

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

May 8, 2017

MISSION STATEMENT

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

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

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

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

To: Members of the School Board

From: Dr. Michael J. Lovett
Superintendent of Schools

Date: May 1, 2017

A student recognition reception will be held at **6:15 p.m.** in the Community Room 112 on Monday, **May 8, 2017**. The recognition ceremony will take place at 6:30 p.m. and finish prior to the start of the regular Board meeting at 7:00 p.m.

A meeting of the White Bear Lake Area School Board will be held on **Monday, May 8, 2017** at **7:00 p.m.** in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

AGENDA

A. PROCEDURAL ITEMS

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

B. PUBLIC FORUM

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

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

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

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

C. INFORMATION ITEMS

1. Recognize Student Liaisons to the School Board
2. Student-Led Service Projects During 2016-17
3. Highlights of Middle School “Week Without Walls” Trip
4. Superintendent’s Report

D. DISCUSSION ITEMS

1. Update on High School Programs
2. School Board Policies:
 - a) Policy 214, Out of State Travel by School Board Members
 - b) Policy 504, Student Dress and Appearance
 - c) Policy 620, Credit for Learning
 - d) Policy 903, Visitors

E. OPERATIONAL ITEMS

1. Action on Resolution for Combined Primary Polling Place
2. Action on Workers Compensation Contract
3. Action on Transfer of Lionmobile to NEWTRAX
4. Action on Accepting E3 Grants from the White Bear Lake Area Educational Foundation
5. Action on Probationary Teacher Non-Renewals
6. Action on EMID Joint Powers Agreement
7. Action on School Board Policies:

- a) Policy 501, School Weapons
- b) Policy 707, Transportation of Public School Students
- c) Policy 709, Student Transportation Safety Policy
- d) Policy 710, Extracurricular Transportation
- e) Policy 904, Distribution of Materials on School District Property For
Nonschool Persons
- f) Policy 904 Addendum A
- g) Policy 904 Addendum B

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **May 8, 2017**
SUGGESTED DISPOSITION: **Action Items**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

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

Consent Agenda

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

RECOMMENDATION:

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

AGENDA ITEM: **School Board Minutes**
MEETING DATE: **May 8, 2017**
SUGGESTED DISPOSITION: **Action Item**
CONTACT PERSON(S): **Ellen Fahey, School Board Clerk**

BACKGROUND:

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

RECOMMENDATION: Approve minutes.

INDEPENDENT SCHOOL DISTRICT NO. 624
White Bear Lake, MN 55110

A meeting of the White Bear Lake Area School Board was held on Monday, April 10, 2017 at 7:00 p.m. in Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN 55110.

A. PROCEDURAL ITEMS

1. Chair Newberg called the meeting to order at 7:09 p.m.
2. Roll Call – Present: Kimball, Mullin, Newberg, Newmaster, Wilson, Chapman, Fahey
Ex-Officio: Dr. Michael Lovett
Cabinet: Daniels, Kazmierczak, Maurer, Vette.
3. Pledge of Allegiance
4. Wilson moved and Newmaster seconded to approve the agenda as presented. ***Voice vote: all ayes. Motion carried.***
5. Chapman moved and Mullin seconded to approve the consent agenda consisting of:
 - Approval of minutes of work-study meeting of March 27, 2017, regular Board meeting of March 6, 2017;
 - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - Passage of resolution to approve personnel issues to include:
 - **Resignations/Termination – Classified Staff**
Joseph Palumbo– Assistant Head Custodian, Willow Lane Elementary
Employed by District 624 since 09/14/2015
Effective Date: 03/24/2017
Bradley Therres– Custodian, WBLAHS – South Campus
Employed by District 624 since 10/02/2016
Effective Date: 03/17/2017
Kenneth Venzke– Bus Driver, Bus Garage
Employed by District 624 since 10/23/2000
Effective Date: 03/24/2017
 - **Resignations/Termination – Certified Staff**
Rachel Clark – Business Education Teacher, WBLAHS – South Campus
Employed by District 624 since 08/24/2011
Effective Date: 06/09/2017
Jen Engman – Special Education Teacher, Sunrise Park Middle School
Employed by District 624 since 08/24/2011
Effective Date: 06/09/2017
Amanda Jeske – Language Arts Teacher, WBLAHS - North Campus
Employed by District 624 since 08/27/2009
Effective Date: 06/09/2017
Elly Johnson – Kindergarten Teacher, Otter Lake Elementary
Employed by District 624 since 08/22/2012
Effective Date: 06/09/2017
Carolyn Loundsberry – Language Arts Teacher, Area Learning Center
Employed by District 624 since 08/23/2001
Effective Date: 06/09/2017
Emily Mitzelfeldt – Mathematics Teacher, Sunrise Park Middle School
Employed by District 624 since 08/22/2016
Effective Date: 06/09/2017

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

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

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

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

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

➤ **Retirement – Classified Staff**

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

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

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

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

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

➤ **Retirement – Certified Staff**

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

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

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

➤ **Retirement – Professional**

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

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

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

- **Full Time Leave Request – Certified Staff**
 - Lori Felton – Grade 5 Teacher, Matoska International
Third Year of General Leave
Effective Date: 2017/2018 School Year
 - Benjamin Nakagaki – Mathematics Teacher, WBLAHS – North Campus
Employed by District 624 since 08/25/2005
Effective Date: 2017/2018 School Year
 - Evelyn Swenson – .6 fte Social Worker, Lincoln Elementary and Central Middle School
Employed by District 624 since 09/02/2005
Effective Date: 2017/2018 School Year
- **Extension Of Three Year Extended Leave Request To Five Years – Certified Staff**
 - Carl Tarsa – Mathematics Teacher and TLES Coordinator, WBLAHS – South Campus
Employed by District 624 since 09/10/1990
Effective Date: 2014/2015 School Year through 2018/2019 School Year
- **Part Time Leave Request – Certified Staff**
 - Courtney Johnson – Intervention Teacher, Otter Lake Elementary
Leave .8 (Position .2)
Effective Date: 2017/2018 School Year
- **New Personnel – Classified Staff**
 - Eileen Mcconkie – Program Assistant Leader, Lincoln Elementary
\$13.44/hr., 3.25 hrs./ 70 days \$3,057.60
Effective Date: 03/27/2017
 - Aimee Martens – Human Resources Representative, District Center
\$12,846.23(Prorated on \$55,667.00)
Effective Date: 04/04/2017
 - Michael Nagle – Bus Driver, Bus Garage
\$17.85/hr., 4.58 hrs./ 51 days \$4,172.43
Effective Date: 03/27/2017
 - Bernadette Riveira – Program Assistant Leader, Oneka Elementary
\$13.44/hr., 2.75 hrs./ 115 days \$4,250.40
Effective Date: 01/23/2017
- **New Personnel – Certified Staff**
 - Kathleen Allen – Special Education Teacher, Transition Education Center
MA+15, Step 13, \$74,619.00 Plus Hiring Incentive \$5,000.00
Effective Date: 08/22/2017
- **Temporary Change In Contract - Professional**
 - Brian Morris – From Assessment-Accountability Coordinator, District Center
To Interim Elementary Principal, Birch Lake Elementary
Effective Date: 03/06/2017 through 06/30/2017
- **Change In Contract - Certified Staff**
 - Michael Bickel – From Student Supervisor, Sunrise Middle School
To .8 fte Social Studies Teacher, Sunrise Middle School
Effective Date: 2017/2018 School Year
 - Erin Maas – Return From Leave of Absence
To Grade 3 Teacher, Matoska Elementary
Effective Date: 2017/2018 School Year

- **Long Term Substitute - Classified Staff**
Ricardo Montanez Cerda – EL Assistant, Vadnais Heights Elementary
 \$17.58/hr., 3.25 hrs. / 57 days \$3,168.79
 Effective Date: 03/20/2017 through 06/08/2017
- **Long Term Substitute - Certified Staff**
Charlotte Ascheman – Spanish Teacher, Hugo & Oneka Elementary
 MA, Step 7, \$13,060.63
 Effective Date: 02/17/17 through 05/12/2017
Erica Bratland – Intervention Teacher, Birch Lake Elementary
 BA, Step 2, \$15,469.21
 Effective Date: 02/27/2017 through 06/09/2017
Leigh Mills – Kindergarten Teacher, Lakeaires Elementary
 BA, Step 13, \$8,106.40
 Effective Date: 04/03/2017 through 05/09/2017
Michelle Zwolski – Intervention Teacher, Lakeaires Elementary
 BA, Step 1, \$12,811.85
 Effective Date: 03/20/2017 through 06/09/2017

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

B. PUBLIC FORUM – There were no speakers.

C. INFORMATION ITEMS

1. Recognition of State-Level Staff Awards - Teacher and High School Track and Cross Country coach Patti Percival received the Breaking Barriers Award from the MN Coalition of Women in Athletic Leadership. Director of Student Activities Tim Hermann was selected as the Region 4AA Athletic Administrator of the Year and as the 2017 Pete Veldman AA Athletic Administrator of the Year. Congratulations to Patti and Tim for being excellent role models.
2. Update on Partnership with Hangzhou Foreign Language School - The current exchange teacher from Hangzhou Ting Ting Zhou described her experiences in the district elementary and high school classrooms. Two leaders from Hangzhou will visit the district on April 12-15.
3. Superintendent Report-The following student groups participating at the state/national level were honored tonight: Central Art, Moody Mega Math Challenge, Girls Basketball, Swimming, Unified Basketball, Wrestling. The 2017 Teacher of the Year will be named at the TOY event on April 20 at 4:15 pm at South Campus auditorium. The Excellence Event is on April 26 at Jimmy's Conference Center. The middle school musical, The Lion King, Jr., is on April 27, 28, 29. Tickets are available online. The Community Baby Shower was held on April 7. In March Superintendent Student Advisory Council members toured the Capitol and met with legislators.
4. Student Report - Many events take place during the final quarter. The Spring Blood Drive is on April 20. Prom is on May 6 at the St. Paul River Centre. April is Distracted Driving month.

D. DISCUSSION ITEMS

1. Update on Demography and Planning for the Referendum - Assistant Superintendent for Finance & Operations Wayne Kazmierczak presented a summary of the Enrollment Projections conducted by Hazel Reinhardt Consulting Services and an update of the operating levy timeline. Presentation is on the district website.
2. First Reading of Policies:
 - a) Policy 501, School Weapons
 - b) Policy 707, Transportation of Public School Students
 - c) Policy 709, Student Transportation Safety
 - d) Policy 710, Extracurricular Transportation
 - e) Policy 711, Videotaping on School Buses
 - f) Policy 904, Distribution of Materials on School District Property For Nonschool Persons
 - g) Policy 904, Addendum A
 - h) Policy 904, Addendum BPolicy 711 will not move to a 2nd reading until contract language with First Student is clarified as to District control of bus videotapes. Policy 501, 707, 709, 710, and 904 will be on the May 8 school board agenda for action.

E. OPERATIONAL ITEMS

1. Newmaster motioned and Chapman seconded to continue with the primary election process. ***Roll call vote: ayes: Mullin, Newmaster, Wilson, Chapman, Fahey; nays: Kimball, Newberg. Motion carried.***
2. Chapman moved and Wilson seconded to approve Policy 506, White Bear Lake Area School District Student Discipline and Policy 901 Community Education in the same format as recommended by the Policy Committee. ***Voice vote: all ayes. Motion carried.***

F. BOARD FORUM - Kimball thanked retiring employees for their service. Newberg spoke about the importance of the Excellence Event for students and the honored teachers.

G. ADJOURNMENT - Wilson moved and Newberg seconded to adjourn the meeting at 8:32 p.m. ***Voice vote: All ayes. Motion carried.***

Submitted by: Ellen Fahey, clerk

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

A work study session of the White Bear Lake Area School Board was held on **Monday, April 24, 2017** at 5:30 p.m. in Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

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

B. DISCUSSION ITEMS

1. **School Board/Superintendent Goals and Strategic Plan Priorities 2016-17**
 - a. **Technology Update** - Director of Technology and Innovation Mark Garrison, Technology Support Manager Steve Asper, and Network Engineers Peggy Nadeau and Chris Hautman presented the results of the technology Clarity survey which measures technology implementation and support, updates on current projects, and upcoming initiatives. The timeline for the launch of ClassLink a single sign on platform was presented. The presentation is on the district website.
 - b. **High School Programs Update** - Assistant Superintendent for Teaching and Learning Sara Paul and Teaching and Learning Coordinator Jill Pearson presented an update on the Career Pathways Programs including Manufacturing, Information Technology, Construction, Healthcare, and a range of 916 Career & Technical Center courses. The presentation is on the district website.
 - c. **Project Search Update** - Director of Student Support Services Kathleen Daniels and Supervisor of the Transition Education Center Sara Derby presented Project Search a new partnership with Gillette Children's Specialty Healthcare. This is a one year school to work internship program for students in their final year of transition services. The presentation is on the website.

RECESS - Wilson moved and Newberg seconded to call the meeting into recess at 7:27 p.m.

2. **Negotiations Study Session** - Chair Newberg reconvened the meeting at

7:34 p.m. This portion of the meeting was closed to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota Statutes 179.A.01 to 179.A.25.

Board members present: Chapman, Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson. Administrators present: Lovett, Kazmierczak, Goers, Maurer

C. ADJOURNMENT - Wilson moved and Newberg seconded to adjourn at 8:29 p.m.

Submitted by: Ellen Fahey, Clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **May 8, 2017**

SUGGESTED DISPOSITION: **Action Item**

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

BACKGROUND:

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

RECOMMENDATION:

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

White Bear Lake Area Schools

Electronic Transfers - April

	4/14/2017	4/18/2017	4/28/2017
Direct Deposit 483126-484624	1,740,617.51		
U.S. Treasury (FICA, Medicare, withholding)	681,453.78		
MN State Income Tax	105,719.66		
PERA	107,285.36		
TRA	320,827.32		
MSRS	6,712.03		
American Funds	85,443.90		
American United Life	82,218.31		
AIG	6,061.73		
ESI	28,841.56		
AXA	32,676.69		
State of MN Levies	1,941.78		
State of MN - Unemployment Insurance		8,998.70	
Direct Deposit 484625-486105			1,754,413.84
U.S. Treasury (FICA, Medicare, withholding)			679,571.66
MN State Income Tax			105,621.92
PERA			108,562.19
TRA			319,188.80
MSRS			6,712.03
American Funds			85,345.64
American United Life			84,543.35
AIG			6,081.33
ESI			28,934.96
AXA			32,485.19
State of MN Levies			2,148.89

Check Nbr	Vendor Name	Check Date	Check Amount
161700944	MAURER, TIMOTHY J	04/06/2017	345.87
1	ACH	Check(s) For a Total of	345.87

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	1	ACH	Checks For a Total of	345.87
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	345.87
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	345.87

Check Nbr	Vendor Name	Check Date	Check Amount
0	BMO	04/07/2017	22,874.01
1	Manual	Check(s) For a Total of	22,874.01

	1	Manual	Checks For a Total of	22,874.01
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer Checks		22,874.01
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		22,874.01

Check Nbr	Vendor Name	Check Date	Check Amount
161700945	AMON, LYNN M	04/11/2017	130.00
161700946	ANDERSON, MELISSA KAY	04/11/2017	79.98
161700947	ASCHEMAN, CHARLOTTE M	04/11/2017	28.89
161700948	BARKLEY, DANIELLE M	04/11/2017	333.57
161700949	BARTLETT, RYAN R	04/11/2017	48.15
161700950	BENNETT, CEPEDA A	04/11/2017	35.84
161700951	BISKE, EMILY R	04/11/2017	26.97
161700952	BLOM, JULIE M	04/11/2017	99.99
161700953	BRADLEY, LYDIA	04/11/2017	64.74
161700954	BREDENBECK, KAREN M	04/11/2017	34.37
161700955	BROOKSHAW, SUSAN ELIZABETH	04/11/2017	30.26
161700956	CEBULLA, MICHELLE	04/11/2017	224.60
161700957	CLARK, MAGGIE J	04/11/2017	296.10
161700958	CULHANE, MARIEL	04/11/2017	1,973.17
161700959	DALLY, PENNY WONG	04/11/2017	349.26
161700960	DEEN, DENISE T	04/11/2017	494.34
161700961	DERBY, SARA A	04/11/2017	197.26
161700962	DYMIT, MARIE S	04/11/2017	72.23
161700963	EGEMO, PATRICIA ANN	04/11/2017	45.74
161700964	ENGSTRAN, PAUL A	04/11/2017	40.00
161700965	FINK, AVIS A	04/11/2017	383.58
161700966	GRAY, DAVID	04/11/2017	179.17
161700967	GRAY, DONALD E	04/11/2017	261.71
161700968	HERMANN, TIMOTHY J	04/11/2017	433.07
161700969	HOLLY, TRACY L	04/11/2017	48.15
161700970	INDLECOFFER, TRACI D	04/11/2017	58.18
161700971	KASTEN, JENNIFER M	04/11/2017	10.00
161700972	KATH, ABBY J	04/11/2017	207.94
161700973	KAY, HEATHER J	04/11/2017	296.10
161700974	KAY MCPHERSON, CAROLYN MARIE	04/11/2017	103.92
161700975	KENTFIELD, KELLY S	04/11/2017	46.81
161700976	KERBAGE, STEPHANIE A	04/11/2017	118.63
161700977	LANE, JOSHUA L	04/11/2017	38.35
161700978	LANIGAN, CHERYL D	04/11/2017	99.51
161700979	LAVALLEY, NICOLE R	04/11/2017	346.94
161700980	LODERMEIER, EILEEN F	04/11/2017	57.32
161700981	LOWTHER, ARIANA E	04/11/2017	164.99
161700982	LUNDE, KATHERINE M	04/11/2017	62.65
161700983	MARKUSON, RACHAEL J	04/11/2017	40.00
161700984	MARSH, KATHERINE M	04/11/2017	134.86
161700985	MATUSESKI, KEVIN L	04/11/2017	329.00
161700986	MAURER, TIMOTHY J	04/11/2017	234.60
161700987	MCGARTHWAITE, MICHAEL R	04/11/2017	46.01
161700988	MUNDELL, GERALD K	04/11/2017	24.00
161700989	NIKKEL, DIANE L	04/11/2017	50.29
161700990	NORTON, EMILY L	04/11/2017	357.70
161700991	OLNESS, KRISTI A	04/11/2017	69.49
161700992	POKORNY, MARY J	04/11/2017	113.49
161700993	RATLIFF, GERALD	04/11/2017	21.40
161700994	REINHARDT, TOMILEE M	04/11/2017	190.77

Check Nbr	Vendor Name	Check Date	Check Amount
161700995	RYAN, CANDACE MAY	04/11/2017	38.78
161700996	SPREEMAN, MARIBETH	04/11/2017	160.25
161700997	TROSKE, CARRIE L	04/11/2017	343.03
161700998	VADNAIS, MOLLY A	04/11/2017	75.97
161700999	WALD, TIMOTHY A	04/11/2017	473.58
161701000	WOMERSLEY, KELLY A	04/11/2017	15.00
56	ACH	Check(s) For a Total of	10,240.70

