

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

June 14, 2021

MISSION STATEMENT

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

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

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

To: Members of the School Board

From: Dr. Wayne Kazmierczak
Superintendent of Schools

Date: June 9, 2021

A meeting of the White Bear Lake Area School Board will be held on **Monday, June 14, 2021** at 5:30 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN. Under Minnesota Statute 13D.021 this meeting may be held via electronic conferencing if necessary.

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

AGENDA

A. PROCEDURAL ITEMS

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

B. PUBLIC FORUM

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open up to 30 minutes (3 minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those who wish to address the School Board should fill out the Public Forum Speaker Card and submit the card to the School Board Clerk or other district official at the meeting.
4. Questions may be asked on any topic, including those on the agenda.

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

C. INFORMATION ITEMS

1. Student Recognition
2. Superintendent's Report

D. DISCUSSION ITEMS

1. Facility Maintenance Bonds
2. First Reading of School Board Policies:
 - a. Policy 410, Family Medical Leave Act and District Leaves of Absence
 - b. Policy 416, Drug and Alcohol Testing, and Policy 416, Forms
 - c. Policy 495, Leave of Absence
 - d. Policy 514, Bullying Prevention, and Policy 514, Form
 - e. Policy 608, Instructional Services - Special Education
 - f. Policy 729, Post-Issuance Debt Compliance
 - g. Policy 999, Partnerships, Policy 999, Addendum A, and Policy 999, Appendix A

E. OPERATIONAL ITEMS

1. Action on Facility Maintenance Bond Sale
2. Action on Bids for HS Expansion Project
3. Action on Remaining Bids for the South Campus Phase 2 Project
4. Action on Fiscal Year 2021-22 Preliminary Budget

5. Action on Workers Compensation Agreement for 2021-2022

6. Action on Property and Liability Insurance

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **June 14, 2021**
SUGGESTED DISPOSITION: **Action Items**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

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

Consent Agenda

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

RECOMMENDED ACTION:

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

AGENDA ITEM: **School Board Minutes**
MEETING DATE: **June 14, 2021**
SUGGESTED DISPOSITION: **Action Item**
CONTACT PERSON(S): **Jessica Ellison School Board Clerk**

BACKGROUND:

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

RECOMMENDED ACTION:

Approve minutes.

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

A meeting of the White Bear Lake Area School Board was held on **Monday, May 10, 2021** at 5:30 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN. This meeting was live streamed and the recording is posted on the website. Please note: this meeting was open to the public with room capacity limits while staying six feet apart and wearing a mask.

A. PROCEDURAL ITEMS

1. Chair Mullin called the meeting to order at 5:30 p.m.
2. Roll Call - Present: Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman, Ellison.
Ex-Officio: Dr. Wayne Kazmierczak
3. Pledge of Allegiance
4. Ellison moved and Beloyed seconded to approve the agenda as presented.
Voice vote: Ayes, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman, Ellison. Nays, none. Motion carried.
5. Chapman moved and Newmaster seconded to approve the consent agenda consisting of:

- Approval of minutes for regular Board meeting on April 12, 2021, special session on April 16, 2021, and work session meeting on April 26, 2021;
- Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the School Board;
- Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
- Approval of field trips;
- Passage of resolution to approve personnel issues to include:

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

ASHLIE ANZEL - Admin. Assistant to Principal, WBLAHS - South Campus
Employed by District 624 since 07/01/2020
Effective Date: 04/06/2021

CAYLEA ARNOLD - Paraeducator, Vadnais Heights Elementary
Employed by District 624 since 01/27/2021
Effective Date: 04/01/2021

POLLY COVERT - Lunchroom Playground Supervisor, Hugo Elementary
Employed by District 624 since 06/18/2020
Effective Date: 05/24/2021

HEATHER HART - Nutrition Services Manager, Vadnais Heights Elementary
Employed by District 624 since 09/14/2017
Effective Date: 04/21/2021

BENJAMIN LAFRINIER - Field Technician, Admin Offices
Employed by District 624 since 01/18/2014
Effective Date: 04/16/2021

LEXIE LEICK - Lunchroom Assistant, Hugo Elementary

Employed by District 624 since 02/01/2021

Effective Date: 04/20/2021

JACQUES LEROUGE - Communication Specialist, District Center

Employed by District 624 since 01/04/2021

Effective Date: 05/28/2021

ARIANNA LUCIO - Extended Day, Lincoln Elementary

Employed by District 624 since 01/28/2020

Effective Date: 04/09/2021

STACY MILES - Paraeducator, Normandy Park

Employed by District 624 since 07/20/2005

Effective Date: 04/02/2021

PHILIP MITCHELL - Mechanic, Bus Garage

Employed by District 624 since 07/20/2005

Effective Date: 04/02/2021

KARLA MUNDELL - Custodian, Area Learning Center

Employed by District 624 since 05/16/2005

Effective Date: 04/05/2021

JUAN PUJOLS - Tech Support Field Technician, District Center

Employed by District 624 since 06/08/2016

Effective Date: 05/14/2021

IZABELLA SELB-SACK - Extended Day, Otter Lake Elementary

Employed by District 624 since 08/26/2019

Effective Date: 04/15/2021

CHENTE XIONG - Distance Learning Coach, District Center

Employed by District 624 since 12/07/2020

Effective Date: 05/04/2021

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

NATALIE HUFFMAN - Spanish Teacher, Oneka Elementary

Employed by District 624 since 08/21/2017

Effective Date: 06/30/2021

SUMMER PARZYCK - 1st Grade Teacher, Birch Lake Elementary

Employed by District 624 since 10/19/2020

Effective Date: 06/14/2021

➤ **RETIREMENT– CLASSIFIED STAFF**

MICHELLE IGO - Administrative Assistant Early Childhood, Normandy Park

Employed by District 624 since 12/06/1996

Effective Date: 06/18/2021

BETH NEVALA - Paraeducator - Sunrise Park Middle School

Employed by District 624 since 09/05/2006

Effective Date: 06/11/2021

DIANE OSOWSKI - Building Support Technician - WBLAHS - South Campus

Employed by District 624 since 08/29/2005

Effective Date: 06/29/2021

JACQUALINE SHELSTAD - TIER I Field Technician - District Wide

Employed by District 624 since 08/25/2005

Effective Date: 06/30/2021

NANCY SKUPA - Nutrition Services Asst. Manager - WBLAHS - South Campus

Employed by District 624 since 02/09/1998

Effective Date: 04/04/2021

JACQUELYN TIERNEY - Paraeducator - Sunrise Park Middle School

Employed by District 624 since 11/06/2000

Effective Date: 04/30/2021

➤ **RETIREMENT– CERTIFIED STAFF**

JANE BARNETT - 5th Grade Teacher, Oneka Elementary

Employed by District 624 since 09/21/1989

Effective Date: 06/14/2021

MARC BRAEGER - Physical Education Teacher, WBLAHS - South Campus

Employed by District 624 since 08/26/1994

Effective Date: 06/14/2021

MARY DENUCCI - Language Arts Teacher, Sunrise Park Middle School

Employed by District 624 since 09/26/1988

Effective Date: 09/01/2021

CAMILLE FARINELLA - Music Teacher, Matoska Elementary

Employed by District 624 since 08/23/2001

Effective Date: 06/14/2021

ANN HARRIS - Speech Language Grade Teacher, Matoska Elementary

Employed by District 624 since 08/27/1987

Effective Date: 06/14/2021

KIRK JOHNSON - Science Teacher, WBLAHS - South Campus

Employed by District 624 since 08/27/1992

Effective Date: 06/14/2022

NANCY JONES - Kindergarten Teacher, Distance Learning Academy

Employed by District 624 since 08/21/1997

Effective Date: 06/14/2021

NANCY KROCAK - Physical Education & DAPE Teacher, Lakeaires Elementary

Employed by District 624 since 08/26/1991

Effective Date: 06/14/2021

KARA MARTINSON - French Teacher, WBLAHS - North Campus

Employed by District 624 since 08/21/2008

Effective Date: 06/14/2021

CRAIG NASVIK - Phy. Ed. & DAPE Teacher, WBLAHS - South Campus

Employed by District 624 since 08/21/1986

Effective Date: 06/14/2021

LUANNE OKLOBZIJA - Instructional Coach, Vadnais Heights Elementary

Employed by District 624 since 08/24/2006

Effective Date: 06/14/2021

LISA OLSON - Special Education Teacher, Central Middle School

Employed by District 624 since 08/21/2003

Effective Date: 06/14/2021

NANCY PRZYBYLSKI - 2nd Grade Teacher, Vadnais Heights Elementary

Employed by District 624 since 08/30/1988

Effective Date: 06/14/2021

KEITH STEADLAND - Science Teacher, WBLAHS - North Campus

Employed by District 624 since 08/21/1997

Effective Date: 06/14/2021

KARI SUNDBERG - Spanish Teacher, WBLAHS - South Campus

Employed by District 624 since 08/23/1984

Effective Date: 06/14/2021

JOHN WACHLAROWICZ - Special Education Teacher, TEC

Employed by District 624 since 08/21/1986

Effective Date: 06/14/2021

➤ **CHANGE IN ASSIGNMENT– CLASSIFIED STAFF**

LEANN BIRCH - Instructional Assistant, Normandy Park

From 20.5 hours to 27.5 hours, \$19.07 an hour

Effective Date: 04/12/2021

TERESA DIPPEL - Pupil Support, Normandy Park

From 13.75 hours to 19.75 hours, \$19.53 an hour

Effective Date: 04/13/2021

TANYA GIESE - From AA - Associate Principal, WBLAHS - South Campus

To AA - Principal, WBLAHS - South Campus

\$21.16 per hr., to \$22.49 per hr.,

Effective Date: 04/07/2021

ALEXANDER HENNESSEY - From OST Site Supervisor, Hugo Elementary

To OST Programming Specialist, District Center

\$56,062, to \$61,200, (pro-rated)

Effective Date: 05/03/2021

MENTOYIA JACKSON - Lunchroom Supervisor, Matoska Elementary

From 2.5 hours to 27.5 hours, \$18.34 an hour

Effective Date: 02/08/2021

RISA KNOCHE - Extended Day, Hugo Elementary

From 35 hours to 30 hours, \$16.08 an hour

Effective Date: 04/12/2021

DOUGLAS NELSON - From Nutrition Services Assistant, Vadnais Elementary

To HS Assistant Manager, WBLAHS - South Campus

\$17.22 per hr., to \$20.58 per hr.,

Effective Date: 04/23/2021

JENNIFER RUHLAND - Pupil Support, Normandy Park

From 20.6 hours to 26.2 hours, \$19.53 an hour

Effective Date: 04/14/2021

HEIDI SCHUSTER - From Nutrition Services Asst., Vadnais Heights Elementary

To Nutrition Services Elementary Manager, Vadnais Heights Elementary

\$15.70 per hr., to \$19.07 per hr.,

Effective Date: 05/04/2021

MARIE SWANSON - Nutrition Services Assistant, Otter Lake Elementary
From 23.75 hours to 18.75 hours, \$17.33 an hour
Effective Date: 04/05/2021

➤ **CHANGE IN ASSIGNMENT– PROFESSIONAL STAFF**

MATTHEW MENIER - From Interim Elem. Principal, Willow Lane Elementary
To Elementary Principal, Willow Lane Elementary
Effective Date: 04/16/2021

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

HILARY FARAH - Building Assistant, Matoska Elementary
To AA- Principal, Distance Learning Academy
Effective Date: 01/11/2021 through 06/30/2021

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

DENISE DEEN - ECSE Teacher, Normandy Park
Position .8 FTE (Leave .2 FTE)
Effective Date: 2021-2022 School Year

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

HEATHER BRUNE - Paraeducator, Otter Lake Elementary
Employed by District 624 since 09/25/2017
Effective Date: 09/08/2021 through 12/17/2021

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

ABIGAIL WITT - 1st Grade Teacher, Hugo Elementary
Employed by District 624 since 08/24/2020
Effective Date: 06/04/2021 through 06/14/2021

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

SUSAN ALLEN - 2nd Grade Teacher, Lincoln Elementary
Employed by District 624 since 08/25/1986
Effective Date: 06/14/2021 - 08/31/2024

KAREN BROZA - 5th Grade Teacher, Lakeaires Elementary
Employed by District 624 since 08/23/1999
Effective Date: 06/14/2021 - 08/31/2024

STACEY LOCH - 1st Grade Teacher, Vadnais Heights Elementary
Employed by District 624 since 08/26/1993
Effective Date: 06/14/2021 - 08/31/2024

➤ **NEW PERSONNEL– CLASSIFIED STAFF**

RAM ADHIKARI - Pupil Support Assistant, Sunrise Park Middle School
\$19.53 per hr., 32.5 hrs. per wk., \$4,189.18
Effective Date: 04/28/2021

NANCY APMAN - Nutrition Services, WBLAHS - South Campus
\$15.70 per hr., 18.75 hrs. per wk., \$2,001.75
Effective Date: 04/27/2021

KARA CARDENAS - Pupil Support Assistant, Vadnais Heights Elementary
\$19.53 per hr., 32.5 hrs. per wk., \$4,443.07
Effective Date: 04/26/2021

CATHERINE MCVEIGH - EL Assistant, Sunrise Park Middle School
\$19.07 per hr., 30 hrs. per wk., \$3,890.28

Effective Date: 04/27/2021

HEIDI SCHUSTER - Nutrition Services, Vadnais Heights Elementary
\$15.70 per hr., 22.5 hrs. per wk., \$3,037.95

Effective Date: 04/14/2021

LAUREL SMITH - Pupil Support Assistant, WBLAHS - South Campus
\$19.53 per hr., 32.5 hrs. per wk., \$5,077.80

Effective Date: 04/19/2021

MICHELLE WIGFIELD - Nutrition Services, District Wide
\$15.70 per hr., 18.75 hrs. per wk., \$2,996.12

Effective Date: 04/20/2021

KALEE XIONG - Pupil Support Assistant, Lincoln Elementary
\$19.53 per hr., 32.5 hrs. per wk., \$4,570.02

Effective Date: 04/23/2021

➤ **LONG TERM SUBSTITUTE– CLASSIFIED STAFF**

ESTANIE TYLER - Pupil Support Assistant, WBLAHS - South Campus
\$19.53 per hr., 32.5 hrs. per wk., \$ 4,443.07

Effective Date: 04/26/2021 through 06/11/2021

➤ **LONG TERM SUBSTITUTE– CERTIFIED STAFF**

MELINDA RUANE - 3rd Grade, Otter Lake Elementary
MA, Step 1, \$7,741.39

Effective Date: 05/04/2021 – 06/14/2021

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

B. PUBLIC FORUM - Rae Jwanouskos

C. INFORMATION ITEMS

1. Student Recognition - Students who represented the district at a state level were recognized.
2. Student Liaisons to the School Board Recognition - Jennifer Adams and Bemnet Tessema were recognized for their outstanding roles as the 2020-21 Student Representatives on the School Board.
3. Superintendent's Report - Dr. Kazmierczak congratulated the students recognized for State Awards honors. He also spoke about Mental Health Month, Teacher Appreciation Week, School Lunch Hero Day, Eid al-Fitr, National School Nurse Day, Armed Forces Day, and Memorial Day. He congratulated the Teacher of the Year, Kendall Gonzalez. Other topics he mentioned: Distance Learning Enrollment, Kindergarten Enrollment, and an Equity Planning Update. Dr. Kazmierczak concluded with information about the updated COVID-19 guidance.

D. DISCUSSION ITEMS

1. Facility Maintenance Bonds - Shelby McQuay from Ehlers, Inc., the district's municipal advisors, discussed the sale of the facilities maintenance bonds.

Dan Roeser, Director of Building Operations, reviewed the revised Long-Term Facilities Maintenance (LTFM) 10-year plan.

E. OPERATIONAL ITEMS

1. Arcand moved and Beloyed seconded to approve the action on the Resolution of Intent to Sell Facilities Maintenance Bonds. **Roll call vote: Ayes, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman, Ellison. Nays, none. Motion carried.**
2. Ellison moved and Newmaster seconded to approve the action on the Resolution for the 10-year maintenance plan. **Roll call vote: Ayes, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman, Ellison. Nays, none. Motion carried.**
3. Ellison moved and Chapman seconded to approve the action on the Nutrition Services Milk Products Contract for SY 2021-2022, \$184,381.98. **Roll call vote: Ayes, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman, Ellison. Nays, none. Motion carried.**
4. Arcand moved and Beloyed seconded to approve the action on the 2021-22 School Year Calendar. **Roll call vote: Ayes, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman, Ellison. Nays, none. Motion carried.**
5. Thompson moved and Arcand seconded to approve the School Board Policies: a) Policy 403, Discipline, Suspension and Dismissal of School District Employees; b) Policy 498, Respectful Workplace, and Policy 498 Form; c) Policy 502, Search of Student Lockers, Desks, Personal Possessions and Student's Person; d) Policy 512, School Sponsored Student Publications and Activities; e) Policy 527, Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches, Policy 527 Addendum, and Policy 527 Form; f) Policy 605, Alternative Programs; g) Policy 606, Textbooks and Instructional Materials, and Policy 606 Appendices A-E; h) Policy 616, School System Accountability; i) Policy 801, Equal Access to Facilities of Secondary Schools, and Policy 801 Form; as recommended by the School Board Policy Committee and Cabinet. **Voice vote: Ayes, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman, Ellison. Nays, none. Motion carried.**

- F. BOARD FORUM:** Jessica Ellison commended the WBLATE Teacher of the Year committee for their work. Margaret Newmaster commended the teachers and staff who are retiring. Don Mullin commended the student board liaisons for their work this school year.

- G. ADJOURNMENT** - Arcand moved and Thompson seconded to adjourn the meeting at 6:09 p.m. **Voice vote: Ayes, Mullin, Newmaster, Thompson, Arcand, Beloyed, Chapman, Ellison. Nays, none. Motion carried.**

Submitted by: Jessica Ellison, clerk

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

A work session of the White Bear Lake Area School Board was held on **Monday, May 24, 2021**, at 5:30 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN. This meeting was live streamed and the recording is posted on the website.

A. PROCEDURAL ITEMS

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

B. DISCUSSION ITEMS

1. Strategic Plan Highlight: Early Childhood Programming - Darcy Rodriguez, Early Childhood Coordinator, and Angela Drange, Assistant Director of Student Support Services, presented an overview of the White Bear Lake Area Schools Early Childhood Program as it relates to the Strategic Plan.
2. Strategic Plan Highlight: College and Career Readiness Outcome Measures - Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning, and Dr. Melinda Fierro, Research, Evaluation and Assessment Coordinator, discussed accountability measures, College and Career readiness measures and the AVID program as they relate to the Strategic Plan.
3. Fiscal Year 2021-22 Preliminary Budget - Tim Wald, Assistant Superintendent for Finance and Operations, and Andi Johnson, Director of Finance, gave an overview of the preliminary budget for FY 2021-22 and the projected budgets for FY 2022-23 and 2023-24.

C. OPERATIONAL ITEMS

1. Beloyed moved and Arcand seconded to approve the action on the Bids for the South Campus Phase 2 Project in the amount of \$3,694,670.00. **Roll call vote: Ayes, Newmaster, Thompson, Arcand, Beloyed, Chapman, Mullin. Nays, none. Motion carried.**

D. NEGOTIATION STUDY SESSION*

Newmaster moved and Chapman seconded to move into closed session at 7:18 p.m. Moved into closed session 7:24 p.m. Arcand moved and Newmaster seconded to leave the closed session at 7:35 p.m.

- E. ADJOURNMENT** - Arcand moved and Newmaster seconded to adjourn the meeting at 7:36 p.m. **Voice vote: Ayes, Newmaster, Thompson, Arcand, Beloyed, Chapman, Mullin. Nays, none. Motion carried.**

Submitted by: Angela Thompson
School Board Member

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **June 14, 2021**

SUGGESTED DISPOSITION: **Action Item**

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

BACKGROUND:

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

RECOMMENDED ACTION:

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

White Bear Lake Area Schools
Electronic Transfers - May 2021

		<u>5/14/2021</u>	<u>5/28/2021</u>
Direct Deposit	612041-613442	2,112,996.09	
Direct Deposit	613443-614820		2,320,639.15
<hr/>			

Check Number	Vendor	Check Date	Amount	Check Type
115324	METAL CRAFT	5/27/2021	(\$1,008.80)	V
115347	ORTON-GILLINGHAM OF MINNESOTA	5/27/2021	(\$120.00)	V
115435	XCEL ENERGY	5/6/2021	\$4,260.60	R
115436	CITY OF HUGO	5/11/2021	\$782,644.50	R
115437	A-1 HYDRAULIC SALES & SERVICE INC	5/13/2021	\$500.00	R
115438	ACCESS LIFTS	5/13/2021	\$1,205.00	R
115439	ALBIN AQUISITION CORP	5/13/2021	\$0.00	C
115440	ALBIN AQUISITION CORP	5/13/2021	\$0.00	C
115441	ALBIN AQUISITION CORP	5/13/2021	\$3,210.70	R
115442	ALL STRINGS ATTACHED	5/13/2021	\$209.39	R
115443	ALLSTREAM	5/13/2021	\$9,361.86	R
115444	AMAZON CAPITAL SERVICES	5/13/2021	\$0.00	C
115445	AMAZON CAPITAL SERVICES	5/13/2021	\$0.00	C
115446	AMAZON CAPITAL SERVICES	5/13/2021	\$0.00	C
115447	AMAZON CAPITAL SERVICES	5/13/2021	\$0.00	C
115448	AMAZON CAPITAL SERVICES	5/13/2021	\$0.00	C
115449	AMAZON CAPITAL SERVICES	5/13/2021	\$0.00	C
115450	AMAZON CAPITAL SERVICES	5/13/2021	\$0.00	C
115451	AMAZON CAPITAL SERVICES	5/13/2021	\$0.00	C
115452	AMAZON CAPITAL SERVICES	5/13/2021	\$0.00	C
115453	AMAZON CAPITAL SERVICES	5/13/2021	\$0.00	C
115454	AMAZON CAPITAL SERVICES	5/13/2021	\$0.00	C
115455	AMAZON CAPITAL SERVICES	5/13/2021	\$0.00	C
115456	AMAZON CAPITAL SERVICES	5/13/2021	\$0.00	C
115457	AMAZON CAPITAL SERVICES	5/13/2021	\$0.00	C
115458	AMAZON CAPITAL SERVICES	5/13/2021	\$0.00	C
115459	AMAZON CAPITAL SERVICES	5/13/2021	\$0.00	C
115460	AMAZON CAPITAL SERVICES	5/13/2021	\$0.00	C
115461	AMAZON CAPITAL SERVICES	5/13/2021	\$0.00	C
115462	AMAZON CAPITAL SERVICES	5/13/2021	\$0.00	C
115463	AMAZON CAPITAL SERVICES	5/13/2021	\$0.00	C
115464	AMAZON CAPITAL SERVICES	5/13/2021	\$0.00	C
115465	AMAZON CAPITAL SERVICES	5/13/2021	\$0.00	C
115466	AMAZON CAPITAL SERVICES	5/13/2021	\$0.00	C
115467	AMAZON CAPITAL SERVICES	5/13/2021	\$0.00	C
115468	AMAZON CAPITAL SERVICES	5/13/2021	\$16,592.20	R
115469	AMERICAN MESSAGING SERVICES	5/13/2021	\$13.78	R
115470	ANDERSON, ANTHONY J.	5/13/2021	\$80.00	R
115471	ANDERSON, HEATHER A.	5/13/2021	\$256.77	R
115472	ANOKA COUNTY	5/13/2021	\$241.33	R
115473	APPLE VALLEY HS ULTIMATE	5/13/2021	\$550.00	R
115474	ARAMARK UNIFORM & CAREER APPAREL GROUP INC	5/13/2021	\$0.00	C
115475	ARAMARK UNIFORM & CAREER APPAREL GROUP INC	5/13/2021	\$0.00	C
115476	ARAMARK UNIFORM & CAREER APPAREL GROUP INC	5/13/2021	\$991.29	R
115477	ARCH LANGUAGE NETWORK	5/13/2021	\$219.00	R

115478 ASL INTERPRETING SERVICES	5/13/2021	\$256.00	R
115479 ASSETGENIE INC	5/13/2021	\$758.10	R
115480 ASTLEFORD INTL MINNEAPOLIS	5/13/2021	\$39.30	R
115481 ATC GROUP SERVICES LLC	5/13/2021	\$4,827.33	R
115482 BABIASH, CHRIS M.	5/13/2021	\$677.28	R
115483 BATTERIES PLUS BULBS	5/13/2021	\$252.34	R
115484 BEECROFT MARKETING & EVENTS	5/13/2021	\$72.00	R
115485 BENISH, RICHARD L.	5/13/2021	\$160.00	R
115486 BEVSO	5/13/2021	\$0.00	C
115487 BEVSO	5/13/2021	\$24,165.92	R
115488 BIO CORPORATION	5/13/2021	\$766.72	R
115489 BLICK ART MATERIALS	5/13/2021	\$201.43	R
115490 BLUE CROSS / BLUE SHIELD OF MN	5/13/2021	\$11,034.50	R
115491 BPAM	5/13/2021	\$135.00	R
115492 BR PRODUCTIONS LLC	5/13/2021	\$300.00	R
115493 BRAUN INTERTEC CORPORATION	5/13/2021	\$0.00	C
115494 BRAUN INTERTEC CORPORATION	5/13/2021	\$24,669.75	R
115495 BROWER, ROSS	5/13/2021	\$81.00	R
115496 BSN SPORTS	5/13/2021	\$0.00	C
115497 BSN SPORTS	5/13/2021	\$9,053.66	R
115498 CADWALLADER, CASSARA	5/13/2021	\$16.20	R
115499 CAMBRIDGE-ISANTI HIGH SCHOOL	5/13/2021	\$60.00	R
115500 CEDAR LABS LLC	5/13/2021	\$2,143.75	R
115501 CENTURY COLLEGE	5/13/2021	\$132,975.00	R
115502 CERTIFIED LABORATORIES	5/13/2021	\$4,506.20	R
115503 CHAMBERS, AVERI M.	5/13/2021	\$50.00	R
115504 CHEYNE, ROGER A.	5/13/2021	\$72.00	R
115505 CINTAS CORP #470	5/13/2021	\$1,326.69	R
115506 CITY OF HUGO	5/13/2021	\$893.13	R
115507 CL BENSEN CO INC	5/13/2021	\$1,186.08	R
115508 COMMERCIAL KITCHEN SERVICES	5/13/2021	\$1,698.03	R
115509 CONNEY SAFETY PRODUCTS LLC	5/13/2021	\$145.72	R
115510 CONSCIOUS DISCIPLINE	5/13/2021	\$495.00	R
115511 CONTINENTAL RESEARCH CORP	5/13/2021	\$711.02	R
115512 COON RAPIDS HIGH SCHOOL	5/13/2021	\$250.00	R
115513 CUB FOODS	5/13/2021	\$59.53	R
115514 CUB FOODS OF WHITE BEAR TWSHP	5/13/2021	\$402.53	R
115515 CUMMINS SALES AND SERVICE	5/13/2021	\$272.78	R
115516 CUSTOM IMAGE	5/13/2021	\$759.00	R
115517 DALCO CORPORATION	5/13/2021	\$0.00	C
115518 DALCO CORPORATION	5/13/2021	\$6,990.54	R
115519 DAY, JON	5/13/2021	\$81.00	R
115520 DERAAD, MAX D.	5/13/2021	\$231.40	R
115521 DOMINOS PIZZA	5/13/2021	\$197.73	R
115522 DONOVAN, WILLIAM J.	5/13/2021	\$137.00	R
115523 DOOR SERVICE COMPANY	5/13/2021	\$383.00	R
115524 DOSE, BENJAMIN	5/13/2021	\$160.00	R

115525 DOUGLAS, SANDRA L.	5/13/2021	\$325.00	R
115526 DEFINITIVE TECHNOLOGY SOLUTIONS	5/13/2021	\$0.00	C
115527 DEFINITIVE TECHNOLOGY SOLUTIONS	5/13/2021	\$22,098.76	R
115528 DEFINITIVE TECHNOLOGY SOLUTION	5/13/2021	\$9,685.00	R
115529 DURAND, JENNIFER A.	5/13/2021	\$17.60	R
115530 EAST RIDGE HIGH SCHOOL	5/13/2021	\$200.00	R
115531 ECKROTH MUSIC	5/13/2021	\$0.00	C
115532 ECKROTH MUSIC	5/13/2021	\$0.00	C
115533 ECKROTH MUSIC	5/13/2021	\$1,685.28	R
115534 EMERGENCY CONTRACTORS SERVICES INC	5/13/2021	\$21,830.00	R
115535 EXCEL AV GROUP	5/13/2021	\$200.00	R
115536 FARID, BILAL I.	5/13/2021	\$274.00	R
115537 FEIGUM, DANIEL	5/13/2021	\$80.00	R
115538 FENWAY INNOVATION CENTER	5/13/2021	\$10,139.26	R
115539 FESTIVAL FOODS-KNOWLAN'S	5/13/2021	\$0.00	C
115540 FESTIVAL FOODS-KNOWLAN'S	5/13/2021	\$202.40	R
115541 FIDELITY SECURITY LIFE INSURANCE CO	5/13/2021	\$2,899.67	R
115542 FIRST STUDENT INC	5/13/2021	\$312,689.78	R
115543 FLINN SCIENTIFIC INC	5/13/2021	\$291.60	R
115544 FLOWERS, CHRIS	5/13/2021	\$62.00	R
115545 FOLLETT SCHOOL SOLUTIONS INC	5/13/2021	\$0.00	C
115546 FOLLETT SCHOOL SOLUTIONS INC	5/13/2021	\$0.00	C
115547 FOLLETT SCHOOL SOLUTIONS INC	5/13/2021	\$0.00	C
115548 FOLLETT SCHOOL SOLUTIONS INC	5/13/2021	\$29,196.47	R
115549 FOREST LAKE HIGH SCHOOL	5/13/2021	\$370.00	R
115550 FRANTZ, WENDY	5/13/2021	\$81.00	R
115551 FRATTALONES HARDWARE STORES	5/13/2021	\$0.00	C
115552 FRATTALONES HARDWARE STORES	5/13/2021	\$159.03	R
115553 FRONTRUNNER SCREEN PRINTING	5/13/2021	\$700.00	R
115554 GALLAGHERS NORTHWESTERN TIRE CO INC	5/13/2021	\$152.93	R
115555 GEIB, SCOTT	5/13/2021	\$80.00	R
115556 GELMO, IBSAA	5/13/2021	\$56.00	R
115557 GOODIN COMPANY	5/13/2021	\$119.86	R
115558 GOPHER	5/13/2021	\$1,671.83	R
115559 GOPHER STAGE LIGHTING	5/13/2021	\$81.90	R
115560 GOPHER STATE ONE CALL	5/13/2021	\$245.70	R
115561 GRAINGER	5/13/2021	\$0.00	C
115562 GRAINGER	5/13/2021	\$643.37	R
115563 GRANDMA'S BAKERY INC	5/13/2021	\$84.16	R
115564 GRAYBAR ELECTRIC COMPANY	5/13/2021	\$533.80	R
115565 GRIMM, JUSTIN A.	5/13/2021	\$80.00	R
115566 GROUP MEDICAREBLUE RX	5/13/2021	\$11,325.00	R
115567 GRUPA PORTRAIT STUDIO	5/13/2021	\$720.00	R
115568 HAAS MUSICAL INSTRUMENT REPAIR	5/13/2021	\$68.00	R
115569 HAGBERG, EDWARD	5/13/2021	\$80.00	R
115570 HALO TRANSPORTATION	5/13/2021	\$18,525.00	R
115571 HANSON, GENO	5/13/2021	\$72.00	R

