

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

November 12, 2018

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**
- **Diversity of 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 A. Kazmierczak
Superintendent of Schools

Date: November 5, 2018

A student recognition will be held on Monday, November 12, 2018 at 6:30 p.m. in Community Room 112. The recognition will end prior to the start of the 7:00 p.m. Board meeting.

A meeting of the White Bear Lake Area School Board will be held on **Monday, November 12, 2018** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

AGENDA

A. PROCEDURAL ITEMS

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

B. PUBLIC FORUM

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

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

8. Citizens may be asked to address the school board on a particular subject during the discussion of that item.
9. The School Board chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

C. INFORMATION ITEMS

1. Presentation from the White Bear Center for the Arts “*What Do You See?*”
2. Superintendent’s Report

D. DISCUSSION ITEMS

1. Review 2019-20 Draft Calendar
2. First Reading of School Board Policies
 - a. Policy 418, Drug-Free and Alcohol-Free Workplace/Drug-Free and Alcohol-Free School
 - b. Policy 421, Gifts to Employees, and School Board Members
 - c. Policy 427, Workload Limits for Certain Special Education Teachers
 - d. Policy 510, School Activities
 - e. Policy 712, Video Surveillance Other Than On Buses
 - f. Policy 720, Vending Machines
 - g. Policy 903, Visitors to School District Property and Facilities

E. OPERATIONAL ITEMS

1. Action on Contract for Health Insurance Administrative Services
2. Action on Health Insurance Rates Effective January 1, 2019
3. Action on 6-12 Course Proposals
4. Action on Tentative Agreement with Local Custodial
5. Action on Tentative Agreement with Bus Drivers and Bus Aides
6. Action on Accepting Ryan Art Grants
7. Second Reading of School Board Policies
 - a. Policy 206, Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations
 - b. Policy 211, Criminal or Civil Action Against School District, School Board Member, Employee or Student
 - c. Policy 423, Employee-Student Relationships
 - d. Policy 424, License Status
 - e. Policy 505, Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees
 - f. Policy 509, Enrollment of Nonresident Students

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **November 12, 2018**
SUGGESTED DISPOSITION: **Action Items**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

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

Consent Agenda

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

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: **November 12, 2018**
SUGGESTED DISPOSITION: **Action Item**
CONTACT PERSON(S): **Ellen Fahey, School Board Clerk**

BACKGROUND:

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

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, October 8, 2018** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Chair Mullin called the meeting to order at 7:00 p.m.
2. Roll Call: Present: Ellison, Fahey, Mullin, Newmaster, Wilson, Chapman
Absent: Beloyed
Ex-officio: Kazmierczak
Student Liaison: Makena Pratt
Cabinet: Garrison, Maurer, Ouren, Paul, Vette, Wald
3. Pledge of Allegiance
4. Wilson moved and Newmaster seconded to approve the agenda as presented. *Voice vote: all ayes. Motion carried.*
5. Chapman moved and Fahey seconded to approve the Consent Agenda consisting of:
 - Approval of minutes for regular meeting of September 10; regular/special meeting on September 24, and work-study meeting of September 24;
 - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors; and
 - Passage of resolution to approve Human Resources items to include:
 - **Resignation/Termination – Classified Staff**
 - Melanie Konkel – Admin. Asst. to Coordinator, Transition Education Center
Employed by District 624 since 08/15/2017
Effective Date: 10/17/2018
 - Cara Lambert – Admin. Asst. to Cabinet Member, District Center
Employed by District 624 since 08/16/2016
Effective Date: 09/28/2018
 - **RESIGNATION/TERMINATION – NON-AFFILIATED**
 - Molly Lund – Bear Fundamentals, Birch Lake Elementary
Employed by District 624 since 11/09/2008
Effective Date: 10/12/2018
 - **RETIREMENT – CLASSIFIED STAFF**
 - John Fry – Custodial, WBLAHS – South Campus
Employed by District 624 since 09/24/1999
Effective Date: 09/28/2018
 - **CHANGE OF POSITION – CLASSIFIED STAFF**
 - OUMY FALL** – From Instructional Assistant, Oneka Elementary
To Pupil Support Assistant, Paraprofessional Unit
\$20.30 per hour, 6.5 hrs. per day, 179 days
Effective Date: 09/03/2018
 - April Livers – From Administrative Assistant – Special Services, District Center
To Administrative Assistant – Cabinet Member, Clerical Unit
\$19.80 per hour, 8 hrs. per day, 195 days
Effective Date: 10/01/2018
 - Rachel Rancour – From Regular Part-Time Cook, Lincoln Elementary
To Regular Part-Time Cook, Sunrise Park Middle School
From 4.25 hrs. per day, To 5.75 hrs. per day
Effective Date: 09/03/2018

- **PART TIME LEAVE REQUEST – CERTIFIED STAFF**
 - Jessica Hosmer – Intervention Teacher, Matoska Elementary
Position .5 (Leave .2)
Effective Date: 2018-2019 School Year
 - Jenna Marty – 1st Grade Teacher, Hugo Elementary
Employed by District 624 since 09/06/2011
Effective Date: 09/27/2018 through 11/23/2018
 - Christine Moren – 5th Grade Teacher, Oneka Elementary
Employed by District 624 since 08/21/2016
Effective Date: 12/23/2018 through 03/08/2019
- **FULL TIME LEAVE REQUEST – CERTIFIED STAFF**
 - Rochelle Michel – Peer Reviewer, District Center
One Year Leave
Effective Date: 2018-2019 School Year
- **NEW PERSONNEL – CLASSIFIED STAFF**
 - Dodi Anderson – Instructional Assistant, Lakeaires Elementary
\$18.33/hr., 32.5 hrs. per week, \$19,539.78
Effective Date: 09/24/2018
 - Stephanie Bloxham – Billing Clerk- Extended Day, District Center
\$18.18hr., 40 hrs. per week, \$27,633.60
Effective Date: 10/08/2018
 - Melinda Boe – Instructional Assistant, Lakeaires Elementary
\$18.33/hr., 32.5 hrs. per week, \$20,731.23
Effective Date: 09/10/2018
 - Jason Boor – Custodian, Matoska Elementary
\$17.56/hr. + \$.25 SD, 40 hrs. per week, \$29,186.07sams
Effective Date: 09/14/2018
 - Baniela Burshten – Part-Time Cook, Oneka Elementary
\$15.09/hr., 18.75 hrs. per week, \$9,506.70
Effective Date: 09/19/2018
 - Yoshy Crispin – Program Assistant Leader, Hugo Elementary
\$13.98/hr., 28.75 hrs. per week, \$16,639.69
Effective Date: 09/12/2018
 - Michelle Johnson – Instructional Assistant, Hugo Elementary
\$18.33/hr., 32.5hrs. per week, \$20,731.23
Effective Date: 09/10/2018
 - Caitlin Keese – Program Assistant, Hugo Elementary
\$13.98/hr., 22.50 hrs. per week, \$13,148.19
Effective Date: 09/10/2018
 - Christine La Pean – Instructional Assistant, Willow Lane Elementary
\$18.33/hr., 32.5hrs. per week, \$20,731.23
Effective Date: 09/04/2018
 - Lindsey Morehead – Instructional Assistant, Willow Lane Elementary
\$18.33/hr., 32.5hrs. per week, \$20,731.23
Effective Date: 09/04/2018
 - Jennifer Oseth – Instructional Assistant, Birch Lake Elementary
\$18.33/hr., 32.5hrs. per week, \$18,944.05
Effective Date: 10/01/2018

Freddie Perteet Becker – Instructional Assistant, Willow Lane Elementary
\$18.33/hr., 21.0 hrs. per week, \$8,561.94

Effective Date: 09/10/2018

Fue Xiong – Instructional Assistant, Willow Lane Elementary

\$18.33/hr., 32.5hrs. per week, \$19,778.07

Effective Date: 09/20/2018

Anna Zamzow – Instructional Assistant, Willow Lane Elementary

\$18.33/hr., 32.5hrs. per week, \$20,373.79

Effective Date: 09/13/2018

➤ **NEW PERSONNEL – NON-AFFILIATED**

Angela Drange – Student Support Services Supervisor, Normandy Park Early Childhood

\$81,323.25 (Pro-rated on \$108,431.00)

Effective Date: 10/01/2018

Rochelle Michel – AVID Lead, Achievement and Integration Coordinator, District Center

\$102,342.00

Effective Date: 2018-2019 School Year

Requel Strand – Marketing Specialist, District Center

\$31,423.00 (Pro-rated on \$43,000.00)

Effective Date: 10/08/2018

➤ **LONG TERM SUBSTITUTE – CERTIFIED STAFF**

Katherine Lunde – 1.0 FTE 5th Grade Teacher, Oneka Elementary MA, Step 2, \$31,654.51

Effective Date: 09/10 2018, through 03/08/2019

Roll call vote, ayes: Ellison, Fahey, Mullin, Newmaster, Wilson, Chapman. Nays: None. Motion carried.

Chair Mullen welcomed Logan Jensen and Anthony Famoua from Troop 151 who are working on their Communications Merit Badge.

B. PUBLIC FORUM - Brett Tyren addressed the topic of school safety response.

C. INFORMATION ITEMS

1. Superintendent's Report - Students who received honors in the AP Scholars program were honored before the meeting. Coffee with Dr. K is tomorrow 7:30-8:30 am at the WBL Caribou Coffee. The Facilities Planning Process begins tomorrow with the three teams meeting as a group before individual team meetings in November and December. Wear orange on October 24 Unity Day an event of National Bullying Prevention Month. Tickets for the Fall Musical "Mamma Mia" will be on sale October 12. Performances are at 7 pm Nov 9-10 and Nov 15-17. Matinees are at 2 pm on Nov 10 & 17. The Nov 10 matinee will have an ASL interpreter and will be free for senior citizens who should reserve tickets through the regular ticket process. Our schools and programs have begun their own strategic conversations. Family and community members have an opportunity to be involved with Strategic Planning Action Teams at each site. Student Liaison Update - The school year is off to a good start. Web and Link did a great job of making students feel welcome to their new building. Student Council collected about 2000 cans for the Food Shelf at the harvest bowl game. In addition to the Homecoming activities, Seniors Jessie Dougherty and Maddie

Lamwers raised \$994 for Solid Ground by making and selling corsages and boutonnieres. Trick or Can on Halloween to support the Food Shelf.

D. DISCUSSION ITEMS

1. 2017-18 World's Best Workforce Annual Report - Assessment Coordinator Brian Morris and Assistant Superintendent for Teaching and Learning Sara Paul presented the 2017-18 World's Best Workforce Measures of Academic Success. The goals and results relate to the following five priorities: All children are ready for kindergarten; All third-graders can read at grade-level; All achievement gaps are closed; All students are ready for career and/or postsecondary education; and All students graduate. The presentation is available on the district website.
2. First Reading of School Board Policies
 - a. Policy 206, Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations
 - b. Policy 211, Criminal or Civil Action Against School District, School Board Member, Employee or Student
 - c. Policy 421, Gifts to Employees, Classrooms, and School Board Members
 - d. Policy 423, Employee-Student Relationships
 - e. Policy 424, License Status
 - f. Policy 505, Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees
 - g. Policy 509, Enrollment of Nonresident Students

Policy 421 will go back to the Policy Committee for an alteration in II. General Statement of Policy, Section A. Suggested was the removal of **schools/classrooms**. The remaining policies will be on the agenda of the November 12 meeting for action.

E. OPERATIONAL ITEMS

1. Chapman moved and Wilson seconded to recommend the School Board approve the resolution and combine the three polling places (P1, P4 and P6) in the Lino Lakes area for the 2019 State primary and State general election. ***Roll call vote, ayes: Ellison, Fahey, Mullin, Newmaster, Wilson, Chapman. Nays: None. Motion carried.***
2. Ellison moved and Fahey seconded to approve the quitclaim deed prepared by legal representatives for the Duane P. Delonais as Trustee of the Phyllis Delonais Living Trust to deed the north 33 feet of the south 66 feet of the east 189 feet of the SW ¼ of Section 11, T.30.R.22, Ramsey County. ***Roll call vote, ayes: Ellison, Fahey, Mullin, Newmaster, Wilson, Chapman. Nays: None. Motion carried.***
3. Wilson moved and Newmaster seconded to approve the extended contracts with Rehbein Transit, Inc. and HALO Transportation, LLC. ***Roll call vote, ayes: Ellison, Fahey, Mullin, Newmaster, Wilson, Chapman. Nays: None. Motion carried.***
4. Second Reading of School Board Policies
 - a. Policy 102, Equal Educational Opportunity
 - b. Policy 205, Open Meetings and Closed Meetings
 - c. Policy 506, White Bear Lake Area School District Student Discipline Policy
NOTE: At next annual review of Policy 506 addition of language related to positive behavior interventions should be considered.

- d. Policy 612.3, Development of Parent and Family Engagement Policies for Title I Programs
- e. Policy 615, Testing Accommodations, Modifications and Exemption of IEP's,
- f. Policy 616, School District System Accountability

Ellison moved and Chapman seconded to approve the policies up for review as recommended by the Policy Committee and Cabinet to include the addition of the word illustrations to Policy 506 section VI #35 and #40. ***Voice vote: all ayes. Nays none. Motion carried.***

- F. BOARD FORUM** - Wilson thanked the Hockey Association for a \$500,000 gift to the City of WBL for the WB Sports Center and reported that DuFresne Manufacturing is one of three finalists for an employee empowerment award. Fahey reported on the annual bus tour of the City of Hugo narrated by City Administrator Bryan Bear highlighting housing developments, industry, storm water reuse project, and a solar farm.
- G. ADJOURNMENT** - Wilson moved and Mullin seconded to adjourn at 7:49 p.m.

Submitted by: Ellen Fahey, Clerk

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

A work study session of the White Bear Lake Area School Board was held on **Monday, October 22, 2018** at 5:30 p.m. in Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Call to order - Mullin called the meeting to order at 5:30 p.m.
Roll Call - Present: Beloyed, Chapman (left at 6:47 p.m.), Ellison, Fahey, Mullin, Newmaster, Wilson
Ex-officio: Kazmierczak
Student Representative: Makena Pratt, Madison Carroll
Cabinet: Garrison, Maurer, Ouren, Paul, Vette, Wald

B. DISCUSSION ITEMS

1. **District Health Insurance** - Assistant Superintendent for Finance and Operations Tim Wald provided a review and update on the work of the District Insurance Committee. Pierre Guilfoile and Rob Keller from National Insurance Services (NIS) presented the proposals from the recent RFP for health insurance administrative services. The report included the selection criteria, a comparison of the bids from Health Partners and Preferred One, and the recommendation that Preferred One is the most competitive proposal.
2. **Review of Secondary Course Proposals** - Secondary Teaching and Learning Coordinator Jen Babiash, along with secondary principals Don Bosch, Alison Gillespie, and Christina Pierre, presented the 2019-2020 school year new course proposals and changes to existing courses such as title changes, content realignment and expansion of concurrent enrollment opportunities. Also presented was the After Action Report of the 2018-19 course changes including an analysis of student access to rigorous coursework. The presentation is available on the district website.
3. **Facility Planning Update** - Assistant Superintendent for Finance and Operations Tim Wald provided an update on the continuing work of the Facility Planning Committee. The Planning Committee is preparing to present their findings to the Board at the January 28, 2019 work session. The presentation is available on the district website.

4. **2019-2020 Calendar** - Assistant Superintendent Sara Paul presented the proposed 2019-20 calendar. The calendar is available on the district website.

Wilson moved and Mullin seconded to go into closed session at 7:25 p.m. ***Voice vote: all ayes. Motion carried.***

5. **Closed Session for Negotiations** - This portion of the meeting may be closed to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota Statute 13D.03. sections 179A.01 to 179A.25.

Chair Mullin reconvened the meeting at 7:33 p.m.

Board members present: Beloyed, Ellison, Fahey, Mullin, Newmaster, Wilson

Absent: Chapman

Administrators present: Superintendent Kazmierczak, Wald

- C. **ADJOURNMENT** - Wilson moved and Beloyed seconded to adjourn the meeting at 7:50 p.m.

Submitted by: Ellen Fahey, Clerk

AGENDA ITEM: Monthly Check Registers

MEETING DATE: November 12, 2018

SUGGESTED DISPOSITION: Action Item

CONTACT PERSON(S): Tim Wald, Assistant Superintendent of Finance and Operations
Tom Wiczorek, 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 - October

		<u>10/15/2018</u>	<u>10/31/2018</u>
Direct Deposit	529938-531467	2,126,058.47	
Direct Deposit	531468-533074		2,039,990.53

CHECK NUMBER	VENDOR	AMOUNT	CHECK DATE	CHECK TYPE
96349	ANDERSON-JOHNSON ASSOC	\$ 61.50	10/8/2018	R
96350	WI SCTF	\$ 1,649.38	10/8/2018	R
96351	IUOE LOCAL 70	\$ 1,201.14	10/8/2018	R
96352	LUCID DATA CORPORATION	\$ 3,288.00	10/8/2018	R
96353	MESSERLI & KRAMER PA	\$ 928.63	10/8/2018	R
96354	PETERSON COMPANIES INC	\$ 49,162.99	10/8/2018	R
96355	RAUSCH, STURM, ISRAEL,	\$ 420.87	10/8/2018	R
96356	THE ROSE LAW FIRM, PLLC	\$ 607.62	10/8/2018	R
96357	US DEPT OF EDUCATION	\$ 1,090.85	10/8/2018	R
96358	806 TECHNOLOGIES	\$ 3,500.00	10/11/2018	R
96359	916 EDUC FOUNDATION	\$ 250.00	10/11/2018	R
96360	ACCLAIM SERVICES INC	\$ 394.00	10/11/2018	R
96361	ACCONTEMPS	\$ 1,203.84	10/11/2018	R
96362	ACP DIRECT	\$ 1,023.40	10/11/2018	R
96363	AFTON APPLE ORCHARD	\$ 672.00	10/11/2018	R
96364	AGBOSSOU, KOFFI	\$ 146.00	10/11/2018	R
96365	AIKORIEGIE, SUNNY	\$ 58.00	10/11/2018	R
96366	AKURATE SOLUTIONS	\$ 405.25	10/11/2018	R
96367	ALBOUM & ASSOC	\$ 21.12	10/11/2018	R
96368	ALL AROUND FUN	\$ 575.75	10/11/2018	R
96369	ALLIED 100, LLC	\$ 346.06	10/11/2018	R
96370	ALLSTREAM	\$ 3,755.65	10/11/2018	R
96372	AMAZON	\$ 4,895.58	10/11/2018	S
96373	AMAZON	\$ 179.96	10/11/2018	S
96374	AMAZON	\$ 535.26	10/11/2018	S
96375	AMAZON	\$ 810.87	10/11/2018	S
96376	AMAZON	\$ 731.60	10/11/2018	S
96371	AMAZON	\$ 2,902.28	10/11/2018	S
96377	AMERICAN MAILING MACHINES	\$ 282.09	10/11/2018	R
96378	AMERICAN TIME	\$ 1,914.31	10/11/2018	R
96379	AMPLIFIED IT LCC	\$ 4,700.00	10/11/2018	R
96380	ARBOR SCIENTIFIC	\$ 65.15	10/11/2018	R
96381	ARCH LANGUAGE NETWORK	\$ 1,100.00	10/11/2018	R
96382	ARMSTRONG MEDICAL	\$ 371.28	10/11/2018	R
96383	ASTLEFORD INTERNATIONAL TRUCKS	\$ 208.81	10/11/2018	R
96384	BARNETT WB CHRYSLER JEEP DODGE	\$ 2,383.24	10/11/2018	R
96385	BATTERIES PLUS BULBS	\$ 75.11	10/11/2018	R
96386	BAUDVILLE	\$ 5,074.50	10/11/2018	R
96387	BEAR PATCH QUILTING CO	\$ 9.00	10/11/2018	R
96388	BENDER, CARMEN	\$ 160.00	10/11/2018	R
96389	BIDON, SUZULA	\$ 700.00	10/11/2018	R
96390	BLICK ART MATERIALS	\$ 51.71	10/11/2018	R
96391	BLICK ART MATERIALS	\$ 124.62	10/11/2018	R
96392	BLUE TARP FINANCIAL INC	\$ 238.99	10/11/2018	R
96393	BLUEBIRD SCREEN PRINT	\$ 98.00	10/11/2018	R