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	56	ACH	Checks For a Total of	10,240.70
	0	Computer	Checks For a Total of	0.00
Total For	56	Manual, Wire Tran, ACH &	Computer Checks	10,240.70
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	10,240.70

Check Nbr	Vendor Name	Check Date	Check Amount
71613	SERVATKA, BENJAMIN MICHAEL	04/13/2017	50.00
1	Void	Check(s) For a Total of	50.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	0	Manual, Wire Tran, ACH & Computer Checks		0.00
Less	1	Voided	Checks For a Total of	50.00
			Net Amount	-50.00

Check Nbr	Vendor Name	Check Date	Check Amount
84503	AARP DRIVER SAFETY PROGRAM	04/13/2017	295.00
84504	ABBOTT PAINT & CARPET INC	04/13/2017	241.30
84505	ABC-CLIO LLC	04/13/2017	89.00
84506	Vendor Continued Check	04/13/2017	0.00
84507	AGROPUR INC	04/13/2017	21,155.47
84508	ALCHEMY	04/13/2017	200.00
84509	AMAZON	04/13/2017	1,577.61
84510	AMAZON	04/13/2017	1,703.61
84511	AMAZON	04/13/2017	871.12
84512	AMAZON	04/13/2017	384.94
84513	AMAZON	04/13/2017	13.86
84514	AMERICAN MESSAGING	04/13/2017	35.98
84515	AMERICAN TIME & SIGNAL CO	04/13/2017	686.13
84516	AMERIPRISE FINANCIAL SERVICES	04/13/2017	12,804.93
84517	AMERIPRISE SERVICES	04/13/2017	1,118.21
84518	ANDERSON'S	04/13/2017	52.78
84519	ANIMAL HUMANE SOCIETY	04/13/2017	105.00
84520	APPLAUSE LEARNING RESOURCES	04/13/2017	74.80
84521	APPLE VALLEY HS ULTIMATE	04/13/2017	825.00
84522	ARCADE ASPHALT CO	04/13/2017	3,600.00
84523	ARENA SERVICES AND PRODUCTS LL	04/13/2017	595.00
84524	ARTHUR J GALLAGHER & CO	04/13/2017	3,030.00
84525	ASL INTERPRETING SERVICES	04/13/2017	120.00
84526	ASTLEFORD INTERNATIONAL TRUCKS	04/13/2017	30.01
84527	B W T & F ENTERPRISES LLP	04/13/2017	280.00
84528	BARCO PRODUCTS CO	04/13/2017	1,103.05
84529	BARNETT WB CHRYSLER JEEP DODGE	04/13/2017	1,484.83
84530	BARTHOLD	04/13/2017	1,745.37
84531	BAUDVILLE	04/13/2017	292.44
84532	BENCHMARK BEHAVIORAL HEALTH SY	04/13/2017	1,725.00
84533	BERGIN FRUIT AND NUT CO	04/13/2017	333.59
84534	BEST BUY BUSINESS ADVANTAGE AC	04/13/2017	7,741.00
84535	BEST WESTERN WB COUNTRY INN	04/13/2017	1,139.06
84536	BLICK ART MATERIALS	04/13/2017	373.20
84537	BLUE BELL ENTERPRISES INC	04/13/2017	6,733.44
84538	BLUEBIRD SCREEN PRINT	04/13/2017	142.00
84539	BRYAN ROCK PRODUCTS	04/13/2017	3,228.28
84540	THE BUG COMPANY	04/13/2017	17.00
84541	BURTON, AMOREENA	04/13/2017	4.99
84542	CDW GOVERNMENT INC	04/13/2017	1,032.60
84543	CENGAGE LEARNING	04/13/2017	987.25
84544	CENTURY POWER EQUIPMENT	04/13/2017	93.48
84545	CHARLES, JEREMY	04/13/2017	436.60
84546	THE CHILDREN'S THEATRE COMPANY	04/13/2017	1,740.00
84547	CINTAS CORP #470	04/13/2017	246.79
84548	CONNEY SAFETY	04/13/2017	609.16
84549	CONTINENTAL CLAY CO	04/13/2017	275.56
84550	COUNCIL FOR EXCEPTIONAL CHILDR	04/13/2017	44.54
84551	CUB FOODS OF WHITE BEAR TWSHP	04/13/2017	1,125.29
84552	CUB FOODS	04/13/2017	139.80

Check Nbr	Vendor Name	Check Date	Check Amount
84553	CULLIGAN BOTTLED WATER	04/13/2017	26.00
84554	Vendor Continued Check	04/13/2017	0.00
84555	CUMMINS NPOWER LLC	04/13/2017	7,235.67
84556	CUMMINGS MOBILITY CONVERSIONS	04/13/2017	48.72
84557	CURRICULUM ASSOCIATES LLC	04/13/2017	22.94
84558	DALCO CORPORATION	04/13/2017	33,819.30
84559	DANENBERG, NANCY	04/13/2017	87.07
84560	DEBZ SHIRTZ	04/13/2017	180.00
84561	DECKER INC	04/13/2017	233.91
84562	DELEGARD TOOL OF TEXAS INC	04/13/2017	1,016.70
84563	DELLWOOD COUNTRY CLUB	04/13/2017	2,184.77
84564	DEMCO INC	04/13/2017	1,610.92
84565	DESIGNER SIGN SYSTEMS INC	04/13/2017	551.05
84566	DIVERSIFIED SNACK DISTRIBUTION	04/13/2017	2,276.50
84567	DOMINOS PIZZA	04/13/2017	115.50
84568	DOMINOS PIZZA	04/13/2017	161.97
84569	DOOR SERVICE COMPANY	04/13/2017	8,002.00
84570	DEFINITIVE TECHNOLOGY SOLUTION	04/13/2017	811.35
84571	DEFINITIVE TECHNOLOGY SOLUTION	04/13/2017	11,608.63
84572	DEFINITIVE TECHNOLOGY SOLUTION	04/13/2017	14,227.20
84573	EAT! @ BANNING AND 5TH	04/13/2017	50.68
84574	ECKROTH MUSIC	04/13/2017	70.80
84575	ELECTRIC MOTOR REPAIR	04/13/2017	495.32
84576	ENABLING DEVICES	04/13/2017	156.95
84577	THE FABULOUS PHOTO BOOTH	04/13/2017	345.00
84578	FASTENAL COMPANY	04/13/2017	140.44
84579	FEDEX	04/13/2017	29.01
84580	FIRST STUDENT INC	04/13/2017	73,762.26
84581	FLINN SCIENTIFIC INC	04/13/2017	230.17
84582	FOLLETT SCHOOL SOLUTIONS INC	04/13/2017	619.07
84583	FRATTALONES HARDWARE STORES	04/13/2017	705.90
84584	FUN EXPRESS LLC	04/13/2017	67.47
84585	GALLAGHERS NORTHWESTERN TIRE C	04/13/2017	1,669.80
84586	GALLIVAN, PATRICK	04/13/2017	300.40
84587	GENERAL PARTS LLC	04/13/2017	4,472.01
84588	GOLF TEAM PRODUCTS	04/13/2017	884.00
84589	GOPHER	04/13/2017	322.30
84590	Vendor Continued Check	04/13/2017	0.00
84591	GRAINGER	04/13/2017	1,416.74
84592	GRANDMA'S BAKERY INC	04/13/2017	163.59
84593	GREAT LAKES AQUARIUM	04/13/2017	210.00
84594	GREAT RIVER OFFICE PRODUCTS	04/13/2017	85.12
84595	GREATAMERICA FINANCIAL SERVICE	04/13/2017	715.22
84596	GREATER TWIN CITIES UNITED WAY	04/13/2017	145.00
84597	GROTH MUSIC CO	04/13/2017	8.99
84598	GROUP TRAVEL PLANNERS	04/13/2017	28,616.00
84599	GYNZY.COM	04/13/2017	99.00
84600	HEALTHPARTNERS	04/13/2017	226,473.95
84601	HERITAGE	04/13/2017	383.65
84602	HIAWATHA HOMECARE	04/13/2017	364.50

Check Nbr	Vendor Name	Check Date	Check Amount
84603	HILL, KATHY N	04/13/2017	99.00
84604	HISDAHL INC	04/13/2017	245.98
84605	HOBART SERVICE	04/13/2017	111.60
84606	HOGLUND BUS AND TRUCK CO	04/13/2017	11,697.61
84607	HOLDER, EMILY	04/13/2017	300.00
84608	HORWITZ	04/13/2017	845.00
84609	HOUGHTON MIFFLIN HARCOURT	04/13/2017	109.85
84610	HOUSE OF PRINT	04/13/2017	2,706.96
84611	HUERTH, MICHAEL	04/13/2017	922.80
84612	HUMPHREY, MARILYN	04/13/2017	19.95
84613	Vendor Continued Check	04/13/2017	0.00
84614	Vendor Continued Check	04/13/2017	0.00
84615	Vendor Continued Check	04/13/2017	0.00
84616	Vendor Continued Check	04/13/2017	0.00
84617	Vendor Continued Check	04/13/2017	0.00
84618	IFD	04/13/2017	132,350.94
84619	INNOVATIVE OFFICE SOLUTIONS	04/13/2017	1,585.99
84620	INSTRUMENTALIST AWARDS	04/13/2017	400.00
84621	INTEGRA TELECOM	04/13/2017	319.02
84622	INTELLIGERE INC	04/13/2017	50.00
84623	IUOE LOCAL 70	04/13/2017	2,457.32
84624	J & R SCHOOL SUPPLIES	04/13/2017	185.50
84625	JW PEPPER & SON INC	04/13/2017	240.68
84626	KANCANS, KRISTINE LAURA	04/13/2017	150.00
84627	KARLSBURGER FOODS INC	04/13/2017	234.23
84628	KATH FUEL OIL SERVICE CO	04/13/2017	16,038.13
84629	KEYSTONE INTERPRETING SOLUTION	04/13/2017	499.15
84630	KIDCREATE STUDIO	04/13/2017	719.00
84631	KIMBALL MIDWEST	04/13/2017	84.12
84632	KONICA MINOLTA PREMIER FINANCE	04/13/2017	5,774.66
84633	Vendor Continued Check	04/13/2017	0.00
84634	KRAFT CONTRACTING & MECHANICAL	04/13/2017	9,138.07
84635	KULLY SUPPLY COMPANY	04/13/2017	1,067.50
84636	LAKE COUNTRY BOOKSELLERS	04/13/2017	723.67
84637	LAKESHORE LEARNING MATERIALS	04/13/2017	780.85
84638	LANGERS	04/13/2017	3,850.00
84639	LANGUAGE LINE SERVICES	04/13/2017	615.60
84640	LARSON, CHAD CLIFFORD	04/13/2017	16.95
84641	LAWRENCE SIGN	04/13/2017	2,405.00
84642	LEARNING OPPORTUNITIES INC	04/13/2017	606.91
84643	LEGIONVILLE	04/13/2017	825.00
84644	THE LEUKEMIA & LYMPHOMA SOCIET	04/13/2017	2,356.48
84645	LIBERTY CLASSICAL ACADEMY	04/13/2017	1,829.37
84646	LISA'S PHOTOGRAPHY	04/13/2017	100.00
84647	L T G POWER EQUIPMENT	04/13/2017	1,979.10
84648	METROPOLITAN AREA AGENCY	04/13/2017	12,768.88
84649	MACKIN EDUCATIONAL RESOURCES	04/13/2017	669.10
84650	MAGIC BOUNCE	04/13/2017	470.60
84651	MAHS/MASC	04/13/2017	750.00
84652	MAPLE GROVE SPEECH+DEBATE BOOS	04/13/2017	91.00

Check Nbr	Vendor Name	Check Date	Check Amount
84653	MARCO, INC	04/13/2017	650.28
84654	Vendor Continued Check	04/13/2017	0.00
84655	Vendor Continued Check	04/13/2017	0.00
84656	MCDONOUGH'S WATERJETTING AND	04/13/2017	5,732.76
84657	MEDICARE PREMIUM COLLECTION CT	04/13/2017	200.80
84658	MEHLHORN, CODY	04/13/2017	169.50
84659	MENIER, ANN MARGARET	04/13/2017	177.24
84660	MESSERLI & KRAMER PA	04/13/2017	310.00
84661	METRO MEALS ON WHEELS INC	04/13/2017	405.00
84662	METRO SOUND AND LIGHTING	04/13/2017	300.24
84663	METROPOLITAN LIFE	04/13/2017	2,255.83
84664	MHC CULINARY GROUP	04/13/2017	2,897.39
84665	MHS	04/13/2017	264.00
84666	MID CITY SERVICES - INDUSTRIAL	04/13/2017	2,087.22
84667	MINVALCO INC	04/13/2017	457.06
84668	MN BRAIN INJURY ALLIANCE	04/13/2017	250.00
84669	MN DEPT OF LABOR & INDUSTRY	04/13/2017	400.00
84670	MN ELEVATOR INC	04/13/2017	307.75
84671	MN HISTORICAL SOCIETY	04/13/2017	300.00
84672	MN HISTORICAL SOCIETY	04/13/2017	1,875.00
84673	MN HS CYCLING LEAGUE	04/13/2017	125.00
84674	MN POLLUTION CONTROL AGENCY	04/13/2017	25.00
84675	MN ASSOC FOR FAMILY & EARLY ED	04/13/2017	150.00
84676	MODERN FENCE & CONST INC	04/13/2017	1,300.00
84677	MULAWA, AMY CHRISTINE	04/13/2017	75.00
84678	MUSIC CONNECTION INC	04/13/2017	834.98
84679	MVP FUNDRAISING CARDS	04/13/2017	5,600.00
84680	NARDINI FIRE EQUIPMENT CO INC	04/13/2017	928.00
84681	NASSEFF MECH CONTRACTORS	04/13/2017	2,258.80
84682	NATHANSON, GLORIA	04/13/2017	25.00
84683	NATL RECOGNITION PRODUCTS	04/13/2017	147.71
84684	NATURES VISION	04/13/2017	1,021.20
84685	NAVARRO, ANGELA IBEHT	04/13/2017	6.99
84686	NCS PEARSON INC	04/13/2017	67.00
84687	NIENHUIS MONTESSORI USA INC	04/13/2017	295.35
84688	NORCENTRONIX DISTRIBUTING	04/13/2017	90.00
84689	NORTH CENTRAL TRUCK EQUIPMENT	04/13/2017	7,094.17
84690	NORTH MEMORIAL OCCUPATIONAL ME	04/13/2017	162.00
84691	NORTH SUBURBAN TOWING	04/13/2017	325.00
84692	NORTHBOUND CREATIVE	04/13/2017	300.00
84693	NORTHERN LIGHTS	04/13/2017	1,590.00
84694	O'REILLY AUTOMOTIVE INC	04/13/2017	1,845.74
84695	Vendor Continued Check	04/13/2017	0.00
84696	ON SITE SANITATION INC	04/13/2017	567.54
84697	ONEKA RIDGE GOLF COURSE	04/13/2017	1,800.00
84698	ONENECK IT SOLUTIONS LLC	04/13/2017	525.00
84699	ONLY 1 AUTO GLASS	04/13/2017	274.91
84700	ONSITE AUTO GLASS	04/13/2017	60.92
84701	ORDWAY CENTER FOR PERFORMING	04/13/2017	850.50
84702	OXYGEN SERVICE CO INC	04/13/2017	46.85

Check Nbr	Vendor Name	Check Date	Check Amount
84703	PAPER DIRECT	04/13/2017	112.95
84704	PAR INC	04/13/2017	1,377.00
84705	PAUL VADNAIS PLUMBING & WELL	04/13/2017	327.00
84706	PELOQUIN, BRIAN FRANCIS	04/13/2017	609.48
84707	PETERSON BROS ROOFING & CONST	04/13/2017	3,217.42
84708	PHAY, PIERRE	04/13/2017	5.99
84709	PHOENIX ALTERNATIVES INC	04/13/2017	391.88
84710	PODS COMPLETE CAR CARE	04/13/2017	34.83
84711	POWER DISTRIBUTORS	04/13/2017	318.75
84712	PRESS PUBLICATIONS	04/13/2017	682.99
84713	PRO-ED INC	04/13/2017	478.45
84714	R & R SPECIALTIES INC	04/13/2017	35.50
84715	RAUSCH, STURM, ISRAEL,	04/13/2017	73.00
84716	REBYL SPORTS INC	04/13/2017	495.00
84717	REHBEIN TRANSIT CO INC	04/13/2017	13,680.00
84718	REPUBLIC SERVICES #899	04/13/2017	7,970.58
84719	THE RETROFIT COMPANIES INC	04/13/2017	234.19
84720	THE ROSE LAW FIRM, PLLC	04/13/2017	69.00
84721	ROW-LOFF PRODUCTIONS	04/13/2017	67.00
84722	ROYCE ROLLS RINGER CO	04/13/2017	46.88
84723	RUPP ANDERSON SQUIRES & WALDSP	04/13/2017	4,080.00
84724	SAF ENTERPRISES LLC	04/13/2017	218.07
84725	SAFETYFIRST PLAYGROUND SURFACI	04/13/2017	4,613.00
84726	SAINTS NORTH MAPLEWOOD	04/13/2017	696.50
84727	SALLIOTTE SEWING CO	04/13/2017	185.75
84728	SAM'S CLUB/SYNCHRONY BANK	04/13/2017	234.58
84729	SAM'S CLUB/SYNCHRONY BANK	04/13/2017	502.26
84730	SAM'S CLUB/SYNCHRONY BANK	04/13/2017	992.92
84731	SCENARIO LEARNING LLC	04/13/2017	5,124.25
84732	SCHMITT MUSIC COMPANY	04/13/2017	120.00
84733	SCHOOL SERVICE EMPLOYEES	04/13/2017	6,651.00
84734	SCHOOL SPECIALTY	04/13/2017	189.56
84735	SCHOOLFINANCES.COM	04/13/2017	500.00
84736	SCHROEHER, JANE	04/13/2017	300.00
84737	SCIENCE FIRST LLC	04/13/2017	9.95
84738	SEEVER, GRAY	04/13/2017	160.00
84739	SENTRY SYSTEMS INC	04/13/2017	415.00
84740	SERVATKA, BENJAMIN MICHAEL	04/13/2017	50.00
84741	SEW EASY DESIGNS	04/13/2017	2,003.00
84742	SHAKOPEE HIGH SCHOOL	04/13/2017	96.00
84743	SHEETS, KEVIN RAY	04/13/2017	16.99
84744	SITEONE LANDSCAPE SUPPLY	04/13/2017	45.00
84745	SCHOOL NUTRITION ASSOC (SNA)	04/13/2017	11.00
84746	SOUTHWEST BINDING & LAMINATING	04/13/2017	498.14
84747	SPECIALIST ID INC	04/13/2017	115.78
84748	STAY TUNED PIANO SERVICES	04/13/2017	98.00
84749	STEVE WEISS MUSIC	04/13/2017	752.95
84750	STUDENT SUPPLY	04/13/2017	225.85
84751	SUMMIT COMPANIES	04/13/2017	1,695.00
84752	SURPLUS SERVICES	04/13/2017	722.00