115572 HEALTHPARTNERS	5/13/2021	\$4,179.10	R
115573 HEGGIES PIZZA	5/13/2021	\$6,860.80	R
115574 HIESTAND, DEBORAH A.	5/13/2021	\$62.00	R
115575 HINRICHS, PETER E.	5/13/2021	\$137.00	R
115576 HISDAHL INC	5/13/2021	\$1,340.96	R
115577 HOBY REGISTRATION	5/13/2021	\$225.00	R
115578 HOENIGSCHMIDT, KAYLEA	5/13/2021	\$826.00	R
115579 HOGLUND BUS COMPANY	5/13/2021	\$0.00	C
115580 HOGLUND BUS COMPANY	5/13/2021	\$1,674.99	R
115581 HOGLUND BODY & EQUIPMENT INC	5/13/2021	\$586.86	R
115582 HOUGE, SARAH M.	5/13/2021	\$1,200.00	R
115583 HOUSE OF PRINT	5/13/2021	\$7,230.90	R
115584 HUGO FEED MILL & HARDWARE	5/13/2021	\$82.00	R
115585 IFD	5/13/2021	\$0.00	C
115586 IFD	5/13/2021	\$0.00	C
115587 IFD	5/13/2021	\$0.00	C
115588 IFD	5/13/2021	\$0.00	C
115589 IFD	5/13/2021	\$104,328.06	R
115590 INNOVATIVE OFFICE SOLUTIONS	5/13/2021	\$0.00	C
115591 INNOVATIVE OFFICE SOLUTIONS	5/13/2021	\$2,938.24	R
115592 INSTITUTE FOR MULTI SENSORY EDUCATION	5/13/2021	\$0.00	C
115593 INSTITUTE FOR MULTI SENSORY EDUCATION	5/13/2021	\$0.00	C
115594 INSTITUTE FOR MULTI SENSORY EDUCATION	5/13/2021	\$0.00	C
115595 INSTITUTE FOR MULTI SENSORY EDUCATION	5/13/2021	\$8,075.00	R
115596 ISD #623 ROSEVILLE AREA SCHOOLS	5/13/2021	\$1,216.29	R
115597 J GRAMMOND PHOTOGRAPHY	5/13/2021	\$135.00	R
115598 JIMMY JOHNS #869	5/13/2021	\$54.48	R
115599 JIMMY'S CONFERENCE & BANQUET CTR	5/13/2021	\$750.00	R
115600 JOHNSON CONTROLS INC	5/13/2021	\$737.00	R
115601 JUNIOR LIBRARY GUILD	5/13/2021	\$53.30	R
115602 JW PEPPER & SON INC	5/13/2021	\$0.00	C
115603 JW PEPPER & SON INC	5/13/2021	\$661.68	R
115604 KALLESTAD, JAMES	5/13/2021	\$81.00	R
115605 KASTENS, JOE	5/13/2021	\$72.00	R
115606 KATH FUEL OIL SERVICE CO	5/13/2021	\$8,694.23	R
115607 KEYSTONE INTERPRETING SOLUTIONS	5/13/2021	\$8,640.00	R
115608 KFI ENGINEERS	5/13/2021	\$0.00	C
115609 KFI ENGINEERS	5/13/2021	\$29,201.02	R
115610 KIIHN, ROB	5/13/2021	\$80.00	R
115611 KIMBALL MIDWEST	5/13/2021	\$1,030.85	R
115612 KOCH MECHANICAL LLC	5/13/2021	\$2,225.00	R
115613 KRAFT MECHANICAL LLC	5/13/2021	\$312.00	R
115614 KRAUS ANDERSON CONSTRUCTION CO	5/13/2021	\$34,449.50	R
115615 KULLY SUPPLY COMPANY	5/13/2021	\$1,130.14	R
115616 LAKESHORE LEARNING MATERIALS	5/13/2021	\$194.95	R
115617 LANDGRAFF, MARCIA J.	5/13/2021	\$577.00	R
115618 LEARNING A-Z	5/13/2021	\$118.00	R

115619 LIFETIME ATHLETIC	5/13/2021	\$34.00	R
115620 LODGE, HANS W.	5/13/2021	\$80.00	R
115621 LODGE, MARK R.	5/13/2021	\$72.00	R
115622 MACGILLIS, JAMES	5/13/2021	\$137.00	R
115623 MACKIN EDUCATIONAL RESOURCES	5/13/2021	\$1,275.79	R
115624 MANUFACTURING SKILL STANDARDS COUNCIL	5/13/2021	\$25.00	R
115625 MARENEM INC	5/13/2021	\$324.50	R
115626 MARSO, MICHAEL	5/13/2021	\$160.00	R
115627 MN ASSOC OF SCH BUSINESS OFFICIALS	5/13/2021	\$250.00	R
115628 MN ASSOC OF SECRETARIES TO THE PRINCIPALS	5/13/2021	\$40.00	R
115629 MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	5/13/2021	\$865.00	R
115630 MCNERTNEY, HOWARD	5/13/2021	\$0.00	C
115631 MCNERTNEY, HOWARD	5/13/2021	\$952.00	R
115632 MENARDS-MAPLEWOOD	5/13/2021	\$1,274.96	R
115633 METAL CRAFT	5/13/2021	\$1,088.80	R
115634 METRO MEALS ON WHEELS INC	5/13/2021	\$80.25	R
115635 METRO SOUND AND LIGHTING	5/13/2021	\$97.40	R
115636 MID CITY SERVICES - INDUSTRIAL LAUNDRY	5/13/2021	\$1,337.20	R
115637 MIDWEST SAFETY COUNSELORS INC	5/13/2021	\$65.95	R
115638 MLA	5/13/2021	\$788.00	R
115639 MN ASSOC OF STUDENT COUNCILS	5/13/2021	\$155.00	R
115640 MN SAFETY COUNCIL INC	5/13/2021	\$414.00	R
115641 MOBILE RADIO ENGINEERING INC	5/13/2021	\$74.00	R
115642 NARDINI FIRE EQUIPMENT CO INC	5/13/2021	\$418.55	R
115643 NCPERS MINNESOTA	5/13/2021	\$128.00	R
115644 NORTH CENTRAL BLUE BIRD BUS SALES	5/13/2021	\$0.00	C
115645 NORTH CENTRAL BLUE BIRD BUS SALES	5/13/2021	\$629.55	R
115646 NOVAK, JANICE S.	5/13/2021	\$140.00	R
115647 O'REILLY AUTOMOTIVE INC	5/13/2021	\$0.00	C
115648 O'REILLY AUTOMOTIVE INC	5/13/2021	\$112.53	R
115649 OFFICE DEPOT	5/13/2021	\$609.99	R
115650 ON SITE SANITATION INC	5/13/2021	\$156.00	R
115651 OPITZ, LAURIE A.	5/13/2021	\$1,441.35	R
115652 PANERA LLC	5/13/2021	\$146.67	R
115653 PARTS TOWN, LLC	5/13/2021	\$382.03	R
115654 PELOTON CONSULTANT GROUP, LLC	5/13/2021	\$3,500.00	R
115655 PETERSON, STEPHANIE A.	5/13/2021	\$166.29	R
115656 PRESS PUBLICATIONS	5/13/2021	\$0.00	C
115657 PRESS PUBLICATIONS	5/13/2021	\$2,336.33	R
115658 RAMSEY COUNTY PARKS/REC DEPT	5/13/2021	\$354.34	R
115659 RED BALLOON	5/13/2021	\$242.96	R
115660 REGION 4AA	5/13/2021	\$740.00	R
115661 REPUBLIC SERVICES #899	5/13/2021	\$10,595.82	R
115662 THE RETROFIT COMPANIES INC	5/13/2021	\$939.86	R
115663 REVOLUTION SPORTING GOODS	5/13/2021	\$1,020.00	R
115664 REYNOLDS, SHANNON F.	5/13/2021	\$80.00	R
115665 RIVERSIDE INSIGHTS	5/13/2021	\$364.83	R

115666 ROMANS, STEPHEN C.	5/13/2021	\$80.00	R
115667 RUPP ANDERSON SQUIRES & WALDSPURGER PA	5/13/2021	\$539.00	R
115668 RYDLAND, KARENA	5/13/2021	\$171.18	R
115669 SAFETY-KLEEN SYSTEMS INC	5/13/2021	\$226.00	R
115670 SAVVAS LEARNING COMPANY, LLC	5/13/2021	\$7,232.50	R
115671 SCHINDLER ELEVATOR CORP	5/13/2021	\$2,608.92	R
115672 SCHMITT MUSIC COMPANY	5/13/2021	\$154.00	R
115673 SCHOLASTIC BOOK FAIRS	5/13/2021	\$2,788.94	R
115674 SCHOOL CHECK IN	5/13/2021	\$50.00	R
115675 SCHOOL DISTRICT OF HUDSON	5/13/2021	\$220.00	R
115676 SCHOOL FIX CATALOG	5/13/2021	\$217.55	R
115677 SCHOOL SPECIALTY LLC	5/13/2021	\$89.67	R
115678 SENIOR SERVICES CONSORTIUM	5/13/2021	\$2,500.00	R
115679 SHEPP, ERIKKA	5/13/2021	\$256.77	R
115680 SHRED-IT USA - MINNEAPOLIS	5/13/2021	\$366.81	R
115681 SINK, ADAM	5/13/2021	\$80.00	R
115682 SITEONE LANDSCAPE SUPPLY	5/13/2021	\$211.18	R
115683 SKOW, KAREN L.	5/13/2021	\$660.00	R
115684 SMITLEY, SHARON L.	5/13/2021	\$100.00	R
115685 SOLIANT	5/13/2021	\$1,890.00	R
115686 SOMMERS, MICHON L.	5/13/2021	\$29.50	R
115687 SORENSON, MATT	5/13/2021	\$80.00	R
115688 SOUTHWIND BUILDERS INC	5/13/2021	\$875.00	R
115689 SPED FORMS LLC	5/13/2021	\$22,949.52	R
115690 ST CROIX RECREATION FUND PLAYGROUNDS INC	5/13/2021	\$3,526.93	R
115691 STANDARD INSURANCE COMPANY	5/13/2021	\$38,760.08	R
115692 STAPLES ADVANTAGE	5/13/2021	\$0.00	C
115693 STAPLES ADVANTAGE	5/13/2021	\$0.00	C
115694 STAPLES ADVANTAGE	5/13/2021	\$0.00	C
115695 STAPLES ADVANTAGE	5/13/2021	\$0.00	C
115696 STAPLES ADVANTAGE	5/13/2021	\$1,627.36	R
115697 STAR AUTISM SUPPORT INC	5/13/2021	\$299.00	R
115698 STATE SUPPLY CO	5/13/2021	\$0.00	C
115699 STATE SUPPLY CO	5/13/2021	\$2,757.98	R
115700 STILLWATER AREA HIGH SCHOOL	5/13/2021	\$200.00	R
115701 STRAUSS SKATES AND BICYCLES	5/13/2021	\$2,033.00	R
115702 SUMMIT COMPANIES	5/13/2021	\$300.00	R
115703 SUNDE LAND SURVEYING LLC	5/13/2021	\$1,025.00	R
115704 SYNCHRONY BANK	5/13/2021	\$258.76	R
115705 SYNOVIA SOLUTIONS	5/13/2021	\$1,417.50	R
115706 TAMARACK NATURE CENTER	5/13/2021	\$48.00	R
115707 TEACHER SYNERGY LLC	5/13/2021	\$19.95	R
115708 TEAMWORKS INTERNATIONAL INC	5/13/2021	\$968.30	R
115709 TEXTBOOK WAREHOUSE INC	5/13/2021	\$2,051.35	R
115710 TOWN LIFE	5/13/2021	\$1,215.00	R
115711 TR ENVIRONMENTAL CONSULTING LLC	5/13/2021	\$218.00	R
115712 TRANS-MISSISSIPPI BIO SUPPLY	5/13/2021	\$189.86	R

115713 TRIO SUPPLY COMPANY	5/13/2021	\$5,659.89	R
115714 TURFWERKS INC	5/13/2021	\$1,896.07	R
115715 TWIN CITY JANITOR SUPPLY CO	5/13/2021	\$2,173.50	R
115716 TWIN CITY TRANSPORTATION INC	5/13/2021	\$70,145.39	R
115717 TWIN CITY HARDWARE COMPANY INC	5/13/2021	\$2,461.65	R
115718 UHL COMPANY INC	5/13/2021	\$348.00	R
115719 UNIVERSITY OF MN OFC OF STUDENT FINANCE	5/13/2021	\$7,830.00	R
115720 VAN LUYK, LEONARD	5/13/2021	\$56.00	R
115721 VANG, STEPHANIE	5/13/2021	\$1,452.50	R
115722 VERITEXT	5/13/2021	\$245.00	R
115723 VIKING ELECTRIC SUPPLY	5/13/2021	\$2,880.45	R
115724 WB AREA EMERGENCY FOOD SHELF	5/13/2021	\$170.14	R
115725 WHITE BEAR GLASS INC	5/13/2021	\$845.00	R
115726 WHITE BEAR MONTESSORI	5/13/2021	\$126.96	R
115727 WHITE BEAR AREA CHAMBER	5/13/2021	\$385.00	R
115728 WEBER, CRAIG	5/13/2021	\$137.00	R
115729 WEBER, MARK	5/13/2021	\$137.00	R
115730 WEST MUSIC COMPANY	5/13/2021	\$129.64	R
115731 WILLE & ANDERSON INC	5/13/2021	\$40.00	R
115732 WILLHAUS, ROGER	5/13/2021	\$137.00	R
115733 WINDSTREAM	5/13/2021	\$1,953.18	R
115734 WITTHUS, KINDRA	5/13/2021	\$144.00	R
115735 WOLD ARCHITECTS AND ENGINEERS	5/13/2021	\$0.00	C
115736 WOLD ARCHITECTS AND ENGINEERS	5/13/2021	\$0.00	C
115737 WOLD ARCHITECTS AND ENGINEERS	5/13/2021	\$1,021,938.70	R
115738 WORK ZONE CAM LLC	5/13/2021	\$8,890.00	R
115739 ZABADAL, GEORGE J.	5/13/2021	\$216.00	R
115740 GURSTEL CHARGO ATTORNEYS AT LAW	5/14/2021	\$321.33	R
115741 MESSERLI & KRAMER PA	5/14/2021	\$4.27	R
115742 GREATER TWIN CITIES UNITED WAY	5/14/2021	\$150.00	R
115743 IUOE LOCAL 70	5/14/2021	\$1,193.00	R
115744 SCHOOL SERVICE EMPLOYEES	5/14/2021	\$0.00	C
115745 SCHOOL SERVICE EMPLOYEES	5/14/2021	\$7,404.42	R
115746 WBLA EDUCATIONAL FOUNDATION	5/14/2021	\$431.00	R
115747 A+ DRIVING SCHOOL	5/27/2021	\$10,395.00	R
115748 AJ MOORE ELECTRIC INC	5/27/2021	\$21,936.45	R
115749 ALL STRINGS ATTACHED	5/27/2021	\$350.00	R
115750 ALLSTREAM	5/27/2021	\$4,643.89	R
115751 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115752 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115753 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115754 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115755 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115756 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115757 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115758 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115759 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C

115760 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115761 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115762 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115763 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115764 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115765 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115766 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115767 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115768 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115769 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115770 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115771 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115772 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115773 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115774 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115775 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115776 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115777 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115778 AMAZON CAPITAL SERVICES	5/27/2021	\$0.00	C
115779 AMAZON CAPITAL SERVICES	5/27/2021	\$21,602.77	R
115780 AMERICAN CANCER SOCIETY	5/27/2021	\$734.00	R
115781 AMPLIFY	5/27/2021	\$4,978.40	R
115782 AMX SAXON LANES	5/27/2021	\$141.49	R
115783 ANCHOR SOLAR INVESTMENTS LLC	5/27/2021	\$0.00	C
115784 ANCHOR SOLAR INVESTMENTS LLC	5/27/2021	\$2,093.36	R
115785 ARC DOCUMENT SOLUTIONS LLC	5/27/2021	\$5,081.60	R
115786 ASTLEFORD INTL MINNEAPOLIS	5/27/2021	\$4,638.66	R
115787 AVANT ASSESSMENT LLC	5/27/2021	\$49.90	R
115788 AVID CENTER	5/27/2021	\$1,450.00	R
115789 AXEL H OHMAN INC	5/27/2021	\$168,796.00	R
115790 B&B ELECTRIC INC	5/27/2021	\$77,425.00	R
115791 B&D ASSOCIATES LLC	5/27/2021	\$162,400.60	R
115792 BARTCZAK, ANDREW	5/27/2021	\$56.00	R
115793 BATTERIES PLUS BULBS	5/27/2021	\$287.59	R
115794 BEDEAU, KEITH	5/27/2021	\$600.00	R
115795 BEER, LUCAS	5/27/2021	\$218.00	R
115796 BERWALD ROOFING COMPANY INC	5/27/2021	\$84,075.00	R
115797 BEST BUY BUSINESS ADVANTAGE ACCT	5/27/2021	\$469.98	R
115798 BETTCHER, PAUL T.	5/27/2021	\$72.00	R
115799 BITUMINOUS ROADWAYS INC	5/27/2021	\$65,455.00	R
115800 BLADE, JULIE M.	5/27/2021	\$190.97	R
115801 BORCHERS, WILLIAM S.	5/27/2021	\$137.00	R
115802 BOYER TRUCKS	5/27/2021	\$504.05	R
115803 BRAUN INTERTEC CORPORATION	5/27/2021	\$8,525.00	R
115804 BREAKDOWN SPORTS USA	5/27/2021	\$840.00	R
115805 BREDEMUS HARDWARE CO INC	5/27/2021	\$5,035.00	R
115806 BRIN GLASS COMPANY	5/27/2021	\$35,625.00	R

115807 BSN SPORTS	5/27/2021	\$2,766.49	R
115808 CALLISTER, CURT	5/27/2021	\$80.00	R
115809 THE CAMBRIAN GROUP	5/27/2021	\$1,995.00	R
115810 CAMELOT METALS INC	5/27/2021	\$142,532.20	R
115811 CAPITAL ONE TRADE CREDIT	5/27/2021	\$10.99	R
115812 CAPITAL CITY GLASS INC	5/27/2021	\$33,749.70	R
115813 CAROLINA BIOLOGICAL SUPPLY	5/27/2021	\$238.63	R
115814 CDW GOVERNMENT INC	5/27/2021	\$157,228.00	R
115815 CEDAR LABS LLC	5/27/2021	\$1,107.75	R
115816 CELEBRATE PLANET EARTH	5/27/2021	\$57.80	R
115817 CENTENNIAL HIGH SCHOOL	5/27/2021	\$180.00	R
115818 CENTRAL ROOFING COMPANY	5/27/2021	\$68,840.32	R
115819 CHEYNE, ROGER A.	5/27/2021	\$72.00	R
115820 CINTAS CORP #470	5/27/2021	\$202.47	R
115821 CITY OF HUGO	5/27/2021	\$1,187.63	R
115822 CITY OF WHITE BEAR LAKE	5/27/2021	\$0.00	C
115823 CITY OF WHITE BEAR LAKE	5/27/2021	\$0.00	C
115824 CITY OF WHITE BEAR LAKE	5/27/2021	\$6,475.19	R
115824 CITY OF WHITE BEAR LAKE	5/27/2021	(\$6,475.19)	V
115825 CL BENSEN CO INC	5/27/2021	\$1,195.80	R
115826 COLEMAN, PAUL A.	5/27/2021	\$218.00	R
115827 COMMERCIAL DRYWALL INC	5/27/2021	\$2,850.00	R
115828 COMPASS MINERALS	5/27/2021	\$3,231.74	R
115829 COOPS SPORTSWEAR	5/27/2021	\$945.00	R
115830 COUNTRY VIDEO BARN	5/27/2021	\$280.32	R
115831 CRISIS PREVENTION INSTITUTE INC	5/27/2021	\$150.00	R
115832 CROWN TROPHY	5/27/2021	\$1,542.00	R
115833 CUB FOODS OF WHITE BEAR TWSHP	5/27/2021	\$0.00	C
115834 CUB FOODS OF WHITE BEAR TWSHP	5/27/2021	\$479.22	R
115835 CULLIGAN BOTTLED WATER CO	5/27/2021	\$141.60	R
115836 CUP AND CONE	5/27/2021	\$400.00	R
115837 DALCO CORPORATION	5/27/2021	\$0.00	C
115838 DALCO CORPORATION	5/27/2021	\$0.00	C
115839 DALCO CORPORATION	5/27/2021	\$0.00	C
115840 DALCO CORPORATION	5/27/2021	\$14,209.55	R
115841 DELONG, DANIELLE M.	5/27/2021	\$1,200.00	R
115842 DELTA EDUCATION LLC	5/27/2021	\$35.07	R
115843 DEMCO INC	5/27/2021	\$175.52	R
115844 DERAAD, MAX D.	5/27/2021	\$231.40	R
115845 DEY DISTRIBUTING	5/27/2021	\$2.60	R
115846 DILLON, ROBERT	5/27/2021	\$1,500.00	R
115847 DIVISION FOR EARLY CHILDHOOD	5/27/2021	\$220.00	R
115848 DONALD R FRANTZ CONCRETE CONSTRUCTION LLC	5/27/2021	\$159,649.87	R
115849 DONATELLI'S	5/27/2021	\$361.99	R
115850 DOWD, ZEKEIEL	5/27/2021	\$103.00	R
115851 DEFINITIVE TECHNOLOGY SOLUTION	5/27/2021	\$9,685.00	R
115852 EASTVIEW HIGH SCHOOL	5/27/2021	\$45.00	R

115853	EBERT CONSTRUCTION	5/27/2021	\$1,928.10	R
115854	ECCO MIDWEST, INC	5/27/2021	\$4,460.00	R
115855	EICHACKER, ERIC	5/27/2021	\$81.00	R
115856	ELLIOTT, SHANNON	5/27/2021	\$1,053.75	R
115857	ENVISION GLASS INC	5/27/2021	\$64,695.00	R
115858	FENWAY INNOVATION CENTER	5/27/2021	\$9,269.54	R
115859	FETTINGER, NICOLE	5/27/2021	\$42.35	R
115860	FLANAGAN, HOPE L.	5/27/2021	\$1,200.00	R
115861	FLINN SCIENTIFIC INC	5/27/2021	\$1,419.30	R
115862	FLUENCY MATTERS	5/27/2021	\$333.00	R
115863	FOLLETT SCHOOL SOLUTIONS INC	5/27/2021	\$4,778.40	R
115864	FOREST LAKE HIGH SCHOOL	5/27/2021	\$185.00	R
115865	FOREST LAKE PETS	5/27/2021	\$162.80	R
115866	FRATTALONE COMPANIES INC	5/27/2021	\$72,182.56	R
115867	FRATTALONES HARDWARE STORES	5/27/2021	\$0.00	C
115868	FRATTALONES HARDWARE STORES	5/27/2021	\$0.00	C
115869	FRATTALONES HARDWARE STORES	5/27/2021	\$0.00	C
115870	FRATTALONES HARDWARE STORES	5/27/2021	\$474.72	R
115871	FRYBREAD EXPRESS	5/27/2021	\$700.00	R
115872	FYKSEN, PATRICIA M.	5/27/2021	\$15.00	R
115873	GALLAGHERS NORTHWESTERN TIRE CO INC	5/27/2021	\$2,723.34	R
115874	GENERAL SHEET METAL COMPANY LLC	5/27/2021	\$82,270.00	R
115875	GENERAL SPRINKLER CORPORATION	5/27/2021	\$8,550.00	R
115876	GENTRY ACADEMY	5/27/2021	\$10,511.49	R
115877	GILLUND ENTERPRISES	5/27/2021	\$643.40	R
115878	GOODIN COMPANY	5/27/2021	\$347.29	R
115879	GOPHER	5/27/2021	\$1,550.25	R
115880	GRACENOTES LLC	5/27/2021	\$15.00	R
115881	GRAINER	5/27/2021	\$0.00	C
115882	GRAINER	5/27/2021	\$0.00	C
115883	GRAINER	5/27/2021	\$0.00	C
115884	GRAINER	5/27/2021	\$2,715.81	R
115885	GRANDMA'S BAKERY INC	5/27/2021	\$166.50	R
115886	GREATAMERICA FINANCIAL SERVICES	5/27/2021	\$334.85	R
115887	HAAS MUSICAL INSTRUMENT REPAIR	5/27/2021	\$247.40	R
115888	HAIR, DANIEL	5/27/2021	\$112,560.66	R
115889	HALLBERG ENGINEERING INC	5/27/2021	\$5,500.00	R
115890	HAMERAY PUBLISHING	5/27/2021	\$8.55	R
115891	HANKE, KATE J.	5/27/2021	\$50.00	R
115892	HARBOR CITY MASONRY INC	5/27/2021	\$6,982.50	R
115893	HEGGIES PIZZA	5/27/2021	\$3,932.75	R
115894	HISDAHL INC	5/27/2021	\$229.75	R
115895	HOENIGSCHMIDT, KAYLEA	5/27/2021	\$0.00	C
115896	HOENIGSCHMIDT, KAYLEA	5/27/2021	\$2,351.00	R
115897	HOGLUND BUS COMPANY	5/27/2021	\$162.21	R
115898	HOUGE, SARAH M.	5/27/2021	\$918.75	R
115899	HUGO FEED MILL & HARDWARE	5/27/2021	\$20.47	R

115900 INNOVATIVE OFFICE SOLUTIONS	5/27/2021	\$785.46	R
115901 INSTITUTE FOR MULTI SENSORY EDUCATION	5/27/2021	\$120.00	R
115902 INTERSTATE POWERSYSTEMS	5/27/2021	\$1,018.85	R
115903 JACON LLC	5/27/2021	\$165,407.35	R
115904 JAYTECH INC	5/27/2021	\$134.00	R
115905 JOHN DEERE FINANCIAL	5/27/2021	\$1,810.26	R
115906 JOHN FOLEY MASONRY INC	5/27/2021	\$40,968.00	R
115907 K2 TROPHIES AND AWARDS LLC	5/27/2021	\$18.94	R
115908 KALLESTAD, JAMES	5/27/2021	\$193.00	R
115909 KATH FUEL OIL SERVICE CO	5/27/2021	\$3,936.59	R
115910 KELLINGTON CONSTRUCTION INC	5/27/2021	\$9,680.88	R
115911 KIDCREATE STUDIO	5/27/2021	\$631.00	R
115912 KIIHN, ROB	5/27/2021	\$116.00	R
115913 KRAFT MECHANICAL LLC	5/27/2021	\$44,598.22	R
115914 KRAUS ANDERSON CONSTRUCTION CO	5/27/2021	\$0.00	C
115915 KRAUS ANDERSON CONSTRUCTION CO	5/27/2021	\$490,290.92	R
115916 KUDEBAH, STEVE	5/27/2021	\$56.00	R
115917 KULLY SUPPLY COMPANY	5/27/2021	\$541.69	R
115918 KURTA, JUSTIN	5/27/2021	\$1,200.00	R
115919 LANGERS	5/27/2021	\$975.00	R
115920 LANGUAGE LINE SERVICES	5/27/2021	\$624.07	R
115921 LANGUAGE TESTING INTL	5/27/2021	\$45.00	R
115922 LARSON, THEODORE J.	5/27/2021	\$72.00	R
115923 LIBERTY CLASSICAL ACADEMY	5/27/2021	\$7,507.98	R
115924 LITTLEGEORGE, BRIANNA A.	5/27/2021	\$1,200.00	R
115925 L T G POWER EQUIPMENT	5/27/2021	\$200.21	R
115926 MACKIN EDUCATIONAL RESOURCES	5/27/2021	\$0.00	C
115927 MACKIN EDUCATIONAL RESOURCES	5/27/2021	\$0.00	C
115928 MACKIN EDUCATIONAL RESOURCES	5/27/2021	\$16,534.73	R
115929 MAGIC MAN INC	5/27/2021	\$2,000.00	R
115930 MAGNUSON CHRISTIAN SCHOOL	5/27/2021	\$6,050.00	R
115931 MANUFACTURING SKILL STANDARDS COUNCIL	5/27/2021	\$725.00	R
115932 MARCO PRODUCTS INC	5/27/2021	\$2,820.87	R
115933 MN ASSOC OF SCH BUSINESS OFFICIALS	5/27/2021	\$110.00	R
115934 MN ASSOC OF SCHOOL MAINTENANCE SUPV	5/27/2021	\$125.00	R
115935 MCNERTNEY, HOWARD	5/27/2021	\$384.00	R
115936 MEISINGER CONSTRUCTION COMPANY	5/27/2021	\$1,900.00	R
115937 METROPOLITAN TRANSPORTATION NETWORK	5/27/2021	\$62,439.21	R
115938 MID MINNESOTA STORAGE	5/27/2021	\$5,980.00	R
115939 MINNESOTA SODDING CO LLC	5/27/2021	\$710.64	R
115940 MN BOARD OF WATER AND SOIL RESOURCES	5/27/2021	\$2,425.66	R
115941 MN POLLUTION CONTROL AGENCY	5/27/2021	\$1,151.16	R
115942 MN SAFETY COUNCIL INC	5/27/2021	\$378.00	R
115943 MN UTILITIES & EXCAVATING LLC	5/27/2021	\$85,500.00	R
115944 MODERN PIPING INC	5/27/2021	\$118,139.83	R
115945 MUSIC IN MOTION	5/27/2021	\$240.30	R
115946 NAPA AUTO PARTS	5/27/2021	\$53.35	R

