5/31/2022	R

212200949 BARTH, CARRIE M.	\$951.28	5/11/2022	A
212200950 BATAGLIA, DAVID A.	\$200.00	5/11/2022	A
212200951 BECKER, JILL E.	\$100.00	5/11/2022	A
212200952 BEDELL, BRENDA	\$80.50	5/11/2022	A
212200953 BEDELL, KYLEEN G.	\$24.05	5/11/2022	A
212200954 BILSKEMPER, JOSHUA P.	\$53.18	5/11/2022	A
212200955 BRIGGS, JANE L.	\$297.23	5/11/2022	A
212200956 BRUEMMER, SARAH E.	\$34.42	5/11/2022	A
212200957 CARLEY, ANDREA J.	\$36.16	5/11/2022	A
212200958 CARNEY, AMY S.	\$72.31	5/11/2022	A
212200959 DARR, SHELLY M.	\$57.92	5/11/2022	A
212200960 DERY, JOSHUA J.	\$102.67	5/11/2022	A
212200961 FEIDER, CHELSEA K.	\$200.00	5/11/2022	A
212200962 FLEMING, MARY C.	\$94.99	5/11/2022	A
212200963 GARCIA ANDERSON, ODELIS M.	\$33.96	5/11/2022	A
212200964 GAYLE, SHERI G.	\$65.00	5/11/2022	A
212200965 GRIEBENOW, BRIAN N.	\$93.12	5/11/2022	A
212200966 GUTHRIE, ASHLEY M.	\$91.91	5/11/2022	A
212200967 HARRIMAN, GRETCHEN E.	\$1,405.99	5/11/2022	A
212200968 HILDESTAD, JULIE A.	\$101.21	5/11/2022	A
212200969 HOEG, SCOTT A.	\$27.50	5/11/2022	A
212200970 HUBBARD, MICHELLE K.	\$175.63	5/11/2022	A
212200971 IMMEL, COLLEEN M.	\$207.68	5/11/2022	A
212200972 JOHNSON, ANDREA M.	\$1,000.00	5/11/2022	A
212200973 JOHNSON, SADIE R.	\$52.77	5/11/2022	A
212200974 KILGO, GRACE C.	\$129.41	5/11/2022	A
212200975 LEMIEUX, TAMARA M.	\$74.30	5/11/2022	A
212200976 LITTLEFIELD, TRAVIS D.	\$85.82	5/11/2022	A
212200977 LU, JOAN M.	\$77.22	5/11/2022	A
212200978 LYDON, CASSANDRA K.	\$45.39	5/11/2022	A
212200979 MARKUSON, RACHAEL J.	\$172.28	5/11/2022	A
212200980 MCDOWELL, SUZANNE E.	\$55.79	5/11/2022	A
212200981 MERSCH, NICOLE A.	\$68.00	5/11/2022	A
212200982 NACHTSHEIM, JOHN J.	\$60.26	5/11/2022	A
212200983 NASVIK, CRAIG S.	\$30.00	5/11/2022	A
212200984 O'LEARY, CHADRICK J.	\$320.58	5/11/2022	A
212200985 PATRICK, MEGAN L.	\$29.25	5/11/2022	A
212200986 PHILLIPS, LISA A.	\$111.59	5/11/2022	A
212200987 QUARFOTH, LYNN M.	\$145.00	5/11/2022	A
212200988 RANCOUR, RACHEL	\$34.81	5/11/2022	A
212200989 RIEBOW, MATTHEW R.	\$260.00	5/11/2022	A
212200990 ROE, ALEXIS M.	\$65.00	5/11/2022	A
212200991 SCHUSTER, HEIDI	\$28.00	5/11/2022	A
212200992 SMITH, LAURA A.	\$68.44	5/11/2022	A
212200993 STARUCK, DONNA M.	\$380.76	5/11/2022	A
212200994 STOFFEL, JAMES E.	\$104.55	5/11/2022	A
212200995 SULLIVAN, MAUREEN P.	\$132.42	5/11/2022	A

212200996	SYNAN, ERIN K.	\$167.39	5/11/2022	A
212200997	THOMAS, DAVID G.	\$44.46	5/11/2022	A
212200998	TROSKE, CARRIE L.	\$84.99	5/11/2022	A
212200999	VANG, PANG K.	\$64.99	5/11/2022	A
212201000	WILLIAMS, LAURA L.	\$402.40	5/11/2022	A
212201001	WRIGHT, LAURA A.	\$20.00	5/11/2022	A
212201002	YANG, SYRA	\$213.79	5/11/2022	A
212201003	BARTH, CARRIE M.	\$856.20	5/25/2022	A
212201004	BASHEER, HALAT A.	\$558.09	5/25/2022	A
212201005	BEGE, JEFFREY T.	\$37.41	5/25/2022	A
212201006	BURKE, ERIN M.	\$33.75	5/25/2022	A
212201007	CARLEY, ANDREA J.	\$128.42	5/25/2022	A
212201008	CLYNE, KRISTINE L.	\$179.58	5/25/2022	A
212201009	CRAIGAN, JENNIFER M.	\$119.88	5/25/2022	A
212201010	CWENGROS, BRIDGET C.	\$89.50	5/25/2022	A
212201011	DARR, SHELLY M.	\$49.99	5/25/2022	A
212201012	DEEN, DENISE T.	\$97.70	5/25/2022	A
212201013	DENUCCI, KRISTINA E.	\$75.30	5/25/2022	A
212201014	DERBY, SARA A.	\$71.65	5/25/2022	A
212201015	DOMSCHOT, KATHLEEN S.	\$42.71	5/25/2022	A
212201016	ECKTON, DANA M.	\$120.00	5/25/2022	A
212201017	FASHINGBAUER, HEIDI M.	\$44.82	5/25/2022	A
212201018	FEIRN, FREDERICK R.	\$746.65	5/25/2022	A
212201019	GALYON, AMY R.	\$79.56	5/25/2022	A
212201020	GARCIA ANDERSON, ODELIS M.	\$1,743.01	5/25/2022	A
212201021	GEDNALSKE, KIRK M.	\$50.00	5/25/2022	A
212201022	GRAY, DONALD E.	\$324.09	5/25/2022	A
212201023	HALEY, NORMALYN M.	\$202.66	5/25/2022	A
212201024	HAZARD, CORY J.	\$225.71	5/25/2022	A
212201025	HENSLEY, HANNAH G.	\$951.28	5/25/2022	A
212201026	HIGGINS, SHEILA J.	\$158.40	5/25/2022	A
212201027	HUBBARD, MICHELLE K.	\$20.00	5/25/2022	A
212201028	INGOLD, GINGER R.	\$18.14	5/25/2022	A
212201029	JORGENSEN, AMY L.	\$521.02	5/25/2022	A
212201030	KIRSCHLING, JULIENNE R.	\$960.82	5/25/2022	A
212201031	KOICH, ANGELA	\$17.85	5/25/2022	A
212201032	KRUSEMARK, CARY L.	\$945.08	5/25/2022	A
212201033	KUEMMEL, JANEEN E.	\$120.00	5/25/2022	A
212201034	LARSON, BRITA A.	\$41.54	5/25/2022	A
212201035	LEE, MOLLY E.	\$90.66	5/25/2022	A
212201036	LEHN, BRIDGET N.	\$593.65	5/25/2022	A
212201037	LITTLEFIELD, TRAVIS D.	\$179.85	5/25/2022	A
212201038	LUDENS, ALYSSA M.	\$26.00	5/25/2022	A
212201039	MADER, SETH A.	\$22.86	5/25/2022	A
212201040	MALONEY, JESSE E.	\$95.36	5/25/2022	A
212201041	MARIER, JAMES J.	\$656.88	5/25/2022	A
212201042	MARKUSON, RACHAEL J.	\$56.69	5/25/2022	A

212201043 MAURER, TIMOTHY J.	\$200.00	5/25/2022	A
212201044 MCGARTHWAITE, MICHAEL R.	\$91.07	5/25/2022	A
212201045 MCGARTHWAITE, NICOLE M.	\$59.88	5/25/2022	A
212201046 MENIER, MATTHEW M.	\$78.71	5/25/2022	A
212201047 MERSCH, NICOLE A.	\$85.41	5/25/2022	A
212201048 MEUWISSEN, MATTHEW P.	\$417.70	5/25/2022	A
212201049 MILLER, MOLLY M.	\$50.31	5/25/2022	A
212201050 MISGEN, MARK A.	\$20.48	5/25/2022	A
212201051 NADEAU, MARGARET M.	\$195.00	5/25/2022	A
212201052 NASVIK, JULIE A.	\$29.97	5/25/2022	A
212201053 NYREN, DELROY E.	\$107.40	5/25/2022	A
212201054 OTTAVIANI, AMY M.	\$520.00	5/25/2022	A
212201055 PETERSON, SCOTT J.	\$60.00	5/25/2022	A
212201056 PHETTEPLACE, WANDA M.	\$91.32	5/25/2022	A
212201057 PINNOW, PAIGE E.	\$134.05	5/25/2022	A
212201058 POLLARD, AIMIE N.	\$26.33	5/25/2022	A
212201059 ROLOFF, STEPHANIE H.	\$66.92	5/25/2022	A
212201060 RUDDY, JACQUELINE M.	\$174.42	5/25/2022	A
212201061 RYAN, DENISE M.	\$191.30	5/25/2022	A
212201062 SAMPOANG, DESSERAY R.	\$259.51	5/25/2022	A
212201063 SCHMID, NICOLE R.	\$261.38	5/25/2022	A
212201064 SCHROEDER, AMANDA S.	\$951.28	5/25/2022	A
212201065 SCHULTE, VANESSA L.	\$46.43	5/25/2022	A
212201066 SCHWARTZ, LISA C.	\$126.36	5/25/2022	A
212201067 SMITH, JAMES M.	\$9.96	5/25/2022	A
212201068 SVIR, SARA A.	\$200.71	5/25/2022	A
212201069 SYNAN, ERIN K.	\$14.88	5/25/2022	A
212201070 THOMAS, CHRISTINE L.	\$17.28	5/25/2022	A
212201071 TOLONEN, CLAY S.	\$158.24	5/25/2022	A
212201072 WEGWERTH, CASSIDY J.	\$951.28	5/25/2022	A
212201073 WILLIAMS, LAURA L.	\$382.59	5/25/2022	A
212201074 WILSON, PATRICK W.	\$109.02	5/25/2022	A
	\$12,547,394.57		

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: **June 13, 2021**

SUGGESTED DISPOSITION: **Action Item**

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

Donation	Donor	Recipient
\$10.00	Target Corporation, C/O CyberGrants, LLC	Hugo Elementary
\$1,000.00	Carol and Wally Fisk	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$100.00	Bruce and Julie MacCallum	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$1,000.00	Aaron and Meghan Boesch	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$30.00	Tim and Gretchen Catlin	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$50.00	Andrew and Leigh Ann Barnett	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$25.00	Barbara and Robert Anderson	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$125.00	G. Thomas Construction	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$100.00	Gary Dewing	Otter Lake Elementary Special Education Program in memory of Anderson Fox

\$25.00	Jim and Sharon Roland	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$20.00	Thomas and Valerie McGruder	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$50.00	Tera and Tyler Gregory	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$200.00	Robin and Joseph Samuel	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$100.00	Josiah and Emily Lamb	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$40.00	Janet Carlson-Casa de Calvo and Ricci Casa de Calvo	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$25.00	Susan Rodwell	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$100.00	Jessica and Anthony Dehler	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$40.00	Breena Kroll	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$200.00	Carol and Jerry Olesiak	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$30.00	Anita Embree	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$250.00	Neal and Sherri Anderson	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$100.00	Stephanie Boyum	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$50.00	Perry Feders and Yvonne Keefe Feders	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$25.00	Brandon and Alison Rumpca	Otter Lake Elementary Special Education Program in memory of Anderson Fox

\$100.00	Susan and Perry Flemmen	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$50.00	Deb Schmidt	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$75.00	Scott and Mary Miles	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$100.00	Mark and Joann Baker	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$25.00	Lois Knutson	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$100.00	Kelsey and Richard Lessard	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$200.00	Janice and Ron Linneman	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$100.00	Elizabeth and Justin Gese	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$100.00	Margaret and Robert Boudreau	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$50.00	Loretta Dahl	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$20.00	Portia and David Andrews	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$500.00	Maplewood Pediatric Dentistry	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$250.00	Robert and Marija Fox	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$100.00	Don and Rosemary Gruber	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$300.00	James and Linda Grilli	Otter Lake Elementary Special Education Program in memory of Anderson Fox

\$200.00	Timothy Hughes Alliance Bank	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$100.00	Fiddlehead Design Group LLC	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$30.00	Sue and Howard McNertney	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$25.00	Nicole and Paul Archambeau	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$250.00	Keith and Angela Sjostrom	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$100.00	Dianne and Leslie McClelland	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$50.00	Magdalen Gadbois	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$50.00	Matthew and Denise Ryan	Otter Lake Elementary Special Education Program in memory of Anderson Fox
\$16.60	Box Tops for Education	Central Middle School
\$300.00	Richard & Sarah Jamieson	Central Middle School Band Program
30 Twin Cities Auto Show Tickets	Maplewood Toyota	White Bear Lake High School - South Campus Career Pathways
\$400.00	VFW Charitable Games Fund Keep Zimmer Post	White Bear Lake High School - South Campus Soccer Program
\$400.00	VFW Charitable Games Fund Keep Zimmer Post	White Bear Lake High School - South Campus Golf Teams
\$500.00	VFW Charitable Games Fund Keep Zimmer Post	White Bear Lake High School - South Campus Adapted Sports Teams
2014 Ford Focus	AutoNation and Ford Motor Company	White Bear Lake High School - South Campus Automotive Program
21 Puzzles	Laura Paquette	The Senior Center
\$135.00	Lenora DeBrunn	The Senior Center

\$50.00	Janet Bowser	The Senior Center in memory of Kenneth and Gloria Bowser
\$1,000.00	St Stephen's Church	The Senior Center Meals on Wheels
\$20.00	Cindy Zvareck	The Senior Center Meals on Wheels
\$15.00	Sally McKinley	The Senior Center Meals on Wheels
Candle, Soap, Sage, Charm, Shell, and Traditional Medicines	ThoughtExchange	District Center Indian Education Program

RECOMMENDED ACTION:

Approve.

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

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

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

RESIGNATION/TERMINATION/NON-RENEWAL - CLASSIFIED STAFF

SARA EHRENKROOK – Production/Lunchroom Supervisor - Matoska International

Employed by District 624 since 08/31/2021

Effective Date: 06/13/2022

JODY ESKRO – Media Clerk/Lunchroom Supervisor - Otter Lake Elementary

Employed by District 624 since 05/02/2022

Effective Date: 05/16/2022

JEANNETTE CHERRIER – Bus Aide - Bus Garage

Employed by District 624 since 07/20/2020

Effective Date: 05/20/2022

LINDSAY COLLINS – Paraeducator - Central Middle School

Employed by District 624 since 09/02/2019

Effective Date: 09/17/2021

JENNIFER CULVER – Paraeducator - Normandy Park

Employed by District 624 since 03/23/2022

Effective Date: 05/13/2022

CHELSEY DABILL – Paraeducator - Sunrise Park Middle School

Employed by District 624 since 09/04/2018

Effective Date: 06/10/2022

JONATHAN KRAUSE – Paraeducator - Sunrise Park Middle School

Employed by District 624 since 09/06/2021

Effective Date: 05/20/2022

ALYSSA MALCHOW – Paraeducator - Otter Lake Elementary

Employed by District 624 since 03/28/2022

Effective Date: 05/06/2022

EILEEN MCCONKIE – Paraeducator - Willow Lane Elementary

Employed by District 624 since 11/03/2021

Effective Date: 06/10/2022

HANNAH MEYER – Paraeducator - WBLAHS - South Campus

Employed by District 624 since 01/03/2022

Effective Date: 01/07/2022

WILLIAM PERRY – Paraeducator - TEC

Employed by District 624 since 01/03/22

Effective Date: 05/16/22

KERRY SHERIN – Media Clerk/Lunchroom Supervisor - Willow Lane Elementary
Employed by District 624 since 05/02/2022
Effective Date: 05/16/2022

MATTHEW TIERNEY – Paraeducator - WBLAHS - North Campus
Employed by District 624 since 01/31/2022
Effective Date: 05/16/2022

HAROLD TRETTER – Custodian - Central Middle School
Employed by District 624 since 12/20/2021
Effective Date: 05/27/2022

RESIGNATION/TERMINATION/NON-RENEWAL - CERTIFIED STAFF
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HUSSEIN ARRALE – Math Teacher - Central Middle School
Employed by District 624 since 08/24/2020
Effective Date: 06/13/2022

HALAT BASHEER – Math Teacher - WBLAHS - North Campus
Employed by District 624 since 08/30/2021
Effective Date: 06/13/2022

KAREN BIEDRZYCKI – Music Teacher - WBLAHS - South Campus
Employed by District 624 since 08/30/2021
Effective Date: 06/13/2022

CALLY CAMPBELL – Physical Education & Health Teacher - WBLAHS - South Campus
Employed by District 624 since 08/30/2021
Effective Date: 06/13/2022

JOSEPH CLARK – Social Studies Teacher - Sunrise Park Middle School
Employed by District 624 since 08/24/2020
Effective Date: 06/13/2022

JOSHUA DERY – Industrial Tech Teacher - WBLAHS - South Campus
Employed by District 624 since 08/19/2019
Effective Date: 06/13/2022

ANDRE FRACISCO – Science Teacher - WBLAHS - North Campus
Employed by District 624 since 08/30/2021
Effective Date: 06/13/2022

GARRY JOHNSON – Business Ed Teacher - WBLAHS - South Campus
Employed by District 624 since 08/30/2021
Effective Date: 06/13/2022

JENNIFER HANLON – Preschool Teacher - Tamarack Nature Center

Employed by District 624 since 09/15/2015

Effective Date: 06/13/2022

KENDRA JANSSEN – Math Teacher - Central Middle School

Employed by District 624 since 08/22/2016

Effective Date: 06/13/2022

MARISSA LANE – Kindergarten Teacher - Vadnais Heights Elementary

Employed by District 624 since 08/19/2019

Effective Date: 06/13/2022

KJERSTEN LARSON – FACS Teacher - WBLAHS - North Campus

Employed by District 624 since 08/30/2021

Effective Date: 06/13/2022

ERICA LEMKE – Kindergarten Teacher - Hugo Elementary

Employed by District 624 since 08/19/2019

Effective Date: 06/13/2022

JOAN LU – ELL Teacher - Lakeaires Elementary

Employed by District 624 since 08/30/2021

Effective Date: 06/13/2022

ALYSSA LUDENS – 5th Grade Teacher - Lincoln Elementary

Employed by District 624 since 08/30/2021

Effective Date: 06/13/2022

NICHOLAS LUNDELL – Language Arts Teacher - Sunrise Park Middle School

Employed by District 624 since 08/30/21

Effective Date: 06/13/2022

VICTORIA MARTIN – Language Arts Teacher - Sunrise Park Middle School

Employed by District 624 since 08/30/2018

Effective Date: 06/13/2022

BROOKE MASTRO – Special Education Teacher - Willow Lane Elementary

Employed by District 624 since 08/30/2021

Effective Date: 06/13/2022

CHELSEA NOVOTNY – Art Teacher - Sunrise Park Middle School

Employed by District 624 since 08/30/2021

Effective Date: 06/13/2022

JESSICA PETRIK – 4th/5th Grade Teacher - Vadnais Heights Elementary

Employed by District 624 since 08/30/2021

Effective Date: 06/13/2022

KHADIJAH PIERCE – 1st Grade Teacher - Vadnais Heights Elementary

Employed by District 624 since 08/30/2021

Effective Date: 06/13/2022

JENNA POWERS – Physical Education Teacher - Sunrise Park Middle School

Employed by District 624 since 08/30/2021

Effective Date: 06/13/2022

KARRISA RANKIN – Language Arts Teacher - Central Middle School

Employed by District 624 since 08/24/2020

Effective Date: 06/13/2022

JOEY SIMON – Physical Education Teacher - Sunrise & Central Middle School

Employed by District 624 since 08/30/2021

Effective Date: 06/13/2022

CHRISTINE SPEARS – Preschool Teacher - Tamarack Nature Center

Employed by District 624 since 10/09/2001

Effective Date: 06/13/2022

CINDAY YANG – 3rd Grade Teacher - Matoska International

Employed by District 624 since 08/30/2021

Effective Date: 06/13/2022

KAY ZWIERS – Special Education Teacher - Otter Lake Elementary

Employed by District 624 since 09/16/2019

Effective Date: 06/13/2022

RESIGNATION/TERMINATION/NON-RENEWAL - NON-AFFILIATED

REBECCA EDBERG – Assistant Director of Human Resources - District Center

Employed by District 624 since 07/08/2013

Effective Date: 06/14/2022

RESIGNATION/TERMINATION/NON-RENEWAL - PROFESSIONAL STAFF

NORMAN BELL – Associate Principal - Sunrise Park Middle School

Employed by District 624 since 07/1/2021

Effective Date: 06/30/2022

AMBER WALSH – Principal - Distance Learning Academy

Employed by District 624 since 08/19/2019

Effective Date: 06/30/2022

RETIREMENT - CLASSIFIED STAFF

DENISE KERR – Paraeducator - Otter Lake Elementary

Employed by District 624 since 11/03/2003

Effective Date: 06/10/2022

RETIREMENT - CERTIFIED STAFF

DEREK COOPER– Physical Education and DAPE Teacher - Willow Lane Elementary

Employed by District 624 since 08/22/1996

Effective Date: 06/13/2022

JULIE DORNER – Speech Language Pathologist - WBLAHS - North Campus

Employed by District 624 since 08/22/2002

Effective Date: 06/13/2022

JEANNE MACK – 4th Grade Teacher - Matoska International

Employed by District 624 since 08/23/1999

Effective Date: 06/13/2022

MARY OSTERLUND – 3rd Grade Teacher - Lakeaires Elementary

Employed by District 624 since 08/21/1986

Effective Date: 06/13/2022

PATRICIA PERCIVAL – Physical Education Teacher - Central Middle School

Employed by District 624 since 08/26/1993

Effective Date: 07/25/2022

CHANGE IN ASSIGNMENT - NON-AFFILIATED

MICHELLE GONZALEZ – From Part-time Bus Driver - Bus Garage

To Full-time Bus Driver - Bus Garage

\$19.71 per hr. 39.1 hrs. per wk., \$4,623.96

Effective Date: 05/02/2022

CHANGE IN ASSIGNMENT - CLASSIFIED STAFF

STEPHANIE NEUHAUS – OST Program Assistant - Vadnais Heights Elementary

From 22.49 hrs., per wk., To 14.99 hrs., per wk.

Effective Date: 11/07/2021

TEMPORARY CHANGE IN ASSIGNMENT - CLASSIFIED STAFF

NANCY CHRISTENSON – From Nutrition Services Assistant - Birch Lake Elementary
To NS Elementary Manager - Birch Lake Elementary
Increase in hours, from 26.25 hrs to 35 hrs week
Effective Date: 05/09/2022 - 06/10/2022

FULL TIME LEAVE OF ABSENCE - CERTIFIED STAFF

KRISTIN CHASE – Music Teacher - Central Middle School
Employed by the District 624 since 08/26/2010
Effective Date: 04/21/22 through 6/03/22

CHRISTINA FREEMAN – FACS Teacher - WBLAHS - North Campus
Employed by the District 624 since 08/21/2017
Effective Date: 04/11/22 through 6/13/22

NIKOLE REINCCIUS – 3rd Grade Teacher - Lincoln Elementary
Employed by the District 624 since 08/21/2013
Effective Date: 2022-2023 School Year

NEW PERSONNEL - NON-AFFILIATED

KELLI DEAL – Dispatcher Specialist - Bus Garage
\$26 per hr., 40 hrs. per wk., \$2,912
Effective Date: 06/13/2022

MARTINA WAGNER – Director of Educational Equity and Achievement - District Center
40 hrs. per wk., Annualized Salary \$139,230
Effective Date: 07/01/2022

NEW PERSONNEL - CLASSIFIED STAFF

NICOLE CHESSNOE – Paraeducator - Normandy Park
\$20.14 per hr., 24 hrs. per wk.
Effective Date: 05/23/2022

TANYA MCCUSKEY – Part-time Bus Aide - District Wide
\$18.80 per hr., 25 hrs. per wk.
Effective Date: 06/13/2022

CATHERINE MCVEIGH – Paraeducator - Otter Lake Elementary
\$21.51 per hr., 32.5 hrs. per wk.
Effective Date: 09/06/2022

KIMBERLY MILLER – Part-time Bus Driver - District Wide

\$20.22 per hr., 22.5 hrs. per wk., \$ 1,273.86

Effective Date: 05/23/2022

STEVE MORIS – Part-time Bus Driver - District Wide

\$20.22 per hr., 22.5 hrs. per wk., \$727.92

Effective Date: 06/01/2022

MARY PERRY – Part-time Bus Aide - District Wide

\$18.80 per hr., 25 hrs. per wk.

Effective Date: 06/13/2022

DORIS WALD – Paraeducator - Otter Lake Elementary

\$20.14 per hr., 32.5 hrs. per wk.

Effective Date: 09/06/2022

HEATHER ZAHN – Paraeducator - Otter Lake Elementary

\$22.29 per hr., 32.5 hrs. per wk.

Effective Date: 09/06/2022

NEW PERSONNEL - CERTIFIED STAFF
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DANIELLE DEWITT – Physical Education Teacher - Willow Lane Elementary

1.0 FTE, BA, Step 1, \$49,271.22

Effective Date: 08/29/2022

LINDSAY NICKLASON – Special Education Teacher - Oneka Elementary

1.0 FTE, MA, Step 1, \$52,899.53

Effective Date: 08/29/2022

ANDREW SCHMIDT – Special Education Teacher - Lakeaires Elementary

1.0 FTE, BA, Step 1, \$48,315.20

Effective Date: 08/29/2022

LONG TERM SUBSTITUTE - CLASSIFIED STAFF
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ISABELLA ROSS – Media Clerk/Lunchroom Supervisor - Willow Lane Elementary

\$18.89 per hr., 27.5 hrs. per wk., \$1,662.32

Effective Date: 05/20/2022 - 06/10/2022

LONG TERM SUBSTITUTE - CERTIFIED STAFF

JESSICA PETRIK – 4th/5th Grade Teacher - Vadnais Heights Elementary

BA5, Step 3, \$50,132.47

Effective Date: 2022-2023 School Year

B. PUBLIC FORUM

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

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

C. INFORMATION ITEMS

AGENDA ITEM: **Student Recognition**

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Information Item**

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

BACKGROUND:

We will recognize students who represented the district at a state level during tonight's meeting. Certificates and Bear pins have been distributed to the students.
Congratulations, students!