96394	BOYDS PROMOS	\$ 50.00	10/11/2018	R
96395	BRAUN INTERTEC CORPORATION	\$ 185.00	10/11/2018	R
96396	BROCKWAY, TOM	\$ 60.00	10/11/2018	R
96397	BROWN, BRUCE	\$ 98.00	10/11/2018	R
96398	BSN SPORTS	\$ 1,720.65	10/11/2018	R
96399	THE BUG COMPANY	\$ 17.75	10/11/2018	R
96400	CAREY, MARK	\$ 87.00	10/11/2018	R
96401	CATALYST SPORTS MEDICINE	\$ 684.00	10/11/2018	R
96403	CDW GOVERNMENT INC	\$ 243,940.95	10/11/2018	R
96404	CENTRAL RIVERS AREA EDUCATION AGENCY	\$ 25.00	10/11/2018	R
96405	CENTER FOR THE COLLABORATIVE CLASSROOM	\$ 2,052.00	10/11/2018	R
96406	CHETS SHOES	\$ 276.24	10/11/2018	R
96407	CINTAS CORP #470	\$ 303.37	10/11/2018	R
96408	CMRS-POC	\$ 4,500.00	10/11/2018	R
96409	COMBS, DEWAYNE	\$ 174.00	10/11/2018	R
96410	COMCAST	\$ 290.92	10/11/2018	R
96411	CONNEY SAFETY	\$ 90.98	10/11/2018	R
96412	CONTINENTAL RESEARCH CORP	\$ 4,174.96	10/11/2018	R
96413	CONTINENTAL PRESS	\$ 89.32	10/11/2018	R
96414	CONTINENTAL MATHEMATICS LEAGUE	\$ 80.00	10/11/2018	R
96415	CRISIS PREVENTION INSTITUTE INC	\$ 480.00	10/11/2018	R
96416	CULINEX	\$ 105.03	10/11/2018	R
96417	CUMMINS NPOWER LLC	\$ 2,207.51	10/11/2018	R
96418	CURRICULUM ASSOCIATES LLC	\$ 52.74	10/11/2018	R
96419	DALCO CORPORATION	\$ 12,102.17	10/11/2018	R
96420	DEEP PORTAGE	\$ 12,162.00	10/11/2018	R
96421	DELEGARD TOOL OF TEXAS INC	\$ 222.16	10/11/2018	R
96422	DEMCO INC	\$ 440.53	10/11/2018	R
96423	DIVERSIFIED SNACK DISTRIBUTION	\$ 2,383.15	10/11/2018	R
96424	DOOR SERVICE COMPANY	\$ 3,110.00	10/11/2018	R
96425	DOW, BRIAN	\$ 87.00	10/11/2018	R
96426	EARTH WIZARDS	\$ 1,255.00	10/11/2018	R
96427	EASTVIEW HIGH SCHOOL	\$ 90.00	10/11/2018	R
96429	ECKROTH MUSIC	\$ 916.15	10/11/2018	R
96430	EDMENTUM	\$ 1,560.00	10/11/2018	R
96431	EYE MED	\$ 1,842.93	10/11/2018	R
96433	FASTENAL COMPANY	\$ 708.49	10/11/2018	R
96434	FIORAVANTI, MARC	\$ 67.00	10/11/2018	R
96435	FITNESS FINDERS INC	\$ 195.30	10/11/2018	R
96436	FLINN SCIENTIFIC INC	\$ 94.46	10/11/2018	R
96437	FLOCABULARY	\$ 2,000.00	10/11/2018	R
96438	FLOORS BY BECKERS	\$ 578.00	10/11/2018	R
96439	FOLLETT SCHOOL SOLUTIONS INC	\$ 190.44	10/11/2018	R
96440	FRATTALONES HARDWARE STORES	\$ 56.95	10/11/2018	R
96441	FREDRICKSON, PATRICIA	\$ 90.00	10/11/2018	R
96442	FUN EXPRESS LLC	\$ 51.46	10/11/2018	R
96443	GALLAGHERS NORTHWESTERN TIRE CO INC	\$ 3,310.99	10/11/2018	R

96444	GARCIA, ISRAEL	\$ 73.00	10/11/2018	R
96445	GEMPLERS	\$ 398.27	10/11/2018	R
96446	GENERAL OFFICE PRODUCTS CO	\$ 25,774.92	10/11/2018	R
96447	GOODIN COMPANY	\$ 24.61	10/11/2018	R
96448	GOPHER	\$ 1,440.24	10/11/2018	R
96449	GREAT RIVER OFFICE PRODUCTS	\$ 509.90	10/11/2018	R
96450	GREATAMERICA FINANCIAL SERVICES	\$ 368.53	10/11/2018	R
96451	HAAS MUSICAL INSTRUMENT REPAIR	\$ 124.40	10/11/2018	R
96452	HAMLIN UNIVERSITY ATHLETICS	\$ 370.00	10/11/2018	R
96453	HANSON, GENO	\$ 146.00	10/11/2018	R
96454	HARLOW, TIMOTHY	\$ 90.00	10/11/2018	R
96455	HARSTAD, RACHEL	\$ 146.00	10/11/2018	R
96456	HASTINGS MIDDLE SCHOOL	\$ 150.00	10/11/2018	R
96457	HEINEMANN	\$ 764.54	10/11/2018	R
96458	HENRY SIBLEY HIGH SCHOOL	\$ 250.00	10/11/2018	R
96635	HENRY, STEVEN	\$ 305.95	10/11/2018	R
96459	HILDI INC	\$ 14,550.00	10/11/2018	R
96460	HISDAHL INC	\$ 2,104.94	10/11/2018	R
96465	HOGLUND BUS AND TRUCK CO	\$ 8,853.69	10/11/2018	R
96466	HOME DEPOT CREDIT SERVICES	\$ 1,927.23	10/11/2018	R
96467	HOUGHTON MIFFLIN HARCOURT	\$ 2,039.12	10/11/2018	R
96469	IFD	\$ 100,573.82	10/11/2018	R
96470	INSTITUTE FOR MULTI SENSORY EDUCATION	\$ 42.90	10/11/2018	R
96471	INTERMEDIATE DISTRICT 287	\$ 1,910.18	10/11/2018	R
96472	INTERMEDIATE SCHOOL DIST 917	\$ 781.20	10/11/2018	R
96473	ISD #709 DULUTH	\$ 1,200.00	10/11/2018	R
96474	INFORMATION & TECH EDUC OF MN	\$ 210.00	10/11/2018	R
96475	IXL LEARNING	\$ 2,639.00	10/11/2018	R
96477	JAYTECH INC	\$ 3,398.88	10/11/2018	R
96478	JIMMY JOHNS #869	\$ 276.06	10/11/2018	R
96479	JW PEPPER & SON INC	\$ 135.00	10/11/2018	R
96480	KARLSBURGER FOODS INC	\$ 861.60	10/11/2018	R
96481	KATH FUEL OIL SERVICE CO	\$ 11,345.40	10/11/2018	R
96482	KEYSTONE INTERPRETING SOLUTIONS	\$ 2,198.90	10/11/2018	R
96483	KHAJA, ZIAUDDIN	\$ 20.99	10/11/2018	R
96484	KHALLOUK, MOHAMMED	\$ 146.00	10/11/2018	R
96485	KIDCREATE STUDIO	\$ 329.00	10/11/2018	R
96486	KLINEPIER, NEIL	\$ 885.00	10/11/2018	R
96487	KOLBOW, CANDICE	\$ 90.00	10/11/2018	R
96488	KRAFT CONTRACTING & MECHANICAL	\$ 3,372.16	10/11/2018	R
96489	KULLY SUPPLY COMPANY	\$ 816.86	10/11/2018	R
96490	LA POBLANITA	\$ 350.00	10/11/2018	R
96491	LAHAYE, STEPHANIE	\$ 67.00	10/11/2018	R
96492	LAHRARI, KARIM	\$ 146.00	10/11/2018	R
96493	LAKESHORE LEARNING STORE	\$ 68.99	10/11/2018	R
96494	LAKESHORE LEARNING MATERIALS	\$ 788.72	10/11/2018	R
96495	LEARNING A-Z	\$ 1,319.40	10/11/2018	R

96496	LEARNING A-Z	\$	769.65	10/11/2018	R
96497	LEARNING WITHOUT TEARS	\$	181.50	10/11/2018	R
96498	LENZ, KELLY	\$	69.00	10/11/2018	R
96499	LHB INC	\$	4,455.20	10/11/2018	R
96500	LOEFFLER SHOES	\$	129.95	10/11/2018	R
96501	LORENZ RECOGNITION CO	\$	261.50	10/11/2018	R
96502	L T G POWER EQUIPMENT	\$	249.00	10/11/2018	R
96503	MAAP STARS	\$	430.00	10/11/2018	R
96504	MN ASSOC FOR CHILDREN'S MENTAL HEALTH	\$	226.95	10/11/2018	R
96505	MARUYAMA, ELLEN	\$	226.65	10/11/2018	R
96506	MN ASSOC OF SCH BUSINESS OFFICIALS	\$	170.00	10/11/2018	R
96507	MAWSECO	\$	423.30	10/11/2018	R
96508	MAYO DEBATE	\$	60.00	10/11/2018	R
96509	MCDONOUGH'S WATERJETTING AND	\$	343.99	10/11/2018	R
96510	MENARDS-MAPLEWOOD	\$	1,698.06	10/11/2018	R
96511	METRO COMMUNITY EDUC DIRECTORS ASSOC	\$	100.00	10/11/2018	R
96512	METRO MEALS ON WHEELS INC	\$	6,756.50	10/11/2018	R
96514	MIDWEST BUS PARTS INC	\$	4,426.72	10/11/2018	R
96515	MIDWEST TECHNOLOGY PRODUCTS	\$	377.00	10/11/2018	R
96516	MIDWEST LANGUAGE SERVICES	\$	840.00	10/11/2018	R
96517	MINNEAPOLIS COMMUNITY AND TECH COLLEGE	\$	595.00	10/11/2018	R
96518	MINVALCO INC	\$	312.80	10/11/2018	R
96519	MN COACHES INC	\$	12.70	10/11/2018	R
96520	MN COUNCIL FOR THE GIFTED AND TALENTED	\$	95.00	10/11/2018	R
96521	MN HISTORICAL SOCIETY	\$	618.00	10/11/2018	S
96522	MN HISTORICAL SOCIETY	\$	612.00	10/11/2018	S
96523	MN STATE HIGH SCHOOL MATH LEAGUE	\$	600.00	10/11/2018	R
96524	MN NONPUBLIC SCHOOL ACCREDITING ASSOC	\$	150.00	10/11/2018	R
96525	MTI DISTRIBUTING INC	\$	93.06	10/11/2018	R
96526	MURPHY, LYNNE M	\$	90.00	10/11/2018	R
96527	MY MEDICAL CLINIC	\$	918.00	10/11/2018	R
96528	NATL ASSOC FOR GIFTED CHILDREN	\$	1,754.00	10/11/2018	R
96529	NASCO	\$	659.37	10/11/2018	R
96530	NATL GEOGRAPHIC BEE	\$	120.00	10/11/2018	R
96531	NATL RECOGNITION PRODUCTS	\$	25.99	10/11/2018	R
96532	NCPERS MINNESOTA	\$	160.00	10/11/2018	R
96533	NCS PEARSON INC	\$	98.00	10/11/2018	R
96534	NEW WAY HYPNOSIS CLINC INC	\$	264.00	10/11/2018	R
96535	NIXON, CATHERINE	\$	100.00	10/11/2018	R
96536	NOLAN, KEITH	\$	58.00	10/11/2018	R
96537	NORCENTRONIX DISTRIBUTING	\$	118.00	10/11/2018	R
96538	NORTH STAR BANK	\$	7,650.00	10/11/2018	R
96539	NORTHBOUND CREATIVE	\$	20.00	10/11/2018	R
96541	NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$	223,275.29	10/11/2018	R
96542	NYSTROM PUBLISHING CO INC	\$	126.00	10/11/2018	R
96544	O'REILLY AUTOMOTIVE INC	\$	561.43	10/11/2018	R
96546	OFFICE DEPOT	\$	829.30	10/11/2018	R

96547	ON SITE SANITATION INC	\$	46.57	10/11/2018	R
96548	PAISLEY, JOHN	\$	58.00	10/11/2018	R
96549	PBBS EQUIPMENT CORP	\$	77.58	10/11/2018	R
96550	PELSB	\$	89.00	10/11/2018	R
96551	PETERSON, CANDIE	\$	2.99	10/11/2018	R
96552	PETERSON COMPANIES INC	\$	2,101.26	10/11/2018	R
96553	PETERSON BROS ROOFING & CONST	\$	2,762.04	10/11/2018	R
96554	PHOENIX SCHOOL COUNSELING LLC	\$	4,817.16	10/11/2018	R
96555	PHYSICAL POWERS LLC	\$	3,350.00	10/11/2018	R
96556	PICTURE THAT!	\$	474.00	10/11/2018	R
96557	PIONEER PRESS	\$	216.80	10/11/2018	R
96558	POLAR CHEVROLET MAZDA	\$	960.10	10/11/2018	R
96559	PRESS PUBLICATIONS	\$	317.76	10/11/2018	R
96560	RANDY SHAVER CANCER RESEARCH	\$	2,086.24	10/11/2018	R
96561	RECH, DAVID	\$	60.00	10/11/2018	R
96562	REGENTS OF THE UNIV OF MN	\$	1,600.00	10/11/2018	R
96563	REHBEIN TRANSIT CO	\$	21,840.00	10/11/2018	R
96564	REITELBACH, ADAM	\$	154.00	10/11/2018	R
96565	THE RESIDENCE CLUB GR	\$	1,482.00	10/11/2018	R
96566	RESILIENCE IMPACT LLC	\$	249.00	10/11/2018	R
96567	RICK, CHRISTOPHER	\$	87.00	10/11/2018	R
96568	ROSE, DIANA	\$	150.00	10/11/2018	R
96569	SAFeway DRIVING SCHOOL	\$	6,615.00	10/11/2018	R
96570	SAMUELSON, SUSAN	\$	90.00	10/11/2018	R
96571	SCANTRON CORPORATION	\$	726.04	10/11/2018	R
96572	SCHLEY, CALEB	\$	146.00	10/11/2018	R
96573	SCHMIDT, ROB	\$	131.00	10/11/2018	R
96574	SCHOLASTIC INC	\$	428.07	10/11/2018	R
96575	SCHOLASTIC BOOK CLUBS INC	\$	89.00	10/11/2018	R
96576	SCHOOL FIX CATALOG	\$	274.50	10/11/2018	R
96577	SCHOOL HEALTH CORPORATION	\$	72.80	10/11/2018	R
96578	SCHOOL SPECIALTY	\$	91.46	10/11/2018	R
96579	SEEVER, GRAY	\$	320.00	10/11/2018	R
96580	SEW EASY DESIGNS	\$	330.84	10/11/2018	R
96581	SIBLEY ELECTRIC INC	\$	10,650.00	10/11/2018	R
96582	SIMANSKI, KIMBERLY	\$	91.00	10/11/2018	R
96583	SITONE LANDSCAPE SUPPLY	\$	2,451.62	10/11/2018	R
96584	SKATETIME SCHOOL PROGRAMS	\$	930.00	10/11/2018	R
96585	SMITLEY, SHARON	\$	100.00	10/11/2018	R
96586	SOCCER.COM	\$	701.72	10/11/2018	R
96587	SOCIAL THINKING PUBLISHING	\$	495.20	10/11/2018	R
96588	SOUTHWEST STRINGS	\$	180.00	10/11/2018	R
96589	SPECIALTY PROMOTIONS	\$	2,512.00	10/11/2018	R
96590	STAPLES ADVANTAGE	\$	6.60	10/11/2018	R
96591	STAR TRIBUNE NIE	\$	95.00	10/11/2018	R
96592	STARKEY, JOE	\$	90.00	10/11/2018	R
96593	STATE SUPPLY CO	\$	1,775.11	10/11/2018	R

96594	STEINER, WENDY	\$ 520.88	10/11/2018	R
96595	SUMMIT COMPANIES	\$ 17,526.50	10/11/2018	R
96596	SUPREME SCHOOL SUPPLY CO	\$ 121.05	10/11/2018	R
96597	SURPLUS SERVICES	\$ 231.00	10/11/2018	R
96598	SUTTON RIDGE FARM TOURS, LLC	\$ 850.00	10/11/2018	R
96599	TAMARACK NATURE CENTER	\$ 40.00	10/11/2018	R
96600	TEACHERS DISCOVERY	\$ 103.90	10/11/2018	R
96601	TELIN TRANSPORTATION GROUP LLC	\$ 314.36	10/11/2018	R
96602	THE ATTACHMENT & TRAUMA NETWORK INC.	\$ 395.00	10/11/2018	R
96603	THYSSENKRUPP ELEVATOR CORP	\$ 3,720.00	10/11/2018	R
96604	TIERNEY	\$ 198.00	10/11/2018	R
96605	TIME FOR KIDS	\$ 340.56	10/11/2018	R
96606	TR ENVIRONMENTAL CONSULTING, LLC	\$ 480.00	10/11/2018	R
96607	TRADE PRESS INC	\$ 3,888.27	10/11/2018	R
96608	TRIO SUPPLY COMPANY	\$ 7,830.21	10/11/2018	R
96609	TRUCK UTILITIES MFG CO	\$ 1,264.69	10/11/2018	R
96610	TURFWERKS INC	\$ 787.99	10/11/2018	R
96611	TUSA, COLLEEN	\$ 100.00	10/11/2018	R
96612	TWIN CITY JANITOR SUPPLY CO	\$ 155.00	10/11/2018	R
96613	TWIN CITY TRANSPORTATION INC	\$ 67,442.62	10/11/2018	R
96614	VIKING ELECTRIC SUPPLY	\$ 1,540.69	10/11/2018	R
96615	VOCABULARY SPELLING CITY.COM	\$ 982.55	10/11/2018	R
96616	VOYAGER SOPRIS LEARNING	\$ 295.00	10/11/2018	R
96617	WAHOSKI, HEATHER	\$ 6.00	10/11/2018	R
96618	WARGO NATURE CENTER	\$ 825.00	10/11/2018	R
96619	WBL BOYS HOCKEY BLUE LINE CLUB	\$ 100.00	10/11/2018	R
96620	WHITE BEAR LAKE UMPIRES ASSN	\$ 225.00	10/11/2018	R
96621	WEST MUSIC COMPANY	\$ 341.25	10/11/2018	R
96622	WESTERN PSYCHOLOGICAL SERVICES	\$ 94.00	10/11/2018	R
96623	WINDSTREAM	\$ 2,923.18	10/11/2018	R
96624	WL HALL COMPANY	\$ 2,891.40	10/11/2018	R
96625	WOOD MACHINERY SYSTEMS	\$ 350.00	10/11/2018	R
96626	WORTHINGTON DIRECT INC	\$ 965.33	10/11/2018	R
96628	XCEL ENERGY	\$ 24,038.40	10/11/2018	S
96627	XCEL ENERGY	\$ 2,986.12	10/11/2018	S
96629	YOUNGBLOOD LUMBER COMPANY	\$ 1,702.00	10/11/2018	R
96630	YOUNG MATHEW	\$ 195.00	10/11/2018	R
96631	ZAPPETILLO, DAVID	\$ 60.00	10/11/2018	R
96632	ZARAMBO, MARIA	\$ 69.00	10/11/2018	R
96633	ZENNER, JEFFREY	\$ 87.00	10/11/2018	R
96634	ZONEONE LOCATING	\$ 200.00	10/11/2018	R
96637	AMAZON	\$ 4,330.89	10/15/2018	S
96638	AMAZON	\$ 408.37	10/15/2018	S
96639	AMAZON	\$ 8,764.06	10/15/2018	S
96636	AMAZON	\$ 2,995.34	10/15/2018	S
96640	AMAZON	\$ 2,690.51	10/15/2018	S
96644	SAM'S CLUB/SYNCHRONY BANK	\$ 118.45	10/15/2018	S