115947 NASCO	5/27/2021	\$2,013.96	R
115948 NASSEFF MECHANICAL CONTRACTORS INC	5/27/2021	\$7,125.00	R
115949 NATL RECOGNITION PRODUCTS	5/27/2021	\$3,976.03	R
115950 NCS PEARSON INC	5/27/2021	\$105.00	R
115951 NELSON, SCOTT	5/27/2021	\$80.00	R
115952 NEO ELECTRICAL SOLUTIONS LLC	5/27/2021	\$72,208.10	R
115953 NORTH CENTRAL BLUE BIRD BUS SALES	5/27/2021	\$1,359.51	R
115954 NORTHEAST METRO INTERMEDIATE DISTRICT 916	5/27/2021	\$43,472.74	R
115955 NORTHERN LIGHTS STEEL FABRICATION	5/27/2021	\$9,795.45	R
115956 NORTH OAKS HOME OWNERS ASSOC	5/27/2021	\$10,000.00	R
115957 O'NEILL ELECTRIC INC	5/27/2021	\$16,826.17	R
115958 O'REILLY AUTOMOTIVE INC	5/27/2021	\$22.61	R
115959 OEHMKE, ROBERT D.	5/27/2021	\$72.00	R
115960 OFFICE DEPOT	5/27/2021	\$755.64	R
115961 OXYGEN SERVICE COMPANY INC	5/27/2021	\$66.44	R
115962 PAINT ADDICT STUDIOS	5/27/2021	\$251.88	R
115963 PARK HIGH SCHOOL	5/27/2021	\$200.00	R
115964 PATRIOT ERECTORS INC	5/27/2021	\$47,500.00	R
115965 PERNSTEINER CREATIVE GROUP	5/27/2021	\$75.00	R
115966 PETERSON COMPANIES INC	5/27/2021	\$443,912.29	R
115967 PHASOR ELECTRIC COMPANY	5/27/2021	\$6,365.00	R
115968 PIONEER MIDWEST	5/27/2021	\$959.40	R
115969 POSTMASTER	5/27/2021	\$245.00	R
115970 PRAXAIR DISTRIBUTION INC	5/27/2021	\$55.70	R
115971 PREMIUM WATERS INC	5/27/2021	\$127.70	R
115972 PRESS PUBLICATIONS	5/27/2021	\$514.63	R
115973 PRO-ED INC	5/27/2021	\$46.20	R
115974 PROFESSIONAL TURF & RENOVATION	5/27/2021	\$2,925.00	R
115975 PROJECT LEAD THE WAY	5/27/2021	\$0.00	C
115976 PROJECT LEAD THE WAY	5/27/2021	\$5,800.00	R
115977 PUMP & METER SERVICE INC	5/27/2021	\$27,893.82	R
115978 RED CEDAR STEEL ERECTORS INC	5/27/2021	\$18,762.50	R
115979 REDMOND, THOMAS	5/27/2021	\$125.00	R
115980 REDWOOD TOXICOLOGY LABORATORY	5/27/2021	\$106.42	R
115981 REGENTS OF THE UNIV OF MN	5/27/2021	\$107.35	R
115982 REPUBLIC SERVICES #899	5/27/2021	\$10,719.90	R
115983 REYNOLDS, SHANNON F.	5/27/2021	\$80.00	R
115984 ROSEVILLE AREA HIGH SCHOOL	5/27/2021	\$125.00	R
115985 RTL CONSTRUCTION INC	5/27/2021	\$36,940.96	R
115986 S&J GLASS INC	5/27/2021	\$30,279.35	R
115987 SCHOLASTIC	5/27/2021	\$5.11	R
115988 SCHOOL SPECIALTY LLC	5/27/2021	\$943.21	R
115989 SCHULER, SCOTT R.	5/27/2021	\$80.00	R
115990 SCIBAK, BRAD	5/27/2021	\$137.00	R
115991 SCR INC	5/27/2021	\$73,625.00	R
115992 SEBCO BOOKS	5/27/2021	\$1,123.00	R
115993 SEEVER, GRAY	5/27/2021	\$160.00	R

115994 SHAWN GRITZMACHER PHOTOGRAPHY	5/27/2021	\$75.00	R
115995 SITEONE LANDSCAPE SUPPLY	5/27/2021	\$165.50	R
115996 SKOW, KAREN L.	5/27/2021	\$240.00	R
115997 SOCCER SHOTS	5/27/2021	\$6,440.00	R
115998 SOLIANT	5/27/2021	\$5,985.00	R
115999 SPRIGGS PLUMBING & HEATING INC	5/27/2021	\$27,550.00	R
116000 STATE SUPPLY CO	5/27/2021	\$2,477.28	R
116001 STATE CHEMICAL MANUF CO	5/27/2021	\$388.00	R
116002 STICKER GENIUS	5/27/2021	\$3,536.20	R
116003 STRATEGIC STAFFING SOLUTIONS	5/27/2021	\$5,878.00	R
116004 STREAMLINE DESIGN INC	5/27/2021	\$740.00	R
116005 SUMMIT FIRE PROTECTION	5/27/2021	\$328.50	R
116006 SUPER DUPER PUBLICATIONS	5/27/2021	\$262.00	R
116007 SWANSON, STEPHEN	5/27/2021	\$150.00	R
116008 TEACHER SYNERGY LLC	5/27/2021	\$8.40	R
116009 TEACHSTONE TRAINING LLC	5/27/2021	\$750.00	R
116010 TR ENVIRONMENTAL CONSULTING LLC	5/27/2021	\$0.00	C
116011 TR ENVIRONMENTAL CONSULTING LLC	5/27/2021	\$3,207.00	R
116012 TRADE PRESS INC	5/27/2021	\$301.00	R
116013 TRANS-MISSISSIPPI BIO SUPPLY	5/27/2021	\$298.78	R
116014 TREETOP PRODUCTS INC	5/27/2021	\$448.70	R
116015 TROY BURNE GOLF CLUB	5/27/2021	\$3,990.00	R
116016 TRUE NORTH CONSULTING GROUP	5/27/2021	\$9,363.00	R
116017 TSA CONSULTING GROUP	5/27/2021	\$940.24	R
116018 TWIN CITY HARDWARE COMPANY INC	5/27/2021	\$21,496.69	R
116019 THE UPS STORE #3299	5/27/2021	\$225.66	R
116020 USIC LOCATING SERVICES LLC	5/27/2021	\$3,930.48	R
116021 VANDALIA GLASSWORKS	5/27/2021	\$816.00	R
116022 VIKING ELECTRIC SUPPLY	5/27/2021	\$645.14	R
116023 VON DE LINDE, DANA M.	5/27/2021	\$40.15	R
116024 VOYAGER SOPRIS LEARNING	5/27/2021	\$138.00	R
116025 WHITE BEAR LOCKSMITH INC	5/27/2021	\$325.00	R
116026 WHITE BEAR RENTAL EQUIPMENT	5/27/2021	\$95.48	R
116027 WHITE BEAR LAKE SPORTS CENTER	5/27/2021	\$10,800.00	R
116028 WEIDNER PLUMBING & HEATING CO	5/27/2021	\$722,423.70	R
116029 WELLS CONCRETE PRODUCTS CO	5/27/2021	\$330,861.35	R
116030 WENZEL PLYMOUTH PLUMBING LLC	5/27/2021	\$47,076.30	R
116031 WEST MUSIC COMPANY	5/27/2021	\$1,565.71	R
116032 WHITE BEAR MAKERSPACE	5/27/2021	\$200.00	R
116033 WHITE EAGLE GOLF CLUB LLC	5/27/2021	\$3,840.00	R
116034 WINN, GEORGE	5/27/2021	\$62.00	R
116035 WITTHUS, KINDRA	5/27/2021	\$72.00	R
116036 WORLD'S FINEST CHOCOLATE INC	5/27/2021	\$1,769.00	R
116037 XCEL ENERGY	5/27/2021	\$0.00	C
116038 XCEL ENERGY	5/27/2021	\$118,754.61	R
116039 CITY OF WHITE BEAR LAKE	5/27/2021	\$0.00	C
116040 CITY OF WHITE BEAR LAKE	5/27/2021	\$0.00	C

116041 CITY OF WHITE BEAR LAKE	5/27/2021	\$6,015.19	R
116042 CITY OF WHITE BEAR LAKE	5/27/2021	\$460.00	R
116043 GURSTEL CHARGO ATTORNEYS AT LAW	5/28/2021	\$322.80	R
116044 MESSERLI & KRAMER PA	5/28/2021	\$4.27	R
116045 GREATER TWIN CITIES UNITED WAY	5/28/2021	\$150.00	R
116046 IUOE LOCAL 70	5/28/2021	\$1,136.87	R
116047 RAUSCH, STURM, ISRAEL,	5/28/2021	\$28.29	R
116048 SCHOOL SERVICE EMPLOYEES	5/28/2021	\$7,273.20	R
116049 WBLA EDUCATIONAL FOUNDATION	5/28/2021	\$431.00	R
9992625 AIG	5/14/2021	\$6,964.46	R
9992626 AMERICAN FUNDS	5/14/2021	\$88,577.72	R
9992627 AMERICAN UNITED LIFE	5/14/2021	\$96,084.22	R
9992628 AMERIPRISE FINANCIAL SERVICES	5/14/2021	\$15,349.29	R
9992629 ASPIRE FINANCIAL SERVICES	5/14/2021	\$1,948.80	R
9992630 AXA EQUITABLE	5/14/2021	\$27,365.01	R
9992631 EDUCATION MN ESI BILLING TRUST	5/14/2021	\$36,785.49	R
9992632 INTERNAL REVENUE SERVICE	5/14/2021	\$0.00	C
9992633 INTERNAL REVENUE SERVICE	5/14/2021	\$0.00	C
9992634 INTERNAL REVENUE SERVICE	5/14/2021	\$0.00	C
9992635 INTERNAL REVENUE SERVICE	5/14/2021	\$0.00	C
9992636 INTERNAL REVENUE SERVICE	5/14/2021	\$0.00	C
9992637 INTERNAL REVENUE SERVICE	5/14/2021	\$0.00	C
9992638 INTERNAL REVENUE SERVICE	5/14/2021	\$0.00	C
9992639 INTERNAL REVENUE SERVICE	5/14/2021	\$0.00	C
9992640 INTERNAL REVENUE SERVICE	5/14/2021	\$0.00	C
9992641 INTERNAL REVENUE SERVICE	5/14/2021	\$0.00	C
9992642 INTERNAL REVENUE SERVICE	5/14/2021	\$0.00	C
9992643 INTERNAL REVENUE SERVICE	5/14/2021	\$753,992.08	R
9992644 METROPOLITAN LIFE	5/14/2021	\$1,198.76	R
9992645 MN DEPT OF HUMAN SERVICES	5/14/2021	\$1,929.92	R
9992646 MN DEPT OF REVENUE	5/14/2021	\$0.00	C
9992647 MN DEPT OF REVENUE	5/14/2021	\$0.00	C
9992648 MN DEPT OF REVENUE	5/14/2021	\$121,566.86	R
9992649 MN STATE RETIREMENT	5/14/2021	\$6,205.19	R
9992650 PUBLIC EMP RETIREMENT ASSOC	5/14/2021	\$0.00	C
9992651 PUBLIC EMP RETIREMENT ASSOC	5/14/2021	\$0.00	C
9992652 PUBLIC EMP RETIREMENT ASSOC	5/14/2021	\$0.00	C
9992653 PUBLIC EMP RETIREMENT ASSOC	5/14/2021	\$0.00	C
9992654 PUBLIC EMP RETIREMENT ASSOC	5/14/2021	\$0.00	C
9992655 PUBLIC EMP RETIREMENT ASSOC	5/14/2021	\$124,407.82	R
9992656 TEACHERS RETIREMENT ASSOC	5/14/2021	\$387,965.23	R
9992657 VANGUARD SMALL BUSINESS SERVICES	5/14/2021	\$0.00	C
9992658 VANGUARD SMALL BUSINESS SERVICES	5/14/2021	\$0.00	C
9992659 VANGUARD SMALL BUSINESS SERVICES	5/14/2021	\$0.00	C
9992660 VANGUARD SMALL BUSINESS SERVICES	5/14/2021	\$36,909.80	R
9992661 WHITE BEAR LAKE TEACHERS ASSOC (WIRE)	5/14/2021	\$43,305.28	R
9992662 SAM'S CLUB/SYNCHRONY BANK	5/18/2021	\$0.00	C

9992663 SAM'S CLUB/SYNCHRONY BANK	5/18/2021	\$1,136.60	R
9992664 BMO	5/31/2021	\$0.00	C
9992665 BMO	5/31/2021	\$0.00	C
9992666 BMO	5/31/2021	\$0.00	C
9992667 BMO	5/31/2021	\$0.00	C
9992668 BMO	5/31/2021	\$0.00	C
9992669 BMO	5/31/2021	\$0.00	C
9992670 BMO	5/31/2021	\$0.00	C
9992671 BMO	5/31/2021	\$0.00	C
9992672 BMO	5/31/2021	\$0.00	C
9992673 BMO	5/31/2021	\$0.00	C
9992674 BMO	5/31/2021	\$0.00	C
9992675 BMO	5/31/2021	\$15,376.90	R
9992676 AIG	5/28/2021	\$6,964.46	R
9992677 AMERICAN FUNDS	5/28/2021	\$87,222.57	R
9992678 AMERICAN UNITED LIFE	5/28/2021	\$93,561.72	R
9992679 AMERIPRISE FINANCIAL SERVICES	5/28/2021	\$15,349.29	R
9992680 ASPIRE FINANCIAL SERVICES	5/28/2021	\$1,948.80	R
9992681 AXA EQUITABLE	5/28/2021	\$27,365.01	R
9992682 EDUCATION MN ESI BILLING TRUST	5/28/2021	\$36,785.49	R
9992683 INTERNAL REVENUE SERVICE	5/28/2021	\$0.00	C
9992684 INTERNAL REVENUE SERVICE	5/28/2021	\$0.00	C
9992685 INTERNAL REVENUE SERVICE	5/28/2021	\$0.00	C
9992686 INTERNAL REVENUE SERVICE	5/28/2021	\$808,648.92	R
9992687 METROPOLITAN LIFE	5/28/2021	\$1,198.76	R
9992688 MN DEPT OF HUMAN SERVICES	5/28/2021	\$1,929.92	R
9992689 MN DEPT OF REVENUE	5/28/2021	\$130,616.58	R
9992690 MN STATE RETIREMENT	5/28/2021	\$6,237.34	R
9992691 PUBLIC EMP RETIREMENT ASSOC	5/28/2021	\$0.00	C
9992692 PUBLIC EMP RETIREMENT ASSOC	5/28/2021	\$122,864.04	R
9992693 TEACHERS RETIREMENT ASSOC	5/28/2021	\$0.00	C
9992694 TEACHERS RETIREMENT ASSOC	5/28/2021	\$431,134.98	R
9992695 VANGUARD SMALL BUSINESS SERVICES	5/28/2021	\$36,155.37	R
9992696 WHITE BEAR LAKE TEACHERS ASSOC (WIRE)	5/28/2021	\$1,171.92	R
9992697 INTERNAL REVENUE SERVICE	5/31/2021	\$191.04	R
9992698 MN DEPT OF REVENUE	5/31/2021	\$42.83	R
9992699 PUBLIC EMP RETIREMENT ASSOC	5/31/2021	\$96.88	R
202100793 ANDERSON, JON C.	5/13/2021	\$0.00	C
202100794 ANDERSON, JON C.	5/13/2021	\$570.82	A
202100795 ANDERSON, MARGARET A.	5/13/2021	\$65.00	A
202100796 BARNETT, JANE E.	5/13/2021	\$120.00	A
202100797 BEACH, RODNEY W.	5/13/2021	\$266.00	A
202100798 BRISTOL, RYAN M.	5/13/2021	\$25.59	A
202100799 CARLINSCHAUER, KYLE L.	5/13/2021	\$65.00	A
202100800 CLYNE, KRISTINE L.	5/13/2021	\$184.35	A
202100801 DARR, SHELLY M.	5/13/2021	\$36.00	A
202100802 DERBY, SARA A.	5/13/2021	\$65.48	A

202100803	DRANGE, ANGELA M.	5/13/2021	\$78.44	A
202100804	ENGSTRAN, PAUL A.	5/13/2021	\$65.00	A
202100805	EVERT, ELIZABETH M.	5/13/2021	\$20.00	A
202100806	FARAH, HILARY A.	5/13/2021	\$30.05	A
202100807	FREEMAN, CHRISTINA J.	5/13/2021	\$37.08	A
202100808	FUHRMAN, SARAH J.	5/13/2021	\$60.00	A
202100809	GALLATIN, EMILY K.	5/13/2021	\$561.25	A
202100810	GILLESPIE, ALISON C.	5/13/2021	\$44.85	A
202100811	GUTHRIE, ASHLEY M.	5/13/2021	\$70.75	A
202100812	HIGGINS, SHEILA J.	5/13/2021	\$65.00	A
202100813	HOPKINS, JULIE C.	5/13/2021	\$10.00	A
202100814	KATH, ABBY J.	5/13/2021	\$63.23	A
202100815	KERBAGE, STEPHANIE A.	5/13/2021	\$124.84	A
202100816	LANIGAN, CHERYL D.	5/13/2021	\$195.00	A
202100817	LEMIEUX, TAMARA M.	5/13/2021	\$66.64	A
202100818	LI, MICHELLE	5/13/2021	\$104.82	A
202100819	LITTLEFIELD, TRAVIS D.	5/13/2021	\$108.10	A
202100820	LYDON, CASSANDRA K.	5/13/2021	\$93.00	A
202100821	NACHTSHEIM, JOHN J.	5/13/2021	\$98.56	A
202100822	NASVIK, CRAIG S.	5/13/2021	\$44.00	A
202100823	O'LEARY, CHADRICK J.	5/13/2021	\$44.19	A
202100824	PETERSON, SCOTT J.	5/13/2021	\$100.00	A
202100825	PHETTEPLACE, WANDA M.	5/13/2021	\$39.01	A
202100826	PIERRE, CHRISTINA K.	5/13/2021	\$23.41	A
202100827	RODRIGUEZ, DARCY A.	5/13/2021	\$50.00	A
202100828	ROLOFF, STEPHANIE H.	5/13/2021	\$15.18	A
202100829	SICARD, HEIDI M.	5/13/2021	\$117.41	A
202100830	SIMMONS, CARRIE J.	5/13/2021	\$29.98	A
202100831	STOFFEL, JAMES E.	5/13/2021	\$353.42	A
202100832	SUOJA, WENDY T.	5/13/2021	\$165.43	A
202100833	SWANSON, MARIE A.	5/13/2021	\$94.50	A
202100834	TESSMAN, JILEEN M.	5/13/2021	\$270.50	A
202100835	THOM, NANCY L.	5/13/2021	\$217.80	A
202100836	TROSKE, CARRIE L.	5/13/2021	\$65.00	A
202100837	WALLRICH, KAREN M.	5/13/2021	\$116.29	A
202100838	WALSH, AMBER L.	5/13/2021	\$24.20	A
202100839	XU, HUI	5/13/2021	\$38.64	A
202100840	ANDERSON, KATHRYN A.	5/27/2021	\$150.00	A
202100841	BOOTH, KARLA J.	5/27/2021	\$59.36	A
202100842	BRUEMMER, SARAH E.	5/27/2021	\$10.99	A
202100843	CARLINSCHAUER, KYLE L.	5/27/2021	\$65.00	A
202100844	CLYNE, KRISTINE L.	5/27/2021	\$25.00	A
202100845	DARR, SHELLY M.	5/27/2021	\$146.99	A
202100846	DERY, JOSHUA J.	5/27/2021	\$72.45	A
202100847	EGEMO, PATRICIA A.	5/27/2021	\$66.59	A
202100848	ERICKSON, KRISTIN L.	5/27/2021	\$342.22	A
202100849	GALYON, AMY R.	5/27/2021	\$39.76	A

202100850 HARRIMAN, GRETCHEN E.	5/27/2021	\$423.99	A
202100851 HILDESTAD, JULIE A.	5/27/2021	\$35.84	A
202100852 HUBBARD, MICHELLE K.	5/27/2021	\$25.00	A
202100853 KATH, ABBY J.	5/27/2021	\$99.89	A
202100854 KAZMIERCZAK, CLARE C.	5/27/2021	\$72.80	A
202100855 KERBAGE, STEPHANIE A.	5/27/2021	\$63.96	A
202100856 LAMWERS, LINDSAY M.	5/27/2021	\$83.63	A
202100857 LYDON, CASSANDRA K.	5/27/2021	\$67.74	A
202100858 MALONEY, JESSE E.	5/27/2021	\$258.97	A
202100859 MARKUSON, RACHAEL J.	5/27/2021	\$25.50	A
202100860 MILES, MARY T.	5/27/2021	\$222.76	A
202100861 MOSSO, LINDSAY E.	5/27/2021	\$43.35	A
202100862 MYERS, ANN A.	5/27/2021	\$358.00	A
202100863 NASVIK, CRAIG S.	5/27/2021	\$40.00	A
202100864 NORCROSS, MICHELE S.	5/27/2021	\$61.25	A
202100865 NORTON, BRITTANY M.	5/27/2021	\$50.00	A
202100866 PETERSEN, JILL M.	5/27/2021	\$52.18	A
202100867 PONTIOUS, JODY L.	5/27/2021	\$195.00	A
202100868 PUJOLS, JUAN	5/27/2021	\$71.88	A
202100869 RIEBOW, MATTHEW R.	5/27/2021	\$196.69	A
202100870 RYAN, DENISE M.	5/27/2021	\$131.88	A
202100871 SAMPOANG, DESSERAY R.	5/27/2021	\$348.94	A
202100872 SATHER, JOELLE L.	5/27/2021	\$48.12	A
202100873 SHERBURNE JAHNKE, JANE M.	5/27/2021	\$57.00	A
202100874 SITKA, LEAH M.	5/27/2021	\$207.85	A
202100875 SYNAN, ERIN K.	5/27/2021	\$95.10	A
202100876 VIRNIG, SOFIA M.	5/27/2021	\$118.78	A
		\$11,608,164.89	

RESOLUTION FOR ACCEPTANCE OF GIFTS

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

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

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

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

AGENDA ITEM: **Acceptance of Gifts**

MEETING DATE: **June 14, 2021**

SUGGESTED DISPOSITION: **Action Item**

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

Donation	Donor	Recipient
16,100 Applesauce Pouches	GoGo squeeZ Materna North America	District Center Nutrition Services
\$875.00	Jamie Larkin Cross Country Mortgage	Birch Lake Elementary 5th Grade Camp - Wolf Ridge
\$875.00	Joy Erickson Edina Realty	Birch Lake Elementary 5th Grade Camp - Wolf Ridge
\$875.00	Kim Gillespie Edina Realty	Birch Lake Elementary 5th Grade Camp - Wolf Ridge
\$875.00	James Putnam Farmhouse Style Furniture	Birch Lake Elementary 5th Grade Camp - Wolf Ridge
\$32.70	Thomson Reuters	District Center
\$32.70	Thomson Reuters	District Center
\$1,620.00	YourCause - Blackbaud	White Bear Lake High School - South Campus
3.0L Diesel Engine Turbo (serial number UBAF00075R) and several wall art clings for the classroom walls	AutoNation Ford Attn: Chuck Lee, Christopher Seebeck, and Justin Lohmann	Tech Ed - Auto Program
\$1,000.00 and \$750.00	WBAFSA (White Bear Area Fastpitch Summer Assn)	Fastpitch Softball
\$778.00	Bear Nutrition, LLC	Softball Program
11 boxes of ASL games, hands-on activities materials, instructional curriculum materials	Robyn Lehmann-Doane	White Bear Lake High School - North Campus, ASL Program

\$38,500.00	Sauer Family Foundation	Matoska International IB World School - Literacy Training
\$500.00	Jon and Sarah Goetz	White Bear Lake High School - South Campus, Archery Program
\$100.00	YourCause - Blackbaud	District Center
\$15.00	Target c/o/ CyberGrants, LLC	Undesignated
\$16.35	Thomson Reuters	Hugo Elementary
\$16.35	Thomson Reuters	District Center
\$48.00	YourCause - Blackbaud	White Bear Lake High School - South Campus, Football Program
\$175.00	Signature Orthodontics	Central Middle School

RECOMMENDED ACTION:

Approve.

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

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

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

INDEPENDENT SCHOOL DISTRICT NO.624

Department of Human Resource

RESIGNATION/TERMINATION/NON-RENEWAL - CLASSIFIED STAFF

NABAA ABBOOD - Nutrition Service Assistant - WBLAHS - North Campus

Employed by District 624 since 02/22/2021

Effective Date: 05/11/2021

KATIE ARMSTRONG - Extended Day - Otter Lake Elementary

Employed by District 624 since 02/12/2020

Effective Date: 05/14/2021

RAM ADHIKARI - Paraeducator - Sunrise Park Middle School

Employed by District 624 since 04/28/2021

Effective Date: 04/29/2021

STEPHANIE BLOXHAM - Administrative Assistant - Community Services & Recreation

Employed by District 624 since 10/08/2018

Effective Date: 06/04/2021

ALEC GARZA - Lunchroom Assistant - Willow Lane Elementary

Employed by District 624 since 03/01/2021

Effective Date: 06/04/2021

CARLY LIBBY - Paraeducator - TEC

Employed by District 624 since 09/04/2018

Effective Date: 06/10/2021

KAYLA MIRON - Paraeducator - Central Middle School

Employed by District 624 since 10/23/2020

Effective Date: 06/11/2021

PRISCILA ROCKWOOD - Student Information System Registrar - District Center

Employed by District 624 since 01/02/2019

Effective Date: 05/10/2021

ESTANIE TYLER - Paraeducator - Sunrise Park Middle School

Employed by District 624 since 04/26/2021

Effective Date: 05/05/2021

MICHELLE WIGFIELD - Nutrition Service Assistant - WBLAHS - South Campus

Employed by District 624 since 04/20/21

Effective Date: 05/17/2021

JORDAN ZICKERMANN - Cultural Liaison - District Center

Employed by District 624 since 08/15/2017

Effective Date: 05/28/2021

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

ARTHUR CRUTCH - Language Arts Teacher - WBLAHS - North Campus

Employed by District 624 since 08/19/2019

Effective Date: 06/14/2021

KEITH LOCKWOOD - Physical Education Teacher - Sunrise Park Middle School

Employed by District 624 since 08/23/1999

Effective Date: 06/14/2021

KATHLEEN MARCOUILLER - Special Education Teacher - Willow Lane Elementary

Employed by District 624 since 08/24/2020

Effective Date: 06/14/2021

THOMAS MITCHELL - School Counselor - Sunrise Park Middle School

Employed by District 624 since 08/24/2020

Effective Date: 06/14/2021

JODY RYAN - Health Teacher - WBLAHS - South Campus

Employed by District 624 since 09/19/2019

Effective Date: 06/14/2021

RESIGNATION/TERMINATION/NON-RENEWAL - NON-AFFILIATED

MARIEL CULHANE - Academic Support Coordinator - District Center

Employed by District 624 since 10/03/2016

Effective Date: 06/04/2021

RETIREMENT - CLASSIFIED STAFF

LISA CORDOVA - Lunchroom/Playground Supervisor - Lakeaires Elementary

Employed by District 624 since 03/17/2016

Effective Date: 06/11/2021

TERESA DIPPEL - Paraeducator - Normandy Park Education Center

Employed by District 624 since 09/27/2000

Effective Date: 06/11/2021

DANIEL GIOSSI - Bus Driver - Bus Garage

Employed by District 624 since 09/06/2016

Effective Date: 06/11/2021

MARY HASAPOPOULOS - Administrative Assistant- District Office

Employed by District 624 since 09/08/1997

Effective Date: 07/01/2021

JEANIA HASSEL - Paraeducator - Otter Lake Elementary

Employed by District 624 since 01/27/2009

Effective Date: 06/11/2021

JAMES MILBAUER - Bus Driver - Bus Garage

Employed by District 624 since 11/02/2015

Effective Date: 06/30/2021

NANCY NASH - Health Assistant - Central Middle School

Employed by District 624 since 08/25/2005

Effective Date: 06/30/2021

KELLI ORBELL - AA - Associate Principal/Scheduler - Central Middle School

Employed by District 624 since 09/01/1999

Effective Date: 06/30/2021

LORI PURDHAM - AA- Associate Principal/Scheduler - WBLAHS - North Campus

Employed by District 624 since 08/31/2011

Effective Date: 07/30/2021

DIANE OSOWSKI - Building Support Technician - WBLAHS - North Campus

Employed by District 624 since 10/13/1997

Effective Date: 06/18/2021

DEBRA WALKER - Meals on Wheels - Normandy Park Education Center

Employed by District 624 since 02/26/2007

Effective Date: 06/30/2021

RETIREMENT - CERTIFIED STAFF

SUSAN ALLEN - 2nd Grade Teacher - Lincoln Elementary

Employed by District 624 since 08/25/1986

Effective Date: 06/15/2023

KAREN BROZA - 5th Grade Teacher - Lakeaires Elementary

Employed by District 624 since 08/23/1999

Effective Date: 11/27/2021

STACY LOCH - 1st Grade Teacher - Vadnais Heights Elementary

Employed by District 624 since 08/26/1993

Effective Date: 01/30/2023

CHANGE IN ASSIGNMENT - CLASSIFIED STAFF
--

HILARY FARAH - From Interim AA- Principal - Distance Learning Academy

To Student Information System Registrar - District Center

\$21.37 per hr., to \$21.37 per hr.,

Effective Date: 05/17/2021

DELANIE FICEK - From Interim Out of School Time Site Supervisor - Birch Lake Elementary

To Out of School Time Site Supervisor - Birch Lake Elementary

\$24.98 per hr., to \$24.98 per hr.,

Effective Date: 06/03/2021

KIMBERLY LACASSE - From Part-time Nutrition Services - Otter Lake Elementary

To Part-time Nutrition Services - Vadnais Heights Elementary

From 5 hr., to 4.5 hr.