Honoree Name	Honor
Jasper Grawe, 11th grade	All-State Choir Participant
Simon Anderson, 10th grade	All-State Choir Participant
Spencer Anderson, 10th grade	All-State Choir Participant
Gilberto Garrido, 10th grade	All-State Choir Participant
Wonser Mongrue, 10th grade	All-State Choir Participant
Sanyu Mwassa, 10th grade	All-State Choir Participant, and NIETOC National Speech Tournament - 6th Place in Dramatic Interpretation
Mariam Elias-Danjuma, 10th grade	NIETOC National Speech Tournament Participant
Henry Jensen, 11th grade	Finalist for Hennepin Theatre Trust Triple Threat Award
Michael Hoffman, 12th grade	National Merit Finalist

Arthur Steiner, 10th grade	Academic Bowl National Finalist
Gianna McLeod, 12th grade	Girls Golf State Tournament Qualifier and All Conference
Kristina Pratt, 11th grade	Girls Golf State Tournament Qualifier and All Conference
Ryan Jamieson, 11th grade	Boys Golf State Tournament Qualifier and All Conference
Eli Ebbert, 12th grade	Boys Track and Field State Tournament Qualifier 100, 4 x 100 and 4 x 200
Ernest Mattson, 12th grade	Boys Track and Field State Tournament Qualifier 1600 and 3200
Arthur Perron, 12th grade	Boys Track and Field State Tournament Qualifier 110 and 300 Hurdles
Gavin Rogers, 12th grade	Boys Track and Field State Tournament Qualifier 4 x 100 and 4 x 200
Seth Olson, 11th grade	Boys Track and Field State Tournament Qualifier 4 x 100 and 4 x 200
Tolu Oyekunle, 11th grade	Boys Track and Field State Tournament Qualifier 4 x 200
Jontay Vaulx, 11th grade	Boys Track and Field State Tournament Qualifier 4 x 100 and 4 x 200
Caleb Anderson, 10th grade	Boys Track and Field State Tournament Qualifier 200, 4 x 100 and 4 x 200
Keith Johnson, 10th grade	Boys Track and Field State Tournament Qualifier 4 x 100
Luke Williams, 10th grade	Boys Track and Field State Tournament Qualifier 1600
Ore Olusi, 12th grade	Girls Track and Field State Tournament Participant
Blessing Adebisi, 11th grade	Girls Track and Field State Tournament Participant
Kamaria Newton, 11th grade	Girls Track and Field State Tournament Participant
Katelyn Porter, 11th grade	Girls Track and Field State Tournament Participant
Autumn Maki, 10th grade	Girls Track and Field State Tournament Participant
Grace Bailey, 9th grade	Girls Track and Field State Tournament Participant
Lys-Aurele D'Aleida, 9th grade	Girls Track and Field State Tournament Participant

Sophia Haley, 9th grade	Girls Track and Field State Tournament Participant
Alyssa Hamlin, 9th grade	Girls Track and Field State Tournament Participant
Addison Hemquist, 9th grade	Girls Track and Field State Tournament Participant
Ella Weierke, 9th grade	Girls Track and Field State Tournament Participant
Addison Bachmeier, 12th grade	Softball State Tournament Participant
Stephanie Larson, 12th grade	Softball State Tournament Participant
Jordyn Meyer, 12th grade	Softball State Tournament Participant
Morgan Stein, 12th grade	Softball State Tournament Participant
Chloe Barber, 11th grade	Softball State Tournament Participant
Clara Griebel, 11th grade	Softball State Tournament Participant
Autumn Lund, 11th grade	Softball State Tournament Participant
Annika Olson, 11th grade	Softball State Tournament Participant
Abby Taylor, 11th grade	Softball State Tournament Participant
Sydney Schwartz, 11th grade	Softball State Tournament Participant
Julia Albin, 11th grade	Softball State Tournament Participant
Heidi Barber, 10th grade	Softball State Tournament Participant
Isabelle Barthol, 10th grade	Softball State Tournament Participant
Lillian Glendenning, 10th grade	Softball State Tournament Participant
Emma Larson, 10th grade	Softball State Tournament Participant
Madelyn Belisle, 9th grade	Softball State Tournament Participant
Madelyn Pearson 8th grade	Softball State Tournament Participant

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **June 13, 2022**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

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

AGENDA ITEM: **Construction Update**

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Information Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for**
Finance and Operations;
Dan Roeser, Director of Building Operations

BACKGROUND:

Representatives from Wold Architects and Engineers will present a construction update.



WHITE BEAR LAKE AREA SCHOOLS



SCHOOL BOARD UPDATE

School Board Meeting

June 13th, 2022



White Bear Lake
Area Schools



What's Under Construction?

REFERENDUM PROJECTS UPDATE STATUS OF REFERENDUM PROJECTS

South Campus Phase 1 (Gym)	100%	South Campus Phase 2	60%
Transportation	100%	WBLAHS	32%
Lincoln Elementary	100%	Birch Lake Elementary	34%
Matoska Elementary	100%	Lakeaires Elementary	35%
Vadnais Heights Elementary	100%	Otter Lake Elementary	9%
Willow Lane Elementary	100%	Central Middle School	0%
North Star Elementary	82%	Sunrise Park	0%
ALC	50%		

*Based on percentage billed by contractors



NORTH STAR ELEMENTARY SCHOOL CONSTRUCTION STATUS





NORTH STAR ELEMENTARY SCHOOL CONSTRUCTION STATUS



NORTH STAR ELEMENTARY SCHOOL CONSTRUCTION STATUS

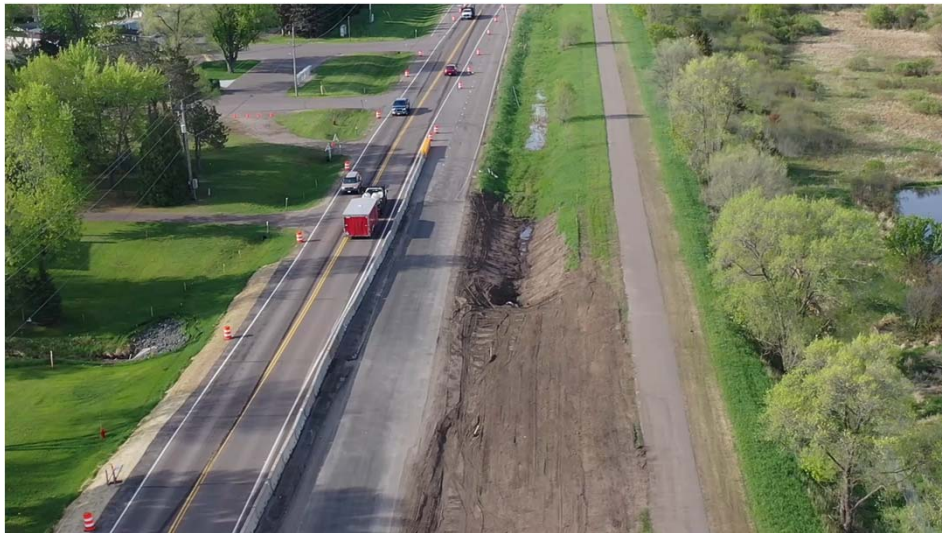




NORTH STAR ELEMENTARY SCHOOL CONSTRUCTION STATUS



NORTH STAR ELEMENTARY SCHOOL CONSTRUCTION STATUS





White Bear Lake
Area Schools

SOUTH CAMPUS OFFICE & CLASSROOMS ADDITION CONSTRUCTION STATUS



White Bear Lake
Area Schools

SOUTH CAMPUS OFFICE & CLASSROOMS ADDITION CONSTRUCTION STATUS





White Bear Lake
Area Schools

SOUTH CAMPUS OFFICE & CLASSROOMS ADDITION CONSTRUCTION STATUS



White Bear Lake
Area Schools

SOUTH CAMPUS OFFICE & CLASSROOMS ADDITION CONSTRUCTION STATUS





HIGH SCHOOL PROJECT SCOPE & SCHEDULE



HIGH SCHOOL PROJECT SCOPE & SCHEDULE

- Over (80) individual tasks are tracked across (13) Areas Every Week!
- Approximately (180 +/-) Crew Members on-site Each Day!
- Roofing Complete by End of June
- Turf Fields Complete by this Fall
- Exterior Glass Going In
- Above Ceiling Inspections
- (3) Story & Field House Turnover this Winter

Task/Activity	Area	6/13	6/20	6/27	7/4	7/11	7/18	7/25	8/1	8/8	8/15	8/22	8/29	9/5	9/12	9/19	9/26	10/3	10/10	10/17	10/24	10/31	11/7	11/14	11/21	11/28	12/5	12/12	12/19	12/26	1/2	1/9	1/16	1/23	1/30	2/6	2/13	2/20	2/27	3/6	3/13	3/20	3/27	4/3	4/10	4/17	4/24	5/1	5/8	5/15	5/22	5/29	6/5	6/12	6/19	6/26	7/3	7/10	7/17	7/24	7/31	8/7	8/14	8/21	8/28	9/4	9/11	9/18	9/25	10/2	10/9	10/16	10/23	10/30	11/6	11/13	11/20	11/27	12/4	12/11	12/18	12/25	1/1	1/8	1/15	1/22	1/29	2/5	2/12	2/19	2/26	3/5	3/12	3/19	3/26	4/2	4/9	4/16	4/23	4/30	5/7	5/14	5/21	5/28	6/4	6/11	6/18	6/25	7/2	7/9	7/16	7/23	7/30	8/6	8/13	8/20	8/27	9/3	9/10	9/17	9/24	10/1	10/8	10/15	10/22	10/29	11/5	11/12	11/19	11/26	12/3	12/10	12/17	12/24	12/31	1/7	1/14	1/21	1/28	2/4	2/11	2/18	2/25	3/4	3/11	3/18	3/25	4/1	4/8	4/15	4/22	4/29	5/6	5/13	5/20	5/27	6/3	6/10	6/17	6/24	7/1	7/8	7/15	7/22	7/29	8/5	8/12	8/19	8/26	9/2	9/9	9/16	9/23	9/30	10/7	10/14	10/21	10/28	11/4	11/11	11/18	11/25	12/2	12/9	12/16	12/23	12/30	1/6	1/13	1/20	1/27	2/3	2/10	2/17	2/24	3/3	3/10	3/17	3/24	3/31	4/7	4/14	4/21	4/28	5/5	5/12	5/19	5/26	6/2	6/9	6/16	6/23	6/30	7/7	7/14	7/21	7/28	8/4	8/11	8/18	8/25	9/1	9/8	9/15	9/22	9/29	10/6	10/13	10/20	10/27	11/3	11/10	11/17	11/24	12/1	12/8	12/15	12/22	12/29	1/5	1/12	1/19	1/26	2/2	2/9	2/16	2/23	3/2	3/9	3/16	3/23	3/30	4/6	4/13	4/20	4/27	5/4	5/11	5/18	5/25	6/1	6/8	6/15	6/22	6/29	7/6	7/13	7/20	7/27	8/3	8/10	8/17	8/24	8/31	9/7	9/14	9/21	9/28	10/5	10/12	10/19	10/26	11/2	11/9	11/16	11/23	11/30	12/7	12/14	12/21	12/28	1/4	1/11	1/18	1/25	2/1	2/8	2/15	2/22	2/29	3/6	3/13	3/20	3/27	4/3	4/10	4/17	4/24	5/1	5/8	5/15	5/22	5/29	6/5	6/12	6/19	6/26	7/3	7/10	7/17	7/24	7/31	8/7	8/14	8/21	8/28	9/4	9/11	9/18	9/25	10/2	10/9	10/16	10/23	10/30	11/6	11/13	11/20	11/27	12/4	12/11	12/18	12/25	1/1	1/8	1/15	1/22	1/29	2/5	2/12	2/19	2/26	3/5	3/12	3/19	3/26	4/2	4/9	4/16	4/23	4/30	5/7	5/14	5/21	5/28	6/4	6/11	6/18	6/25	7/2	7/9	7/16	7/23	7/30	8/6	8/13	8/20	8/27	9/3	9/10	9/17	9/24	10/1	10/8	10/15	10/22	10/29	11/5	11/12	11/19	11/26	12/3	12/10	12/17	12/24	12/31	1/7	1/14	1/21	1/28	2/4	2/11	2/18	2/25	3/4	3/11	3/18	3/25	4/1	4/8	4/15	4/22	4/29	5/6	5/13	5/20	5/27	6/3	6/10	6/17	6/24	7/1	7/8	7/15	7/22	7/29	8/5	8/12	8/19	8/26	9/2	9/9	9/16	9/23	9/30	10/7	10/14	10/21	10/28	11/4	11/11	11/18	11/25	12/2	12/9	12/16	12/23	12/30	1/6	1/13	1/20	1/27	2/3	2/10	2/17	2/24	3/3	3/10	3/17	3/24	3/31	4/7	4/14	4/21	4/28	5/5	5/12	5/19	5/26	6/2	6/9	6/16	6/23	6/30	7/7	7/14	7/21	7/28	8/4	8/11	8/18	8/25	9/1	9/8	9/15	9/22	9/29	10/6	10/13	10/20	10/27	11/3	11/10	11/17	11/24	12/1	12/8	12/15	12/22	12/29	1/5	1/12	1/19	1/26	2/2	2/9	2/16	2/23	3/2	3/9	3/16	3/23	3/30	4/6	4/13	4/20	4/27	5/4	5/11	5/18	5/25	6/1	6/8	6/15	6/22	6/29	7/6	7/13	7/20	7/27	8/3	8/10	8/17	8/24	8/31	9/7	9/14	9/21	9/28	10/5	10/12	10/19	10/26	11/2	11/9	11/16	11/23	11/30	12/7	12/14	12/21	12/28	1/4	1/11	1/18	1/25	2/1	2/8	2/15	2/22	2/29	3/6	3/13	3/20	3/27	4/3	4/10	4/17	4/24	5/1	5/8	5/15	5/22	5/29	6/5	6/12	6/19	6/26	7/3	7/10	7/17	7/24	7/31	8/7	8/14	8/21	8/28	9/4	9/11	9/18	9/25	10/2	10/9	10/16	10/23	10/30	11/6	11/13	11/20	11/27	12/4	12/11	12/18	12/25	1/1	1/8	1/15	1/22	1/29	2/5	2/12	2/19	2/26	3/5	3/12	3/19	3/26	4/2	4/9	4/16	4/23	4/30	5/7	5/14	5/21	5/28	6/4	6/11	6/18	6/25	7/2	7/9	7/16	7/23	7/30	8/6	8/13	8/20	8/27	9/3	9/10	9/17	9/24	10/1	10/8	10/15	10/22	10/29	11/5	11/12	11/19	11/26	12/3	12/10	12/17	12/24	12/31	1/7	1/14	1/21	1/28	2/4	2/11	2/18	2/25	3/4	3/11	3/18	3/25	4/1	4/8	4/15	4/22	4/29	5/6	5/13	5/20	5/27	6/3	6/10	6/17	6/24	7/1	7/8	7/15	7/22	7/29	8/5	8/12	8/19	8/26	9/2	9/9	9/16	9/23	9/30	10/7	10/14	10/21	10/28	11/4	11/11	11/18	11/25	12/2	12/9	12/16	12/23	12/30	1/6	1/13	1/20	1/27	2/3	2/10	2/17	2/24	3/3	3/10	3/17	3/24	3/31	4/7	4/14	4/21	4/28	5/5	5/12	5/19	5/26	6/2	6/9	6/16	6/23	6/30	7/7	7/14	7/21	7/28	8/4	8/11	8/18	8/25	9/1	9/8	9/15	9/22	9/29	10/6	10/13	10/20	10/27	11/3	11/10	11/17	11/24	12/1	12/8	12/15	12/22	12/29	1/5	1/12	1/19	1/26	2/2	2/9	2/16	2/23	3/2	3/9	3/16	3/23	3/30	4/6	4/13	4/20	4/27	5/4	5/11	5/18	5/25	6/1	6/8	6/15	6/22	6/29	7/6	7/13	7/20	7/27	8/3	8/10	8/17	8/24	8/31	9/7	9/14	9/21	9/28	10/5	10/12	10/19	10/26	11/2	11/9	11/16	11/23	11/30	12/7	12/14	12/21	12/28	1/4	1/11	1/18	1/25	2/1	2/8	2/15	2/22	2/29	3/6	3/13	3/20	3/27	4/3	4/10	4/17	4/24	5/1	5/8	5/15	5/22	5/29	6/5	6/12	6/19	6/26	7/3	7/10	7/17	7/24	7/31	8/7	8/14	8/21	8/28	9/4	9/11	9/18	9/25	10/2	10/9	10/16	10/23	10/30	11/6	11/13	11/20	11/27	12/4	12/11	12/18	12/25	1/1	1/8	1/15	1/22	1/29	2/5	2/12	2/19	2/26	3/5	3/12	3/19	3/26	4/2	4/9	4/16	4/23	4/30	5/7	5/14	5/21	5/28	6/4	6/11	6/18	6/25	7/2	7/9	7/16	7/23	7/30	8/6	8/13	8/20	8/27	9/3	9/10	9/17	9/24	10/1	10/8	10/15	10/22	10/29	11/5	11/12	11/19	11/26	12/3	12/10	12/17	12/24	12/31	1/7	1/14	1/21	1/28	2/4	2/11	2/18	2/25	3/4	3/11	3/18	3/25	4/1	4/8	4/15	4/22	4/29	5/6	5/13	5/20	5/27	6/3	6/10	6/17	6/24	7/1	7/8	7/15	7/22	7/29	8/5	8/12	8/19	8/26	9/2	9/9	9/16	9/23	9/30	10/7	10/14	10/21	10/28	11/4	11/11	11/18	11/25	12/2	12/9	12/16	12/23	12/30	1/6	1/13	1/20	1/27	2/3	2/10	2/17	2/24	3/3	3/10	3/17	3/24	3/31	4/7	4/14	4/21	4/28	5/5	5/12	5/19	5/26	6/2	6/9	6/16	6/23	6/30	7/7	7/14	7/21	7/28	8/4	8/11	8/18	8/25	9/1	9/8	9/15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HIGH SCHOOL PROJECT SCOPE & SCHEDULE



HIGH SCHOOL PROJECT SCOPE & SCHEDULE

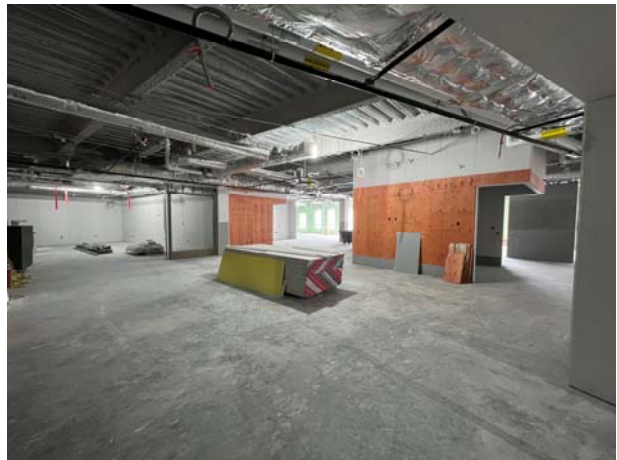




HIGH SCHOOL PROJECT SCOPE & SCHEDULE



HIGH SCHOOL PROJECT SCOPE & SCHEDULE

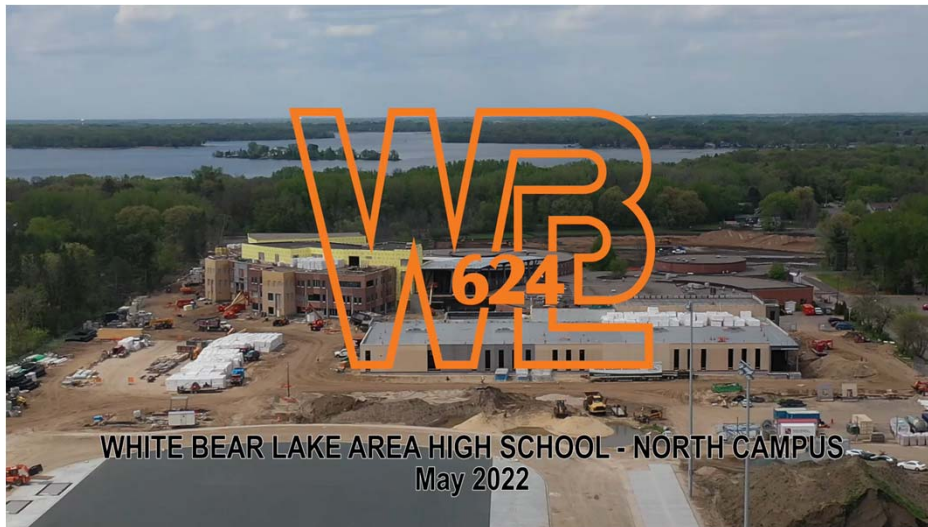




HIGH SCHOOL PROJECT SCOPE & SCHEDULE



HIGH SCHOOL PROJECT SCOPE & SCHEDULE



WHITE BEAR LAKE AREA HIGH SCHOOL - NORTH CAMPUS
May 2022



OTTER LAKE PROJECT SCOPE & SCHEDULE



OTTER LAKE PROJECT SCOPE & SCHEDULE





OTTER LAKE PROJECT SCOPE & SCHEDULE



BIRCH LAKE PROJECT SCOPE & SCHEDULE





BIRCH LAKE PROJECT SCOPE & SCHEDULE



LAKEAIRES PROJECT SCOPE & SCHEDULE





LAKEAIRES PROJECT SCOPE & SCHEDULE



LAKEAIRES PROJECT SCOPE & SCHEDULE





UPCOMING PROJECT SCOPE & SCHEDULE

- ALC – Phase II
 - Construction Start: June 13th, 2022
 - Complete: August, 2022
- Oneka Elementary
 - Construction Start: September 12th, 2022
 - Complete: August, 2023



WHITE BEAR LAKE AREA SCHOOLS



SCHOOL BOARD UPDATE

THANK YOU!



D. DISCUSSION ITEMS

AGENDA ITEM: **Overview of Director of Educational Equity and Achievement Position**

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

Matt Mons, Director of Human Resources and General Counsel will provide an overview of role and responsibilities of the Director of Educational Equity and Achievement and the material changes to the position, which include oversight of the District's Multi-Tiered Systems of Support (MTSS), Title I, and English Learner (EL) programs.

AGENDA ITEM: **2022-2023 Calendar Revision**

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

The current 2022-23 academic calendar was approved by the School Board at the December 13, 2021 meeting. Jen Babiash, Director of Curriculum and Instruction will present a revised 2022-2023 academic calendar which includes two (2) days that are being proposed to be added for professional development and three late start days for 6-12+.



2022-23

White Bear Lake Area Schools

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

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

October 19 Non Student Day*
October 20-21 No School - Education Minnesota Conf.
October 31 Non Student Day* EC-5 Only

November 4 End of First Quarter
November 7-8 Non Student Days*
November 7 EC-12+ Conferences
November 17 EC-12+ Conferences
November 23-25 No School - Thanksgiving Break

December 21 Non Student Day*
December 22-30 No School - Winter Break

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

February 7 EC-5 Conferences
February 10 Non Student Day* EC-5 Only
February 15 Two hour late start* 6-12+ Only
February 16 EC-5 Conferences
February 20 No School - Presidents' Day

March 6-10 No School - Spring Break
March 22 Two hour late start* 6-12+ Only
March 30 6-12+ Conferences

April 4 6-12+ Conferences
April 6 End of Third Quarter
April 7 Non Student Day*
April 24 Non Student Day*

May 17 Two hour late start* 6-12+ Only
May 29 No School - Memorial Day

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

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

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Approved at the _____ School Board Meeting

JULY '22						
S	M	T	W	Th	F	S
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31						

AUGUST '22						
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SEPTEMBER '22						
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JANUARY '23						
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MAY '23						
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JUNE '23						
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First/Last Day of School

No School for Students

Conferences

Two hour late start 6-12+ Only

Non Student Day EC-5 Only

End of Quarter/Semester

District Center Closed

AGENDA ITEM: **Policy 210, Conflict of Interest - School Board Members**

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 210, Conflict of Interest - School Board Members, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy are in sections II, III, and IV.

The purpose of this policy is to observe state statutes regarding conflict of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

RECOMMENDED ACTION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 11, 2022 or a subsequent School Board meeting agenda for action.

Adopted: November 13, 1995
Revised: January 10, 2005
Revised: March 9, 2009
Revised: December 14, 2009
Revised: _____

White Bear Lake Area
School District #624 Policy 210

Revised: July 10, 2017

210 CONFLICT OF INTEREST - SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflict of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

~~It is~~ **T**he policy of the School Board **is** to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the School Board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A School Board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the School Board may as an exception, by unanimous vote, contract for goods or services with a School Board member of the school district:
 - 1. In the designation of a bank or savings association, in which a School Board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any School Board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the School Board. Disclosure must be made when such bank or savings association is first designated as a depository or source of borrowing, or when such School Board member is elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;
 - 2. The designation of an official newspaper, or publication of official matters therein, in which the School Board member is interested when it is the

only newspaper complying with statutory requirements relating to the designation or publication;

3. A contract with a cooperative association of which the School Board member is a shareholder or stockholder but not an officer or manager;
4. A contract for which competitive bids are not required by law; A contract made under this exception will be void unless the following procedures are observed:
 - a. The School Board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested School Board member must file with the clerk of the School Board an affidavit stating:
 - 1) The name of the School Board member and the office held;
 - 2) An itemization of the goods or services furnished;
 - 3) The contract price;
 - 4) The reasonable value;
 - 5) The interest of the School Board member in the contract; and
 - 6) That to the best of the School Board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
5. A School Board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.

- C. In the following circumstances, the School Board may as an exception, by majority vote at a meeting where all School Board members are present, contract for services with a School Board member of the school district: A School Board member may be newly employed or may continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the

time the contract is entered into or extended, that the amount to be earned by that School Board member under that contract or employment relationship, will not exceed \$8,000 in that fiscal year. If the School Board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all School Board members are present, that employment must be immediately terminated and that School Board member will have no further rights to employment while serving as a School Board member in the school district.

- D. The School Board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a School Board member is a member of the class of employees contracting with the School Board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. In order for the School Board to invoke this exception, it must have a majority of disinterested School Board members vote to approve the contract, direct the School Board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The School Board can hire or dismiss teachers only at duly called meetings. Where **spouses** ~~a husband and wife~~, or siblings sit on the board as voting members, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full School Board.
- B. The School Board may not employ any teacher related by blood or marriage to a School Board member, within the fourth degree, as computed by the civil law, except by a unanimous vote of the full School Board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A School Board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the School Board member took office and presents an actual or potential conflict of interest, shall immediately notify the School Board of such interest. It shall thereafter be the responsibility of the School Board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the School Board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the School Board. Any School Board member who has an actual or potential conflict shall notify the School Board of such conflict immediately. The School Board member shall thereafter

cooperate with the School Board as necessary for the School Board to make its determination.

- Legal References:*** Minn. Stat. 122A.40, Subd. 3 (Teacher Hiring, Dismissal)
Minn. Stat. 123B.195 (Board Member's Right to Employment)
Minn. Stat. 471.87 (Public Officers; Interest in Contract; Penalty)
Minn. Stat. 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)
Minn. Stat. 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957
- Cross References:*** MSBA Model Policy 101 (Legal Status of the School Board)
WBLASB Policy 209 (Code of Ethics)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

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

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 413, Harassment and Violence, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy are in sections I, II, III, IV, V, VI, VIII, IX, Attachments, and the Legal and Cross References.

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

RECOMMENDED ACTION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 11, 2022 or a subsequent School Board meeting agenda for action.

Adopted: April 29, 1996
Revised: January 10, 2005
Revised: May 12, 2008
Annual Review: August 8, 2011
Annual Review: January 13, 2014
Annual Review: July 11, 2016
Annual Review: July 15, 2019
Annual Review: _____

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

Annual Review: September 10, 2012
Annual Review: October 13, 2014
Annual Review: March 5, 2018
Annual Review: March 1, 2021

413 HARASSMENT AND VIOLENCE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

~~marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.~~

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

III. DEFINITIONS

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

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

F. School District Personnel includes School Board members, school employees, agents, volunteers, contractors or other persons' subject to the supervision and control of the district.