96643	SAM'S CLUB/SYNCHRONY BANK	\$	550.83	10/15/2018	S
96641	SAM'S CLUB/SYNCHRONY BANK	\$	1,252.90	10/15/2018	S
96642	SAM'S CLUB/SYNCHRONY BANK	\$	1,293.26	10/15/2018	S
96645	SAM'S CLUB/SYNCHRONY BANK	\$	245.11	10/15/2018	S
96646	SAM'S CLUB/SYNCHRONY BANK	\$	1,167.18	10/15/2018	S
96647	VERIZON WIRELESS	\$	1,373.87	10/15/2018	R
96648	SCHOLASTIC READING CLUB	\$	142.00	10/17/2018	R
96649	1000 PETALS	\$	154.70	10/25/2018	R
96650	AARP DRIVER SAFETY PROGRAM	\$	1,335.00	10/25/2018	R
96651	ABBOTT PAINT & CARPET INC	\$	93.30	10/25/2018	R
96652	ABEE INC	\$	1,655.75	10/25/2018	R
96653	ACCONTEMPS	\$	535.04	10/25/2018	R
96654	ACER AMERICA CORP	\$	324.65	10/25/2018	R
96655	ACP DIRECT	\$	567.15	10/25/2018	R
96656	ACT INC	\$	62.50	10/25/2018	R
96658	AGROPUR INC	\$	17,646.61	10/25/2018	R
96659	ANDERSON-JOHNSON ASSOC	\$	762.25	10/25/2018	R
96660	AMERICAN MESSAGING	\$	25.07	10/25/2018	R
96661	AMERICAN TIME	\$	870.92	10/25/2018	R
96662	AMERIPRIDE SERVICES	\$	861.92	10/25/2018	R
96663	ANDERSON, ERIC	\$	67.00	10/25/2018	R
96664	ANDERSON, PATRICIA	\$	36.98	10/25/2018	R
96665	ANDERSON'S	\$	463.99	10/25/2018	R
96666	ANOKA-HENNEPIN SCHOOL DISTRICT	\$	217.38	10/25/2018	R
96970	APEX LEARNING	\$	14,875.00	10/25/2018	R
96667	ARBOR SCIENTIFIC	\$	65.15	10/25/2018	R
96668	ASL INTERPRETING SERVICES	\$	240.00	10/25/2018	R
96669	ATC GROUP SERVICES LLC	\$	7,040.89	10/25/2018	R
96670	AYINDE, MOSLEU	\$	58.00	10/25/2018	R
96671	BALD EAGLE SPORTSMENS ASSOC	\$	2,928.00	10/25/2018	R
96672	BAN-KOE SYSTEMS INC	\$	327.75	10/25/2018	R
96673	BARTHOLD	\$	1,702.80	10/25/2018	R
96674	BATTERIES PLUS BULBS	\$	303.72	10/25/2018	R
96675	BEST BUY BUSINESS ADVANTAGE ACCT	\$	899.00	10/25/2018	R
96676	BEST WESTERN WB COUNTRY INN	\$	636.56	10/25/2018	R
96677	BLAINE HIGH SCHOOL	\$	750.00	10/25/2018	R
96678	BLICK ART MATERIALS	\$	214.23	10/25/2018	R
96679	BOLDT, JAMES	\$	60.00	10/25/2018	R
96680	BOOKSOURCE	\$	1,098.25	10/25/2018	R
96681	BRADFIELD, REBEKAH	\$	962.87	10/25/2018	R
96682	BRAINERD HIGH SCHOOL	\$	275.00	10/25/2018	R
96683	BROWN, BRUCE	\$	196.00	10/25/2018	R
96684	BSN SPORTS	\$	477.00	10/25/2018	R
96685	THE BUG COMPANY	\$	16.00	10/25/2018	R
96686	CAP ELECTRIC INC	\$	6,475.69	10/25/2018	R
96687	CARLSON WAGONLIT TRAVEL	\$	9,750.00	10/25/2018	R
96688	CCP INDUSTRIES INC	\$	313.06	10/25/2018	R

96689	CERTIFIED LABORATORIES	\$	665.51	10/25/2018	R
96690	CHANEY ELECTRONICS INC	\$	127.25	10/25/2018	R
96691	CHILDREN'S THEATER COMPANY	\$	2,551.00	10/25/2018	R
96692	CINTAS CORP #470	\$	578.39	10/25/2018	R
96693	CLARK, CYNTHIA JEAN	\$	37.40	10/25/2018	R
96694	COMMITTEE FOR CHILDREN	\$	459.00	10/25/2018	R
96695	CONNEY SAFETY	\$	181.60	10/25/2018	R
96696	CONTINENTAL CLAY CO	\$	3,449.16	10/25/2018	R
96697	CONTINENTAL RESEARCH CORP	\$	1,998.28	10/25/2018	R
96698	COON RAPIDS HIGH SCHOOL	\$	190.00	10/25/2018	R
96700	CORNERSTONE OCCUPATIONAL	\$	640.00	10/25/2018	R
96701	COUNTRY VIDEO BARN	\$	1,045.73	10/25/2018	R
96702	CROWN GLOBAL CONSULTING LLC	\$	1,300.00	10/25/2018	R
96703	CUB FOODS OF WHITE BEAR TWSHP	\$	977.13	10/25/2018	R
96704	CULLIGAN BOTTLED WATER	\$	36.95	10/25/2018	R
96705	CUMMINS NPOWER LLC	\$	24.24	10/25/2018	R
96706	DAKOTA TRUCK UNDERWRITERS	\$	47,829.00	10/25/2018	R
96707	DANIELS, KATHLEEN	\$	576.25	10/25/2018	R
96708	DAYMARK SAFETY SYSTEMS	\$	16.44	10/25/2018	R
96709	DEGARDNER, RICK	\$	127.00	10/25/2018	R
96710	DELUXE FOR BUSINESS	\$	153.43	10/25/2018	R
96711	DISCOUNT SCHOOL SUPPLY	\$	1,033.63	10/25/2018	R
96712	DIVERSIFIED SNACK DISTRIBUTION	\$	1,281.01	10/25/2018	R
96713	DOMINOS PIZZA	\$	5,662.50	10/25/2018	R
96714	DONATELLI'S	\$	198.50	10/25/2018	R
96715	DOOR SERVICE COMPANY	\$	2,113.00	10/25/2018	R
96716	DORNFELD, MARK	\$	67.00	10/25/2018	R
96717	DREAMBOX LEARNING	\$	1,050.00	10/25/2018	R
96718	DEFINITIVE TECHNOLOGY SOLUTIONS	\$	652.45	10/25/2018	R
96719	DEFINITIVE TECHNOLOGY SOLUTION	\$	11,379.00	10/25/2018	R
96720	EAGLE SCREEN PRINTING	\$	264.00	10/25/2018	R
96722	ECKROTH MUSIC	\$	58,791.00	10/25/2018	R
96723	EGAN	\$	5,296.00	10/25/2018	R
96724	EHLERS, JASON	\$	405.37	10/25/2018	R
96725	EQUITY ALLIANCE MN	\$	390.00	10/25/2018	R
96726	FASTENAL COMPANY	\$	183.81	10/25/2018	R
96727	FESTIVAL FOODS-KNOWLAN'S	\$	275.15	10/25/2018	R
96728	FIRKUS, DAVID	\$	87.00	10/25/2018	R
96729	FIRST STUDENT INC	\$	5,101.58	10/25/2018	R
96730	FLINN SCIENTIFIC INC	\$	1,948.47	10/25/2018	R
96731	FLOCABULARY	\$	1,800.00	10/25/2018	R
96732	FLYNN MIDWEST LP	\$	734.00	10/25/2018	R
96733	FLYNN, BARBARA	\$	28.05	10/25/2018	R
96734	FRANZWA, BRIAN	\$	67.00	10/25/2018	R
96735	FRATTALONES HARDWARE STORES	\$	1,072.15	10/25/2018	R
96736	FRONTRUNNER SCREEN PRINTING	\$	127.00	10/25/2018	R
96737	FAIRVIEW SPORTS & ORTHOPEDIC CARE	\$	525.00	10/25/2018	R

96738	FUN EXPRESS LLC	\$ 18.42	10/25/2018	R
96739	GALLAGHERS NORTHWESTERN TIRE CO INC	\$ 1,963.50	10/25/2018	R
96740	GARVEY, PATRICIA	\$ 12.75	10/25/2018	R
96741	GOLDCOM INC	\$ 750.85	10/25/2018	R
96742	THE GOOD ACRE	\$ 360.00	10/25/2018	R
96743	GOODSOURCE SOLUTIONS	\$ 4,478.88	10/25/2018	R
96744	GOPHER	\$ 629.73	10/25/2018	R
96745	GRAINGER	\$ 7,805.56	10/25/2018	R
96746	GREAT RIVER OFFICE PRODUCTS	\$ 120.96	10/25/2018	R
96747	GREATAMERICA FINANCIAL SERVICES	\$ 1,562.22	10/25/2018	R
96748	GROTH MUSIC CO	\$ 315.81	10/25/2018	R
96749	GROUP HEALTH INC - WORKSITE	\$ 1,820.00	10/25/2018	R
96750	GUISER, BARBARA	\$ 35.00	10/25/2018	R
96751	HALLBERG ENGINEERING INC	\$ 325.00	10/25/2018	R
96752	HALO TRANSPORTATION	\$ 6,930.00	10/25/2018	R
96753	HANSON, DARLENE	\$ 15.30	10/25/2018	R
96754	HEALTHPARTNERS	\$ 166,873.96	10/25/2018	R
96755	HERC-U-LIFT	\$ 146.36	10/25/2018	R
96756	HERITAGE FOOD SERVICE GROUP	\$ 914.79	10/25/2018	R
96757	HIAWATHA HOMECARE	\$ 3,626.00	10/25/2018	R
96758	HISDAHL INC	\$ 936.00	10/25/2018	R
96759	HOERNING, CODY	\$ 67.00	10/25/2018	R
96762	HOGLUND BUS AND TRUCK CO	\$ 8,533.68	10/25/2018	R
96763	HOWLADER NEPAL C	\$ 58.00	10/25/2018	R
96764	I-STATE TRUCK CENTER	\$ 3.74	10/25/2018	R
96768	IFD	\$ 66,856.28	10/25/2018	R
96769	INNOVATIVE GRAPHICS	\$ 754.00	10/25/2018	R
96774	INNOVATIVE OFFICE SOLUTIONS	\$ 3,707.18	10/25/2018	R
96775	JACKI BRICKMAN INC	\$ 350.00	10/25/2018	R
96776	JAH SCHEDULING LLC	\$ 270.00	10/25/2018	R
96777	JAYTECH INC	\$ 4,388.60	10/25/2018	R
96778	JIMMY'S FOOD & DRINK	\$ 330.00	10/25/2018	R
96779	JOHNSON, SHARON	\$ 286.64	10/25/2018	R
96780	JOSEPHS, LISA	\$ 174.00	10/25/2018	R
96781	JUNIOR LIBRARY GUILD	\$ 1,478.88	10/25/2018	R
96782	JUSTRITE SPIRIT SUPPLIES	\$ 490.29	10/25/2018	R
96783	JW PEPPER & SON INC	\$ 238.24	10/25/2018	R
96784	KARLSBURGER FOODS INC	\$ 529.80	10/25/2018	R
96785	KATH FUEL OIL SERVICE CO	\$ 29,082.49	10/25/2018	R
96786	KC BEVCO	\$ 172.50	10/25/2018	R
96787	KEELER, EMMA	\$ 90.00	10/25/2018	R
96788	KNIGHT, MARTIN	\$ 69.00	10/25/2018	R
96789	KOLKMEIER, ROBIN	\$ 17.00	10/25/2018	R
96790	KOREEN, GLORIA	\$ 29.75	10/25/2018	R
96793	KRAFT CONTRACTING & MECHANICAL	\$ 34,971.77	10/25/2018	R
96794	KREMER SERVICES LLC	\$ 2,178.91	10/25/2018	R
96795	LABELLE, PAUL	\$ 134.00	10/25/2018	R

96796	LAKESHORE LEARNING MATERIALS	\$	417.71	10/25/2018	R
96797	THE LAMPO GROUP LLC	\$	2,089.44	10/25/2018	R
96798	LANGUAGE LINE SERVICES	\$	87.38	10/25/2018	R
96799	LARSON, BEVERLEY	\$	18.91	10/25/2018	R
96800	LARSON, KAY	\$	30.00	10/25/2018	R
96801	LARSON ENGINEERING INC	\$	3,347.00	10/25/2018	R
96802	LASHOMB, BRIAN	\$	134.00	10/25/2018	R
96803	LEARNING A-Z	\$	384.85	10/25/2018	R
96804	LIBERTY CLASSICAL ACADEMY	\$	1,836.00	10/25/2018	R
96805	LIBRARY STORE INC	\$	242.88	10/25/2018	R
96806	LIFETIME ATHLETIC	\$	347.00	10/25/2018	R
96807	LINDSTROM, JEFF	\$	87.00	10/25/2018	R
96808	LIVINGSTON, TYLER	\$	67.00	10/25/2018	R
96809	LORENZ BUS SERVICE INC	\$	5,300.00	10/25/2018	R
96810	LORENZ RECOGNITION CO	\$	928.90	10/25/2018	R
96811	L T G POWER EQUIPMENT	\$	317.93	10/25/2018	R
96812	LUNDGREN, JOANNE	\$	19.55	10/25/2018	R
96813	MAAP STARS	\$	45.00	10/25/2018	R
96814	MAC RUNNEL, MINDY	\$	56.10	10/25/2018	R
96815	MACKIN EDUCATIONAL RESOURCES	\$	5,440.57	10/25/2018	R
96816	MADISON NATIONAL LIFE	\$	34,018.98	10/25/2018	R
96817	MAILFINANCE INC	\$	449.61	10/25/2018	R
96818	MARCO, INC	\$	154,580.71	10/25/2018	R
96819	MARRCH	\$	460.00	10/25/2018	R
96820	MARTINI, JENNIFER	\$	69.00	10/25/2018	R
96821	MAUER, BRIAN	\$	87.00	10/25/2018	R
96822	MAUER, MARK	\$	87.00	10/25/2018	R
96823	MAUER, TOM	\$	87.00	10/25/2018	R
96824	MCDONOUGH'S WATERJETTING AND	\$	591.05	10/25/2018	R
96825	MN COMMUNITY EDUC ASSOC (MCEA)	\$	1,768.00	10/25/2018	R
96826	MCELROY, CHRIS	\$	87.00	10/25/2018	R
96827	MCGOWAN, TIM	\$	87.00	10/25/2018	R
96828	MEDTOX LABORATORIES	\$	244.45	10/25/2018	R
96829	METRO SOUND AND LIGHTING	\$	1,357.38	10/25/2018	R
96830	MID CITY SERVICES - INDUSTRIAL LAUNDRY	\$	2,224.02	10/25/2018	R
96831	MILLIGAN, THERESA	\$	84.50	10/25/2018	R
96832	MINNEAPOLIS PUBLIC SCHOOLS SPEC DIST 1	\$	230.00	10/25/2018	R
96834	MINVALCO INC	\$	1,559.76	10/25/2018	R
96835	MN ASSOC OF STUDENT COUNCILS	\$	400.00	10/25/2018	R
96836	MN ASSOC OF IB WORLD SCHOOLS	\$	275.00	10/25/2018	R
96837	MN COUNCIL FOR THE GIFTED AND TALENTED	\$	95.00	10/25/2018	R
96838	MN DEPT OF HUMAN SERVICES	\$	824.00	10/25/2018	R
96839	MN DEPT OF LABOR & INDUSTRY	\$	300.00	10/25/2018	R
96840	MN DEPT OF EMPLOY & ECONOMIC	\$	16,896.58	10/25/2018	R
96841	MN HISTORICAL SOCIETY	\$	654.00	10/25/2018	R
96842	MN SCHOOL COUNSELORS ASSOC	\$	600.00	10/25/2018	R
96843	MN VALLEY SCHOOL & OFFICE SUPPLY	\$	1,217.84	10/25/2018	R

96844	MN ASSOC FOR FAMILY & EARLY EDUCATION	\$	50.00	10/25/2018	R
96845	MOMS CLUB OF WBL AREA	\$	65.00	10/25/2018	R
96846	MOORHEAD MACHINERY & BOILER CO	\$	9,825.00	10/25/2018	R
96847	MN SCHOOL BOARDS ASSN	\$	50.00	10/25/2018	R
96848	MUMBLEAU, RICHARD	\$	80.00	10/25/2018	R
96849	MURPHY, LYNNE M	\$	90.00	10/25/2018	R
96850	MUSIC CONNECTION INC	\$	65.00	10/25/2018	R
96851	MY MEDICAL CLINIC	\$	3,280.00	10/25/2018	R
96852	NEJAD, REZA	\$	58.00	10/25/2018	R
96853	NELCO	\$	2,200.00	10/25/2018	R
96854	NOETIC LEARNING	\$	80.00	10/25/2018	R
96855	NOLAN, KEITH	\$	58.00	10/25/2018	R
96856	NORCENTRONIX DISTRIBUTING	\$	301.00	10/25/2018	R
96857	NORTH CENTRAL TRUCK EQUIPMENT	\$	58.62	10/25/2018	R
96858	NORTH SUBURBAN TOWING	\$	250.00	10/25/2018	R
96859	NORTHBOUND CREATIVE	\$	2,706.00	10/25/2018	R
96860	NORTHEAST METRO INTERMEDIATE DISTRICT 916	\$	1,290.63	10/25/2018	R
96861	NORTHERN STAR COUNCIL, BSA	\$	100.00	10/25/2018	R
96862	NOVAK, DAN	\$	67.00	10/25/2018	R
96863	NWAOFUNE, PETER	\$	58.00	10/25/2018	R
96864	O'REILLY AUTOMOTIVE INC	\$	169.52	10/25/2018	R
96865	OFFICE DEPOT	\$	218.43	10/25/2018	R
96866	OLSON, ELIZABETH	\$	90.00	10/25/2018	R
96867	ON SITE SANITATION INC	\$	1,898.75	10/25/2018	R
96868	OXYGEN SERVICE CO INC	\$	11.40	10/25/2018	R
96869	PAI	\$	1,075.98	10/25/2018	R
96870	PANERA LLC	\$	263.52	10/25/2018	R
96871	PARK CENTER HIGH SCHOOL	\$	250.00	10/25/2018	R
96872	PBBS EQUIPMENT CORP	\$	557.25	10/25/2018	R
96873	PEAR DECK	\$	8,000.00	10/25/2018	R
96874	PEARSON CLINICAL	\$	136.00	10/25/2018	R
96875	PETERSON BROS ROOFING & CONST	\$	4,850.30	10/25/2018	R
96876	PINE TREE APPLE ORCHARD	\$	2,412.00	10/25/2018	R
96877	PITNEY BOWES INC	\$	76.25	10/25/2018	R
96878	POLAR ELECTRO INC	\$	2,487.84	10/25/2018	R
96879	POLAR CHEVROLET MAZDA	\$	73.32	10/25/2018	R
96880	PRAXAIR DISTRIBUTION INC	\$	29.79	10/25/2018	R
96881	PRO-ED INC	\$	64.90	10/25/2018	R
96882	PROFESSIONAL TURF & RENOVATION	\$	1,000.00	10/25/2018	R
96883	PROFORMA	\$	4,155.27	10/25/2018	R
96884	R & R SPECIALTIES INC	\$	1,523.00	10/25/2018	R
96885	RANKIN, ROD	\$	87.00	10/25/2018	R
96886	RAYMOND, JOHN	\$	134.00	10/25/2018	R
96887	REEM, BRETT	\$	87.00	10/25/2018	R
96888	REGION 4AA SOCCER	\$	1,000.00	10/25/2018	R
96889	REPUBLIC SERVICES #899	\$	10,915.00	10/25/2018	R
96890	RESILIENCE IMPACT LLC	\$	249.00	10/25/2018	R