Effective Date: 05/24/2021

MEGHAN NADEAU - From Part Time Nutrition Service - Matoska Elementary

To Nutrition Services Elementary Manager - Matoska Elementary

\$15.70 per hr., to \$19.07 per hr.,

Effective Date: 05/20/2021

RACHEL RANCOUR - From Nutrition Services Elementary Manager - Matoska Elementary

To AA Nutrition Services - District Center

\$21.14 per hr., to \$20.04 per hr.,

Effective Date: 05/04/2021

MISTY RIEBE - From PM Custodian - WBLAHS South Campus
To AM Custodian - Sunrise Park Middle School
\$20.45 per hr., to \$20.15 per hr.,
Effective Date: 05/17/2021

GABRIELLE SCHOSSER - From Part-time Nutrition Services - WBLAHS - North Campus
To Part-time Nutrition Services - Otter Lake Elementary
From 5.5 hr., to 5 hr.
Effective Date: 05/27/2021

MARIBETH SPREEMAN - Nutrition Services Assistant - Sunrise Park Middle School
From 18.75 hrs per week To 17.5 hrs. per week
Effective Date: 05/03/2021

CHANGE IN ASSIGNMENT - CERTIFIED STAFF

AMBER WALSH - From Interim Principal - Distance Learning Academy
To Principal - Distance Learning Academy
Effective Date: 07/01/2021

TEMPORARY CHANGE IN ASSIGNMENT - CLASSIFIED STAFF
--

GREGORY BRONSON – Custodian - Otter Lake Elementary
Assistant Head Custodian - Otter Lake Elementary
Effective Date: 05/18/2021 through TBD

FULL TIME LEAVE OF ABSENCE - CLASSIFIED STAFF
--

JAMES BERNIER- Custodian - Lincoln Elementary
Employed by District 624 since 08/27/2014
Effective Date: 12/14/2020 through 06/30/2021

JASON BOOR- Custodian - Matoska Elementary
Employed by District 624 since 09/14/2018
Effective Date: 04/06/2021 through 06/02/2021

DEBRA DRAEGER- Special Education Teacher - Oneka Elementary
Employed by District 624 since 08/23/1999
Effective Date: 12/07/2020 through 02/22/2021

NICOLE OSWALD- Out Of School Time Inclusion Specialist - District Center

Employed by District 624 since 11/08/2018

Effective Date: 02/05/2021 through 03/26/2021

ANN MCGRAW- Paraeducator - Oneka Elementary

Employed by District 624 since 11/17/2003

Effective Date: 09/14/2020 through 06/11/2021

SCOTT PETERSON- Custodian, WBLAHS - North Campus

Employed by District 624 since 09/14/1993

Effective Date: 03/08/2021 through 04/30/2021

TIFFANY RUFF- Paraeducator - Birch Lake Elementary

Employed by District 624 since 09/06/2016

Effective Date: 03/22/2021 through 06/11/2021

NANCY VOGT- Media Clerk - WBLAHS - South Campus

Employed by District 624 since 08/27/1996

Effective Date: 08/31/2020 through 06/11/2021

PART TIME LEAVE OF ABSENCE - CERTIFIED STAFF

DENISE DEEN - Birth -2 Teacher - Normandy Park Education Center

Position .8 FTE (Leave .2 FTE)

Effective Date: 2021-2022 School Year

VANESSA HOUSE - School Nurse - District Center

Position .8 FTE (Leave .2 FTE)

Effective Date: 2021-2022 School Year

AIMIE POLLARD - Speech Language Pathologist - Hugo Elementary

Position .8 FTE (Leave .2 FTE)

Effective Date: 2021-2022 School Year

FULL TIME LEAVE OF ABSENCE - CERTIFIED STAFF

SARAH ATKINS - Science Teacher - WBLAHS North Campus

Employed by District 624 since 08/20/2014

Effective Date: 11/12/2020 through 02/01/2021

JOHN BARNES - 3rd Grade Teacher - Otter Lake Elementary

Employed by District 624 since 08/27/2009

Effective Date: 05/10/2021 through 06/14/2021

JANA BUESING- Intervention Teacher - Otter Lake Elementary

Employed by District 624 since 08/22/2016

Effective Date: 2021-2022 school year

JENNI DELUCA - Kindergarten Teacher - Birch Lake Elementary

Employed by District 624 since 0/26/2010

Effective Date: 03/22/2021 through 06/14/2021

THOMAS DETERMAN- Math Teacher - Central Middle School

Employed by District 624 since 08/27/2009

Effective Date: 05/17/21 through 06/11/2014

DANA ECKTON - Science Teacher - Sunrise Middle School

Employed by District 624 since 08/22/2012

Effective Date: 09/28/2020 through 11/02/2020

KATHLEEN ELLETSON - Kindergarten Teacher - Birch Lake Elementary

Employed by District 624 since 0/26/2010

Effective Date: 03/22/2021 through 06/14/2021

CALEB HARDACRE - Math Teacher - WBLAHS - North Campus

Employed by District 624 since 08/24/2012

Effective Date: 05/13/2021 through 06/14/2021

KARLA HARDING - 1st Grade Teacher - Otter Lake Elementary

Employed by District 624 since 08/23/1999

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

CARLY LANGER - Health Teacher - Central Middle School

Employed by District 624 since 02/22/2016

Effective Date: 10/26/2020 through 01/22/2021

MICHELLE LI- Chinese Teacher - Lincoln Elementary

Employed by District 624 since 08/20/2014

Effective Date: 2021-2022 school year

CONNOR LUBY - Language Arts Teacher - WBLAHS - South Campus

Employed by District 624 since 08/21/2008

Effective Date: 11/30/2020 through 01/25/2021

KATHLEEN MANLEY - Music Teacher - WBLAHS - North Campus

Employed by District 624 since 08/24/2015

Effective Date: 05/11/2021 through 06/14/2021

TAYLOR MAITA - Birth-2 - Normandy Park

Employed by District 624 since 07/01/2019

Effective Date: 5/20/2021 through 06/30/2021

AIMIE POLLARD - Speech Language Pathologist - Hugo Elementary

Employed by District 624 since 08/26/2010

Effective Date: 11/30/2020 through 06/14/2021

NIKKI REINECCIUS- 3rd Grade Teacher - Oneka Elementary

Employed by District 624 since 08/21/2013

Effective Date: 2021-2022 school year

LAURA SCHMIDT - 3rd Grade Teacher - Oneka Elementary

Employed by District 624 since 08/21/2013

Effective Date: 2021-2022 School Year

ROBERT SMITH - 3rd Grade Teacher - Lakeaires Elementary

Employed by District 624 since 09/24/1990

Effective Date: 12/07/2020 through 06/14/2021

JAMES SMITH - Special Education Teacher - TEC

Employed by District 624 since 08/24/2006

Effective Date: 03/23/2021 through 05/11/2021

SANDRA VANG - Math Teacher - Sunrise Park Middle School

Employed by District 624 since 08/20/2014

Effective Date: 02/11/2021 through 06/14/2021

JEFFREY WAGNER - Math Teacher - Sunrise Park Middle School

Employed by District 624 since 08/23/1999

Effective Date: 04/07/2021 through 05/07/2021

ABIGAIL WITT - 1st Grade Teacher - Hugo Elementary

Employed by District 624 since 08/24/2020

Effective Date: 03/25/2021 through 06/14/2021

NEW PERSONNEL - CLASSIFIED STAFF

JENNIFER BURTH – Paraeducator - Birch Lake Elementary

\$19.53 per hr., 32.5 hrs. per wk., \$2,792.79

Effective Date: 05/13/2021

MAREN HAUTH – Lunchroom and Playground Supervisor - Hugo Elementary

\$18.34 per hr., 12.5 hrs. per wk., \$641.90

Effective Date: 05/24/2021

ANDREA NISS - Nutrition Services Assistant - WBLAHS - North Campus

\$15.70 per hr., 18.75 hrs. per wk., \$471.00

Effective Date: 06/02/2021

HEIDI SIEBENALER - Nutrition Services Assistant - Central Middle School

\$15.70 per hr., 18.75 hrs. per wk., \$1,471.87

Effective Date: 05/10/2021

NEW PERSONNEL - PROFESSIONAL

NORMAN BELL - Middle School Associate Principal - Sunrise Park Middle School

\$128,085

Effective Date: 07/01/2021

NATHANIEL BEULAH - High School Associate Principal - WBLAHS - North Campus

\$129,125

Effective Date: 07/01/2021

LONG TERM SUBSTITUTE - CLASSIFIED STAFF
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MARION PEW – Campus Security - Central Middle School

\$19.53 per hr., 32 hrs. per wk., \$ 3,593.52

Effective Date: 05/12/2021 through 06/11/2021

B. PUBLIC FORUM

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

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

C. INFORMATION ITEMS

AGENDA ITEM: **Student Recognition**

MEETING DATE: **June 14, 2021**

SUGGESTED DISPOSITION: **Informational Item**

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

BACKGROUND:

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

Honoree Name	Honor
Emma Anderson, 11th grade	MAAP Stars State Conference Participant Art Display & Public Speaking
Marina Norcross, 11th grade	MAAP Stars State Conference Participant Gold Finalist in Public Speaking - 7th Place Gold Finalist in Employment Interview - 5th Place Art Display
Sophia DeFlorin, 11th grade	MAAP Stars State Conference Participant Silver Semifinalist in Employment Interview Art Display & Public Speaking
Kaitlyn Friederichs, 12th grade	MAAP Stars State Conference Participant MAAP Stars State Officer 2020-2021 Bronze in Employment Interview Art Display & Public Speaking
Isabella MacDougall, 11th grade	MAAP Stars State Conference Participant Art Display
Justin Nunez, 11th grade	MAAP Stars State Conference Participant Silver Semifinalist in Employment Interview Art Display & Public Speaking

Melanie Cramblit, 11th grade	MAAP Stars State Conference Participant Bronze in Employment Interview
Matilda O'Malley, 11th grade	MAAP Stars State Conference Participant Silver Finalist in Public Speaking - 5th Place Art Display
Savanah Waldon, 11th grade	MAAP Stars State Conference Participant Bronze in Employment Interview Public Speaking
Vanessa Walker, 12th grade	MAAP Stars State Conference Participant Silver Semifinalist in Employment Interview Art Display
Beatrice Handlin, 12th grade	MSHSL State Speech Tournament Qualifier Section 4AA Tournament - 3rd Place
Camden O'Malley, 10th grade	Section 4AAA Boys Golf - Section Champion
Adina Klawiter, 8th grade	MBDA 6-8 State Honor Band Participant

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **June 14, 2021**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

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

D. DISCUSSION ITEMS

AGENDA ITEM: **Facility Maintenance Bonds**

MEETING DATE: **June 14, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

At its May 10, 2021 Board Meeting, the Board approved a resolution to sell up to \$31,100,000 in Long Term Facilities Maintenance Bonds (LTFM). The tax impact of the bonds was factored into the tax impact analysis for the 2019 Building Our Future bond referendum.

The bonds, which were originally estimated to be valued at \$28,675,000 at the time of Pre-Sale, were sold earlier today (June 14, 2021) and the final sale amount will be brought forward for approval at the board meeting. Greg Crowe or Shelby McQuay from Ehlers, Inc., the district's municipal advisors, will attend the meeting to report on the sale.

AGENDA ITEM: **Policy 410, Family and Medical Leave Act and District Leaves of Absence**

MEETING DATE: **June 14, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 410, Family and Medical Leave Act and District Leaves of Absence, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in the title; sections III, IV, and VI.

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA), the Parenting Leave Act, the Military Family Leave Act and to provide guidance regarding other leaves of absence that may be provided by the school district.

RECOMMENDED ACTION:

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

Adopted: April 29, 1996
Revised: May 9, 2005
Revised: September 14, 2009
Annual Review: August 8, 2011
Annual Review: October 13, 2014
Annual Review: December 9, 2019

*White Bear Lake Area
School District #624 Policy 410*

Annual Review: September 10, 2012
Annual Review: April 9, 2018
Annual Review:

410 FAMILY AND MEDICAL LEAVE ACT AND DISTRICT LEAVES OF ABSENCE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA), the Parenting Leave Act, the Military Family Leave Act and to provide guidance regarding other leaves of absence that may be provided by the school district.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws as well as Military Family Leave Act.

III. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B). Deployment to a foreign country means deployment to areas outside of the United States, the District of Columbia, or any Territory or possession of the United States, including international waters.

B. “Covered service member” means:

1. A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; and

2. A veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.
- C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. While the 12 month of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her National Guard or Reserve military service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- D. “Military caregiver leave” means leave taken to care for a covered service member with a serious injury or illness.
- E. “Next of kin of a covered service member” means the nearest blood relative other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to **the** covered service member, all such family members shall be considered the covered service member next of kin, and the employee may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member’s only next of kin.
- F. “Outpatient status” means, with respect to a covered service member, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;

2. to attend military events and related activities of a covered military member;
 3. to address issues related to childcare and school activities of a covered military member's child;
 4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to five days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member; and
 8. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. "Spouse: means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

- A. Twelve-week Leave.
1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined

below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

- a. birth or adoption of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
 3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
 4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short term conditions for which treatment and recovery are very brief.
 5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating; and
 - b. in the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces

or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:

- (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of comprehensive Assistant for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken by one spouse to care for the other spouse who is seriously ill, to care for a child with a serious health condition; ~~or~~ because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted at the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered service member being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV. A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board periodically for review.

The school district shall comply with **the** written notice requirement as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has not greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.A. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six week Service member Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a service member includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered service member and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered service member with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered service member and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., and IV.A.12., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES.

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.

- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 - 1. take leave for the entire period or periods of the planned medical treatment; or
 - 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a trimester or semester may be required to extend the leave through the end of the trimester or semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 - 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a trimester or semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the trimester or semester.
 - 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a trimester or semester, the school district may require that the leave be continued until the end of the trimester or semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the trimester or semester.
 - 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of a trimester or semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the trimester or semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. DISTRICT LEAVE PROVISIONS

- A. General leaves of absence
 - 1. All leaves of absence that are of a duration of 20 workdays or greater require School Board approval, as does the employment of a replacement for an employee on said leave. The Director of Human Resources has the authority to approve leaves of absence of a duration less than 20

workdays, as well as the employment of a replacement for an employee on said leave.

2. All leave of absence requests must be submitted in writing to the Human Resources Department at least 30 workdays in advance of the leave unless the leave is for an entire school year, in which case the request needs to be submitted by March 1 of the previous school year. Notice of intent to return to work following an annual leave of absence must be submitted in writing to the Human Resources Department by March 1 of the year of the leave (failure to do so will result in the district assuming the employee is returning to work as scheduled). The Director of Human Resources has the authority to waive these timelines based on a consideration of all the surrounding facts and circumstances.

3. In acting on employee leave requests, the School Board will observe provisions of the appropriate employee master agreement, district policy, and applicable state and federal statutes. In making recommendations to the School Board regarding leave without pay approval, district administration will consider both the reasons for the employee's request and the needs of the district. In general, concerns related to the educational program will take precedence over personal interests of the employee. Factors to be considered may include the following:

- a. The stated reason(s) of the employee in requesting a leave;
- b. Relevant provisions of the appropriate employee master agreement, district policy and/or state and federal statute(s);
- c. Length of service to the district of the employee applying for the leave. (Normally the district will not approve any leave during an employee's probationary period other than leaves required by law or collective bargaining agreement.)
- d. Length of leave request. Normally, the length of an approved leave of absence for other reasons shall not exceed one (1) year. In extenuating circumstances, an extension of one (1) additional year may be granted for a maximum of two consecutive years of leave.
- e. Record of previous leaves taken by the employee;
- f. Availability of qualified substitute employees;
- g. Number of other employees in the same assignment category currently on leaves of absence;
- h. Timing of the leave as it relates to potential disruption to students, other staff, and educational programming. Whenever possible, leaves should begin when the school year begins and ends when

the school year ends. If that is not possible, the beginning or ending of a leave should coincide with a natural break point during the school year.

i. Potential benefits to the district:

i. Whether the purpose of the leave can be scheduled or accomplished during a non-duty (school vacation/break) period.

B. Non-delivering parent leave

1. An eligible employee may use available accumulated paid leave for a period not to exceed six weeks following the date of birth or adoption of a child. Eligible employee means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. A statement certifying the birth or adoption of a child must be produced.
2. Employees that do not meet the eligibility requirement in VI. B. 1. may use up to ten (10) days of available accumulated paid leave following the date of birth or adoption of a child. A statement certifying the birth or adoption of a child must be produced.

C. Jury Duty

1. Personnel shall be released from job responsibilities in order to perform jury duty.
2. On days when jury duty requires only a portion of the work day, the employee shall work the remaining portion of the day.
3. The compensation of an employee shall not be reduced as a result of jury duty.
4. Any jury compensation, excluding mileage, meals or lodging, shall be assigned to the district.

VII. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VIII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. pt. 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)

AGENDA ITEM: **Policy 416, Drug and Alcohol Testing, and Policy 416 Forms**

MEETING DATE: **June 14, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 416, Drug and Alcohol Testing, and Policy 416 Forms, were reviewed by the School Board Policy Committee and Cabinet, and are being recommended for a first reading. The changes to this policy are in sections I, II, III, IV, and the Legal References. There are no changes recommended to the forms.

The purpose of this policy is to provide authority so that the School Board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal and state law.

RECOMMENDED ACTION:

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

Adopted: April 29, 1996
Revised: July 18, 2005
Revised: June 14, 2010
Revised: October 11, 2010
Revised:

White Bear Lake Area
School District #624 Policy 416
Revised: November 14, 2011

416 DRUG AND ALCOHOL TESTING

I. PURPOSE

- A. The **School Board** ~~school-board~~ recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The **School Board** ~~school-board~~ further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The **School Board** ~~school-board~~ believes that a work environment free of drug and alcohol use will not only be safer, healthier, and more productive, but also more conducive to effective learning. Therefore, to provide such an environment, the purpose of this policy is to provide authority so that the **School Board** ~~school-board~~ may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal ~~and state law~~. ~~law and Minn. Stat. §§ 181.950—181.957.~~

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose position requires a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that commercial drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in ~~state statute~~. ~~Minn. Stat. §§ 181.950—181.957.~~
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in ~~state statute~~. ~~Minn. Stat. §§ 181.950—181.957.~~
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, ~~as defined by Minnesota Statutes Section 181.950, subdivision 4,~~ **including medical cannabis, regardless of whether it has been prescribed for the employee,** is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed, **including medical cannabis, regardless of whether it has been prescribed for the employee,** is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or

off school district property. Employees under the influence of drugs which are not medically prescribed are prohibited from entering or remaining on school district property.

- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the Evidential Breath Testing (EBT) device.
4. "Commercial Motor Vehicle" (CMV) includes a vehicle which is designed to transport 16 or more passengers, including the driver.

5. “Designated Employer Representative” (DER) means a designated school district representative authorized to take immediate action to remove employees from safety-sensitive duties, to make required decisions in the testing and evaluation process, and to receive test results and other communications for the school district.
6. “Department of Transportation (DOT)” means United States Department of Transportation.
7. "Driver" is any person who operates a Commercial Motor Vehicle (CMV), including full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers, and independent owner-operator contractors.
8. "Evidential Breath Testing Device" (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
9. "Medical Review Officer" (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district's drug testing program and for evaluating medical explanations for certain drug tests.
10. “Refusal to Submit” (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver’s provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and determination has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); or (i) fails to follow the observer’s instructions, in an observed collection, to raise the driver’s clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the

collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.

11. "Safety-sensitive functions" are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
12. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
13. "Stand Down" means to temporarily remove an employee from performing safety-sensitive functions after a laboratory reports a confirmed positive, an adulterated, or a substituted test result but before a MRO completes the verification process.
14. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of an employee organization that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that he or she has received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school

district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

D. Alcohol and Controlled Substances Testing Program Manager

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until he or she undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. **Controlled**

substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.

8. Positive, Adulterated or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district which prohibit the possession, transfer, sale, or exchange of drugs or alcohol; reporting to work under the influence of drugs or alcohol; consumption of drugs or alcohol while at work or while on school district premises; or operating any school district vehicle, machinery, or equipment while under the influence of drugs or alcohol.

F. Other Alcohol-Related Conduct

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least 24 hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and policy of the school district.

G. Prescription Drugs

A driver shall inform his or her supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry.

H. Testing Requirements

1. Pre-Employment Testing

- a. A driver applicant shall undergo testing for controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.
- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.

- c. In order to be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or greater, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up test), within the preceding two (2) years.
- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.

2. Post-Accident Testing

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to

administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.

3. Random Testing

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.
- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as a random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. Reasonable Suspicion Testing

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty or within four (4) hours before coming on duty. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.

- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

5. Return-To-Duty Testing

A driver found to have violated this policy shall not return to work until a SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances.

6. Follow-Up Testing

When a SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.

7. Refusal to Submit and Attendant Consequences

- a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
- b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 U.S.C. § 521 (b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.

- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by a Substance Abuse Professional and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.
- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

I. Testing Procedures

1. Drug Testing

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles; labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the

donor's expense. No split specimen testing is done for an invalid result.

- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services--SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that there is a legitimate explanation for the donor's failure to contact him/her within seventy-two (72) hours, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the Designated Employer Representative (DER) and the employee when there is no legitimate medical reason for a positive test result as received from the testing laboratory.
- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - (1) The donor expressly declines the opportunity to discuss the test results;
 - (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER;
 - (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or a STT using an ASD.

EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.

- b. Any result less than 0.02 alcohol concentration is considered a "negative" test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.
- e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

- 1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.
- 2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
 - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
 - c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be a laboratory certified by the Department of Health and Human Services--SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minn. Stat. Ch. 13. Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Record-Keeping Requirements and Retention of Records

1. The school district shall keep and maintain records, in accordance with the federal regulations, in a secure location with controlled access.
2. The required records shall be retained for the following minimum periods:

Basic records	5 years
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“Basic records” includes records of a: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers	3 years
Collection and training records	2 years
Negative and cancelled controlled substances tests	1 year
Alcohol tests with less than 0.02 concentration	1 year
Education and training records	Indefinite

“Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least 60 minutes of training on alcohol misuse and at least 60 minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The

training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal

The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.

2. Referral, Evaluation, and Treatment

- a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAP readily available to the driver or applicant and acceptable to the school district.
If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by a SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluations(s), and/or ongoing services). The school district is not required to provide a SAP evaluation or any subsequent recommended education or treatment.
- b. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
- c. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include but is not limited to immediate suspension without pay and/or immediate discharge.
- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include but is not limited to immediate suspension without pay and/or immediate discharge.

- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.
- P. Other Testing

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of “other employees” covered by Section IV. of this policy.

IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

A. General Statement of Policy

The school district may request or require drug and alcohol testing for other school district personnel, i.e., applicants for school positions or employees who are not school bus drivers. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of CMV who are subject to federally mandated testing. (See Section III of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV of this policy will be applicable to such testing.

B. Definitions

1. "Drug" means a controlled substance as defined in Minnesota Statutes, including medical cannabis, regardless of enrollment in the state registry program.
2. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, Subd. 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
3. "Job applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are

governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III).

4. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV of this policy and the drivers shall fall within this definition of "other employees."
5. "Positive test result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
6. "Random selection basis" means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
7. "Reasonable suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
8. "Safety-sensitive position" means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

C. Circumstances Under Which Drug Or Alcohol Testing May Be Requested or Required:

1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory which participates in one of the programs listed in Minn. Stat. § 181.953, Subd. 1.

- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing on an arbitrary and capricious basis.

2. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer which is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

3. Random Testing

The school district may request or require only employees in safety-sensitive positions to undergo drug and alcohol testing on a random selection basis.

4. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minn. Stat. § 176.011, Subd. 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

5. Treatment Program Testing

The school district may request or require any employee, referred to in this Section IV, to undergo drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

6. Routine Physical Examination Testing

The school district may request or require any employee, other than bus drivers, to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

D. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

E. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2 and 3 of this Section ~~ED~~.

2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

F. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform, in writing, an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform, in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.
- b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.

c. The employee may present verification of enrollment in the medical cannabis patient registry as part of the employee's explanation.

d. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.

b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform him or her of other rights provided under Sections F or G below, whichever is applicable. Attachments E and F to this policy provides the Notices described in paragraphs 2 through 6 of this Section E.

G. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding Paragraph 1 of this Section **GF**, the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.

6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.

7. An employee must be given access to information in his or her personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

H. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

I. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

J. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minn. Stat. Ch. 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding paragraphs 1 and 2 above, of this Section **J**, evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minn. Stat. Ch. 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

5. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to all previously non-affected employees upon transfer to an affected position under the policy, and to all job applicants upon hire and before any testing of applicants if the job offer is made contingent on passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

V. POSTING

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. Ch. 43A (State Personnel Management)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. § 152.32 (Protections for Registry Program Participation)
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. § 221.031 (Motor Carrier Rules)
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)

Cross Reference: WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 417 (Chemical Use and Abuse)
WBLASB Policy 418 (Drug-Free Workplace/Drug-Free School)

**ATTACHMENTS TO
DRUG AND ALCOHOL TESTING POLICY**
No updates recommended

Attachments A through C are to be used in conjunction with the drug and alcohol testing of bus drivers and driver applicants.

- Attachment A is a “Driver Acknowledgment–Drug and Alcohol Testing Policy Materials” form which should be used to document receipt of the policy and other materials by drivers and driver applicants. It is referred to in Article III., Section C., Paragraph 4. of the policy.
- Attachment B is a “Bus Driver or Driver Applicant–Authorization to Release Information” form. It is referred to in Article III., Section H., Paragraph 1. of the policy.
- Attachment C is a “Bus Driver or Driver Applicant–Refusal to Submit to Testing” form. It is referred to in Article III., Section H., Paragraph 7. of the policy.

Attachments D through G are to be used in conjunction with drug and alcohol testing of non-bus drivers and applicants.

- Attachment D is a “Pretest Notice” that must be provided to non-school bus driver employees or job applicants before requesting that the employee or job applicant undergo drug or alcohol testing. It is referred to in Article IV., Section E., Paragraph 1. of the policy.
- Attachment E is a “Notice of Test Results and Various Rights” which should be used by the District when notifying non-school bus driver employees or job applicants of test results and other rights. It is referred to in Article IV., Section E., Paragraph 6. of the policy.
- Attachment F is an “Explanation of Positive Test Result” form which should be used by the school district to request that the employee or job applicant submit information to the school district relevant to the reliability of, or explanation for, a positive test result. It is referred to in Article IV., Section E., Paragraph 4. of the policy.
- Finally, the District may wish to use Attachment G, entitled “Acknowledgment–Drug and Alcohol Testing Policy,” to document that written notice of the policy was given to all affected employees. It is referred to in Article IV., Section J. of the policy.



**White Bear Lake Area Schools
Independent School District 624**

**— DRIVER ACKNOWLEDGMENT —
DRUG AND ALCOHOL TESTING POLICY AND MATERIALS**

I have received a copy of the Drug and Alcohol Testing Policy of Independent School District No. 624, White Bear Lake Area Public Schools, Minnesota and have read it in its entirety. I understand that I am subject to the provisions of Article III of the policy, titled Drug and Alcohol Testing for Bus Drivers, because the position involves operating a commercial motor vehicle and requires a commercial driver's license.

The District's policy was provided to me:

- ☐ Upon adoption of the policy. (employee)
- ☐ Upon my hire. (job applicant/new employee)
- ☐ After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug and alcohol testing. (job applicant)

I also received materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug problem is suspected.

I have been advised that the Alcohol and Controlled Substances Testing Program Manager is _____ and that any questions I may have concerning the Policy should be directed to the Program Manager.

Dated _____

Signature of Employee/Applicant

Typed or Printed Name



White Bear Lake Area Schools
Independent School District 624

— BUS DRIVER OR DRIVER APPLICANT —
AUTHORIZATION TO RELEASE INFORMATION

Section I. To be completed by the school district, signed by the bus driver or driver applicant, and transmitted to the previous employer:

Employee Printed or Typed Name: _____

Employee SS or ID Number: _____

I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer, listed in *Section I-B*, to the employer listed in *Section I-A*. This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released in *Section II-A* by my previous employer, is limited to the following DOT-regulated testing items:

1. Alcohol tests with a result of 0.04 or higher;
2. Verified positive drug tests;
3. Refusals to be tested;
4. Other violations of DOT agency drug and alcohol testing regulations;
5. Information obtained from previous employers of a drug and alcohol rule violation;
6. Documentation, if any, of completion of the return-to-duty process following a rule violation.

Employee Signature: _____ Date: _____

Section I-A.

School District Name: _____

Address: _____

Phone #: _____ Fax #: _____

Designated Employer Representative: _____

Section I-B.

Previous Employer Name: _____

Address: _____

Phone #: _____

Designated Employer Representative (if known): _____

Section II. To be completed by the previous employer and transmitted by mail or fax to the new employer:

Section II-A. In the two years prior to the date of the employee's signature (in Section I), for DOT-regulated testing:

1. Did the employee have alcohol tests with a result of 0.04 or higher? YES ____ NO ____
2. Did the employee have verified positive drug tests? YES ____ NO ____
3. Did the employee refuse to be tested? YES ____ NO ____
4. Did the employee have other violations of DOT agency drug and alcohol testing regulations? YES ____ NO ____
5. Did a previous employer report a drug and alcohol rule violation to you? YES ____ NO ____
6. If you answered "yes" to any of the above items, did the employee complete the return-to-duty process? N/A ____ YES ____ NO ____

NOTE: If you answered "yes" to item 5, you must provide the previous employer's report. If you answered "yes" to item 6, you must also transmit the appropriate return-to-duty documentation (e.g., SAP report(s), follow-up testing record).

Section II-B.

Name of person providing information in *Section II-A*: _____

Title: _____

Phone #: _____

Date: _____



White Bear Lake Area Schools
Independent School District 624

— BUS DRIVER OR DRIVER APPLICANT —
REFUSAL TO SUBMIT TO TESTING

I hereby refuse to submit to drug/alcohol testing as demonstrated by the following (check all that apply):

- ☐ Failing to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so;
- ☐ Failing to remain at the testing site until the testing process was completed;
- ☐ Failing to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test;
- ☐ Failing to permit the observation or monitoring of any provision of a specimen in the case of a directly observed or monitored collection in a drug test;
- ☐ Failing to provide a sufficient breath specimen or sufficient amount of urine when directed and it has been determined that there was no adequate medical explanation for the failure;
- ☐ Failing or declining to take a second test as directed;
- ☐ Failing to undergo a medical examination or evaluation, as directed by the Medical Review Officer (MRO) or the Designated Employer Representative (DER);
- ☐ Failing to cooperate with any part of the testing process (e.g., refusing to empty pockets when so directed by the collector, behaving in a confrontational way that disrupted the collection process), failing to wash hands after being directed to do so by the collector, failing to sign the certification on the form;
- ☐ Failing to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process;
- ☐ Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process;
- ☐ Admitting to the collector or MRO that the driver adulterated or substituted the specimen; or
- ☐ Having a verified adulterated or substituted test as reported by the MRO.

[An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she left before it commences, is not deemed to have refused to submit to testing.]

I recognize that my refusal subjects me to the consequences specified in federal law and regulations. It also constitutes a presumption of a positive result. I further recognize that if I am an applicant, I will be disqualified from consideration for the conditionally-offered position. If I

am an employee, I will not be permitted to perform safety-sensitive functions, and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If the school district offers me an opportunity to return to a DOT safety-sensitive function, I understand I will be evaluated by a substance abuse professional, and will be required to submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.

Date: _____

Time: _____

Signature of Employee/Applicant

Supervisor:

Supervisor's Signature.

Comments: _____

☐ Employee refused to sign

Supervisor's Initials: _____



White Bear Lake Area Schools
Independent School District 624

— PRETEST NOTICE —

I, the undersigned employee/job applicant of Independent School District No. 624, White Bear Lake Area Public Schools, Minnesota (“School District”) do hereby acknowledge that I have been provided a copy of the School District’s Drug and Alcohol Testing Policy.

Date: _____

Signature of Employee/Job Applicant

Typed or Printed Name



White Bear Lake Area Schools
Independent School District 624

[Employee Name]
[Employee Address]

RE: Drug and/or Alcohol Test
[Date of Testing]

NOTICE OF TEST RESULTS AND VARIOUS RIGHTS

Test Results:

Independent School District No. 624, White Bear Lake Area Public Schools, Minnesota has received the test result report from the testing laboratory:

- ☐ Your initial screening test result was negative.
- ☐ Your confirmatory test result was negative.
- ☐ Your confirmatory test result was positive.

Test Result Report:

You have the right to request and receive from the school district a copy of the test result on any drug or alcohol test.

Right to Explain Positive Test Result:

In the case of a positive test result on a confirmatory test, you have the right to explain the results. You may, within three (3) working days after notice of a positive test result on a confirmatory test, submit information to the school district, in addition to any information already submitted, to explain that result. Attached to this Notice is a document entitled "Explanation of Positive Test Result" for this purpose.

Right to Request Confirmatory Retests:

In the case of a positive test result on a confirmatory test, you have the right to request a confirmatory retest of the original sample at your own expense.

Within five (5) working days after notice of the confirmatory test result, you must notify the school district in writing of your intention to obtain a confirmatory retest.

Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that you have requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against you.

Other Rights:

In the case of a positive test result on a confirmatory test, you may have other rights provided under the sections detailed below.

A. Employee Discharge and Discipline

1. The school district may not discharge, discipline, discriminate against, request or require rehabilitation of an employee whose position does not require a commercial driver's license on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.

In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay or immediate discharge, pursuant to the provisions of this policy.

2. The school district may not discharge an employee whose position does not require a commercial driver's license for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical use

counselor or a physician trained in the diagnosis and treatment of chemical dependency; and

- b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
3. Notwithstanding Paragraph 1, the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
4. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire.
5. An employee must be given access to information in the employee's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

B. Withdrawal of Applicant's Job Offer

If a job applicant for a position that does not require a commercial driver's license has received a job offer made contingent on the applicant passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.