G. Sexual Harassment; Definition

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

H. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof ~~which~~ **that** involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, **section** § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, ~~whether that person is of the same sex or the opposite sex;~~
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

I. Violence; Definition

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

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of **Protected Class** ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct ~~which~~ **that** may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form attached and incorporated by reference to this policy as Addendum A, but oral reports shall be considered complaints as well.
- C. The building principal, principal's designee, or building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receive a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- E. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- F. The School Board hereby designates as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves the a human rights officer, the complaint shall be filed directly with the superintendent.
- G. The school district shall conspicuously post the name of the human rights officer, including mailing address and telephone number.

- H. If the superintendent is the human rights officer, an alternative individual shall be designated by the School Board. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- I. Use of formal reporting forms is not mandatory.
- J. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- K. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, take appropriate action, and ~~to~~ comply with any discovery or disclosure obligations.
- L. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- M. False accusations or reports of violence or harassment against another person are prohibited.
- N. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

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

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

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

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation

may be conducted by school district officials or by a third party designated by the school district.

- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator, including but not limited to, Addendum B: Responding to a Racial and Biased Harm Protocol, and Addendum C: Administrative Guidelines for Transgender and Gender-Expansive Student Rights and Protections.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the **targets or victims and alleged perpetrators of harassment or violence, the** parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy; testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence; or testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under **Minnesota Statutes, Chapter. 260E § 626.556** may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

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

Attachments: Addendum A: Harassment and Violence Public Notice
 Addendum B: Responding to a Racial and Biased Harm Protocol
 Addendum C: Administrative Guidelines for Transgender and
 Gender-Expansive Student Rights and Protections
 Form: Harassment and Violence Report Form

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
 Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
 Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment
 and Violence Policy)
 Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 Minn. Stat. § 609.341 (Definitions)
 Minn. Stat. Ch. 260E ~~§ 626.556 et seq.~~ (Reporting of Maltreatment of
 Minors)
 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
 29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973; ~~§ 504~~)
 42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
 42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
 42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: WBLASB Policy 102 (Equal Educational Opportunity)
 WBLASB Policy 401 (Equal Employment Opportunity)

WBLASB Policy 402 (Disability Nondiscrimination Policy)
WBLASB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
WBLASB Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 514 (Bullying Prohibition Policy)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
WBLASB Policy 521 (Student Disability Nondiscrimination)
WBLASB Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process ~~Student Sex Nondiscrimination~~)
WBLASB Policy 524 (Internet Acceptable Use and Safety Policy)
WBLASB 525 (Violence Prevention)
WBLASB Policy 526 (Hazing Prohibition)
WBLASB Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

AGENDA ITEM: **Policy 424, License Status**

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 424, License Status, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The change recommended to this policy is in the Legal References.

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers.

RECOMMENDED ACTION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 11, 2022 or a subsequent School Board meeting agenda for action.

Adopted: December 10, 2001
Revised: January 10, 2005
Revised: November 8, 2007
Review: October 10, 2011
Review: December 9, 2013
Review: November 12, 2018

*White Bear Lake Area
School District #624 Policy 424*

Review: September 10, 2012
Review: January 8, 2018
Review: _____

424 LICENSE STATUS

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school district that employs a teacher who does not hold a valid teaching license places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within a year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.

- C. If it is discovered that a teacher's license has expired, the teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.
- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. §122A.16 (Qualified Teacher Defined)
Minn. Stat. §122A.22 (District Verification of Teacher Licenses)
Minn. Stat. §122A.40, Subd. 13 (Employment; Contracts; Termination Immediate Discharge)
Minn. Stat. §127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn.App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn.App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639, ~~1993~~ (Minn. App. 1993) Lexis 442

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

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 704, Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy are in sections III, and IV.

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

RECOMMENDED ACTION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 11, 2022 or a subsequent School Board meeting agenda for action.

Adopted: December 10, 2001
Revised: December 13, 2010
Revised: March 2, 2015
Revised: _____

White Bear Lake Area
School District #624 Policy 704

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

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

When a piece of land, land improvement, building, piece of machinery, equipment or licensed vehicle ~~has~~ ~~have~~ an original cost of \$5,000 or greater, it will be capitalized and placed on the fixed asset inventory. Land improvements, buildings, pieces of machinery, equipment and licensed vehicles will be depreciated over their useful life. Criteria for capitalization include all of the following:

- It retains its original shape and appearance with use.
- It is nonexpendable; that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit.
- It does not lose its identity through incorporation into a different or more complex unit or substance.
- It has a useful life of greater than five years.

~~Additionally, critical control assets, which include but are not limited to technology equipment, which have an original cost of less than \$5,000 will be inventoried for insurance purposes.~~

IV. REPORT

~~The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.~~ The value of the District's fixed assets will be included in the annual audit report presented to the Board.

Legal References: Minn. Stat. 123B.02 (School District Powers)
Minn. Stat. 123B.09 (School Board Powers)
Minn. Stat. 123B.51 (Schoolhouse and Sites; Access for Noncurricular Purposes)

Cross References: WBLASB Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding

AGENDA ITEM: **Policy 902, Use of School District Facilities and Equipment**

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 902, Use of School District Facilities and Equipment, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes recommended to this policy are in sections II, IV, V, VI, and the Legal References.

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

RECOMMENDED ACTION:

Review the policy and provide suggestions or feedback to the administration, with the policy placed on the July 11, 2022 or a subsequent School Board meeting agenda for action.

Adopted: November 11, 1996
Revised: June 11, 2001
Revised: May 13, 2013
Revised: October 13, 2014

White Bear Lake Area
School District #624 Policy 902

Revised: _____

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The ~~s~~School ~~b~~Board encourages maximum use of school facilities for community groups and individuals during the non-academic day.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The school district administration shall be charged with the process of scheduling rooms and other areas for community services classes and activities.
- B. Procedures for providing publicity, registration and collection of fees shall be the responsibility of the school district administration.
- C. Fees may be structured to include a pro-rata portion of costs for custodial services that are needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. Requests for use of school facilities by community groups or individuals shall be made through the school district's Community Services office. The administration will present recommended procedures for the processing and review of requests to the ~~s~~School ~~b~~Board. Upon approval by the ~~s~~School ~~b~~Board, such procedures shall be an addendum to this policy.
- B. Requests for use of school facilities for student meetings pursuant to Policy 801 shall be made through the building principal.
- C. A rental fee schedule ~~and payment policy~~ shall be developed by the superintendent or superintendent's designee in collaboration with the Department of Finance and Operations. ~~presented for review and approval by the School Board-~~ The fee may include the cost of custodial and supervisory service ~~if deemed necessary.~~
- D. After a date, time and facility have been scheduled, groups or individuals can be assured that they are entitled to the use of the facility as agreed upon. Exceptions

may occur when emergencies or unusual circumstances necessitate rescheduling. If this occurs, every effort will be made to find acceptable alternative meeting space.

V. USE OF SCHOOL EQUIPMENT

The superintendent or superintendent's designee will develop a process and procedure as part of the facility rental process ~~administration will present a procedure to the school board for review and approval~~ regarding the type of equipment that is available for community use, the extent to which it may be utilized and the manner by which it may be scheduled for use and any charges to be made relating thereto. ~~Upon approval of the school board, s~~Such procedure shall be an addendum to this policy.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The ~~s~~School ~~b~~Board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.

Attachment: Addendum A: Use of School District Facilities and Equipment

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Non-curricular Purposes)

Cross References: WBLASB Policy 801 (Equal Access to Facilities of Secondary Schools)
WBLASB Policy 901 (Community Education)

E. OPERATIONAL ITEMS

AGENDA ITEM: **Tentative Agreement 2021-23 Contract with
SEIU Local 284, WBLAS Extended Day
Program Employees**

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The District has reached a tentative agreement with the SEIU Local 284, WBLAS Extended Day Program Employees. The unit ratified the tentative agreement for 2021-23 on May 26, 2022. The Board has received a summary sheet of the proposed salary/benefits and language changes. Matt Mons, Director of Human Resources will be available to answer questions.

RECOMMENDED ACTION:

Approve the proposed 2021-23 Master Agreement with the SEIU Local 284, WBLAS Extended Day Program Employees by passing the following resolution.

RESOLUTION:

WHEREAS, the parties have reached a tentative agreement on the July 1, 2021 - June 30, 2023 Contract;

WHEREAS, the Extended Day Employees have ratified the Contract;

THEN BE IT HEREBY RESOLVED that the School Board of Independent School District No. 624 approves the 2021-23 Agreement and authorized the Chair and Clerk to execute the Agreement on behalf of the School Board.

AGENDA ITEM: **Action on Nutrition Services Lunch Prices
2022-2023**

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for
Finance and Operations;
Bridget Lehn, Director of Nutrition Services**

BACKGROUND:

School districts use the United States Department of Agriculture's (USDA) Paid Lunch Equity Tool to determine a required weighted-averaged price for meals. The purpose behind this requirement of the Healthy Hunger Free Kids Act (HHFKA) is to help ensure that sufficient funds are provided for meals served to students who are not eligible for free or reduced-price meals. With limited data due to the COVID-19 pandemic and USDA meal waivers, MDE has instructed School Food Authorities (SFA) to consider using the USDA Target Lunch Price of \$3.31 when making calculations with the Paid Lunch Equity Tool.

At the May 23, 2022 School Board work study meeting, a brief discussion of the proposed 2022-2023 school year meal prices was held as part of the budget discussion. The recommended prices presented below are consistent with USDA recommendations and are necessary due to the increased cost of food, supplies and staff wages.

MEAL	2019-2020 Price	2020-2022 COVID-19	2022-2023 Price	Increase
Breakfast	\$1.70	\$0.00	\$1.70	\$0.00
Adult Breakfast	\$2.00	\$2.00	\$2.25	\$0.25
Elementary Lunch	\$2.70	\$0.00	\$2.95	\$0.25
Secondary Lunch	\$3.00	\$0.00	\$3.25	\$0.25
Adult Lunch	\$4.00	\$4.00	\$4.25	\$0.25

The preliminary 2022-2023 Nutrition Services Fund budget was built using the proposed meal prices.

RECOMMENDED ACTION:

Move to approve the Nutrition Services Lunch Prices for the 2022-2023 school year as presented above.

Nutrition Services

Meal Price Proposal

2022-2023 School Year

State and Federal Funding

Pre-Pandemic

- Reimbursed through the National School Lunch Program (NSLP)

During Pandemic (March 2020 - June 10, 2022)

- Utilize USDA Waivers to operate and be reimbursed with higher rates through the Summer Food Service Program (SFSP) and Seamless Summer Option (SSO)

Post-Pandemic

- Back to the National School Lunch Program
-





State of MN Free Meal Proposal

- Proposed in January by Governor Walz as part of the Supplemental Budget for the state of Minnesota
 - includes an investment in free breakfast and lunch to students participating in the National School Breakfast and Lunch Programs
-

Why now?



-
- **Four school years since any price increase (2.5years due to COVID impacts)**
 - 2018-2019, 2019-2020 ,2020-2021, ,2021-2022
 - **Supply Chain and Product Availability**
 - Continues to impact prices and product availability
 - **Inflation**
 - Food and Supply Costs are increasing and projected 10% increase in the coming year
 - **Transportation**
 - Fuel prices have increased affecting overall product and service inflation
 - **Labor Shortage**
 - Raised wages to attract and retain quality employees and compete within industry
-

Paid Lunch Equity Tool

- **Purpose: To Establish Paid Lunch Meal Price**

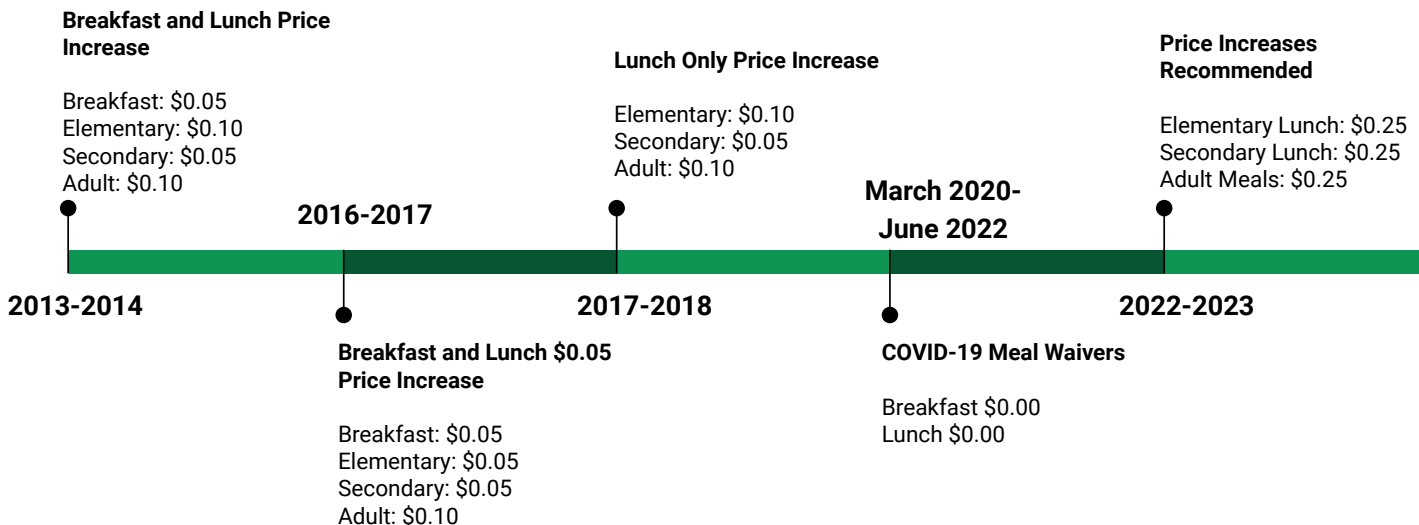
- Targeted weighted average price is the difference between the per meal Federal reimbursement for free meals and paid lunches
- **USDA Target Lunch Price (\$3.31)**
- Ensure the determined paid lunch price will support program operations
- The maximum amount a school/district is required to increase their paid lunch price is .10 cents

SY 2022-23 Price Adjustment Calculator

[Go to Instructions](#)

SY 2022-23 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price requirement ROUNDED DOWN to nearest 5 cent
\$ 3.31	\$ 3.30
Note: Above prices are based on adjusting SY 2021-22 price requirement by the 2% rate increase plus the Consumer Price Index (4.04%)	

Meal Price Timeline



Reimbursement Rates

Payment Type	Paid Lunch	Reduced-Price Lunch	Free Lunch
Total Federal Reimbursement	\$0.42	\$3.33	\$3.73
Total State Reimbursement	\$0.13	\$0.53	\$0.13
Total Federal and State	\$0.55	\$3.86	\$3.86

Paid Lunch Prices

Pre-Pandemic Paid Elementary Lunch Price	\$2.70
Pre-Pandemic Secondary Lunch Price	\$3.00
Proposed Paid Elementary Lunch Price (\$0.25 increase)	\$2.95
Proposed Paid Secondary Lunch Price (\$0.25 increase)	\$3.25

Total Revenue per meal with USDA & State Reimbursement

Payment Type	Paid Lunch	Reduced-Price Lunch	Free Lunch
Current Elementary Total (Reimbursement + Paid Meal Price)	$\$0.55 + \$2.70 = \$3.25$	\$3.86	\$3.86
Current Secondary Total (Reimbursement + Paid Meal Price)	$\$0.55 + \$3.00 = \$3.55$	\$3.86	\$3.86
Proposed Elementary Total	$\\$0.55 + \\$2.95 = \\$3.50$	\$3.86	\$3.86
Proposed Secondary Total	$\\$0.55 + \\$3.25 = \\$3.80$	\$3.86	\$3.86
SY22 SFSP Reimbursement Rate for all Students	\$4.56		

Decrease in USDA Reimbursement per meal for the 2022-2023 School Year

Payment Type	Paid Lunch	Reduced-Price Lunch	Free Lunch
Proposed Elementary Total	\$3.50	\$3.86	\$3.86
Decrease SY23	\$1.06	\$0.70	\$0.70
Proposed Secondary Total	\$3.80	\$3.86	\$3.86
Decrease SY23	\$0.76	\$0.70	\$0.70

Total LOSS of **~\$900,000** in moving back to NSLP rates, with the \$0.25 increase and keeping participation the same

Fiscal Year 2023 Scenarios

<ul style="list-style-type: none"> • Participation stays the same • Move from SFSP to NSLP Rates • \$0.25 paid lunch price increase 	→ Loss of ~\$900,000
<ul style="list-style-type: none"> • Participation decreases 10% • Move from SFSP to NSLP Rates • \$0.25 paid lunch price increase 	→ Loss of ~\$1,180,000
<ul style="list-style-type: none"> • Participation stays the same • Move from SFSP to NSLP Rates • No price increase 	→ Loss of ~\$1,104,000
<ul style="list-style-type: none"> • Participation decreases 10% • Move from SFSP to NSLP Rates • No price increase 	→ Loss of ~\$1,365,000

Budget Impact - District

Participation	Lunch Increase	Projected FY23 Impact
Current Levels	\$0.25 Increase	~ \$203,000
10% Decrease	\$0.25 Increase	~ \$183,000

Budget Impact - Families

Number Students Eating in Household	Daily Impact	Annual Impact; Eating Daily
1	\$0.25	\$42.25
2	\$0.50	\$84.50
3	\$0.75	\$126.75
4	\$1.00	\$169.00



Recommendation

Breakfast - remain at \$1.70 for all grade levels

Adult Breakfast - \$0.25 increase

Lunch - \$0.25 increase at all grade levels

Adult Lunch - \$0.25 increase

AGENDA ITEM: **Action on Fiscal Year 2022-23 Preliminary Budget**

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Below is a summary of the fiscal year 2022-23 preliminary budget that is presented for approval this evening. This budget was presented at the work session at the School Board Work Session on May 23, 2022. The attached Annual Operating Plan contains additional information regarding the budget.

	General Fund	Nutrition Services Fund	Community Services Fund	Debt Service Fund
Beginning Fund Balance	\$ 14,274,882	\$ 1,563,369	\$ 1,027,526	\$ 4,475,355
Revenues	127,224,430	5,744,437	7,169,398	23,681,761
Expenditures	127,975,183	6,539,079	7,034,512	24,600,520
Ending Fund Balance	\$ 13,524,129	\$ 768,727	\$ 1,162,412	\$ 3,556,596

RECOMMENDATION:

Approve the fiscal year 2022-23 preliminary budget as presented.



FY2022-23 Preliminary Budget

	General Fund	Nutrition Services Fund	Community Services Fund	Debt Service Fund
Beginning Fund Balance	\$ 14,274,882	\$ 1,563,369	\$ 1,027,526	\$ 4,475,355
Revenues	127,224,430	5,744,437	7,169,398	23,681,761
Expenditures	127,975,183	6,539,079	7,034,512	24,600,520
Ending Fund Balance	\$ 13,524,129	\$ 768,727	\$ 1,162,412	\$ 3,556,596

- FY2022-23 Preliminary Budget was presented at the May 23, 2022 work session
- No changes since work session
- Recommendation to approve the FY2022-23 Preliminary Budget

**WHITE BEAR LAKE AREA SCHOOLS
ANNUAL OPERATING PLAN**



FISCAL YEAR 2022-23

SCHOOL BOARD

	Term Expires
Jessica Ellison, Chairperson	2025
Scott Arcand, Vice Chairperson	2023
Deb Beloyed, Treasurer	2025
Angela Thompson, Clerk	2023
Kathleen Daniels, Director	2025
Margaret Newmaster, Director	2023
Chris Streiff Oji, Director	2025

DISTRICT ADMINISTRATION

Superintendent	Dr. Wayne A. Kazmierczak
Assistant Superintendent for Finance & Operations	Timothy Wald
Assistant Superintendent for Teaching & Learning	Dr. Alison Gillespie
Director of Communications & Community Relations	Marisa Vette
Director of Community Services & Recreation	Timothy Maurer
Director of Curriculum & Instruction	Jennifer Babiash
Director of Educational Equity & Achievement	Dr. Martina Wagner
Director of Finance	Andi Johnson
Director of Human Resources and General Counsel	Matt Mons
Director of Student Support Services	Lisa Ouren
Director of Technology & Innovation	Steve Asper

SCHOOL ADMINISTRATION

Normandy Park Education Center – Early Childhood Programs	Darcy Rodriguez
Normandy Park Education Center – Early Childhood Special Education	Angela Drange
Birch Lake Elementary School	Jonathan Luknic
Lakeaires Elementary School	Cary Krusemark
Lincoln Elementary School	Brian Morris
Matoska Elementary School	John Leininger
Oneka Elementary School	Lori Mosser
Otter Lake Elementary School	Cynthia Mueller
North Star Elementary School	Dan Schmidt
Vadnais Heights Elementary School	Sara Svir
Willow Lane Elementary School	Matthew Menier
Central Middle School	Cathryn Peterson
Sunrise Park Middle School	Christina Pierre
White Bear Lake Area High School North Campus	Angela Nelson
White Bear Lake Area High School South Campus	Don Bosch
White Bear Lake Area Learning Center	Gretchen Harriman
Transition Education Center	Sara Derby

WHITE BEAR LAKE AREA SCHOOLS INDEPENDENT SCHOOL DISTRICT 624

MISSION STATEMENT

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

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

EQUITY COMMITMENT

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

4-Way Equity Decision Making Protocol:

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

THE SCHOOL ENTITY

In January 1857, James F. Murray and other White Bear Lake settlers decided to establish their own school district. Upon approval from the county for this new district, Murray donated property along Bald Eagle Lake for a new school. At a cost of \$100, and with the help of community labor, the first schoolhouse in White Bear Lake was opened in 1857, a year before Minnesota became the 32nd state in the Union.

The District, which is located about 15 miles northeast of St. Paul, Minnesota, the state capital, was officially formed in its current structure through legislative action in 1957. The governing body consists of a seven-member Board of Education elected from within the District's boundaries. The District serves about 8,707 students in pre-kindergarten through Grade 12. Geographically, the District's boundaries include portions of Anoka, Ramsey, and Washington counties, and serves all or part of the following municipalities: Birchwood, Gem Lake, Hugo,

Lino Lakes, Little Canada, North Oaks, Vadnais Heights, White Bear Lake, and White Bear Township.

The District provides a full range of public education services appropriate to grade levels ranging from pre-kindergarten through Grade 12. This includes regular and enriched academic education and special education for exceptional children. Nutrition services and transportation are provided as support programs. The District's community education program includes early childhood and extended day programs, along with a myriad of classes for lifelong learning experiences for children and adults.

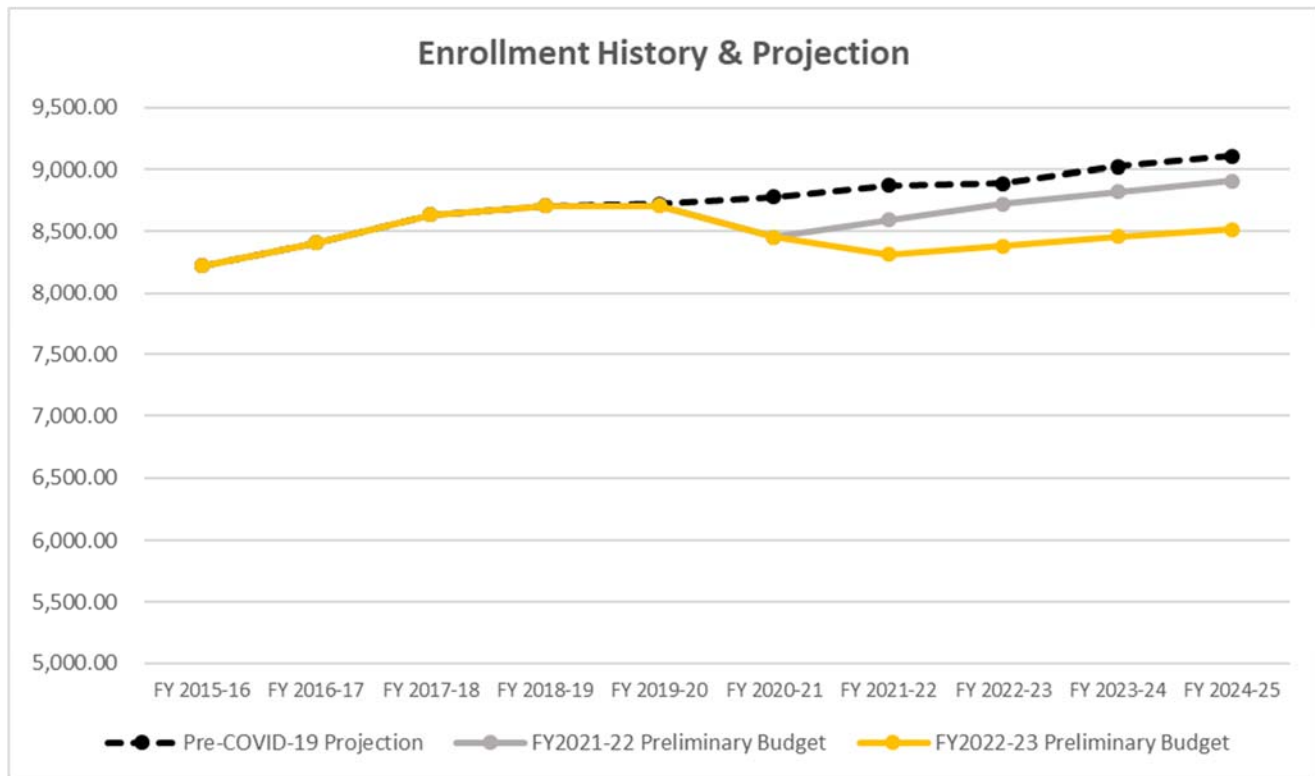
BUDGET PROCESS



ENROLLMENT

Enrollment is a key variable in calculating school district revenue. Enrollment projections are determined using a variety of methods, including analyzing historical trends and known growth in new construction throughout the district. Kindergarten projections are based on birth rate data received from Ramsey, Washington, and Anoka Counties. The birth rates are then analyzed based on historical trends in capture rates in the district to project the number of kindergarteners expected to enroll.

White Bear Lake Area Schools, like most schools nationwide, felt the impact of the COVID-19 pandemic on student enrollment, as can be seen in the figure below. The current projection forecasts a gradual increase in enrollment over the next several years towards pre-pandemic levels. The 2022-23 budget reflects an estimated 8,382 Average Daily Membership (ADM). The district will continue to closely monitor enrollment and adjust operations accordingly.



	Enrollment History & Projection									
	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Actual FY 2018-19	Actual FY 2019-20	Actual FY 2020-21	Projected FY 2021-22	Projected FY 2022-23	Projected FY 2023-24	Projected FY 2024-25
Pre-COVID-19 Projection	8,219.50	8,405.27	8,633.04	8,707.45	8,720.70	8,781.60	8,873.80	8,887.30	9,023.90	9,104.00
FY2021-22 Preliminary Budget	8,219.50	8,405.27	8,633.04	8,707.45	8,706.83	8,455.90	8,595.26	8,723.48	8,822.88	8,907.69
FY2022-23 Preliminary Budget	8,219.50	8,405.27	8,633.04	8,707.45	8,706.83	8,455.90	8,314.00	8,382.00	8,457.00	8,514.00

GENERAL FUND

The General Fund is used to account for all revenue and expenses related to the general day-to-day operations of the school district. This includes instructional and student support programs, district administration, operations and maintenance, transportation, and capital expenditures.