Check Nbr	Vendor Name	Check Date	Check Amount
84753	SWANSON, STEPHEN	04/13/2017	740.00
84754	TAHER DOT CAFE	04/13/2017	264.90
84755	TAMARACK NATURE CENTER	04/13/2017	21,873.05
84756	TEACHER SYNERGY LLC	04/13/2017	85.74
84757	TECHTRON ENGINEERING	04/13/2017	1,280.00
84758	THYSSENKRUPP ELEVATOR CORP	04/13/2017	744.89
84759	TORGRIMSON, ANDY	04/13/2017	65.00
84760	TOTAL ENTERTAINMENT PRODUCTION	04/13/2017	300.00
84761	TOTAL TOOL SUPPLY INC	04/13/2017	594.12
84762	TRADE PRESS INC	04/13/2017	3,348.00
84763	TRANE US INC	04/13/2017	14.00
84764	TRIO SUPPLY COMPANY	04/13/2017	10,089.35
84765	TRUSTED EMPLOYEES	04/13/2017	1,262.00
84766	TSBL DISTRIBUTING	04/13/2017	167.94
84767	TURFWERKS INC	04/13/2017	202.54
84768	TWIN CITY HARDWARE	04/13/2017	556.38
84769	TWIN CITY TRANSPORTATION INC	04/13/2017	70,217.43
84770	UHL CO INC	04/13/2017	1,783.50
84771	UNITED REFRIGERATION	04/13/2017	75.28
84772	UNIVERSAL ATHLETIC	04/13/2017	3,009.86
84773	UPROOTER	04/13/2017	1,730.80
84774	THE UPS STORE #3299	04/13/2017	284.00
84775	US DEPT OF EDUCATION	04/13/2017	488.09
84776	US FOODS CULINARY EQUIP & SUPP	04/13/2017	217.78
84777	USA ULTIMATE	04/13/2017	30.00
84778	CITY OF VADNAIS HEIGHTS	04/13/2017	2,202.35
84779	VAN, NGHIA	04/13/2017	400.00
84780	VANG, AMELIA	04/13/2017	150.00
84781	VANGUARD SMALL BUSINESS SERVIC	04/13/2017	28,718.01
84782	VENDINI INC	04/13/2017	690.00
84783	VERSTEEG, MARIA	04/13/2017	150.00
84784	VADNAIS HEIGHTS ECONOMIC DEV C	04/13/2017	250.00
84785	VIKING ELECTRIC SUPPLY	04/13/2017	4,026.64
84786	VYNE EDUC	04/13/2017	209.99
84787	WARNERS' STELLIAN	04/13/2017	508.90
84788	WHITE BEAR CENTER FOR THE ARTS	04/13/2017	10,312.50
84789	WHITE BEAR LAKE (CITY OF)	04/13/2017	5,341.66
84790	WHITE BEAR LAKE CITY	04/13/2017	50.00
84791	WBLA EDUCATIONAL FOUNDATION	04/13/2017	743.50
84792	WESTERN SPRING MFG	04/13/2017	80.00
84793	WILCOX PAPER	04/13/2017	663.20
84794	WILLCOXON, KRISTEN L	04/13/2017	31.93
84795	WOODWARD ACADEMY	04/13/2017	565.02
84796	WORLD BOOK INC	04/13/2017	2,390.28
84797	YOGA DEVOTION LLC	04/13/2017	576.00
84798	YOUNGHANS, MELISSA	04/13/2017	27.50
84799	ZONEONE LOCATING	04/13/2017	274.85

297	Computer	Check(s) For a Total of	1,015,869.33
-----	----------	-------------------------	--------------

Check Nbr	Vendor Name	Check Date	Check Amount
82859	STAY TUNED PIANO SERVICES	04/13/2017	0.00
1	Manual	Check(s) For a Total of	0.00

	1	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	297	Computer	Checks For a Total of	1,015,869.33
Total For	298	Manual, Wire Tran, ACH &	Computer Checks	1,015,869.33
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,015,869.33

Check Nbr	Vendor Name	Check Date	Check Amount
161701001	ACCIARI, NICOLE E	04/26/2017	130.00
161701002	ANDERSON, HEIDI J	04/26/2017	75.00
161701003	BABCOCK, ARIANA K	04/26/2017	148.62
161701004	BEGE, JEFFREY T	04/26/2017	180.22
161701005	BROWN, BROOKE L	04/26/2017	40.66
161701006	CARLSON, CARRIE E	04/26/2017	41.55
161701007	DAHLEM, TERESA	04/26/2017	992.40
161701008	DARGAY, ANGELA D	04/26/2017	27.02
161701009	DEUEL, LYN M	04/26/2017	28.49
161701010	DEVET, NICHOLAS M	04/26/2017	69.00
161701011	DURAND, JENNIFER A	04/26/2017	260.00
161701012	FAHEY, ELLEN M	04/26/2017	1,072.91
161701013	FLINT II, RAY W	04/26/2017	183.21
161701014	FULTON, SHANNON S	04/26/2017	75.00
161701015	GRANT, SHANNON	04/26/2017	50.00
161701016	HARDING, KARLA J	04/26/2017	75.00
161701017	HAYDEN, CHRISTINA MARIE	04/26/2017	75.00
161701018	HERMANN, TIMOTHY J	04/26/2017	1,953.83
161701019	INDLECOFFER, TRACI D	04/26/2017	49.05
161701020	JESKE-WALFOORT, KIMBERLY A	04/26/2017	75.00
161701021	JOHNSON, AMY J	04/26/2017	93.09
161701022	JOHNSON, SADIE R	04/26/2017	330.36
161701023	JORGENSEN, AMY L	04/26/2017	181.90
161701024	KATH, ABBY J	04/26/2017	39.98
161701025	KAZAK, PAIGE R	04/26/2017	68.00
161701026	KAZMIERCZAK, WAYNE A	04/26/2017	983.17
161701027	KEHOE, CINDY K	04/26/2017	14.97
161701028	KENTFIELD, KELLY S	04/26/2017	146.01
161701029	KERBAGE, STEPHANIE A	04/26/2017	139.05
161701030	KNUTSON, CASSANDRA M	04/26/2017	41.07
161701031	KUPFERSCHMIDT, ROBERT B	04/26/2017	195.00
161701032	LATUFF, JENNIFER J	04/26/2017	132.41
161701033	MALONEY, JESSE E	04/26/2017	146.83
161701034	MANLEY, KATHLEEN M	04/26/2017	68.99
161701035	MARKUSON, RACHAEL J	04/26/2017	71.42
161701036	MARSH, KATHERINE M	04/26/2017	32.97
161701037	MCCORMICK, REBEKKA ANNE	04/26/2017	95.62
161701038	MOWERY, TRACY L	04/26/2017	211.04
161701039	NICKELS, JOLEEN A	04/26/2017	48.42
161701040	OYEN, JENNIFER M	04/26/2017	96.00
161701041	PERCIVAL, PATRICIA A	04/26/2017	38.73
161701042	PERRON, PAULA H	04/26/2017	37.98
161701043	PETERSON, ASHLEY P	04/26/2017	75.00
161701044	PHILLIPS, LISA A	04/26/2017	50.00
161701045	POKORNY, MARY J	04/26/2017	2,042.31
161701046	PONTIOUS, JODY L	04/26/2017	199.00
161701047	PUJOLS, JUAN	04/26/2017	260.00
161701048	PYLKAS-BOCK, KELLY ANN	04/26/2017	75.00
161701049	RYAN, SUSAN W	04/26/2017	50.00
161701050	SAMPOANG, DESSERAY R	04/26/2017	610.50

Check Nbr	Vendor Name	Check Date	Check Amount
161701051	SANDERS, MALORIE L	04/26/2017	325.00
161701052	SATHER, MICHELE T	04/26/2017	134.33
161701053	SCANLAN, KYRA P	04/26/2017	75.00
161701054	SCHENZ, KIMBERLEE R	04/26/2017	110.22
161701055	STIRLING, CONNIE B	04/26/2017	55.35
161701056	STUCYNSKI, JILL L	04/26/2017	30.50
161701057	SULLIVAN, JENNIFER S	04/26/2017	20.96
161701058	SYNAN, ERIN K	04/26/2017	67.47
161701059	VAIL, ANNE B	04/26/2017	164.33
161701060	WINKLER, PAMELA L	04/26/2017	75.00
161701061	YANG, MEE XIONG	04/26/2017	40.00
61	ACH	Check(s) For a Total of	13,274.94

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	61	ACH	Checks For a Total of	13,274.94
	0	Computer	Checks For a Total of	0.00
Total For	61	Manual, Wire Tran, ACH &	Computer Checks	13,274.94
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	13,274.94

Check Nbr	Vendor Name	Check Date	Check Amount
84800	AARP DRIVER SAFETY PROGRAM	04/27/2017	550.00
84801	AARP DRIVER SAFETY PROGRAM	04/27/2017	495.00
84802	ACCLAIM SERVICES INC	04/27/2017	477.00
84803	ACTFL	04/27/2017	44.17
84804	AMAZON	04/27/2017	286.38
84805	AMAZON	04/27/2017	490.33
84806	AMAZON	04/27/2017	935.45
84807	AMAZON	04/27/2017	181.37
84808	AMAZON	04/27/2017	248.75
84809	AMAZON	04/27/2017	2,831.84
84810	AMAZON	04/27/2017	72.39
84811	AMAZON	04/27/2017	695.19
84812	AMAZON	04/27/2017	2,274.90
84813	AMAZON	04/27/2017	137.05
84814	AMAZON	04/27/2017	63.76
84815	AMAZON	04/27/2017	1,290.82
84816	AMAZON	04/27/2017	373.98
84817	AMAZON	04/27/2017	375.37
84818	AMAZON	04/27/2017	734.70
84819	AMAZON	04/27/2017	93.06
84820	AMAZON	04/27/2017	69.84
84821	AMERICAN CANCER SOCIETY	04/27/2017	960.05
84822	AMERICAN MAILING MACHINES	04/27/2017	284.92
84823	AMERIPRISE FINANCIAL SERVICES	04/27/2017	12,804.93
84824	ANDERSON, KRISTINE K	04/27/2017	31.80
84825	ANOKA-HENNEPIN SCHOOL DISTRICT	04/27/2017	800.00
84826	AMERICAN OCCUPATIONAL THERAPY	04/27/2017	387.00
84827	APPLAUSE LEARNING RESOURCES	04/27/2017	29.95
84828	ASL INTERPRETING SERVICES	04/27/2017	240.00
84829	ASTLEFORD INTERNATIONAL TRUCKS	04/27/2017	152.85
84830	ATCHISON, DENNIS	04/27/2017	77.00
84831	AUGSBURG COLLEGE	04/27/2017	725.00
84832	AZONWU, GRACE	04/27/2017	200.00
84833	B W T & F ENTERPRISES LLP	04/27/2017	50.00
84834	BAKER, JEFFREY	04/27/2017	69.00
84835	BARNETT WB CHRYSLER JEEP DODGE	04/27/2017	1,086.28
84836	BARNES, W MICHAEL	04/27/2017	53.00
84837	BECERRA, ANGELA XIMENA	04/27/2017	50.00
84838	BEHLOW, DAVID	04/27/2017	235.92
84839	BENDER, CARMEN	04/27/2017	380.00
84840	BERGER, BETH ANN	04/27/2017	6.00
84841	BERRY BLENDZ - EDEN PRAIRIE	04/27/2017	450.00
84842	BLICK ART MATERIALS	04/27/2017	72.14
84843	BOATMAN, TERESA ARGO	04/27/2017	100.00
84844	BOWMAN, DON	04/27/2017	69.00
84845	BRAINPOP LLC	04/27/2017	230.00
84846	BROCKWAY, TOM	04/27/2017	98.00
84847	BSN SPORTS	04/27/2017	1,253.43
84848	BURGEN, DAVID	04/27/2017	69.00
84849	CAPITAL ONE COMMERCIAL	04/27/2017	112.53

Check Nbr	Vendor Name	Check Date	Check Amount
84850	CARBONES PIZZERIA	04/27/2017	767.23
84851	CARLETON COLLEGE	04/27/2017	725.00
84852	CARTER, MICHAEL D	04/27/2017	131.00
84853	THE CHILDREN'S THEATRE COMPANY	04/27/2017	600.00
84854	CITI-CARGO & STORAGE CO INC	04/27/2017	85.00
84855	CLEAN IMAGE	04/27/2017	393.50
84856	COBORNS DELIVERS	04/27/2017	138.80
84857	THE COLLEGE BOARD-MRO	04/27/2017	275.00
84858	COMCAST	04/27/2017	280.92
84859	COMMERICAL KITCHEN SERVICES	04/27/2017	494.36
84860	CONNEY SAFETY	04/27/2017	244.15
84861	COOPS SPORTSWEAR	04/27/2017	342.00
84862	CRAFT, PATRICIA	04/27/2017	42.50
84863	CRAWFORD, CALLAHAN M	04/27/2017	53.00
84864	CROWN GLOBAL CONSULTING LLC	04/27/2017	900.00
84865	CUB FOODS OF WHITE BEAR TWSHP	04/27/2017	647.01
84866	DECKER INC	04/27/2017	206.33
84867	DELLWOOD COUNTRY CLUB	04/27/2017	1,296.81
84868	DOMINOS PIZZA	04/27/2017	60.70
84869	DONATELLI'S	04/27/2017	1,318.53
84870	DOOR SERVICE COMPANY	04/27/2017	1,129.00
84871	DORJATH, EMILY	04/27/2017	69.00
84872	DEFINITIVE TECHNOLOGY SOLUTION	04/27/2017	7,226.38
84873	DEFINITIVE TECHNOLOGY SOLUTION	04/27/2017	11,842.67
84874	DUBOIS, RICHARD	04/27/2017	78.00
84875	DUDE SOLUTIONS	04/27/2017	8,526.00
84876	ECKROTH MUSIC	04/27/2017	11,342.70
84877	EDINBOROUGH PARK	04/27/2017	340.00
84878	EESCO UNITED ELECTRIC	04/27/2017	170.63
84879	EQUITY ALLIANCE MN	04/27/2017	46,940.00
84880	FASTBRIDGE LEARNING	04/27/2017	25,200.00
84881	Vendor Continued Check	04/27/2017	0.00
84882	FASTENAL COMPANY	04/27/2017	468.77
84883	FEIGUM, DANIEL	04/27/2017	77.00
84884	FESTIVAL FOODS-KNOWLAN'S	04/27/2017	988.63
84885	FINN SISU	04/27/2017	188.40
84886	FLANAGAN, HOPE LYNN	04/27/2017	200.00
84887	FLINN SCIENTIFIC INC	04/27/2017	624.48
84888	FLORIN, JOLYN A	04/27/2017	1,092.00
84889	FOREST LAKE HIGH SCHOOL	04/27/2017	350.00
84890	FOREST LAKE PRINTING	04/27/2017	71.28
84891	FUN EXPRESS LLC	04/27/2017	198.88
84892	GALLAGHERS NORTHWESTERN TIRE C	04/27/2017	1,783.05
84893	GEIB, SCOTT	04/27/2017	77.00
84894	GILLUND ENTERPRISES	04/27/2017	204.00
84895	GOLDCOM INC	04/27/2017	163.68
84896	GOPHER	04/27/2017	186.36
84897	GOPHERMODS EDUC LLC	04/27/2017	219.00
84898	Vendor Continued Check	04/27/2017	0.00
84899	GRAINGER	04/27/2017	1,870.51

Check Nbr	Vendor Name	Check Date	Check Amount
84900	GREAT LAKES COCA COLA DIST LLC	04/27/2017	944.64
84901	GREAT RIVER OFFICE PRODUCTS	04/27/2017	65.05
84902	GREATAMERICA FINANCIAL SERVICE	04/27/2017	1,829.62
84903	GREATAMERICA FINANCIAL SERVICE	04/27/2017	739.20
84904	GREATER TWIN CITIES UNITED WAY	04/27/2017	145.00
84905	GREEN, CARIN M	04/27/2017	74.43
84906	GROTH MUSIC CO	04/27/2017	317.99
84907	GTM SPORTSWEAR	04/27/2017	500.00
84908	H2O FOR LIFE	04/27/2017	794.00
84909	HANSON, EUGENE	04/27/2017	69.00
84910	HEART 2 HEART CPR LLC	04/27/2017	1,108.00
84911	HERITAGE FOOD SERVICE GROUP	04/27/2017	174.44
84912	HISDAHL INC	04/27/2017	87.50
84913	HOANG, CONG	04/27/2017	460.00
84914	HOBART SERVICE	04/27/2017	21.49
84915	HODEN, COLLEEN ERIN MCCLUSKEY	04/27/2017	100.00
84916	HOFFMAN, RICHARD A	04/27/2017	77.00
84917	HOME DEPOT CREDIT SERVICES	04/27/2017	591.35
84918	HOUGHTON MIFFLIN HARCOURT	04/27/2017	282.81
84919	HUGO CITY OF	04/27/2017	1,965.08
84920	IDEAL ADVERTISING	04/27/2017	700.00
84921	IDENTITYSTORES	04/27/2017	65.50
84922	INNOVATIVE OFFICE SOLUTIONS	04/27/2017	2,622.04
84923	INSTITUTE FOR BRAIN POTENTIAL	04/27/2017	79.00
84924	INTEREUM	04/27/2017	910.00
84925	IUOE LOCAL 70	04/27/2017	2,429.94
84926	JENS VENDING	04/27/2017	192.00
84927	JOHN HENRY FOSTER MINNESOTA	04/27/2017	395.74
84928	JOHNSON, ELLA	04/27/2017	200.00
84929	JOHNSON, GERALD	04/27/2017	69.00
84930	JOHNSON, KEITH	04/27/2017	69.00
84931	JOHNSON CONTROLS INC	04/27/2017	354.90
84932	JOHNSON, ROBIN L	04/27/2017	77.00
84933	JW PEPPER & SON INC	04/27/2017	62.45
84934	KAISER, PHYLLIS	04/27/2017	17.85
84935	KANIPES, DAVID F	04/27/2017	69.00
84936	KARLSBURGER FOODS INC	04/27/2017	95.28
84937	KATH FUEL OIL SERVICE CO	04/27/2017	4,808.60
84938	KEYSTONE INTERPRETING SOLUTION	04/27/2017	402.00
84939	KILMARTIN, SHANNON	04/27/2017	236.00
84940	KOEHLER & DRAMM WHOLESALE FLOR	04/27/2017	156.47
84941	KRAFT CONTRACTING & MECHANICAL	04/27/2017	11,009.09
84942	KROCAK, DIONTAE DELORAEN	04/27/2017	200.00
84943	KULLY SUPPLY COMPANY	04/27/2017	705.05
84944	LACROSSE UNLIMITED	04/27/2017	7,625.00
84945	LAKE AREA FLOORING	04/27/2017	950.00
84946	LARSON, BEVERLEY M	04/27/2017	18.70
84947	LARSON, CHRISTOPHER	04/27/2017	78.00
84948	LASCHE, HALEY	04/27/2017	100.00
84949	LEARNING OPPORTUNITIES INC	04/27/2017	277.88