White Bear Lake Area Schools
Independent School District 624

EXPLANATION OF POSITIVE TEST RESULT

I, the undersigned employee/job applicant of Independent School District No. 624, White Bear Lake Area Public Schools, Minnesota acknowledge receipt of a Notice of Test Results and Various Rights. This includes my right to explain a positive test result on a confirmatory test.

I am currently taking or have recently taken:

- ☐ no over-the-counter or prescription medications; or
- ☐ the following over-the-counter or prescription medications:

I also offer the following information relevant to the reliability of, or explanation for, a positive test result:

Date: _____

Signature of Employee/Job Applicant

Typed or Printed Name



White Bear Lake Area Schools
Independent School District 624

— ACKNOWLEDGMENT —
DRUG AND ALCOHOL TESTING POLICY

I have received a copy of the Drug and Alcohol Testing Policy of Independent School District No. 624, White Bear Lake Area Public Schools, Minnesota and have read it in its entirety.

The District's policy was provided to me (check one of the following):

- ☐ Upon adoption of the policy. (employee)
- ☐ Upon my hire. (job applicant/new employee)
- ☐ After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug and alcohol testing. (job applicant)

Date: _____

Signature of Employee/Job Applicant

Typed or Printed Name

AGENDA ITEM: **Policy 495, Leave of Absence**

MEETING DATE: **June 14, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 495, Leave of Absence, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for elimination. The policy has been combined with Policy 410, Family Medical Leave Act and District Leaves of Absence. This policy is not a recommended policy from MSBA; it was created by District 624.

RECOMMENDED ACTION:

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

(This has been combined with 410 and will be eliminated)

~~495—LEAVES OF ABSENCE WITHOUT PAY~~

~~I.—PURPOSE~~

~~The purpose of this policy is to provide criteria to give guidance to the school administration when an employee requests a leave of absence for discretionary purposes.~~

~~H.—GENERAL STATEMENT OF POLICY~~

- ~~A.—The School Board recognizes the right of employees to request leaves of absence without pay based on the employee's individual needs or desires and consistent with provisions of the appropriate employee master agreement or policy.~~
- ~~B.—Because an employee's absence affects students, other staff and education programming, the needs and desires of the employee must be weighed against the needs of the district whenever a leave of absence is requested.~~
- ~~C.—In acting on employee leave requests, the School Board will observe provisions of the appropriate employee master agreement, district policy, and applicable state and federal statutes. In making recommendations to the School Board regarding leave without pay approval, district administration will consider both the reasons for the employee's request and the needs of the district. In general, concerns related to the educational program will take precedence over personal interests of the employee.~~

~~III.—FACTORS TO BE CONSIDERED~~

- ~~A.—Multiple factors will be considered when acting on leave of absence requests, including but not limited to:
 - ~~1.—The stated reason(s) of the employee in requesting a leave;~~
 - ~~2.—Relevant provisions of the appropriate employee master agreement, district policy and/or state and federal statute(s);~~
 - ~~3.—Length of service to the district of the employee applying for the leave. (Normally the district will not approve any leave during an employee's probationary period other than leaves required by law or collective bargaining agreement.)~~
 - ~~4.—Length of leave request.~~~~

- ~~a. Under M.S. 122A.46, the length of an approved extended leave must be determined by mutual agreement of the School Board and the employee at the time the leave is granted and shall be at least three (3), but no more than five years. An extended leave may be granted to employees who have been employed by the district for at least five (5) years and who have at least ten (10) years of allowable service in Minnesota.~~
 - ~~b. Normally, the length of an approved leave of absence for other reasons shall not exceed one (1) year. In extenuating circumstances, an extension of one (1) additional year may be granted for a maximum of two consecutive years of leave.~~
- ~~5. Record of previous leaves taken by the employee;~~
- ~~6. Availability of qualified substitute teachers;~~
- ~~7. Number of other employees in the same assignment category currently on leaves of absence;~~
- ~~8. Timing of the leave as it relates to potential disruption to students, other staff, and educational programming:~~
 - ~~a. Whenever possible, leaves should begin when the school year begins and ends when the school year ends. If that is not possible, the beginning or ending of a leave should coincide with a natural break point during the school year.~~
 - ~~b. The leave request should provide the district with enough advance notice so it can assess the effects of the leave on students, staff and educational programming.~~
- ~~9. Potential benefits to the district;~~
- ~~10. Whether the purpose of the leave can be scheduled or accomplished during a non-duty (school vacation/break) period.~~
- ~~B. Additional factors pertaining to requests for part-time leaves:~~
 - ~~1. Availability of a suitable part-time assignment;~~
 - ~~2. Flexibility of the employee in accepting a part-time assignment;~~
 - ~~3. Willingness of the employee to return to full time employment should a part-time position to which the individual is assigned be increased to full~~

~~time if a qualified substitute is not available, or the additional part-time assignment is not deemed feasible;~~

~~4. Willingness of the employee to participate fully in parent-teacher conferences and in-district workshops without additional remuneration.~~

~~C. Acting upon requests for a leave of absence without pay is a School Board prerogative; however, the Superintendent or designee is authorized to grant such leave status for periods not to exceed ten (10) working days in succession.~~

~~D. American Disabilities Act provisions will be considered when reviewing a request for leave without pay due to a disability. The District will comply with applicable state and federal law when considering requests for leave of absence due to an employee's disability.~~

~~**Legal References:** Minn. Stat. §122A.46 Extended Leaves of Absence~~

~~**Cross References:** WBLASB Policy 401 (Equal Employment Opportunities)~~

~~WBLASB Policy 402 (Disability Nondiscrimination Policy)~~

~~WLBASB Policy 410 (Family Medical Leave Act)~~

AGENDA ITEM: **Policy 514, Bullying Prevention, and Policy 514 Form**

MEETING DATE: **June 14, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 514, Bullying Prevention, and Policy 514 Form, were reviewed by the School Board Policy Committee and Cabinet, and are being recommended for a first reading. The changes to this policy are in sections II, III, IV, V, VI, VII, VIII and the Legal References. The changes to the form are on page 2.

The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation and other similar disruptive and detrimental behavior.

RECOMMENDED ACTION:

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

Adopted: November 14, 2005
Revised: November 8, 2007
Revised: May 9, 2011
Revised: October 13, 2014

*White Bear Lake Area
School District #624 Policy 514*

Revised:

514 BULLYING PREVENTION POLICY

I. PURPOSE

A safe and civil environment is desired for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor or eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent bullying behavior affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, remediate, and, when appropriate, issue discipline for acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but may also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying behavior or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and/or substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, school personnel, student, visitor or contractor or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent ~~or perceived~~ permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

- D. Retaliation against a ~~bully or~~ victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against a student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature ~~details~~ of the behavior;
 - 3. Past incidences ~~and/or~~ past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent/guardian and community participation.

Consequences for employees ~~school district personnel~~ who permit, condone, or tolerate bullying or engage in an act of reprisal, ~~retaliation or intentional~~ false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district ~~person~~ who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network, internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as reasonably possible.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, ~~including~~ gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds,

and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

~~H. "School District Personnel" means School Board members, school employees, agents, volunteers and contractors subject to the supervision and control of the School District.~~

~~I.~~ **H.** "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to **an appropriate school district official designated by this policy** ~~any school employee~~. It is the responsibility of that employee to document the concern and forward it to a school administrator. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to **use the report form available from the principal or building supervisor of each building or available in the school district office** ~~submit a written complaint to school administration~~, but oral reports shall be considered official complaints as well.

C. The building **principal, the principal's designee, or the building supervisor (hereinafter the "building report taker")** ~~administrator, supervisor or designee~~ is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. **Any person may report** bullying or other prohibited conduct ~~may also be reported~~ directly to a school district human rights officer or ~~to~~ the superintendent. If the complaint involves the building **report taker** ~~administrator, supervisor or designee~~, the complaint may be made or filed directly

with the superintendent or ~~designee, or to~~ the school district human rights officer by the reporting party or complainant. If the complaint involves the superintendent, the complaint may be made directly to the School Board Chair.

The building report taker ~~administrator, supervisor or designee~~ shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker ~~administrator, supervisor or designee~~ shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee ~~School district personnel~~ shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker ~~administrator, supervisor or designee~~ immediately. School district personnel who fail to inform the building report taker ~~administrator, supervisor or designee~~ of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner (~~preferably within one (1) school day~~) may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker ~~administrator, supervisor or designee~~, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker ~~administrator, supervisor or designee~~ or a third party designated by the school district.

- B. The building report taker ~~administrator, supervisor or designee~~ or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, ~~including the perpetrator~~, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences ~~School district action~~ will be sufficiently severe ~~taken to try to~~ deter violations and to appropriately discipline prohibited conduct. ~~prevent future incidents of bullying.~~ Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Public Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- ~~1. — For students such action may include, but is not limited to, a warning, education, counseling, remediation, loss of privileges, detention, exclusion, restorative measures, mediation, referral to outside agencies, (including, but not limited to, law enforcement), suspension, expulsion, or transfer. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II. F. of this policy.~~
 - ~~2. — For staff such action may include, but is not limited to a warning, education, restorative measures, mediation, suspension, exclusion, expulsion, or transfer. remediation, termination, or discharge. Action against staff will be also be consistent with the requirements of applicable collective bargaining agreements.~~
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. ~~In most cases, s~~ School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying

incident of the remedial or disciplinary action taken, to the extent permitted by law.

- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student teacher, administrator, volunteer, contractor, or other employee of the school district ~~personnel~~ who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences ~~School district action~~ will be sufficiently severe ~~taken~~ to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. ~~prevent future incidents of bullying. School district action taken for violation of this policy will be consistent with the requirements of applicable statutory authority, including the Minnesota Public Fair Dismissal Act; school district policies; and regulations.~~ Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II. F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address

bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;

3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs will provide developmentally appropriate programmatic instruction to help students identify, prevent and reduce prohibited conduct; value diversity in school and society; develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to and reporting prohibited conduct. ~~may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.~~
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See School District Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook ~~and on the school district website.~~
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy **(See MSBA/MASA Model Policy 506)** distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the School Board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § ~~124D.10~~ **Ch. 124E** (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: 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 Reporting of Maltreatment of Vulnerable Adults)
WBLASB Policy 423 (Employee-Student Relationships)
WBLASB Policy 501 (School Weapons Policy)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 507 (Corporal Punishment)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)

WBLASB Policy 521 (Student Disability Nondiscrimination)
WBLASB Policy 522 (Student Sex Nondiscrimination)
WBLASB Policy 524 (Electronic Technologies Acceptable Use Policy)
WBLASB Policy 525 (Violence Prevention)
WBLASB Policy 526 (Hazing Prohibition)
WBLASB Policy 529 (Staff Notification of Violent Behavior by Students)
WBLASB Policy 709 (Student Transportation Safety Policy)
WBLASB Policy 711 (Videotaping on School Buses)
WBLASB Policy 712 (Video Surveillance Other Than on Buses)

Adopted: November 3, 2016

White Bear Lake Area
School District #624 Policy 514
Bullying Report Form

BULLYING REPORT FORM

Definition of Bullying: Intimidating, threatening, abusive, or harming conduct. An actual or perceived imbalance of power exists between the student engaging in bullying and the students being bullied. The conduct is repeated or forms a pattern. It may interfere with the student's educational opportunities or the ability to participate in school activities.

The complete Policy can be found on the White Bear Lake Area School's website under the following tabs:

- About
- School Board
- District Policies
- Policy 514 (500 Series)

Person Filling Out Report

Please enter your name below (Note: Per Minnesota Statute, no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

Your Name: _____

Contact Information

(Please add your phone number or any additional information which may be useful in the event we need to contact you)

*Required

Check whether you are:*

- ☐ Target of the behavior/bullying
- ☐ Reporter of bullying (not the target)

Check whether you are:*

- ☐ Student
- ☐ Staff Member
- ☐ Parent/Guardian
- ☐ Administrator
- ☐ Other: _____

Nature of alleged Bullying (Check all that apply):*

- ☐ Physical Harm (Intimidating, threatening or abusive acts of physical harm to a student or student's property including persistent pushing/shoving, making threats, defacing property, stealing, etc.)
- ☐ Emotional Distress (Violating a student's reasonable expectation of privacy, defaming a student, persistent name calling, teasing, insults, persistent gossiping, teasing about looks, excluding someone from groups, public humiliation, harassing phone calls, etc.)
- ☐ Discrimination Based on an Individual's Personal Characteristics (Bullying directed at any student based on their actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, etc.)
- ☐ Cyberbullying (Bullying using technology or other electronic communication, including persistent texting, messaging treats, posting defamatory websites, emailing derogatory photos, etc.)

Date of Incident(s):*mm/dd/yyyy _____

Time the Incident(s) Occurred: ? _____ a.m. or p.m.

Location of Incident(s)*

(Check all that apply):

- ☐ On school district property
- ☐ At a school function or activity (i.e. events or field trips)
- ☐ Property adjacent to school grounds
- ☐ On school transportation (i.e. bus or other school vehicle)
- ☐ School bus stop
- ☐ Walking route to or from school
- ☐ Other: _____

Please further specify location

Who was allegedly bullied?*

(Please list the first and last names and grade levels of all students allegedly taking part in the bullying.)

Describe the details of the incident*

(Include the names of people involved (including witnesses), what occurred, and what each person did and said, including specific words used or actions taken).

Has this happened before?

- ☐ No, this is the first time that I am aware of.
- ☐ Yes, this has happened before.
- ☐ I don't know.

If yes, please describe previous incident(s):

Is there any physical evidence?

(Check all that apply)

- ☐ Graffiti
- ☐ Notes
- ☐ Email
- ☐ Websites
- ☐ Video/Audio Tape
- ☐ Visible physical injury
- ☐ Other: _____

Is there any other information we need to know?

AGENDA ITEM: **Policy 608, Instructional Services - Special Education**

MEETING DATE: **June 14, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 608, Instructional Services - Special Education, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in sections I, II, III, and the Legal References.

The purpose of this policy is to set forth the position of the School Board on the need to provide special educational services to some students in the school district.

RECOMMENDED ACTION:

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

Adopted: September 8, 1997
Revised: November 8, 2010
Revised:

White Bear Lake Area
School District #624 Policy 608

608 INSTRUCTIONAL SERVICES – SPECIAL EDUCATION

I. PURPOSE

The purpose of this policy is to set forth the position of the **School Board** ~~school-board~~ on the need to provide special educational services to some students in the school district.

II. GENERAL STATEMENT OF POLICY

The **School Board** ~~school-board~~ recognizes that some students need special education, and further recognizes the importance of providing a free appropriate public education and delivery system for students in need of special education.

III. RESPONSIBILITIES

- A. The **School Board** ~~school-board~~ accepts the responsibility to identify, evaluate and provide special instruction and related services for **children with disabilities** ~~disabled-children~~ who are properly the responsibility of the school district and who meet the criteria to qualify for special education and related services as set forth in Minnesota and federal law.
- B. The school district shall ensure that all **children with disabilities** ~~disabled-children~~ are provided the special instruction and services which are appropriate to their educational needs.
- C. When such services require or result from interagency cooperation, the school district shall participate in such interagency activities in compliance with applicable federal and state law.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 125A.02 (Definition of Child with a Disability)
Minn. Stat. § § 125A.027, § 125A.03, § 125A.08, § 125A.15, § 125A.29
(District Obligations)
~~29 U.S.C. § 794 et seq. (§ 504 of Rehabilitation Act of 1973)~~
20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education
Improvement Act of 2004)

Cross References: WBLASB Policy 402 (Disability Nondiscrimination)
WBLASB Policy 508 (Extended School Year for Certain Students with
Individual Education Plans)
WBLASB Policy 509 (Enrollment of Nonresident Students)
WBLASB Policy 521 (Student Disability Nondiscrimination)

AGENDA ITEM: **Policy 729, Minnesota Post-Issuance Debt Compliance**

MEETING DATE: **June 14, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 729, Minnesota Post-Issuance Debt Compliance, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in sections II, III, IV, and V.

The purpose of this policy is to ensure that all obligations will be in compliance with all applicable federal regulations.

RECOMMENDED ACTION:

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

729 MINNESOTA POST-ISSUANCE DEBT COMPLIANCE

I. PURPOSE

The School Board (the “Board”) of Independent School District No. 624 (White Bear Lake Area Schools), Minnesota (the “District”) has chosen, by policy, to take steps to help ensure that all obligations will be in compliance with all applicable federal regulations. This policy may be amended, as necessary, in the future.

II. BACKGROUND

A. IRS Background

The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the “Code”) and regulations promulgated thereunder (“Treasury Regulations”) governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various “Tax Credit” Bonds). The IRS encourages issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

B. SEC Background

The Securities and Exchange Commission (SEC) is responsible for enforcing compliance with the SEC Rule 15c2-12 (the “Rule”). Governments or governmental entities issuing obligations generally have a requirement to meet specific continuing disclosure standards set forth in continuing disclosure agreements (“CDA”). Unless the issuer, obligated person, or a specific obligation is exempt from compliance with CDAs, these agreements are entered into at the time of obligation issuance to enable underwriter(s) to comply with the Rule. The Rule sets forth certain obligations of (i) underwriters to receive, review and disseminate official statements prepared by issuers of most primary offerings of municipal securities, (ii) underwriters to obtain CDAs from issuers and other obligated persons to provide material event disclosure and annual financial information on a continuing basis, and (iii) broker-dealers to have access to such continuing disclosure in order to make recommendations of municipal securities transactions in the secondary market. The SEC encourages issuers and beneficiaries to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against Rule violations.

When obligations are issued, the CDA commits the issuer or obligated person to provide certain annual financial information and material event notices to the public. Issuers and other obligated persons may also choose to provide periodic,

voluntary financial information and filings to investors in addition to fulfilling the specific responsibilities delineated in their CDA. It is important to note that issuers and other obligated persons should not give any one investor certain information that is not readily available to all market participants by disseminating information to the marketplace, at large. Issuers and other obligated persons should be aware that any disclosure activities determined to be “communicating to the market” can be subject to regulatory scrutiny.

III. POST-ISSUANCE DEBT COMPLIANCE POLICY OBJECTIVE

The District desires to monitor these obligations to ensure compliance with the IRS Code and Treasury Regulations and the SEC Rule. To help ensure compliance, the District has developed ~~this~~ the following policy (the “Post-Issuance Debt Compliance Policy”). The Post-Issuance Debt Compliance policy shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

IV. POST-ISSUANCE DEBT COMPLIANCE RESPONSIBILITY

- A. The superintendent or designee is designated as the District’s agent who is responsible for post-issuance compliance of these obligations.
- B. The superintendent or designee shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance as further detailed in corresponding procedures (the “Post-Issuance Debt Compliance Procedures”). At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:
 1. General post-issuance compliance
 2. General Recordkeeping ~~Proper and timely use of obligation proceeds and obligation-financed property;~~
 3. Arbitrage yield restriction and rebate recordkeeping
 4. Expenditure and asset documentation to be assembled and retained ~~Timely filings and other general requirements;~~
 5. Miscellaneous documentation to be assembled and retained
 6. Additional undertakings ~~or~~ and activities that support ~~points~~ sections 1 through ~~4~~ 5 above
 7. Continuing disclosure obligations ~~Maintenance of proper records related to the obligations and the investment of proceeds of obligations; and~~
 8. Compliance with future requirements ~~Other requirements that become necessary in the future.~~

- C. The superintendent or designee shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the ~~Executive Director of Business Services~~ superintendent or designee will ensure that the Post-Issuance Debt Compliance policy and procedures are updated on a regular and as needed basis.
- D. Individuals responsible for assisting the superintendent or designee in maintaining records needed to ensure post-issuance debt compliance are authorized to expend funds as needed to attend training or secure use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.
- E. Most of the provisions of this Post-Issuance Debt Compliance policy are not applicable to taxable governmental obligations unless there is a reasonable possibility that the District may refund their taxable governmental obligation, in whole or in part, with the proceeds of a tax-exempt governmental obligation. If this refunding possibility exists, then the ~~superintendent or designee~~ District shall treat the taxable governmental obligation as if such issue were an issue of tax-exempt governmental obligations and comply with the requirements of this Post-Issuance Debt Compliance policy.

V. PRIVATE ACTIVITY BONDS

- A. The District may issue tax-exempt obligations that are “private activity” bonds because either (1) the bonds finance a facility that is owned by the District but used by one or more qualified 501(c)(3) organizations, or (2) the bonds are so-called “conduit bonds”, where the proceeds are loaned to a qualified 501(c)(3) organization or another private entity that finances activities eligible for tax-exempt financing under federal law (such as certain manufacturing projects and certain affordable housing projects). Prior to the issuance of either of these types of bonds, the superintendent or designee shall take steps necessary to ensure that such obligations will remain in compliance with the requirements of this Post-Issuance Debt Compliance policy.
- B. In a case where compliance activities are reasonably within the control of a private party (i.e., a 501(c)(3) organization or conduit borrower), the superintendent or designee may determine that all or some portion of compliance responsibilities described in this Post-Issuance Debt Compliance policy shall be assigned to the relevant party. In the case of conduit bonds, the conduit borrower will be assigned all compliance responsibilities other than those required to be undertaken by the District under federal law. In a case where the superintendent or designee is concerned about the compliance ability of a private party, the superintendent or designee may require that a trustee or other independent third party be retained to assist with record keeping for the obligation and/or that the trustee or such third party be responsible for all or some portion of the compliance responsibilities.
- C. The superintendent or designee is additionally authorized to seek the advice, as

necessary, of bond counsel and/or its financial advisor to ensure the District is in compliance with this Post-Issuance Debt Compliance policy.

AGENDA ITEM: **Policy 999, Partnerships, Policy 999, Addendum A, and Policy 999, Appendix A**

MEETING DATE: **June 14, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 999, Partnerships, Policy 999, Addendum A, and Policy 999, Appendix A, were reviewed by the School Board Policy Committee and Cabinet, and are being recommended for a first reading. The changes to this policy are in section II. The changes recommended to Addendum A are on page 1, and in sections 1.3, 2.2, 3, 3.1, 3.2, 3.3, 4, and 5. Appendix A, Community Partnership Application, has been changed to a Google Form.

The purpose of this policy is to provide guidelines for partnering with entities that provide academic, supplemental services and enrichment opportunities for students.

RECOMMENDED ACTION:

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

999 PARTNERSHIPS

I. PURPOSE

The purpose of this policy is to provide guidelines for partnering with entities that provide academic, supplemental services and enrichment opportunities for students.

II. GENERAL STATEMENT OF POLICY

The **School Board** ~~school board~~ encourages the development, implementation and evaluation of a comprehensive student, parent, family, school and community partnership initiative. The District will provide clear definitive roles of the various partners. The District will provide administrative leadership and vision, staff development and practices that are compatible with the beliefs outlined in this document. All partners agree to abide by district policies, including but not limited to policies addressing data privacy, discrimination, technology, drugs, alcohol and tobacco use, bullying and harassment.

III. DEFINITIONS

- A. Partnership: A relationship between the district and a non-district entity intended to have multiple contacts during the year or over multiple years, in which the connection results in benefits to the district that may or may not be possible without the partnership. Partnerships are intended to provide academic, enrichment, or supplemental services for students. All partnerships must be consistent with the mission of the district. This definition excludes enrichment field trips arranged as part of a class or student organization.
- B. White Bear Lake Area Schools does not define a partnership as:
 - 1. An arrangement made by the District with a third party to deliver one or more services on its behalf. This is a contract for services.
Example: Contracted transportation services with an outside company or carrier.
 - 2. An intra-district collaboration involving school-to-school, program-to-program, or school-to-program partnering.
Example: High school students mentoring middle school students, academic enrichment courses being offered through Youth Enrichment, or

student service projects for the senior center.

3. School or program volunteers who serve in an individual capacity.
Example: An individual who serves as a reading buddy for a particular school.

IV. PARTNERSHIP OVERSIGHT

On an annual basis the superintendent or designee will do the following:

- A. Update the list of existing partnerships.
- B. Ensure all partners are in compliance with the partnership procedures identified in Addendum A.
- C. Review and approve applications for new partnerships.
- D. Review existing partnerships to evaluate the benefit(s) to students.
- E. Make changes as needed to improve existing partnerships, and take action to dissolve unproductive partnerships.
- F. Maintain a list of organizational needs for future partnership exploration.

WHITE BEAR LAKE AREA SCHOOL DISTRICT PARTNERSHIP PROCESS

The purpose of this document is to guide the development of partnerships. It outlines the District's approach to engaging in partnership, allowing our partners to understand the principles and standards we are committing to.

The District is fully committed to engaging in partnerships. We recognize the strength and value of effective partnerships in contributing to the educational growth and service opportunities for students.

This commitment is demonstrated by the District's current partnership involvement, both formal and informal, and is part of our District's Mission, which reads:

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

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

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

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

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

SECTION 1 - Introduction to the Partnership Process

1.1 Introduction

White Bear Lake Area School District recognizes the need for a consistent process for developing and maintaining partnership. This process sets out a framework that will assist staff when considering our engagement in partnership arrangements.

1.2 Purpose of Process

The purpose of this process is to enable the District, with its partners, to ensure that the

partnerships are appropriate and have proper oversight. The process will ensure that when working in partnership:

- Identified needs or program enhancement goals are met;
- The purpose and expected outcomes for students are clear;
- Partnership activities and outcomes are monitored, reviewed and evaluated;
- Risks for the District and partner are identified and mutually understood;
- Each partnership maintains a relevance to its agreed purpose during its lifespan and has in place an effective exit strategy;
- Partnerships are properly empowered and their legal status understood;
- Reviews are undertaken to evaluate success in meeting objectives and identifying methods to improve effectiveness.

1.3 White Bear Lake Area Schools - Partnership Levels

District - A District partnership is a formalized agreement among multiple schools, sites and/or programs and a partner. District level partnerships are approved, organized, and managed by District-level department(s). District-level partnerships are funded by a partner, with District-level sources or a combination of the two, rather than building-level budgets.

Building/Program - A building or program partnership is a formalized agreement between an individual building or program and a partner. Building-level partnerships may include formalized agreements that impact the entire school population, as well as agreements that impact just individual grade levels or classrooms. Building and program-level partnerships are initially approved at the building level, and then recommendations are made to the district-level committee. The district-level committee helps evaluate which district policies may need to be considered and whether the partnership is one that is within administrative authority to decide or whether School Board authorization and approval is necessary. Upon proper authorization, the building/program-level partnerships are then organized, and managed at the building/program level. Building and program-level partnerships are funded entirely by the partner, through individual building/program budgets, through grant funding as authorized by the district or by some combination of each.

SECTION 2 – Working in Partnership

2.1 When is a partnership appropriate?

Partnership arrangements are appropriate when they have the potential to:

- Add value in the form of increased student learning and/or student experiences;
- Meet identified district needs or program enhancements which may not be possible through district resources alone and do not compromise our core programming; and
- Align with one or more of our district/building goals.

2.2 Managing and Reviewing Partnerships

Partnership work can be very rewarding for the district and students; however, it can also be difficult and resource intensive. Therefore, before taking on a new partnership, the

following should be considered:

- Does the purpose of the potential partnership align and remain consistent with the district Mission and Strategic Plan, ~~and is it consistent with the district's Core Values?~~
- If the partnership occurs during student contact time, an evaluation must be done by an administrator to show that the benefit to each student participating in the partnership exceeds any detrimental impact to any student missing assigned classes.
- Is there a way for the district to meet the goals/objectives of the partnership on its own or with an existing partner that would be less labor intensive, more effective than starting a new partnership, or less intrusive on the academic day?
- For district-level partnerships, do es the district-level ~~partnership committee~~ leadership team and/or members of Cabinet support this partnership?
- For building/program-level partnerships, do the principal/supervisor and members of the building ~~level partnership committee~~ leadership team support this partnership?
- Does the risk assessment reveal that the partnership is relatively safe for the district to enter into?

Partnerships should be reviewed annually by the district or building/program ~~partnership committee~~ leadership team. The purpose of the review is to ensure that the partnership:

- is effectively doing what it set out to do;
- is still aligned with district/building/program goals, and
- implements necessary improvements over time.

Through the review process it may be identified that it is time for a partnership arrangement to cease, be substantially modified or for the district to leave a partnership arrangement. This can be for many different reasons:

- The partnership achieves all that it set out to do - goals/objectives are met.
- The partnership goals/objectives are no longer aligned with the district strategic plan.
- On review, the partnership is not delivering the outputs and outcomes it was set up to do and a new approach needs to be explored.
- The partnership is replaced by another partnership or working arrangement.
- External funding/resources cease.
- On review, an adverse level of risk of continuing the partnership is identified.
- The legal framework upon which the partnership was founded changes.
- The district reserves the right to leave a partnership at any time. The district will develop case by case exit strategies for situations where it wishes to withdraw from a partnership for any reason.

SECTION 3 - Tools for Identifying and Managing Partnerships

When entering into or reviewing a ~~P~~partnership the district will use the following to guide its decision making.

3.1 Legal Status

School Board approval is required initially for all contracts and agreements.

3.2 Finance and Resources

The ~~Building and District Partnership Committee~~ **Building Leadership Team and Cabinet Representative** will consider the resource implications, existing partnerships, and ~~B~~building and ~~D~~district priorities prior to making decisions on new partnerships or extending existing partnerships.

3.3 — Roles of Partnership Committees

~~Each building will have its own partnership committee. This committee may be in addition to the school leadership team or a subpart thereof. Members should include the principal and staff members who understand the building's needs, vision, and priorities, as well as staff and financial resources. Building/Program level partnership committees will establish a routine for processing proposals. The committee will use the partnership review form and scoring rubric to determine viability of partnership proposals and provide a timely response to potential partners. This process will be similar to the process for district partnerships, but will be tailored to the needs of the program or school.~~

~~The District Partnership Team will meet quarterly, or as needed, to determine viability of proposed partnerships, identify areas of need in which partnerships could be pursued, and ensure that appropriate stakeholders are involved.~~

3.4 Communication in a Partnership Setting

Communication and marketing of partnerships shall be in accordance with the district's communication plan and at the discretion of the Director of Communications.

3.5 Information Sharing

The School District's Data Privacy Policy will apply to all partnerships consistent with applicable state and federal law.

SECTION 4 - Specific steps of the application process.

1. Complete the Partnership Application **-Inventory** form.
2. Return form to either the building principal, program coordinator or district **level** partnership contact person.
3. The partnership application will be reviewed by the building **leadership team or principal** ~~partnership review committee~~. It will be evaluated in accord with the established criteria and forwarded to **cabinet representatives as needed for review** ~~the district review committee for consideration. The district review committee will review all building level approved partnership applications. The district review committee will forward a recommendation to the superintendent and cabinet for review.~~ Some partnerships may be approved at this level; others may need School Board approval prior to implementation.
4. Upon final approval of the superintendent or superintendent designee, or if

appropriate, by the School Board, the building principal or program contact person will be notified of the decision whether or not to move forward with the partnership.
~~A successful partnership proposal will require a Partnership Agreement form to be on file with both the building or program and the district review committee.~~

SECTION 5 – Appendix

- **Appendix 1** – White Bear Lake Area School District Partnership Application Form
- ~~**Appendix 2** – White Bear Lake Area School District Partnership Agreement Form~~

Community Partnership Application

Please complete this partnership application form for each partnership with your program/building and answer questions to the best of your ability. For the purpose of this form, please DO NOT include inter-district collaborators, contracted vendors or individuals. Please reference School District Policy 999 and Addendum for details and partnership standards we are committed to.