REVENUE

The General Fund receives its revenue from three broad sources: local sources, state aids and federal aids. More information on each of these revenue sources can be found below. Detailed information can be found in [Minnesota School Finance: A Guide for Legislators](#), a document provided by the Minnesota House Research Department.

General Fund		Actual 2019-20	Actual 2020-21	Revised 2021-22	Preliminary 2022-23
1	Revenue				
2	Local sources				
3	Property taxes	\$ 25,374,518	\$ 28,038,747	\$ 25,043,912	\$ 26,359,612
4	Long Term Facilities Maintenance (LTFM) property taxes	729,783	854,853	6,970,358	6,184,264
5	Investment earnings	260,057	24,595	10,000	10,000
6	Other	3,398,967	2,811,275	2,186,953	2,226,953
7	State sources	68,399,641	67,242,262	67,760,437	68,471,869
8	Special Education	14,483,294	17,794,518	18,301,772	18,850,825
9	Federal sources	2,996,975	3,010,422	2,482,660	2,482,660
10	Federal COVID-19 relief funding	287,160	5,508,846	5,781,361	2,638,247
11	Total revenue	115,930,395	125,285,518	128,537,453	127,224,430

PROPERTY TAXES

LINE 3

Property taxes account for 26% of the revenue in the general fund. There are several components of property taxes including voter-approved operating referendum, voter-approved capital projects levy, operating capital, and Long-Term Facilities Maintenance (LTFM). Taxpayers approved a 10-year capital projects levy in November 2013 and a 10-year operating referendum in November 2017. The district's capital projects levy is equal to 2.2% of the district's net tax capacity and generates approximately \$2.29 million for FY2022-23. The operating referendum is annually adjusted by an inflation factor provided by the Minnesota Department of Education; the operating referendum is equal to \$1,326.45 per pupil unit for FY2022-23 and generates approximately \$12.2 million.

LONG TERM FACILITIES MAINTENANCE (LTFM) PROPERTY TAXES

LINE 4

This revenue is available to school districts to address the ongoing maintenance needs of the district facilities. This program requires school boards to annually approve a 10-year LTFM plan.

INVESTMENT EARNINGS

LINE 5

Interest rates were favorable for the last several years but have drastically fallen as a result of the COVID-19 pandemic.

OTHER

LINE 6

Other revenue includes donations, participation fees for extracurricular activities, ticket sales from activity events, concessions, and other miscellaneous sources.

STATE SOURCES

LINE 7

State sources (including Special Education) account for approximately 69% of total revenue.

This aid is comprised of several components, each with its own formula to calculate the amount the district can expect to receive from the Department of Education in a given fiscal year. The state general education aid is the single largest source of revenue for the school district; it is calculated by multiplying the district's pupil units by the general education formula allowance:

	2019-20	2020-21	2021-22	2022-23
General Education Formula Allowance per Pupil Unit	\$6,438	\$6,567	\$6,728	\$6,863

SPECIAL EDUCATION

LINE 8

This state aid is provided to Districts to partially fund the costs associated with providing required services to students with disabilities. White Bear Lake Area Schools serves approximately 1,600 students with disabilities.

FEDERAL SOURCES

LINE 9

The district receives several federal grants, both directly and through the State of Minnesota, the largest of which help to fund the district's Title I and Special Education programs.

FEDERAL COVID-19 RELIEF FUNDING

LINE 10

This category is comprised of one-time relief afforded to school districts by the federal government to reduce the impact of the COVID-19 pandemic on school operations.

EXPENDITURES

The majority of general fund expenditures are salaries and benefits, which account for 80% of the budget. All district employment agreements expire on June 30, 2023 and associated increases have been incorporated into the 2022-23 preliminary budget.

Due to the decrease in enrollment as a result of the COVID-19 pandemic referenced above, the school board has approved \$3.7 million of budget reductions that have been incorporated into the 2022-23 budget.

The district records expenses in the following six sub-categories:

- SALARIES – Expenditures in this category include salary payments to board members, administrators, teachers, paraprofessionals, clerical support, maintenance employees, bus drivers or any individual who is deemed to be an employee of the school district.
- EMPLOYEE BENEFITS – Benefit expenditures include employer portions of payroll taxes, retirement contributions, employer paid insurance premiums, and all benefits agreed to within negotiated union contracts and labor policies.
- PURCHASED SERVICES – This category includes payments to individuals or organizations for professional services such as auditors, attorneys, contracted service providers, or consultants. This category also includes postage, communication services, utilities, travel and training costs, operating leases, tuition payments, chargebacks, and transportation contracts.
- SUPPLIES AND MATERIALS – This category includes supplies purchased for both instructional and non-instructional purposes. This category includes items such as classroom and office supplies, textbooks, standardized tests, media resources, and electronic replacements of instructional resources (such as applications for electronic devices).

- **CAPITAL EXPENDITURES** – Expenditures in this category would include the purchase of land, improvements made to buildings, vehicles, machinery, equipment, and all other assets that are used in operations that have lives extending beyond a single reporting period.
- **OTHER EXPENDITURES** – The Minnesota Department of Education provides for a miscellaneous category of expenditure for those items that do not fit within the other categories. Examples of this type of expenditure are dues, memberships, licenses, debt service, transfers, and other miscellaneous expenditures.

ADMINISTRATION

LINES 14-20

This includes all costs for general administration, instructional administration and school site administration for the school district, including activities of the school board, superintendent, assistant superintendents and building principals.

		Actual 2019-20	Actual 2020-21	Revised 2021-22	Preliminary 2022-23
14	Administration				
15	Salaries	3,298,410	3,374,702	3,379,113	3,401,486
16	Employee benefits	1,032,364	1,118,731	1,213,539	1,220,348
17	Purchased services	217,652	103,061	259,239	219,324
18	Supplies and materials	116,338	27,627	16,321	16,321
19	Other expenditures	89,513	56,814	62,224	62,224
20	Total administration	4,754,277	4,680,936	4,930,436	4,919,703

DISTRICT SUPPORT SERVICES

LINES 22-29

This includes all district-level support services including business office, human resources, communications and technology.

		Actual 2019-20	Actual 2020-21	Revised 2021-22	Preliminary 2022-23
22	District support services				
23	Salaries	1,451,409	1,343,518	1,401,080	1,427,942
24	Employee benefits	507,709	467,733	521,107	522,916
25	Purchased services	428,608	406,588	564,152	433,152
26	Supplies and materials	59,635	19,997	117,730	117,730
27	Capital expenditures	39,334	2,764	–	–
28	Other expenditures	(3,523)	19,169	25,543	25,543
29	Total district support services	2,483,172	2,259,768	2,629,612	2,527,283

ELEMENTARY AND SECONDARY REGULAR INSTRUCTION

LINES 31-40

Regular instruction includes all activities dealing directly with the teaching of students, interaction between teachers and students in the classroom and co-curricular activities and athletics.

		Actual 2019-20	Actual 2020-21	Revised 2021-22	Preliminary 2022-23
31	Elementary and secondary regular				
32	instruction				
33	Salaries	35,254,730	37,816,381	38,852,285	37,465,030
34	Employee benefits	12,531,474	14,034,935	13,449,254	13,694,077
35	Purchased services	1,683,903	1,478,500	2,178,362	1,966,520
36	Supplies and materials	2,172,337	1,690,521	2,365,513	2,175,751
37	Capital expenditures	291,403	179,975	721,484	539,451
38	Other expenditures	462,828	488,259	265,889	249,889
39	Total elementary and secondary				
40	regular instruction	52,396,675	55,688,571	57,832,787	56,090,718

VOCATIONAL EDUCATION INSTRUCTION**LINES 42-50**

This includes courses which develop knowledge, skills, attitudes, and behavioral characteristics for students seeking career exploration and employability.

		Actual 2019-20	Actual 2020-21	Revised 2021-22	Preliminary 2022-23
42	Vocational education instruction				
43	Salaries	915,782	594,459	676,013	696,293
44	Employee benefits	387,208	235,895	237,347	244,469
45	Purchased services	229,248	238,728	358,099	358,099
46	Supplies and materials	28,419	26,945	27,225	27,225
47	Capital expenditures	5,000	—	—	—
48	Other expenditures	5,858	5,178	—	—
49	Total vocational education				
50	instruction	1,571,515	1,101,205	1,298,684	1,326,086

SPECIAL EDUCATION INSTRUCTION**LINES 52-59**

This includes activities providing learning experiences for any student with a disability who would benefit by educational programs differentiated from those provided for students in regular or vocational instruction.

		Actual 2019-20	Actual 2020-21	Revised 2021-22	Preliminary 2022-23
52	Special education instruction				
53	Salaries	16,662,992	17,092,770	17,429,976	17,804,714
54	Employee benefits	6,575,246	6,763,380	6,963,057	7,142,209
55	Purchased services	767,675	1,899,078	612,519	612,519
56	Supplies and materials	160,156	107,788	170,735	107,840
57	Capital expenditures	184,939	2,244	256,163	20,000
58	Other expenditures	103,135	98,673	30,553	30,553
59	Total special education instruction	24,454,143	25,963,934	25,463,003	25,717,835

INSTRUCTIONAL SUPPORT SERVICES**LINES 61-68**

This includes instructional support services for assisting teachers with the content and process of providing learning experiences for students. This includes curriculum and instruction support, media centers, instruction-related technology and professional development.

		Actual 2019-20	Actual 2020-21	Revised 2021-22	Preliminary 2022-23
61	Instructional support services				
62	Salaries	4,659,325	4,322,235	4,531,100	4,390,897
63	Employee benefits	1,392,706	1,441,330	1,423,368	1,444,078
64	Purchased services	120,634	263,940	594,537	518,454
65	Supplies and materials	85,300	636,395	424,684	924,684
66	Capital expenditures	1,551,843	1,193,781	1,608,167	924,883
67	Other expenditures	589,227	25,884	8,593	8,593
68	Total instructional support services	8,399,035	7,883,564	8,590,449	8,211,589

PUPIL SUPPORT SERVICES**LINES 69-76**

This includes all services provided to students which do not qualify as instruction services, including school counselors, nursing/health services, and social workers.

		Actual 2019-20	Actual 2020-21	Revised 2021-22	Preliminary 2022-23
69	Pupil support services				
70	Salaries	3,665,743	3,467,489	3,977,765	3,928,787
71	Employee benefits	1,274,613	1,248,468	1,430,646	1,436,420
72	Purchased services	134,959	579,205	840,670	170,006
73	Supplies and materials	152,370	145,735	257,120	37,347
74	Capital expenditures	–	1,425	–	–
75	Other expenditures	214,647	25,352	–	–
76	Total pupil support services	5,442,332	5,467,674	6,506,201	5,572,560

TRANSPORTATION

LINES 78-84

This includes all costs to transport students to and from school.

		Actual 2019-20	Actual 2020-21	Revised 2021-22	Preliminary 2022-23
78	Transportation				
79	Salaries	1,599,323	1,385,814	1,484,483	1,529,017
80	Employee benefits	555,974	485,879	562,391	579,263
81	Purchased services	4,761,087	4,947,334	4,539,150	4,494,014
82	Supplies and materials	423,400	327,974	451,367	471,268
83	Capital expenditures	147,123	80,029	200,000	200,000
84	Total transportation	7,486,907	7,227,030	7,237,391	7,273,562

SITES AND BUILDINGS

LINES 86-93

This includes all costs related to the maintenance of district buildings and grounds, including custodial costs as well as utilities such as electricity, water, sewer, trash, etc. This includes costs related to the district's Long Term Facilities Maintenance (LTFM) program.

		Actual 2019-20	Actual 2020-21	Revised 2021-22	Preliminary 2022-23
86	Sites and buildings				
87	Salaries	3,347,067	3,549,403	3,806,436	3,793,196
88	Employee benefits	1,236,025	1,323,077	1,528,979	1,605,357
89	Purchased services	2,396,482	5,620,832	4,647,737	5,139,162
90	Supplies and materials	1,011,974	1,561,724	1,044,991	1,056,313
91	Capital expenditures	342,987	349,673	4,086,234	3,277,579
92	Other expenditures	35,305	30,256	16,349	16,349
93	Total sites and buildings	8,369,840	12,434,965	15,130,726	14,887,956

FISCAL AND OTHER FIXED COST PROGRAMS

LINES 95-96

This includes costs related to the district's property and liability and workers' compensation insurance programs.

		Actual 2019-20	Actual 2020-21	Revised 2021-22	Preliminary 2022-23
95	Fiscal and other fixed cost programs				
96	Purchased services	796,848	489,542	489,541	489,541

DEBT SERVICE

LINES 98-101

This includes costs related to the district's general fund portion of debt issued to finance building additions funded through lease levy revenue.

		Actual 2019-20	Actual 2020-21	Revised 2021-22	Preliminary 2022-23
98	Debt service				
99	Principal	745,262	718,499	680,000	715,000
100	Interest and fiscal charges	325,494	348,731	277,350	243,350
101	Total debt service	1,070,756	1,067,230	957,350	958,350

FUND BALANCES

LINES 107-124

The district has several fund balance categories as required by state statute and Governmental Accounting Standards Board (GASB) Statement No. 54. The majority of General Fund activity closes to the Unassigned Fund Balance. The School Board has adopted School Board Policy 714 – Fund Balances to ensure the financial stability of the district. Policy 714 requires a minimum Unassigned General Fund balance of 8%. The district is projecting an Unassigned General Fund Balance of 8.0% for 2022-23, in keeping with the district policy.

		Actual 2019-20	Actual 2020-21	Revised 2021-22	Preliminary 2022-23
11	Total revenue	115,930,395	125,285,518	128,537,453	127,224,430
103	Total expenditures	117,225,500	124,264,419	131,066,180	127,975,183
104					
105	Excess (deficiency) of revenue over expenditures	(1,295,105)	1,021,099	(2,528,727)	(750,753)
106					
107	Transfer out of Fund Balance (Assigned - General Fund)			(2,000,000)	—
108	Transfer out of Fund Balance (Restricted for Medical Assistance)			(730,553)	—
109	Transfer in to Fund Balance (Unassigned)			2,730,553	—
110	Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -
111					
112	Net change in fund balances	(1,295,105)	1,021,099	(2,528,727)	(750,753)
113					
114	Fund balances				
115	Beginning of year	17,077,615	15,782,510	16,803,609	14,274,882
116					
117	End of year	\$ 15,782,510	\$ 16,803,609	\$ 14,274,882	\$ 13,524,129
118					
119	Ending Fund Balance (Assigned - General Fund)	2,000,000	2,000,000	—	—
120	Ending Fund Balance (Assigned for Student Activities)	294,880	358,880	358,880	358,880
121	Ending Fund Balance (Restricted for Medical Assistance)	730,553	730,553	—	—
122	Ending Fund Balance (Restricted for Operating Capital)	3,065,789	3,065,789	2,796,342	2,597,143
123	Ending Fund Balance (Restricted for Capital Projects)	243,739	243,739	243,739	243,739
124	Ending Fund Balance (Restricted for LTFM)	2,205,584	—	—	—
125	Ending Fund Balance (Restricted for Achievement & Integrati	—	106,821	611	611
126	Ending Fund Balance (Nonspendable)	14,573	62,849	62,849	62,849
127	Ending Fund Balance (Unassigned)	7,227,392	10,234,978	10,812,461	10,260,907
128	Ending Fund Balance (Unassigned as % of expenditures)	6.2%	8.2%	8.2%	8.0%
129					
130	Fund Balance Policy 714 Minimum			8%	8%

NUTRITION SERVICES FUND

The Nutrition Services Fund is used to record financial activities of the district's food service program.

MISSION STATEMENT

The mission of the WBLAS Nutrition Services, an exceptional team vital to our district dedicated to the nutritional needs of our students, is to ensure nutritionally enticing meals in a safe and welcoming environment that acknowledges and values each student through a system distinguished by:

- A student driven menu
- Sustainable and locally sourced foods
- Innovative equipment and technology
- Knowledgeable staff; and
- Students with life-long healthy eating habits

NUTRITION SERVICES SUMMARY

Only costs related to food preparation and service, application processing, meal accountability, kitchen and lunchroom custodial service and lunchroom supervision may be accounted for in this fund.

Due to the impact that the COVID-19 pandemic has had on families, the U.S. Department of Agriculture (USDA) approved free meals for students for the 2020-21 and 2021-22 school years. The district will be back to pre-COVID-19 operations for 2022-23 and will charge students for meals unless they qualify for free or reduced-price meals. Meal prices for 2022-23 are as follows:

MEAL	2022-2023 Price
Breakfast	\$1.70
Adult Breakfast	\$2.25
Elementary Lunch	\$2.95
Secondary Lunch	\$3.25
Adult Lunch	\$4.25

Due to the uncertainty surrounding the increased cost of food and supplies, coupled with the uncertainty regarding anticipated meal participation by students who no longer qualify for free meals due to the federal COVID-19 waivers, the Nutrition Services Fund is projecting a deficit for the 2022-23 fiscal year. Administration will carefully monitor the Nutrition Services Fund to ensure it returns to cost-neutral operations.

	Actual 2019-20	Actual 2020-21	Revised 2021-22	Preliminary 2022-23
131 Nutritional Services Fund				
132 Revenues	3,982,047	5,397,288	6,177,045	5,744,437
133 Expenditures	4,148,747	4,572,349	6,018,825	6,539,079
134				
135 Excess (deficiency) of revenue over expenditures	(166,700)	824,939	158,220	(794,642)
136 Ending Fund Balance	\$ 580,210	\$ 1,405,149	\$ 1,563,369	\$ 768,727
137 Ending Fund Balance (as % of expenditures)	14.0%	30.7%	26.0%	11.8%

COMMUNITY SERVICES FUND

Community Services programs offer opportunities for youth and adults throughout the district to connect and engage in lifelong learning.

MISSION STATEMENT

The mission of Community Services & Recreation, a dynamic department at the leading edge of community programming, is to connect and engage individuals and the community in lifelong learning and enrichment through a vital system distinguished by:

- Safe, nurturing environments and accessible spaces
- Inclusive, varied programs and experiences
- Participants, volunteers, and staff who reflect and embrace the diversity of our community
- Synergistic partnerships and meaningful relationships
- Dedicated, qualified, and supported staff and volunteers

COMMUNITY SERVICES SUMMARY

Community Services and Recreation offers a wide variety of programs including adult enrichment classes, adult recreation, Adult Basic Education, adults with disabilities programming, senior programs, youth enrichment and development, youth recreation, driver education, middle school athletics, Early Childhood programs, Extended Day School Age Care and provides facility reservation options for community members and organizations.

		Actual 2019-20	Actual 2020-21	Revised 2021-22	Preliminary 2022-23
138	Community Services Fund				
139	Revenues	6,390,641	6,491,551	7,130,870	7,169,398
140	Expenditures	6,908,649	6,399,792	6,898,521	7,034,512
141					
142	Excess (deficiency) of revenue over expenditures	(518,008)	91,759	232,349	134,886
143	Ending Fund Balance	\$ 703,418	\$ 795,177	\$ 1,027,526	\$ 1,162,412
144	Ending Fund Balance (as % of expenditures)	10.2%	12.4%	14.9%	16.5%

DEBT SERVICE FUND

The Debt Service Fund is used to record the financial activity related to the school district's outstanding bonded indebtedness. The revenue in the Debt Service Fund reflects the required levies for ongoing debt service payments. Expenses are related to scheduled principal and interest payments on voter-approved bonded projects and associated costs.

	Actual	Actual	Revised	Preliminary
145 Debt Service Fund	2019-20	2020-21	2021-22	2022-23
146 Revenues	5,145,708	35,451,016	24,210,591	23,681,761
147 Expenditures	5,184,329	32,843,739	23,447,788	24,600,520
148				
149 Excess (deficiency) of revenue over expenditures	(38,621)	2,607,277	762,803	(918,759)
150 Ending Fund Balance	\$ 1,105,275	\$ 3,712,552	\$ 4,475,355	\$ 3,556,596
151 Ending Fund Balance (as % of expenditures)	21.3%	11.3%	19.1%	14.5%

White Bear Lake Area Schools
General Fund - Revenues and Expenditures Summary
Preliminary FY2022-23 & Projected FY2023-24 Budgets

General Fund	Actual 2019-20	Actual 2020-21	Revised 2021-22	Preliminary 2022-23	Projected 2023-24
1 Revenue					
2 Local sources					
3 Property taxes	25,374,518	28,038,747	25,043,912	26,359,612	26,558,962
4 Long Term Facilities Maintenance (LTFM) property taxes	729,783	854,853	6,970,358	6,184,264	6,184,264
5 Investment earnings	260,057	24,595	10,000	10,000	10,000
6 Other	3,398,967	2,811,275	2,186,953	2,226,953	2,226,953
7 State sources	68,399,641	67,242,262	67,760,437	68,471,869	70,275,531
8 Special Education	14,483,294	17,794,518	18,301,772	18,850,825	19,416,350
9 Federal sources	2,996,975	3,010,422	2,482,660	2,482,660	2,482,660
10 Federal COVID-19 relief funding	287,160	5,508,846	5,781,361	2,638,247	803,581
11 Total revenue	\$ 115,930,395	\$ 125,285,518	\$ 128,537,453	\$ 127,224,430	\$ 127,958,301
12					
13 Expenditures					
14 Administration	4,754,277	4,680,936	4,930,437	4,919,703	5,058,358
15 District support services	2,483,170	2,259,768	2,629,612	2,527,283	2,585,809
16 Elementary and secondary regular instruction	52,396,676	55,688,572	57,832,787	56,090,718	56,175,769
17 Vocational education instruction	1,571,516	1,101,205	1,298,684	1,326,086	1,354,308
18 Special education instruction	24,454,143	25,963,934	25,463,003	25,717,835	26,466,242
19 Instructional support services	8,399,035	7,883,564	8,590,449	8,211,589	8,397,168
20 Pupil support services	5,442,334	5,467,674	6,506,200	5,572,560	5,711,250
21 Transportation	7,486,906	7,227,030	7,237,391	7,273,562	7,493,832
22 Sites and buildings	7,639,164	9,374,529	8,160,368	8,703,692	8,959,273
23 Long Term Facilities Maintenance	730,675	3,060,436	6,970,358	6,184,264	6,184,264
24 Fiscal and other fixed cost programs	796,848	489,541	489,541	489,541	489,541
25 Debt service					
26 Principal	745,262	718,499	680,000	715,000	745,000
27 Interest and fiscal charges	325,494	348,731	277,350	243,350	207,600
28					
29 Budget Reductions					(1,400,000)
30					
31 Total expenditures	\$ 117,225,500	\$ 124,264,419	\$ 131,066,180	\$ 127,975,183	\$ 128,428,414
32					
33 Excess (deficiency) of revenue over expenditures	(1,295,105)	1,021,099	(2,528,727)	(750,753)	(470,113)
34					
35 Transfer out of Fund Balance (Assigned - General Fund)			(2,000,000)		
36 Transfer out of Fund Balance (Restricted for Medical Assistance)			(730,553)		
37 Transfer in to Fund Balance (Unassigned)			2,730,553		
38 Total other financing sources (uses)	\$ -	\$ -	\$ -		\$ -
39					
40 Net change in fund balances	(1,295,105)	1,021,099	(2,528,727)	(750,753)	(470,113)
41					
42 Fund balances					
43 Beginning of year	17,077,615	15,782,510	16,803,609	14,274,882	13,524,129
44					
45 Ending Fund Balance (Assigned, Restricted and Unassigned)	15,782,510	16,803,609	14,274,882	13,524,129	13,054,015
46					
47 Ending Fund Balance (Assigned - General Fund)	2,000,000	2,000,000	-	-	-
48 Ending Fund Balance (Assigned for Student Activities)	294,880	358,880	358,880	358,880	358,880
49 Ending Fund Balance (Restricted for Medical Assistance)	730,553	730,553	-	-	-
50 Ending Fund Balance (Restricted for Operating Capital)	3,065,789	3,065,789	2,796,342	2,597,143	2,387,468
51 Ending Fund Balance (Restricted for Capital Projects)	243,739	243,739	243,739	243,739	243,739
52 Ending Fund Balance (Restricted for LTFM)	2,205,584	-	-	-	-
53 Ending Fund Balance (Restricted for Achievement & Integration)		106,821	611	611	611
54 Ending Fund Balance (Nonspendable)	14,573	62,849	62,849	62,849	62,849
55 Ending Fund Balance (Unassigned)	\$ 7,227,392	\$ 10,234,978	\$ 10,812,461	\$ 10,260,907	\$ 10,000,469
56 Ending Fund Balance (Unassigned as % of expenditures)	6.2%	8.2%	8.2%	8.0%	7.8%
57					
58 Fund Balance Policy 714 Minimum				8.0%	8.0%

White Bear Lake Area Schools
General Fund Revenues and Expenditures Detail
FY2019-20 - FY2022-23

General Fund	Actual 2019-20	Actual 2020-21	Revised 2021-22	Preliminary 2022-23
1 Revenue				
2 Local sources				
3 Property taxes	\$ 25,374,518	\$ 28,038,747	\$ 25,043,912	\$ 26,359,612
4 Long Term Facilities Maintenance (LTFM) property taxes	729,783	854,853	6,970,358	6,184,264
5 Investment earnings	260,057	24,595	10,000	10,000
6 Other	3,398,967	2,811,275	2,186,953	2,226,953
7 State sources	68,399,641	67,242,262	67,760,437	68,471,869
8 Special Education	14,483,294	17,794,518	18,301,772	18,850,825
9 Federal sources	2,996,975	3,010,422	2,482,660	2,482,660
10 Federal COVID-19 relief funding	287,160	5,508,846	5,781,361	2,638,247
11 Total revenue	115,930,395	125,285,518	128,537,453	127,224,430
12				
13 Expenditures				
14 Administration				
15 Salaries	3,298,410	3,374,702	3,379,113	3,401,486
16 Employee benefits	1,032,364	1,118,731	1,213,539	1,220,348
17 Purchased services	217,652	103,061	259,239	219,324
18 Supplies and materials	116,338	27,627	16,321	16,321
19 Other expenditures	89,513	56,814	62,224	62,224
20 Total administration	4,754,277	4,680,936	4,930,436	4,919,703
21				
22 District support services				
23 Salaries	1,451,409	1,343,518	1,401,080	1,427,942
24 Employee benefits	507,709	467,733	521,107	522,916
25 Purchased services	428,608	406,588	564,152	433,152
26 Supplies and materials	59,635	19,997	117,730	117,730
27 Capital expenditures	39,334	2,764	—	—
28 Other expenditures	(3,523)	19,169	25,543	25,543
29 Total district support services	2,483,172	2,259,768	2,629,612	2,527,283
30				
31 Elementary and secondary regular				
32 instruction				
33 Salaries	35,254,730	37,816,381	38,852,285	37,465,030
34 Employee benefits	12,531,474	14,034,935	13,449,254	13,694,077
35 Purchased services	1,683,903	1,478,500	2,178,362	1,966,520
36 Supplies and materials	2,172,337	1,690,521	2,365,513	2,175,751
37 Capital expenditures	291,403	179,975	721,484	539,451
38 Other expenditures	462,828	488,259	265,889	249,889
39 Total elementary and secondary				
40 regular instruction	52,396,675	55,688,571	57,832,787	56,090,718
41				
42 Vocational education instruction				
43 Salaries	915,782	594,459	676,013	696,293
44 Employee benefits	387,208	235,895	237,347	244,469
45 Purchased services	229,248	238,728	358,099	358,099
46 Supplies and materials	28,419	26,945	27,225	27,225
47 Capital expenditures	5,000	—	—	—
48 Other expenditures	5,858	5,178	—	—
49 Total vocational education				
50 instruction	1,571,515	1,101,205	1,298,684	1,326,086
51				
52 Special education instruction				
53 Salaries	16,662,992	17,092,770	17,429,976	17,804,714
54 Employee benefits	6,575,246	6,763,380	6,963,057	7,142,209
55 Purchased services	767,675	1,899,078	612,519	612,519
56 Supplies and materials	160,156	107,788	170,735	107,840
57 Capital expenditures	184,939	2,244	256,163	20,000
58 Other expenditures	103,135	98,673	30,553	30,553
59 Total special education instruction	24,454,143	25,963,934	25,463,003	25,717,835
60				
61 Instructional support services				
62 Salaries	4,659,325	4,322,235	4,531,100	4,390,897
63 Employee benefits	1,392,706	1,441,330	1,423,368	1,444,078
64 Purchased services	120,634	263,940	594,537	518,454
65 Supplies and materials	85,300	636,395	424,684	924,684
66 Capital expenditures	1,551,843	1,193,781	1,608,167	924,883
67 Other expenditures	589,227	25,884	8,593	8,593
68 Total instructional support services	8,399,035	7,883,564	8,590,449	8,211,589