Check Nbr	Vendor Name	Check Date	Check Amount
84950	LEE, CASSIDY PAJNAG	04/27/2017	200.00
84951	LEFEVRE, SHIRLEY A	04/27/2017	20.00
84952	LEMOINE, JAMES M	04/27/2017	14.45
84953	LEVASSEUR, MARY	04/27/2017	28.05
84954	LINDELL, JOSH	04/27/2017	78.00
84955	LINDER, ROBERT	04/27/2017	77.00
84956	Vendor Continued Check	04/27/2017	0.00
84957	Vendor Continued Check	04/27/2017	0.00
84958	Vendor Continued Check	04/27/2017	0.00
84959	MADISON NATIONAL LIFE	04/27/2017	45,663.27
84960	MAILFINANCE INC	04/27/2017	449.61
84961	MALECEK TEAM WRESTLING CAMP LL	04/27/2017	500.00
84962	MARCO, INC	04/27/2017	650.28
84963	MARKET DISTRIBUTING	04/27/2017	2,663.40
84964	MARTINEZ, ANDRE	04/27/2017	200.00
84965	MN ASSOC OF SECRETARIES TO THE	04/27/2017	180.00
84966	MAVO SYSTEMS	04/27/2017	3,984.09
84967	MCGIVERN, JEROME JAY	04/27/2017	69.00
84968	MCNERTNEY, HOWARD	04/27/2017	77.00
84969	MEDTOX LABORATORIES	04/27/2017	132.45
84970	MELLES, MARK	04/27/2017	77.00
84971	MENARDS-MAPLEWOOD	04/27/2017	76.08
84972	MESSERLI & KRAMER PA	04/27/2017	478.00
84973	METROPOLITAN LIFE	04/27/2017	2,328.76
84974	MIDWEST BUS PARTS INC	04/27/2017	61.73
84975	MILLER, BRETT	04/27/2017	77.00
84976	MILLIGAN, THERESA J	04/27/2017	70.00
84977	MINVALCO INC	04/27/2017	212.41
84978	MN CHILD CARE HEALTH CONSULTAN	04/27/2017	215.00
84979	MN EQUIPMENT	04/27/2017	605.06
84980	MN HISTORICAL SOCIETY	04/27/2017	852.00
84981	MN SCHOOL COUNSELORS ASSOC	04/27/2017	450.00
84982	MN ULTIMATE	04/27/2017	1,800.00
84983	MN ASSOC FOR FAMILY & EARLY ED	04/27/2017	285.00
84984	MOBERG, KERRY	04/27/2017	1,500.00
84985	MOORE, CYNTHIA A	04/27/2017	678.00
84986	MN SCHOOL BOARDS ASSN	04/27/2017	360.00
84987	MY MEDICAL CLINIC	04/27/2017	91.00
84988	N2Y	04/27/2017	479.00
84989	NAPA AUTO PARTS	04/27/2017	38.40
84990	NARDINI FIRE EQUIPMENT CO INC	04/27/2017	78.40
84991	NASP INC	04/27/2017	1,680.00
84992	NATL SCHOLASTIC PRESS ASSOC	04/27/2017	189.00
84993	NCS PEARSON INC	04/27/2017	536.31
84994	NELSON, DON	04/27/2017	150.00
84995	NEOFUNDS BY NEOPOST	04/27/2017	500.00
84996	NESS ELECTRONICS INC	04/27/2017	28.46
84997	NEVCO INC	04/27/2017	38.79
84998	NICOL, BARBARA	04/27/2017	5,500.00
84999	NORCENTRONIX DISTRIBUTING	04/27/2017	1,760.00

Check Nbr	Vendor Name	Check Date	Check Amount
85000	NORTH STAR BANK	04/27/2017	7,650.00
85001	NORTHERN STAR COUNCIL, BSA	04/27/2017	1,760.00
85002	NOVAK, JANICE S	04/27/2017	340.00
85003	NATL SCHOOL PUBLIC RELATIONS A	04/27/2017	349.00
85004	NYSTROM PUBLISHING CO INC	04/27/2017	1,337.34
85005	OFFICE DEPOT	04/27/2017	554.61
85006	OLSON, SUZANNE K	04/27/2017	28.47
85007	Vendor Continued Check	04/27/2017	0.00
85008	Vendor Continued Check	04/27/2017	0.00
85009	Vendor Continued Check	04/27/2017	0.00
85010	Vendor Continued Check	04/27/2017	0.00
85011	Vendor Continued Check	04/27/2017	0.00
85012	ON SITE SANITATION INC	04/27/2017	2,589.80
85013	ONENECK IT SOLUTIONS LLC	04/27/2017	245.00
85014	ORDWAY CENTER FOR PERFORMING	04/27/2017	1,046.50
85015	OXYGEN SERVICE CO INC	04/27/2017	274.72
85016	PARPART, JOSEPH	04/27/2017	78.00
85017	PAUL VADNAIS PLUMBING & WELL	04/27/2017	345.00
85018	PELCO CONSTRUCTION LLC	04/27/2017	1,150.00
85019	PETRICH, MELISSA	04/27/2017	210.00
85020	POWER LIFT INC	04/27/2017	795.00
85021	PRAXAIR DISTRIBUTION INC	04/27/2017	138.19
85022	PRICE, TIMOTHY J	04/27/2017	78.00
85023	PRO-ED INC	04/27/2017	422.40
85024	PURINTON, KEVIN	04/27/2017	69.00
85025	RAPIDWRISTBANDS	04/27/2017	164.00
85026	RATHKE, DANNY	04/27/2017	77.00
85027	RATWIK ROSZAK & MALONEY PA	04/27/2017	2,817.00
85028	RAUSCH, STURM, ISRAEL,	04/27/2017	36.00
85029	READ NATURALLY INC	04/27/2017	1,537.80
85030	REALLY GOOD STUFF INC	04/27/2017	75.17
85031	RED BALLOON BOOKSHOP	04/27/2017	148.55
85032	REGENTS OF THE UNIV OF MN	04/27/2017	10,079.26
85033	REINDERS INC	04/27/2017	1,349.00
85034	REINHARDT, HAZEL H	04/27/2017	16,400.00
85035	REMINDERBAND INC	04/27/2017	77.08
85036	RESEARCH PRESS CO INC	04/27/2017	178.18
85037	THE ROSE LAW FIRM, PLLC	04/27/2017	94.00
85038	SAFETYFIRST PLAYGROUND SURFACI	04/27/2017	1,500.00
85039	SAFEWAY DRIVING SCHOOL	04/27/2017	9,450.00
85040	SCANTRON CORPORATION	04/27/2017	286.68
85041	SCHOLASTIC INC	04/27/2017	82.35
85042	Vendor Continued Check	04/27/2017	0.00
85043	SCHOOL SERVICE EMPLOYEES	04/27/2017	6,669.36
85044	SCHOOL SPECIALTY	04/27/2017	181.71
85045	SCIBAK, BRAD	04/27/2017	131.00
85046	SEEVER, GRAY	04/27/2017	160.00
85047	SENR WOOLY	04/27/2017	109.88
85048	SERENDIPITY ART AND DESIGN SER	04/27/2017	2,200.00
85049	SITEONE LANDSCAPE SUPPLY	04/27/2017	304.78

Check Nbr	Vendor Name	Check Date	Check Amount
85050	SMITH, LAURA	04/27/2017	353.39
85051	SCHOOL NUTRITION ASSOC (SNA)	04/27/2017	29.00
85052	SCHOOL NUTRITION ASSOC (SNA)	04/27/2017	18.00
85053	SOCIAL STUDIES SCHOOL SERVICE	04/27/2017	306.54
85054	SOUERS, RANDY	04/27/2017	77.00
85055	SPARTAN PROMOTIONAL GRP INC	04/27/2017	127.19
85056	SPORT SYSTEMS	04/27/2017	9,805.00
85057	STAPLES ADVANTAGE	04/27/2017	2,549.49
85058	STOCKEL, CRAIG	04/27/2017	131.00
85059	SUMMIT COMPANIES	04/27/2017	520.00
85060	SUPER DUPER PUBLICATIONS	04/27/2017	79.93
85061	SURPLUS SERVICES	04/27/2017	296.00
85062	SYNOVIA SOLUTIONS	04/27/2017	1,417.50
85063	TAMARACK NATURE CENTER	04/27/2017	110.50
85064	TEACHER SYNERGY LLC	04/27/2017	27.99
85065	TEACHERS-TEACHERS.COM	04/27/2017	2,950.00
85066	TECHTRON ENGINEERING	04/27/2017	222.96
85067	TENNIS WAREHOUSE	04/27/2017	599.90
85068	TIERNEY BROTHERS INC	04/27/2017	634.95
85069	TRANS-MISSISSIPPI BIO SUPPLY	04/27/2017	99.74
85070	TRANSPORTATION MGMT CORP	04/27/2017	31.50
85071	TST CREATIVE CATERING	04/27/2017	1,529.75
85072	TUMBLEWEED PRESS INC	04/27/2017	599.00
85073	TURFWERKS INC	04/27/2017	51.55
85074	TWH CONSULTING	04/27/2017	900.00
85075	TWIN CITY HARDWARE	04/27/2017	500.50
85076	TYDLACKA-HAMMEKEN, MAYA DELFIN	04/27/2017	200.00
85077	TYLER TECHNOLOGIES INC	04/27/2017	1,650.00
85078	UHL CO INC	04/27/2017	627.27
85079	UNIVERSAL ATHLETIC	04/27/2017	959.82
85080	US DEPT OF EDUCATION	04/27/2017	488.09
85081	US FOODS CULINARY EQUIP & SUPP	04/27/2017	28.75
85082	USA TEST PREP INC	04/27/2017	250.00
85083	VALLEYFAIR GROUP SALES	04/27/2017	7,200.00
85084	VANG, JONATHAN	04/27/2017	200.00
85085	VANGUARD SMALL BUSINESS SERVIC	04/27/2017	28,527.80
85086	VAZQUEZ, RUBEN	04/27/2017	687.50
85087	WALDOCH FARM	04/27/2017	396.50
85088	WARNER, GENE	04/27/2017	78.00
85089	WHITE BEAR CENTER FOR THE ARTS	04/27/2017	11,625.00
85090	WHITE BEAR DANCE CENTER	04/27/2017	1,120.00
85091	WHITE BEAR GLASS INC	04/27/2017	229.00
85092	WHITE BEAR TRAVEL	04/27/2017	14,076.00
85093	WHITE BEAR LIONS CLUB	04/27/2017	5,383.00
85094	WHITE BEAR LAKE ROTARY CLUB	04/27/2017	181.50
85095	WBLA EDUCATIONAL FOUNDATION	04/27/2017	743.50
85096	WEST METRO EDUC PROGRAM	04/27/2017	11,000.00
85097	WEST MUSIC COMPANY	04/27/2017	2,148.69
85098	WESTERN PSYCHOLOGICAL SERVICES	04/27/2017	115.50
85099	WHITSON, CLIFF	04/27/2017	69.00

Check Nbr	Vendor Name	Check Date	Check Amount
85100	WILDERNESS INQUIRY	04/27/2017	1,875.00
85101	WILES, DAVE	04/27/2017	77.00
85102	WILSON, GARY	04/27/2017	189.10
85103	WINNICK SUPPLY	04/27/2017	74.25
85104	WORLD BOOK INC	04/27/2017	71.72
85105	Vendor Continued Check	04/27/2017	0.00
85106	XCEL ENERGY	04/27/2017	134,381.68
85107	YANG, KASHIA PASHA	04/27/2017	200.00
85108	YOUNG REMBRANDTS	04/27/2017	350.00
85109	YOUNGBLOOD LUMBER COMPANY	04/27/2017	1,597.00
85110	ZAHL PETROLEUM MAINTENANCE CO	04/27/2017	40.00
85111	ZAPPETILLO, DAVID	04/27/2017	69.00
85112	ZHOU, TINGTING	04/27/2017	645.31
313	Computer	Check(s) For a Total of	611,025.69

Check Nbr	Vendor Name	Check Date	Check Amount
81884	FIRST STUDENT INC	04/27/2017	0.00
84492	WILDERNESS INQUIRY	04/27/2017	0.00
2	Manual	Check(s) For a Total of	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
84405	MN SCHOOL COUNSELORS ASSOC	04/27/2017	450.00
84699	ONLY 1 AUTO GLASS	04/27/2017	274.91
84700	ONSITE AUTO GLASS	04/27/2017	60.92
84752	SURPLUS SERVICES	04/27/2017	722.00
4	Void	Check(s) For a Total of	1,507.83

	2	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	313	Computer	Checks For a Total of	611,025.69
Total For	315	Manual, Wire Tran, ACH &	Computer Checks	611,025.69
Less	4	Voided	Checks For a Total of	1,507.83
			Net Amount	609,517.86

Check Nbr	Vendor Name	Check Date	Check Amount
71048	CAROON, MELISSA FAYE	04/28/2017	17.00
71571	OLIVARES, BARRY	04/28/2017	16.00
71611	SCOTT, LAURIE LYNN	04/28/2017	12.99
71702	WILSON, NAOMI	04/28/2017	16.99
4	Void	Check(s) For a Total of	62.98

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
0	Computer	Checks For a Total of	0.00
Total For 0	Manual, Wire Tran, ACH &	Computer Checks	0.00
Less 4	Voided	Checks For a Total of	62.98
		Net Amount	-62.98

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: **May 8, 2017**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Director of Finance and Operations**

Donation	Donor	Recipient
\$1,000 for 2017 Excellence Event	Michel and Karen Roe	White Bear Lake Area High School South Campus
\$50	Dr. Michael Lovett	White Bear Lake Area School District
\$131.20	Student Donations	White Bear Lake Area High School
\$400	Dennis and Mina Beth Holman	White Bear Lake Area High School Football
\$500	J & J Contracting, LLC – MN	White Bear Lake Area High School Baseball Team
\$500	Steven and Jenell Crist	White Bear Lake Area High School Baseball Team
\$1,000	Hallberg Engineering	White Bear Lake Area High School Trap Shooting Team
\$500	Col. and Mrs. Eric Ahlness	White Bear Lake Area High School Ahlness Scholarship
\$100 for 2017 Prom	Nelson Marine Motor Service, Inc	White Bear Lake Area High School
\$2,260 for German Trip grants	German American Partnership Program, INC	White Bear Lake Area High School
Two Elliptical Machines	James Faulkner	White Bear Lake Area High School P.E. Department
Seven Graphing Calculators (\$639.31) for Robert Anderson's EL Program	Anne Klein	White Bear Lake Area High School South Campus

RECOMMENDATION: Accept donations.

AGENDA ITEM: Field Trip Requests

MEETING DATE: May 8, 2017

SUGGESTED DISPOSITION: Consent Agenda

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

Background:

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

Date of Trip and Destination	Requesting Staff Member	Grade/Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
May 18-20, 2017 Lake Superior/Apostle Islands	Brian Merher and Alex Carlson	Adventure Club	1	8	Total Cost to Student: \$20.00 Source of Revenue: Donated Funds	Van	To strengthen positive interactions with adults, peers, and to connect the experience to school academics experientially.

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

Consent Agenda Item A-5(f)
May 8, 2017
School Board Meeting

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

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

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

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATIONS/TERMINATION – CLASSIFIED STAFF
--

CEPEDA BENNETT – Custodian, Normandy & Sunrise Park Middle School
Employed by District 624 since 01/17/2017
Effective Date: 05/03/2017

LIBBY BEYTIEN-CARLSON – Instructional Assistant, Matoska International
Employed by District 624 since 10/03/2016
Effective Date: 05/05/2017

MONALEE GARRETT-JONES – Part Time Cook, Birch Lake Elementary
Employed by District 624 since 11/19/2017
Effective Date: 06/08/2017

DENAE KRAUSE – Program Assistant Leader, Otter Lake Elementary
Employed by District 624 since 01/04/2016
Effective Date: 05/04/2017

BRIDGET PACK – Bus Aide, Bus Garage
Employed by District 624 since 09/07/2015
Effective Date: 04/19/2017

JOHN SEE – Bus Driver, Bus Garage
Employed by District 624 since 09/02/2015
Effective Date: 04/18/2017

ANISHA SOLOMON – Pupil Support Assistant, Otter Lake Elementary
Employed by District 624 since 09/06/2016
Effective Date: 06/08/2017

LINDA TRIPLETT – Program Assistant Leader, Otter Lake Elementary
Employed by District 624 since 09/19/2016
Effective Date: 06/08/2017

RESIGNATIONS/TERMINATION – NON-AFFILIATED STAFF
--

AMI WAZLAWIK – Activity Leader, Lakeaires Elementary
Employed by District 624 since 04/16/2015
Effective Date: 06/08/2017

RESIGNATIONS/TERMINATION – CERTIFIED STAFF

LAUREL HAY – Special Education Teacher, Otter Lake Elementary

Employed by District 624 since 08/22/2016

Effective Date: 06/09/2017

SARAH KOLMAN-KEEN – Special Education Teacher, Vadnais Heights Elementary

Employed by District 624 since 08/22/2016

Effective Date: 06/09/2017

BRENDA ROSSOW – Intervention Teacher, Willow Lane Elementary

Employed by District 624 since 08/24/2015

Effective Date: 06/30/2017

DIANE SLEEMAN – Special Education Teacher, Vadnais Heights Elementary

Employed by District 624 since 08/22/2016

Effective Date: 06/09/2017

RETIREMENT – CLASSIFIED STAFF

DAVID ANDERSON – Custodian, Hugo Elementary

Employed by District 624 since 02/09/2004

Effective Date: 06/16/2017

MARK ARNSDORFF – Assistant Head Custodian, Birch Lake Elementary

Employed by District 624 since 09/09/1981

Effective Date: 06/29/2017

DOUGLAS SHEPHARD – Lion Mobile Driver, Senior Center

Employed by District 624 since 08/01/2000

Effective Date: 03/31/2017

RETIREMENT – CERTIFIED STAFF

TIMOTHY MCGRAW – Business Education Teacher, Area Learning Center

Employed by District 624 since 08/24/1998

Effective Date: 06/09/2017

PAUL MEUWISSEN – Industrial Technology Teacher, Sunrise Park Middle School

Employed by District 624 since 08/21/1986

Effective Date: 06/09/2017

PART TIME LEAVE REQUEST – CERTIFIED STAFF

CARA CARDOSO – School Psychologist, Hugo Elementary
Leave .4 (Position .6)
Effective Date: 2017/2018 School Year

FULL TIME LEAVE REQUEST – CLASSIFIED STAFF

JOANNE TOTO – Pupil Support Assistant, Matoska Elementary
Employed by District 624 since 09/03/2013
Effective Date: 03/06/2017 through 04/12/2017

FULL TIME LEAVE REQUEST – CERTIFIED STAFF

SARAH ATKINS – Science Teacher, WBLAHS – South Campus
Employed by District 624 since 08/20/2014
Effective Date: 04/21/2017 through 06/09/2017

JENNIFER GERE – Music Teacher, Sunrise Park Middle School
Employed by District 624 since 08/24/2011
Effective Date: 04/17/2017 through 06/09/2017

KRISTINA KUEHN – Music Teacher, Central Middle School
Employed by District 624 since 08/24/2011
Effective Date: 03/06/2017 through 06/02/2017

SHELLY LUSTIG – Special Education Teacher, WBLAHS – South Campus
Employed by District 624 since 08/26/2004
Effective Date: 002/20/2017 through 05/19/2017