Thank you!

* Required

Staff Last Name: *

Your answer

Current Position: *

Your answer

Building/Program *

Choose

Next

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Community Partnership Application

* Required

Level of Partnership:

Building/Program Level 1

Minimal staff or volunteer time involved. Nominal in-kind or financial contribution. Minimal or one-time interaction with participants or students. Smaller community or public impact. Example: White Bear Lake Historical Society provides a picture exhibit to the Senior Center Library that is updated 3 times a year.

Building/Program Level 2

More staff or volunteer time involved. Larger in-kind or financial contribution. On-going interaction with participants or students. Larger community or public impact. Example: Donatelli's Partnership with Willow Lane Elementary.

Building/Program Level 3

Regular staff or volunteer time dedicated to the project. Significant in-kind or financial contribution. On-going interaction with participants or students, larger group involved. Higher profile community or public impact. Example: Greater Twin Cities United Way Manufacturing Grant.

District Level

Partnerships that have been arranged to benefit the entire district. Example: White Bear Center for the Arts

What is the Level of Partnership? *

- ☐ Building/Program Level 1
- ☐ Building/Program Level 2
- ☐ Building/Program Level 3
- ☐ District Level
- ☐ Other:

Back

Next

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Community Partnership Application

* Required

Partner Information

Partner Organization Name: *

Your answer

Partner Organization Address: *

Your answer

Partner Contact Name: *

Your answer

Partner Contact Email: *

Your answer

Partner Contact Phone: *

Your answer



Start Date of Partnership: *

Date

mm/dd/yyyy

Please describe the partnership, its purpose, and how it aligns with our district mission and strategic plan: *

Your answer

This partnership is: *

Choose



Back

Submit

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E. OPERATIONAL ITEMS

AGENDA ITEM: **Action on Resolution of Intent to Sell Facilities Maintenance Bonds**

MEETING DATE: **June 14, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

At the May 10 Board Meeting the Board took action to approve a resolution to sell up to \$31.1M in general obligation facilities maintenance bonds. The tax impact of these bonds was factored into the tax impact statement for the 2019 Building our Future facilities bond referendum.

In a discussion item earlier Shelby McQuay of Ehlers, Inc presented an overview of the General Obligation Facilities Maintenance bond (series 2021A) sale that occurred earlier today.

RECOMMENDATION:

Approve the sale of \$28,675,000 in General Obligation Facilities Maintenance bond (series 2021A) as presented.

AGENDA ITEM: **Action on Bids for HS Expansion Project**

MEETING DATE: **June 14, 2021**

SUGGESTED DISPOSITION: **Operational Items**

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

BACKGROUND:

Attached please find the bid tabulation sheets for the high school addition and renovation of the current North Campus site to house grades 9-12 beginning in September, 2024. Bids were opened on May 20, 2021 and best value interviews occurred during the following two weeks. The project came in just below budget.

RECOMMENDATION:

Accept the bid for the North Campus addition and renovations project contracts as presented in the amount of \$148,964,305.08.



ARCHITECT: Wold Architects & Engineers

May 20, 2021 at 2:00 PM

Work Scope 02-A: Demolition

[illegible]



ARCHITECT: Wold Architects & Engineers

Work Scope 03-A: Concrete

[illegible]



ARCHITECT: Wold Architects & Engineers

May 20, 2021 at 2:00 PM

Work Scope 03-B: Structural Pre-cast

[illegible]



ARCHITECT: Wold Architects & Engineers

May 20, 2021 at 2:00 PM

Work Scope 04-A: Masonry

[illegible]



KRAUS-ANDERSON®
Construction Company

White Bear Lake Area High School

North Campus

BID TABULATIONS

May 20, 2021 at 2:00 PM

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 05-A: Structural Steel – Material Only

Best Value

		BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
		American Structural Metals, Inc.				
BID SECURITY		Yes				
ADDENDA REC'D.		3				
BASE BID		\$15,510,000.00				
COMBINED BASE BID						
Scoring		0	0	0	0	0
	Points Available					
Reference	10	-				
Similar Experience	10	-				
Interview Presentation Requirements	20	-				
Bid Cost	60	60				
TOTAL	100	60	0	0	0	0



BID TABULATIONS

May 20, 2021 at 2:00 PM

Work Scope 05-B: Structural Steel – Erection Only

ARCHITECT: Wold Architects & Engineers

[illegible]



BID TABULATIONS

May 20, 2021 at 2:00 PM

ARCHITECT: Wold Architects & Engineers

Work Scope 06-A: Carpentry

[illegible]



BID TABULATIONS

May 20, 2021 at 2:00 PM

Work Scope 07-F: Metal Panel

ARCHITECT: Wold Architects & Engineers

[illegible]



ARCHITECT: Wold Architects & Engineers

Work Scope 07-H: Roofing

[illegible]



BID TABULATIONS

May 20, 2021 at 2:00 PM

Work Scope 07-J: Applied Fireproofing

ARCHITECT: Wold Architects & Engineers

[illegible]



BID TABULATIONS

ARCHITECT: Wold Architects & Engineers

Work Scope 07-L: Interior Sealant

[illegible]



BID TABULATIONS

May 20, 2021 at 2:00 PM

Work Scope 08-A: Doors, Frames, and Hardware – Material Only

ARCHITECT: Wold Architects & Engineers

[illegible]



ARCHITECT: Wold Architects & Engineers

White Bear Lake Area High School
North Campus

May 20, 2021 at 2:00 PM

Work Scope 08-D: Accordion Fire Doors

[illegible]



BID TABULATIONS

May 20, 2021 at 2:00 PM

Work Scope 08-E: Overhead, Folding, & Coiling Doors

ARCHITECT: Wold Architects & Engineers

[illegible]



ARCHITECT: Wold Architects & Engineers

May 20, 2021 at 2:00 PM

Work Scope 08-F: Exterior Glass & Glazing

[illegible]



BID TABULATIONS

May 20, 2021 at 2:00 PM

Work Scope 09-A: Drywall

ARCHITECT: Wold Architects & Engineers

[illegible]



ARCHITECT: Wold Architects & Engineers

Work Scope 09-B: Tile

[illegible]



BID TABULATIONS

May 20, 2021 at 2:00 PM

Work Scope 09-C: Ceiling and Acoustical Treatment

ARCHITECT: Wold Architects & Engineers

[illegible]



BID TABULATIONS

May 20, 2021 at 2:00 PM

Work Scope 09-D: Flooring – Resilient & Carpet

ARCHITECT: Wold Architects & Engineers

[illegible]



KRAUS-ANDERSON®
Construction Company

White Bear Lake Area High School

North Campus

BID TABULATIONS

May 20, 2021 at 2:00 PM

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 09-F: Wood Flooring

Best Value

		BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
		H2I Group, Inc.	J Wood Sports Flooring LLC			
BID SECURITY		Yes	Yes			
ADDENDA REC'D.		3	3			
BASE BID		\$401,223.00	\$496,875.00			
COMBINED BASE BID						
Scoring		0	0	0	0	0
	Points Available					
Product Criteria	30	0	30			
Similar Experience	10	8	6			
Interview Presentation Requirements	20	18	20			
Bid Cost	40	40	21			
TOTAL	100	66	77	0	0	0



ARCHITECT: Wold Architects & Engineers

May 20, 2021 at 2:00 PM

Work Scope 09-G: Terrazzo

[illegible]



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Construction Company

White Bear Lake Area High School

North Campus

BID TABULATIONS

May 20, 2021 at 2:00 PM

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 09-H: Resilient Athletic Flooring

Best Value

		BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
		Spec Athletic, Inc.	H2I Group, Inc.	Kiefer Specialty Flooring, Inc.		
BID SECURITY		Yes	Yes	Yes		
ADDENDA REC'D.		3	3	3		
BASE BID		\$717,193.87	\$786,248.00	\$820,290.00		
COMBINED BASE BID						
Scoring		0	0	0	0	0
	Points Available					
Product Criteria	30	18	18	30		
Similar Experience	10	5	7	9		
Interview Presentation Requirements	20	7	20	20		
Bid Cost	40	40	31	27		
TOTAL	100	70	76	86	0	0



BID TABULATIONS

May 20, 2021 at 2:00 PM

Work Scope 09-K: Painting and Wall Covering

ARCHITECT: Wold Architects & Engineers

[illegible]



BID TABULATIONS

May 20, 2021 at 2:00 PM

Work Scope 10-J: Lockers – Material Only

ARCHITECT: Wold Architects & Engineers

[illegible]



BID TABULATIONS

May 20, 2021 at 2:00 PM

Work Scope 11-F: Food Service Equipment

ARCHITECT: Wold Architects & Engineers

[illegible]



BID TABULATIONS

May 20, 2021 at 2:00 PM

Work Scope 11-J: Theaters & Stage Equipment

ARCHITECT: Wold Architects & Engineers

[illegible]



BID TABULATIONS

May 20, 2021 at 2:00 PM

Work Scope 11-K: Gymnasium Equipment

ARCHITECT: Wold Architects & Engineers

[illegible]



ARCHITECT: Wold Architects & Engineers

May 20, 2021 at 2:00 PM

Work Scope 12-B: Window Treatment

[illegible]



North Campus

May 20, 2021 at 2:00 PM

ARCHITECT: Wold Architects & Engineers

Work Scope 12-C: Manufactured Casework - Material Only

[illegible]



BID TABULATIONS

May 20, 2021 at 2:00 PM

Work Scope 12-H: Multiple Seating & Pressbox

ARCHITECT: Wold Architects & Engineers

[illegible]



ARCHITECT: Wold Architects & Engineers

May 20, 2021 at 2:00 PM

Work Scope 12-H.1: Telescoping Bleachers

[illegible]



ARCHITECT: Wold Architects & Engineers

May 20, 2021 at 2:00 PM

Work Scope 12-H.2: Auditorium Seating Package

[illegible]



ARCHITECT: Wold Architects & Engineers

May 20, 2021 at 2:00 PM

Work Scope 13-E: Special Purpose Room

[illegible]



BID TABULATIONS

May 20, 2021 at 2:00 PM

Work Scope 13-I: Tensile Membrane Structures

ARCHITECT: Wold Architects & Engineers

[illegible]



ARCHITECT: Wold Architects & Engineers

White Bear Lake Area High School
North Campus

May 20, 2021 at 2:00 PM

Work Scope 14-B: Elevator

[illegible]



ARCHITECT: Wold Architects & Engineers

May 20, 2021 at 2:00 PM

Work Scope 14-C: Wheelchair Lifts

[illegible]



BID TABULATIONS

May 20, 2021 at 2:00 PM

Work Scope 21-A: Fire Suppression

ARCHITECT: Wold Architects & Engineers

[illegible]



KRAUS-ANDERSON®
Construction Company

White Bear Lake Area High School

North Campus

BID TABULATIONS

May 20, 2021 at 2:00 PM

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 22-A: Plumbing

Best Value

		BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
		Northern Air Corporation dba NAC Mechanical and Electrical Services	Weidner Plumbing and Heating Co.	Davis Mechanical Systems, Inc.	El- Jay Plumbing & Heating, Inc.	R.J. Mechanical, Inc.
BID SECURITY		Yes	Yes	Yes	Yes	Yes
ADDENDA REC'D.		3	3	3	3	3
BASE BID		\$6,256,700.00	\$6,366,000.00	\$6,523,980.00	\$7,478,000.00	\$7,605,000.00
COMBINED BASE BID						
Scoring		0	0	0	0	0
	Points Available					
Reference	10	7	10	10		
Similar Experience	10	10	8	5	7	8
Interview Presentation Requirements	20	16	20	20		
Bid Cost	60	60	58	56	44	42
TOTAL	100	93	96	91	51	50



KRAUS-ANDERSON®
Construction Company

White Bear Lake Area High School

North Campus

BID TABULATIONS

May 20, 2021 at 2:00 PM

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 22-A: Plumbing

Best Value

		BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
		Wenzel-Plymouth Plumbing, LLC	Poineer Power, Inc.	Peterson Sheet Metal, Inc.		
BID SECURITY		Yes	Yes	Yes		
ADDENDA REC'D.		3	3	3		
BASE BID		\$9,722,000.00				
COMBINED BASE BID			\$26,718,000.00	\$27,398,000.00		
			WS 23A	WS 23A		
Scoring		0	0	0	0	0
	Points Available					
Reference	10					
Similar Experience	10	6				
Interview Presentation Requirements	20					
Bid Cost	60	24				
TOTAL	100	30	0	0	0	0



KRAUS-ANDERSON®
Construction Company

White Bear Lake Area High School

North Campus

BID TABULATIONS

May 20, 2021 at 2:00 PM

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 23-A: HVAC

Best Value

		BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
		Weidner Plumbing & Heating Co.	Thelen Heating & Roofing Inc.	R.J. Mechanical, Inc.	McDowall Company	Poineer Power, Inc.
BID SECURITY		Yes	Yes	Yes	Yes	Yes
ADDENDA REC'D.		3	3	3	3	3
BASE BID		\$18,446,800.00	\$18,750,000.00	\$18,847,000.00	\$19,426,700.00	\$20,125,000.00
COMBINED BASE BID						\$26,718,000.00
						WS 22A
Scoring		0	0	0	0	0
	Points Available					
Reference	10	10	10	10		
Similar Experience	10	7	8	6	8	6
Interview Presentation Requirements	20	20	19	20		
Bid Cost	60	60	58	58	55	52
TOTAL	100	97	95	94	63	58



KRAUS-ANDERSON®
Construction Company

White Bear Lake Area High School

North Campus

BID TABULATIONS

May 20, 2021 at 2:00 PM

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 23-A: HVAC

Best Value

		BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
		Northern Air Corporation dba NAC Mechanical and Electrical Services	General Sheet Metal Company, LLC	Peterson Sheet Metal, Inc.	Modern Piping, Inc.	
BID SECURITY		Yes	Yes	Yes	Yes	
ADDENDA REC'D.		3	3	3	3	
BASE BID		\$20,451,900.00	\$20,474,000.00		\$34,547,955.00	
COMBINED BASE BID				\$27,398,000.00		
				WS 22A		
Scoring		0	0	0	0	0
	Points Available					
Reference	10					
Similar Experience	10	8				
Interview Presentation Requirements	20					
Bid Cost	60	50				
TOTAL	100	58	0	0	0	0



BID TABULATIONS

May 20, 2021 at 2:00 PM

ARCHITECT: Wold Architects & Engineers

Work Scope 25-A: Integration Automation

[illegible]



KRAUS-ANDERSON®
Construction Company

White Bear Lake Area High School

North Campus

BID TABULATIONS

May 20, 2021 at 2:00 PM

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 26-A: Electrical

Best Value

		BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
		Muska Electric Co.	Laketown Electric Corporation	NEO Electrical Solutions, LLC	Northern Air Corporation dba NAC Mechanical and Electrical Services	
BID SECURITY		Yes	Yes	Yes	Yes	
ADDENDA REC'D.		3	3	3	3	
BASE BID		\$15,391,500.00	\$15,725,000.00	\$16,790,000.00	\$16,860,000.00	
COMBINED BASE BID						
Scoring		0	0	0	0	0
	Points Available					
Reference	10	10	10	10	10	
Similar Experience	10	8	7	6	8	
Interview Presentation Requirements	20	19	20		-	
Bid Cost	60	60	58	52	51	
TOTAL	100	97	95	68	69	0



KRAUS-ANDERSON®
Construction Company

White Bear Lake Area High School

North Campus

BID TABULATIONS

May 20, 2021 at 2:00 PM

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 31-A.1: Site Clearing, Earthwork, & Utilities

Best Value

		BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
		Rachel Contractings, LLC	Peterson Companies, Inc.	Veit & Company Inc.	Frattalone Companies Inc.	New Look Contracting, Inc.
BID SECURITY		Yes	Yes	Yes	Yes	Yes
ADDENDA REC'D.		3	3	3	3	3
BASE BID		\$10,497,800.00	\$10,586,420.00	\$12,743,250.00	\$13,377,377.00	\$14,093,300.00
COMBINED BASE BID						
Scoring		0	0	0	0	0
	Points Available					
Reference	10	10	10	10		
Similar Experience	10	8	9	6	6	7
Interview Presentation Requirements	20	20	20	-		
Bid Cost	60	60	59	42	38	34
TOTAL	100	98	98	58	44	41



ARCHITECT: Wold Architects & Engineers

May 20, 2021 at 2:00 PM

Work Scope 32-A: Asphalt Paving

[illegible]



ARCHITECT: Wold Architects & Engineers

May 20, 2021 at 2:00 PM

Work Scope 32-B: Concrete Paving

[illegible]



KRAUS-ANDERSON®
Construction Company

White Bear Lake Area High School

North Campus

BID TABULATIONS

May 20, 2021 at 2:00 PM

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 32-C.1: Athletic & Recreational Surface – Price Track

Best Value

		BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
		Upper Midwest Athletic Construction	Kiefer Specialty Flooring, Inc.	Mid-America Golf & Landscape, Inc.	Beynon Sports Surfaces, Inc.	
BID SECURITY		Yes	Yes	Yes	Yes	
ADDENDA REC'D.		3	3			
BASE BID		\$285,150.00	\$311,540.00			
COMBINED BASE BID		\$858,512.00		\$1,113,840.00	\$1,186,000.00	
		WS 32C.4		WS 32C.2	WS 32C.2	
Scoring		0	0	0	0	0
	Points Available					
Product Criteria	30	28	26	27	30	
Similar Experience	10	7	4	1	10	
Interview Presentation Requirements	20	10	16	19	20	
Bid Cost	40	40	40	38	35	
TOTAL	100	85	86	85	95	0



KRAUS-ANDERSON®
Construction Company

White Bear Lake Area High School

North Campus

BID TABULATIONS

May 20, 2021 at 2:00 PM

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 32-C.2: Athletic & Recreational Surface – Stadium Track

Best Value

		BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
		Kiefer Specialty Flooring, Inc.	Mid-America Golf & Landscape, Inc.	Beynon Sports Surfaces, Inc.		
BID SECURITY		Yes	Yes	Yes		
ADDENDA REC'D.		3				
BASE BID		\$845,720.00				
COMBINED BASE BID			\$ 1,113,840.00	\$1,186,000.00		
			WS 32C.1	WS 32C.1		
Scoring		0	0	0	0	0
	Points Available					
Product Criteria	30	27	18	30		
Similar Experience	10	4	1	8		
Interview Presentation Requirements	20	16	16	20		
Bid Cost	40	40	38	35		
TOTAL	100	87	73	93	0	0



KRAUS-ANDERSON®
Construction Company

White Bear Lake Area High School

North Campus

BID TABULATIONS

May 20, 2021 at 2:00 PM

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 32-C.3: Athletic & Recreational Surface – Prefabricated Track

Best Value

		BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
		Kiefer Specialty Flooring, Inc.				
BID SECURITY		Yes				
ADDENDA REC'D.		3				
BASE BID		\$1,068,660.00				
COMBINED BASE BID						
Scoring		0	0	0	0	0
	Points Available					
Product Criteria	30	-				
Similar Experience	10	10				
Interview Presentation Requirements	20	-				
Bid Cost	40	40				
TOTAL	100	50	0	0	0	0



ARCHITECT: Wold Architects & Engineers

Work Scope 32-D.1: Fence

[illegible]



BID TABULATIONS

May 20, 2021 at 2:00 PM

ARCHITECT: Wold Architects & Engineers

Work Scope 32-F: Irrigation and Landscaping

[illegible]



KRAUS-ANDERSON®
Construction Company

White Bear Lake Area High School

North Campus

BID TABULATIONS

May 20, 2021 at 2:00 PM

OWNER: White Bear Lake Area Schools

ARCHITECT: Wold Architects & Engineers

Work Scope 32-G: Stadium Turf

Best Value

		BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
		Sprinturf LLC	FieldTurf USA, Inc.	Kiefer Specialty Flooring, Inc.	Kiefer Specialty Flooring, Inc.	AstroTurf Corporation
BID SECURITY		Yes	Yes	Yes	Yes	Yes
ADDENDA REC'D.		3	3	3	3	3
BASE BID		\$3,097,000.00	\$3,324,230.70	\$3,452,380.00	\$3,499,540.00	\$4,075,443.00
COMBINED BASE BID						
Scoring		0	0	0	0	0
	Points Available					
Product Criteria	30	20	19	30	25	-
Similar Experience	10	5	9	9	8	9
Interview Presentation Requirements	20	20	14	20	-	-
Bid Cost	40	40	33	30	28	16
TOTAL	100	85	75	89	61	25

June 9th, 2021

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

RE: White Bear Lake Area Schools High School – North Campus

Dear Mr. Wald

This letter is concerning the contract awards for the White Bear Lake Area Schools High School – North Campus project that was bid on May 20, 2021. Kraus-Anderson has verified bidders and we submit the following lowest responsible bidders and their bid amount.

<u>Work Scope</u>	<u>Contractor, City, State</u>	<u>Bid Amount</u>
WS 02-A Demolition	Ebert, Inc. dba Ebert Construction Corcoran, MN	Base Bid: \$1,777,000.00
WS 03-A Concrete	Ultra Concrete, LLC Cokato, MN	Base Bid: \$8,195,000.00
WS 03-B Structural Precast	Wells Concrete Products co. dba Wells Concrete Maple Grove, MN	Base Bid: \$4,715,000.00
WS 04-A Masonry	John Foley Masonry, Inc. Clear Lake, MN	Base Bid: \$5,408,000.00
WS 05-A Structural Steel – Material Best Value	American Structural Metals, Inc. Somerset, WI	Base Bid: \$15,510,000.00
WS 05-B Structural Steel - Erection	Red Cedar Steel Erectors, Inc. Menomonie, WI	Base Bid: \$3,597,800.00
WS 06-A Carpentry	Tekton Construction Company Minneapolis, MN	Base Bid: \$2,584,000.00
WS 07-F Metal Panels	Berwald Roofing Co., Inc North St. Paul, MN	Base Bid: \$2,285,480.00
WS 07-H Roofing	Flynn Midwest LP Plymouth, MN	Base Bid: \$4,873,987.00

WS 07-J	Applied Fireproofing	Pinnacle Wall Systems, Inc. White Bear Lake, MN	Base Bid:	\$692,000.00
WS 07-L	Interior Sealants	The Caulkers Company, Inc. Fridley, MN	Base Bid:	\$218,750.00
WS 08-A	Doors, Frames & Hardware	Twin City Hardware Company Oakdale, MN	Base Bid:	\$1,929,750.00
WS 08-D	Accordion Fire Doors	W.L Hall Co. Hopkins, MN	Base Bid:	\$59,904.00
WS 08-E	Overhead, Folding & Coiling Doors	Skold Specialty Contracting, LLC Isanti, MN	Base Bid:	\$737,900.00
WS 08-F	Exterior Glass & Glazing	Murphy Window and Door Commercial, Inc. Princeton, MN	Base Bid:	\$4,937,800.00
WS 09-A	Drywall	Commercial Drywall, Inc. Blaine, MN	Base Bid:	\$8,494,813.00
WS 09-B	Tile	Superset Tile & Stone, LLC Plymouth, MN	Base Bid:	\$2,450,000.00
WS 09-C	Ceilings & Acoustical Treatments	Minnesota Acoustics Inc. Maple grove, MN	Base Bid:	\$1,419,800.00
WS 09-D	Flooring – Resilient and Carpet	Floors By Beckers LLC St. Cloud, MN	Base Bid:	\$1,712,041.00
WS 09-F	Wood Flooring Best Value	Jwood Sports Flooring Hudson, WI	Base Bid:	\$496,875.00
WS 09-G	Terrazzo	Advance Terrazzo & Tile Company Coon Rapids, MN	Base Bid:	\$1,590,000.00
WS 09-H	Resilient Athletic Flooring Best Value	Kiefer Specialty Flooring, Inc. Lindenhurst, IL	Base Bid:	\$820,290.00
WS 09-K	Painting & Wall Covering	Fransen Decorating, Inc. Milaca, MN	Base Bid:	\$1,339,622.00

WS 10-J	Lockers	H2I Group, Inc. Minneapolis, MN	Base Bid:	\$432,669.00
WS 11-F	Food Service	Boelter Premier Minneapolis, MN	Base Bid:	\$3,267,455.00
WS 11-J WS 13-E	Theater & Stage Equipment	Wenger Corporation Owatonna, MN	Combined Base Bid:	\$1,007,154.00
WS 11-K	Gymnasium Equipment	H&B Specialized Products, Inc. Eden Prairie, MN	Base Bid:	\$479,700.00
WS 12-B	Window Treatment	Budget Blinds Elkhorn, NE	Base Bid:	\$53,539.08
WS 12-C	Manufactured Casework - Material	Cosney Corporation Long Lake, MN	Base Bid:	\$908,184.00
WS 12-H	Multiple Seating & Pressbox	SAAFE, LLC Excelsior, MN	Base Bid:	\$917,596.00
WS 12- H.1	Telescoping Bleachers	SAAFE, LLC Excelsior, MN	Base Bid:	\$251,183.00
WS 12- H.2	Auditorium Seating	H2I Group, Inc. Minneapolis, MN	Base Bid:	\$173,750.00
WS 14-B	Elevators	Kone, Inc Moline, IL	Base Bid:	\$289,640.00
WS 14-C	Wheelchair Lift	DRN Enterprises, Inc. dba Arrow Lift Duluth, MN	Base Bid:	\$82,388.00
WS 21-A	Fire Suppression	Nasseff Mechanical Contractors, Inc. St. Paul, MN	Base Bid:	\$1,430,000.00
WS 22-A	Plumbing Best Value	Weidner Plumbing & Heating Co. St. Cloud, MN	Base Bid:	\$6,366,000.00

WS 23-A	HVAC Best Value	Weidner Plumbing & Heating Co. St. Cloud, MN	Base Bid:	\$18,446,800.00
WS 25-A	Integration Automation	Northern Air Corporation dba NAC Mechanical and Electrical Services Vadnais Heights, MN	Base Bid:	\$1,895,800.00
WS 26-A	Electrical Best Value	Muska Electric Co. Roseville, MN	Base Bid:	\$15,391,500.00
WS 31-A.1	Site Clearing, Earthwork & Utilities Best Value	Rachel Contractings, LLC St. Michael, MN	Base Bid:	\$10,497,800.00
WS 32-A	Asphalt Paving	Bituminous Roadways, Inc. Mendota Heights, MN	Base Bid:	\$1,744,325.00
WS 32-B	Concrete Paving	Ebert, Inc. dba Ebert Construction Corcoran, MN	Base Bid:	\$2,272,000.00
WS 32-C.1 & WS 32-C.2	Athletic Track Surface – Price Track Best Value	Beynon Sports Surfaces, Inc. Hunt Valley, MN	Combined Base Bid:	\$1,186,000.00
WS 32-C.4	Athletic Track Surface – Equipment	Upper Midwest Athletic Construction Andover, MN	Base Bid:	\$579,512.00
WS 32-D.1	Fencing	Peterson Companies Inc. Chisago City, MN	Base Bid:	\$779,445.00
WS 32-F	Irrigation & Landscaping	Autumn Ridge Landscaping, Inc. Loretto, MN	Base Bid:	\$1,213,673.00
WS 32-G	Stadium Turf Best Value	Kiefer Specialty Flooring, Inc. Lindenhurst, IL	Base Bid:	\$3,452,380.00

Total : \$148,964,305.08

Work Scope 13-I for Tensile Membrane Structures will not be awarded at this time. This Work Scope is currently budgeted for \$788,564.00 and will be re-bid at a later date. The Total Award amount noted in this letter has the budgeted amount removed.

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

If you have any questions regarding this information, please do not hesitate to contact me at 480.369.2079.

Very truly yours,
KRAUS-ANDERSON® CONSTRUCTION COMPANY



AJ Lillesve
Project Manager

Cc: Dan Roeser, White Bear Lake Area Schools
Kevin Fernandez, White Bear Lake Area Schools
Paul Aplikowski, Wold Architects and Engineers
Maria Kennedy, Wold Architects and Engineers
Jason Peterson, Kraus-Anderson Construction
Alex Titterud, Kraus-Anderson Construction

AGENDA ITEM: **Action on Remaining Bids for the South
Campus Phase 2 Project**

MEETING DATE: **June 14, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Attached please find the bid tabulation sheets for the South Campus phase two addition and renovation to prepare the site to open as a middle school in fall of 2024. Bids were opened on May 6, 2021. Twelve work scopes were approved at the May 24 Board work session and the remaining 13 work scopes are presented for approval tonight.

The phase one project includes the gym and restroom addition and is scheduled to be completed in August of 2021. The phase two project includes a classroom and office addition as well as renovations to create flexible spaces throughout the building.

RECOMMENDATION:

Accept the bids for the South Campus phase two addition and renovation as presented in the amount of \$6,288,009.00.



BID TABULATIONS

WORK SCOPE 01-J: Final Cleaning

[illegible]



ARCHITECT: Wold Architects & Engineers

BID TABULATIONS

MAY 6, 2021 at 2:00 PM

WORK SCOPE 02-A: Demolition

[illegible]



BID TABULATIONS

WORK SCOPE 03-A: Concrete & Masonry

[illegible]



MAY 6, 2021 at 2:00 PM

WORK SCOPE 03-B: Structural Pre-Cast

[illegible]



MAY 6, 2021 at 2:00 PM

WORK SCOPE 05-A: Steel Supply - Material Only

[illegible]



ARCHITECT: Wold Architects & Engineers

MAY 6, 2021 at 2:00 PM

[illegible]



ARCHITECT: Wold Architects & Engineers

MAY 6, 2021 at 2:00 PM

WORK SCOPE 06-A: Carpentry

[illegible]



ARCHITECT: Wold Architects & Engineers

MAY 6, 2021 at 2:00 PM

[illegible]



ARCHITECT: Wold Architects & Engineers

MAY 6, 2021 at 2:00 PM

[illegible]



ARCHITECT: Wold Architects & Engineers

MAY 6, 2021 at 2:00 PM

[illegible]



ARCHITECT: Wold Architects & Engineers

BID TABULATIONS

MAY 6, 2021 at 2:00 PM

WORK SCOPE 07-H: Roofing

[illegible]



BID TABULATIONS

WORK SCOPE 08-A: Doors, Frames, Hardware - Material Only

[illegible]



BID TABULATIONS

WORK SCOPE 08-D: Specialty Doors

[illegible]



BID TABULATIONS

WORK SCOPE 08-F: Entrances, Storefront, & Curtainwall

[illegible]



BID TABULATIONS

WORK SCOPE 09-A: Drywall

[illegible]



BID TABULATIONS

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 09-B: Tile

[illegible]



ARCHITECT: Wold Architects & Engineers

WORK SCOPE 09-B: Tile

[illegible]



BID TABULATIONS

WORK SCOPE 09-C: Acoustical Ceilings & Treatment

[illegible]



BID TABULATIONS

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 09-D: Resilient & Carpet Flooring

[illegible]



ARCHITECT: Wold Architects & Engineers

MAY 6, 2021 at 2:00 PM

WORK SCOPE 09-D: Resilient & Carpet Flooring

[illegible]



ARCHITECT: Wold Architects & Engineers

MAY 6, 2021 at 2:00 PM

WORK SCOPE 09-K: Painting & Wall Covering

[illegible]



ARCHITECT: Wold Architects & Engineers

MAY 6, 2021 at 2:00 PM

[illegible]



BID TABULATIONS

OWNER: White Bear Lake Area Schools

WORK SCOPE 12-C: Plastic Laminate Casework

[illegible]



ARCHITECT: Wold Architects & Engineers

MAY 6, 2021 at 2:00 PM

WORK SCOPE 12-D: Laboratory Casework

[illegible]



BID TABULATIONS

WORK SCOPE 21-A: Fire Suppression

[illegible]



ARCHITECT: Wold Architects & Engineers

MAY 6, 2021 at 2:00 PM

WORK SCOPE 21-A: Fire Suppression

[illegible]



ARCHITECT: Wold Architects & Engineers

MAY 6, 2021 at 2:00 PM

WORK SCOPE 22-A: Plumbing

[illegible]



ARCHITECT: Wold Architects & Engineers

MAY 6, 2021 at 2:00 PM

WORK SCOPE 22-A: Plumbing

[illegible]



MAY 6, 2021 at 2:00 PM

WORK SCOPE 23-A: HVAC

[illegible]



ARCHITECT: Wold Architects & Engineers

MAY 6, 2021 at 2:00 PM

[illegible]



ARCHITECT: Wold Architects & Engineers

MAY 6, 2021 at 2:00 PM

[illegible]



BID TABULATIONS

WORK SCOPE 31-A: Site Clearing, Earthwork, & Utilities

[illegible]



June 14, 2021

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

RE: **WBLAHS - South Campus Additions and Renovations Phase 2**

Dear Mr. Tim Wald:

This letter is concerning the contract awards for the above referenced project that was bid on May 6, 2021.