96891	THE RETROFIT COMPANIES INC	\$	137.73	10/25/2018	R
96892	RICKERT, DENNIS	\$	73.00	10/25/2018	R
96893	RISE, JESSE	\$	58.00	10/25/2018	R
96894	ROETTGER, DORIS	\$	53.50	10/25/2018	R
96895	RUMBLE ON THE RED LLC	\$	475.00	10/25/2018	R
96896	RUPP ANDERSON SQUIRES & WALDSPURGER PA	\$	6,517.20	10/25/2018	R
96897	SAFEWAY DRIVING SCHOOL	\$	3,150.00	10/25/2018	R
96898	SAIKO, KATHY	\$	30.60	10/25/2018	R
96899	SANCHEZ, HUGO	\$	73.00	10/25/2018	R
96900	SCHMIT TOWING	\$	1,715.72	10/25/2018	R
96901	SCHOLASTIC INC	\$	52.42	10/25/2018	R
96902	SCHOOL HEALTH CORPORATION	\$	75.45	10/25/2018	R
96903	SCHOOL LIBRARY JOURNAL	\$	68.50	10/25/2018	R
96904	SCHOOL SPECIALTY	\$	312.29	10/25/2018	R
96905	SENTRY SYSTEMS INC	\$	575.00	10/25/2018	R
96906	SERENDIPITY ART AND DESIGN SERV	\$	2,750.00	10/25/2018	R
96907	SHELTERLOGIC CORP.	\$	3,437.99	10/25/2018	R
96908	SHIRTYSOMETHING	\$	656.00	10/25/2018	R
96909	SHRED-IT USA - MINNEAPOLIS	\$	589.25	10/25/2018	R
96910	THE SIGN PRODUCERS	\$	274.00	10/25/2018	R
96911	SMITH, MARK	\$	87.00	10/25/2018	R
96912	SCHOOL NUTRITION ASSOC (SNA)	\$	2,496.00	10/25/2018	R
96913	SOCIAL THINKING PUBLISHING	\$	49.42	10/25/2018	R
96914	SPECIALTY PROMOTIONS	\$	69.00	10/25/2018	R
96915	STAFSHOLT, ANGELIKAH	\$	38.25	10/25/2018	R
96924	STAPLES ADVANTAGE	\$	4,179.68	10/25/2018	R
96925	STARKEY, JOE	\$	90.00	10/25/2018	R
96926	STATE SUPPLY CO	\$	1,334.78	10/25/2018	R
96927	STEINER, EILEEN	\$	59.50	10/25/2018	R
96928	STEINER, WENDY	\$	1,063.93	10/25/2018	R
96929	STILLWATER HIGH SCHOOL	\$	90.00	10/25/2018	R
96930	STRATEGIC STAFFING SOLUTIONS	\$	5,465.63	10/25/2018	R
96931	STREAMLINE DESIGN INC	\$	1,284.00	10/25/2018	R
96932	SUMMIT COMPANIES	\$	2,755.04	10/25/2018	R
96933	SUPERIOR STRIPING INC	\$	295.00	10/25/2018	R
96934	SWANSON, KAY	\$	30.00	10/25/2018	R
96935	SWANSON, MELISSA	\$	35.00	10/25/2018	R
96936	SYNOVIA SOLUTIONS	\$	1,551.40	10/25/2018	R
96937	TAMARACK NATURE CENTER	\$	1,100.00	10/25/2018	R
96938	TARTAN HIGH SCHOOL	\$	390.00	10/25/2018	R
96939	THARALDSON, RYAN	\$	87.00	10/25/2018	R
96940	TIGER OAK PUBLICATIONS	\$	3,525.00	10/25/2018	R
96941	TRADE PRESS INC	\$	3,076.80	10/25/2018	R
96942	TRANS-MISSISSIPPI BIO SUPPLY	\$	76.29	10/25/2018	R
96943	TREETOP PUBLISHING INC	\$	148.01	10/25/2018	R
96944	TRIO SUPPLY COMPANY	\$	3,243.07	10/25/2018	R
96945	TRUCK UTILITIES MFG CO	\$	604.69	10/25/2018	R

96946	TWIN CITIES TRANSPORT & RECOVERY INC	\$	97.00	10/25/2018	R
96947	UHL CO INC	\$	1,530.00	10/25/2018	R
96948	UNIVERSAL CHEERLEADERS ASSOC	\$	2,300.00	10/25/2018	R
96949	THE UPS STORE #3299	\$	1,117.99	10/25/2018	R
96950	US FOODS CULINARY EQUIP & SUPPLIES	\$	573.45	10/25/2018	R
96951	VENBURG TIRE CO	\$	7.81	10/25/2018	R
96952	VIKING ELECTRIC SUPPLY	\$	448.45	10/25/2018	R
96953	VOYAGER SOPRIS LEARNING	\$	236.70	10/25/2018	R
96954	WALTER, BRIAN	\$	67.00	10/25/2018	R
96955	WHITE BEAR CENTER FOR THE ARTS	\$	7,080.00	10/25/2018	R
96956	WHITE BEAR GLASS INC	\$	1,720.30	10/25/2018	R
96957	WHITE BEAR LOCKSMITH INC	\$	1,009.00	10/25/2018	R
96958	WHITE BEAR LAKE (CITY OF)	\$	3,633.46	10/25/2018	R
96959	WHITE BEAR LAKE ROTARY CLUB	\$	231.50	10/25/2018	R
96960	WEST MUSIC COMPANY	\$	591.50	10/25/2018	R
96961	WILSON, GARY	\$	60.00	10/25/2018	R
96962	WINNICK SUPPLY	\$	58.08	10/25/2018	R
96963	WOELFEL, SHELLY	\$	90.00	10/25/2018	R
96964	WOLD ARCHITECTS AND ENGINEERS	\$	16,963.83	10/25/2018	R
96965	WORLD BOOK SCHOOL & LIBRARY	\$	592.00	10/25/2018	R
96967	XCEL ENERGY	\$	106,264.44	10/25/2018	R
96968	YOUTH PERFORMANCE CO	\$	511.00	10/25/2018	R
96969	ZAPPETILLO, DAVID	\$	60.00	10/25/2018	R
96977	AMAZON	\$	705.28	10/30/2018	S
96976	AMAZON	\$	598.95	10/30/2018	S
96975	AMAZON	\$	601.03	10/30/2018	S
96981	AMAZON	\$	12.91	10/30/2018	S
96972	AMAZON	\$	541.58	10/30/2018	S
96971	AMAZON	\$	814.70	10/30/2018	S
96978	AMAZON	\$	215.90	10/30/2018	S
96980	AMAZON	\$	635.77	10/30/2018	S
96982	AMAZON	\$	726.95	10/30/2018	S
96973	AMAZON	\$	7,159.76	10/30/2018	S
96979	AMAZON	\$	2,119.84	10/30/2018	S
96974	AMAZON	\$	846.20	10/30/2018	S
96986	AMAZON	\$	2,208.97	10/30/2018	S
96984	AMAZON	\$	4,728.37	10/30/2018	S
96985	AMAZON	\$	750.74	10/30/2018	S
96983	AMAZON	\$	1,716.54	10/30/2018	S
96987	AMAZON	\$	5,898.06	10/30/2018	S
96779	JOHNSON, SHARON	\$	(286.64)	10/26/2018	V
96861	NORTHERN STAR COUNCIL, BSA	\$	(100.00)	10/31/2018	V
181900173	ANDERSON, JON	\$	65.00	10/11/2018	A
181900174	BABCOCK, ARIANA	\$	202.47	10/11/2018	A
181900175	BENDEL, JEAN	\$	87.14	10/11/2018	A
181900176	BERNIER, CARYN	\$	94.00	10/11/2018	A
181900177	BERNSTEIN, NANCY	\$	152.15	10/11/2018	A

181900178	BOOTH, KARLA	\$	67.04	10/11/2018	A
181900179	BOWERMASTER, TRACI	\$	20.00	10/11/2018	A
181900180	COOK, TRACY	\$	576.79	10/11/2018	A
181900181	CRAIG, BEN II	\$	49.42	10/11/2018	A
181900182	DAHLEM, TERESA	\$	631.40	10/11/2018	A
181900183	DERBY, SARA	\$	134.46	10/11/2018	A
181900184	DRANGE, ANGELA	\$	53.21	10/11/2018	A
181900185	DURAND, JENNIFER	\$	259.42	10/11/2018	A
181900186	ENGSTRAN, PAUL	\$	65.00	10/11/2018	A
181900187	FARINELLA, CAMILLE	\$	49.39	10/11/2018	A
181900188	FINK, AVIS	\$	435.22	10/11/2018	A
181900189	FOLLMER, MELONY	\$	168.24	10/11/2018	A
181900190	FRISCH, BETH	\$	64.99	10/11/2018	A
181900191	FROGNER, JANINE	\$	152.95	10/11/2018	A
181900192	FUHRMAN, SARAH	\$	103.46	10/11/2018	A
181900193	GARCIA ANDERSON, ODELIS	\$	329.58	10/11/2018	A
181900194	GEDNALSKE, KIRK	\$	26.28	10/11/2018	A
181900195	GRATZ, MICHELLE	\$	20.71	10/11/2018	A
181900196	GRIEBENOW, BRIAN	\$	199.99	10/11/2018	A
181900197	GRUN, SUSAN	\$	35.00	10/11/2018	A
181900198	HAGEN, CHERYL	\$	62.12	10/11/2018	A
181900226	HENRY, STEVEN	\$	305.95	10/11/2018	A
181900199	JOHNSON, KIRK	\$	210.55	10/11/2018	A
181900200	JORGENSON, AMY	\$	101.97	10/11/2018	A
181900201	KATH, ABBY	\$	635.00	10/11/2018	A
181900202	KENTFIELD, KELLY	\$	72.76	10/11/2018	A
181900203	LAYNE, REMINGTON	\$	90.00	10/11/2018	A
181900204	LEMIEUX, TAMARA	\$	93.20	10/11/2018	A
181900205	MCCANN, ALLISON	\$	31.00	10/11/2018	A
181900206	MCGARTHWAITE, MICHAEL	\$	66.49	10/11/2018	A
181900207	MIDTHUN, CAROL	\$	269.00	10/11/2018	A
181900208	MOORE, JENNIFER	\$	108.10	10/11/2018	A
181900209	MURPHY, MOLLY	\$	50.00	10/11/2018	A
181900210	ORTHAUS, SARA	\$	172.47	10/11/2018	A
181900211	PAGEL, AMANDA	\$	19.62	10/11/2018	A
181900212	PAUL, SARA	\$	559.94	10/11/2018	A
181900213	PERCIVAL, PATRICIA	\$	122.08	10/11/2018	A
181900214	PETERSEN, JILL	\$	74.56	10/11/2018	A
181900215	RYAN, CANDACE	\$	25.00	10/11/2018	A
181900216	SAMPOANG, DESSERAY	\$	384.83	10/11/2018	A
181900217	SCHROEDER, AMANDA	\$	188.92	10/11/2018	A
181900218	SCHUEBEL, ANGELA	\$	37.06	10/11/2018	A
181900219	SHAND, BRETT	\$	37.73	10/11/2018	A
181900220	SHELSTAD, JACQUALINE	\$	195.00	10/11/2018	A
181900221	STREIFF, CHRISTINA	\$	296.40	10/11/2018	A
181900222	SYNAN, ERIN	\$	143.23	10/11/2018	A
181900223	TANTTU, JENNIFER	\$	28.95	10/11/2018	A

181900224	THOMAS, DAVID	\$	122.90	10/11/2018	A
181900225	WACHLAROWICZ, JOHN	\$	309.76	10/11/2018	A
181900227	ALLEN, KATHLEEN	\$	89.38	10/25/2018	A
181900228	ALTHOF, KATHRYN	\$	19.08	10/25/2018	A
181900229	ANDERSON, KRISTINE	\$	95.00	10/25/2018	A
181900230	ANDERSON, MARGARET	\$	100.60	10/25/2018	A
181900231	CARLINSCHAUER, KYLE	\$	454.64	10/25/2018	A
181900232	CAVA, DAVID	\$	121.75	10/25/2018	A
181900233	DAHLEM, TERESA	\$	99.49	10/25/2018	A
181900234	DERBY, SARA	\$	18.98	10/25/2018	A
181900235	DONAHOE, TRACI	\$	174.51	10/25/2018	A
181900236	DURAND, JENNIFER	\$	325.00	10/25/2018	A
181900237	FOX, FRANCINE	\$	39.24	10/25/2018	A
181900238	GARCIA ANDERSON, ODELIS	\$	22.09	10/25/2018	A
181900239	GARCIA, RACHEL	\$	62.79	10/25/2018	A
181900240	GREENE, VICTORIA	\$	46.33	10/25/2018	A
181900241	GUTHRIE, ASHLEY	\$	114.99	10/25/2018	A
181900242	IMMEL, COLLEEN	\$	81.50	10/25/2018	A
181900243	KAY MCPHERSON, CAROLYN	\$	228.15	10/25/2018	A
181900244	KERBAGE, STEPHANIE	\$	188.63	10/25/2018	A
181900245	KLECKER, KEVIN	\$	217.55	10/25/2018	A
181900246	KOCHEVAR, MARGARET	\$	24.99	10/25/2018	A
181900247	LAMWERS, LINDSAY	\$	416.72	10/25/2018	A
181900248	LARSON, BRITA	\$	31.07	10/25/2018	A
181900249	LUNDBLAD, ANGELA	\$	41.97	10/25/2018	A
181900250	MARTINSON, KARA	\$	27.00	10/25/2018	A
181900251	MCCANN, ALLISON	\$	63.96	10/25/2018	A
181900252	MCGOUGH, BARBARA	\$	8.00	10/25/2018	A
181900253	MENGEL, MARY	\$	115.00	10/25/2018	A
181900254	MEYER, AMANDA	\$	81.21	10/25/2018	A
181900255	MUNDELL, GERALD	\$	528.67	10/25/2018	A
181900256	MUNSON, KARI LYNN	\$	29.43	10/25/2018	A
181900257	NADEAU, MARGARET	\$	260.00	10/25/2018	A
181900258	ORBELL, KELLI	\$	218.54	10/25/2018	A
181900259	OSWALD, NICOLE	\$	364.82	10/25/2018	A
181900260	PHETTEPLACE, WANDA	\$	113.28	10/25/2018	A
181900261	SANTOSCOY, BRIANA	\$	95.72	10/25/2018	A
181900262	SCHMIDT, DANIEL	\$	707.29	10/25/2018	A
181900263	SCHMITZ, KAREN	\$	18.97	10/25/2018	A
181900264	SCHOUVIELLER, LORI	\$	88.11	10/25/2018	A
181900265	SCHULTE, DARRELL	\$	242.09	10/25/2018	A
181900266	SKILDUM, JULIE	\$	178.64	10/25/2018	A
181900267	STUCYNSKI, JILL	\$	81.10	10/25/2018	A
181900268	SUOJA, WENDY	\$	243.16	10/25/2018	A
181900269	SVIR, SARA	\$	579.40	10/25/2018	A
181900270	SYNAN, ERIN	\$	26.24	10/25/2018	A
181900271	TARNOWSKI, ERIN	\$	35.00	10/25/2018	A

181900272	TATRO, KRISTEN	\$	24.25	10/25/2018	A
181900273	TRIGGS, CARLA	\$	114.72	10/25/2018	A
181900274	TROSKE, CARRIE	\$	489.26	10/25/2018	A
181900226	HENRY, STEVEN	\$	(305.95)	10/11/2018	V

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: **November 12, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
Two \$10 Gift Certificates for 2018 Volunteer Event	Acapulco Mexican Restaurant	Community Services and Recreation Department Senior Program
Eight Pet packages for 2018 Volunteer Event	Anoka County Game Fair	Community Services and Recreation Department Senior Program
\$20 Gift Certificate for 2018 Volunteer Event	Applebee's Apple American Group	Community Services and Recreation Department Senior Program
Two free meal gift certificates for 2018 Volunteer Event	Arby's Store 6446	Community Services and Recreation Department Senior Program
\$30 Gift Card for 2018 Volunteer Event	Bear Patch Quilting Co.	Community Services and Recreation Department Senior Program
12-Cup Coffeemaker and Set of Baskets	Beisswenger's Hardward	Community Services and Recreation Department Senior Program
Ten \$5 Gift Certificates	JJ's Bierstube	Community Services and Recreation Department Senior Program
Two Free Pizza Gift Certificates	Carbone's Pizzeria & Pub Steve and Liz Boleen	Community Services and Recreation Department Senior Program
Two Free Meal Gift Certificates	Chipolte Mexican Grill Taylor Snow	Community Services and Recreation Department Senior Program
\$25 Gift Certificates	Cub Foods Steve Szondy	Community Services and Recreation Department Senior Program
280 Tokens for Free Scoops Custard	Culver's of Vadnais Heights Robin	Community Services and Recreation Department Senior Program

\$10 coins and three T-shirts	Cup and Cone Rich Johnstone	Community Services and Recreation Department Senior Program
Two Free Ice Cream Cones Gift Cards	Dairy Queen	Community Services and Recreation Department Senior Program
Two \$15 Gift Certificates	Donatelli's Chris Price	Community Services and Recreation Department Senior Program
Two Cutting Boards	Gail Gendler, Realtor Edina Realty	Community Services and Recreation Department Senior Program
\$25 Gift Certificate	Flicker Meat Company Jeff Flicker, Owner	Community Services and Recreation Department Senior Program
\$20 Gift Card	Grandma's Bakery John Lupo, Owner	Community Services and Recreation Department Senior Program
Bio-Freeze Basket	Dr. Ty Paulick, D.C. HealthSource Chiropractic	Community Services and Recreation Department Senior Program
Two 30-pc Party Platter Gift Certificates	Jimmy John's Coon Rapids	Community Services and Recreation Department Senior Program
20 Backpacks 25 Cloth Bags	Lake Area bank	Community Services and Recreation Department Senior Program
Three Free Oil Change Gift Cards	Lake Area Quick Lube	Community Services and Recreation Department Senior Program
Fifty-one Free Medium Extra Value Meal Gift Cards	McDonald's White Bear Lake	Community Services and Recreation Department Senior Program
Fifty Free Sandwich Gift Certificates	McDonald's White Bear Township	Community Services and Recreation Department Senior Program
Tailgate Package: chair, cooler bag, 2 mugs, and 2 cups	North Star Bank	Community Services and Recreation Department Senior Program
Two Car Wash Packages: Bucket and supplies	O'Reilly Auto Parks Store #3255	Community Services and Recreation Department Senior Program
\$10 Gift Certificate	Olive Garden	Community Services and Recreation Department Senior Program
\$20 Gift Certificate Five Bloomin' Onion Gift Certificates	Outback Steakhouse	Community Services and Recreation Department Senior Program

One Free Entrée Gift Certificate One Free Pie Gift Certificate One Free Pie with 2 Beverages Gift Card	Perkins Vadnais Heights	Community Services and Recreation Department Senior Program
One \$25 Red Lobster/Chipotle/Cold Stone Gift Card	Premier Bank Maplewood	Community Services and Recreation Department Senior Program
\$25 Gift Certificate	Punch Pizza Vadnais Heights	Community Services and Recreation Department Senior Program
\$25 Gift Certificate One T-shirt	Sak's Sports Bar	Community Services and Recreation Department Senior Program
228 Hand Sanitizers – small bottles	Urgency Room Vadnais Heights	Community Services and Recreation Department Senior Program
\$25 Gift Certificate One Bar Glass	VFW Keep Zimmer Post 1782	Community Services and Recreation Department Senior Program
Pet Package: dog food, toys, dishes	Victory Dog Food	Community Services and Recreation Department Senior Program
Two Bags with Free Breakfast Meal Gift Certificates	Washington Square Grill	Community Services and Recreation Department Senior Program
12-Cup Coffeemaker	Weigel Signs Company	Community Services and Recreation Department Senior Program
\$25 Gift Certificate	White Bear Floral	Community Services and Recreation Department Senior Program
Basket with Pin Tree Apple Orchard Jam and Syrup	White Bear Heights Senior Living	Community Services and Recreation Department Senior Program
\$50 AMC Moving Theater Gift Card	Mary Eichmiller	Community Services and Recreation Department Senior Program
Handmade Kitchen Items	Gloria Koreen	Community Services and Recreation Department Senior Program
Necklace	Terry Milligan	Community Services and Recreation Department Senior Program
Homemade Pottery Plate Homemade Pottery Dish Homemade Pottery Vase	Jim Mulfinger	Community Services and Recreation Department Senior Program
Homemade Clothes Hangers and Potholders	Lois O'Neil	Community Services and Recreation Department Senior Program

Frank Zeller original watercolor painting Frank Zeller print of White Bear Lake	Linda Paduano	Community Services and Recreation Department Senior Program
Sport pack and a Bird Feed Basket with bird feed, suet, and feeder	Lee Poirier	Community Services and Recreation Department Senior Program
Two Handmade Quilts	Karin Zindren	Community Services and Recreation Department Senior Program
\$28.37 for District Angel Fund	Teri Bauer	White Bear Lake Area School District Nutrition Services
\$18.60 for District Angel Fund	Michele Lueck	White Bear Lake Area School District Nutrition Services
\$500 for Fishing Club	White Bear Lake Lions Club	White Bear Lake Area High School – South Campus
\$200 for Bears care	White Bear Lake Lions Club	Lincoln Elementary And Otter Lake Elementary
\$100 for Mamma Mia	Barb Krzoska	White Bear Lake Area High School Theatre Program
\$800 for students with negative lunch accounts.	Preventive Mechanical Services	Lakeaires Elementary
Dictionaries for Grade 3	White Bear Lions Club	White Bear Lake Area Schools
\$81 for outdoor classroom	Wells Fargo Matching	Otter Lake Elementary
\$1,000 for Mamma Mia	Kathy and Gavin Burnham	White Bear Lake Area High School Theatre Program
\$100 for Mamma Mia	Andrew Hoffman	White Bear Lake Area High School Theatre Program
\$100 for Mamma Mia	Jeremy and Kristy Masso	White Bear Lake Area High School Theatre Program
\$200 for Mamma Mia	Hugo Lions Club	White Bear Lake Area High School Theatre Program
\$300 for Mamma Mia	White Bear Lions Club	White Bear Lake Area High School Theatre Program
\$75 for Mamma Mia	A+ Driving School	White Bear Lake Area High School Theatre Program
\$100 for Mamma Mia	Anissa Wenzel	White Bear Lake Area High School Theatre Program

\$25 for Mamma Mia	Traci & Derick Bowermaster	White Bear Lake Area High School Theatre Program
\$50 for Mamma Mia	Friends Forever Family Childcare	White Bear Lake Area High School Theatre Program
\$75 for Mamma Mia	Northeast Youth & Family Services	White Bear Lake Area High School Theatre Program
\$75 for Mamma Mia	Vermeersch Automotive	White Bear Lake Area High School Theatre Program

RECOMMENDED ACTION: Accept donations.