White Bear Lake Area Schools
General Fund Revenues and Expenditures Detail
FY2019-20 - FY2021-22

	Actual 2019-20	Actual 2020-21	Revised 2021-22	Preliminary 2022-23
69 Pupil support services				
70 Salaries	3,665,743	3,467,489	3,977,765	3,928,787
71 Employee benefits	1,274,613	1,248,468	1,430,646	1,436,420
72 Purchased services	134,959	579,205	840,670	170,006
73 Supplies and materials	152,370	145,735	257,120	37,347
74 Capital expenditures	—	1,425	—	—
75 Other expenditures	214,647	25,352	—	—
76 Total pupil support services	5,442,332	5,467,674	6,506,201	5,572,560
77				
78 Transportation				
79 Salaries	1,599,323	1,385,814	1,484,483	1,529,017
80 Employee benefits	555,974	485,879	562,391	579,263
81 Purchased services	4,761,087	4,947,334	4,539,150	4,494,014
82 Supplies and materials	423,400	327,974	451,367	471,268
83 Capital expenditures	147,123	80,029	200,000	200,000
84 Total transportation	7,486,907	7,227,030	7,237,391	7,273,562
85				
86 Sites and buildings				
87 Salaries	3,347,067	3,549,403	3,806,436	3,793,196
88 Employee benefits	1,236,025	1,323,077	1,528,979	1,605,357
89 Purchased services	2,396,482	5,620,832	4,647,737	5,139,162
90 Supplies and materials	1,011,974	1,561,724	1,044,991	1,056,313
91 Capital expenditures	342,987	349,673	4,086,234	3,277,579
92 Other expenditures	35,305	30,256	16,349	16,349
93 Total sites and buildings	8,369,840	12,434,965	15,130,726	14,887,956
94				
95 Fiscal and other fixed cost programs				
96 Purchased services	796,848	489,542	489,541	489,541
97				
98 Debt service				
99 Principal	745,262	718,499	680,000	715,000
100 Interest and fiscal charges	325,494	348,731	277,350	243,350
101 Total debt service	1,070,756	1,067,230	957,350	958,350
102				
103 Total expenditures	117,225,500	124,264,419	131,066,180	127,975,183
104				
105 Excess (deficiency) of revenue over expenditures	(1,295,105)	1,021,099	(2,528,727)	(750,753)
106				
107 Transfer out of Fund Balance (Assigned - General Fund)			(2,000,000)	—
108 Transfer out of Fund Balance (Restricted for Medical Assistance)			(730,553)	—
109 Transfer in to Fund Balance (Unassigned)			2,730,553	—
110 Total other financing sources (uses)	\$ —	\$ —	\$ —	\$ —
111				
112 Net change in fund balances	(1,295,105)	1,021,099	(2,528,727)	(750,753)
113				
114 Fund balances				
115 Beginning of year	17,077,615	15,782,510	16,803,609	14,274,882
116				
117 End of year	\$ 15,782,510	\$ 16,803,609	\$ 14,274,882	\$ 13,524,129
118				
119 Ending Fund Balance (Assigned - General Fund)	2,000,000	2,000,000	—	—
120 Ending Fund Balance (Assigned for Student Activities)	294,880	358,880	358,880	358,880
121 Ending Fund Balance (Restricted for Medical Assistance)	730,553	730,553	—	—
122 Ending Fund Balance (Restricted for Operating Capital)	3,065,789	3,065,789	2,796,342	2,597,143
123 Ending Fund Balance (Restricted for Capital Projects)	243,739	243,739	243,739	243,739
124 Ending Fund Balance (Restricted for LTFM)	2,205,584	—	—	—
125 Ending Fund Balance (Restricted for Achievement & Integration)	—	106,821	611	611
126 Ending Fund Balance (Nonspendable)	14,573	62,849	62,849	62,849
127 Ending Fund Balance (Unassigned)	7,227,392	10,234,978	10,812,461	10,260,907
128 Ending Fund Balance (Unassigned as % of expenditures)	6.2%	8.2%	8.2%	8.0%
129				
130 Fund Balance Policy 714 Minimum			8%	8%

White Bear Lake Area Schools
Nutritional Services, Community Services, & Debt Service Fund Summary
FY2019-20 - FY2022-23

		Actual 2019-20	Actual 2020-21	Revised 2021-22	Preliminary 2022-23
131	Nutritional Services Fund				
132	Revenues	3,982,047	5,397,288	6,177,045	5,744,437
133	Expenditures	4,148,747	4,572,349	6,018,825	6,539,079
134					
135	Excess (deficiency) of revenue over expenditures	(166,700)	824,939	158,220	(794,642)
136	Ending Fund Balance	\$ 580,210	\$ 1,405,149	\$ 1,563,369	\$ 768,727
137	Ending Fund Balance (as % of expenditures)	14.0%	30.7%	26.0%	11.8%

		Actual 2019-20	Actual 2020-21	Revised 2021-22	Preliminary 2022-23
138	Community Services Fund				
139	Revenues	6,390,641	6,491,551	7,130,870	7,169,398
140	Expenditures	6,908,649	6,399,792	6,898,521	7,034,512
141					
142	Excess (deficiency) of revenue over expenditures	(518,008)	91,759	232,349	134,886
143	Ending Fund Balance	\$ 703,418	\$ 795,177	\$ 1,027,526	\$ 1,162,412
144	Ending Fund Balance (as % of expenditures)	10.2%	12.4%	14.9%	16.5%

		Actual 2019-20	Actual 2020-21	Revised 2021-22	Preliminary 2022-23
145	Debt Service Fund				
146	Revenues	5,145,708	35,451,016	24,210,591	23,681,761
147	Expenditures	5,184,329	32,843,739	23,447,788	24,600,520
148					
149	Excess (deficiency) of revenue over expenditures	(38,621)	2,607,277	762,803	(918,759)
150	Ending Fund Balance	\$ 1,105,275	\$ 3,712,552	\$ 4,475,355	\$ 3,556,596
151	Ending Fund Balance (as % of expenditures)	21.3%	11.3%	19.1%	14.5%

AGENDA ITEM: **Action on Bid for Oneka Elementary Addition**

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for Finance and Operations;**
Dan Roeser, Director of Building Operations

BACKGROUND:

Attached please find the recommendation letter and bid tabulation sheet for the Oneka Elementary Addition. Bids were opened on May 12, 2022. After reviewing the bids with our construction managers at Kraus-Anderson, it is recommended we award the bids to the low bidder as included in the attached bid summary and recommendation letter in the amount of \$5,514,011.

RECOMMENDED ACTION:

Accept all work scope bids for the Oneka Elementary Addition as presented in the amount of \$5,514,011.



04/06/2022

Mr. Tim Wald
White Bear Lake Area Schools, ISD 624
4855 Bloom Avenue
White Bear Lake, MN 55110

RE: ONEKA ELEMENTARY SCHOOL ADDIRION & RENOVATIONS

Dear Mr. Wald

This letter is concerning the contract awards for the Oneka Elementary School Addition & Renovations project that was bid on May 12, 2022. Kraus-Anderson has verified bidders and we submit the following lowest responsible bidders and their bid amount.

<i>Work Scope</i>	<i>Contractor, City, State</i>	<i>Bid Amount</i>
--------------------------	---------------------------------------	--------------------------

WS 03-A	Concrete	Axel Ohman, Inc. 247 West 61 st Street Minneapolis, MN 55419	BASE BID ALTERNATE 001 ALTERNATE 003	\$908,316.00 \$4,800.00 \$0.00
WS 05-A	Structural Steel – Material Only	Construction Systems, Inc. 1889 County Road 90 Maple Plaine, MN 55359	BASE BID ALTERNATE 001 ALTERNATE 003	\$345,000.00 \$0.00 \$0.00
WS 05-B	Structural Steel – Erection	Red Cedar Steel Erection, Inc. 4621 Domain Drive Menomonie, WI 54751	BASE BID ALTERNATE 001 ALTERNATE 003	\$72,300.00 \$0.00 \$0.00
WS 06-A	Carpentry	Century Construction Company, Inc.	BASE BID ALTERNATE 001 ALTERNATE 003	\$320,000.00 \$20,000.00 \$0.00
WS 06-D	Architectural Millwork	Woodside Industries, Inc. 606 Division Avenue South Cavalier, ND 58220	BASE BID ALTERNATE 001 ALTERNATE 003	\$81,270.00 \$15,999.00 \$0.00

WS 07-H	Roofing	Berwald Roofing Company, Inc. 2440 Charles Street North North St Paul, MN 55109	BASE BID ALTERNATE 001 ALTERNATE 003	\$195,650.00 \$0.00 \$0.00
WS 08-A	Doors, Frames & Hardware – Material Only	Twin City Hardware Company 723 Hadley Avenue North Oakdale, MN 55128	BASE BID ALTERNATE 001 ALTERNATE 003	\$84,650.00 \$0.00 \$0.00
WS 08-D	Specialty Doors	Crawford Door Sales Company, Twin Cities 1641 Oakdale Avenue West St Paul, MN 55118	BASE BID ALTERNATE 001 ALTERNATE 003	\$89,848.00 \$0.00 \$0.00
WS 08-F	Glass & Glazing	Envision Glass, Inc. 1460 County Road C West Roseville, MN 55113	BASE BID ALTERNATE 001 ALTERNATE 003	\$461,900.00 \$0.00 \$0.00
WS 09-A	Drywall	SA Jordan Construction, Inc. 7373 120 th Street North White Bear Lake, MN 55110	BASE BID ALTERNATE 001 ALTERNATE 003	\$314,900.00 \$26,870.00 \$0.00
WS 09-B	Tile	Superior Tile & Terrazzo, Inc. 1025 18 th Avenue SE Forest Lake, MN 55025	BASE BID ALTERNATE 001 ALTERNATE 003	\$59,500.00 \$0.00 \$0.00
WS 09-C	Ceilings & Acoustical Treatments	Acoustics Associates, Inc. 1250 Zane Avenue North Golden Valley, MN 55422	BASE BID ALTERNATE 001 ALTERNATE 003	\$54,158.00 \$10,200.00 \$0.00
WS 09-D	Flooring	CFS Interiors & Flooring, LLC 940 Apollo Road Suite 110 Eagan, MN 55121	BASE BID ALTERNATE 001 ALTERNATE 003	\$161,800.00 \$21,160.00 \$0.00

WS 09-K	Painting & Wall Covering	FCP Services 3185 Terminal Drive Eagan, MN 55121	BASE BID ALTERNATE 001 ALTERNATE 003	\$32,338.00 \$0.00 \$0.00
WS 21-A	Fire Suppression	Brothers Fire & Security 9950 East Highway 10 Elk River, MN 55330	BASE BID ALTERNATE 001 ALTERNATE 003	\$60,490.00 \$3,850.00 \$0.00
WS 23-B	Combined Mechanical	Chappell Central, Inc 1950 Trott Avenue Southwest PO Box 916 Wilmar, MN 56201	BASE BID ALTERNATE 001 ALTERNATE 003	\$1,058,000.00 \$24,000.00 \$0.00
WS 26-A	Electrical	Phasor Electric Company 2160 108 th Lane NE Blaine, MN 55449	BASE BID ALTERNATE 001 ALTERNATE 003	\$365,000.00 \$34,500.00 \$0.00
WS 31-A	Site Clearing & Earthwork	Jacon, LLC 3900 Labore Road Vadnais Heights, MN 55110	BASE BID ALTERNATE 001 ALTERNATE 003	\$629,512.00 \$0.00 \$58,000.00

Total: \$5,514,011.00

We have enclosed the Bid Tabulation sheets that reflect the bids received.

If you have any questions regarding this information, please do not hesitate to contact me at 612-719-1026.

Very truly yours,
KRAUS-ANDERSON® CONSTRUCTION COMPANY

Kent Henry
Project Manager

Kent Henry

Cc: Dan Roeser, White Bear Lake Area Schools
Kevin Fernandez, White Bear Lake Area Schools
Nick Thompson, Wold Architects & Engineers
Kyle Hoverson, Wold Architects & Engineers



Tyler Ertle Wold Architects & Engineers
Jason Peterson, Kraus-Anderson Construction
AJ Lillesve, Kraus Anderson Construction



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WBL - ONEKA ELEMENTARY

BID TABULATIONS

05/12/22 - 2PM

OWNER: ISD 624 - White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 03-A - CONCRETE

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	AXEL OHMAN, INC.	HOLLENBACK & NELSON, INC	NORTHLAND CONCRETE & MASORY	STEENBERG-WATRUD CONSTRUCTION, LLC	B&D ASSOCIATES, LLC	GEORGE SIEGFRIED CONSTRUCTION COMPANY
BID SECURITY	X	X	X	X	X	X
ADDENDA REC'D.	1-4	1-4	1-4	1-4	1-4	1-4
BASE BID	\$908,316.00	\$979,700.00	\$1,023,500.00	\$1,067,040.00	\$1,095,000.00	\$1,098,999.00
COMBINED BASE BID						
ALTERNATE 001 - MEDIA CENTER	\$4,800.00	\$5,800.00	\$5,650.00	\$4,476.00	\$3,500.00	\$0.00
ALTERNATE 002 - SINKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALTERNATE 003 - SIDEWALKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



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BID TABULATIONS

05/12/22 - 2PM

OWNER: ISD 624 - White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 05-A - STRUCTURAL STEEL - MATERIAL

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	CONSTRUCTION SUSTEMS, INC	NORTHERN LIGHTS STEEL FABRICATION	AMERICAN STRUCTURAL METALS	DAKA CORPORATION	KORONIS FABRICATING	TRU STEEL, INC
BID SECURITY	X	X	X	X	X	X
ADDENDA REC'D.	1-4	1-4	1-4	1-4	1-4	1-4
BASE BID	\$345,000.00	\$349,000.00	\$368,000.00	\$369,000.00	\$371,350.00	\$387,000.00
COMBINED BASE BID						
ALTERNATE 001 - MEDIA CENTER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALTERNATE 002 - SINKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALTERNATE 003 - SIDEWALKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



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BID TABULATIONS

05/12/22 - 2PM

OWNER: ISD 624 - White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 05-B - STRUCTURAL STEEL - ERECTION

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	RED CEDAR STEEL ERECTORS, INC	AMERECT, INC.	J&B AMERICAN STEEL	KMH ERECTORS, INC.	SOWLES COMPANY	RODEN RON
BID SECURITY	X	X	X	X	X	X
ADDENDA REC'D.	1-4	1-4	1-4	1-4	1-4	1-4
BASE BID	\$72,300.00	\$91,300.00	\$112,480.00	\$123,100.00	\$135,000.00	\$137,500.00
COMBINED BASE BID						
ALTERNATE 001 - MEDIA CENTER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALTERNATE 002 - SINKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALTERNATE 003 - SIDEWALKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



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BID TABULATIONS

05/12/22 - 2PM

OWNER: ISD 624 - White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 06-A - CARPENTRY

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	CENTURY CONSTRUCTION COMPANY	MAERTENS BRENNY CONSTRUCTION COMPANY	KELLINGTON CONSTRUCTION, INC	KELLINGTON CONSTRUCTION, INC	PARKOS CONSTRUCTION COMPANY	EBERT, INC DBA EBERT CONSTRUCTION
BID SECURITY	X	X	X	X	X	X
ADDENDA REC'D.	1-4	1-4	1-4	1-4	1-4	1-4
BASE BID	\$320,000.00	\$391,500.00	\$439,810.00	\$439,810.00	\$447,300.00	\$463,300.00
COMBINED BASE BID						
ALTERNATE 001 - MEDIA CENTER	\$20,000.00	\$35,400.00	\$6,460.00	\$17,910.00	\$39,400.00	\$26,200.00
ALTERNATE 002 - SINKS	\$0.00	\$1,500.00	\$2,855.00	\$2,855.00	\$900.00	\$1,200.00
ALTERNATE 003 - SIDEWALKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



BID TABULATIONS

OWNER: ISD 624 - White Bear Lake Area Schools

WORK SSCOPE 06-A - CARPENTRY

[illegible]



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BID TABULATIONS

05/12/22 - 2PM

OWNER: ISD 624 - White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 06-D - ARCHITECTURAL MILLWORK

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	WOODSIDE INDUSTRIES, INC	TMI SYSTEMS CORPORATION	COSNEY CORPORATION	NORTHWEST CABINETS, INC		
BID SECURITY	X	X	X	X		
ADDENDA REC'D.	1-4	1-4	1-4	1-4		
BASE BID	\$81,270.00	\$98,706.00	\$118,765.00	\$155,432.00		
COMBINED BASE BID						
ALTERNATE 001 - MEDIA CENTER	\$15,999.00	\$14,462.00	\$17,364.00	\$17,772.00		
ALTERNATE 002 - SINKS	\$4,911.00	\$3,267.00	\$6,274.00	\$7,964.00		
ALTERNATE 003 - SIDEWALKS	\$0.00	\$0.00	\$0.00	\$0.00		



05/12/22 - 2PM

ARCHITECT: Wold Architects & Engineers

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WORK SCOPE 08-A - DOORS, FRAMES & HARDWARE - MATERIAL ONLY

[illegible]



05/12/22 - 2PM

ARCHITECT: Wold Architects & Engineers

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WORK SCOPE 08-D - SPECIALTY DOORS

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	CRAWFORD DOOR SALES	DOORCO	DOORCO			
BID SECURITY	X	X	X			
ADDENDA REC'D.	1-4	1-4	1-4			
BASE BID	\$89,848.00	\$104,455.00	\$104,455.00			
COMBINED BASE BID						
ALTERNATE 001 - MEDIA CENTER	\$0.00	\$0.00	\$0.00			
ALTERNATE 002 - SINKS	\$0.00	\$0.00	\$0.00			
ALTERNATE 003 - SIDEWALKS	\$0.00	\$0.00	\$0.00			



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BID TABULATIONS

05/12/22 - 2PM

OWNER: ISD 624 - White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 08-F - GLASS & GLAZING

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	NORTHERN GLASS & GLAZING, INC	ENVISION GLASS, INC	NORTHERN GLASS & GLAZING, INC	CAPITL CITY GLASS, INC		
BID SECURITY	X	X	X	X		
ADDENDA REC'D.	1-4	1-4	1-4	1-4		
BASE BID	\$439,980.00	\$461,900.00	\$465,980.00	\$473,985.00		
COMBINED BASE BID						
ALTERNATE 001 - MEDIA CENTER	\$45,085.00	\$0.00	\$60,085.00	\$5,085.00		
ALTERNATE 002 - SINKS	\$0.00	\$0.00	\$0.00	\$0.00		
ALTERNATE 003 - SIDEWALKS	\$0.00	\$0.00	\$0.00	\$0.00		



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BID TABULATIONS

05/12/22 - 2PM

OWNER: ISD 624 - White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 09-A - DRYWALL

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	SA JORDAN CONSTRUCTION	RTL CONSTRUCTION, INC	CUSTOM DRYWALL, INC	PINNACLE WALL SYSTEMS	COMMERCIAL DRYWALL, INC	MULCAHY NICKOLAUS
BID SECURITY	X	X	X	X	X	X
ADDENDA REC'D.	1-4	1-4	1-4	1-4	1-4	1-4
BASE BID	\$314,900.00	\$375,861.00	\$417,895.00	\$404,444.00	\$434,668.00	\$477,400.00
COMBINED BASE BID						
ALTERNATE 001 - MEDIA CENTER	\$26,870.00	\$29,383.00	\$44,800.00	\$26,800.00	\$38,000.00	\$25,800.00
ALTERNATE 002 - SINKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALTERNATE 003 - SIDEWALKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



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BID TABULATIONS

05/12/22 - 2PM

OWNER: ISD 624 - White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 09-B - TILE

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	SUPERIOR TILE & TERRAZZO, INC	ACOUSTICS ASSOCIATES, INC.	ADVANCE TERRAZZO & TILES, INC	SUPER SET TILE	GRAZZINI BROTHERS & COMPANY	BLACKHAWK TILE & STONE, INC
BID SECURITY	X	X	X	X	X	X
ADDENDA REC'D.	1-2	1-4	1-4	1-4	1-4	1-4
BASE BID	\$59,500.00	\$75,425.00	\$75,480.00	\$79,900.00	\$83,500.00	\$114,477.00
COMBINED BASE BID						
ALTERNATE 001 - MEDIA CENTER	\$0.00	\$0.00	\$0.00	\$0.00	\$1,455.00	\$0.00
ALTERNATE 002 - SINKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALTERNATE 003 - SIDEWALKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



BID TABULATIONS

05/12/22 - 2PM

OWNER: ISD 624 - White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 09-B - TILE

[illegible]



05/12/22 - 2PM

ARCHITECT: Wold Architects & Engineers

WBL - ONEKA ELEMENTARY

WORK SCOPE 09-C - CEILINGS & ACOUSTICAL TREATMENTS

[illegible]



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BID TABULATIONS

05/12/22 - 2PM

OWNER: ISD 624 - White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 09-D - FLOORING

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	SUPER SET TILE	CFS INTERIOR & FLOORING	ACOUSTICS ASSOCIATES, INC	SONUS INTERIOR, INC	FLOORS BY BECKERS	GRAZZINI BROTHERS & COMPANY
BID SECURITY	X	X	X	X	X	X
ADDENDA REC'D.	1-4	1-4	1-4	1-4	1-4	1-2
BASE BID	\$150,000.00	\$161,800.00	\$166,843.00	\$168,089.00	\$177,083.00	\$221,344.00
COMBINED BASE BID						
ALTERNATE 001 - MEDIA CENTER	\$44,000.00	\$21,160.00	\$41,935.00	\$20,200.00	\$27,027.00	\$30,944.00
ALTERNATE 002 - SINKS	\$2,200.00	\$1,900.00	\$0.00	\$1,600.00	\$0.00	\$0.00
ALTERNATE 003 - SIDEWALKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



05/12/22 - 2PM

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 09-D - FLOORING

[illegible]



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BID TABULATIONS

05/12/22 - 2PM

OWNER: ISD 624 - White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 09-K - PAINTING & WALL COVERING

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	FCP SERVICES	WASCHE COMMERCIAL FINISHES	STEINBRECHER PAINTING COMPANY	SUPERIOR PAINTING & DECORATING	FRANSEN DECORATING, INC	ADMIRAL COATINGS, INC
BID SECURITY	X	X	X	X	X	X
ADDENDA REC'D.	1-4	1-4	1-4	1-4	1-4	1-4
BASE BID	\$32,338.00	\$37,470.00	\$38,000.00	\$38,379.00	\$38,900.00	\$40,900.00
COMBINED BASE BID						
ALTERNATE 001 - MEDIA CENTER	\$0.00	\$2,000.00	\$3,675.00	\$3,675.00	\$3,100.00	\$2,800.00
ALTERNATE 002 - SINKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALTERNATE 003 - SIDEWALKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



05/12/22 - 2PM

ARCHITECT: Wold Architects & Engineers

WBL - ONEKA ELEMENTARY

WORK SCOPE 09-K - PAINTING & WALL COVERING

[illegible]



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Construction Company

WBL - ONEKA ELEMENTARY

BID TABULATIONS

05/12/22 - 2PM

OWNER: ISD 624 - White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 21-A - FIRE SUPPRESSION

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	BROTHERS FIRE & SECURITY	GILBERT MECHANICAL	NASSEFF MECHANICAL CONTRACTORS	VIKING AUTOMATIC SPRINKLER	SUMMIT FIRE PROTECTION	NOVA FIRE PROTECTION, INC
BID SECURITY	X	X	X	X	X	X
ADDENDA REC'D.	1-4	1-4	1-4	1-4	1-4	1-4
BASE BID	\$60,490.00	\$62,500.00	\$69,850.00	\$79,325.00	\$80,000.00	\$110,914.00
COMBINED BASE BID						
ALTERNATE 001 - MEDIA CENTER	\$3,850.00	\$15,500.00	\$4,220.00	\$5,000.00	\$5,800.00	\$7,936.00
ALTERNATE 002 - SINKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALTERNATE 003 - SIDEWALKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



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WBL - ONEKA ELEMENTARY

BID TABULATIONS

05/12/22 - 2PM

OWNER: ISD 624 - White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 23-B - COMBINED MECHANICAL

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	CHAPPELL CENTRAL, INC	KLAMM MECHANICAL CONTRACTORS, INC	THELEN HEATING & ROOFING, INC	SCR, INC	WENZEL PLYMOUTH PLUMBING	SENTRA SOTA SHEET METAL, INC
BID SECURITY	X	X	X	X	X	X
ADDENDA REC'D.	1-4	1-4	1-4	1-4	1-4	1-4
BASE BID	\$1,058,000.00	\$1,068,200.00	\$1,078,000.00	\$1,082,000.00	\$1,089,425.00	\$1,096,000.00
COMBINED BASE BID						
ALTERNATE 001 - MEDIA CENTER	\$24,000.00	\$20,700.00	\$18,000.00	\$20,000.00	\$21,960.00	\$25,300.00
ALTERNATE 002 - SINKS	\$46,000.00	\$43,050.00	\$44,000.00	\$45,000.00	\$51,290.00	\$44,900.00
ALTERNATE 003 - SIDEWALKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



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Construction Company

WBL - ONEKA ELEMENTARY

BID TABULATIONS

05/12/22 - 2PM

OWNER: ISD 624 - White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 23-B - COMBINED MECHANICAL

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	GENERAL SHEET METAL COMPANY, LLC	KRAFT MECHANICAL	DAVIS MECHANICAL SYSTEMS, INC	PIONEER POWER		
BID SECURITY	X	X	X	X		
ADDENDA REC'D.	1-4	1-4	1-4	1-4		
BASE BID	\$1,096,723.00	\$1,101,400.00	\$1,136,600.00	\$1,229,000.00		
COMBINED BASE BID						
ALTERNATE 001 - MEDIA CENTER	\$24,400.00	\$21,300.00	\$21,950.00	\$31,600.00		
ALTERNATE 002 - SINKS	\$47,700.00	\$40,700.00	\$48,700.00	\$52,000.00		
ALTERNATE 003 - SIDEWALKS	\$0.00	\$0.00	\$0.00	\$0.00		



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BID TABULATIONS

05/12/22 - 2PM

OWNER: ISD 624 - White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 26-A - ELECTRICAL

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	PHASOR ELECTRIC COMANY	LAKETOWN ELECTRIC CORP	O'NEILL ELECTRIC, INC	NEO ELECTRICAL SOLUTIONS	GUNNAR ELECTRIC	NAC MECHANICAL & ELECTRICAL SERVICE
BID SECURITY	X	X	X	X	X	X
ADDENDA REC'D.	1-4	1-4	1-4	1-4	1-4	1-4
BASE BID	\$365,000.00	\$370,200.00	\$379,314.00	\$386,500.00	\$393,850.00	\$415,800.00
COMBINED BASE BID						
ALTERNATE 001 - MEDIA CENTER	\$34,500.00	\$30,000.00	\$30,693.00	\$39,000.00	\$37,367.00	\$31,800.00
ALTERNATE 002 - SINKS	\$200.00	\$250.00	\$185.00	\$300.00	\$5,185.00	\$0.00
ALTERNATE 003 - SIDEWALKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



05/12/22 - 2PM

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 26-A - ELECTRICAL

[illegible]



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Construction Company

WBL - ONEKA ELEMENTARY

BID TABULATIONS

05/12/22 - 2PM

OWNER: ISD 624 - White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 31-A - SITE CLEARING & EARTHWORK

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	NEW LOOK CONTRACTING	JACON	JACON	PARK CONSTRUCTION	PETERSON COMPANIES, INC	RACHEL CONTRACTING, LLC
BID SECURITY	X	X	X	X	X	X
ADDENDA REC'D.	1-4	1-4	NO	1-4	1-4	1-4
BASE BID	\$585,200.00	\$629,512.00	\$629,512.00	\$730,531.00	\$756,100.00	\$804,633.00
COMBINED BASE BID						
ALTERNATE 001 - MEDIA CENTER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALTERNATE 002 - SINKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALTERNATE 003 - SIDEWALKS	\$4,730.00	\$58,000.00	\$58,000.00	\$64,300.00	\$48,165.00	\$47,904.00
	WITHDRAWN					



05/12/22 - 2PM

ARCHITECT: Wold Architects & Engineers

WBL - ONEKA ELEMENTARY

WORK SCOPE 31-A - SITE CLEARING & EARTHWORK

[illegible]



14045 Northdale Blvd., Rogers, MN 55374

Main: 763-241-1596 Fax: 763-241-9196

5-24-22

Kent Henry
Kraus Anderson Construction Co.
501 South 8th Street
Mpls, Mn 55404

Re Oneka Elementary School Bid

Dear Kent,

After learning of the bid results for the referenced project yesterday, we reviewed the project addenda and work scopes one more time to try to figure out the discrepancy in the bid alternate pricing.