MARY MANDERS – School Psychologist, Matoska International
Employed by District 624 since 08/24/2015
Effective Date: 04/19/2017 through 06/09/2017

SARA MARTIN – Language Arts Teacher, WBLAHS – South Campus
Employed by District 624 since 08/22/2012
Effective Date: 2017/2018 School Year

NEW PERSONNEL – CLASSIFIED STAFF

BRANDON BERNIER – Custodian, WBLAHS – North Campus
\$17.46/hr. + \$.25 Shift, 8 hrs./ 55 days \$7,792.39
Effective Date: 04/17/2017

KELLIE MONTPETIT – Nurse Paraprofessional, To Be Determined
\$18.52/hr., 6.5 hrs./ 179 days \$21,548.00
Effective Date: 2017/2018 School Year

CHRISTOPHER OLSON – Custodian, Central Middle School & Transition
\$17.46/hr. + \$.25 Shift, 5.5 hrs./ 45 days \$4,383.21
Effective Date: 05/01/2017

ERIN WELTER – Pupil Support Assistant, Vadnais Heights Elementary
\$18.00/hr., 6.5 hrs./ 43 days \$5,031.00
Effective Date: 04/10/2017

NEW PERSONNEL – CERTIFIED STAFF
--

EMILY ASCHEMAN – Kindergarten Teacher, Otter Lake Elementary
BA, Step 3, \$43,026.00
Effective Date: 2017/2018 School Year

MICHAEL BICKEL – .8 fte Social Studies Teacher, Sunrise Middle School
BA, Step 1, \$33,140.00
Effective Date: 2017/2018 School Year

RYAN BRISTOL – School Psychologist, Hugo Elementary and WBLAHS – North Campus
MA+45, Step 4, \$53,252.00
Effective Date: 2017/2018 School Year

CHERYL HAGEN – Special Education Teacher, Oneka Elementary
BA, Step 1, \$33,140.00
Effective Date: 2017/2018 School Year

ERIKA JAGIELLA – Special Education Teacher, Otter Lake Elementary
MA, Step 5, \$51,905.00
Effective Date: 2017/2018 School Year

JONATHAN LUKNIC –Elementary Principal, Birch Lake Elementary
Principals' Association, Step 4, \$125,040.00
Effective Date: 07/01/2017

KURT KIRSCHLING – Special Education Teacher, Central Middle School and Vadnais Elementary
MA+45, Step 13, \$77,913.00
Effective Date: 2017/2018 School Year

GRACE KELLY – Special Education Teacher, Normandy Park
MA, Step 4, \$50,152.00
Effective Date: 2017/2018 School Year

JOHN NACHTSHEIM – Social Worker, To Be Determined
MA, Step 13, \$72,985.00
Effective Date: 08/22/2017

MICHELLE PADDEN – Special Services Teacher, Central Middle School
MA+30, Step 7, \$58,017.00
Effective Date: 2017/2018 School Year

CHRISTINA ROSEMEYER – .6 FTE FACS Teacher, Central Middle School and WBLAHS - North
BA, Step 1, \$24,855.00
Effective Date: 2017/2018 School Year

THERESA STENDER – Special Education Teacher, Otter Lake Elementary
MA, Step 5, \$51,905.00
Effective Date: 2017/2018 School Year

PHILIP SUNDBLAD – Technology Education Teacher, Sunrise Park Middle School
MA+60, Step 13, \$82,240.00
Effective Date: 08/22/2017

DAVID THOMAS – 1.1 FTE Special Education Teacher & Student Plans Coord., Vadnais and District
MA+60, Step 12, \$84,349.00
Effective Date: 2017/2018 School Year

CHANGE IN CONTRACT - CLASSIFIED STAFF
--

RAY FLINT II – From Part-Time Custodian, Central Middle School and TEC
To Full-Time Custodian, WBLAHS – South Campus
Effective Date: 05/01/2017

TEMPORARY CHANGE IN CONTRACT - CERTIFIED STAFF

BEVERLY MUSSER – Occupational Therapist, Various Buildings
From .8 FTE To .9 FTE
Effective Date: 05/01/2017 through 06/09/2017

LONG TERM SUBSTITUTE - CERTIFIED STAFF

JAKE HARREN – Grade 5 Teacher, Otter Lake Elementary
BA, Step 1, \$11,530.67
Effective Date: 03/28/17 through 06/09/2017

CLAIRE NALVEN – Band Teacher, Central Middle School
BA, Step 1, \$8,541.23
Effective Date: 04/17/17 through 06/09/2017

May 8, 2017

NICHOL ZIMMERMAN – Grade 4 Teacher, Oneka Elementary

BA, Step 1, \$7,473.58

Effective Date: 04/24/17 through 06/09/2017

B. PUBLIC FORUM

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

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

C. INFORMATION ITEMS

AGENDA ITEM: **Recognize Student Liaisons to the School Board**
MEETING DATE: **May 8, 2017**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Janet Newberg, School Board Chair**

BACKGROUND:

The White Bear Lake Area School Board would like to commend and recognize **Bryana Sherrick and Hakeem Martins**, 12th grade students at South Campus, for their outstanding role as the 2016-17 Student Representatives on the School Board.

AGENDA ITEM: **Student-Led Service Projects**

MEETING DATE: **May 8, 2017**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

Throughout the year, students across the district participate in student-led service projects. Service projects provide students with the opportunity to work with one another, as well as with community members. These opportunities support our district's efforts to build quality lives and strong communities through the core values of compassion, integrity, respect, responsibility, and service.

Below are summaries which illustrate the breadth and depth of service projects happening across the district. This evening, we will be joined by several students who will be sharing a handful of the ways our schools and community have come together throughout the course of the year and accomplished meaningful services. Experiences highlighted during the presentation will include elementary, middle school, high school, and community services projects.

Elementary

- Lakeaires Elementary: Pennies for Patients
The Lakeaires Student Leadership planned and coordinated a week long drive, collecting coins from each classroom to support The Leukemia & Lymphoma Society. Classrooms had an incentive to fill their coin jug to the top level, which then would earn chances to squirt Mr. Krusemark, the building principal with hot dog condiments while dressed like a hot dog! Seventeen homerooms successfully met their goal earning multiple chances of squirting ketchup, mustard and relished onto Mr. Krusemark. At the end of the drive, Lakeaires students raised over \$2330.00.
- Lincoln Elementary: Hug-a-Heart Service Learning Project

The Hug-a-Heart Service Learning program provides three opportunities each year for K-5 students and families to support the local community. Over 200 students, 100 parents, and 20 staff participate in these events. In the fall, volunteers raked yards for our elderly neighbors. This winter, students made infant fleece blankets for single parents and care packages for Meals on Wheels recipients. In addition, Spring May Day baskets were made and hand delivered to residents at Cerenity Care Center.



- **Oneka Elementary: Bears Official Service Superheroes (BOSS)**
BOSS is a group of Oneka 5th graders who lead Student Council in addition to the rest of Oneka and Hugo Elementary schools in service projects. This is the fourth year of BOSS, and each year their accomplishments get more amazing! The projects this year have included food drives, fundraisers, raising awareness of social issues, and honoring those who serve our school and community. By planning and leading these projects, BOSS students earn tickets to attend We Day in the fall. Their work inspires them to continue participating in service opportunities as they enter middle school.



Middle School

- **Sunrise Park Middle School: Children's Heart Disease**
The IB community project is a capstone project in which students demonstrate the academic skills they have developed in middle school.

Students either individually or in groups use service learning as the vehicle to demonstrate these skills. Students choose a need in their own community or global need that they would like to address, research how to address the need, design an action plan, implement the plan and then reflect back on their work and share out.

One group of students encouraged everyone to wear red on February 14 to raise awareness for heart disease in children. The students organized a photo booth during lunches to raise money for the cause.



- Sunrise Park Middle School: Communication for Cocoa
Another group focused their community project efforts on creating open communication to talk about abuse and to support young victims both in the US and India.

White Bear Lake Area High School

- White Bear Lake Area High School - North Campus: Student Letters of Support
Student-led service project headed by Promise Fellow Laura Knippling. Students have written quite a few thank you letters to teachers. In addition, in mid-April, students decorated and wrote letters of hope and encouragement to friends and people around the school. Some of the letters were given to people anonymously and some were left around the school for random students to find. The goal was to help spread encouragement among the school community.
- White Bear Lake Area High School - North Campus: Food Drive
Students at North Campus and South Campus raised money and collected food and supplies for the White Bear Lake Area Food Shelf. This year, North and South Campus collected a total of 13,852 pounds of food and raised \$4,304 dollars. North raised \$1,229 of that money. Students sort the food, package it, and donate it to the Food Shelf. We are one of their largest donors of the year.



- White Bear Lake Area High School - North Campus: North Campus Shoe Drive
AVID Students organized a shoe drive to collect new and gently used shoes for those in need. Announcements were made in the morning and collection bins were placed in high traffic areas.
- White Bear Lake Area High School - North Campus: Martin Luther King Jr. Day March and Service Project
The WBL Ambassadors spent their day off serving the community. We started our day at the Capitol and marched in memory of the fight for civil rights. We then listened to speakers and reflected on where we go as a society from here. Lastly, we went to the Tubman Center to help serve and give back to an organization that does a huge amount of good for our community.
- White Bear Lake Area High School - South Campus: Little Free Libraries for Willow Lane Elementary
The South Campus Ambassadors, a Rotary Interact Club, sought and obtained a \$500 Community Services Grant from Rotary eClub One to support elementary literacy efforts in their community. This generous grant allowed the Ambassadors to build, decorate and install two Little Free Libraries on the grounds of Willow Lane Elementary School.



White Bear Lake Area Learning Center

- White Bear Area Learning Center: Kit-Cats and Puppy Dogs
Students visited an animal shelter and donated handmade toys for the animals. They spent many hours, both during and outside the school day, making the toys. The students planned the field trip. This project was presented at MAAP Stars and received a silver ribbon.
- White Bear Lake Area Learning Center: Take Out the Trash
Students wanted to clean up the grounds around the school. They planned an Area Learning Center trash clean-up day. This project was presented at MAAP Stars and was awarded a gold ribbon.

Transition Education Center

- Second Harvest Heartland
Package or prepare food for vendors that support families in need.
- White Bear Lake Area Food Shelf
Students prepare the Kids Packs for elementary students and stock the pantries at some secondary buildings.
- Pillows for Patients Gillette Children's Specialty Healthcare
Students make small pillow for children at Gillette Children's Specialty Healthcare.
- Survival Bracelets for Soldiers
Students make survival bracelets and we give them to the city of Hugo that supports families of soldiers that are deployed overseas.
- Sleeping Mats for the Homeless
Students use recycled plastic grocery bags to weave sleeping mats that are donated to local homeless shelters.
- Adopt a Park
Students help maintain Clearwater Creek Park in Hugo, MN by pulling buckthorn and garlic mustard weeds.
- Woodworking for Wildlife
Students build bird and bat houses for area nature centers.
- Cutting Firewood for Tamarack Nature Center
Students work as a team using a 2 man saw and splitting wedge to cut wood that is donated to the Tamarack Nature Center's maple syrup stove and fireplace.

Community Services

- Birch Lake Elementary Extended Day: SPRINGing into Service May Day Edition
Birch Lake students made adorable May baskets last week, complete with flowers with Hershey kiss centers. Students walked to Cerenity Residence on May Day to deliver their baskets to seniors. This was a service project we did last year, and it is back by popular demand. Students were thrilled to spend time with seniors at the residence.



- Birch Lake Elementary Extended Day: SPRINGing into Service - Walk for Animals Edition
Students will be hosting an Art Show (taking place May 19th in the cafeteria at Birch Lake from 4-5:30) with proceeds raised to be donated to the Animal Humane Society. In addition, students have decided to make goods to sell during the week of May 22-26 (tug toys, cat toys, little fleece blankets, etc). Students will celebrate all their hard work with a "Wiggle Waggle" Walk on Wednesday, May 24 during morning programming (8 am). Please stop in if you are able; our students would love to share with you!
- Lincoln Elementary Extended Day: Holiday Celebration with Seniors
Lincoln Extended Day students walked to Washington Senior Apartments in December. We sang songs (practicing along the way), and delivered cookies and ornaments that the kiddos had made (they made the ornaments, not the cookies). We had done this last year, so the kids asked if we could do it again this year. They chose the songs we sang, practiced the songs for a couple weeks leading up too, and then we took their show on the road! It was a wonderful experience.
- Lincoln Elementary Extended Day: SPRINGing into Service, project for the Animal Humane Society
The students at Lincoln Extended Day named this event "Help Our Furry Friends" project. They made posters to promote it and many items to sell including cat toys, dog toys and tugs, fleece blankets and beds. Families

donated tennis balls, t-shirts, fleece, etc. All their hard work came together in a week long sale that they held both before & after school (during Extended Day programming hours) with profits totaling more than \$300.

- **Oneka Elementary Extended Day: Clean-Up Event**

On our most recent non-school day, Oneka Extended Day students participated in a variety of service projects. When asked what ways they could give back to the community, students chose to do a school grounds and park clean-up. Students spent the afternoon volunteering their time to beautify their neighborhood!



- **Otter Lake Elementary Extended Day: Craft and Bake Sale**

In October, students at Otter Lake Extended Day hosted a craft/bake sale, and made homemade animal toys during our Lights On Afterschool Event. During programming, students worked together to create various art projects and baked goods to sell at our Family Night. They raised over \$400, which the students chose to donate to the White Bear Area Food Shelf, while the cat/dog toys were donated to the Woodbury Humane Society.

- **Vadnais Heights Elementary Extended Day: Humane Society Collection**

Vadnais Extended Day students wanted to help the Animal Humane Society. They did research and chose ways to give back. Students made flyers for the event, and collected felt, newspapers, and old towels. In total, they donated over three garbage bags full of items to the Humane Society.

- **FLEX: Fundraiser for Animals**

During the summer of 2016, FLEX students made over \$300 in profit at their Cafe. Students chose to spend this money purchasing pet supplies and gas cards for a foster animal shelter in White Bear Lake.





- **Otter Lake Elementary Extended Day: Craft and Bake Sale**
In October, students at Otter Lake Extended Day hosted a craft/bake sale, and made homemade animal toys during our Lights On Afterschool Event. During programming, students worked together to create various art projects and baked goods to sell at our Family Night. They raised over \$400, which the students chose to donate to the White Bear Area Food Shelf, while the cat/dog toys were donated to the Woodbury Humane Society.
- **Vadnais Heights Elementary Extended Day: Humane Society Collection**
Vadnais Extended Day students wanted to help the Animal Humane Society. They did research and chose ways to give back. Students made flyers for the event, and collected felt, newspapers, and old towels. In total, they donated over three garbage bags full of items to the Humane Society.
- **FLEX: Fundraiser for Animals**
During the summer of 2016, FLEX students made over \$300 in profit at their Cafe. Students chose to spend this money purchasing pet supplies and gas cards for a foster animal shelter in White Bear Lake.



Student-Led Service Projects

2016-2017 White Bear Lake Area Schools

May 8, 2017



Enacting White Bear Lake Area Schools' Core Values

COMPASSION
INTEGRITY

RESPECT
RESPONSIBILITY
SERVICE



Thanksgiving Meals on Wheels



Bell Ringing for Salvation Army

BOSS: Bears Official Service Superheroes

Oneka Elementary
Grade 5



Sunrise Park Middle School

8th grade IB community project:

Children's Heart Disease



WBLAHS Ambassadors

Little Free Libraries for Willow Lane



Community Services

Birch Lake Extended Day's SPRINGing
into Service
May Day Edition



AGENDA ITEM: **Highlight of Middle School “Week Without Walls” Trip**

MEETING DATE: **May 8, 2017**

SUGGESTED DISPOSITION: **Information Item**

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

BACKGROUND:

Week Without Walls - Costa Rica

For the third year in a row, the White Bear Lake Area Schools sent students and teachers to Costa Rica as part of the Week Without Walls Program. The Week Without Walls program is a weeklong trip to a foreign country during which middle school aged students serve, connect to, and gain understanding from their global community. The goals of this program are threefold:

1. To create global experiences and relationships to further understand world connections;
2. To increase international mindedness through first-hand experiences while building upon the International Baccalaureate Learner Profile Traits; and
3. To provide opportunities for all students, regardless of household income.

This year, nineteen students from Central Middle School and Sunrise Park Middle School ranging in grades from 6th to 8th along with three teachers, took part. Eight of these students were recipients of scholarships. For many, this was an opportunity of a lifetime, their first time to a foreign country, first time being immersed in a culture different from their own, their first time communicating with someone from another country, their first airplane ride, their first time to a volcano, their first time to a rain forest and their first time in the ocean.

This evening, some of these students and teachers are here to share their experience with you.

Agenda Item C-4
May 8 2017
School Board Meeting

AGENDA ITEM: **Superintendent's Report**

MEETING DATE: **May 8, 2017**

SUGGESTED DISPOSITION: **Information Item**

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

BACKGROUND:

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

D. DISCUSSION ITEMS

AGENDA ITEM: **High School Programs Update**

MEETING DATE: **May 8, 2017**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

Assistant Superintendent for Teaching and Learning Sara Paul and Secondary Teaching and Learning Coordinator Jill Pearson will provide an update on high school programs that have been added over the past couple of years with emphasis on progress with Career Pathway Programs.

College and Career Readiness High School Updates

School Board Meeting - May 8, 2017

Legislation Background

The World's Best Workforce bill 120B.11, passed in 2013, provides a framework for our college and career readiness efforts at the secondary level. This legislation requires that each district develop a plan to address the following goals:

1. All children are ready for school.
2. All third-grades can read at grade level.
3. All racial and economic achievement gaps are closed.
4. All students are ready for career and college.
5. All students graduate from high school.

At the high school level, our Career Pathway work is central to addressing achievement gaps, career and college readiness, and high school graduation (goals 3-5).

What are Career Pathways?

Courses in our Career Pathways offer students opportunities to learn industry-specific skills that prepare them for careers in high demand areas. Students in our White Bear Lake Area High School Career Pathways courses are involved in engaging, hands-on classroom and field experiences such as internships, connecting with local industry professionals, touring local businesses, and other experiential learning opportunities. In some of these courses, students may earn free college credit and industry-recognized credentials. Students in Career Pathways develop essential skills and experience needed to either enter the workforce directly with a high-paying career or further their education at a two or four year postsecondary institution.

Why should we focus on Career Pathways?

Employers within our own community and employers across the nation, along with researchers, have declared that there is a significant gap between the demands of some sectors of the current labor market and the workforce available to fill those positions. In "Pathways to Prosperity," a comprehensive study out of Harvard University's Graduate School of Education (Symonds, W., Schwartz, R., & Ferguson, R., 2011), researchers assert that the demand for "middle skilled" professionals is exploding. While there is a decline in jobs across the nation for workers with no post-secondary education or occupation certificates, there are more and more "middle skilled" jobs requiring certificates and/or two year degrees. Minnesota's market is reflective of this national trend. According to the National Skills Coalition analysis of The Bureau of Labor Statistics Occupational Employment Statistics by State (May 2015), approximately half of the jobs in Minnesota are classified as "middle skilled," while only about 40% of the workforce is considered middle-skilled, possessing a two year degree and/or occupational credential. Career Pathways are designed to help fill this significant gap in our labor market, preparing a skilled workforce ready to contribute to the local and global economy.