AGENDA ITEM: **Field Trip Requests**

MEETING DATE: **November 12, 2018**

SUGGESTED DISPOSITION: **Consent Agenda**

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

Background:

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

Date of Trip and Destination	Requesting Staff Member	Grade/ Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
November 30-December 1, 2018 Duluth/Cloquet	Tim Sager	Boys Hockey	1	37 players 3 managers	Total Cost per Student: \$0 Total Cost: \$7,000 Source of Revenue: Blue Line Club, Parent Group	Coach Bus	Two great non-conference contests for our team. Great team building trip.
November 30-December 1, 2018 South St. Paul	Paul Seeba Josh Lane	Debate	1	14	Total Cost per Student: \$25 Total Cost: \$1,000 Source of Revenue: Activities and Student Contributions to Hotel Fees	Bus	To attend the State Classic Debate Tournament

December 17-19, 2018 Long Lake Conservation Center	Abbi Case	5 th Grade Oneka	3	Approx. 160	Total Cost per Student: \$150 Total Cost: \$23,000 Source of Revenue: Poinsettia fundraiser, students cover cost, scholarships available	Bus	The programming addresses many science standards required for 5 th graders, in addition to social studies and literacy. It also emphasizes team work and problem solving.
December 19-21, 2018 Long Lake Conservation Center	Abbi Case	5 th Grade Oneka	3	Approx. 160	Total Cost per Student: \$150 Total Cost: \$23,000 Source of Revenue: Poinsettia fundraiser, students cover cost, scholarships available	Bus	The programming addresses many science standards required for 5 th graders, in addition to social studies and literacy. It also emphasizes team work and problem solving.
April 17-19, 2019 Sheboygan, WI	C. Nasvik	Goys Golf	3	6	Total Cost per Student: \$190 Total Cost: Approx \$1500 Source of Revenue: Parents & Fundraisers	School Van	To compete against some of the best golfers from Wisconsin.
June 3-5, 2019 Camp Icaghowan – YMCA	Jeanne Mack	4 th Grade Matoska	3	100	Total Cost per Student: \$1300 Total Cost: Approx. \$13,000 Source of Revenue: 4 th grade fundraising efforts, E3 grant, individual families	2 buses and a trailer	Environmental overnight camp. Team building – communication skills, self-management skills, social skills

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

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

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

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

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATION/TERMINATION – CLASSIFIED STAFF

KENDRICK LIVERS – Pupil Support Assistant, Otter Lake Elementary
Employed by District 624 since 02/26/2018
Effective Date: 10/31/2018

CHAD LOWELL – Custodian, Matoska Elementary
Employed by District 624 since 10/17/2016
Effective Date: 09/06/2018

EILEEN MCCONKIE – Program Assistant Leader, Lincoln Elementary
Employed by District 624 since 03/27/2017
Effective Date: 09/14/2018

DARYL MORTEK – Pupil Support Assistant, Otter Lake Elementary
Employed by District 624 since 02/26/2018
Effective Date: 10/08/2018

JENNIFER OSETH – Instructional Assistant, Birch Lake Elementary
Employed by District 624 since 10/01/2018
Effective Date: 10/08/2018

RESIGNATION/TERMINATION – CERTIFIED STAFF

JUDY PETERSEN – Special Education Teacher, Otter Lake Elementary
Employed by District 624 since 01/28/2013
Effective Date: 12/01/2018

RETIREMENT – CLASSIFIED STAFF

LORI FROST – Assistant Head Cook, WBLAHS – South Campus
Employed by District 624 since 04/04/1994
Effective Date: 01/25/2019

SUSAN SUNDEEN – Building Assistant, Vadnais Heights Elementary
Employed by District 624 since 08/24/2001
Effective Date: 12/31/2018

CHANGE OF POSITION – CLASSIFIED STAFF

ROXANNE KNOPS – From Regular Part-Time Cook, Area Learning Center
To Administrative Assistant - Operations, District Center
\$19.26 per hour, 6.0 hrs. per day, 260 days
Effective Date: 10/22/2018

PART TIME LEAVE REQUEST – CERTIFIED STAFF

KRISTI JOESTING – 1st Grade Teacher, Hugo Elementary
Employed by District 624 since 08/21/2013
Effective Date: 01/13/2020 through 03/27/2020

NEW PERSONNEL – CLASSIFIED STAFF

PAIGE GREGOIRE – Program AIDE, Vadnais Heights Elementary
\$13.04/hr., 13.75 hrs. per week, \$6,418.94
Effective Date: 10/22/2018

GARY LOFQUIST – Assistant Head Custodial Engineer “A” Building, WBLAHS – South Campus
\$21.18/hr., + \$.25 SD, 40 hrs. per week, \$30,859.19
Effective Date: 10/22/2018

SANDRA LONG – Program Assistant, Hugo Elementary
\$13.98/hr., 12.5 hrs. per week, \$6,256.05
Effective Date: 10/22/2018

SAVANNA MATTHEWS – Program Aide, Birch Lake Elementary
\$13.04/hr., 13.75 hrs. per week, \$7,100.27
Effective Date: 09/25/2018

REBECCA MELDE – Part Time Cook, WBLAHS – North Campus
\$15.09/hr., 18.75 hrs. per week, \$8,657.88
Effective Date: 10/11/2018

HEIDI NEWPOWER – Part Time Cook, WBLAHS – North Campus
\$16.18/hr., 15.0 hrs. per week, \$7,183.92
Effective Date: 10/22/2018

LAURA WEAVER – Instructional Assistant, Birch Lake Elementary
\$18.33/hr., 32.50 hrs. per week, \$16,561.15
Effective Date: 11/01/2018

NEW PERSONNEL – CABINET

MATTHEW MONS – Director of Human Resources and General Counsel, District Center
\$79,707.11 and \$7,442.30 (Pro-Rated on annual salary of \$160,650.00 & \$15,000.00)
Effective Date: 01/01/2019

NEW PERSONNEL – NON-AFFILIATED

JOHN FICCADENTI – Campus Security, WBLAHS – South Campus
\$16.32 per hr., 27.5 hrs. per week, \$15,997.28
Effective Date: 09/04/2018

NIRVANA YANG – Cultural Liaison, District Wide
\$39,317.18 (Pro-rated on \$52,500.00)
Effective Date: 10/23/2018

NEW CERTIFIED – CERTIFIED STAFF

CHERYL EK – .5 FTE Special Education Teacher, Willow Elementary
Ma+15, Step 13, \$29,557.22
Effective Date: 11/05/2018

LONG TERM SUBSTITUTE – CERTIFIED STAFF

RYAN PUNCOCHAR – 1.0 FTE Social Studies Teacher, Sunrise Park Middle School
BA, Step 6, \$14,792.69
Effective Date: 10/01/2018 through 12/21/2018

B. PUBLIC FORUM

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

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

C. INFORMATION ITEMS

AGENDA ITEM: **White Bear Center for the Arts Presenting on The Book
What Do You See?**

MEETING DATE: **November 12, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

White Bear Center for the Arts Board members, Bon Sommerville and Kim Ford, will be presenting copies of the book **What Do You See?** that was made from student work that photographer Wing Young Huie did with over 1500 students at North and South Campus in Spring of 2017.

Students employed an array of artistic mediums such as: photography, essays, poems, ceramics, videos, drawings, and writings on chalkboards to reveal the complex realities of their fellow students. They focused especially on students they did not know. The goals were to get the students out of their personal, cultural and technological bubbles and interact with the world around them. We are thrilled to have a selection of their works featured in this book.

They will also briefly share the exciting Teen Youth Activities the White Bear Center for the Arts for area Youth are hosting.

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **November 12, 2018**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

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

D. DISCUSSION ITEMS

AGENDA ITEM: **2019-20 School Year Calendar**

MEETING DATE: **November 12, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

Each year, district leadership works with the School Board to discuss instructional needs that can be addressed through calendar decisions. Tonight Sara Paul will share the 2019-20 calendar which will be brought to the School Board for official approval at the December 10 School Board meeting.

WB 624 2019-20 CALENDAR

White Bear Lake Area Schools

August 19-20New Teacher Orientation
 August 26.....Convocation
 August 27-29Teacher Work and Staff Development

September 2No School - Labor Day
 September 3First Day of School (Grades 6-12+)
 September 4.....First Day of School (Grades 1-5)
 September 4Kindergarten Orientation
 September 5First Day of School (K & K+)
 September 9First Day Early Childhood Programs

October 7Non Student Day*
 October 17-18.....No School - Education Minnesota Conference

November 7End of First Quarter
 November 8Non Student Day*
 November 14Parent Teacher Conferences PM
 November 18Non-Student Day (PreK-5)*
 November 18School Day for Grade 6-12+
 November 18Parent Teacher Conferences PM (PreK-5)
 November 19Parent Teacher Conferences PM (6-12+)
 November 27Non Student Day*
 November 28-29.....No School - Thanksgiving Break

December 23-31No School - Winter Break

January 1-3.....No School - Winter Break
 January 6.....School Resumes
 January 20.....No School - MLK, Jr. Day
 January 24.....End of Second Quarter
 End of First Semester
 January 27.....Non-Student Day (K-12+)*

February 14Non-Student Day*
 February 17No School -Presidents' Day
 February 18Parent Conferences PM (PreK-5)
 February 20Parent Conferences PM (PreK-5)
 February 27Parent Conferences PM (6-12+)

March 3.....Parent Conferences PM (6-12+)
 March 9-13.....No School - Spring Break

April 3.....End of Third Quarter
 April 10.....Non Student Day*

May 25.....No School - Memorial Day

June 5.....Last Day of School
 WBLAHS Graduation

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

JULY						
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JANUARY						
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FEBRUARY						
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NOVEMBER						
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DECEMBER						
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JUNE						
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28	29	30				

 First/Last Day of School	 No School for Students	 Parent/Teacher Conference/Communication
 End of Quarter/Semester	 District Center Closed	 6-12 School Day & PreK-5 Non-school day

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

MEETING DATE: **November 12, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

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

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, and is being recommended for a first reading.

This policy has changes to sections I Purpose, II General Statement of Policy, III Definitions, IV Exceptions, V Procedures, and Legal References.

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:

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

Adopted: April 29, 1996
Revised: August 27, 2001
Revised: January 10, 2005
Revised: November 8, 2007
Revised: May 12, 2014

White Bear Lake Area School District 624
Policy 418

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. ~~It shall be a~~ A violation of this policy ~~for~~ occurs when any student, teacher, administrator, other school district personnel, or member of the public ~~to~~ uses or possesses alcohol, toxic substances, ~~or~~ 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.
- Ð-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.
- È-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.
- ƒ-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. ~~It shall not be~~ A violation of this policy **does not occur when** for a person to bring 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 ~~school district~~ **this** policy.
- B. ~~It shall not be a~~ A violation of this policy **does not occur when** for a person to possess 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.
- ~~F. 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 (Liquor **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 421, Gifts to Employees and School Board Members**

MEETING DATE: **November 12, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy 421, Gifts to Employees and School Board Members, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October and sent back to Policy Committee. It was discussed that the words schools/classrooms be removed. It is back for a first reading.

This policy has changes to sections I Purpose and II General Statement of Policy, Section A. As discussed at the October 8 Board meeting, the words schools/classrooms have been removed for General Statement of Policy in section A and title.

The purpose of this policy is to avoid an actual or perceived impropriety, and an actual or perceived conflict of interest with respect to gifts given to school district employees, to schools, and School Board members.

Recommended Action:

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

Adopted: April 29, 1996

White Bear Lake Area School District #624 Policy 421

Revised: May 13, 2013

Revised: March 2, 2015

421 GIFTS TO EMPLOYEES, ~~CLASSROOMS~~ AND SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to avoid an actual or **perceived** ~~the appearance of an~~ impropriety, and an actual or **perceived** ~~appearance of a~~ conflict of interest with respect to gifts given to school district employees, to schools, classrooms, and School Board members.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students, parents/guardians, and others may show appreciation to school district employees or School Board members. ~~and/or to a particular school or classroom.~~ The policy of the school district, however, is to discourage gift-giving to employees, ~~schools/classrooms~~ and School Board members, and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude. Any gifts accepted of more than nominal value, shall become property of the District.
- B. A violation of this policy occurs when an employee solicits, accepts, or receives either by direct or indirect means, a gift of greater than nominal value from a student, parent/guardian, or other individual or organization.
- C. A violation of this policy occurs when any employee solicits, accepts or receives gifts or donations, of greater than nominal value, to fund school or classroom items, by any means, including the use of a website, without prior approval of the building principal and/or in a manner that is otherwise out of compliance with Policy 706: Acceptance of Gifts.
- D. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of ~~nominal value or less or of a promotional or public relations nature.~~ **insignificant value of a promotional or public relations nature or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment. The superintendent has discretion to determine what value is “insignificant.”**
- E. Teachers may accept from publishers free samples of textbooks and other related teaching materials.
- F. This policy applies only to gifts given to employees where the donor’s relationship with the employee arises out of the employee’s employment with the school district. It does not apply to gifts given to employees by personal friends,

family members, other employees, or others unconnected to the employee's employment with the school district.

- G. An elected or appointed member of a **the** School Board, a **the** school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift **of greater than nominal value** from an interested person.

III. DEFINITIONS

- A. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given without something of equal or greater value being received in return.
- B. "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a School Board member, superintendent, school principal and building administrator, or a district cabinet member is authorized to make.
- C. "Nominal value" means a value of \$5 or less.

IV. PROCEDURES

Any employee or School Board member considering the acceptance of a gift, individually or for any component of the district, shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, termination and/or discharge. School Board members who violate the provisions of this policy may be subject to discipline in accordance with applicable statute and school district policy.

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)
Minn. Stat. § 10A.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: WBLASB Policy 209 (Code of Ethics)
WBLASB Policy 210 (Conflict of Interest – School Board Members)
WBLASB Policy 306 (Administrator Code of Ethics)

AGENDA ITEM: **Policy 427, Workload Limits for Certain Special Education Teachers**

MEETING DATE: **November 12, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy 427, Workload Limits for Certain Special Education Teachers, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

This policy has a minor change in II Definitions.

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

Recommended Action:

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

Adopted: October 12, 2015
Revised: _____

White Bear Lake Area School Board Policy 427

427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. Direct Services

“Direct services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

B. Indirect Services

“Indirect services” means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

C. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a teacher ~~service provider~~ employed by the school district who is licensed under the rules of the Minnesota Board of Teaching Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employers Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of “Direct Services,” “Indirect Services,” “Teacher,” and “Workload”)
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

Cross References: WBLASB Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
WBLASB Policy 608 (Instructional Services – Special Education)

AGENDA ITEM: **Policy 510, School Activities**
MEETING DATE: **November 12, 2018**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for
Finance and Operations**

Background:

School Board Policy 510, School Activities, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

This policy has changes in II General Statement of Policy, III Responsibility, and Legal References.

The purpose of this policy is to impart to students, employees and community the school district's policy related to the student activity program. This policy does not address field trips (refer to Policy 610, Student Field Trips, Fees, and Fines).

Recommended Action:

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

Adopted: August 12, 1996
Revised: June 11, 2001
Revised: June 8, 2015

White Bear Lake Area
School Board Policy 510

510 SCHOOL ACTIVITIES

I. PURPOSE

The purpose of this policy is to impart to students, employees and community the school district's policy related to the student activity program. This policy does not address field trips (refer to Policy 610, Student Field Trips, Fees, and Fines).

II. GENERAL STATEMENT OF POLICY

~~The District values a comprehensive education for its students. School activities provide opportunities for students to pursue special interests that contribute to their physical, mental and emotional well being.~~

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development. School activities, referred to as extra Co-Curricular Activities by the Minnesota State High School League, include:

1. Competitive athletic activities.
2. Competitive enrichment activities.
3. Non-competitive athletic activities.
4. Non-competitive enrichment activities.

III. RESPONSIBILITY

- A. The School Board expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The School Board expects all spectators at school-sponsored activities, including students, parent(s)/guardian(s), employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parent(s)/guardian(s) and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal or unsportsmanlike behavior at these activities or events.
- C. ~~It shall be the responsibility of~~ The superintendent or designee shall be responsible for disseminating information needed to inform students, parent(s)/guardian(s), staff and community about of the opportunities available within the school activity program and the rules of participation.

D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the League rules. ~~It shall be the responsibility of~~ Those employees who conduct MSHSL activities shall be responsible for ~~to~~ familiarizing students and parent(s)/guardian(s) with all applicable rules, penalties, and opportunities.

E. The superintendent or designee shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the School Board.

IV. STUDENT ACTIVITY FEES

Activity fees will be established in a manner as provided by law. Fees will be reviewed and set annually by the administration and reviewed by the School Board. Refer to Addendum 510.1 for activity fees, terms and conditions.

The School Board believes in the benefits derived from participation in district-sponsored activities and supports involvement by all students. Activity fees shall be waived for students whose families qualify for free or reduced priced lunch. The administration shall establish procedures that ensure proper implementation of this policy provision.

Legal References: ~~Minn. Stat. §123B.34 through 123B.38 (Minnesota Public School Fee Law)~~

Minn. Stat. §123B.49 (Co-curricular and Extracurricular Activities Insurance)

Cross References: WBLASB Policy 503 (Student Attendance)
WBLASB Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 5, Various Educational Programs

AGENDA ITEM: **Policy 712, Video Surveillance Other Than on Buses**

MEETING DATE: **November 12, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy 712, Video Surveillance Other Than on Buses, has been reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

This policy has a minor change to II General Statement of Policy in B-2.

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The School Board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

Recommended Action:

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

Adopted: December 9, 1996
Revised: September 8, 1997
Revised: March 7, 2011
Revised: June 11, 2012

*White Bear Lake Area
School Board Policy 712*

712 VIDEO SURVEILLANCE OTHER THAN ON BUSES

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The School Board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. School district buildings and grounds may be equipped with video cameras. ~~or with a fully enclosed box for placement and operation of a video camera.~~
2. Video surveillance may occur in any school district building or on any school district property.
3. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

B. Use of Video Recording

1. Video recording will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students may be used by the school district as evidence in any disciplinary action brought against any student **or employee.**

3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and the rules and/or regulations promulgated thereunder.
4. A video recording will be retained by the school until relooped or until the conclusion of the disciplinary proceedings in which the video recording is used for evidence.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.
2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross Reference: WBLASB Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 515 (Protection and Privacy of Student Records)
WBLASB Policy 709 (Student Transportation Safety Policy)
WBLASB Policy 711 (Video Recording on School Buses)
MSBA Service Manual, Chapter 2, Transportation

AGENDA ITEM: **Policy 720, Vending Machines**
MEETING DATE: **November 12, 2018**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for
Finance and Operations**

Background:

School Board Policy 720, Vending Machines, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

This policy has changes to IV Supervision, Approval, Location, and V. Contract Approval

The purpose of this policy is to establish procedures to govern vending machines installed in school facilities in the school district.

Recommended Action:

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

720 VENDING MACHINES

1. PURPOSE

The purpose of this policy is to establish procedures to govern vending machines installed in school facilities in the school district.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to contract for, supervise, maintain and account for the proceeds from vending machines located in school facilities in a manner that is fair, that maximizes the revenues from those machines, that allows those revenues to be included in the budget of the facility in which they are generated, and that establishes controls to avoid fraud, theft or the appearance of impropriety.

III. AUTHORIZATION

Automatic vending machines for the dispensing of food, beverages or other approved items are authorized in any school facility in the school district provided that all contracts for such vending machines must be approved by the superintendent or School Board as required by ~~provided in this policy~~ Minn. Stat. § 123B.52.

IV. SUPERVISION, APPROVAL, LOCATION

- A. All vending machines shall be under the supervision of the school principal or other person in charge of the ~~facility~~ **location** in which the machine is located. That administrator shall be responsible to supervise the machine in compliance with this policy and any applicable laws.
- B. The items to be dispensed from a vending machine located in a school facility shall be approved by the principal or other person in charge ~~of that facility~~. All food, beverages or other items approved shall be appropriate to the school setting. Machines dispensing cigarettes or tobacco products are not authorized under any circumstances. In the event a written complaint is filed with the superintendent regarding the approval or disapproval of any item, the School Board, after proper review, shall make the final determination.
- C. Vending machines may be approved that will dispense items only during certain hours, through the use of timers or otherwise. Vending machines should not be operated in competition with the school cafeteria or food service. ~~The principal or other person in charge of the school facility~~ **machine supervisor (as designated above)** may regulate the hours of operation of any machine.