Kraus-Anderson has verified bidders and we submit the following lowest responsible bidders and their total bid amount:

<i>Work Scope</i>	<i>Contractor, City, State</i>		<i>Bid Amount</i>	
WS 03-A	Concrete	Hollenback & Nelson, Inc. Coon Rapids, MN	Total Contract Amount:	\$998,900.00
WS 05-B	Steel Erection	Red Cedar Steel Erectors, Inc. Menomonie, WI	Total Contract Amount:	\$159,325.00
WS 06-A	Carpentry	Ebert, Inc. dba Ebert Construction Corcoran, MN	Total Contract Amount:	\$268,000.00
WS 07-F	Metal Panels	Specialty Systems, Inc. Burnsville, MN	Total Contract Amount:	\$317,000.00
WS 07-H	Roofing	Diverse Construction Services, LLC Minneapolis, MN	Total Contract Amount:	\$342,000.00
WS 08-A	Doors, Frames, Hardware – Material Only	Twin City Hardware Company Oakdale, MN	Total Contract Amount:	\$118,867.00

WS 08-F	Entrances, Storefronts, & Curtainwall	S&J Glass, Inc. Coon Rapids, MN	Total Contract Amount:	\$323,500.00
WS 09-A	Drywall	Pinnacle Wall Systems, Inc. White Bear Lake, MN	Total Contract Amount:	\$545,280.00
WS 09-B	Tile	Tim's Construction Group, LLC. Ramsey, MN	Total Contract Amount:	\$146,382.00
WS 09-C	Acoustical Ceilings & Treatment	Sonus Interiors, Inc. Golden Valley, MN	Total Contract Amount:	\$145,500.00
WS 09-D	Resilient & Carpet Flooring	M.C.I., Inc. dba Multiple Concepts Interiors Waite Park, MN	Total Contract Amount:	\$391,700.00
WS 22-A	Plumbing	Spriggs Plumbing & Heating, Inc. St. Paul, MN	Total Contract Amount:	\$376,000.00
WS 23-A	HVAC	General Sheet Metal Company, LLC Minneapolis, MN	Total Contract Amount:	\$2,155,555.00
			Total Contract Amount:	\$6,288,009.00

Work Scopes Previously Awarded:

- WS 01-J: Final Cleaning
- WS 02-A: Demolition
- WS 03-B: Architectural Pre-Cast
- WS 05-A: Steel Supply – Material Only
- WS 08-D: Specialty Doors
- WS 09-K: Painting & Wall Covering
- WS 10-J: Lockers
- WS 12-C: Plastic Laminate Casework
- WS 12-D: Laboratory Casework
- WS 21-A: Fire Suppression
- WS 26-A: Electrical
- WS 31-A: Site Clearing, Utilities, & Earthwork



KRAUS-ANDERSON®

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

If you have any questions regarding this information, please do not hesitate to contact me at (612) 391-0362.

Very truly yours,
KRAUS-ANDERSON® CONSTRUCTION COMPANY

A handwritten signature in black ink, appearing to read 'M Oelrich', written in a cursive style.

Mark Oelrich,
Project Manager

AGENDA ITEM: **Action on Fiscal Year 2021-22 Preliminary Budget**

MEETING DATE: **June 14, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Below is a summary of the District's FY2021-22 Preliminary Budget that is presented for approval this evening. This budget was presented at the work session on May 24, 2021. The attached Annual Operating Plan contains additional information regarding the budget. One item to note is that the Minnesota State Legislature has not yet approved the state general education formula allowance for FY2021-22; accordingly, the budget reflects no increase to the allowance.

	General Fund	Nutrition Services Fund	Community Services Fund
Beginning Fund Balance	\$ 15,942,597	\$ (315,649)	\$ 433,262
Revenues	125,532,670	5,842,854	6,729,637
Expenditures	124,847,591	5,520,000	6,840,866
Ending Fund Balance	\$ 16,627,676	\$ 7,205	\$ 322,033

RECOMMENDATION:

Approve the Fiscal Year 2021-22 Preliminary Budget as presented.



FY2021-22 Preliminary Budget

	General Fund	Nutrition Services Fund	Community Services Fund
Beginning Fund Balance	\$ 15,942,597	\$ (315,649)	\$ 433,262
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- **FY2021-22 Preliminary Budget was presented at the May 24, 2021 work session**
- **No changes since work session**
- **Recommendation to approve the FY2021-22 Preliminary Budget**

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



FISCAL YEAR 2021-22

SCHOOL BOARD

	Term Expires
Don Mullin, Chairperson	2021
Kim Chapman, Vice Chairperson	2021
Deb Beloyed, Clerk	2021
Jessica Ellison, Treasurer	2021
Scott Arcand, Director	2023
Margaret Newmaster, Director	2023
Angela Thompson, Director	2023

DISTRICT ADMINISTRATION

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

SCHOOL ADMINISTRATION

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

WHITE BEAR LAKE AREA SCHOOLS INDEPENDENT SCHOOL DISTRICT 624

MISSION STATEMENT

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

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

EQUITY COMMITMENT

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

4-Way Equity Decision Making Protocol:

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

THE SCHOOL ENTITY

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

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

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

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

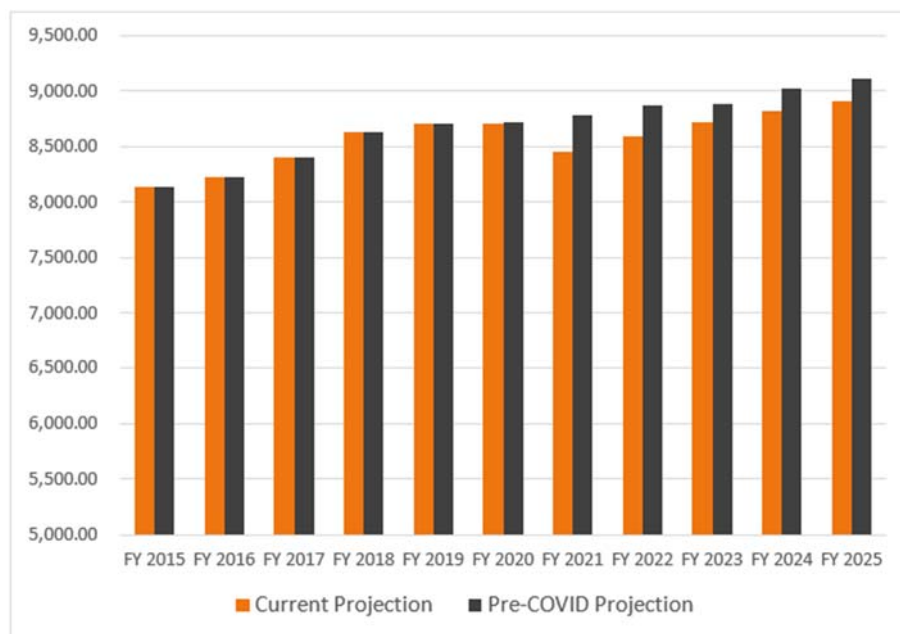
BUDGET PROCESS



ENROLLMENT

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

White Bear Lake Area Schools, like most schools nationwide, felt the impact of the COVID-19 pandemic on student enrollment. As can be seen in the figure below, the district experienced a 4% decrease in enrollment during the 2020-21 school year. The current projection projects a gradual increase in enrollment over the next several years towards pre-pandemic levels. The 2021-22 budget reflects an estimated 8,595.26 Average Daily Membership (ADM). The district will continue to closely monitor enrollment and adjust operations accordingly.



	Actual FY 2015	Actual FY 2016	Actual FY 2017	Actual FY 2018	Actual FY 2019	Actual FY 2020	Projected FY 2021	Projected FY 2022	Projected FY 2023	Projected FY 2024	Projected FY 2025
Current Projection	8,136.55	8,219.50	8,405.27	8,633.04	8,707.39	8,706.83	8,457.00	8,595.26	8,723.48	8,822.88	8,907.69
Pre-COVID Projection	8,136.55	8,219.50	8,405.27	8,633.04	8,707.39	8,720.70	8,781.60	8,873.80	8,887.30	9,023.90	9,104.00
Decrease in Enrollment Projection						(13.87)	(324.60)	(278.54)	(163.82)	(201.02)	(196.31)

GENERAL FUND

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

REVENUE

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

General Fund		Actual 2018-19	Actual 2019-20	Revised 2020-21	Preliminary 2021-22
1	Revenue				
2	Local sources				
3	Property taxes	\$ 25,808,561	\$ 26,104,301	\$ 28,700,245	\$ 32,584,934
4	Investment earnings	447,891	260,057	10,000	10,000
5	Other	3,608,643	3,398,967	2,667,408	2,774,000
6	State sources	67,373,177	68,399,641	67,225,237	67,855,114
7	Special Education	13,687,904	14,483,294	16,202,245	16,479,370
8	Federal sources	3,378,693	2,996,975	2,920,287	2,927,287
9	Federal COVID-19 relief funding		287,160	5,390,142	2,901,965
10	Total revenue	114,304,869	115,930,395	123,115,564	125,532,670

PROPERTY TAXES

LINE 3

Property taxes account for 26% of the revenue in the general fund. There are several components of property taxes including voter-approved operating referendum, voter-approved capital projects levy, operating capital, and Long-Term Facilities Maintenance (LTFM). Taxpayers approved a 10-year capital projects levy in November 2013 and a 10-year operating referendum in November 2017. The district's capital projects levy is equal to 2.2% of the district's net tax capacity and generates approximately \$2.1 million for FY2021-22. The operating referendum is annually adjusted by an inflation factor provided by the Minnesota Department of Education; the operating referendum is equal to \$1,286.04 per pupil unit for FY2021-22 and generates approximately \$11.1 million.

INVESTMENT EARNINGS

LINE 4

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

OTHER

LINE 5

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

STATE SOURCES

LINE 6

State sources (including Special Education) account for approximately 67% of total revenue. This aid is comprised of several components, each with its own formula to calculate the amount the district can expect to receive from the Department of Education in a given fiscal year. The state general education aid is the single largest source of revenue for the school district; it is calculated by multiplying the district's pupil units by the general education formula allowance:

	2018-19	2019-20	2020-21	2021-22
General Education Formula Allowance	6,312	6,438	6,567	6,567 *

* As of June 9, 2021, the 2021-22 formula allowance had not yet been approved by the state legislature.

SPECIAL EDUCATION

LINE 7

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

FEDERAL SOURCES

LINE 8

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

FEDERAL COVID-19 RELIEF FUNDING

LINE 9

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

EXPENDITURES

The majority of general fund expenditures are salaries and benefits, which account for 80% of the budget. All district employment agreements expire on June 30, 2021; an appropriate estimated increase has been incorporated into the 2021-22 preliminary budget.

Due to the decrease in enrollment as a result of the COVID-19 pandemic referenced above, the school board has approved \$4.3 million of budget reductions that have been incorporated into the 2021-22 budget.

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

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

assets that are used in operations that have lives extending beyond a single reporting period.

- **OTHER EXPENDITURES** – The Minnesota Department of Education provides for a miscellaneous category of expenditure for those items that do not fit within the other categories. Examples of this type of expenditure are dues, memberships, licenses, debt service, transfers, and other miscellaneous expenditures.

ADMINISTRATION

LINES 14-20

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

		Actual 2018-19	Actual 2019-20	Revised 2020-21	Preliminary 2021-22
14	Administration				
15	Salaries	3,286,260	3,298,410	3,372,088	3,343,044
16	Employee benefits	1,042,186	1,032,364	1,180,690	1,200,310
17	Purchased services	272,612	217,652	262,081	262,081
18	Supplies and materials	75,980	116,338	17,341	17,341
19	Other expenditures	90,206	89,513	62,224	62,224
20	Total administration	4,767,244	4,754,277	4,894,424	4,885,000

DISTRICT SUPPORT SERVICES

LINES 22-29

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

		Actual 2018-19	Actual 2019-20	Revised 2020-21	Preliminary 2021-22
22	District support services				
23	Salaries	1,228,247	1,451,409	1,343,359	1,374,009
24	Employee benefits	486,333	507,709	547,329	561,011
25	Purchased services	687,074	428,608	592,652	564,152
26	Supplies and materials	67,525	59,635	117,730	117,730
27	Capital expenditures	5,948	39,334	–	–
28	Other expenditures	12,329	(3,523)	25,543	25,543
29	Total district support services	2,487,456	2,483,172	2,626,613	2,642,445

ELEMENTARY AND SECONDARY REGULAR INSTRUCTION

LINES 31-40

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

		Actual 2018-19	Actual 2019-20	Revised 2020-21	Preliminary 2021-22
31	Elementary and secondary regular				
32	instruction				
33	Salaries	34,588,444	35,254,730	37,566,683	36,152,150
34	Employee benefits	12,129,929	12,531,474	13,776,505	13,886,334
35	Purchased services	1,534,360	1,683,903	1,504,070	1,913,877
36	Supplies and materials	2,941,319	2,172,337	2,885,431	2,777,195
37	Capital expenditures	198,618	291,403	685,358	684,520
38	Other expenditures	497,244	462,828	275,018	249,889
39	Total elementary and secondary				
40	regular instruction	51,889,914	52,396,675	56,693,065	55,663,965

VOCATIONAL EDUCATION INSTRUCTION**LINES 42-50**

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

		Actual 2018-19	Actual 2019-20	Revised 2020-21	Preliminary 2021-22
42	Vocational education instruction				
43	Salaries	1,029,123	915,782	705,905	723,551
44	Employee benefits	420,691	387,208	353,315	362,144
45	Purchased services	288,868	229,248	361,954	361,954
46	Supplies and materials	37,743	28,419	31,915	31,915
47	Capital expenditures	—	5,000	—	—
48	Other expenditures	5,351	5,858	—	—
49	Total vocational education instruction	1,781,776	1,571,515	1,453,089	1,479,564

SPECIAL EDUCATION INSTRUCTION**LINES 52-59**

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

		Actual 2018-19	Actual 2019-20	Revised 2020-21	Preliminary 2021-22
52	Special education instruction				
53	Salaries	16,515,974	16,662,992	16,841,550	16,962,705
54	Employee benefits	6,474,057	6,575,246	6,901,213	6,982,498
55	Purchased services	574,189	767,675	612,519	612,519
56	Supplies and materials	136,877	160,156	146,823	146,823
57	Capital expenditures	54,996	184,939	50,000	50,000
58	Other expenditures	99,509	103,135	33,155	33,155
59	Total special education instruction	23,855,602	24,454,143	24,585,260	24,787,700

INSTRUCTIONAL SUPPORT SERVICES**LINES 61-68**

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

		Actual 2018-19	Actual 2019-20	Revised 2020-21	Preliminary 2021-22
61	Instructional support services				
62	Salaries	4,930,056	4,659,325	3,807,808	3,829,177
63	Employee benefits	1,707,635	1,392,706	1,536,600	1,580,877
64	Purchased services	186,257	120,634	317,126	402,543
65	Supplies and materials	79,310	85,300	368,334	112,748
66	Capital expenditures	1,161,810	1,551,843	1,149,929	1,100,180
67	Other expenditures	776,518	589,227	625,931	516,781
68	Total instructional support services	8,841,586	8,399,035	7,805,728	7,542,306

PUPIL SUPPORT SERVICES**LINES 70-77**

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

		Actual 2018-19	Actual 2019-20	Revised 2020-21	Preliminary 2021-22
70	Pupil support services				
71	Salaries	3,215,522	3,665,743	4,086,231	3,726,933
72	Employee benefits	1,248,112	1,274,613	1,394,010	1,357,072
73	Purchased services	139,150	134,959	316,009	516,009
74	Supplies and materials	146,709	152,370	78,254	78,254
75	Capital expenditures	—	—	—	—
76	Other expenditures	84,151	214,647	94,690	94,690
77	Total pupil support services	4,833,644	5,442,332	5,969,194	5,772,958

TRANSPORTATION**LINES 79-86**

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

		Actual 2018-19	Actual 2019-20	Revised 2020-21	Preliminary 2021-22
79	Transportation				
80	Salaries	1,609,263	1,599,323	1,226,420	1,688,500
81	Employee benefits	538,788	555,974	460,693	587,000
82	Purchased services	5,274,727	4,761,087	4,773,456	4,539,150
83	Supplies and materials	517,781	423,400	446,439	451,367
84	Capital expenditures	317,626	147,123	230,000	200,000
85	Other expenditures	1,445	—	1,100	—
86	Total transportation	8,259,630	7,486,907	7,138,108	7,466,017

SITES AND BUILDINGS**LINES 88-95**

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

		Actual 2018-19	Actual 2019-20	Revised 2020-21	Preliminary 2021-22
88	Sites and buildings				
89	Salaries	3,347,590	3,347,067	3,426,797	3,507,680
90	Employee benefits	1,256,907	1,236,025	1,366,454	1,399,878
91	Purchased services	2,914,016	2,396,482	2,627,059	2,620,963
92	Supplies and materials	1,010,790	1,011,974	1,849,023	1,119,055
93	Capital expenditures	774,000	342,987	584,050	4,029,109
94	Other expenditures	29,152	35,305	16,349	16,349
95	Total sites and buildings	9,332,455	8,369,840	9,869,732	12,693,034

FISCAL AND OTHER FIXED COST PROGRAMS**LINES 97-98**

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

		Actual 2018-19	Actual 2019-20	Revised 2020-21	Preliminary 2021-22
97	Fiscal and other fixed cost programs				
98	Purchased services	(18,464)	796,848	853,034	847,372

DEBT SERVICE**LINES 100-103**

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

		Actual 2018-19	Actual 2019-20	Revised 2020-21	Preliminary 2021-22
100	Debt service				
101	Principal	717,193	745,262	915,382	915,382
102	Interest and fiscal charges	353,548	325,494	151,848	151,848
103	Total debt service	1,070,741	1,070,756	1,067,230	1,067,230

FUND BALANCES

LINES 107-124

The district has several fund balance categories as required by state statute and Governmental Accounting Standards Board (GASB) Statement No. 54. The majority of General Fund activity closes to the Unassigned Fund Balance. The School Board has adopted School Board Policy 714 – Fund Balances to ensure the financial stability of the district. Policy 714 requires a minimum Unassigned General Fund balance of 8%. The district is projecting an Unassigned General Fund Balance of 6.7% for 2021-22; administration has developed a plan to address the structural imbalance with a goal of achieving the fund balance minimum by 2023-24.

	Actual 2018-19	Actual 2019-20	Revised 2020-21	Preliminary 2021-22
107 Net change in fund balances	(2,796,715)	(1,295,105)	160,087	685,079
108				
109 Fund balances				
110 Beginning of year	19,874,330	17,077,615	15,782,510	15,942,597
111 Prior Period Adjustment				
112 End of year	\$ 17,077,615	\$ 15,782,510	\$ 15,942,597	\$ 16,627,676
113				
114 Ending Fund Balance (Assigned - General Fund)	3,030,000	2,000,000	2,000,000	–
115 Ending Fund Balance (Assigned for Student Activities)	314,748	294,880	294,880	294,880
116 Ending Fund Balance (Restricted for Medical Assistance)	854,211	730,553	730,553	–
117 Ending Fund Balance (Restricted for Operating Capital)	2,234,319	3,065,789	3,065,789	2,796,342
118 Ending Fund Balance (Restricted for Capital Projects)	635,363	243,739	243,739	279,262
119 Ending Fund Balance (Restricted for LTFM)		2,205,584	2,205,584	4,892,642
120 Ending Fund Balance (Nonspendable)	407,677	14,573	14,573	14,573
121 Ending Fund Balance (Unassigned)	9,601,297	7,227,392	7,387,479	8,349,977
122 Ending Fund Balance (Unassigned as % of expenditures)	8.2%	6.2%	6.0%	6.7%
123				
124 Fund Balance Policy 714 Minimum				8%

NUTRITION SERVICES FUND

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

MISSION STATEMENT

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

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

NUTRITION SERVICES SUMMARY

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

Due to the impact that the COVID-19 pandemic has had on families, the U.S. Department of Agriculture (USDA) has approved free meals for students for the 2020-21 and 2021-22 school years.

The multiple changes in learning models between in-person, hybrid and distance learning throughout the 2020-21 school year have greatly impacted the Nutrition Services Fund, which relies on stable student participation to maintain cost-neutral operations. For 2021-22, the Nutritional Services Fund is projecting positive operations assuming fewer, if any, transitions in learning model for the school year.

		Actual 2018-19	Actual 2019-20	Revised 2020-21	Preliminary 2021-22
125	Nutritional Services Fund				
126	Revenues	4,610,762	3,982,047	3,902,779	5,842,854
127	Expenditures	4,552,813	4,148,747	4,798,638	5,520,000
128					
129	Excess (deficiency) of revenue over expenditures	57,949	(166,700)	(895,859)	322,854
130	Ending Fund Balance	\$ 746,910	\$ 580,210	\$ (315,649)	\$ 7,205
131	Ending Fund Balance (as % of expenditures)	16.4%	14.0%	-6.6%	0.1%

COMMUNITY SERVICES FUND

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

MISSION STATEMENT

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

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

COMMUNITY SERVICES SUMMARY

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

The COVID-19 pandemic and the Governor's stay-at-home order drastically impacted the Community Services Fund, which relies on registration fees as a significant portion of the fund's revenue. As programming is becoming more available as the state continues to rebound from the pandemic, the Community Services Fund is anticipated to rebound as well.

		Actual 2018-19	Actual 2019-20	Revised 2020-21	Preliminary 2021-22
132	Community Services Fund				
133	Revenues	6,544,785	6,390,641	5,604,067	6,729,637
134	Expenditures	6,905,050	6,908,649	5,874,223	6,840,866
135					
136	Excess (deficiency) of revenue over expenditures	(360,265)	(518,008)	(270,156)	(111,229)
137	Ending Fund Balance	\$ 1,221,426	\$ 703,418	\$ 433,262	\$ 322,033
138	Ending Fund Balance (as % of expenditures)	17.7%	10.2%	7.4%	4.7%

White Bear Lake Area Schools
General Fund Revenues and Expenditures Detail
Nutritional Services & Community Services Summary
FY2018-19 - FY2021-22

General Fund	Actual 2018-19	Actual 2019-20	Revised 2020-21	Preliminary 2021-22
1 Revenue				
2 Local sources				
3 Property taxes	\$ 25,808,561	\$ 26,104,301	\$ 28,700,245	\$ 32,584,934
4 Investment earnings	447,891	260,057	10,000	10,000
5 Other	3,608,643	3,398,967	2,667,408	2,774,000
6 State sources	67,373,177	68,399,641	67,225,237	67,855,114
7 Special Education	13,687,904	14,483,294	16,202,245	16,479,370
8 Federal sources	3,378,693	2,996,975	2,920,287	2,927,287
9 Federal COVID-19 relief funding		287,160	5,390,142	2,901,965
10 Total revenue	114,304,869	115,930,395	123,115,564	125,532,670
11				
12 Expenditures				
13 Current				
14 Administration				
15 Salaries	3,286,260	3,298,410	3,372,088	3,343,044
16 Employee benefits	1,042,186	1,032,364	1,180,690	1,200,310
17 Purchased services	272,612	217,652	262,081	262,081
18 Supplies and materials	75,980	116,338	17,341	17,341
19 Other expenditures	90,206	89,513	62,224	62,224
20 Total administration	4,767,244	4,754,277	4,894,424	4,885,000
21				
22 District support services				
23 Salaries	1,228,247	1,451,409	1,343,359	1,374,009
24 Employee benefits	486,333	507,709	547,329	561,011
25 Purchased services	687,074	428,608	592,652	564,152
26 Supplies and materials	67,525	59,635	117,730	117,730
27 Capital expenditures	5,948	39,334	—	—
28 Other expenditures	12,329	(3,523)	25,543	25,543
29 Total district support services	2,487,456	2,483,172	2,626,613	2,642,445
30				
31 Elementary and secondary regular				
32 instruction				
33 Salaries	34,588,444	35,254,730	37,566,683	36,152,150
34 Employee benefits	12,129,929	12,531,474	13,776,505	13,886,334
35 Purchased services	1,534,360	1,683,903	1,504,070	1,913,877
36 Supplies and materials	2,941,319	2,172,337	2,885,431	2,777,195
37 Capital expenditures	198,618	291,403	685,358	684,520
38 Other expenditures	497,244	462,828	275,018	249,889
39 Total elementary and secondary				
40 regular instruction	51,889,914	52,396,675	56,693,065	55,663,965
41				
42 Vocational education instruction				
43 Salaries	1,029,123	915,782	705,905	723,551
44 Employee benefits	420,691	387,208	353,315	362,144
45 Purchased services	288,868	229,248	361,954	361,954
46 Supplies and materials	37,743	28,419	31,915	31,915
47 Capital expenditures	—	5,000	—	—
48 Other expenditures	5,351	5,858	—	—
49 Total vocational education				
50 instruction	1,781,776	1,571,515	1,453,089	1,479,564
51				
52 Special education instruction				
53 Salaries	16,515,974	16,662,992	16,841,550	16,962,705
54 Employee benefits	6,474,057	6,575,246	6,901,213	6,982,498
55 Purchased services	574,189	767,675	612,519	612,519
56 Supplies and materials	136,877	160,156	146,823	146,823
57 Capital expenditures	54,996	184,939	50,000	50,000
58 Other expenditures	99,509	103,135	33,155	33,155
59 Total special education instruction	23,855,602	24,454,143	24,585,260	24,787,700
60				
61 Instructional support services				
62 Salaries	4,930,056	4,659,325	3,807,808	3,829,177
63 Employee benefits	1,707,635	1,392,706	1,536,600	1,580,877
64 Purchased services	186,257	120,634	317,126	402,543
65 Supplies and materials	79,310	85,300	368,334	112,748
66 Capital expenditures	1,161,810	1,551,843	1,149,929	1,100,180
67 Other expenditures	776,518	589,227	625,931	516,781
68 Total instructional support services	8,841,586	8,399,035	7,805,728	7,542,306
69				
70 Pupil support services				
71 Salaries	3,215,522	3,665,743	4,086,231	3,726,933
72 Employee benefits	1,248,112	1,274,613	1,394,010	1,357,072
73 Purchased services	139,150	134,959	316,009	516,009
74 Supplies and materials	146,709	152,370	78,254	78,254
75 Capital expenditures	—	—	—	—
76 Other expenditures	84,151	214,647	94,690	94,690
77 Total pupil support services	4,833,644	5,442,332	5,969,194	5,772,958

White Bear Lake Area Schools
General Fund Revenues and Expenditures Detail
Nutritional Services & Community Services Summary
FY2018-19 - FY2021-22

	General Fund	Actual 2018-19	Actual 2019-20	Revised 2020-21	Preliminary 2021-22
78					
79	Transportation				
80	Salaries	1,609,263	1,599,323	1,226,420	1,688,500
81	Employee benefits	538,788	555,974	460,693	587,000
82	Purchased services	5,274,727	4,761,087	4,773,456	4,539,150
83	Supplies and materials	517,781	423,400	446,439	451,367
84	Capital expenditures	317,626	147,123	230,000	200,000
85	Other expenditures	1,445	—	1,100	—
86	Total transportation	8,259,630	7,486,907	7,138,108	7,466,017
87					
88	Sites and buildings				
89	Salaries	3,347,590	3,347,067	3,426,797	3,507,680
90	Employee benefits	1,256,907	1,236,025	1,366,454	1,399,878
91	Purchased services	2,914,016	2,396,482	2,627,059	2,620,963
92	Supplies and materials	1,010,790	1,011,974	1,849,023	1,119,055
93	Capital expenditures	774,000	342,987	584,050	4,029,109
94	Other expenditures	29,152	35,305	16,349	16,349
95	Total sites and buildings	9,332,455	8,369,840	9,869,732	12,693,034
96					
97	Fiscal and other fixed cost programs				
98	Purchased services	(18,464)	796,848	853,034	847,372
99					
100	Debt service				
101	Principal	717,193	745,262	915,382	915,382
102	Interest and fiscal charges	353,548	325,494	151,848	151,848
103	Total debt service	1,070,741	1,070,756	1,067,230	1,067,230
104					
105	Total expenditures	117,101,584	117,225,500	122,955,477	124,847,591
106					
107	Net change in fund balances	(2,796,715)	(1,295,105)	160,087	685,079
108					
109	Fund balances				
110	Beginning of year	19,874,330	17,077,615	15,782,510	15,942,597
111	Prior Period Adjustment				
112	End of year	\$ 17,077,615	\$ 15,782,510	\$ 15,942,597	\$ 16,627,676
113					
114	Ending Fund Balance (Assigned - General Fund)	3,030,000	2,000,000	2,000,000	—
115	Ending Fund Balance (Assigned for Student Activities)	314,748	294,880	294,880	294,880
116	Ending Fund Balance (Restricted for Medical Assistance)	854,211	730,553	730,553	—
117	Ending Fund Balance (Restricted for Operating Capital)	2,234,319	3,065,789	3,065,789	2,796,342
118	Ending Fund Balance (Restricted for Capital Projects)	635,363	243,739	243,739	279,262
119	Ending Fund Balance (Restricted for LTFM)		2,205,584	2,205,584	4,892,642
120	Ending Fund Balance (Nonspendable)	407,677	14,573	14,573	14,573
121	Ending Fund Balance (Unassigned)	9,601,297	7,227,392	7,387,479	8,349,977
122	Ending Fund Balance (Unassigned as % of expenditures)	8.2%	6.2%	6.0%	6.7%
123					
124	Fund Balance Policy 714 Minimum				8%
125	Nutritional Services Fund	Actual 2018-19	Actual 2019-20	Revised 2020-21	Preliminary 2021-22
126	Revenues	4,610,762	3,982,047	3,902,779	5,842,854
127	Expenditures	4,552,813	4,148,747	4,798,638	5,520,000
128					
129	Excess (deficiency) of revenue over expenditures	57,949	(166,700)	(895,859)	322,854
130	Ending Fund Balance	\$ 746,910	\$ 580,210	\$ (315,649)	\$ 7,205
131	Ending Fund Balance (as % of expenditures)	16.4%	14.0%	-6.6%	0.1%
132	Community Services Fund	Actual 2018-19	Actual 2019-20	Revised 2020-21	Preliminary 2021-22
133	Revenues	6,544,785	6,390,641	5,604,067	6,729,637
134	Expenditures	6,905,050	6,908,649	5,874,223	6,840,866
135					
136	Excess (deficiency) of revenue over expenditures	(360,265)	(518,008)	(270,156)	(111,229)
137	Ending Fund Balance	\$ 1,221,426	\$ 703,418	\$ 433,262	\$ 322,033
138	Ending Fund Balance (as % of expenditures)	17.7%	10.2%	7.4%	4.7%