Who and what guides our work?

To inform our work in developing and implementing Career Pathways, we engage in ongoing conversations with area employers, follow the labor market trends, listen to the perspectives of students and their families, as well as engage with politicians. Senator Franken recently held an “Advancing Career Pathways Summit” at St. Paul College, where he spoke to over 300 educators and community leaders about the urgency of closing the “skills gap” in areas such as healthcare, information technology, and manufacturing with training other than, or preceding, a four year degree. The senator plans to introduce legislation that would support partnerships between K-12 schools and local industries.

A key strategy to engage local stakeholders in the development of our pathways has been the formation of our Career Pathways Advisory Council. In March, we held an inaugural meeting where we convened approximately 30 business leaders, postsecondary partners, high school teachers, students, parents, and White Bear Lake Area School District staff. We communicated updates regarding our pathway work, gathered input to inform our programming, and mapped out essential skills such as collaboration and communication skills that employers are looking for in their new employees. We anticipate convening this larger council twice a year.

What is happening now and what will be happening this summer in each of the pathway areas?

Manufacturing

Our manufacturing kick-off event and showcases have drawn in over 500 students and community members to South Campus where visitors have had a chance to tour our manufacturing lab and see the exciting work students are undertaking in our Manufacturing and Applied Engineering and Precision Machining courses. In addition, students in these courses have participated in tours to local manufacturing facilities and career shadows. Our career navigator has worked closely with the Minnesota Department of Labor and Industry to amend manufacturing and Minnesota child labor laws. These changes now make it possible for our high school students who have completed manufacturing coursework to participate in a summer learning experience where they rotate through four area manufacturing companies and get hands-on experience learning the processes and dynamics of working in different manufacturing areas. In addition, through a partnership with Century College, we are introducing students to manufacturing through a digital fabrication lab summer camp at Century and providing an orientation to the manufacturing lab at our high school.

Information Technology (IT)

Increasing the participation of females in the IT pathway has been a goal as we expand the course offerings from one offered this year to three next year. Using data collected from an internal survey about students’ aspirations, strengths, and career interests, we reached out to girls indicating an interest in IT and hosted “lunch and learn” events to inform students about opportunities in the field and our coursework. Fifteen of the 70 students enrolled in an IT course

for next year are girls [20% of the total students registered, compared to 4% (1 of 25) in 2016-17].

Construction

Eleven students have been offered positions in the Summer Trades Academy for 2017. This year, there are two levels of programming - a 5 week introductory program and a more advanced 9 week program. Two of our students were offered placement in the introductory program, while 9 students received an offer to participate in the 9 week program. Students in both programs will experience hands-on training in a variety of construction trades and earn wages during their apprenticeship.

Healthcare

Health Partners has collaborated with our district to develop a summer learning opportunity intended to expose students interested in healthcare to a variety of career fields. Students will travel to different sites within the Health Partners network to learn about diverse areas such as pharmacy, physical therapy, clinic operations, supply chain, and sustainability. These half-day sessions will be spread over six days in June.

Additional Updates

Area Learning Center (ALC) / Century Middle College Pathway

A partnership between the ALC and Century College was recently approved by the Minnesota Department of Education as a Middle College Program. This pathway will allow students to earn a high school diploma while also earning postsecondary credits towards a certificate in welding or medical office technology. This program is designed to serve students in the academic middle - especially low-income, English Language Learners, first generation college students, and/or students of color. In addition, students who participate in the Middle College Pathway will receive additional counseling and academic support at Century College and will be eligible to extend their time enrolled at the ALC as they complete requirements at Century College.

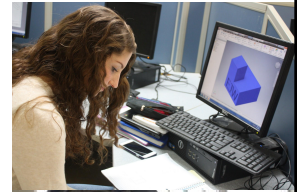
Career and Technical Education Opportunities

Students at South Campus, the ALC, and Transition Education Center (TEC) have the opportunity to take career and technical courses through Northeast Metro Intermediate District 916's Career and Technical Center. Sixty-two 11th and 12th grade students from South Campus, 8 students from the ALC, and 4 TEC students are enrolled in a 916 Career and Technical course this year. The most popular programs with students in our district include Emergency Medical Technician, Cosmetology, Law Enforcement / Criminal Justice, Animal Science, and Education and Human Services.

College & Career Readiness High School Updates

School Board Meeting
May 8, 2017

White Bear Lake Area Schools



Legislative Framework for College & Career Readiness

The World's Best Workforce bill (120B.11) of 2013

3 Key Secondary Goals

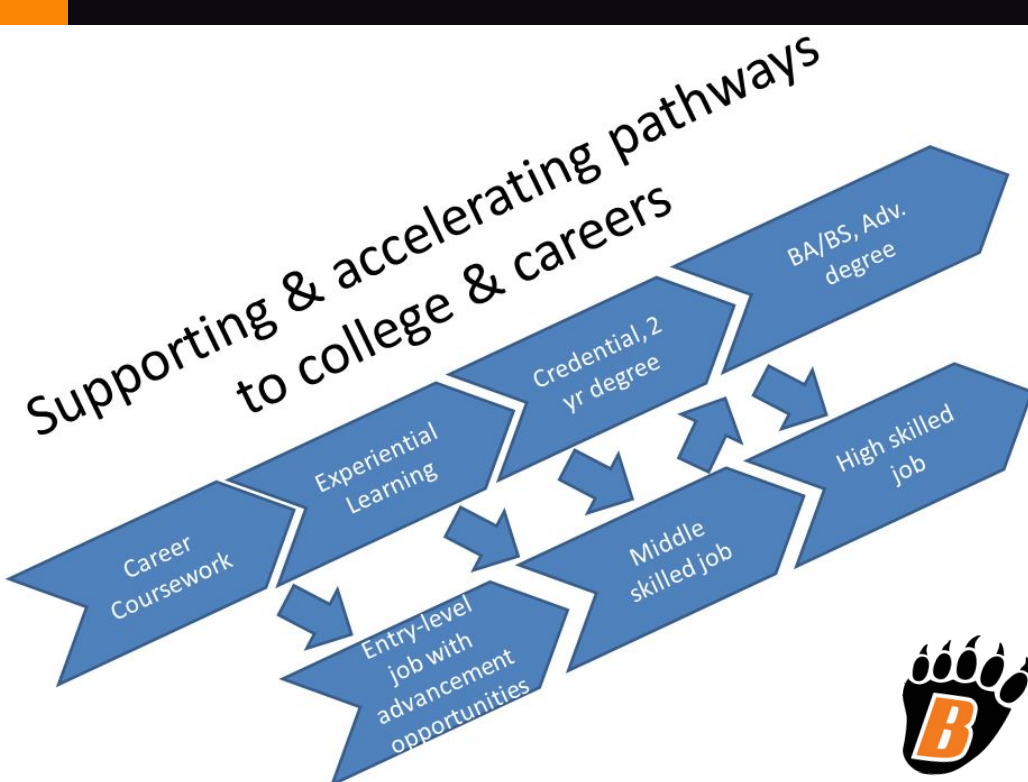
- All racial and economic achievement gaps are closed.
- All students are ready for career and college ready.
- All students graduate from high school.



What are Career Pathways?

- Coursework focusing on industry-specific skills and essential / “soft” skills
- Hands-on, experiential learning opportunities
- Opportunities to gain credentials and/or college credit while in high school
- Connecting students to industry and post-secondary options
- Preparing students to enter the workforce with skills in high-demand areas

White Bear Lake Area Schools



Why Career Pathways?

- Decline in jobs for workers with no post-secondary education or occupational certificates
- Demand for “middle skilled” professionals is exploding

Pathways to Prosperity (Harvard, 2011).



White Bear Lake Area Schools



What Else Guides Our Work?

- Career Pathways Advisory Council
 - businesses
 - organizations
 - post-secondary partners
 - community members, and
 - the White Bear Lake Area School District staff and students
- Regional networking, convening, and technical support through the Greater Twin Cities United Way
- Legislation



Photo credit: Sen. Susan Kent via Twitter
@SusanKentMN

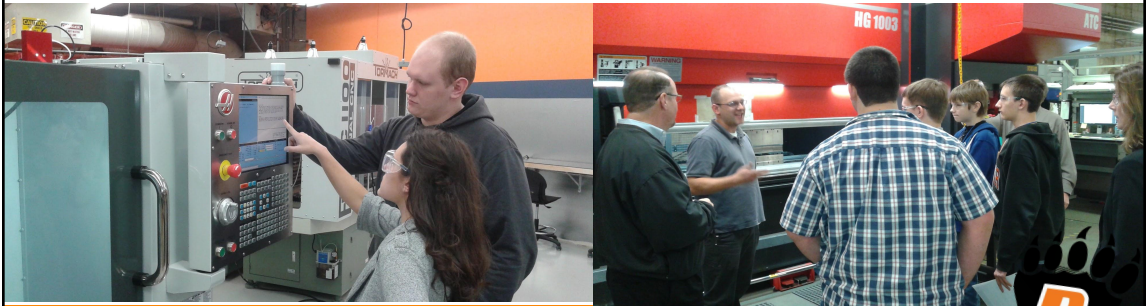
White Bear Lake Area Schools



Manufacturing Pathway

Summer Experiential Learning Program

- 4 week program
- 4 local manufacturing companies
- Learn the manufacturing cycle at each company
- Practice employment skills
- Tour post-secondary programs, other companies



White Bear Lake Area Schools



Information Technology

- Recruitment efforts
- Increased enrollment for 2017-18



White Bear Lake Area High School



Construction Pathway



2017 MN Trades Academy

Introductory Track (2 students)
20 hours/5 weeks

Advanced Track (9 students)
2.5 hours/9 weeks

WBLALC/Century Middle College Pathway

Welding Certificate - 16 Credits

White Bear Lake Area Schools



Health Care Pathway

Summer Learning / Exposure Opportunity

- Health Partners
- 6 half-day sessions

Sustainability	Supply chain	EMS & trauma
IT	Population health	Pharmacy
Research	Physical therapy	Lab
Clinic operations	Health plan (member services, care line, claims, etc.)	Medical Education Simulation Center

White Bear Lake Area Schools



Additional Career & College Readiness Updates

- Intermediate District 916 Career & Technical Center

- South Campus, ALC, & TEC students

- EMT
- Cosmetology
- Education & Human Services
- Computer Hardware / Software & Game Design
- Law Enforcement / Criminal Justice
- Animal Science
- and more

White Bear Lake Area High School



AGENDA ITEM: **Policy 214, Out of State Travel by School Board Members**

MEETING DATE: **May 8, 2017**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 214, Out of State Travel by School Board Members, was reviewed by the School Board Policy Committee and Cabinet. There are changes to this policy.

The purpose of this policy is to control out-of-state travel by school board members as required by law.

RECOMMENDATION:

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

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

Cross References: WBLASB Policy 212 (School Board Member Development)
WBLASB Policy 412 (Expense Reimbursement)

AGENDA ITEM: **Policy 504, Student Dress and Appearance**
MEETING DATE: **May 8, 2017**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Sara Paul, Assistant Superintendent for Teaching and Learning**

BACKGROUND:

School Board Policy 504, Student Dress and Appearance, was reviewed by the School Board Policy Committee and Cabinet. There are recommended changes by MSBA to this policy.

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

RECOMMENDATION:

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

Adopted: July 22, 1996
Revised: June 11, 2001
Revised: August 25, 2003
Revised: November 8, 2007
Revised: January 11, 2010
Revised: March 11, 2013
Revised: February 10, 2014

*White Bear Lake Area
School Board Policy 504*

504 STUDENT DRESS AND APPEARANCE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
 - 1. Clothing appropriate for the weather.
 - 2. Clothing that does not create a health or safety hazard.
 - 3. Clothing appropriate for the activity (i.e., physical education or the classroom).
- C. Inappropriate clothing includes, but is not limited to, the following:
 - 1. Clothing that is too revealing, distracting, or disruptive to the educational process, e.g., ~~"short shorts", skimpy tank tops, tops that expose the midriff, exposed undergarments,~~ and other clothing that is not in keeping with community standards.
 - 2. Clothing bearing a message or image which is lewd, vulgar, or obscene.
 - 3. Apparel promoting products or activities that are illegal for use by minors.
 - 4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of

religious, racial or sexual harassment and/or violence against other individuals as defined in School Board Policy 413.

5. Any apparel or footwear that would damage school property.
 6. Hats/caps are not allowed to be worn in the building except with the approval of the building principal (e.g. student undergoing chemotherapy; medical situations or items worn on the head as a recognized religious practice.)
 7. Attire that indicates or suggests gang association. "Gang," as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of criminal gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.
- D. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not racist, sexist, lewd, vulgar, obscene, defamatory or profane, or do not advocate violence or harassment against others. Specifically, but not exclusively, wearing or displaying the Confederate flag, a swastika, and KKK signs are prohibited on school property or at school-sponsored events.

III. PROCEDURES

- A. When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

Legal References: U. S. Const., amend. I
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
D.B. ex rel. Brogdon v. Lafon, 217 Fed.Appx. 518 (6th Cir. 2007)
Hardwick v. Heyward, No. 4:06-cv-1042-TLW, 2012 WL761249 (D.S.C.) Mar. 8, 2012)
Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)
McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415 (W.D. Okla. 1992)
Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)
Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, (N.D. Ill. 1987)

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

AGENDA ITEM: **Policy 620, Credit for Learning**

MEETING DATE: **May 8, 2017**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 620, Credit for Learning, was withdrawn from the Policy Book on January 10, 2011. At this time, the administration is recommending reactivating this policy with the recommended revisions from MSBA and reviewed by the Policy Committee and Cabinet

The purpose of this policy is to recognize student achievement that meets White Bear Lake Area School District required curriculum, standards, and graduation requirements. The experiences include, but are not limited to, student achievement in other schools, alternative learning sites, Postsecondary Enrollment Options and concurrent enrollment programs.

RECOMMENDATION:

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

Adopted: May 26, 1998
Revised: August 27, 2001
Withdrew: January 10, 2011
Rev. 2012

White Bear Lake
School District #624 Policy 620

620 CREDIT FOR LEARNING

I. PURPOSE

The purpose of this policy is to recognize student achievement that meets White Bear Lake Area School District required curriculum, standards, and graduation requirements. The experiences include, but are not limited to, student achievement in other schools, ~~in~~ alternative learning sites, ~~in~~ Postsecondary Enrollment Options and concurrent enrollment ~~other advanced enrichment~~ programs. ~~through demonstrating mastery of applicable subject matter, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities.~~

II. GENERAL STATEMENT OF POLICY

The school district will develop and provide processes and procedures by which students may meet a curriculum credit requirement, whether the district offers the credit within its curriculum, or the student accomplishes the work in another learning environment. The school district will provide a process for approving the transfer of credits or curriculum standards completed in another Minnesota school district, for recognition of work completed in other schools and postsecondary institutions, and for recognition of previous learning, community and work experiences as demonstrated by the student through assessment. This is a process to allow students who, through other means, have mastered content and can move on to other areas of study.

III. TRANSFER OF COURSE CREDIT

- A. The school district will transfer high school credits achieved in earlier grades or in other schools, in ~~on~~ credit-based programs that meet district curriculum and graduation requirements, to the student's record upon admission or completion of the experience.
- B. When a student transfers into the school district from another Minnesota public school district, any credits completed in the sending school district, along with scores recorded by the sending district, shall be recorded as completed with a notation indicating the identity of the school district from which the records are transferred.
- C. Students shall be advised of the opportunities available to complete further requirements and electives.
- D. The school district will determine a transferring student's grade level placement, as well as the letter grade assigned ~~awarded grade~~ for completed courses, and credits granted toward diploma requirements in accordance with district procedures.

IV. RECOGNITION OF COMPLETED WORK

- A. The school district will equate high school or postsecondary level credits completed by students in other schools into equivalent course credits.
- ~~B. When a student transfers into the district with a transcript from another school, effort will be made to ascertain the content of courses, programs, and learning previously achieved to credit the student as fully as possible for learning completed elsewhere. This process may include asking the student or the sending institution to verify content of completed courses and programs when that content is not clear from the transcript.~~
- B. ~~C.~~ The district may formally evaluate other learning experiences to declare that a transfer student meets or exceeds a specific academic standard requirement or course credit.
- C. ~~D.~~ Students must receive prior approval from the district for any courses to be completed outside the district for credits towards graduation.

The district will determine the awarding of the course credit and the letter grade assigned to that credit. The district does not cover expenses of related courses identified in this section.

V. CREDIT BY ASSESSMENT

- A. The school district will provide students in grades 9-12 with the opportunity to receive course credit by assessment provided such experiences meet current Minnesota academic standards.
- B. The superintendent or designee shall establish a procedure by which student achievement and competence in content standards will be assessed.

VI. POSTSECONDARY AND CONCURRENT ENROLLMENT CREDIT

A student who satisfactorily completes a Postsecondary Enrollment Option (PSEO) or concurrent enrollment ~~Postsecondary Enrollment Options~~ course or program under Minn. Stat. § 124D.09 that has been approved by the district as meeting the necessary requirements will be granted credits that count toward graduation and credit requirements.

Legal References:

Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
 Minn. Stat. § 120B.021 (Required Academic Standards) Minn. Stat. § 120B.11 (School District Process)
 Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act) Minn. Stat. § 124D.095 (Online Learning Option)
 Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards – Mathematics and Reading)
 Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards – Written Composition)

Minn. Rules Parts 3501.0505-3501.0550 (Graduation Standards – Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Graduation Standards – Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Graduation Standards – Arts) Minn. Rules Parts
3501.1000-3501.1190 (Graduation-Required Assessment for Diploma)

Cross References: WBLASB Policy 601 (School District Curriculum and Instruction Goals)
WBLASB Policy 613 (Graduation Requirements)
WBLASB Policy 614 (School District Testing Plan and Procedure)
WBLASB Policy 615 (Testing Accommodations, Modifications, and
Exemptions for IEPs, Section 504 Plan, and LEP Students) WBLASB
Policy 616 (School District System Accountability) WBLASB Policy
618 (Assessment of Student Achievement)

Reference Hopkins and Edina?

AGENDA ITEM: **Policy 903, Visitors**

MEETING DATE: **May 8, 2017**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Tim Maurer, Director of Community Services and Recreation**
Kathleen Daniels, Director of Student Support Services
Dr. Wayne Kazmierczak, Assistant Superintendent for Finance and Operations

BACKGROUND:

School Board Policy 903, Visitors, was reviewed by the School Board Policy Committee and Cabinet. There are recommended changes by MSBA and the District's legal counsel.

Policy 903 was shared with parent representatives at a recent Parent Leaders Forum meeting. Those in attendance indicated support for the proposed changes to the policy.

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

RECOMMENDATION:

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

Adopted: April 28, 1997
Revised: December 10, 2001
School District #624 Policy 903
Revised: August 25, 2003
Revised: April 9, 2012

White Bear Lake Area

903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES PROPERTY AND FACILITIES

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment. All visitors are required to comply with District policy regarding ID badges.