- D. Vending machines shall be located to meet any applicable building, fire or life/safety codes and to provide convenience of operation, accessibility and ease of maintenance. The principal or other person in charge of the facility shall review the location of each machine with appropriate maintenance and food service staff.

V. CONTRACT APPROVAL

- A. All contracts for the purchase or rental of vending machines shall be considered by the School Board **superintendent** on a district-wide basis.
- ~~B. If it is estimated that the aggregate receipts from all vending machines located in a school facility will be \$10,000 or more in a fiscal year, the contract for any vending machine in that facility must be awarded after the receipt of sealed bids and compliance with the Minn. Stat. § 123B.52.~~
- ~~C. If it is estimated that the aggregate receipts from all vending machines located in a school facility will be less than \$10,000 in a fiscal year, the contract for any vending machine in that facility may be awarded after the receipt of two or more quotations after taking into consideration conformity with the specifications, terms of delivery, other conditions imposed in the call for quotations, and compliance with Minn. Stat. § 123B.52.~~
- ~~D.B.~~ The contracting process shall be conducted in compliance with the Minn. Stat. § 123B.52. A copy of this policy shall be included in any specifications or request for proposals or quotations. A record shall be kept of all bids or quotations received with the names, amounts, and successful bidder indicated. All bids and quotations shall be kept on file as a public record for a period of at least one year after their receipt.
- ~~E.C.~~ Any bids or quotation must specify all commissions to be paid from the machine and any other non-commission amounts to be paid as a result of the award of the contract. The non-commission amounts include, but are not limited to, cash payments, in-kind payments, equipment donations, scholarship contributions, bonus payments, or other payments or contributions of any kind or nature. The non-commission amounts shall be reduced to a cash equivalency and shall be specified on the bid or quotation as an additional amount to be paid for the award of the contract.
- ~~F. D.~~ If a contract contains a provision allowing exclusivity, such as all machines in the building carrying only a certain manufacturer's brand of **pop beverage**, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure that it does not conflict with other contracts of the school district.

- G.E. All contracts for vending machines must be approved by the School Board. Any contract not made in compliance with this policy shall be void. Any district employee signing an unauthorized contract may be subject to personal liability thereon and may be disciplined for said action.
- H. F. All vending machines are to be installed at the expense of the facility in which located. All financial responsibility for the maintenance and repair of machines shall remain with the individual facility in which located to the extent not addressed in the contract.
- I. G. No teacher, administrator, school district employee or School Board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially therefrom.

VI. ACCOUNTING

- A. Proceeds from vending machine sales and contracts shall be under the control of the School Board, shall be accounted for in one of the regular school district funds, and must be accounted for and reported in compliance with UFARS.
- B. An amount equal to the amount of the proceeds from the machines in each facility shall be included in the budget of the facility in which the proceeds are generated. That amount may be expended in accordance with established expenditure procedures.
- C. Pursuant to the vending machine contract or otherwise, proper auditing and inventory control procedures shall be established to ensure that commissions are being correctly calculated and paid. District-wide periodic reviews shall be conducted with the vending company.

Legal References: Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.20 (Dealing in Supplies)
Minn. Stat. § 471.345 (Contracts)
Minn. Stat. § 471.87 (Conflict of Interest)

Cross References: WBLASB Policy 210 (Conflict of Interest--School Board Members)
WBLASB Policy 702 (Accounting)

AGENDA ITEM: **Policy 903, Visitors to School District Property and Facilities**

MEETING DATE: **November 12, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy 903, Visitors to School District Property and Facilities, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

Added to this policy is a new section III. Post-Secondary Enrollment Options Students. The number system throughout the policy changed and a few minor changes in V. Procedures, VI. Rules of Conduct for Visitors, VII. Grounds for Denying a Request to Visit, and Legal References.

There were no changes in 903 Addendum A, but we did have minor changes to 903 Procedures.

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

Recommended Action:

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

Adopted: April 28, 1997
Revised: December 10, 2001
Revised: August 25, 2003
Revised: April 9, 2012
Revised: June 10, 2017

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

903 VISITORS TO SCHOOL DISTRICT PROPERTY AND FACILITIES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.

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

III. IV DEFINITIONS

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

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

IV.V. PROCEDURES

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

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

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

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

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

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

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

1. Notify the offending visitor that his or her conduct is inappropriate.
2. Notify the offending visitor that if the conduct does not cease immediately, the visitor will be required to leave the building.

3. Notify the offending visitor that he or she is required to immediately leave the building.
4. Contact law enforcement.
5. Document the incident.
6. Take other action that the central administrator, building principal, assistant principal, or designee reasonably deems to be prudent or necessary in order to: (a) protect the safety of students, staff, or school property; (b) maintain an environment that is conducive to learning and working; and (c) maintain an environment that is free from all forms of abusive and disruptive conduct.
7. Any step or steps of this procedure may be skipped or addressed at a later time if the central administrator, building principal, assistant principal, or designee determines, in the exercise of his or her professional judgment, that immediate removal of the offending visitor is in the best interests of the students or the staff.

V.VI. RULES OF CONDUCT FOR VISITORS

- A. **Required Conduct.** All visitors must demonstrate respect and civility when interacting with other individuals during a visit. In addition, all visitors must immediately comply with any and all lawful directives given by a District employee, including a directive to leave the building.
- B. **Prohibited Conduct.** Visitors must not do any of the following during a visit:
 1. Violate any law;
 2. Violate any District or school policy, regulation, rule, or procedure;
 3. Make any threat or engage in any threatening or intimidating behavior;
 4. Engage in any conduct that is designed to intimidate another person or that could reasonably be perceived as being designed to intimidate another person;
 5. Demonstrate hostility toward another person;
 6. Engage in conduct that is objectively rude;
 7. Use any obscene or foul language;
 8. Make or participate in making any personal attacks against another person;
 9. Make or participate in making any objectively disrespectful, demeaning, disparaging, or insulting comments or statements about or to another person;
 10. Make unwelcome physical contact with any person other than their own child, unless the physical contact is part of the normal greeting process, such as a handshake, or is reasonably necessary to prevent imminent harm to another person or serious harm to property;
 11. Photograph, film, or otherwise create an audio or video record of any students, employees, or volunteers of the District, unless the visitor is on District property or in a limited part of a District facility to attend an event or activity that is open to the public, such as a School Board meeting or an athletic contest;
 12. Enter onto school property ~~will~~ **while** impaired from the use of alcohol or any other chemical;

13. Create or participate in creating a disruption to the learning or working environment. Examples of disruptive behavior include, but are not limited to, using a raised voice with shouting or yelling; swearing; talking with a teacher, classroom aide, or a student while observing in a classroom; using or allowing an ~~cellular~~ **electronic** device to make noise in the classroom; and engaging in other conduct that interrupts a lesson while observing in a classroom.

VI. **VII Grounds for Denying a Request to Visit**

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

1. The parent has refused or failed to comply with any part of this policy;
2. The parent violated any rule or procedure of this policy while visiting a District facility on a prior occasion during the school year;
3. The requested date or time for the visit is educationally inappropriate or inconvenient;
4. The parent has created a disruption during a prior visit and is likely to create a disruption if permitted to visit again;
5. The parent's presence in the District facility is not in the best interests of student or staff;
6. The parent presents a risk of harm to **other persons, including but not limited to a students, to a staff members, other parents or community members,** or to District property;
7. The parent's parental rights have been terminated or the parent does not have physical or legal custody or visitation rights during the school day or the period of time when the parent wants to visit the District facility; or
8. The parent's actions or words suggest that the parent is impaired from using alcohol or another chemical.

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

1. Any of the reasons for denying a visit in Section V(A) of this policy have been met;
2. The parent has failed or refused to schedule the classroom observation in advance;
3. The parent observed in the classroom on a prior occasion during the school year and created a disruption;
4. The requested date or time for the observation is educationally inappropriate or inconvenient, such as when a test is being administered, when a substitute

teacher or guest speaker is present, or when students are attending an assembly or going on a field trip;

5. The parent has already observed the child in the classroom on two occasions during the school year;
6. The parent's presence in the classroom is not in the best interests of the other persons, including but not limited to students, other children, or staff members, other parents or community members.

- C. Classroom Observations by an Independent Examiner.** If the parent of a special education student requests an independent educational evaluation (IEE) or hires an independent examiner to evaluate a child, and the parent requests that the independent examiner be permitted to observe the child in the classroom, the District will allow the independent examiner to visit and observe the student in the classroom to the extent permitted by law, provided that the independent examiner complies with all provisions of this policy and does not create a disruption. The District may assign a staff member to accompany an independent examiner during all observations. An independent examiner may not interview any students at school or any District employees without prior written permission from the District. A District representative will be present during any interviews.
- D. Parent's Right to Appeal.** If a parent believes that a request to visit a District facility has been improperly denied, the parent may submit a written appeal to the Superintendent. The decision of the Superintendent, or a designee of the Superintendent, is final.
- E. Visits by Third Parties.** A central administrator, a building principal, an assistant principal, or a designee may, as he or she sees fit, deny a visitor's request to visit any part of a District facility if the visitor is not a parent of a child who attends school in the facility.

~~VII.~~ VIII. PARKING

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

~~VIII.~~ VIV. PENALTIES

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

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

Cross References:

Adopted: November 19, 1973
Revised: October 24, 1994
October 9, 1995
June 10, 2017

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

Administrative Guidelines for Visitors to School Buildings and Sites

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

I. VISITOR ACCOMMODATIONS AND LIMITATIONS

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

II. EXPECTATIONS OF VISITOR CONDUCT

- A. Certain conduct including but not limited to those listed below, occurring in person or via email, text, voice message, or other are unacceptable and will not be tolerated.
 - a. Inappropriately raised voices, shouting or yelling;
 - b. Obscene or foul language;
 - c. Insulting a staff member's intelligence, judgment or professionalism;
 - d. Threats, intimations or suggestions of violence or other intimidating types of behavior; and
 - e. Unpermitted and unwelcome touching of any nature, regardless of the degree of force used.

- B. In the event that any such conduct occurs, the following steps may be taken:
- a. The visitor will be informed that the conduct violates district policy and a copy of this policy will be given to the visitor.
 - b. The visitor will be told that if the behavior continues, the discussion will be terminated.
 - c. The visitor will be told that a memorandum of the incident will be prepared and maintained in the district's files.
 - d. The incident will promptly be reported to the building administration and the superintendent.
 - e. The building principal will write a letter to the visitor that includes a summary of the incident and, if deemed appropriate, specific restrictions on future visits.
 - f. If deemed appropriate, an administrator or principal will advise the visitor(s) that he/she/they are prohibited from school property for a period of up to six months from the date of notice and that violation of the directive will result in a report to the police pursuant to state statute. In addition, the person may be issued a trespass notice.
- C. In the event that the visitor is prohibited from coming onto school property, arrangements will be made to conduct statutorily required meetings, such as IEP team meetings, at either another district facility or at a public meeting place.

III. STAFF EXPECTATIONS

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

IV. COMMUNICATIONS

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

POLICY 903: INDEPENDENT DISTRICT 624 VISITOR PROCEDURES

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

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

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

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

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

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

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

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

Thank you for being our partners in this important effort.

E. OPERATIONAL ITEMS

AGENDA ITEM: **Action on Contract for Health Insurance Administrative Services**

MEETING DATE: **November 12, 2018**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for Finance & Operations**
Thomas Wiczorek, Director of Finance

BACKGROUND:

When the District converted from a fully-insured health and hospitalization benefit plan on January 1, 2015 it contracted with HealthPartners to provide administrative services for our health insurance plans.

In compliance with state statute the District conducted a request for proposals (RFP) for the 2019 calendar year. The results of the RFP are included.

RECOMMENDED ACTION

Approve the proposal for administrative services of our self-insured health and hospitalization plans to Preferred One for the 2019 calendar year.

January 2019

"HITA" BID RESULTS

School Board Work-Study



Prepared for:

White Bear Lake Schools



14852 Scenic Heights
Road
Eden Prairie, MN 55344



800.627.3660



info@NISBenefits.com
www.NISBenefits.com

October 2018

SELECTION CRITERIA

- Plan Adherence
 - Can a respondent administer the same or similar plan offering
- Network
 - Can a respondent provide a network with little or no disruption for the employees
 - National network offering for those traveling and/or dependents living out of the state
 - Provider discounts similar or equal to what is currently being experienced
- Risk
 - Is the respondent providing a risk proposal that is competitive and in line with listed provider discounts
 - How much risk is in the plan with a standard renewal calculation
- Customer Service
 - Can a respondent provide adequate customer service to the membership
 - Can a respondent provide adequate customer to the employer
 - Does the respondent provide electronic access for services

HEALTHPARTNERS RATES VS. PREFERREDONE RATES

HealthPartners Rates 2019		PreferredOne Rates 2019	
Administrative Fees	Proposed	Administrative Fees	Proposed
Employee	\$70.05	Employee	\$51.35
Family	\$70.05	Family	\$51.35
Stoploss Fees		Stoploss Fees	
Employee	\$12.25	Employee	\$15.67
Family	\$32.20	Family	\$37.44
Total Fees (current enrollment)		Total Fees (current enrollment)	
\$1,054,357.80		\$894,862.68	
Minimum Claims		Minimum Claims	
Expected	\$13.25M	Expected	\$12.17M
Maximum Claims		Maximum Claims	
Corridor Max	\$15.9M	Corridor Max	\$14.3M

Notable Comparisons

- HealthPartners claim rates are considerably higher than PreferredOne
- HealthPartners admin fees are higher than PreferredOne
- Admin fees include taxes, fiduciary and ACA related costs

RECOMMENDATION

The PreferredOne proposal is the most competitive proposal. PreferredOne can administer the in-force plans with little disruption to the provider network. The PreferredOne proposal has the lowest administrative fees with the most aggressive risk mitigation to the plan. The PreferredOne proposal is a response of a carrier that has built a risk profile based on their provider contracts that limits the risk of the plan.

- The Insurance Committee voted to accept the PreferredOne Proposal
 - Insurance Committee recommended a 2% increase in current rates
 - Rate increase was initially recommended by an employee member of the committee
- The plan could stay with HealthPartners, with the current rate position, and be subject to \$1.6M more in risk over the first year
 - The maximum liability with PreferredOne is an estimated \$15.4M
 - The maximum liability with HealthPartners is an estimated \$16.9M
 - Both proposals have 2 year rate guarantees and caps in place, the increase risk over two years would be an est. \$3.9M

The PreferredOne proposal is the most competitive proposal.

Renewal Display



White Bear Lake Schools 2019 Renewal \$500k With PreferredOne Costs		
	period 1	period 2
Claims	\$13,055,318.46	\$12,162,781.18
Claims above stoploss	\$ -	\$ -
Claims w/stoploss	\$13,055,318.46	\$12,162,781.18
Trend	5.30%	9.75%
Trended claims	\$13,747,250.34	\$13,348,652.35
Rebates	\$201,630.39	\$266,676.00
Renewal claims	\$13,545,619.95	\$13,081,976.35
Member months	28485	28069
PMPM	\$475.54	\$466.06
Weight	70%	30%
Weighted claims	\$332.87	\$139.82
Manual Factor	\$346.19	\$145.41
Cumulative total		\$472.69
Current members		2,358
Experience projection PMPM		\$1,114,612.72
Experience Projection Annually (EPA)		\$13,375,352.58
Manual Factor/ EPA		1.040 Adjusted to Age Risk
Fixed Charges		\$31.63
Annual Fixed Charges		\$894,862.68 6%
Fixed Charges from Formula		\$1,877,899.50 14%
Projected Annual Claims	\$13,910,366.69	Est. Claim Risk \$93,491.88
Current Income		\$14,914,320.00
Total Calculated Need		\$14,805,229.37 -0.7%

AGENDA ITEM: **Action on Health Insurance Rates Effective January 1, 2019**

MEETING DATE: **November 12, 2018**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for Finance & Operations**
Thomas Wieczorek, Director of Finance

BACKGROUND:

The District converted from a fully insured health benefit plan to a self-insured health benefit plan as of January 1, 2015. Prior to this date, District administration and its insurance agent (National Insurance Services) would negotiate with the District's insurance provider to establish renewal rates. Now, as a self-insured group, the School Board considers and ultimately takes action on a recommendation that is made by District administration in consultation with the District's insurance agent and the District's Insurance Advisory Committee (IAC) to establish renewal rates.

The District's IAC, which includes representatives from each employee bargaining unit and serves in an advisory capacity to the administration and School Board, regularly reviews the District's aggregate claims data. After considerable discussion, the IAC fully supported a recommendation to increase insurance rates by an aggregate amount of 2% effective January 1, 2019. Additionally, at its work-study session on October 22, 2018, the School Board reviewed data that support the recommendation and had the opportunity to discuss this topic in depth with the District's insurance representative.

Additionally, the IAC approved an additional HRA compatible plan providing a lower premium with a \$4000/\$8000 deductible and a narrower network.

The recommended monthly premium structure effective January 1, 2019 is as follows:

Plan	Single	Family
\$25 Copay	\$814.98	\$2,120.58
\$2000/\$4000 HRA	\$685.44	\$1,781.94
\$4000/\$8000 HRA	\$625.00	\$1,550.00

RECOMMENDED ACTION

Move to approve the District's health insurance premium rates effective January 1, 2019 as presented.

Insurance Benefit Rates Effective 1/1/2019
(Preliminary - Pending TA, Ratification or School Board Adoption)

White Bear Lake Schools ISD 2019 Medical Plan Comparison						
Preferred One Medical Plan Highlights						
Partial listing of covered services	Co-pay Plan		HRA Plan		HDHP - \$4000 / \$8,000 Deductible	
	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
	No HRA		\$1,500/\$3,000 HRA		\$1,500/\$3,000 HRA	
Network Presentation	Open Access 200 network, also listed as OA200.		Open Access 200 network, also listed as OA200.		Fairview/Healtheast Clinics Only	All Other Clinic Systems
Deductible and Out-of-Pocket						
Lifetime Maximum	Unlimited		Unlimited			
Calendar Plan year deductible	none	\$300 per person \$900 per family	\$2,000 per person \$4,000 per family	\$4,000 per person \$8,000 per family	\$4,000 per person \$8,000 per family	\$6,000 per person \$12,000 per family
Calendar Plan year medical out-of-pocket maximum	\$1,000 per person \$2,000 per family	\$2,500 per person \$5,000 per family	\$2,000 per person \$4,000 per family	\$8,000 per person \$16,000 per family	\$4,000 per person \$8,000 per family	\$10,000 per person \$20,000 per family
Add'l Prescription out-of-pocket	Included	Included	Included	Included	Included	Included
Preventive Healthcare						
Routine physical and eye examinations	you pay nothing	you pay 20% after deductible	you pay nothing	you pay 40% after deductible	you pay nothing after deductible	you pay 40% after deductible
Well Child to 6, child immunizations and Prenatal						
Postnatal, family planning & cancer screenings						
Office Visits						
Illness or injury	you pay \$25 per visit	you pay 20% after deductible	you pay nothing after deductible	you pay 40% after deductible	you pay nothing after deductible	you pay 40% after deductible
Physical, occupational therapy, speech therapy and allergy injections						
Chiropractic care						
Mental / Chemical health care						
Retail Clinic	You pay \$10 per visit					
Emergency Care						
Care at an urgent care clinic or medical center	you pay \$25 per visit	same is in-network benefit	you pay nothing after deductible	same is in-network benefit	you pay nothing after deductible	same is in-network benefit
Emergency care at a hospital ER & Ambulance	you pay \$75 per visit		you pay nothing after deductible		you pay nothing after deductible	
Inpatient Hospital Care						
Illness or injury	you pay \$100 per visit	you pay 20% after deductible	you pay nothing after deductible	you pay 40% after deductible	you pay nothing after deductible	you pay 40% after deductible
Mental / Chemical health care						
Outpatient Care						
Scheduled outpatient procedures	You pay 10% of the first \$1,000	you pay 20% after deductible	you pay nothing after deductible	you pay 40% after deductible	you pay nothing after deductible	you pay 40% after deductible
MRI/CT	You pay 10%					
Durable Medical Equipment (DME)						
DME & prosthetic devices	you pay 20%	you pay 20% after deductible	you pay nothing after deductible	you pay 40% after deductible	you pay nothing after deductible	you pay 40% after deductible
Pharmacy Highlights					Prescriptions full cost until deductible is met	
Partial listing of covered services	Retail Pharmacy (up to a 30-day supply)		Retail Pharmacy (up to a 30 day supply or 3-			
Generic preferred	you pay \$12 copay	you pay 20% after deductible	you pay \$12 copay	you pay 40% after deductible	you pay nothing after deductible	you pay 40% after deductible
Brand preferred	you pay \$25 copay		you pay \$25 copay			
Non-preferred	you pay \$50 copay		you pay \$50 copay			
	Mail Order Pharmacy (up to a 90-day		Mail Order Pharmacy (up to a 90-day			
Generic preferred	you pay \$24 copay	you pay 20% after deductible	you pay \$24 copay	you pay 40% after deductible	you pay nothing after deductible	you pay 40% after deductible
Brand preferred	you pay \$50 copay		you pay \$50 copay			
Non-preferred	you pay \$100 copay		you pay \$100 copay			