We learned that we made a large mistake in calculating our quote for this project. We failed to include any of the site concrete subcontract work (in both our base bid and in the alternate pricing.) This error is more than we can make up and so we are formally requesting to pull our bid for consideration for this project. We are also requesting that you return our bid bond.

Obviously, we are disappointed to have to make this request. It was not our intent to turn in an incomplete bid. I was working on 2 other projects that same day and just didn't see the changes in work scope described in the addendum the day before this project was due. Like I mentioned to you, I never received a single concrete sub bid for this project on bid day. So either, the concrete subs didn't catch the work scope change - or they just decided not to bid it after they saw that the site concrete was originally included in the main concrete package work scope. Either way we don't have any of the site concrete covered in our quote.

Thank you for your consideration and help in this matter.

Respectfully,

Wyatt Gutzke, Project Manager

612-231-0024

AGENDA ITEM: **Action on Bid for Unified High School Security Package**

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for Finance and Operations;**
Dan Roeser, Director of Building Operations

BACKGROUND:

Attached please find the recommendation letter and bid tabulation sheet for the Unified High School Security Package. Bids were opened on June 7, 2022. After reviewing the bids with our project designer at True North Consulting Group, it is recommended we award the bid to the low bidder, LVC, with a bid of \$969,485. The highest bid for the project was \$1,133,770.

RECOMMENDED ACTION:

Accept the overall bid for the Unified High School Security Package as presented, to LVC in the amount of \$969,485.



June 07, 2022

Dan Roeser
White Bear Lake Area Schools

Re: White Bear Lake Area Schools District Wide Security Upgrades, North Campus - Letter of Recommendation for Bid Award

Dan,
On June 07, 2022 the District received bids from All State Communications for \$1,095,000.00, Gephart for \$1,133,770.00, LVC for \$969,485.00 and Pro-Tec for \$996,141.67.

The bid pack included complete building wide interior/exterior video surveillance systems, electronic access door control systems, door hardware, door intercom systems, intrusion detection systems, and lock down systems for the North Campus including the areas under construction. This project included two additional video servers to handle the new cameras and will connect to the existing access control servers.

True North Consulting Group (TNCG) has evaluated the bids received by the four companies and all meet the minimum qualifications and submitted all the correct documents. Based on the bids received with LVC being the lowest responsible bidder, TNCG recommends the District pursue a contract with LVC for \$969,485.

LVC meets or exceeds all the minimum level of qualifications and certifications required to install, support and service the District's Avigilon security systems and the Bosch intrusion detection system. LVC also acknowledged all addenda as well as provided their bid bond, insurance, Minnesota responsible contractor forms and is a union contractor who exceeds prevailing wages.

Thank you,

Brandon Frazier
Director | Security Technologies
True North Consulting Group

WBLAS North Campus Security - Bid Tab Sheet

Bids received by 2:00pm on 6-07-22

Bidder	Bid Amount	Addendums	Bid Bond	Insurance	Responsible Contractor	Technology Usage Agreement	Tennessee Notice	Qualifications
All State	1,095,000.00	X	X	X	X	X	X	X
Gephart	1,133,770.00	X	X	X	X	X	X	X
LVC	969,485.00	X	X	X	X	X	X	X
Pro-Tec	996,141.67	X	X	X	X	X	X	X

AGENDA ITEM: **Action on Workers Compensation Agreement for 2022-2023**

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Last year, the administration requested that our insurance agent put the district's workers compensation insurance program out for quotes for the 2021-22 school year. While there was significant competition, our previous provider Risk Administration Services, Inc. (RAS) won the bid. We asked RAS to provide a proposal for the 2022-2023 school year and were pleased with a proposal of - 8.5%, or \$403,859, a reduction of \$39,799. The decrease is connected to a reduction in the district's mod experience from .97 to .79.

Please see the attached documents for an executive summary of the 2022-2023 renewal as well as a breakdown of the costs of the program.

RECOMMENDED ACTION:

Move to accept the quote of \$403,859 from Risk Administration Services for workers compensation insurance effective July 1, 2022 through June 30, 2023.

Year	Premium	% Change	Experience Mod Rate
2015-16	\$691,998		
2016-17	\$702,760	1.55%	
2017-18	\$612,908	-12.8%	1.09
2018-19	\$573,885	- 6.4%	1.11
2019-20	\$597,003	4.0%	1.10
2020-21	\$595,828	- 0.05%	1.10
2021-22	\$443,658	- 25.5%	.97
2022-23	\$403,859	-8.5%	.79



White Bear Lake Public Schools ISD #624

Executive Summary
07/01/2022 – 07/01/2023

Nick Lano | Area Vice President
Nick_Lano@ajg.com | 952.358.7579

06/06/2022



Gallagher

Insurance | Risk Management | Consulting

Overview

On behalf of the Gallagher team, we would like to thank White Bear Lake Area Schools ISD #624 for the continued opportunity to serve the district. This Executive Summary is a shorter version of our proposal and is intended to summarize the renewal and outline our **CORE360™** approach for the district. The intent of our **CORE360™** approach is to help you optimize your total cost of risk and thereby improving the district's profitability to better serve the community. We highlight each **CORE360™** cost driver, beginning with Insurance Premiums and ending with Contractual Liability. Highlighting each cost driver will not only summarize the key accomplishments, but also ensure that we are deliberate in driving value to each of your six cost drivers which represent your total cost of risk.

The Executive Summary also follows the decisions made and action items we discussed during our Strategic Review call on April 21st. During the discussion we established the following goals and objectives for 2022:

- Agreed to negotiate and leverage partnership with RAS – commit to a renewal pricing of no more than \$395,000 before any changes in payroll exposure.
- Continue to provide the greatest deliverable to ISD 624 – program stability and carrier partnership.
- Continue to provide extensive loss prevention services and claims advocacy to drive down the district's total cost of risk.

We believe we have delivered on these results and look forward to reviewing the Executive Summary in further detail. We know that you have a choice and we appreciate your business and continued support.



2022 CORE360™ Stewardship Scorecard

Your **CORE360™** Stewardship Scorecard has been developed for you to get a quick snapshot of how we've impacted your total cost of risk over time, by monetizing the cost of risk changes by cost driver.



Insurance Premiums

- 2022 Workers' Compensation premium decreased 8.5% in 2022.
- 2022 Workers' Compensation rate decreased 11%.
- **Overall net rate has decreased 56% in five year working with Gallagher.**
- Program marketed in 2014, 2016 & 2021.
- Annual review of district's Loss Projection calculation.



Program Structure

- Total payroll increased 3% in 2022.
- Total Payroll for the district has increased 25% in seven years.
- Program structure has remained stable with RAS since 2014.
- Discussion of Retention Program.
- Discussed the implementation of RAS's nurse hotline service.



Coverage Gaps

- Our review revealed no actionable coverage gaps at this time.



Uninsured & Uninsurable Losses

- There have been no changes in our understanding of the district's uninsured or uninsurable risks since our last discussion.



Loss Prevention & Claims

- Coordinated RAS Loss Control Inspection
- Claim Review Meeting – 3/29/2021
- Provided clarification to the district on indemnity calculations for teachers pay structure.
- Risk Analysis completed on 2.16.17 by RAS.
- 2022 Experience Mod Analysis completed.
- Aggravated Inequities Completed
- Ergo Assessments Completed by RAS.



Contractual Liability

- Hidden risk transfers & unknown assumption of liability – Snow removal companies, General Contractors and Construction Managers (for example).

Spring/Summer Insurance Market Report – May 2022

The big picture

WHERE WE WERE: WHAT WE'VE SEEN THROUGH Q1 2022

- Companies faced a challenging insurance market overall from 2019 through Q1 2022. Our clients faced years of substantial rate increases, capacity issues and difficulties obtaining coverage.
- For a number of years, many carriers failed to get rate increases that could keep pace with what they paid out in losses. As loss costs trended upward, pricing surged.
- At the same time, carriers faced a number of escalating challenges that drove up claim costs, including social inflation—the trend of rising insurance costs as a result of increased litigation, plaintiff-friendly judgments and “nuclear” jury awards—as well as increased storm activity and pandemic-related losses. Ultimately, pandemic losses did not live up to carriers’ worst-case scenarios.
- Carriers’ ability to offset weak underwriting results through investment income remained a challenge through 2021 due to low interest rates.
- By Q1 2022, rate increases started to moderate in certain classes. Insurance companies have gotten their books of business in a better position than in the several prior years.

WHERE WE ARE: WHAT WE'RE SEEING NOW

- After three years of substantial rate increases, the market is moving towards rate adequacy. Rate increases have decelerated slightly. But, not every service line is equal. Cyber, for example, has kept up sizeable year-over-year rate increases, with median increases of 37.0%, while Workers’ Compensation rates showed relatively flat pricing, with median increases at a mere 0.6%.
- There is much more certainty and stability among underwriters than a year ago, when carriers were still large-scale re-underwriting many segments of their business—cutting capacity, making sure terms and conditions were sufficient, and making sure rates were adequate across a large swath of their business.
- Carriers are staying disciplined and continuing to push rate increases—especially toward businesses with challenging risk profiles. Rate increases are not as industry-wide, but rather more likely to be done on an account-by-account basis now, with an average price increase (rate plus exposure) of 8% across all lines, according to Gallagher U.S. client data.
- With improving rate adequacy comes increased carrier competition. There are a number of new entrants to the market and increasing competition as underwriters look to write new business, especially for accounts that are in desirable classes and are priced well.
- The complicating factors of social inflation, storm losses and general inflation continue to be on carriers’ minds, and continue to impact the overall market.

WHERE WE'RE GOING: TRENDS WE ARE WATCHING

- Inflation, if it continues unabated, will push up loss costs and ultimately will have to be passed through premium increases.
- In response to inflationary pressures, the Federal Reserve increased short-term interest rates, which support stronger investment returns for carriers. Questions linger about how high interest rates will go.
- As storm losses continue to mount, pricing models are trying to catch up.

Spring/Summer Insurance Market Report – May 2022

- Social inflation shows no signs of slowing. A backlog of cases, slowed by pandemic shutdowns and short-staffing, will be telling about the full impact as these cases begin to move through the court system.
- Third-party litigation funding remains a concern for insurance carriers, as it encourages prolonged litigation and larger monetary awards. It is also a growing contributor to social inflation because of its tendency to drive higher claims costs. Litigation funded by third-party investors is most prevalent in Commercial Auto, General Liability, Directors and Officers (D&O), and Umbrella/Excess insurance lines.
- How will carriers' continued investments in data and technology enable them to anticipate and react to changing risk trends in real time? If carriers are able to understand changing risk trends promptly, for example, how Workers' Compensation and Auto risks are affected as more employees work from home, they can be more responsive in adjusting premium.
- We think the uptick in new competition could moderate rate increases, likely further into 2022.

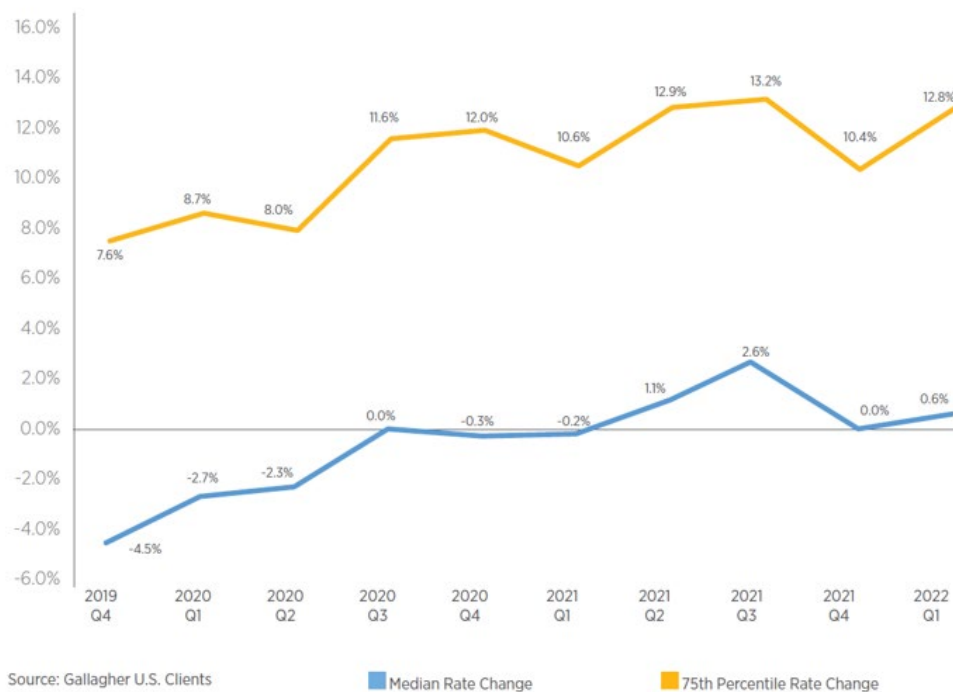
Read on for our analysis of the market conditions for each major line of coverage and guidance that will help ensure a successful renewal outcome.

Workers' Compensation

WHERE WE WERE: WHAT WE'VE SEEN THROUGH Q1 2022

- Rates have been low for Workers' Compensation coverage for several years in a row. Favorable loss development in prior years continues to positively impact most carriers.
- There's been a lot of competition and rate reductions over the past two years.

Workers' Compensation Rate Trends Q4 2019 – Q1 2022



Spring/Summer Insurance Market Report – May 2022

WHERE WE ARE: WHAT WE'RE SEEING NOW

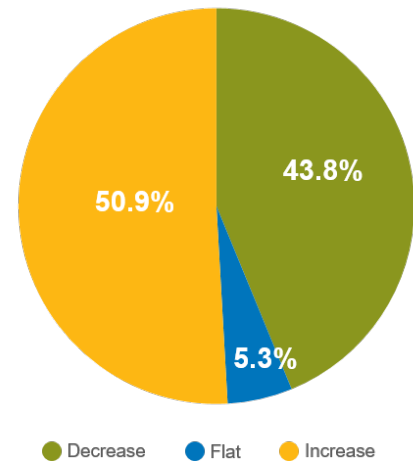
- Workers' Compensation continues to be a profitable and stable line of insurance for most carriers. It is often purchased in conjunction with less profitable lines, such as Commercial Auto and General Liability.
- There are signs that the Worker's Compensation market may be firming as employees return to the workplaces. Claim frequency will likely rise as less experienced employees return to the workplace.
- The median increase in Q1 2022 for Workers' Compensation policies was 0.6%, with 50.9% taking an increase. More than four in 10 (43.8%) of respondents saw Workers' Compensation rates drop in Q1 2022.

WHERE WE'RE GOING: TRENDS WE ARE WATCHING

- For the first time, we're starting to see broader rate increases in Workers' Compensation. They're not nearly as significant as the ones that we've seen in the other lines, but noteworthy given how rates trended last year.

Workers' Compensation, for instance, has been a very profitable line of coverage. And we have been able to achieve rate decreases for most of the past two-plus years. It's still probably the most competitive line of coverage that we see in the casualty space. But we are starting to see the rates tick up, a reflection of inflation.

Q1 2022 WC Rate Changes
Gallagher – U.S. Clients

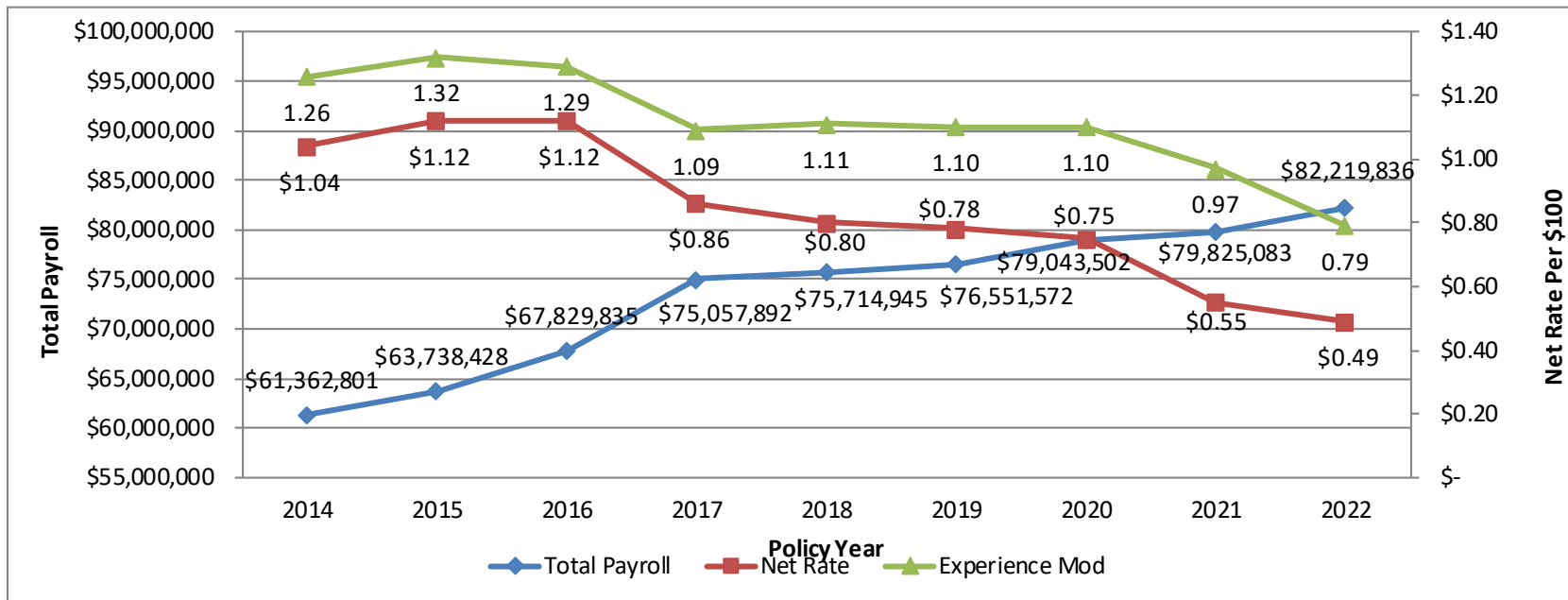


0.6%
median rate change
in Q1 2022*

Historical Program Exposures

Class Code	Description	2016 – 2017 AUDITED	2017 – 2018 AUDITED	2018 – 2019 AUDITED	2019 – 2020 AUDITED	2020 – 2021 AUDITED	2021 – 2022 ESTIMATED	2022 – 2023 PROJECTED
7380	Chauffeurs & Helpers	\$86,984	\$70,831	\$96,762	\$99,775	\$100,015	\$100,650	\$103,670
7382	Bus Co. – All Other Employees & Drivers	\$1,253,192	\$1,426,651	\$1,348,236	\$1,338,880	\$1,009,975	\$1,543,934	\$1,590,252
8385	Bus Co – Garage Employee	\$99,112	\$61,481	\$118,277	\$114,058	\$104,086	\$123,030	\$126,721
8868	College Professional Employee	\$62,211,452	\$69,221,790	\$69,780,719	\$70,647,781	\$72,611,915	\$73,352,103	\$75,552,666
9101	College – All Other Employee	\$4,179,095	\$4,277,139	\$4,370,951	\$4,351,078	\$4,467,144	\$4,705,366	\$4,846,527
Total		\$67,829,835	\$75,057,892	\$75,714,945	\$76,551,572	\$78,293,135	\$79,825,083	\$82,219,836

Historical Characteristics:





Workers' Compensation Claims Summary

HISTORICAL FIVE YEARS

WORKERS' COMPENSATION												
POLICY TERM	CARRIER NAME	PREMIUM	IND / PD PAID	MED / BI PAID	EXPENSES PAID	TOTAL PAID	TOTAL RESERVES	TOTAL RECOVERIES	TOTAL INCURRED	# OF OPEN CLAIMS	# OF CLOSED CLAIMS	# OF CLAIMS
07/01/2017 to 07/01/2018	RAS	\$612,908	\$86,166	\$217,717	\$40,360	\$344,243	\$4,735	\$841	\$348,137	1	226	227
07/01/2018 to 07/01/2019	RAS	\$591,785	\$56,481	\$142,828	\$43,369	\$242,678	\$0	\$0	\$242,678	0	174	174
07/01/2019 to 07/01/2020	RAS	\$585,036	\$17,998	\$69,537	\$2,815	\$90,350	\$0	\$0	\$90,350	0	167	167
07/01/2020 to 07/01/2021	RAS	\$563,919	\$83,393	\$84,083	\$27,428	\$194,904	\$917	\$0	\$195,821	1	179	180
07/01/2021 to 07/01/2022	RAS	\$443,658	\$10,295	\$54,880	\$3,162	\$68,336	\$102,404	\$0	\$170,740	19	181	200
TOTALS:		\$2,797,306	\$254,333	\$569,045	\$117,134	\$940,511	\$108,056	\$841	\$1,047,726	21	927	948

Workers' Compensation

EXPERIENCE MODIFICATION VALIDATION

Mod Analysis for INDEPENDENT SCHOOL DISTRICT 624

Mod Snapshot

Effective date: 7/1/2022

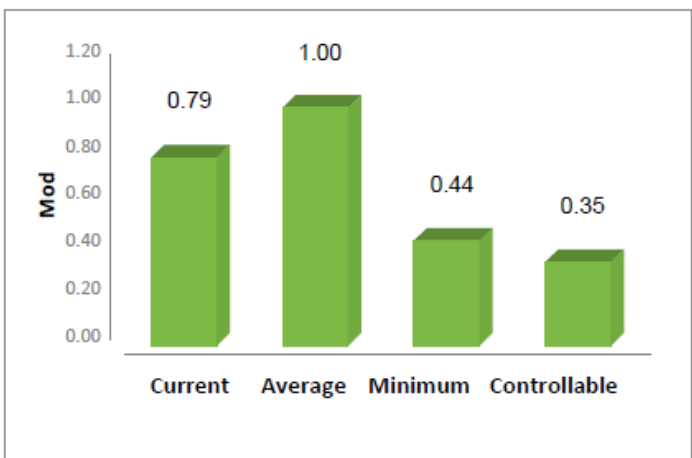
The Key Numbers

Total expected losses	\$740,491
Total expected primary losses	\$320,545
Total expected excess losses	\$419,946
Total unlimited losses	\$467,639
Total limited/adjusted losses	\$392,676
Total actual primary losses	\$239,181
Total actual excess losses	\$153,494
Computed ballast value	96,600
Computed weighting value	0.36
Modification factor	0.79
ARAP factor	1.00

Impact of Top Itemized Losses

State	Injury Date	Incurred Loss	Impact on Mod	Mod w/o Loss
MN	2/2/2021	\$69,154	0.0435	0.7447
MN	2/5/2019	\$59,751	0.0395	0.7487
MN	12/22/2020	\$49,506	0.0351	0.7531
MN	2/27/2019	\$36,814	0.0296	0.7586
MN	1/18/2019	\$28,270	0.0260	0.7622
MN	7/16/2019	\$17,987	0.0215	0.7667
MN	11/21/2019	\$17,101	0.0062	0.7820
MN	10/16/2018	\$16,679	0.0200	0.7682
MN	6/28/2021	\$10,899	0.0039	0.7843
MN	11/22/2018	\$10,290	0.0123	0.7759

Mod Breakdown



Actual vs. Expected Losses by Policy Period



2022 Strategic Review

RECAP OF EARLY RENEWAL RATE EXPECTATIONS FROM INCUMBENT MARKETS

Coverage	Carrier	Rate Indication	Rate Results	Comments
Workers' Compensation	RAS	<p>Initial renewal indication of \$395,000 or 11% decrease before any change in payroll figures.</p> <ul style="list-style-type: none"> 2022 Loss Projection - \$223,510 	Achieved goal – secured an 11% rate decrease. Overall 8.5% decrease in premium after payroll change.	<ul style="list-style-type: none"> Current Year Loss Ratio – 37% 8 Yr. Loss Ratio – 37%. 2022 Experience Mod decreasing 18 point from 0.97 to 0.79 RAS school book starting to feel claim pressure. No change to program structure.



Insurance Premiums

2022 WORKERS' COMPENSATION RESULTS

Workers' Compensation	2021 – 2022 Expiring	2022 – 2023 Renewal	% Change
Carrier	RAS	RAS	
Exposure (Payroll)	\$79,825,083	\$82,219,836	3%
Average Rate Per \$100 of Payroll	\$0.55	\$0.49	(11%)
Premium	\$443,658	\$406,859	(8.5%)

Thank You for Your Business

On behalf of the Gallagher team, we would like to thank the district for the continued opportunity, partnership, support and confidence you have placed in us to handle the insurance program. We have enjoyed the long-term partnership and look forward to continue earning the district's business year-over-year. We enjoyed implementing the agreed upon renewal strategy in 2022 and thus reducing the district's total cost of risk. Thank you



Proposal of Insurance

Independent School District 624

4855 Bloom Avenue
White Bear Lake, MN 55110

Presented: June 2, 2022

Effective: July 1, 2022

David Howard, CPCU

Area Executive Vice President

Nick Lano

Area Vice President

Arthur J. Gallagher Risk Management Services, Inc.