III. RESPONSIBILITY

- A. It shall be the primary responsibility of the school district administration to recommend procedures to the school board and enforce such procedures that pertain to school visitors. These procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and to the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.
- B. It shall be the responsibility of the superintendent to provide coordination that may be needed throughout the process and provide for periodic school board review and approval of the procedures.

IV. DEFINITIONS

- A. ~~"School" is defined as those buildings or sites where students are present for a school activity.~~
- B. ~~"Visitor" is defined as any person entering a school, as defined in IV, for business other than district employees, students, and district officials.~~

V. VISITOR LIMITATIONS

- A. ~~An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employee, or the school district.~~
- B. Employees and visitors are authorized to park vehicles on school property at times and in locations specified in the approved parking procedures and requirements or as otherwise specifically authorized by school officials. The district may not be held liable for damage to personal vehicles parked on school grounds. When unauthorized vehicles are parked on school property, school officials may:
 - 1. Move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - 2. If unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to a commercial garage or impound lot within the District.
- C. ~~An individual or group who enters school property without complying with the procedures and requirements may be in violation of Minnesota Criminal Statutes thus subject to criminal consequences. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.~~

Legal References: Minn. Stat. 123B.02 (General Powers of Independent School Districts)

~~Minn. Stat. 128C.08 (Assaulting a Sports Official Prohibited)~~
~~Minn. Stat. 609.605, Subd. 4 (Trespasses on School Property)~~
~~Minn. Stat. 609.748, 749 (Harassment; Restraining Orders and Criminal Prosecution)~~

Cross References: WBLASB Policy 430 (Employee/Visitor ID Badge)

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A.** "Central administrator" means the superintendent and any director with district-wide responsibilities.
- B.** "District facility" means any building that is owned, leased, or operated by the District.
- C.** "District property" means any real property that is owned, leased, or operated by the District, including, but not limited to, athletic stadiums and athletic fields.
- D.** "Parent" means a biological parent, adoptive parent, legal guardian, or conservator.
- E.** "School building" means any District facility where a program of education is offered to preschool, elementary school, middle school, high school, and alternative/transition school students.
- F.** "Visitor" means any person who enters a district facility during the regular school year during scheduled school hours except for the following: enrolled students who are in the facility to attend school, to participate in a school sponsored event or activity, or to attend a meeting of a student-initiated, non-curriculum related group that is recognized by the District; employees who are assigned to work at the facility; volunteers who have been assigned to be in the facility at the time of the visit; and central administrators.

IV. PROCEDURES

A. Visitor Procedures. All visitors must comply with the following procedures when entering a District facility, unless they are attending an event or activity that is open to the public, such as parent-teacher conferences, a school board meeting, or an athletic contest:

1. Immediately upon entering a District facility, all visitors must report to the administrative office or reception desk. Signage to this effect must be prominently displayed on or near all unlocked doors to the facility.
2. Upon reporting to the administrative office or reception desk, all visitors must complete a form that requires them to do the following: print and sign their names, state the purpose of their visit, state the time of their arrival, and state the location of the building in which the visit will occur.
3. A central administrator or building principal may impose additional restrictions on any parent who has caused or may cause a disruption in a District facility or who has negatively impacted the school day and/or the educational setting.
4. A central administrator, the building principal, an assistant principal, or a designee will follow this policy in determining whether or not permission will be granted for a visit to a school building. A central administrator will follow this policy in determining whether or not permission will be granted for a visit to a District facility that is not a school building.
5. If permission for a visit is granted, the visitor will be given a visitor's identification badge stating the visitor's name and the location in the building where the visit will occur.
6. All visitors must wear the issued visitor identification badge in a conspicuous location at all times while in a District facility.
7. If a District employee sees a visitor in a school building without a visitor's identification badge, the employee must either escort the visitor to the administrative office or immediately notify the administrative office of the presence of the visitor.
8. Upon completing a visit, a visitor must return to the administrative office or reception desk, return the visitor's identification badge, sign his/her name on the same form that was signed upon entering

the building, and state the time of his/her departure.

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

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

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

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

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

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

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

V. RULES OF CONDUCT FOR VISITORS

A. Required Conduct. All visitors must demonstrate respect and civility when interacting with other individuals during a visit. In addition, all visitors must immediately comply with any and all lawful directives given by a District employee, including a directive to leave the building.

B. Prohibited Conduct. Visitors must not do any of the following during a visit:

1. Violate any law;
2. Violate any District or school policy, regulation, rule, or procedure;
3. Make any threat or engage in any threatening or intimidating behavior;
4. Engage in any conduct that is designed to intimidate another person or that could reasonably be perceived as being designed to intimidate another person;
5. Demonstrate hostility toward another person;
6. Engage in conduct that is objectively rude;
7. Use any obscene or foul language;

8. Make or participate in making any personal attacks against another person:
9. Make or participate in making any objectively disrespectful, demeaning, disparaging, or insulting comments or statements about or to another person:
10. Make unwelcome physical contact with any person other than their own child, unless the physical contact is part of the normal greeting process, such as a handshake, or is reasonably necessary to prevent imminent harm to another person or serious harm to property:
11. Photograph, film, or otherwise create an audio or video record of any students, employees, or volunteers of the District, unless the visitor is on District property or in a limited part of a District facility to attend an event or activity that is open to the public, such as a school board meeting or an athletic contest:
12. Enter onto school property while impaired from the use of alcohol or any other chemical:
13. Create or participate in creating a disruption to the learning or working environment. Examples of disruptive behavior include, but are not limited to, using a raised voice, shouting, or yelling; swearing; talking with a teacher, classroom aide, or a student while observing in a classroom; using or allowing a cellular device make noise in the classroom; and engaging in other conduct that interrupts a lesson while observing in a classroom.

VI. GROUNDS FOR DENYING A REQUEST TO VISIT

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

1. The parent has refused or failed to comply with any part of this policy:
2. The parent violated any rule or procedure of this policy while visiting District facility on a prior occasion during the school year:
3. The requested date or time for the visit is educationally

inappropriate or inconvenient:

4. The parent has created a disruption during a prior visit and is likely to create a disruption if permitted to visit again:

5. The parent's presence in the District facility is not in the best interests of student or staff:

6. The parent presents a risk of harm to a student, to a staff member, or to District property:

7. The parent's parental rights have been terminated or the parent does not have physical or legal custody or visitation rights during the school day or the period of time when the parent wants to visit the District facility; or

8. The parent's actions or words suggest that the parent is impaired from using alcohol or another chemical.

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

1. Any of the reasons for denying a visit in Section V(A) of this policy have been met:

2. The parent has failed or refused to schedule the classroom observation in advance:

3. The parent observed in the classroom on a prior occasion during the school year and created a disruption:

4. The requested date or time for the observation is educationally inappropriate or inconvenient, such as when a test is being administered, when a substitute teacher or guest speaker is present, or when students are attending an assembly or going on a field trip:

5. The parent has already observed the child in the classroom on two occasions during the school year:

6. The parent's presence in the classroom is not in the best interests of the student, other children, or staff.

C. Classroom Observations by an Independent Examiner. If the parent of a special education student requests an independent educational evaluation (IEE)

or hires an independent examiner to evaluate a child, and the parent requests that the independent examiner be permitted to observe the child in the classroom, the District will allow the independent examiner to visit and observe the student in the classroom to the extent permitted by law, provided that the independent examiner complies all provisions of this policy and does not create a disruption. The District may assign a staff member to accompany an independent examiner during all observations. An independent examiner may not interview any students at school or any District employees without prior written permission from the District. A District representative will be present during any interviews.

D. Parent's Right to Appeal. If a parent believes that a request to visit a District facility has been improperly denied, the parent may submit a written appeal to the Superintendent. The decision of the Superintendent, or a designee of the Superintendent, is final.

E. Visits by Third Parties. A central administrator, a building principal, an assistant principal, or a designee may, as he or she sees fit, deny a visitor's request to visit any part of a District facility if the visitor is not a parent of a child who attends school in the facility.

VII. PARKING

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

VIII. PENALTIES.

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

Legal References:

Minn. Stat. § 123B.02 (general powers of school districts)

Minn. Stat. § 609.605, subd. 4 (trespass to school property)

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

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

Administrative Guidelines for Visitors to School Buildings and Sites

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

I. VISITOR ACCOMMODATIONS AND LIMITATIONS

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

II. EXPECTATIONS OF VISITOR CONDUCT

- A. The following types of conduct including but not limited to those listed below, whether occurring in person or by means of e-mail, telephone or voice message, are unacceptable and will not be tolerated.
 - a. Inappropriately raised voices, shouting or yelling ~~toward a staff member;~~
 - b. Obscene or foul language, whether directed at a staff member or another

person;

- c. Insulting a staff member's intelligence, judgment or professionalism;
- d. Threats, intimidations or suggestions of violence or other behavior ~~which reasonable can be expected to intimidate a staff member~~; and
- e. Unpermitted and unwelcome touching of any nature, regardless of the degree of force used.

B. In the event that any such conduct occurs, the following steps may be taken:

- a. The offender ~~visitor~~ will be informed that the conduct violates district policy and a copy of this policy will be given to the offender.
- b. The offender will be told that if the behavior continues, the discussion will be terminated.
- c. The offending person visitor will be told that a memorandum of the incident will be prepared and maintained in the district's files.
- d. The incident will promptly be reported to the building administration and the superintendent.
- e. The building principal will write a letter to the offending person ~~summarizing the incident and imposing any additional restrictions upon visits which are appropriate as a result.~~
- f. ~~In appropriate cases,~~ the administrator or principal will advise the offending person(s) that he/she/they are prohibited from entering upon the school property for a period of six months ~~following the notice and that violation of the directive will result in a report to the police pursuant to state statute and the offender may be issued a trespass notice.~~

C. In the event that the offender is prohibited from coming onto school property, arrangements will be made to conduct statutorily required meetings, such as IEP team meetings, at either another district facility or at a public meeting place.

III. STAFF EXPECTATIONS

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

IV. COMMUNICATIONS

A. It is expected that Board Policy 903 and these administrative guidelines will be broadly

communicated via district and building publications and the district web page.

POLICY 903: INDEPENDENT DISTRICT 624 VISITOR PROCEDURES

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

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

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

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

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

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

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

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

Thank you for being our partners in this important effort.

E. OPERATIONAL ITEMS

AGENDA ITEM: **Resolution for Combined Primary Polling Place**

MEETING DATE: **March 6, 2017**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

Mr. Jospheh Mansky, Ramsey County Elections Manager, contacted White Bear Lake Area Schools and has asked for the School Board to approve a resolution resulting in a combined polling place for the areas of the school district located in the area of Lino Lakes. This resolution would combine precincts 1, 4, & 6 for the primary election only. Normal assigned polling places would still be used for the general election.

RECOMMENDATION:

The administration recommends the School Board approve the resolution and combine the three polling places in the Lino Lakes area for the primary election.

White Bear Lake Area Schools
Resolution for Establishment of Combined Polling Place

WHEREAS, a school district primary has been adopted by the Board of the White Bear Lake Area School District, and

WHEREAS, when a primary is necessary, it is the only office on the ballot in the portion of the school district located in the City of Lino Lakes, and

WHEREAS, small portions of three separate precincts in the City of Lino Lakes are located in the school district, and

WHEREAS, the Board has authority to establish a combined polling place to serve the voters in these three partial precincts, therefore be it

RESOLVED, that under the authority provided in Minn. Stat. § 205A.11, subd. 2, the Board of White Bear Lake Area Schools does hereby establish a combined polling place for the parts of precincts 1, 4 and 6 in the City of Lino Lakes that are located in the school district; and be it further

RESOLVED, that the combined polling is authorized only for school district primary elections conducted on and after August 8, 2017, and be it further

RESOLVED, that the combined polling place for these precincts is hereby designated to be located at Living Waters Lutheran Church, 865 Birch St, Lino Lakes, and be it further

RESOLVED, that the Ramsey County Elections Office is hereby authorized to notify all registered voters affected by the combined polling place in the manner provided by state law, and be it further

RESOLVED, that the Ramsey County Elections Office is hereby authorized to provide the voting system and all other necessary equipment needed to conduct the school district primary in the combined polling place.

4-11-17

AGENDA ITEM: **Workers Compensation Insurance for 2017-2018**

MEETING DATE: **May 8, 2017**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

A renewal quote for 2017-2018 was received from the District's existing workers compensation provider, Dakota Truck Underwriters. The renewal premium for 2017-2018 is \$579,684, a decrease of approximately 17.5% compared to the current year's premium of \$702,760. Nick Lano and David Howard from Arthur J. Gallagher Risk Management Services, Inc. will be in attendance to provide a brief overview of the District's workers compensation insurance renewal and to answer questions.

RECOMMENDATION:

Suggested Action: Move to accept the quote of \$579,684 from Dakota Truck Underwriters for workers compensation insurance effective July 1, 2017 through June 30, 2018.

AGENDA ITEM: Transfer of the Lionmobile to NEWTRAX

MEETING DATE: May 8, 2017

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Tara Jebens-Singh, Adult Program Coordinator
Tim Maurer, Director of Community Services and Recreation
Dr. Wayne Kazmierczak, Assistant Superintendent for
Finance and Operations

Background:

Following the guidance of the MNDOT 5310 program, it is suggested the Lionmobile be transferred to another 5310 provider in our area, Newtrax. Newtrax is to pay 20% (\$4,025.00) of the appraised price (\$20,125) to ISD624. This money is to be dedicated to the Senior Program as per the request of the White Bear Lake Lions Club. Monies previously donated for the purchase of a new vehicle, \$5,383.00, will be returned to the White Bear Lake Lions Club. Transfer of the vehicle can proceed following passage of the resolution of the School Board. Final closure with MNDOT and MAAA will quickly follow.

Link to Lionmobile

article: http://www.isd624.org/CommunityServices/userfiles/seniorprogram/2017_lionmobilefarewell.pdf

Recommendation: Administration recommends the transfer of the Lionmobile bus to NEWTRAX.

RESOLUTION for Contract Transfer

White Bear Lake Area School District ISD624 - Resolution 1

Whereas the White Bear Lake Area School District (ISD624) agrees to enter into agreement with the State of Minnesota to transfer ownership of stated vehicle to NEWTRAX for the amount of \$4,025.00 for the purpose of transporting elderly and or people with disabilities in the Northeast Metro Area. This agreement will ensure that the State of Minnesota will retain the appropriate value of stated vehicle.

Whereas the following vehicle is identified to be transferred from ISD624 to NEWTRAX:

VIN #1FDEE3FL3DDA41971

Whereas the identified vehicle and title are released by ISD624 for the purpose of transporting elderly and or people with disabilities.

Whereas ISD624 surrenders and relinquishes all rights and responsibilities for stated vehicle.

Whereas ISD624 assigns ownership of this vehicle to NEWTRAX and all of the responsibilities of title and insurance.

Therefore be it resolved, the ISD624 School Board authorizes Independent School Dist 624 to sign an agreement with Minnesota Department of Transportation (MNDOT) for confirmation for the release of this vehicle to NEWTRAX and any amendments thereto.

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the ISD624 School Board on May 8, 2017.

Dr. Wayne Kazmierczak
Assistant Superintendent for Finance and Operations
White Bear Lake Area Schools

Date

AGENDA ITEM: **Acceptance of E3 Grants from the White Bear Lake Area Educational Foundation**

MEETING DATE: **May 8, 2017**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The White Bear Lake Area Educational Foundation established the E3 Grant to further WBLAS students' understanding and attitudes toward science, the outdoors, our community, and the world. Additional environmental learning opportunities can transform students by endowing them with increased academic skills, civic and community leadership, environmental stewardship, and global awareness. The Foundation's goal is to provide opportunities for the students in our district to become inspired and responsible environmental leaders

E3 (Enhancing Environmental Experiences) Grants

School	Title
Matoska International	Investigation of the Water
Willow Lane Elementary	STEM Exploration in the Garden at Willow Lane
Matoska International	Environmental Camp at Camp Icaghowan for 4 th Grade Students at Matoska.
Willow Lane	Willow Lane 5 th Grade Environmental Camp at Camp Icaghowan
Total	\$11,390.00

See attached sheet for descriptions of grants.

RECOMMENDATION:

Accept the E3 Grants in the amount of \$11,390 to be distributed for the Foundation's E3 Grant recipients Matoska International and Willow Lane Elementary.

Grant #1: Investigation on the Water, submitted by John Leininger

Number of Students Impacted: 100

This is a summer school program for elementary school children. It is a 5 day collaborative project between White Bear Lake Area Schools and Wilderness Inquiry. Students will canoe on a local waterway while learning about biology, ecosystems and teamwork, as well as providing an experience not readily available to many of our students. This is the second year that we granted this request.

Grant #2: STEM Exploration in the Garden at Willow Lane, submitted by Tammy Reed, Marilyn House, Beth Lilja, Sandy Peters, Chris Streiff.

Number of Students Impacted: 400

The purpose of this grant is to support the exploration of Willow Lane's new community garden using outdoor microscopes. This is the 2nd second year the Foundation has supported this initiative.

Grant #3: Environmental Camp at Camp Icaghowan for 4th Grade students at Matoska, submitted by Angela Bianco, David Bataglia, Christine Quinn

Number of Students Impacted: 76

Students will be attending a 3 day, 2 night environmental camp. Funding will help students in need.

Grant #4: Willow Lane 5th Grade Environmental Camp at Camp Icaghowan, submitted by Elizabeth Lilja, Shane Whalen and Josh Maloy.

Number of Students Impacted: 60

Students will be attending a 3-day, 2-night environmental camp. The funding will help students in need.

4 Grants for a total of \$11,390.00

AGENDA ITEM: Non-Renewal of Probationary Licensed Staff

MEETING DATE: May 8, 2017

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Linda Goers, Director of Human Resources

Attached is a copy of a resolution that the District uses to terminate the contracts of probationary teachers in accordance with Minnesota Statute 122A.40, subd. 5. The individuals listed are probationary teachers whose contracts are to be terminated effective June 9, 2017, due to financial limitations, teachers returning from leave, reduction in need, contractual or other issues. **In some instances, contracts of the same or less f.t.e. will be recommended to fill future vacancies.**

<u>Name</u>	<u>Position</u>	<u>Building</u>
Frances Bacquer	1.0 Intervention Coordinator	Central
Dawndra Broge	1.0 Grade 4	Birch
Brook Brown	1.0 Language Arts	North/Sunrise
Trent Grabau	1.0 Industrial Technology	North/Central
Kathy Hanson	1.0 Social Studies	Central
Stephanie King	1.0 Kindergarten	Vadnais
Elizabeth Lamb	1.0 Language Arts	South
Jessica Ostendorf	1.0 Grade 2	Birch
Parah Punjwani	.8 ECSE	Normandy

Member _____ introduced the following resolution and moved its adoption:

Frances Bacquer, Dawndra Broge, Brook Brown, Trent Grabau, Kathy Hanson, Stephanie King, Elizabeth Lamb, Jessica Ostendorf, Parah Punjwani

RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF THE TEACHING CONTRACTS OF THE FOLLOWING TEACHERS, WHO ARE PROBATIONARY TEACHERS.