Insurance Benefit Rates Effective 1/1/2019

(Preliminary - Pending TA, Ratification or School Board Adoption)

See applicable chart for cost layout:

NEW PLAN

FAMILY RATES	2018	2019	2018	2019	2019
ACA/Administrator/Cabinet/Non-Affiliated/Principal/Transportation with FAMILY	Co-Pay Plan	Co-Pay Plan	HRA Plan	HRA Plan	QHDHP
Total Premium Per Month	\$ 2,079.00	\$ 2,120.58	\$ 1,747.00	\$ 1,781.94	\$ 1,550.00
Employer Premium Per Month	\$ 1,241.07	\$ 1,272.10	\$ 1,170.75	\$ 1,200.02	\$ 1,200.02
Employee Premium Per Month	\$ 837.93	\$ 848.48	\$ 576.25	\$ 581.92	\$ 349.98
Employee Annual Premium	\$ 10,055.12	\$ 10,181.76	\$ 6,915.03	\$ 6,983.08	\$ 4,199.78
Per Check Premium (24 deductions)	\$ 418.96	\$ 424.24	\$ 288.13	\$ 290.96	\$ 174.99
Out of Pocket Max (In Network)	\$ 2,000	\$ 2,000	\$ 4,000	\$ 4,000	\$ 8,000
HRA From District	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
Minimum Cost/Year (premiums - HRA)*	\$ 10,055.12	\$ 10,181.76	\$ 3,915.03	\$ 3,983.08	\$ 1,199.78
In Network Maximum Cost/Year (prems.+ out of pocket+-HRA)	\$ 12,055.12	\$ 12,181.76	\$ 7,915.03	\$ 7,983.08	\$ 9,199.78
	2018	2019	2018	2019	2019
Clerical/Custodial/Exd. Day/Nutrition Services/Para with FAMILY	Co-Pay Plan	Co-Pay Plan	HRA Plan	HRA Plan	QHDHP
Total Premium Per Month	\$ 2,079.00	\$ 2,120.58	\$ 1,747.00	\$ 1,781.94	\$ 1,550.00
Employer Premium Per Month	\$ 1,264.71	\$ 1,315.30	\$ 1,193.05	\$ 1,240.77	\$ 1,240.77
Employee Premium Per Month	\$ 814.29	\$ 805.28	\$ 553.95	\$ 541.17	\$ 309.23
Employee Annual Premium	\$ 9,771.45	\$ 9,663.35	\$ 6,647.43	\$ 6,494.05	\$ 3,710.74
Per Check Premium (19 deductions)	\$ 514.29	\$ 508.60	\$ 349.86	\$ 341.79	\$ 195.30
Clerical (20) Checks	\$ 488.57	\$ 483.17	\$ 332.37	\$ 324.70	\$ 185.54
Clerical (22) Checks	\$ 444.16	\$ 439.24	\$ 302.16	\$ 295.18	\$ 168.67
Per Check Premium (24) Checks	\$ 407.14	\$ 402.64	\$ 276.98	\$ 270.59	\$ 154.61
Out of Pocket Max (In Network)	\$ 2,000	\$ 2,000	\$ 4,000	\$ 4,000	\$ 8,000
HRA From District	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
Minimum Cost/Year (premiums - HRA)*	\$ 9,771.45	\$ 9,663.35	\$ 3,647.43	\$ 3,494.05	\$ 710.74
In Network Maximum Cost/Year (prems.+ out of pocket+-HRA)	\$ 11,771.45	\$ 11,663.35	\$ 7,647.43	\$ 7,494.05	\$ 8,710.74
	2018	2019	2018	2019	2019
Confidential/Coordinator with FAMILY	Co-Pay Plan	Co-Pay Plan	HRA Plan	HRA Plan	QHDHP
Total Premium Per Month	\$ 2,079.00	\$ 2,120.58	\$ 1,747.00	\$ 1,781.94	\$ 1,550.00
Employer Premium Per Month	\$ 1,181.97	\$ 1,181.97	\$ 1,193.05	\$ 1,240.77	\$ 1,240.77
Employee Premium Per Month	\$ 897.03	\$ 938.61	\$ 553.95	\$ 541.17	\$ 309.23
Employee Annual Premium	\$ 10,764.31	\$ 11,263.27	\$ 6,647.43	\$ 6,494.05	\$ 3,710.74
Per Check Premium (24 deductions)	\$ 448.51	\$ 469.30	\$ 276.98	\$ 270.59	\$ 154.61
Out of Pocket Max (In Network)	\$ 2,000	\$ 2,000	\$ 4,000	\$ 4,000	\$ 8,000
HRA From District	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
Minimum Cost/Year (premiums - HRA)*	\$ 10,764.31	\$ 11,263.27	\$ 3,647.43	\$ 3,494.05	\$ 710.74
In Network Maximum Cost/Year (prems.+ out of pocket+-HRA)	\$ 12,764.31	\$ 13,263.27	\$ 7,647.43	\$ 7,494.05	\$ 8,710.74
	2018	2019	2018	2019	2019
Teacher with FAMILY	Co-Pay Plan	Co-Pay Plan	HRA Plan	HRA Plan	QHDHP
Total Premium Per Month	\$ 2,079.00	\$ 2,120.58	\$ 1,747.00	\$ 1,781.94	\$ 1,550.00
Employer Premium Per Month	\$ 1,103.61	\$ 1,125.68	\$ 1,137.30	\$ 1,160.05	\$ 1,160.05
Employee Premium Per Month	\$ 975.39	\$ 994.89	\$ 609.70	\$ 621.89	\$ 389.95
Employee Annual Premium	\$ 11,704.63	\$ 11,938.73	\$ 7,316.43	\$ 7,462.71	\$ 4,679.40
Per Check Premium (19 deductions)	\$ 616.03	\$ 628.35	\$ 385.08	\$ 392.77	\$ 246.28
Out of Pocket Max (In Network)	\$ 2,000	\$ 2,000	\$ 4,000	\$ 4,000	\$ 8,000
HRA From District	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
Minimum Cost/Year (premiums - HRA)*	\$ 11,704.63	\$ 11,938.73	\$ 4,316.43	\$ 4,462.71	\$ 1,679.40
In Network Maximum Cost/Year (prems.+ out of pocket+-HRA)	\$ 13,704.63	\$ 13,938.73	\$ 8,316.43	\$ 8,462.71	\$ 9,679.40

Insurance Benefit Rates Effective 1/1/2019

(Preliminary - Pending TA, Ratification or School Board Adoption)

See applicable chart for cost layout:

NEW PLAN

SINGLE RATES	2018	2019	2018	2019	2019
ACA/Administrator/Cabinet/Non-Affiliated/Principal/Transportation with SINGLE	Co-Pay Plan	Co-Pay Plan	HRA Plan	HRA Plan	QHDHP
Total Premium Per Month	\$ 799.00	\$ 814.98	\$ 672.00	\$ 685.44	\$ 625.00
Employer Premium Per Month	\$ 493.50	\$ 505.84	\$ 498.75	\$ 511.22	\$ 511.22
Employee Premium Per Month	\$ 305.50	\$ 309.14	\$ 173.25	\$ 174.23	\$ 113.78
Employee Annual Premium	\$ 3,665.97	\$ 3,709.67	\$ 2,079.05	\$ 2,090.70	\$ 1,365.38
Per Check Premium (24 deductions)	\$ 152.75	\$ 154.57	\$ 86.63	\$ 87.11	\$ 56.89
Out of Pocket Max (In Network)	\$ 1,000	\$ 1,000	\$ 2,000	\$ 2,000	\$ 4,000
HRA From District	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500
Minimum Cost/Year (premiums - HRA)*	\$ 3,665.97	\$ 3,709.67	\$ 579.05	\$ 590.70	\$ (134.62)
In Network Maximum Cost/Year (prems.+ out of pocket+-HRA)	\$ 4,665.97	\$ 4,709.67	\$ 2,579.05	\$ 2,590.70	\$ 3,865.38
	2018	2019	2018	2019	2019
Clerical/Custodial/Exd. Day/Nutrition Services/Para with SINGLE	Co-Pay Plan	Co-Pay Plan	HRA Plan	HRA Plan	QHDHP
Total Premium Per Month	\$ 799.00	\$ 814.98	\$ 672.00	\$ 685.44	\$ 625.00
Employer Premium Per Month	\$ 502.90	\$ 523.02	\$ 508.25	\$ 528.58	\$ 528.58
Employee Premium Per Month	\$ 296.10	\$ 291.96	\$ 163.75	\$ 156.86	\$ 96.42
Employee Annual Premium	\$ 3,553.17	\$ 3,503.53	\$ 1,965.05	\$ 1,882.37	\$ 1,157.04
Per Check Premium (19 deductions)	\$ 187.01	\$ 184.40	\$ 103.42	\$ 99.07	\$ 60.90
Clerical (20) Checks	\$ 177.66	\$ 175.18	\$ 98.25	\$ 94.12	\$ 57.85
Clerical (22) Checks	\$ 161.51	\$ 159.25	\$ 89.32	\$ 85.56	\$ 52.59
Per Check Premium (24) Checks	\$ 148.05	\$ 145.98	\$ 81.88	\$ 78.43	\$ 48.21
Out of Pocket Max (In Network)	\$ 1,000	\$ 1,000	\$ 2,000	\$ 2,000	\$ 4,000
HRA From District	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500
Minimum Cost/Year (premiums - HRA)*	\$ 3,553.17	\$ 3,503.53	\$ 465.05	\$ 382.37	\$ (342.96)
In Network Maximum Cost/Year (prems.+ out of pocket+-HRA)	\$ 4,553.17	\$ 4,503.53	\$ 2,465.05	\$ 2,382.37	\$ 3,657.04
	2018	2019	2018	2019	2019
Confidential/Coordinator with SINGLE election	Co-Pay Plan	Co-Pay Plan	HRA Plan	HRA Plan	QHDHP
Total Premium Per Month	\$ 799.00	\$ 814.98	\$ 672.00	\$ 685.44	\$ 625.00
Employer Premium Per Month	\$ 470.00	\$ 470.00	\$ 508.25	\$ 528.58	\$ 528.58
Employee Premium Per Month	\$ 329.00	\$ 344.98	\$ 163.75	\$ 156.86	\$ 96.42
Employee Annual Premium	\$ 3,947.97	\$ 4,139.72	\$ 1,965.05	\$ 1,882.37	\$ 1,157.04
Per Check Premium (24 deductions)	\$ 164.50	\$ 172.49	\$ 81.88	\$ 78.43	\$ 48.21
Out of Pocket Max (In Network)	\$ 1,000	\$ 1,000	\$ 2,000	\$ 2,000	\$ 4,000
HRA From District	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500
Minimum Cost/Year (premiums - HRA)*	\$ 3,947.97	\$ 4,139.72	\$ 465.05	\$ 382.37	\$ (342.96)
In Network Maximum Cost/Year (prems.+ out of pocket+-HRA)	\$ 4,947.97	\$ 5,139.72	\$ 2,465.05	\$ 2,382.37	\$ 3,657.04
	2018	2019	2018	2019	2019
Teacher with SINGLE election	Co-Pay Plan	Co-Pay Plan	HRA Plan	HRA Plan	QHDHP
Total Premium Per Month	\$ 799.00	\$ 814.98	\$ 672.00	\$ 685.44	\$ 625.00
Employer Premium Per Month	\$ 479.40	\$ 488.99	\$ 484.50	\$ 494.19	\$ 494.19
Employee Premium Per Month	\$ 319.60	\$ 325.99	\$ 187.50	\$ 191.25	\$ 130.81
Employee Annual Premium	\$ 3,835.17	\$ 3,911.87	\$ 2,250.05	\$ 2,295.05	\$ 1,569.72
Per Check Premium (19 deductions)	\$ 201.85	\$ 205.89	\$ 118.42	\$ 120.79	\$ 82.62
Out of Pocket Max (In Network)	\$ 1,000	\$ 1,000	\$ 2,000	\$ 2,000	\$ 4,000
HRA From District	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500
Minimum Cost/Year (premiums - HRA)*	\$ 3,835.17	\$ 3,911.87	\$ 750.05	\$ 795.05	\$ 69.72
In Network Maximum Cost/Year (prems.+ out of pocket+-HRA)	\$ 4,835.17	\$ 4,911.87	\$ 2,750.05	\$ 2,795.05	\$ 4,069.72

WHITE BEAR LAKE AREA SCHOOLS INSURANCE ADVISORY COMMITTEE

Committee Members & Meeting Schedule

School District Representatives

Assistant Superintendent of Finance and Operations	Tim Wald
Finance Director	Thomas Wieczorek
Director of Human Resources	
Human Resources Coordinator	Rebecca Edberg

Employee Representatives

- Groups with between 1-50 employees shall have 1 committee member

Administrator	Tara Jebens-Singh
Transportation	Lisa Narow
Cabinet	T.B.D.
Confidential	Jody Reber
Extended Day	Barb Lindemer
Non-Affiliated	Debra Kelley
Principal	Carrie Barth

- Groups with between 51-250 employees shall have 2 committee members

Clerical	Carolyn Kay
	Melissa Iwerks
Custodial	Paul Engstran
	Jerry Mundell
Nutrition Services	Susan Grun
	Barb Lund
Paraprofessional	Teresa Ruohomaki
	Cheryl Dullum

- Groups with over 250 employees may add an additional committee member for every 150 employees beyond 250

Teacher	Kirk Johnson
	Michael McKenzie
	Karla Keller
	Jill Petersen

Ex-officio Members

Retired Teachers Association	Peggy Sandstrom
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Union field representatives from each bargaining unit are allowed to participate in the discussions at committee meetings but will not be considered committee members. Non-delegate staff are invited to attend the meetings and allowed to participate in the discussion, but will not be considered committee members.

Meetings

Insurance Advisory Committee meetings are public meetings and will be held at District Center. The committee will meet in the following months: September, October, November, January, February, March, April, May and once during July or August. Other meetings may be added on an as-needed basis.

Meetings have been regularly scheduled for the last Tuesday of the month, 4-5pm at District Center

Reference Documents from meetings:

https://drive.google.com/folderview?id=0B_4Y6DH4AcOhfk5Fb0RMOXBYanB3b1Jyc2ZSdUxNakRFQUJGOGtrU2RLUIFBNUxxY0JDNms&usp=sharing

AGENDA ITEM: Secondary Course Proposals

MEETING DATE: November 12, 2018

SUGGESTED DISPOSITION: Operational Item

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

Background:

The Teaching and Learning Department, coordinated by Secondary Teaching and Learning Coordinator Jen Babiash, works closely with our secondary principals regarding proposed changes to academic programming for the following year. This process involves careful evaluation of our current course offerings and includes proposals for changes to existing courses such as title changes, content realignment and expansion of concurrent enrollment opportunities.

Secondary Course Proposals

2019-2020

College and Career Readiness

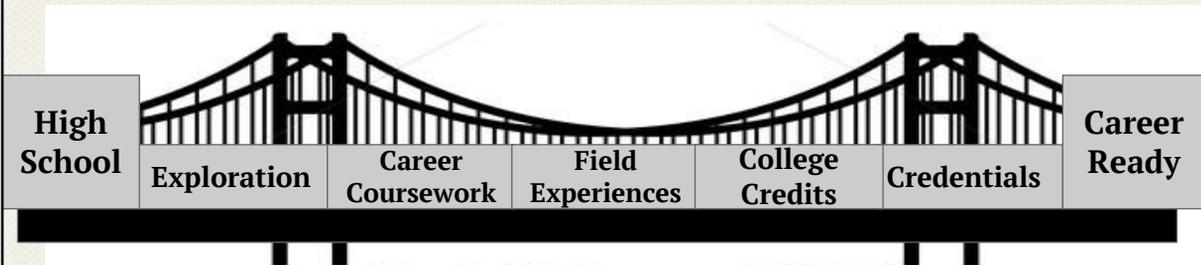
World's Best Workforce goal:

All students college and career ready by graduation

- College & career readiness anchor standards
- Employment trends
- Perspectives from employers, postsecondary institutions, former and current students, etc.
- Equitable access

Career Pathways

*Building a Bridge to Accelerate
Students Journey from High School to
College & Careers Exploration*



3

College Credit Opportunities at WBLAHS

- Advanced Placement (AP)
- Project Lead the Way (PLTW)
- Concurrent Enrollment
 - College in the Schools (CIS)
 - Century College
 - St. Paul College



4

WBLAHS Career Pathways

Manufacturing

IT

Construction

Healthcare

5

Update on Career Pathway Courses

- Woodworking and An Introduction to the Construction Industry
- Introduction to Construction Blueprint Reading, Carpentry, and Hand Tools
- Manufacturing and Applied Engineering 2
- Precision Machining 2

6

Course Proposals

Other key considerations

- Student interest and enrollment trends
- School's capacity to implement new courses, including implications for:
 - Staffing
 - Scheduling
 - Facilities

Middle School Name Changes

Department	Current	Change
Science	Enriched Science 7 Science 7 Enriched Science 8 Science 8	Science 7 Science 8
World Language (Spanish, German, French, Chinese)	World Language Beginning Intermediate Advanced	World Language A World Language B World Language C

High School Name Changes

Department	Current	Change
Family and Consumer Science	Culinary Arts	Culinary Essentials
Language Arts	World Literature: Heroes and Journeys	World Literature
Language Arts	Modern Literature: Media and Film	Modern Literature: Film Studies

Concurrent Enrollment Name Changes

Department	Current	Change
Art	Photojournalism	Introduction to Professional Photography (VCT 1071)

Term Changes

School-level/Department	Current	Change
Middle Schools AVID	AVID 6 Connect (semester)	AVID 6 (year)
High School Science	AP Biology Grades: 11-12 Prerequisites: Honors Biology and Honors or AP Chemistry	AP Biology Grade: 10 New Prerequisites: Honors Physical Science 9 or Physical Science teacher recommendation

11

Realignment

Department	Current	Change
Language Arts	Forced Pairing: eCIS: Writing Studio ENGL 1201/CIS Writing Studio ENGL 1301 (full year)	Two Separate Courses: <ul style="list-style-type: none"> ● eCIS: Writing Studio ENGL 1201 (semester) ● CIS: Writing Studio ENGL 1301 (semester)

12

Realignment

Department	Current	Change
Art	Separate Courses: Movie Production 1 & Multimedia Art and Design	Merged into one course: Media Arts and Design
Art	Movie Production 2	Movie Production

13

Questions



14

AGENDA ITEM: **Tentative Agreement – 2017-19 Contract
International Union of Operating Engineers Local 70
Custodial Unit**

MEETING DATE: **November 12, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The District has reached a tentative agreement with the International Union of Operating Engineers Local 70 representing the approximately 70 full-time and part-time employees in the custodial unit in White Bear Lake Area Schools.

The unit ratified the tentative agreement on September 22, 2018, for 2017- 2019.

The Board has received previous correspondence of the proposed salary/benefits and language changes.

Tim Wald will be available to answer questions.

RECOMMENDATION:

Approve the proposed 2017-2019 Master Agreement with the International Union of Operating Engineer Local 70 representing the employees in the custodial unit of White Bear Lake Area Schools by passing the following resolution.

RESOLUTION:

WHEREAS, the parties have reached a tentative agreement on the 2017-2019 Contract;

WHEREAS, the group has ratified the Contract;

THEN BE IT HEREBY RESOLVED that the School Board of Independent School District 624 approves the 2017-2019 Agreement and authorizes the Chair and Clerk to execute the Agreement on behalf of the School Board

AGENDA ITEM: **Tentative Agreement – 2017-19 Contract with International Union of Operating Engineers Local No. 70 Bus Drivers and Bus Aides**

MEETING DATE: **November 12, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The District has reached a tentative agreement with the International Union of Operating Engineers Local 70 representing the bus drivers and bus aides unit in White Bear Lake Area Schools.

The unit ratified the tentative agreement on September 22, 2018, for 2017- 2019.

The Board has received previous correspondence of the proposed salary/benefits and language changes.

Tim Wald will be available to answer questions.