3600 American Blvd. West, Suite 500

Bloomington, MN 55431

(952) 358-7500

david_howard@ajg.com

nick_lano@ajg.com



ajg.com

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Gallagher

Insurance | Risk Management | Consulting

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Service Team

David Howard has primary service responsibility for your company. We operate using a team approach. Your Service Team consists of:

NAME / TITLE	PHONE / ALT. PHONE	EMAIL	ROLE
David Howard, CPCU Area Executive Vice President	(952) 358-7523 (952) 358-7500	david_howard@ajg.com	Producer
Nick Lano Area Vice President	(952) 358-7579 (952) 358-7500	Nick_Lano@ajg.com	Producer
Cathy Caviness Client Service Supervisor	(952) 358-7512 (952) 358-7500	cathy_caviness@ajg.com	Client Service Manager

Arthur J. Gallagher Risk Management Services, Inc.

Main Office Phone Number: (952) 358-7500

Named Insured

Named Insured Schedule:

Add / Change / Delete	Named Insured	Workers' Compensation
	Independent School District 624	X

Note: Any entity not named in this proposal, may not be an insured entity. This may include affiliates, subsidiaries, LLC's, partnerships and joint ventures.

Market Review

We approached the following carriers in an effort to provide the most comprehensive and cost effective insurance program.

INSURANCE COMPANY	LINE OF COVERAGE	RESPONSE
Dakota Truck Underwriters	Workers' Compensation	Recommended Quote

Location Schedule

Loc #	Street	City	State	Zip
1	4855 Bloom Avenue District Center Offices	White Bear Lake	MN	55110
2	4857 Bloom Avenue Central Middle School G 6-8	White Bear Lake	MN	55110
3	5040 Bald Eagle Avenue White Bear Lake Area High School - North G 9-10	White Bear Lake	MN	55110
4	5045 Division Street Bus Garage	White Bear Lake	MN	55110
5	3551 McKnight Road White Bear Lake Area High School - South G11-12	White Bear Lake	MN	55110
6	2399 Cedar Avenue Sunrise Park, G 6-8	White Bear Lake	MN	55110
7	2540 E. County Rd f Bellaire Elementary (Lessor's Risk)	White Bear Lake	MN	55110
8	1616 Birch Lake Avenue Birch Lake School G K-5	White Bear Lake	MN	55110
9	White Bear Lake Area Learning Center 2449 Orchard Lane	White Bear Lake	MN	55110
10	3963 Van Dyke Avenue Lakeaires School K-5	White Bear Lake	MN	55110
11	1961 Sixth Street Lincoln G K - 5	White Bear Lake	MN	55110
12	1401 County Rd H2 Otter lake G K-5	White Bear Lake	MN	55110
13	2530 Spruce Place Matoska International IB World School K-5	White Bear Lake	MN	55110
14	3375 Willow Avenue Willow Lane, G K - 5	White Bear Lake	MN	55110
15	2482-84 East Cty Rd F Early Childhood Programs, Senior Programs	White Bear Lake	MN	55110
16	3645 Centerville Road Vadnais Heights G K-5	Vadnais Heights	MN	55127
17	14895 Francesca Avenue District Center Staff	Hugo	MN	55038
18	4888 Heritage Pkwy North Oneka Elementary G 2-5	Hugo	MN	55038

19	13497 Fenway Blvd, Circle N Personal Property	Hugo	MN	55038
20	13411 Fenway Blvd N	Hugo	MN	55038
21	North Star Elementary 15198 Forest Boulevard	Hugo	MN	55038

Program Details

Coverage: Workers' Compensation

Carrier: Dakota Truck Underwriters

Policy Period: 7/1/2022 to 7/1/2023

Coverage:

DESCRIPTION	LIMIT TYPE	AMOUNT	BASIS
Coverage A - Workers' Compensation		Statutory	
Employers' Liability Limits: Bodily Injury by Accident	Limit	\$1,000,000	Each Accident
Employers' Liability Limits: Bodily Injury by Disease	Limit	\$1,000,000	Policy Limit
Employers' Liability Limits: Bodily Injury by Disease	Limit	\$1,000,000	Each Employee

Deductibles / Self-Insured Retention

TYPE	COVERAGE	AMOUNT
Deductible	Workers' Compensation	None

Experience Modification Factor(s):

DESCRIPTION	FACTOR
MN	0.79

States:

DESCRIPTION	STATE
States Covered:	MN
States Excluded:	OH, ND, WA, WY

Executive Officers/Partners:

NAME	TITLE	INCLUDE/EXCLUDE
Volunteers are Excluded		Excluded

Endorsements include, but are not limited to:

DESCRIPTION
WC 00 04 14 A - 90-Day Reporting Requirement - Notification of Change in Ownership Endorsement
WC 00 04 24 - Audit Non-Compliance Charge Endorsement

Exclusions include, but are not limited to:

DESCRIPTION
WC 00 03 08 Partners, Officers and Others Exclusion Endorsement - Volunteers
Longshore & Harbor Workers' Act
Bodily Injury to an Employee While Employed in Violation of Law
Bodily Injury Intentionally Caused by Insured
Federal Employers' Liability Act
Assumptions under Contract

Other Significant Terms and Conditions/Restrictions:

DESCRIPTION
Premium Includes Terrorism Act premium of \$8,222.

Premium	\$388,116.00
Surcharges & Assessments	
SCF Assessment	\$18,743.00
Total Surcharges & Assessments	\$18,743.00
ESTIMATED PROGRAM COST	\$406,859.00
TRIA/TRIPRA PREMIUM (+ Additional Surcharges, Taxes and Fees as applicable)	INCLUDED

Subject to Audit: Annually**Auditable Exposures:**

STATE	CLASS CODE	DESCRIPTION	EXPOSURE	RATE PER \$100
MN	7380	Chauffeurs & Helpers	\$103,670 - Annual Remuneration	7.40
MN	7382	Bus CO.:all Other Employees & Drivers	\$1,590,252 - Annual Remuneration	5.03
MN	8385	Bus Company - Garage Emp.	\$126,721 - Annual Remuneration	3.02
MN	8868	College: Professional Employees and Clerical	\$75,552,666 - Annual Remuneration	0.58
MN	9101	College - all Other Employees	\$4,846,527 - Annual Remuneration	5.45

Premium Summary

The estimated program cost for the options are outlined in the following table:

LINE OF COVERAGE		EXPIRING PROGRAM		PROPOSED PROGRAM	
		CARRIER	EXPIRING COST	CARRIER	ESTIMATED COST
Workers' Compensation	Premium	Dakota Truck Underwriters	\$421,604.00	Dakota Truck Underwriters	\$388,116.00
	Srchrg & Asmnt		\$22,054.00		\$18,743.00
	Estimated Cost		\$443,658.00		\$406,859.00
	Annualized Cost		-		-
	TRIA Premium		Included		Included
Total Estimated Program Cost			\$443,658.00		\$406,859.00

Quote from **Dakota Truck Underwriters** is valid until **7/1/2022**

Gallagher is responsible for the placement of the following lines of coverage:

Workers' Compensation

Other - MIST Insurance Program

Builders Risk

Other Casualty - Environmental liability

It is understood that any other type of exposure/coverage is either self-insured or placed by another brokerage firm other than Gallagher. If you need help in placing other lines of coverage or covering other types of exposures, please contact your Gallagher representative.

Payment Plans

CARRIER / PAYABLE CARRIER	LINE OF COVERAGE	PAYMENT SCHEDULE	PAYMENT METHOD
Dakota Truck Underwriters	Workers' Compensation	100% Down	Direct Bill

Carrier Ratings and Admitted Status

PROPOSED INSURANCE COMPANIES	A.M. BEST'S RATING & FINANCIAL SIZE CATEGORY *	ADMITTED/NON-ADMITTED **
Dakota Truck Underwriters	A- VII	Admitted

*Gallagher companies use A.M. Best rated insurers and the rating listed above was verified on the date the proposal document was created.

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A Best's Financial Strength Rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. It is not a warranty of a company's financial strength and ability to meet its obligations to policyholders. Best's Credit Ratings™ are under continuous review and subject to change and/or affirmation. For the latest Best's Credit Ratings™ and Guide to Best's Credit Ratings, visit the A.M. Best website at <http://www.ambest.com/ratings>.

**If coverage placed with a non-admitted carrier, it is doing business in the state as a surplus lines or non-admitted carrier, and is neither subject to the same regulations as an admitted carrier nor do they participate in any state insurance guarantee fund.

Gallagher companies make no representations and warranties concerning the solvency of any carrier, nor does it make any representation or warranty concerning the rating of the carrier which may change.

Proposal Disclosures

The following disclosures are hereby made a part of this proposal. Please review these disclosures prior to signing the Client Authorization to Bind or e-mail confirmation.

Proposal Disclaimer

IMPORTANT: The proposal and/or any executive summaries outline certain terms and conditions of the insurance proposed by the insurers, based on the information provided by your company. The insurance policies themselves must be read to fully understand the terms, coverages, exclusions, limitations and/or conditions of the actual policy contract of insurance. Policy forms will be made available upon request. We make no warranties with respect to policy limits or coverage considerations of the carrier.

Compensation Disclosure

1. Gallagher Companies are primarily compensated from the usual and customary commissions, fees or, where permitted, a combination of both, for brokerage and servicing of insurance policies, annuity contracts, guarantee contracts and surety bonds (collectively "insurance coverages") handled for a client's account, which may vary based on market conditions and the insurance product placed for the client.
2. In placing, renewing, consulting on or servicing your insurance coverages, Gallagher companies may participate in contingent and supplemental commission arrangements with intermediaries and insurance companies that provide for additional compensation if certain underwriting, profitability, volume or retention goals are achieved. Such goals are typically based on the total amount of certain insurance coverages placed by Gallagher with the insurance company, not on an individual policy basis. As a result, Gallagher may be considered to have an incentive to place your insurance coverages with a particular insurance company. If you do not wish to have your commercial insurance placement included in consideration for additional compensation, contact your producer or service team for an Opt-out form.
3. Gallagher Companies may receive investment income on fiduciary funds temporarily held by them, or from obtaining or generating premium finance quotes, unless prohibited by law.
4. Gallagher Companies may also access or have an ownership interest in other facilities, including wholesalers, reinsurance intermediaries, captive managers, underwriting managers and others that act as intermediaries for both Gallagher and other brokers in the insurance marketplace some of which may earn and retain customary brokerage commission and fees for their work.

If you have specific questions about any compensation received by Gallagher and its affiliates in relation to your insurance placements, please contact your Gallagher representative for more details.

In the event you wish to register a formal complaint regarding compensation Gallagher receives from insurers or third-parties, please contact Gallagher via e-mail at Compensation_Complaints@ajg.com or by regular mail at:

Chief Compliance Officer
Gallagher Global Brokerage
Arthur J. Gallagher & Co.
2850 Golf Rd.
Rolling Meadows, IL 60008

TRIA/TRIPRA Disclaimer

If this proposal contains options to purchase TRIA/TRIPRA coverage, the proposed TRIA/TRIPRA program may not cover all terrorism losses. While the amendments to TRIA eliminated the distinction between foreign and domestic acts of terrorism, a number of lines of coverage excluded under the amendments passed in 2005 remain excluded including commercial automobile, burglary and theft insurance; surety insurance, farm owners multiple perils and professional liability (although directors and officers liability is specifically included). If such excluded coverages are required, we recommend that you consider purchasing a separate terrorism policy. Please note that a separate terrorism policy for these excluded coverages may be necessary to satisfy loan covenants or other contractual obligations. TRIPRA includes a \$100 billion cap on insurers' aggregate liability.

TRIPRA is set to expire on December 31, 2027. There is no certainty of extension, thus the coverage provided by your insurers may or may not extend beyond December 31, 2027. In the event you have loan covenants or other contractual obligations requiring that TRIA/TRIPRA be maintained throughout the duration of your policy period, we recommend that a separate "Stand Alone" terrorism policy be purchased to satisfy those obligations.

Terms and Conditions

It is important that we clearly outline the nature of our mutual relationship. The following terms and conditions (these "Terms") govern your relationship with Gallagher unless you have separately entered into a written services agreement with Gallagher relative to the policies and services outlined in this Proposal, in which case that services agreement will govern and control with respect to any conflicts with these Terms. These Terms will become effective upon your execution of the Client Authorization to Bind Coverage (the "CAB") included in this Proposal and shall survive for the duration of your relationship with Gallagher relative to the policies placed pursuant to the CAB or otherwise at your request.

Services

Gallagher will represent and assist you in all discussions and transactions with insurance companies relating to the lines of insurance coverage set forth in the CAB and any other lines of insurance coverage with which you request Gallagher's assistance. Gallagher will consult with you regarding any matters involving these or other coverages for which you have engaged Gallagher. You have the sole discretion for approving any insurance policies placed, as well as all other material decisions involving your risk management, risk transfer and/or loss prevention needs.

Although you are responsible for notifying applicable insurance companies directly in connection with any claims, demands, suits, notices of potential claims or any other matters as required by the terms and conditions of your policies, Gallagher will assist you in determining applicable claim reporting requirements.

Treatment of Information

Gallagher understands the need to protect the confidentiality and security of your confidential and sensitive information and strives to comply with applicable data privacy and security laws. Your confidential and sensitive information will be protected by Gallagher and only used to perform services for you; provided that Gallagher may disclose and transfer your information to our affiliates, agents or vendors that have a need to know such information in connection with the provision of such services (including insurance markets, as necessary, for marketing, quoting, placing and/or servicing insurance coverages). We may also disclose such information as required by applicable data protection laws or the order of any court or tribunal, subject to our providing you with prior notice as permitted by law.

We will (i) implement appropriate administrative, physical and technical safeguards to protect personal information; (ii) timely report security incidents involving personal information to affected parties and/or regulatory bodies; (iii) create and maintain required policies and procedures; and (iv) comply with data subjects' rights, as applicable. To the extent applicable under associated data protection laws, you are a "business" or "controller" and Gallagher is a "service provider" or "data processor." You will ensure that any information provided to Gallagher has been provided with any required notices and that you have obtained all required consents, if any and where required, or are otherwise authorized to transfer all information to Gallagher and enable Gallagher to process the information for the purposes described in this Proposal and as set forth in Gallagher's Privacy Policy located at <https://www.ajg.com/privacy-policy/>. Gallagher may update its Privacy Policy from time to time and any updates will be posted to such site.

Dispute Resolution

Gallagher does not expect that it will ever have a formal dispute with any of its clients. However, in the event that one should arise, we should each strive to achieve a fair, expedient and efficient resolution and we'd like to clearly outline the resolution process.

A. If the parties have a dispute regarding Gallagher's services or the relationship governed by this Proposal ("Dispute"), each party agrees to resolve that Dispute by mediation. If mediation fails to resolve the Dispute, you and Gallagher agree to binding arbitration. Each party waives all rights to commence litigation in court to resolve a Dispute, and specifically waives all rights to pursue relief by class action or mass action in court or through arbitration. However, the parties do not waive the ability to seek a court order of injunction in aid of the mediation and arbitration required by these Terms.

B. The party asserting a Dispute must provide a written notice ("Notice") of the claim to the other party and to the American Arbitration Association ("AAA") in accordance with its Commercial Arbitration Rules and Mediation Procedures. All Dispute resolutions will take place in Chicago, IL, unless you and Gallagher agree to another location. The parties will equally divide all costs of the mediation and arbitration proceedings and will each pay their own attorneys' fees. All matters will be before a neutral, impartial and disinterested mediator or arbitrator(s) that have at least 20 years' experience in commercial and insurance coverage disputes.

C. Mediation will occur within sixty (60) days of filing the Notice with the AAA. Mediation results will be reduced to a memorandum of understanding signed by you, Gallagher and the mediator. A Dispute that is not resolved in mediation will commence to binding arbitration. For Disputes in excess of \$500,000, either party may elect to have the Dispute heard by a panel of three (3) arbitrators. The award of the arbitrator(s) must be accompanied by a reasoned opinion prepared and signed by the arbitrator(s). Except as may be required by law, neither you, Gallagher, nor a mediator or arbitrator may disclose the existence, content or results of any Dispute or its dispute resolution proceeding without the prior written consent of both you and Gallagher.

Electronic Delivery

In lieu of receiving documents in paper format, you agree, to the fullest extent permitted by law, to accept electronic delivery of any documents that Gallagher may be required to deliver to you (including, but not limited to, insurance policies and endorsements, account statements and all

other agreements, forms and communications) in connection with services provided by Gallagher. Electronic delivery of a document to you may be made via electronic mail or by other electronic means, including posting documents to a secure website.

Miscellaneous Terms

Gallagher is engaged to perform services as an independent contractor and not as your employee or agent, and Gallagher will not be operating in a fiduciary capacity.

Where applicable, insurance coverage placements and other services may require the payment of federal excise taxes, surplus lines taxes, stamping or other fees to the Internal Revenue Service, various State(s) departments of revenue, state regulators, boards or associations. In such cases, you will be responsible for the payment of the taxes and/or fees, which Gallagher will separately identify on related invoices.

The Proposal and these Terms are governed by the laws of the State of Illinois, without regard to its conflict of law rules.

If an arbitrator/court of competent jurisdiction determines that any provision of these Terms is void or unenforceable, that provision will be severed, and the arbitrator/court will replace it with a valid and enforceable provision that most closely approximates the original intent, and the remainder of these Terms will remain in effect.

Except to the extent in conflict with a services agreement that you may enter into with Gallagher, these Terms and the remainder of the Proposal constitute the entire agreement between you and Gallagher with respect to the subject matter of the Proposal, and supersede all prior negotiations, agreements and understandings as to such matters.

Coverages for Consideration

Overview

Gallagher recommends that you consider purchasing the following additional coverages for which you have exposure. A Proposal for any of the coverages below can be provided.

- International

Please note the recommendations and considerations summarized in this section are not intended to identify all potential exposures. Gallagher is not an expert in all aspects of your business and assumes no responsibility to independently investigate the risks your business faces. Gallagher has relied upon the information you provided in making our insurance Proposals. If you are interested in pursuing additional coverages other than those listed above, please list the additional coverages in the Client Authorization to Bind.

Client Authorization to Bind Coverage

After careful consideration of Gallagher's proposal dated 6/2/2022, we accept the following coverage(s). Please check the desired coverage(s) and note any coverage amendments below:

	COVERAGE/CARRIER
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	Workers' Compensation
	Dakota Truck Underwriters
<i>TRIA Cannot Be Rejected</i>	

Additional Recommended Coverages

Gallagher recommends that you purchase the following additional coverages for which you have exposure. By checking the box(es) below, you are requesting that Gallagher provide you with a Proposal for this coverage. By not requesting a Proposal for this coverage, you assume the risk of any uncovered loss.

Other Coverages to Consider

☐ International

The above coverage(s) does not necessarily represent the entirety of available insurance products. If you are interested in pursuing additional coverages other than those listed in the Additional Recommended Coverages, please list below:

Coverage Amendments and Notes:**Exposures and Values**

You confirm the payroll, values, schedules, and any other information pertaining to your operations, and submitted to the underwriters, were compiled from information provided by you. If no updates were provided to Gallagher, the values, exposures and operations used were based on the expiring policies. You acknowledge it is your responsibility to notify Gallagher of any material change in your operations or exposures.

Additional Terms and Disclosures

Gallagher is not an expert in all aspects of your business. Gallagher's Proposals for insurance are based upon the information concerning your business that was provided to Gallagher by you. Gallagher expects the information you provide is true, correct and complete in all material respects. Gallagher assumes no responsibility to independently investigate the risks that may be facing your business, but rather have relied upon the information you provide to Gallagher in making our insurance Proposals.

Gallagher's liability to you arising from any of Gallagher's acts or omissions will not exceed \$20 million in the aggregate. The parties each will only be liable for actual damages incurred by the other party, and will not be liable for any indirect, special, exemplary, consequential, reliance or punitive damages. No claim or cause of action, regardless of form (tort, contract, statutory, or otherwise), arising out of, relating to or in any way connected with the Proposal, any of Gallagher's services or your relationship with Gallagher may be brought by either party any later than two (2) years after the accrual of the claim or cause of action.

Gallagher has established security controls to protect Client confidential information from unauthorized use or disclosure. For additional information, please review Gallagher's Privacy Policy located at <https://www.ajg.com/privacy-policy/>.

You have read, understand and agree that the information contained in the Proposal and all documents attached to and incorporated into the Proposal, is correct and has been disclosed to you prior to authorizing Gallagher to bind coverage and/or provide services to you. By signing below, or authorizing Gallagher to bind your insurance coverage through email when allowed, you acknowledge you have reviewed and agree with terms, conditions and disclosures contained in the Proposal.

By:

Print Name (Specify Title)_____
Company_____
Signature

Date:

Bindable Quotations & Compensation Disclosure Schedule

Client Name: Independent School District 624

COVERAGE(S)	CARRIER NAME(S)	WHOLESALE, MGA, OR INTERMEDIARY NAME ¹	EST. ANNUAL PREMIUM ²	COMM.% OR FEE ³	GALLAGHER U.S. OWNED WHOLESALE, MGA, OR INTERMEDIARY %
Workers' Compensation	Dakota Truck Underwriters	Risk Administration Services, Inc.	\$388,116.00	8 %	

¹ We were able to obtain more advantageous terms and conditions for you through an intermediary/ wholesaler.

² If the premium is shown as an indication: The premium indicated is an estimate provided by the market. The actual premium and acceptance of the coverage requested will be determined by the market after a thorough review of the completed application.

* A verbal quotation was received from this carrier. We are awaiting a quotation in writing.

³ The commission rate is a percentage of annual premium excluding taxes & fees.

* Gallagher is receiving ____% commission on this policy. The fee due Gallagher will be reduced by the amount of the commissions received.

Claims Reporting By Policy

Direct Reporting

Immediately report all claims for the following lines of coverage to the insurance carrier.

- Workers' Compensation
 - Dakota Truck Underwriters
 - Phone#:- 877-585-1117
 - Fax#:- 877-884-6573
 - Online: www.rascompanies.com





Workers' Compensation Proposal

Insured 24908

Independent School District 624
4855 Bloom Ave
White Bear Lake, MN 55110
(651) 407-7500

Quote No. 320899
Effective Date: 7/1/2022
Expiration Date: 7/1/2023
Quote Date: 5/23/2022
Quote Good Through: 7/1/2022

Agent 236-1317

Arthur J Gallagher Risk Mgmt Serv Inc MN DBA Arthur J
Gallagher Risk Mgmt Serv Inc MN
3600 American Blvd W Ste 500
Bloomington, MN 55431
(952) 358-7500

Employers Liability

Bodily Injury By Accident \$1,000,000 Each Accident
Bodily Injury By Disease \$1,000,000 Policy Limit
Bodily Injury By Disease \$1,000,000 Each Employee

Proposal Summary

Policy Unit	Remuneration	Total Estimated Premium and Surcharges
1 - Independent School District 624 - Minnesota	\$82,219,836	\$406,859
Grand Total	\$82,219,836	\$406,859

This is an estimate only and based on information received at the time prospectus. If an installment payment plan is offered, a \$5 service charge per invoice will apply.

Please see the following page(s) for detailed Unit information.



Workers' Compensation Proposal

Insured 24908

Independent School District 624
4855 Bloom Ave
White Bear Lake, MN 55110
(651) 407-7500

Quote No. 320899
Effective Date: 7/1/2022
Expiration Date: 7/1/2023
Quote Date: 5/23/2022
Quote Good Through: 7/1/2022

Agent 236-1317

Arthur J Gallagher Risk Mgmt Serv Inc MN DBA Arthur J
Gallagher Risk Mgmt Serv Inc MN
3600 American Blvd W Ste 500
Bloomington, MN 55431
(952) 358-7500

Employers Liability

Bodily Injury By Accident \$1,000,000 Each Accident
Bodily Injury By Disease \$1,000,000 Policy Limit
Bodily Injury By Disease \$1,000,000 Each Employee

Unit 1 - Independent School District 624

Minnesota

Rating Period: 7/1/2022 - 7/1/2023

Classifications	Code No.	Premium Basis Total Estimated Remuneration	Rate Per \$100 of Remuneration	Estimated Premium
CHAUFFEURS & HELPERS	7380	\$103,670	7.4	\$7,672
BUS CO.:ALL OTHER EMPLOYEES & DRIVERS	7382	\$1,590,252	5.03	\$79,990
BUS COMPANY - GARAGE EMP.	8385	\$126,721	3.02	\$3,827
COLLEGE: PROFESSIONAL EMPLOYEES AND CLERICAL	8868	\$75,552,666	0.58	\$438,205
COLLEGE - ALL OTHER EMPLOYEES	9101	\$4,846,527	5.45	\$264,136
Total Manual Premium				\$793,830
\$1,000,000/1,000,000/1,000,000		2.8%		\$22,227
Subject Premium				\$816,057
Unmodified Premium				\$816,057
Experience Mod		0.79		(\$171,372)
Modified Premium				\$644,685
SCHEDULE CREDIT/DEBIT		33%		(\$212,746)
Standard Premium				\$431,939
Premium Discount		12.1%		(\$52,265)
Expense Constant				\$220
Terrorism Act		1%		\$8,222
Policy Premium				\$388,116
SCF Assessment				\$18,743

Total Premium and Surcharge(s):

\$406,859

This is a quotation only and is not a binder of insurance or a guarantee of insurability.



Workers' Compensation Proposal

Insured 24908

Independent School District 624
4855 Bloom Ave
White Bear Lake, MN 55110
(651) 407-7500

Quote No. 320899
Effective Date: 7/1/2022
Expiration Date: 7/1/2023
Quote Date: 5/23/2022
Quote Good Through: 7/1/2022

Agent 236-1317

Arthur J Gallagher Risk Mgmt Serv Inc MN DBA Arthur J
Gallagher Risk Mgmt Serv Inc MN
3600 American Blvd W Ste 500
Bloomington, MN 55431
(952) 358-7500

Employers Liability

Bodily Injury By Accident	\$1,000,000	Each Accident
Bodily Injury By Disease	\$1,000,000	Policy Limit
Bodily Injury By Disease	\$1,000,000	Each Employee

Billing Unit 1 - Independent School District 624

Billing Payment Mode: 100% Down

Initial Payment Total to Remit	\$406,859.00
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Installment Schedule:

Post Date	Due Date	Description	Amount
6/11/2022	7/1/2022	Installment	\$406,859.00

AGENDA ITEM: **Action on Property and Liability Insurance**

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The District is a member of the Minnesota Insurance Scholastic Trust (MIST), a cooperative venture allowing member districts to utilize a risk sharing and cooperative purchasing structure to purchase property and casualty insurance.

The District's expiring premium for property and casualty insurance is \$504,598.05 and the proposed renewal rate is \$524,092.20, an increase of 3.86% compared to the existing premium. The MIST policy includes the following coverage :

- Liability - Lloyds Syndicate
- Excess Property - Travelers
- Equipment Breakdown - Liberty Mutual Fire
- Pollution - Ironshore Specialty
- Cyber Liability - Lloyds of London

Please see the attached documents for an executive summary of the 2022-2023 renewal as well as a breakdown of the costs of the program.

RECOMMENDED ACTION:

Move to approve the property and casualty insurance package with the Minnesota Insurance Scholastic Trust (MIST) in the amount of \$524,092.20 effective July 1, 2022 through June 30, 2023.