White Bear Lake Area Schools
General, Nutritional Services, and Community Services Funds--Revenues and Expenditures Summary
Preliminary FY2021-22 and Projected FY2022-23 & FY2023-24 Budgets

General Fund		Actual 2018-19	Actual 2019-20	Revised 2020-21	Preliminary 2021-22	Projected 2022-23	Projected 2023-24
1	Revenue						
2	Local sources						
3	Property taxes	25,808,561	26,104,301	28,700,245	32,584,934	30,347,994	30,323,953
4	Investment earnings	447,891	260,057	10,000	10,000	10,000	10,000
5	Other	3,608,643	3,398,967	2,667,408	2,774,000	2,774,000	2,774,000
6	State sources	67,373,177	68,399,641	67,225,237	67,855,114	70,042,936	71,731,392
7	Special Education	13,687,904	14,483,294	16,202,245	16,479,370	16,809,000	17,139,000
8	Federal sources	3,378,693	2,996,975	2,920,287	2,927,287	2,927,287	2,927,287
9	Federal COVID-19 relief funding		287,160	5,390,142	2,901,965	2,348,818	1,106,505
10	Total revenue	\$ 114,304,869	\$ 115,930,395	\$ 123,115,564	\$ 125,532,670	\$ 125,260,035	\$ 126,012,137
11							
12	Expenditures						
13	Current						
14	Administration	4,767,244	4,754,277	4,894,424	4,885,000	5,007,125	4,852,622
15	District support services	2,486,960	2,483,170	2,626,613	2,642,445	2,708,515	2,711,534
16	Elementary and secondary regular instruction	51,578,338	52,396,676	56,693,067	55,663,965	56,997,829	56,268,515
17	Vocational education instruction	1,781,712	1,571,516	1,453,089	1,479,564	1,516,549	1,518,236
18	Special education instruction	23,855,666	24,454,143	24,585,260	24,787,700	25,407,408	25,435,703
19	Instructional support services	8,842,082	8,399,035	7,805,727	7,542,306	7,713,836	7,670,219
20	Pupil support services	4,833,643	5,442,334	5,969,195	5,772,958	5,845,659	5,847,282
21	Transportation	8,259,630	7,486,906	7,138,107	7,466,017	7,652,674	7,661,193
22	Sites and buildings	9,332,455	8,369,839	9,869,731	12,693,035	15,124,793	11,801,120
23	Fiscal and other fixed cost programs	293,113	796,848	853,034	847,372	868,556	869,524
24	Debt service						
25	Principal	717,193	745,262	915,382	915,382	938,267	939,312
26	Interest and fiscal charges	353,548	325,494	151,848	151,847	155,644	155,817
27							
28	Budget Reductions					(3,000,000)	(300,000)
29							
30	Total expenditures	\$ 117,101,584	\$ 117,225,500	\$ 122,955,477	\$ 124,847,591	\$ 126,936,855	\$ 125,431,076
31							
32	Net change in fund balances	(2,796,715)	(1,295,105)	160,087	685,079	(1,676,820)	581,061
33							
34	Fund balances						
35	Beginning of year	19,874,330	17,077,615	15,782,510	15,942,597	16,627,676	14,950,856
36							
37	Ending Fund Balance (Assigned, Restricted and Unassigned)	17,077,615	15,782,510	15,942,597	16,627,676	14,950,856	15,531,917
38							
39	Ending Fund Balance (Assigned - General Fund)	3,030,000	2,000,000	2,000,000	-	-	-
40	Ending Fund Balance (Assigned for Student Activities)	314,748	294,880	294,880	294,880	294,880	294,880
41	Ending Fund Balance (Restricted for Medical Assistance)	854,211	730,553	730,553	-	-	-
42	Ending Fund Balance (Restricted for Operating Capital)	2,234,319	3,065,789	3,065,789	2,796,342	2,796,342	2,796,342
43	Ending Fund Balance (Restricted for Capital Projects)	635,363	243,739	243,739	279,262	279,262	279,262
44	Ending Fund Balance (Restricted for LTFM)		2,205,584	2,205,584	4,892,642	2,143,289	2,143,289
45	Ending Fund Balance (Nonspendable)	407,677	14,573	14,573	14,573	14,573	14,573
46	Ending Fund Balance (Unassigned)	\$ 9,601,297	\$ 7,227,392	\$ 7,387,479	\$ 8,349,977	\$ 9,422,509	\$ 10,003,570
47	Ending Fund Balance (Unassigned as % of expenditures)	8.2%	6.2%	6.0%	6.7%	7.4%	8.0%
48							
49	Fund Balance Policy 714 Minimum				8.0%	8.0%	8.0%
Nutritional Services Fund		Actual 2018-19	Actual 2019-20	Revised 2020-21	Preliminary 2021-22		
50	Revenues	4,610,762	3,982,047	3,902,779	5,842,854		
51	Expenditures	4,552,813	4,148,747	4,798,638	5,520,000		
52							
53	Excess (deficiency) of revenue over expenditures	57,949	(166,700)	(895,859)	322,854		
54	Ending Fund Balance	\$ 746,910	\$ 580,210	\$ (315,649)	\$ 7,205		
55	Ending Fund Balance (as % of expenditures)	16.4%	14.0%	-6.6%	0.1%		
Community Services Fund		Actual 2018-19	Actual 2019-20	Revised 2020-21	Preliminary 2021-22		
56	Revenues	6,544,785	6,390,641	5,604,067	6,729,637		
57	Expenditures	6,905,050	6,908,649	5,874,223	6,840,866		
58							
59	Excess (deficiency) of revenue over expenditures	(360,265)	(518,008)	(270,156)	(111,229)		
60	Ending Fund Balance	\$ 1,221,426	\$ 703,418	\$ 433,262	\$ 322,033		
61	Ending Fund Balance (as % of expenditures)	17.7%	10.2%	7.4%	4.7%		

AGENDA ITEM: **Action on Workers Compensation Agreement for 2021-2022**

MEETING DATE: **June 14, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Administration requested that our insurance agent put the district's workers compensation insurance program out for quotes for the 2021-22 school year. A total of 10 providers were invited to quote the program, eight of which provided proposals. Risk Administration Services, Inc. (RAS), the district's incumbent provider, came in with the low quote at \$443,658, which is a 25% decrease from 2020-21. This \$150,000 savings is attributed to a few things: 1) a significant drop in the district's experience mod (from 1.10 to .97); 2) the effect of less staff on site due to the COVID-19 pandemic and the governor's stay-at-home order; 3) RAS' strong desire to continue the long-term partnership that WBLAS has had with them.

Please see the attached documents for an executive summary of the 2021 -2022 renewal as well as a breakdown of the costs of the program. The marketing results can be found on page 9 of the summary.

RECOMMENDED ACTION:

Move to accept the quote of \$443,658 from RAS for workers compensation insurance effective July 1, 2021 through June 30, 2022.

2021-22 Workers Compensation Insurance

Year	Premium	% Change
2017-18	\$612,908	
2018-19	\$573,885	- 6.4%
2019-20	\$597,003	4.0%
2020-21	\$595,828	- 0.05%
2021-22	\$443,658	- 25.5%

- Significant decrease for FY2021-22 due to:
 - Drop in experience mod
 - Less staff on site due to COVID-19 resulted in less claims
 - Have a long history with Risk Administration Services, Inc. (RAS)



White Bear Lake Public Schools ISD #624

Executive Summary 07/01/2021 – 07/01/2022

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

05/26/2021



Gallagher

Insurance | Risk Management | Consulting

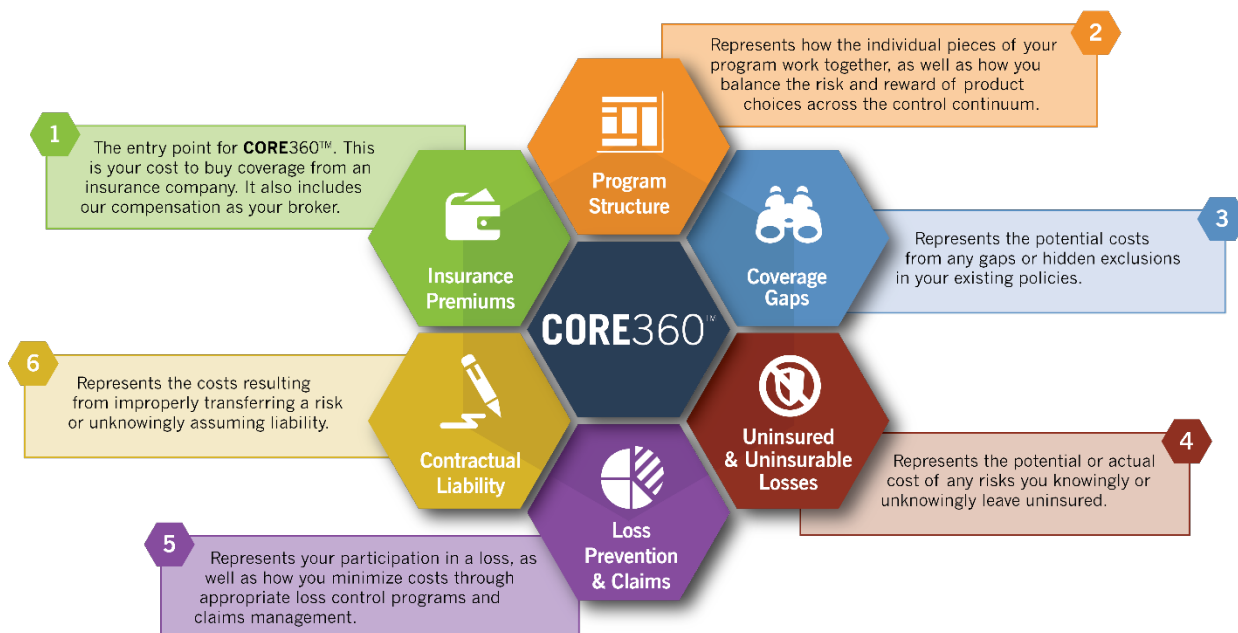
Overview

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

The Executive Summary also follows the decisions made and action items we discussed during our Strategic Review call on March 16th. During the discussion we established the following goals and objectives for 2021:

- Execute an extensive and aggressive marketing effort on the Workers' Compensation.
- Continue to provide the greatest deliverable to ISD 624 – program stability and carrier partnership.
- Continue to provide extensive loss prevention services to drive down the district's total cost of risk.

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



2021 CORE360™ Stewardship Scorecard

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



Insurance Premiums

- 2021 Workers' Compensation premium decreased 25% in 2021.
- 2021 Workers' Compensation rate decreased 26.6%.
- **Overall net rate has decreased 47% in five year working with Gallagher.**
- Program marketed in 2014, 2016 & 2021.
- Annual review of district's Loss Projection calculation.



Program Structure

- Total payroll increased 0.9% in 2021.
- Total Payroll for the district has increased 25% in six years.
- Program structure has remained stable with RAS since 2014.
- Discussion of Retention Program.
- Discussed the implementation of RAS's nurse hotline service.



Coverage Gaps

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



Uninsured & Uninsurable Losses

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



Loss Prevention & Claims

- Coordinated RAS Loss Control Inspection: 9.20.16 – 3 Year Update
- Claim Review Meeting – 3/29/2021
- Provided clarification to the district on indemnity calculations for teachers pay structure.
- Risk Analysis completed on 2.16.17 by RAS.
- 2017 – 2021 Experience Mod Analysis completed.
- Aggravated Inequities Completed
- Ergo Assessments Completed by RAS.



Contractual Liability

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

Winter Insurance Market Update – February 2021

As we enter 2021, a number of compounding factors are driving the current insurance marketplace. First, there has been a substantial increase in the number of large weather-related loss events. Second, interest rates remain near historical lows, and third, the industry is dealing with an increasing loss trend in liability lines. Each of these factors help drive up prices and reduce coverage availability. Add to all these factors a global pandemic and a tightening in the reinsurance marketplace—the market is experiencing a high sense of uncertainty. This uncertainty is contributing to the feeling that this is a time where the market has entered into a new phase of recalibration. Many would call this recalibration a hard market for certain lines of coverage and industries in the U.S.

This hardening market is an underwriting-driven marketplace. In a traditional hard market, capital (and consequently capacity) is reduced, thereby limiting the availability of insurance. This marketplace is driven by the need for underwriters to make a profit from underwriting versus relying on investment income. Carriers remain intensely focused on underwriting discipline, ensuring they secure the right terms and pricing on certain lines of coverage that have historically not performed from an underwriting standpoint.

The pace of the United States' economic recovery and the outcome of the active hurricane season could alter some of the underlying fundamentals of the current marketplace. However, in all likelihood, the conditions that exist today are not changing anytime soon, and it will take carriers some time re-underwriting their books of business to overcome the challenges associated with the current marketplace. Accordingly, all market indications point to a continuation of premium increases for the balance of the year and throughout 2021.

Utilizing Gallagher Drive®, our proprietary data and analytics platform, our brokerage team can provide specific rate guidance for your line of coverage, industry and geography. Combined with deep expertise in your particular industry and business, Gallagher can help you navigate today's highly nuanced market.

Line of Coverage	Current Marketplace (Range of Rate Increases)
Property	+15% to +20% or more
Umbrella	+20% to +30% or more
General Liability	+5% to +10%
Commercial Auto	+7% to +12%
Workers' Compensation	-2% to +5% or more
D&O (Private)	+10% to +25% or more
D&O (Public)	+25% to +45% or more
Cyber	+15% to +50% or more

Workers' Compensation

Overall, workers' compensation rates increased slightly from prior quarters, which is noted in other public sources of information, including CIAB (+1.5%). We predicted that reduced exposures, negative rates and lower-than-expected claim frequency would lead to reduced premiums for insureds, and a better-than-expected combined ratio for carriers.

Multiple carriers noted positive rate increases on workers' compensation renewals in the second half of 2020.

Reserve development trends are the driving force behind major changes in the workers' compensation marketplace, and they have remained favorable. As a result, we do not expect the workers' compensation marketplace to start behaving like the property or excess markets anytime soon; however, we believe we are at the beginning of a turning point in the workers' compensation marketplace. We think this turn will be more gradual—moving from its current state of slightly negative to slightly positive in the coming quarters.

Certain industries tied to the COVID-19 crisis, such as Construction, Healthcare, Food and Agriculture, etc., face an increased risk of exposure.

There are many scenarios and prognostications about COVID-19, and the possibility that presumption of compensability may be extended to all employees could impact the workers' compensation industry.

More than 20 states have now proposed or enacted COVID-19-related workers' compensation bills.

Conclusion

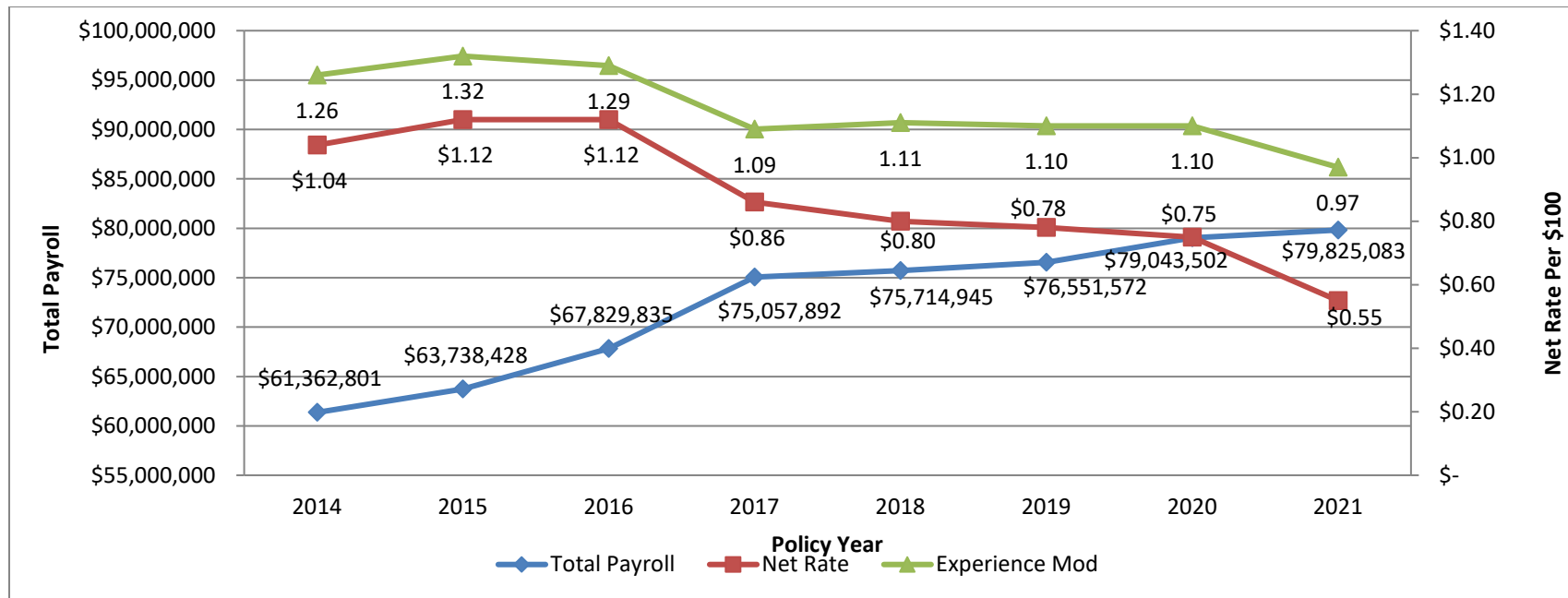
It is unknown what the full magnitude of the COVID-19 pandemic's economic impact will be overall, or what effect it will have on the insurance industry. **However, the underlying fundamentals we see with the environment today are likely to continue into the foreseeable future. There's nothing that indicates the momentum will slow. If anything, the market's hardening in 2019 and 2020 will continue.**

Because of the highly nuanced nature of this market, it is imperative that you are working with an insurance broker who specializes in your particular industry or line of coverage. Gallagher has a vast network of specialists that understand your industry and business, along with the best solutions in the marketplace for your specific challenges.

Historical Program Exposures

Class Code	Description	2015 – 2016 AUDITED	2016 – 2017 AUDITED	2017 – 2018 AUDITED	2018 – 2019 AUDITED	2019 – 2020 AUDITED	2020 – 2021 PROJECTED	2021 – 2022 PROJECTED
7380	Chauffeurs & Helpers	\$88,409	\$86,984	\$70,831	\$96,762	\$99,775	\$99,665	\$100,650
7382	Bus Co. – All Other Employees & Drivers	\$1,393,612	\$1,253,192	\$1,426,651	\$1,348,236	\$1,338,880	\$1,528,817	\$1,543,934
8385	Bus Co – Garage Employee	\$99,159	\$99,112	\$61,481	\$118,277	\$114,058	\$121,825	\$123,030
8868	College Professional Employee	\$58,126,306	\$62,211,452	\$69,221,790	\$69,780,719	\$70,647,781	\$72,633,900	\$73,352,103
9101	College – All Other Employee	\$4,030,942	\$4,179,095	\$4,277,139	\$4,370,951	\$4,351,078	\$4,659,295	\$4,705,366
Total		\$63,738,428	\$67,829,835	\$75,057,892	\$75,714,945	\$76,551,572	\$79,043,502	\$79,825,083

Historical Characteristics:



ISD #624



Historical Claims Summary

WORKERS` COMPENSATION											
POLICY TERM	CARRIER NAME	IND PAID	MED PAID	EXPENSES PAID	TOTAL PAID	TOTAL RESERVES	TOTAL RECOVERIES	TOTAL INCURRED	# OF OPEN CLAIMS	# OF CLOSED CLAIMS	# OF CLAIMS
07/01/2014 to 07/01/2015	RAS	\$56,411	\$172,688	\$30,613	\$259,711	\$0	\$0	\$259,711	0	158	158
07/01/2015 to 07/01/2016	RAS	\$36,087	\$164,167	\$5,747	\$206,002	\$0	\$140	\$205,862	0	121	121
07/01/2016 to 07/01/2017	RAS	\$65,697	\$185,460	\$28,243	\$279,400	\$0	\$0	\$279,400	0	194	194
07/01/2017 to 07/01/2018	RAS	\$54,026	\$217,717	\$30,098	\$301,841	\$57,735	\$841	\$359,576	2	225	227
07/01/2018 to 07/01/2019	RAS	\$45,230	\$136,157	\$26,375	\$207,762	\$29,467	\$0	\$237,263	1	173	174
07/01/2019 to 07/01/2020	RAS	\$17,998	\$67,345	\$2,597	\$87,940	\$15,000	\$0	\$102,940	1	165	167
07/01/2020 to 07/01/2021	RAS	\$7,783	\$22,862	\$2,168	\$32,813	\$121,989	\$0	\$154,802	16	143	159
TOTALS:		\$283,232	\$966,396	\$125,841	\$1,375,469	\$224,191	\$981	\$1,599,554	20	1,179	1,200

2021 Loss Projection

Pure Loss Rate

Independent School District 624

Based on the selected pure loss rate and the projected Payroll, here are the projected losses for the 7/1/2021 - 7/1/2022 period.

Computation of Projected Losses									
Selected Pure Loss Rate	X	Projected Payroll	=	Projected Losses	➔	\$ 0.36	X	\$79,043,502	= \$ 284,557
		\$100						\$100	

ISD #624

2021 Strategic Review

RECAP OF MARCH 15TH RENEWAL STRATEGY AND RATE INDICATIONS

Coverage	Carrier	Rate Indication	Rate Result	Comments
Workers' Compensation	RAS	<p>At this time, RAS was unable to provide a concrete renewal figure because the MWCIA has not finalized the 2021 Experience Mod for the district.</p> <p>However, RAS has formally stated:</p> <ul style="list-style-type: none"> Long-term partnership that they do not want to lose. Recognize 2021 Mod will be favorable. 2020 losses and 2019 losses very favorable for overall history. Verbally stated it will be a very "favorable" renewal for the district. How favorable is unknown at this time. 	<p>Exceeded overall goal. Achieved a 26% decrease in overall program costs. Pricing options validated by the marketplace.</p> <p>Continued long-term partnership with RAS.</p>	<ul style="list-style-type: none"> Current Year Loss Ratio – 26% 7 Yr. Loss Ratio – 31%. 2021 Experience Mod is has not been released by the MWCIA. RAS experiencing a flat renewal on 8868 and 6% increase on 9101 class codes. No change to program structure.



Insurance Premiums

2021 WORKERS' COMPENSATION RESULTS

Workers' Compensation	2020 – 2021 ESTIMATED	2021 – 2022 ESTIMATED
Carrier	RAS	RAS
Exposure (Payroll)	\$79,043,502	\$79,825,083
Average Rate Per \$100 of Payroll	\$0.75	\$0.55
Premium	\$593,828	\$443,658



2021 Marketing Results

Workers' Compensation	2021 – 2022									
Carrier	RAS	Argent	SFM	SFM 1 Yr. Retention	SFM 2 Yr. Retention	AmTrust	Hartford	Liberty Mutual	BITCO	United Heartland
Exposure (Payroll)	\$79,825,083	\$79,825,083	\$79,825,083	\$79,825,083	\$79,825,083	\$79,825,083	\$79,825,083	\$79,825,083	\$79,825,083	\$79,825,083
Average Rate Per \$100 of Payroll	\$0.55	\$0.56	\$0.58	-	-	\$0.59	\$0.61	\$0.63	\$0.70	\$0.74
Premium	\$443,658	\$449,222	\$469,362	Estimated \$500,845 Max \$403,292 Min + Tax & Surcharges	Estimated \$465,371 Max \$385,555 Min + Tax & Surcharges	\$477,092	\$491,715	\$509,186	\$565,019	Indicated \$590K - \$600K

- SECURA – Declined, not competitive
- Employers – Declined, not competitive and overall size of account

Thank You for Your Business

On behalf of the Gallagher team, we would like to thank the district for the continued opportunity, partnership, support and confidence you have placed in us to handle the insurance program. We have enjoyed the long-term partnership and look forward to continue earning the district's business year-over-year. We enjoyed executing on the agreed upon renewal strategy for 2021 and thus reducing the district's total cost of risk. Thank you

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

MEETING DATE: **June 14, 2021**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

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

The District's expiring premium for property and casualty insurance is \$489,541.63 and the proposed renewal rate is \$486,478.51, a decrease of 0.6% compared to the existing premium.

Please see the attached documents for an executive summary of the 2021 -2022 renewal as well as a breakdown of the costs of the program.

RECOMMENDED ACTION:

Move to approve the property and casualty insurance package with the Minnesota Insurance Scholastic Trust (MIST) in the amount of \$486,478.51 effective 7/1/2021 through 6/30/2022.

FY2021-22 Property & Liability Insurance

Year	Premium	% change
2013-14	\$446,207	
2014-15	305,558	(31.5%)
2015-16	\$314,951	3.22%
2016-17	\$315,286	(1.59%)
2017-18	\$282,176	(10.41)
2018-19	\$289,140.63	2.47%
2019-20	\$326,520.49	12.93%
2020-21	\$489,541.63	49.9%
2021-22	\$486,478.51	- 0.6%

← Final year with **Travelers**

← Moved to **MIST**, and added both cyber and pollution liability

← Lowest premium year, 37% below 2013 rate

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

Executive Summary

The Gallagher brokerage and administration team is pleased to present the July 1, 2021 to July 1, 2022 Property/Casualty renewal proposal for the Minnesota Insurance Scholastic Trust (MIST). As MIST enters its 9th year of service to your members, we would like to thank each of you for allowing our team to support your schools. We sincerely value the partnership Gallagher enjoys with each of the MIST members and look to continue the success of the MIST program far into the future.

The insurance marketplace continues to trend in a negative direction for all insureds, a trend that began approximately three years ago. As we experienced last year at renewal, pricing for nearly every line of coverage that MIST provides has increased in cost. The reasons for these rapid increases are many but primarily boil down to two things: 1) Carrier claims across the industry continue to outpace collected premiums and 2) Interest rates remain extremely low. The low interest rate environment forces carriers to remain profitable solely on underwriting decisions.

In 2020, catastrophic weather continued to devastate insureds across the United States. The August 10th, 2020 Derecho brought 120 MPH winds and swept across 770 miles and caused \$15Bn+ in total insured damages. This 1/1000 type of storm is one of many events happening globally that have caused carriers to update their storm modeling that helps them project what they need to collect for property premiums to pay future claims.

The liability market hardened due to a variety of negative trends. Social inflation (which generally refers to the rising costs of insurance claims tied to societal trends and views toward increased litigation, broader contractual interpretations, plaintiff friendly legal decisions, and larger jury awards) is a major factor. As evidence, consider the median average verdict for the top 50 cases in the U.S. has doubled in the last four years. The "Me Too Movement" against sexual harassment and sexual abuse of women by powerful men is an additional factor. Scandals involving the sexual abuse and molestation of children, adolescents and young people in churches, schools, and universities – including claims sourced from within the local MN K-12 school community – is also having an impact. Concussion claims remain a concerning trend impacting all manner of youth sports.

Cyber/Ransomware attacks are increasing at an unprecedented rate for educational entities in 2020. Many believe the rise in hacking events is due primarily to the workplace realities of the COVID-19 pandemic where many workers have been relegated to working at home. Remote access to K-12 school systems often times have vulnerabilities that cyber criminals have been able to exploit. This increase in claim activity has caused many insurers to stop offering coverage to public entities, particularly education. As a result of rising claims across the industry we are seeing consistent rate increases, deductible increases, and restriction of terms unless insureds can demonstrate they have best-in-class business practices to prevent and respond to ransomware events.

Gallagher has deployed the most strategic marketing efforts possible on your behalf across all coverage lines. These include scores of market discussions and dozens of formal submissions. In the proposal that follows we present the best terms that can be secured in the marketplace at this time. Our commitment is to leave no stone unturned and this year we even explored a joint property program with the ALPS pool, another Minnesota based K-12 pool. We are hopeful that the MIST membership are pleased with the terms we have been able to secure which represent significant coverage enhancements and only a single digit increase in overall cost. This is no small feat in this difficult marketplace.

We again would like to thank each of you for your assistance during the 2021-2022 renewal. We value each MIST member and look forward to being of service to you and your staff.

Byron Given
Area Senior Vice President

David Howard
Area Executive Vice President

Nick Lano
Area Vice President



This is not a bill. Please do not send payment until receipt of invoice.

PROPERTY/CASUALTY
Effective July 1, 2021 to July 1, 2022

District: White Bear Lake Area Schools ISD#624

Fixed Costs	2020-2021 Expiring Costs	2021-2022 Renewal Costs
Package (includes Property, General Liability, Auto Liability & Physical Damage, Crime, Excess Liability, EBL, Law, Abuse) [*]	[-15.00%] \$68,369.10	[-13.44%] \$85,811.17
Excess Liability	\$9,121.10	Incl. In Package
Excess Property	\$157,946.00	\$181,965.00
Boiler & Machinery	\$9,873.00	\$10,444.00
Cyber Liability	\$24,314.35	\$32,972.80
Pollution Liability	\$7,968.08	\$8,288.54
Arthur J. Gallagher Risk Management Services Fee	\$32,824.00	\$33,809.00
Gallagher Bassett Services Claims Administration Fee	\$11,773.00	\$9,353.00
Gallagher Bassett Services Loss Control Fee	\$1,000.00	\$1,000.00
Operations Cost	\$8,623.00	\$13,470.00
Total Fixed Costs	\$331,811.63	\$377,113.51

Variable Costs	2020-2021 Expiring Costs	2021-2022 Renewal Costs
Loss Fund – Package [*]	[-15.00%] \$157,730.00	[-15.00%] \$109,365.00
Total Program Contribution on a Maximum Cost Basis	\$489,541.63	\$486,478.51

Total Program Costs 2021-2022	\$486,478.51
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Statistical Information	2020-2021 Expiring	2021-2022 Renewal
Total Insurable Values (includes Auto Physical Damage)	\$414,760,125	\$421,025,296.00
Students	9,367	9,169
All Vehicles	85	73

[*] Please note the actuarial debit/credit system for the 2021-2022 renewal is based upon your districts exposures as well as the previous 5 years of loss history (excluding the current year).