RECOMMENDATION:

Approve the proposed 2017-2019 Master Agreement with the International Union of Operating Engineer Local 70 representing the Bus Drivers and Bus Aides unit of White Bear Lake Area Schools by passing the following resolution.

RESOLUTION:

WHEREAS, the parties have reached a tentative agreement on the 2017-2019 Contract;

WHEREAS, the group has ratified the Contract;

THEN BE IT HEREBY RESOLVED that the School Board of Independent School District 624 approves the 2017-2019 Agreement and authorizes the Chair and Clerk to execute the Agreement on behalf of the School Board

AGENDA ITEM: **Action on Accepting the Ryan Grants**
MEETING DATE: **November 12, 2018**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

The White Bear Lake Area Educational Foundation has approved seven 2018-19 Ryan Art Grant proposals, with a request that these grants be formally accepted by the School District.

On the following page are the grants, amount received, and recipient.

RECOMMENDED ACTION:

Accept the Ryan Art Grants totaling \$4,650 from the White Bear Lake Area Education Foundation.

2018 RYAN GRANTS
Awarded by the WBLAEF

#1 ENHANCING LITERACY THROUGH ART

REQUESTING: \$300.00

Teacher: Cheryl Baker

School: Otter Lake

Grade Level: 1st grade

of students impacted: 22

This project will enhance students' ability to apply watercolor techniques that they have learned during watercolor classes through the White Bear Center for the Arts. Students will be able to use the medium of watercolor to illustrate their writing projects. The materials will be used for a poetry unit and the Value Added Units of STEM. Students will be able to add watercolor paintings to their poetry writings, create watercolor animal habitats, and other directed drawing activities throughout the school year.

\$100 - 1 set of master class pack of 24 water paints

\$110 – 10 pkgs. Of watercolor paper

\$30 - 2 packs of watercolor brushes

\$30 - water cups

\$30 - storage bin

#2 ENHANCING CORE INSTRUCTION THROUGH ART EXPRESSION

REQUESTING: \$350

Teacher: Mary Liang

School: Otter Lake

Grade Level: Kindergarten

of students impacted: 19

This project will enhance students' ability to apply watercolor techniques that they have learned during their watercolor classes through the White Bear Center for the Arts. Students will be able to use the medium of watercolor and paint to illustrate their writing projects. The materials will be used for the poetry unit and the Value Added Units of STEM. These materials will be used throughout the year for a variety of directed drawing activities.

\$125 - 1 set of master class pack of 24 water paints

- \$60 - 5 pkgs. Watercolor paper
- \$30 - 2 packs of watercolor brushes
- \$75 - 2 Crayola Assorted Paint Washable Paint Bottles
- \$30 - Water cups
- \$30 - Storage bin

#3 SENDING A MESSAGE: PAIRING WRITTEN AND ARTISTIC EXPRESSION REQUESTING: \$500

Teachers: Erin Maas, Chelsea Feider, Ashley Peterson

School: Matoska International

Grade Levels: 1st, 3rd, 5th

of students impacted: 310

This project contains a cross grade level paired writing and artistic piece. Third graders will write personal narratives. Each 5th and 1st grade student will then have an opportunity to interpret the personal narrative and turn it into an art form. First grade students will use watercolor or tempera paint. Fifth graders will be given many choices as to which medium they would like for their artwork. Approximately five dollars will be allotted to each student for all materials necessary to create their work.

Materials needed:

- Watercolor/tempera paint
- Watercolor paper
- Canvases
- Materials for sculpture – Craypas, chalk, etc.

#4 I'VE GOT TALENT

REQUESTING: \$500

Teachers: Kelly Pylkas-Bock, Kelly Coorough, Alison Davies, Shannon Fulton

School: Matoska International

Grade Level: all second graders

of students impacted: 100

Using the conceptual idea that people use the arts to express feelings, points of view, and to connect with the world around them, the final thematic unit of the year is to teach literacy,

math, visual arts, and engineering through the lens of design principles and elements. Mini-lessons will be designed to teach line, shape, form, color, balance, repetition, emphasis and movement. Students will experiment with elements and principles of art in a variety of visual mediums that will culminate in a family night “art gallery”. Projects will include artist trading cards, watercolor paintings, tessellations and 3-D sculptures.

Materials needed:

Watercolor paint, watercolor paper, watercolor paint brushes, white cardstock, modeling clay, and model magic.

#5 ONEKA ELEMENTARY ART IN RESIDENCE MOBILITY PROJECT

REQUESTING: \$500

Teacher: Kathy Berlin

School: Oneka Elementary

Grade levels: Grades 2-5

of students impacted: 600+

All students participate in art lessons from the Artist in Residence (Lisa Servatious) 5 times each year. The equipment requested is to move/transport art supplies efficiently throughout the 2 story building into 26 classrooms. The two drying racks are needed to allow students’ completed artwork to dry safely in a specific area.

\$230 - Rolling Easel/Storage Bins cart

\$210 - 2 drying racks

\$43.87 – extra paint brush set.

#6 ARTISTS AROUND THE WORLD

REQUESTING \$500

Teacher: Kelly Humphrey

School: Lakeaires

Grade Level: 2nd grade

of students impacted: 65

Students will be learning about many artists around the world. They will learn of their different styles and mediums used. After learning about each artist, the students will create their own work of art inspired by the artist studied. Each second grader will create six unique pieces of art inspired by the artist they learned about each month.

\$180 – books about the artists

\$80 – 65 canvases

\$60 – clay

\$40 – acrylic paints

\$120 – sketch pads

\$20 – sketching pencils

#7 Birch Lake Theater Program 4 TEACHERS EACH REQUESTING \$500 = \$2,000 TOTAL

Teachers: Allison Theisen, David Nestrud, Susan Fick, Jenny Storhaug

School: Birch Lake

Grade Levels: 3rd, 4th, 5th

of students impacted: 65

\$5,000 – budget (\$2,500 covered by Children’s Performing Arts)

\$800 – books for each student

\$1,500 – Theatrical Teacher

\$600 – sets and props

\$500 – costumes

\$700 – use of facilities

\$700 – sound tech

\$200 - scholarships

***The remaining balance will be raised by ticket sales for the performances, PTO, etc.

Total: \$4,650

AGENDA ITEM: **Policy 206, Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations**

MEETING DATE: **November 12, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

School Board Policy 206, Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October and is being recommended for action.

This policy has changes to sections III Definitions, V The Public's Opportunity to be Heard, VI Procedures, VII Penalties for Violation of Data Privacy, and Legal References.

The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

Recommended Action:

Approve School Board Policy 206, Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations, as recommended by the Policy Committee and Cabinet.

Adopted: November 13, 1995

Revised: August 25, 2003

Revised: January 10, 2005

Revised: November 8, 2007

Revised: April 13, 2009

White Bear Lake Area School Board Policy 206

Revised: November 8, 2010

Revised: October 10, 2011

Revised: December 10, 2012

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The School Board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the School Board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the School Board is to encourage discussion by citizens of subjects related to the management of the school district at School Board meetings. The School Board may adopt reasonable time, place and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The School Board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Educational data" means data maintained by the school district which relates to a student.
- B. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer, an independent contractor, and a member of an advisory board.

C. 4) Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer-paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in

addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the terms of any agreement settling any dispute arising out of the employment relationship, including a ~~superintendent~~ buyout agreement as defined in Minn. Stat. §123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; a work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

D. 2) Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

C. E. "Private Data About Applicants" means: Data about applicants for appointments to a public body including a School Board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; and any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. §15.0597, and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address and either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the

final investigative report unless access to the data would jeopardize an active investigation. ~~provided, however,~~ Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

D. F. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the School Board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 3. right to consideration by the School Board of certain data treated as not public as provided in Minn. Stat. § 13.D.05 (Not Public Data).
 4. right to private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the School Board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. §121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The School Board will strive to give all ~~citizens of the school district~~ persons an opportunity to be heard and to have complaints considered and evaluated within the limits of the law and this policy and subject to reasonable time, place and manner

restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda items

1. ~~Citizens~~ **Persons** who wish to have a subject discussed at a public School Board meeting are encouraged to notify the superintendent's office in advance of the School Board meeting. ~~Each~~ ~~The citizen~~ **person** should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. ~~Citizens~~ **Persons** who wish to address the School Board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The School Board Chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the School Board Chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the School Board, or the proceedings may be directed to leave.
4. The School Board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the School Board. If a group or organization wishes to address the School Board on a topic, the School Board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the School Board in accordance with governing law.
6. The School Board chair shall promptly rule out of order any discussion by any person, including School Board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the School Board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the School Board.

8. Depending upon the number of persons in attendance seeking to be heard, the School Board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1 of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the School Board by notifying the School Board in writing.

C. Open Forum

The School Board shall normally provide a specified period of time when ~~citizens~~ **persons** may address the School Board on any topic, subject to the limitations of this policy. The School Board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The School Board may decide to hold certain types of public meetings where the public will not be invited to address the School Board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No **School** Board Action at Same Meeting

Except as determined by the School Board to be necessary or in an emergency, the School Board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointments)
Minn. Stat. § 13D.05 (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 121A.33 Subd. 3 (Coaches, Opportunity to Respond)
Minn. Stat. § 122A.40 Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 122A.44 (Contracting with Teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. No. 852 (July 14, 2006)

Cross References: WBLASB Policy 205 (Open Meetings and Closed Meetings)
WBLASB Policy 207 (Public Hearings)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "C"
(Minnesota's Open Meeting Law)
MSBA Service Manual Chapter 13, School Law Bulletin "I" (School Records-Privacy-Access to Data)

AGENDA ITEM: **Policy 211, Criminal or Civil Action Against School District, School Board Member, Employee or Student**

MEETING DATE: **November 12, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

School Board Policy 211, Criminal or Civil Action Against School District, School Board Member, Employee or Student, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October, and is being recommended for action.

This policy has changes to sections II General Statement of Policy, IV Criminal Charges or Conduct, and V Statement when Litigation is Pending.

The purpose of this policy is to provide guidance as to the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a School Board member, school district employee or student.

Recommended Action:

Approve School Board Policy 211, Criminal or Civil Action Against School District, School Board Member, Employee or Student, with recommended changes by the Policy Committee and Cabinet.

Adopted: November 13, 1995

White Bear Lake Area School Board Policy 211

Revised: May 9, 2005

Revised: November 8, 2007

Revised: October 10, 2011

211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE OR STUDENT

I. PURPOSE

The purpose of this policy is to provide guidance as to the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a School Board member, school district employee or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against the school district, a School Board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to School Board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreements and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minn. Stat. § 466.07, Subd. 1, the school district shall defend and indemnify any School Board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the School Board member or employee, provided that he or she was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minn. Stat. § 123B.25(b) with respect to teachers employed by the school district, upon written request of the teacher involved, the school district shall provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.

C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, he or she is to inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No School Board member or employee may release data without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.

D. Service of Subpoenas.

~~It is~~ The policy of the school district ~~is~~ that its officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify.

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. **CRIMINAL CHARGES OR CONDUCT**

A. Employees.

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes and provisions of applicable collective bargaining agreements.
3. Pursuant to Minn. Stat. § 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the School Board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the

performance of duties for the school district. The decision as to whether to reimburse shall be made in the discretion of the School Board. A School Board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the School Board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. In order to further that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. ~~It is~~ The policy of the school district ~~is~~ to cooperate with law enforcement officials. The school district will make every reasonable ~~an~~ effort, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless there are extenuating circumstances or the matter being investigated is school-related, or as otherwise provided by law.
2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minn. Stat. § 626.556, Subd. 10), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C. § 1232g (FERPA).

V. **STATEMENTS WHEN LITIGATION IS PENDING**

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit action, including but not limited to pertinent insurance companies, have particular duties regarding ~~in reference to the~~ persons involved ~~or~~ named in the lawsuit action, ~~as well as insurance carrier(s).~~ Therefore, School Board

members or school district employees shall make or release statements regarding the action ~~in that situation~~ only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40 – 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, Reimbursement)
Minn. Stat. § 123B.25(b) (Actions Against Teachers)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Depriving Rights)
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963);
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943).
Dyress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983);
Wood v. Strickland, 420 U.S. 308, 95 S.Ct. 992, 43 L.Ed.2d 214 (1975);

Cross References: WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 408 (Subpoena of a School District Employee)
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)

AGENDA ITEM: **Policy 423, Employee-Student Relationships**
MEETING DATE: **November 12, 2018**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

Background:

School Board Policy 423, Employee-Student Relationships, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October, and is being recommended for action.

This policy has changes to sections II General Statement of Policy, IV School District Action, and Legal References.

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding and direction, while maintaining a standard of professionalism, and acting within accepted standards of conduct.

Recommended Action:

Approve School Board Policy 423, Employee-Student Relationships, as recommended by the Policy Committee and Cabinet.

423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding and direction, while maintaining a standard of professionalism, and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to disciplinary action and criminal **and/or civil** liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having an interaction/activity of a sexual nature with a student.

3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with WBLASB Policy 103 (Complaints-Students, Employees, Parents, and Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. It also may include reporting to appropriate state or federal authorities, including the ~~Board of Teaching~~ Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed, or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

- Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting to ~~Minnesota Board of Teaching~~ Professional Educator Licensing and Standards Board or Board of School Administrators)
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)
Minn. Stat. §§ 609.341-609.352 (Defining “intimate parts” and “position of authority” as well as detailing various sex offenses)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8700.7500 (Code of Ethics for Minnesota Teachers)
- Cross Reference: WBLASB Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
WBLASB Policy 211 (Criminal or Civil Action Against School District, School Board Members, Employee or Student)
WBLASB Policy 306 (Administrator Code of Ethics)
WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 413 (Harassment and Violence)
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
WBLASB Policy 415 (Mandated Report of Maltreatment of Vulnerable Adults)
WBLASB Policy 421 (Gifts to Employees)
WBLASB Policy 507 (Corporal Punishment)

AGENDA ITEM: **Policy 424, License Status**
MEETING DATE: **November 12, 2018**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

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.

This policy has a minor change to sections II General Statement of Policy.

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 board 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.

Recommended Action:

Approve School Board Policy 424, License Status, as recommended by the Policy Committee and Cabinet.

Adopted: December 10, 2001

White Bear Lake Area School Board Policy #424

Revised: January 10, 2005

Revised: November 8, 2007

Annual Review: October 10, 2011

Annual Review: September 10, 2012

Annual Review: December 9, 2013

Annual Review: January 8, 2018

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 ~~board~~ 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 Department of Education **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 (Highly 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.
Lexis 442

AGENDA ITEM: **Policy 505, Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees**

MEETING DATE: **November 12, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

School Board Policy 505, Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in October and is being recommended for action.

This policy has minor changes to sections IV Guidelines and VI Procedures.

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

Recommended Action:

Approve School Board Policy 505, Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees, as recommended by the Policy Committee and Cabinet.

Adopted: August 26, 1996
Revised: April 13, 2009
August 13, 2012

White Bear Lake Area School
Board Policy #505

505 DISTRIBUTION OF NON-SCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

- A. Independent School District 624 recognizes that students and employees have the right, protected by the First Amendment of the Constitution of the United States, to exercise freedom of expression on school property. Inclusive in this protection is the right to distribute at a reasonable time and place and in a reasonable manner, non-school-sponsored written materials, petitions, buttons, badges or similar items.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the district, the School Board adopts the following regulations and procedures regarding distribution of non-school-sponsored material on school property and at school activities.

III. DEFINITIONS

- A. "Approval" by the school district is not the same as, nor does it imply authorization by the school district.
- B. "Community", unless expressly stated otherwise, means the city, town, village or township in which the district is located. Unless otherwise stated, community does not mean only that group of people associated with the schools in the district.
- C. "Distribute" or "Distribution" means circulation or dissemination of material by any means, including but not limited to, electronically, handing out free materials, selling or offering materials for sale, accepting donations for materials, posting or displaying material, or placing material in internal staff or student mailboxes.
- D. "Distribution time" is the time a person wishes to begin distributing non-school-sponsored material.
- E. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the self esteem of the community.

- F. "Material and substantial disruption" of a normal school activity means:
1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

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

- G. "Minor" means any person under the age of eighteen (18).
- H. Non-school-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of non-school-sponsored materials include, but are not limited to, leaflets, brochures, badges, flyers, petitions, posters, and non-school newspapers whether written by students or employees or others, and tangible objects.
- I. "Obscene to minors" means:
1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 2. The material depicts or describes, in a manner patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts, masturbation, excretory functions, and exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- J. "Posting" means placing material in a conspicuous place for public review. Examples of conspicuous places for public review include, but are not limited to,

bulletin boards, lounges, walls, posts and windows that are frequently viewed by the general school population.

- K. "School activities" means any activity of students which is sponsored by the school and includes, but is not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- L. "School property" includes all real property and buildings owned by the School District as well as school buses. It is not limited to any particular school building or to any particular school campus.

IV. GUIDELINES

- A. No person, employee or student may distribute, post, or otherwise display any non-school-sponsored written material without first obtaining the approval of the building principal.
- B. Requests for distribution of non-school-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
 - 1. is obscene to minors;
 - 2. is libelous **or slanderous**;
 - 3. is pervasively indecent or vulgar; or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 - 4. advertises any product or service not permitted to minors by law;
 - 4. advocates violence or other illegal conduct;
 - 6. constitutes insulting or threatening words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, ~~religious~~ **religion**, ethnic origin, **gender** or sexual preference);
 - 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause:
 - a. a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. the commission of unlawful acts; or
 - c. the violation of lawful school regulations.

- C. Distribution by students and employees of non-school-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to the following:
1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 4. the quantity or size of materials to be distributed;
 5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
 6. whether distribution would require that non-school persons be present on the school grounds;
 7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE AND MANNER OF DISTRIBUTION

- A. No non-school-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of non-school sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) non-school-sponsored material must first submit for approval a copy of the material to the principal at least 48 hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
 2. Date(s) and time(s) of day intended for distribution.
 3. Location where material will be distributed.
 4. If intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the building administrator will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the administrator may use any reasonable method to inform the person of the denial or limitation; however, the administrator must upon request of the person submitting the request, provide a written denial of or limitation on the request including the reason(s) for denial **or limitations**.
- C. If the person submitting the request does not receive a response within one school day, the person may contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. If the person is dissatisfied with the decision of the administrator, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturday, Sunday, and holidays) of submitting the appeal, the person may contact the office of the Superintendent to verify that the lack of response is not due to an inability to locate the person.
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the School Board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

- A. Distribution by any student of non-school-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted, and appropriate disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of non-school-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and appropriate disciplinary action will be taken in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.

- C. Any other party violating this policy will be requested to leave school property immediately and, if necessary, the police will be called.

VIII. PERMISSION TO DISTRIBUTE MATERIAL DOES NOT CONSTITUTE APPROVAL OF CONTENT

- A. By allowing distribution of non-school sponsored material, the School District does not in any way imply that the School District, the superintendent, the principal or any other employee involved in the application procedure approves of the material or its contents.
- B. The contents, views and ideas presented in any non-school sponsored material distributed on school property are exclusively the views and ideas of the persons distributing the material. The School District, superintendent, principal or other employees involved in the application process make no representation, either approving or disapproving of the content of the material, by allowing distribution of the material.

IX. APPLICATION TO OTHER SCHOOL RULES AND POLICIES

Nothing in this policy affects any other policy of School District #624, except that, if this policy conflicts with any other school rule or policy (with the exception of District policy 904 Addendum A regarding elections), this policy regarding distribution of non-school sponsored material shall take precedence over the other policy to the extent necessary to carry out the provisions of this policy regarding distribution of non-school sponsored material.

X. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

XI. IMPLEMENTATION

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

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988).
Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986).
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).
Roark v. South Iron R-I School Dist., 573 F.3D 556 (8th Cir. 2009)

Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir.2011)

Cross References: WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 512 (School Sponsored Student Publications)
WBLASB Policy 904 (Distribution of Materials on School District Property by Non-school Persons)

AGENDA ITEM: **Policy 509, Enrollment of Nonresident Students**
MEETING DATE: **November 12, 2018**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Tim Wald, Assistant Superintendent of 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 October, and is being recommended for action.

This policy has changes to sections II General Statement of Policy.

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.

Recommended Action:

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

Adopted: August 12, 1996
Revised: June 11, 2001
Revised: January 10, 2005
Revised: November 8, 2007
Revised: December 12, 2011

*White Bear Lake Area
School Board Policy 509*

Revised: June 8, 2015

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** ~~weapon~~, 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; ~~with the~~

~~exception of a pocket knife with a blade less than two and one half inches in length;~~

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 harm”.

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 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.” ~~School District Enrollment Options Program application~~ 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”. ~~That form is attached to this Policy and is incorporated by reference.~~

E. Lotteries. If a school district has more applications than available seats at 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.

E.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.

E.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