FY2021-22 Property & Liability Insurance

Year		Premium	% change
2013-14	Travelers	\$446,207	
2014-15	MIST	\$305,558	(31.5%)
2015-16	MIST	\$314,951	3.22%
2016-17	MIST	\$315,286	(1.59%)
2017-18	MIST	\$282,176	(10.41)
2018-19	MIST	\$289,140.63	2.47%
2019-20	MIST	\$326,520.49	12.93%
2020-21	MIST	\$489,541.63	49.9%
2021-22	Added additional property	\$486,478.51 \$504,598.05	-0.6% 3.1
2022-23	Cyber up 41%	\$524,092.20	3.86%

- White Bear Lake Area Schools is a members of the **Minnesota Insurance Scholastic Trust (MIST)**, an insurance cooperative for Minnesota schools.
- The district has seen significant savings since moving to MIST at a time when our enrollment and insurable assets have increased.

Policy Includes:

- Liability - Lloyds Syndicate
- Excess Property - Travelers
- Equipment Breakdown - Liberty Mutual Fire
- Pollution - Ironshore Specialty
- Cyber Liability - Lloyds of London

AGENDA ITEM: **2022-2023 Calendar Revision**

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The current 2022-23 academic calendar was approved by the School Board at the December 13, 2021 meeting. The revised 2022-2023 academic calendar includes two (2) days that are being proposed to be added for professional development and three late start days for 6-12+.

RECOMMENDED ACTION:

Approve the 2022-2023 Academic Calendar revisions.

AGENDA ITEM: **Action on Annual Resolution to Increase Micro Purchase Threshold**

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

State and federal statutes currently establish different purchasing thresholds related to contracting and bidding. Federal statute allows school districts to establish alternate thresholds as long as the school board annually approves this resolution, which will allow the school district to follow state purchasing procedures for all contracting and bidding, regardless of funding source.

Summary of the purchasing thresholds:

	State Statute Threshold	Federal Statute Threshold	State & Federal Thresholds after Resolution
Sealed bids required	\$175,000+	\$250,000+	\$175,000+
Two or more quotes required	\$25,000 - \$50,000	\$10,000 - \$250,000	\$25,000 - \$50,000
Single quote permitted (two or more encouraged if practicable)	< \$25,000	< \$10,000	< \$25,000

RECOMMENDATION:

Approve the Annual Resolution to Increase Micro Purchase Threshold.

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

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 624 was held on the ____ day of _____, 20__, at 5:30 p.m.

The following Board members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION TO INCREASE MICRO PURCHASE THRESHOLD

WHEREAS, a School District entering into an agreement for the sale or purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property must abide by the Minnesota statutes relating to contracting and bidding.

Minn. Stat. § 471.345, the Uniform Municipal Contracting Law, was established to provide dollar limits for all municipalities upon contracts which shall or may be entered into on the basis of competitive bids, quotations, or purchase or sale in the open market. Minn. Stat. § 471.345. Generally, the following thresholds apply:

1. For contracts over \$175,000 – sealed bids, solicited by public notice and subject to the particular requirements of the governmental subdivision.
2. For contracts from \$25,000 to \$175,000 – sealed bids or direct negotiation, with two quotations whenever possible.
3. For contracts of \$25,000 or less – open market or quotations (with at least two contract quotations, if practicable).

WHEREAS, the School District must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this 2 CFR § 200.318, for the acquisition of property or services required under a Federal award or subaward.

WHEREAS, all procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of 2 CFR § 200.319 and 2 CFR § 200.320.

2 CFR § 200.320 Methods of Procurement to be followed:

1. For contracts over the Simplified Acquisition Threshold, generally defined as \$250,000 in the Federal Acquisition Regulations (FAR) – formal procurement methods such as sealed bids or proposals are appropriate.
2. For contracts determined to be “small purchases”, that is the aggregate dollar amount of which is higher than the micro-purchase threshold and smaller than the Simplified Acquisition Threshold, price or rate quotations must be obtained from an adequate number of qualified sources.
3. For contracts determined to be “Micro-purchases”, currently defined in the Federal Acquisition Regulations (FAR) as \$10,000 or less– Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.

WHEREAS, *2 CFR 200.320 (a)(1)(iv) allows for the School District to increase their micro-purchase threshold up to \$50,000.* Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The School District may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with 2 CFR § 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of a higher threshold consistent with State law.

THEREFORE; BE IT RESOLVED that the School Board approves an increase to White Bear Lake Area Schools’ federal Micro-purchase threshold of \$10,000 to \$25,000 to be consistent with Minnesota Stat. § 471.345, subd. 5, as allowed by 2 CFR § 200.320(a)(1)(iv), for the acquisition of property or services under a Federal award for fiscal year 2021-2022.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____, and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) SS.
COUNTY OF RAMSEY)

I, the undersigned, being the fully qualified and acting Clerk of Independent School District No. 624, State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the School Board of Independent School District No. 624, duly called and held on the date therein indicated, so far as such minutes relate to increasing the micro purchase threshold and that said resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this ____ day of _____, 20__.

Clerk
Independent School District No. 624 (White Bear Lake)
State of Minnesota

AGENDA ITEM: **Policy 418, Drug-Free and Alcohol-Free Workplace/Drug-Free and Alcohol-Free School**

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 418, Drug-Free and Alcohol-Free Workplace/Drug-Free and Alcohol-Free School, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in May and is being recommended for a second reading. There are no changes recommended to this policy.

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician's prescription.

RECOMMENDED ACTION:

Approve School Board Policy 418, Drug-Free and Alcohol-Free Workplace/Drug-Free and Alcohol-Free School, as recommended by the School Board Policy Committee and Cabinet.

Adopted: April 29, 1996
Revised: August 27, 2001
Revised: January 10, 2005
Revised: November 8, 2007
Revised: December 10, 2018

*White Bear Lake Area
School District #624 Policy 418*

Revised: May 12, 2014
Revised: _____

No Updates Recommended

418 DRUG-FREE AND ALCOHOL-FREE WORKPLACE/DRUG-FREE AND ALCOHOL FREE SCHOOL

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, controlled substances, or medical cannabis in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, ~~or~~ fortified wine or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Medical cannabis" means any species of the genus cannabis plant, or any mixture of preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of

dried leaves of plant form; or (4) any other method, excluding smoking, approved by the commissioner.

- D. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- E. "School district location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- F. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- G. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, which has a currently accepted medical use as treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. State. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder.)

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or

syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.

- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the School Board only. The applicant shall apply for permission in writing and shall follow the School Board procedures for placing an item on the agenda.

VI. ENFORCEMENT

A. Students

- 1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
- 2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

B. Employees

- 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination or discharge as deemed appropriate by the School Board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension or termination as deemed appropriate by the School Board.
4. Sanctions against employees, including nonrenewal, suspension, termination or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave school district property. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor: On-Sale Licenses)
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
Minn. Stat. 624.701 (Alcohol in Certain Building or Grounds)
20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11 – 1308.15 (Controlled Substances)
34 C.F.R. Part 8 (Government-wide Requirements for Drug-Free Workplace)

Cross Reference: WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 416 (Drug and Alcohol Testing)
WBLASB Policy 417 (Chemical Use/Abuse)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 516 (Student Medication)

AGENDA ITEM: **Policy 420, Students and Employees with Communicable or Infectious Diseases**

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 420, Students and Employees with Communicable or Infectious Diseases, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in May and is being recommended for a second reading. The change to this policy is in section II.

The purpose of this policy is to adopt measures effectively responding to health concerns regarding communicable or infectious diseases while respecting the rights of all students, employees, and contractors, including those who are so infected.

RECOMMENDED ACTION:

Approve School Board Policy 420, Students and Employees with Communicable or Infectious Diseases, as recommended by the School Board Policy Committee and Cabinet.

Adopted: April 29, 1996
Revised: May 9, 2005
Revised: May 12, 2008
Revised: April 12, 2010
Revised: _____

White Bear Lake Area
School District #624 Policy 420

Revised: July 16, 2018

420 STUDENTS AND EMPLOYEES WITH COMMUNICABLE OR INFECTIOUS DISEASES

I. PURPOSE

The School Board will adopt measures effectively responding to health concerns regarding communicable or infectious diseases while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

The policy of the School Board is that students with communicable diseases **should** not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established in consultation with community health and private health care providers by the school district in its IEP and Section 504 team process. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

The policy of the School Board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions

1. Determinations of whether an infected individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case-by-case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the person is infectious), the severity of the risk (what is the potential harm to other people) and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student identified as having a disability, such a determination will be made in consultation with the Individual's Educational Planning (IEP) team.
2. The School Board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious diseases than other persons infected with the same disease. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee. These considerations may be in consultation with the physician of the student or employee, the parent/guardian of the student, and/or with the Minnesota Department of Health.

D. Student with Special Circumstances and Conditions

The Director Student Support Services, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by a Minnesota Department of Health epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals, taking into consideration guidelines of the Minnesota Department of Education and the

Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right-to-know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational (including health and safety) need to know and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right-to-know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a student or staff member has a reportable communicable disease or their medical condition threatens public health, a report will be made to the county and state health departments, and it must be reported to the Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with the Minn. Stat. 121A.23.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Legal References: Minn. Stat. §121A.23 (Health-Related Programs)
Minn. Stat. §144.441-442 (Tuberculosis)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Employment Improvement Act of 2004)
29 U.S.C. 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. §12101 *et seq.* (Americans with Disabilities Act)
29 C.F.R. 1910.1030 (Occupational Exposure to Bloodborne Pathogens)

Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.) *cert. denied*, 493 U.S. 892, 110 S. Ct. 239 (1989)
School Board of Nassau County, Fla. V. Arline, 480 U.S. 273, 107 S.Ct. 1123 (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: WBLASB Policy 402 (Disability Nondiscrimination)
WBLASB Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
WBLASB Policy 521 (Student Disability Nondiscrimination)
WBLASB Policy 530 (Immunization Requirements)

AGENDA ITEM: **Policy 509, Enrollment of Nonresident Students**

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 509, Enrollment of Nonresident Students, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in May and is being recommended for a second reading. The change to this policy is in the legal references.

The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making the enrollment determination.

RECOMMENDED ACTION:

Approve School Board Policy 509, Enrollment of Nonresident Students, as recommended by the School Board Policy Committee and Cabinet.

Adopted: August 12, 1996
Revised: June 11, 2001
Revised: January 10, 2005
Revised: November 8, 2007
Revised: June 8, 2015
Revised: _____

*White Bear Lake Area
School District #624 Policy 509*

Revised: December 12, 2011
Revised: November 12, 2018

509 ENROLLMENT OF NONRESIDENT STUDENTS

I. PURPOSE

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. §124D.03. It is the purpose of this policy to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

- A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program (excluding special education programs), class, grade level, or school building as established by School Board resolution and provided that:
1. space is available for the applicant under enrollment cap standards established by School Board policy or other directive; and
 2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
 3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.
- B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph IIA, the school district may refuse to allow a pupil who is expelled under Minn. Stat. § 121A.45 to enroll during the term of the expulsion if the student was expelled for:
1. possessing, at school or a school function, a dangerous item, including a weapon, device, instrument, material, or substance, animate or inanimate,

that is used for, or is readily capable of, causing death or serious bodily injury;

2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or
4. committing a third-degree assault involving “assaulting another and inflicting substantial bodily harm²²”.

C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment;

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student’s proficiency in the English language;
5. the student’s district of residence, except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
6. previous disciplinary proceedings involving the student. This shall not preclude the school district from denying the application of a student who was expelled under Minn. Stat. §121A.45 for a reason stated in Paragraph II.B. or proceeding with exclusion as set out in Section F of this policy.

D. Application. The student and parent or guardian must complete and submit a “General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education.” developed by the Minnesota Department of Education and available on the website (www.education.mn.gov) by clicking on “Students and Families” then “School Choice” and then “Open Enrollment”.

E. Lotteries. If a school district has more applications than available seats as a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district’s staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:

1. the student's resident district does not operate a school building;
2. the municipality is located partially or fully within the boundaries of at least five school districts;
3. the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
4. no other nonresident, independent, special, or common school district operates a school building within the municipality.

The process for the school district lottery must be established by School Board policy and posted on the school district's website.

F. Exclusion.

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the School Board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03, or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or

more class periods on seven school days per school year if the child is in middle school, junior high school or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.

2. The school district may also terminate the enrollment of a nonresident student 18 years of age or older 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 Minn. Stat. § 120A.22, Subd. 8.
3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents/guardians a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents/guardians of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

- H. Notwithstanding the requirement that an application must be approved by the School Board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the School Board of nonresident district. The approval of the School Board of the student's resident district is not required.

Legal Reference: Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03, (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)
Minn. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd 19 (Habitual Truant Defined)
Minn. Opp Atty. Gen. No. 169-f (August 13, 1986)
Indep. Sch. District No. 623 v. Minn. Dept. of Educ., Co. No A05-361, 2005
WL 3111963 (Minn. App. 2005) (unpublished)

Cross Reference: WBLASB Policy 506 (Student Discipline)
 WBLASB Policy 517 (Student Recruiting)
 MSBA Service Manual, Chapter 5, Various Educational Programs

AGENDA ITEM: **Policy 612.1, Development of Parent and Family Engagement Policies for Title I Programs**

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning;**
Tim Wald, Assistant Superintendent for Finance and Operations

BACKGROUND:

School Board Policy 612.1, Development of Parent and Family Engagement Policies for Title I Programs, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in May and is being recommended for a second reading. The changes to this policy are in sections III and IV.

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in the Title I educational programs.

RECOMMENDED ACTION:

Approve School Board Policy 612.1, Development of Parent and Family Engagement Policies for Title I Programs, as recommended by the School Board Policy Committee and Cabinet.

Adopted: February 10, 2003
Revised: July 18, 2005
Revised: October 8, 2018
Revised: _____

White Bear Lake Area
School District #624 Policy 612.1

612.1 DEVELOPMENT OF PARENT AND FAMILY ENGAGEMENT POLICIES FOR TITLE I PROGRAMS

I. PURPOSE

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in the Title I educational programs. The policy shall provide the framework for organized, systematic, ongoing, informed and timely parental involvement in decisions about the Title I services within the school district. The policy shall apply to parents of public or private school children who are school district residents or children who attend a District 624 school.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to plan and implement, with meaningful consultation with parents of participating children, programs, activities and procedures for the engagement of parents and families in its Title I programs, consistent with section 1116 of the Every Student Succeeds Act (ESSA.)
- B. The policy of the school district is to fully comply with 20 U.S.C. § 6318, which requires the school district to develop jointly with agree upon, and distribute to parents of children participating in Title I programs written parent and family engagement policies.

III. DEVELOPMENT OF DISTRICT LEVEL POLICY

The School Board will direct the administration to develop jointly with, agree upon with, and distribute to, parents of participating children a written parental involvement plan that will be incorporated into the school district's Title I plan. The plan will establish the expectations for parental involvement and describe how the school district will:

The School Board will direct the administration to develop jointly with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that will be incorporated into the school district's Title I plan, developed under section 1112 of the ESSA. The policy will establish the expectations for meaningful parent and family involvement and describe how the school district will:

- A. Engage parents and family members in the joint development of the school district's Title I plan and the development of support and improvement plans;

- B. Coordinate technical assistance and other support that is necessary to build the capacity of staff in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance., This may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- C. Coordinate and integrate parent and family engagement strategies to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs including public preschool programs;
- D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, or who are of a racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;
- E. Use the findings of such evaluations to design evidence-based strategies for more effective parent and family engagement and to revise, if necessary, the district-level and school-level parent and family engagement policies; and
- F. Engage parents in the activities of the schools, which may include establishing a parent advisory committee comprised of a sufficient number and representative group of parents or family members served by the school district to adequately represent the needs of the population served by the school district for the purpose of developing, revising and reviewing the parent and family engagement policy.
- G. Engage parents and family members of children served in Title I, in decisions and how Title I, Part A funds reserved for parent and family engagement ~~in~~ are spent and ensure that no less than 90 percent of carry-over funds goes directly to Title I schools.

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

The administration of each school shall engage with parents and family members of Title I students during the development or revision of the parent engagement policy and through meaningful consultation agreed upon by such parents and families, that shall describe the means of carrying out the federal requirements of parent and family engagement. Parents shall be notified of the policy in an understandable and uniform format. To the extent practicable, the policy shall be provided in a language the parents

can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

- A. The policy will describe the means by which each school with a Title I program will:
 - 1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
 - 2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide transportation, child care, or home visits, as such services relate to parental involvement.
 - 3. Engage parents in an organized, ongoing, and timely way in the planning, review, and improvement of the parental engagement programs, including the planning, review, and engagement of the school's parent and family engagement plan and the joint development of the school-wide program plan, except that if a school has in place a process for engaging parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;
 - 4. Provide parents of participating children with timely information about Title I programs; including a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; if requested by parents, opportunities for regular meetings to formulate suggestions, and to participate, as appropriate in decisions relating to the education of their children, and to respond to any such suggestions as soon as practicably possible; and
 - 5. If the school-wide program plan is not satisfactory to the parents of participating children, include all parent comments regarding the plan when it is submitted to the school district.
- B. As a component of this plan, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact will:
 - 1. Declare the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables

participating students to meet state student academic achievement standards;

2. Describe the ways parents will be responsible for supporting their ~~his-or~~ ~~her~~ child's learning by monitoring school attendance and homework completion, monitoring television watching, volunteering in their ~~his-or~~ ~~her~~ child's classroom, and participating, as appropriate, in decisions relating to their ~~his-or~~ ~~her~~ child's education and use of extracurricular time.
3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
 - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
 - b. Frequent progress reports to the parents;
 - c. Reasonable access to staff and opportunities to volunteer, participate, in the child's class, and observe in the child's classroom; and
 - d. Regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.

C. To ensure effective engagement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school district will:

1. Provide assistance to participating parents in understanding such topics as the state's academic content and achievement standards, state and local academic assessments, and the parent and family engagement rights of Title I requirements, and also how to monitor a child's progress and work with educators to improve the achievement of their children;
2. Provide materials and training to assist parents in working with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental engagement;
3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;

4. Coordinate and integrate parental engagement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;
 5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; and
 6. Provide such other reasonable support for parental engagement activities as requested by parents.
- D. The plan will also describe the process to be taken if the school district and school choose to:
1. Engage parents in the development of training for school staff to improve the effectiveness of such training;
 2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
 3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions;
 4. Train parents to enhance the involvement of other parents;
 5. Arrange meetings at a variety of times or conduct in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental involvement and participation in school-related activities;
 6. Adopt and implement model approaches to improving parental involvement;
 7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
 8. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.

- E. To carry out the requirements of parent and family engagement, the school district and schools, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children) including providing information and school reports in a format and, to the extent practicable, in a language that is understandable by the parents.
- F. The school district and each school shall inform parents and parent organizations of the existence of family engagements in education programs.

The policies will be updated periodically to meet the changing needs of parents and the school.

Legal References: 20 U.S.C. § 6319 (Parent and Family Engagement)

Cross References:

AGENDA ITEM: **Policy 649, Early Admission Into Kindergarten**

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning;**
Tim Wald, Assistant Superintendent for Finance and Operations

BACKGROUND:

School Board Policy 649, Early Admission Into Kindergarten, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in May and is being recommended for a second reading. There are no changes recommended to this policy.

The purpose of this policy is to provide guidance for early admission to White Bear Lake Area Schools for a student who has not met the kindergarten age requirements established in statute.

RECOMMENDED ACTION:

Approve School Board Policy 649, Early Admission Into Kindergarten, as recommended by the School Board Policy Committee and Cabinet.

Adopted: November 9, 2015
Revised: _____

White Bear Lake Area
School District #624 Policy 649

No Updates Recommended

649 EARLY ADMISSION INTO KINDERGARTEN

I. PURPOSE

The purpose of this policy is to provide guidance for early admission to White Bear Lake Area Schools for a student who has not met the kindergarten age requirements established in statute.

II. GENERAL STATEMENT OF POLICY

Pursuant to Minnesota Statute 2012, Section 124D.02, subdivision 1, the White Bear Lake Area School Board chooses to provide opportunities for children who have not reached the age of five (5) years by September 1 in any year to be considered for early admission into kindergarten for that year upon application by the parent/guardian and successfully meeting the District's requirements.

- A. Kindergarten enrollment. Entrants, in general, must be five (5) years of age by September 1 of the current school year.
 - 1. Children born between September 2 through October 31 who, after a comprehensive evaluation in cognitive, social, and emotional development domains, have been determined by District staff to have demonstrated superior cognitive ability, above average social and emotional maturity, and have led District staff to determine that the child has the ability to satisfactorily meet kindergarten expectations and the ability to progress to first grade in the subsequent year may be admitted if qualified under provisions specified below.
 - a. Testing, information obtained from a parent/guardian, and teacher observations of the child's knowledge, skills, and abilities will be used to determine placement. The comprehensive evaluation will use valid and reliable instruments and be aligned with Minnesota's kindergarten expectations in addition to the expectations noted above.
 - b. Students are required to undergo an evaluation administered by a School District school psychologist.
 - c. Students are required to be current on immunizations and, for students seeking admission into kindergarten, must undergo early childhood health and developmental screening.

- d. Parent(s)/guardian(s) are required to complete a child development inventory as selected by District personnel.
- e. Costs associated with individual student testing will be borne by the student's parent(s)/guardian(s).
- f. The final decision for determining early entrance will be made by District personnel after the evaluation is concluded.
- g. The Superintendent (or designee) will establish a timeline and procedures to administer this policy.

Legal Reference:

Minn. Stat. § 120A.20 (Admission to Public School)
Minn. Stat. § 124D.02 (School Board Powers; Enrollment)

AGENDA ITEM: **Policy 701, Establishment and Adoption of School District Budget**

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 701, Establishment and Adoption of School District Budget, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in May and is being recommended for a second reading. The changes recommended to this policy are in sections II, III, and IV.

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

RECOMMENDED ACTION:

Approve School Board Policy 701, Establishment and Adoption of School District Budget, as recommended by the School Board Policy Committee and Cabinet.

Adopted: April 28, 1997
Revised: August 27, 2001
Revised: September 11, 2006
Revised: November 8, 2007
Revised: November 13, 2017

White Bear Lake Area
School District #624 Policy 701

Revised: December 10, 2012
Revised: _____

701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement **S**chool **B**oard goals and the priorities of the school district.

III. REQUIREMENT

- A. The superintendent or appointed designee shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the **S**chool **B**oard and the public. The **S**chool **B**oard shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minn. Stat. § 123B.76.
- C. Prior to July 1 of each year, the **S**chool **B**oard shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the **S**chool **B**oard's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the **S**chool **B**oard to authorize that expenditure for that year.

- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner within one week of the acceptance of the final audit by the **S**chool **B**oard, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minn. Stat §123B.10.
- E. At the public hearing on the adoption of the school district's proposed property tax levy, the **S**chool **B**oard shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

- A. The **S**chool **B**oard places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or appointed designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to **S**chool **B**oard approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the superintendent or appointed designee. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the **S**chool **B**oard. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the **S**chool **B**oard.

- E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat §123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)

Cross References: WBLASB Policy 701.1 (Modification of School District Budget)
WBLASB Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding

AGENDA ITEM: **Policy 702, Accounting**

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 702, Accounting, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in May and is being recommended for a second reading. There are no changes recommended to this policy.

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts provided for in guidelines adopted by the Minnesota Department of Education.

RECOMMENDED ACTION:

Approve School Board Policy 702, Accounting, as recommended by the School Board Policy Committee and Cabinet.

Adopted: April 28, 1997
Revised: August 25, 2003
Revised: November 8, 2007
Revised: December 10, 2012
Revised: _____

White Bear Lake Area
School District #624 Policy 702
Revised: December 12, 2016

No Updates Recommended

702 ACCOUNTING

I. PURPOSE

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts provided for in guidelines adopted by the Minnesota Department of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

III. MAINTENANCE OF BOOKS AND ACCOUNTS

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education, and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

IV. PERMANENT FUND TRANSFERS

Unless otherwise authorized pursuant to Minn. Stat. § 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minn. Stat. § 123B.79, as amended, or other applicable statute.

V. REPORTING

The School Board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in Minn. Stat. § 123B.10 in the manner specified therein.

Legal References: Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)

Minn. Stat. § 123B.75 (Revenue)
Minn. Stat. § 123B.76 (Expenditures)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting
Requirements)
Minn. Stat. § 123B.78 (Cash Flow, Revenues, Borrowing Deficits)
Minn. Stat. § 123B.79 (Permanent Fund Transfers)
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

Cross References: WBLASB Policy 703 (Annual Audit)
MSBA Service Manual, Chapter 7, Education Funding

AGENDA ITEM: **Policy 732, Credit Card Usage**

MEETING DATE: **June 13, 2022**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 732, Credit Card Usage, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in May and is being recommended for a second reading. The changes recommended to this policy are in section III.

The purpose of this policy is to control the use of credit cards and to ensure the proper usage of credit cards.

RECOMMENDED ACTION:

Approve School Board Policy 732, Credit Card Usage, as recommended by the School Board Policy Committee and Cabinet.

732 CREDIT CARD USAGE

I. PURPOSE

The purpose of this policy is to control the use of credit cards and to ensure the proper usage of credit cards.

II. GENERAL STATEMENT

Credit card usage shall be consistent with state law and follow recommendations made by the district's auditors and the Minnesota Office of the State Auditor.

III. CREDIT CARD USAGE

- A. The ~~S~~chool ~~B~~oard shall authorize the superintendent or designee to ~~annually~~ identify the employees who are authorized to make purchases on behalf of the district. Credit cards shall only be used by those employees authorized to make purchases.
- B. Purchases made with a credit card must be consistent with state law and guidance from the Minnesota Office of the State Auditor.
- C. The authority to use credit cards does not authorize the creation of a new form of debt for the district; credit cards are to be considered another form of authorized payment. Credit card balances shall be paid off on a monthly basis by the employees authorized to use the cards.
- D. Purchases shall be limited to purchases that are made in the regular course of business and for business travel expenses incurred by authorized credit card users. Travel expenses shall include meals, lodging, conference registration, transportation and parking.
- E. Credit card charges shall be limited to ~~\$2,500~~ \$25,000 per transaction. Any authorized employee who desires to use a credit card to make a purchase greater than this amount must seek prior approval from the superintendent or the district's chief financial officer.
- F. All receipts and other supporting documents must be submitted to the district's finance ~~business~~-office in a timely manner for review and approval. Itemized receipts are required for substantiation of credit card usage. If the school district does not authorize a credit card purchase, the employee who made the purchase will be personally liable for the amount of purchase.

- G. Given that listing only the credit card company on a claims list would merely identify the method of payment, a claims list must identify the vendors providing the goods or services. Invoices and receipts must be retained and submitted to support the items charged in the bill from the credit card company.
- H. The purchase of non-business related and/or personal items and services is prohibited. Credit cards shall not be used for cash advances. The purchase of alcoholic beverages and tobacco is prohibited.
- I. If a credit card is lost or stolen, the authorized user shall notify the district's finance ~~business~~ office immediately.
- J. The district shall not issue debit cards because debit cards allow funds to be immediately withdrawn from the district's financial account, provide fewer protections than credit cards and circumvent statutory claims approval safeguards.
- K. All authorized users are required to provide a signed, written acknowledgement of the district's credit card policy prior to the use of a district issued credit card.

Cross Reference: *Minnesota Office of the State Auditor Statement of Position on Credit Card Use and Policies, February 2014.*