WHEREAS, THE ABOVE NAMED TEACHERS ARE PROBATIONARY TEACHERS IN INDEPENDENT SCHOOL DISTRICT NO. 624,

BE IT RESOLVED by the School Board of Independent School District No. 624, that pursuant to Minnesota Statutes 122A.40, subd. 5, the teaching contracts of the above named teachers, are probationary teachers in Independent School District No. 624, are hereby terminated at the close of the current 2016-2017 school year and are not renewed for the 2017-2018 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of the contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION

TEACHER X
School Location

Dear **TEACHER X**,

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 624, held on May 8, 2017, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2017-2018 school year. Said action of the Board is taken pursuant to M.S. 122A.40, subd.5.

Your termination is due to financial limitations, teachers returning from leave, reduction in need, contractual, or other issues. To receive a separate, official reason stating the afore-mentioned reasons for termination, you must submit your request within ten days after the receipt of this notice.

School Board of Independent School District 624

Chair or Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by Member, and upon vote being taken thereon, the following voted in favor thereof: and the following voted against the same: none. Whereupon said resolution was declared duly passed and adopted.

AGENDA ITEM: **EMID Joint Powers Agreement**
MEETING DATE: **May 8, 2017**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**
Ellen Fahey, School Board Representative to EMID

BACKGROUND:

At our March work-study session the White Bear Lake Area School Board was provided with a copy of the seventh Amended Joint Powers Agreement revised July 2017 for review.

At tonight's meeting we are asking the White Bear Lake Area School Board to take action on accepting the changes to the EMID Joint Powers Agreement.

RECOMMENDATION:

The administration is recommending the School Board to approve the EMID Joint Powers Agreement as provided.



**SIXTH-SEVENTH AMENDED
JOINT POWERS AGREEMENT
REVISED ~~4/4~~ JULY 2017**

Formatted: Normal

Pursuant to Minnesota Statute 471.59 and other applicable statutes, Special School District 006 (also known as South Saint Paul School District), ~~Independent School District 197 (also known as West Saint Paul School District)~~, Independent School District 199 (also known as Inver Grove Heights School District), Independent School District 623 (also known as Roseville Area School District), Independent School District 624 (also known as White Bear Lake Area School District), ~~Independent School District 625 (also known as Saint Paul School District)~~, ~~Independent School District 833 (also known as South Washington County School District)~~, Independent School District 834 (also known as Stillwater School District), ~~Independent School District 16 (also known as Spring Lake Park School District)~~, and Independent School District 831 (also known as Forest Lake Area School District) and Perpich Center for Arts Education / Crosswinds School hereinafter collectively referred to as “the Members” or “Member Districts” and individually referred to as “Member” or “Member District,” enter into this ~~Sixth-Seven~~ Amended Joint Powers Agreement in ~~December, 2011~~ July, 2017. This Agreement constitutes the ~~Sixth-Seven~~ Amendment of the Joint Powers Agreement dated May 18, 1995, by and between the North Saint Paul-Maplewood-Oakdale School District, the Roseville Area School District, and the Saint Paul School District. The May 18, 1995, Joint Powers Agreement was first amended in January, 1998, again in January, 1999, again in March, 2003, again in February, 2004, again in ~~in~~ December, 2007, ~~and~~ again in December 2011, and again in July 2017.

ARTICLE ONE: PURPOSE

The purpose of this ~~Sixth-Seven~~ Amended Joint Powers Agreement is to provide for a Joint Powers ~~School~~ District which shall govern and manage the ~~construction and/or operation of joint use educational facilities,~~ programs, and services to ~~benefit learners of the Member Districts and foster voluntary, interdistrict integration among East Metro urban and suburban school districts by providing opportunities for students, families and staff from diverse backgrounds to learn from and with each other support the movement toward systemic E-21 educational equity and integration through collaborative learning and advocacy.~~

ARTICLE TWO: NAME

The name of the Joint Powers ~~School~~ District shall be East Metro Integration District #6067 and also known by such names as “doing business as Equity Alliance MN” or others as shall be determined by the Joint Powers Board, hereinafter referred to as EMID.

ARTICLE THREE: COMPOSITION OF EMID BOARD

- A. The organization shall be governed by a Joint Powers Board, called the EMID Board.
- B. The EMID Board shall have one representative from each of the Members ~~Districts~~.
- C. The Board of each Member ~~District~~ shall appoint a seated School Board member or former Board member to serve as the representative on the EMID Board. They shall appoint a seated board member or former board member as an alternate to serve on the EMID Board in the absence of the Members ~~District~~ representative. The

EMID ~~Superintendent~~ Executive Director shall serve as the ex-officio member of the EMID Board.

~~C.D.~~ The EMID Board may include high school students as non-voting members.

~~D.E.~~ EMID Board representatives or alternates shall serve at the pleasure of their Members ~~Districts~~ and shall serve until their successors are duly appointed.

~~E.F.~~ EMID Board representative may serve an unlimited number of terms, if reappointed by their Members ~~District School~~ Board.

ARTICLE FOUR: OFFICERS

- A. The officers of the EMID Board shall consist of a chairperson, ~~a vice chairperson~~, a clerk, and a treasurer; each of whom shall be elected by the EMID Board.
- B. The officers shall be elected at the annual organizational meeting.
- C. Officers shall hold office for a one-year term.
- D. Any officer may be removed from the office on the EMID Board by a minimum of a two-thirds vote of the representatives of the EMID Board.
- E. EMID Board officers shall be empowered with all parliamentary duties typically ascribed to their offices.
- F. The chairperson shall preside over all meetings of the EMID Board. The ~~vice chairperson~~ clerk shall preside over EMID Board meetings in the absence of the chairperson.

ARTICLE FIVE: QUORUM

A quorum of the EMID Board shall consist of a simple majority of the Member representatives of the EMID Board.

ARTICLE SIX: VOTING

- A. Each Members ~~District~~ representative to the EMID Board shall be entitled to cast one vote.
- B. A majority of votes cast shall be required to affirm any matter acted upon by the EMID Board, except as otherwise provided in this Agreement or by state law.

ARTICLE SEVEN: MEETINGS AND NOTICES

- A. Public notice of regular and special meetings of the EMID Board shall be prepared and posted in a conspicuous location. Meetings shall be open to the public as required by Minnesota statute.
- B. Special meetings of the EMID Board may be called by the EMID Board chairperson or any three EMID Board representatives.
- C. The EMID Board shall convene an annual meeting of the EMID Board in January to elect officers, establish a schedule of meetings for the ensuing year, and take other actions as deemed necessary.
- D. The EMID Board may invite the Members' ~~School~~ Boards and Superintendents or Executive Directors to a meeting to discuss issues of common interest.

ARTICLE EIGHT: POWERS

The EMID Board shall be vested with all those powers granted to independent schools districts by Minnesota statute. Powers of the Board shall include, but not be limited to, the following:

- A. To acquire, maintain, and dispose of real and personal property.
- B. To enter into contracts for goods and services, including lease purchase agreements, deemed to be in the best interests of EMID.
- C. To employ and discharge employees and to contract for other services.
- D. To prosecute and defend actions by or against the EMID Board.
- E. To apply for and accept grants, gifts, bequests, and donations and to provide assistance in the formation of a foundation or other non-profit to accomplish these purposes.
- F. To acquire and maintain insurance as deemed necessary by the EMID Board.

- G. To adopt policies governing the use of facilities and the operation of programs governed by the EMID Board
- H. To work cooperatively with any non-profit or governmental organization ~~to provide for community recreational and open space needs~~
- I. To adopt by-laws.
- J. To establish and maintain financial accounts.
- K. To contract with and define the duties of an executive director ~~or Superintendent~~ to administer the affairs of the organization on behalf of the EMID Board.
- ~~L. To utilize short term borrowing powers granted to independent school districts under Minnesota law as is deemed necessary.~~
- ~~M. To sell programs and services to non-member districts, organizations, and individuals.~~

The EMID Board shall not have the power to issue bonds or obligations except as specifically provided by this Agreement unless permitted by Minnesota statute.

ARTICLE NINE: ADMINISTRATIVE EXECUTIVE LEADERSHIP

- A. The EMID Board shall select and contract the services of a licensed ~~superintendent or an~~ executive director to provide executive leadership for the organization, implement EMID Board policies, and enact administrative procedures to ensure the effective and efficient operation of the organization.
- B. The ~~superintendent or~~ executive director shall serve as a non-voting, ex-officio member of the EMID Board.
- C. The ~~superintendent or~~ executive director shall recommend an administrative organization to assist in planning for the effective and efficient operation of the organization, subject to approval by the EMID Board.

~~ARTICLE TEN: ADVISORY SITE COUNCILS-~~

- ~~A. The EMID Board recommends the formation of advisory (site) councils to provide advisory recommendations to school and program leadership.~~
- ~~B. Each advisory (site) council shall be comprised of representatives from among parents whose children attend the schools and staff members who are employed at the schools--~~
- ~~C. The EMID Board shall strive, insofar as is possible, to achieve advisory (site) council membership that is representative of the racial, socioeconomic, and general composition of each school's or program's student population.~~

ARTICLE TEN: MEMBERSHIP

- A. Definition of Membership – Membership is an official status within EMID which provides member districts certain privileges, access, and responsibilities, depending on the membership level
- B. Independent, intermediate, and special school districts, and the Perpich Center for Arts Education are eligible to join EMID as either members or associate members. Charter schools, private schools, and non-profit organizations are only eligible to join EMID as associate members
- C. Levels of Membership
 - 1. Members pay an annual membership fee, have access to members-only services, have voting rights on the EMID Board, and receive member rates for supplemental programs and services.
 - 2. Associate Members pay an annual associate member fee, have access to associate members-only services, have no voting rights on the EMID Board, and receive associate member rates for supplemental programs and services. Associate members are not eligible to participate in the distribution of EMID assets ~~or responsibility for liabilities~~ if EMID was to terminate.
- D. Addition of Members
 - 1. Any ~~independent~~ school district under the laws of Minnesota may petition the EMID Board for membership. The petition shall be in the form of a resolution of the school board of the school district desiring membership. The addition of a new member shall require an affirmative vote by a two-thirds majority of the membership of the EMID Board.
 - 2. Addition of school districts shall be on terms determined by the existing EMID Board.

3. Upon the EMID Board's approval of a petition for membership, the newly approved Member must sign a document stating that the Member agrees to be bound by the terms of this Agreement.
4. Upon the EMID Board's approval of a petition for membership and execution of the document indicating that the new Member agrees to be bound by this Agreement, the composition of the EMID Board shall be increased to include one representative from the joining ~~School District~~ Member who shall have the power to cast one vote.

E. Withdrawal of Members

1. A Member may elect to withdraw from the Joint Powers Agreement by a majority vote of its school board. Notice of withdrawal shall be in the form of a resolution sent to the Members. ~~Withdrawal notice shall be given~~ A withdrawing Member shall give its notice of withdrawal to EMID and to the other Members on or before February 1, ~~and The withdrawal~~ shall be effective on June 30 of the calendar year following the February 1 deadline, hereinafter referred to as the "Withdrawal Date". ~~Notice of Withdrawal. Members who have submitted a notice of withdrawal must, by the January 31st immediately preceding the Withdrawal Date, either 1) rescind their notice of withdrawal and thereby remain a Member, 2) extend their Withdrawal Date by one year to the following June 30, or 3) confirm their withdrawal plans (e.g. for those with notice of withdrawal submitted by February 1, 2017, a final decision confirming their withdrawal must be communicated to the EMID Board by January 31, 2018 to withdraw June 30, 2018).~~

~~2.~~ A withdrawing Member shall not be eligible to participate in any distribution of ~~property or~~ assets of EMID.

ARTICLE ELEVEN: STAFFING

- A. The EMID Board shall employ ~~licensed~~ educational staff, including ~~building and~~ program administration, as it deems necessary. The ~~licensed~~ educational staff so employed shall be deemed to be employees of the EMID Board for all purposes including, but not limited to: salaries, fringe benefits, workers' compensation, unemployment compensation, ~~teachers~~ retirement, social security, ~~collective bargaining~~, and continuing contract rights, ~~as may be applicable~~.
- B. The EMID Board may employ persons directly to provide all services needed to operate the EMID ~~schools or~~ programs and not covered by Section A (Staffing) above. Alternatively, the EMID Board may contract for services on terms deemed to be in the best interests of the organization.

~~ARTICLE TWELVE: RECEIPTS/STATE AID~~

- ~~A. Financial support for students attending the EMID School District shall be comparable to that from which they would have benefited if they had attended Member District schools.~~
- ~~B. Resident pupils of each Member District that are educated in the EMID School District shall be counted as resident pupils of their resident district in the calculation of pupil units for all state aid and levy purposes. The district of residence of the pupils attending the EMID School District shall not be deemed to have changed by reason of their attendance at a Joint Powers school.~~
- ~~C. Except for transportation revenue not specifically designated by the State for EMID School District use, each Member District shall transmit to the EMID School District all pupil-based state aid and local tax levies received by the Member District. Pupil-based aid and local levies include, but are not limited to, general education revenue, integration revenue, and capital building and capital equipment revenue.~~
- ~~D. Each Member District shall also transmit to the EMID School District a pro-rata share of all non-pupil-based revenues received by the Member Districts, which revenues relate to or arise directly out of services provided by, for, or at the EMID School District and its schools. The pro-rata share shall be determined based on the ratio of the number of weighted average pupil units (WADM) attending the EMID School District from the Member District in a given year to the total number of weighted average pupil units (WADM) in attendance in that Member District in that year.~~
- ~~E. Member Districts shall transmit to the EMID School District the total amount of compensatory aid they receive on behalf of their students attending the EMID School District. Total compensatory revenue received is based~~

~~on the number of free and reduced school lunch applicants attending the EMID schools.~~

ARTICLE ~~THIRTEEN~~TWELVE: BUDGET

- A. The fiscal year for the EMID Board shall be from July 1 through June 30.
- B. By June 30 of each year a budget shall be prepared by the EMID Board.
- C. The proposed budget shall be submitted to the School Boards Superintendent and leadership of each Member for review purposes only.

ARTICLE ~~FOURTEEN~~THIRTEEN: GOVERNANCE

- A. The EMID Board shall have the authority to create and conduct programs and services ~~for the benefit of EMID students, staff and families and for the benefit of Member Districts students and families as may be necessary to promote the vision of the organization.~~
- B. The EMID Board shall adopt policies and procedures deemed necessary to comply with state and federal laws and regulations and to effectively and efficiently operate the EMID.

ARTICLE ~~FIFTEEN~~: ~~TRANSPORTATION~~

- ~~A. Each Member District shall be responsible for providing transportation to resident students attending the EMID schools.~~
- B. The Member Districts may agree among themselves to a cooperative transportation system and to a method of cost sharing for such a system. Such agreements shall be signed by all participating parties.

ARTICLE ~~SIXTEEN~~: ~~ADDITION OF MEMBERS~~

- ~~A. Any independent school district under the laws of Minnesota may petition the EMID Board for membership. The petition shall be in the form of a resolution of the school board of the school district desiring membership. The addition of a new member shall require an affirmative vote by a two thirds majority of the membership of the EMID Board.~~
- ~~B. Addition of school districts shall be on terms determined by the existing EMID Board.~~
- ~~C. Upon approval of a petition for membership, the composition of the EMID Board shall be increased to include one representative from the joining School District who shall have the power to cast one vote.~~

ARTICLE ~~SEVENTEEN~~: ~~WITHDRAWAL OF MEMBERS~~

- ~~A. A Member may elect to withdraw from the Joint Powers Agreement by a majority vote of its school board. Notice of withdrawal shall be in the form of a resolution sent to the Members. Withdrawal notice shall be given on or before February 1, and shall be effective on June 30 of the calendar year following the Notice of Withdrawal.~~
- ~~B. A withdrawing Member shall not be eligible to participate in any distribution of property or assets of EMID.~~

~~ARTICLE EIGHTEEN~~FOURTEEN: TERMINATION OF EMID

- A. This Joint Powers Agreement may be terminated if the School Boards of all Members ~~Districts~~ so vote. Any termination shall be effective at the end of the next fiscal year following the fiscal year in which the termination vote takes place (i.e., termination vote must occur before July 1, 2017 to be effective June 30, 2018).
- B. Upon termination, all ~~personal property~~ assets of EMID shall be distributed to Member Districts in an amount which the EMID Board determines is proportionate to their respective contributions. ~~Real estate and fixtures owned by EMID shall first be offered for sale to Member Districts subject to any outstanding interests of third parties, including the State of Minnesota. Any real estate and fixtures not sold in this manner shall be offered for sale on the open market on whatever terms are deemed desirable by EMID.~~
- C. After termination, dissolution, and sale of assets, any remaining liabilities shall be divided equally between

current Members ~~Districts~~ and those Members ~~Districts~~ that withdrew within two calendar years prior to the date of termination of this Agreement as approved by Members ~~District School~~ Boards.

ARTICLE ~~NINETEEN~~FIFTEEN: DISPUTE RESOLUTION

- A. Disputes between Members ~~Districts~~ arising out of the asset and debt distribution provisions contained in Article ~~Eighteen-Fourteen~~ of this Agreement shall be resolved utilizing the procedures set forth in Article ~~Nineteen-Fifteen~~. All other disputes shall be subject to resolution in the district courts.
- B. The parties to a dispute within the terms of Article ~~Eighteen-Fourteen~~ will first attempt to resolve outstanding issues at a face-to-face meeting. Each Member ~~District~~ will be represented by its Superintendent ~~or Executive Director~~ and one School Board member.
- C. If the subject dispute cannot be resolved under the procedures established in Article ~~Nineteen-Fifteen~~ the parties will engage in non-binding mediation through a mutually acceptable mediator. In the event the Members ~~Districts~~ are unable to agree on a mediator, a mediator will be selected, through alternative striking, from a list of names of mediators provided by the Bureau of Mediation Services.
- D. If the subject dispute cannot be resolved through mediation, the parties shall submit the matter to binding arbitration as follows:
 - a. The arbitration panel shall consist of three members. One shall be a retired superintendent. One shall be a retired judge. The third member shall be knowledgeable in school district finance.
 - b. If the Member Districts cannot agree on the composition of the arbitration panel, then they shall each prepare lists of three panel candidates and alternate striking names until a panel is selected.
- E. No mediator or arbitrator shall be a resident of the Members ~~Districts~~ involved in the dispute. A mediator shall not be a current or former employee or officer of a Member ~~District~~.

ARTICLE ~~TWENTY~~SIXTEEN: MISCELLANEOUS

- A. All notices required to be sent under this Agreement shall be in writing and sent by first class U.S. mail addressed to the Chairperson of the Member ~~District~~ Board at its administrative offices. All notices shall be deemed given when delivery is accepted or when delivery is refused.
- B. If one Member ~~District~~ commits a breach of this Agreement, as determined by resolution of the EMID Board, and if that breach is not remedied within 30 days after notice of the resolution, then that District's participation in this Agreement may be terminated by the EMID Board, but such termination shall not relieve the breaching party from any obligations under this Agreement.
- C. This Agreement shall not be amended except ~~by approval or~~ by resolution, of the School Boards of all Members ~~Districts~~.
- D. The captions used in this Agreement are for reference purposes, and shall not be considered part of the Agreement
- E. Should any provision of this Agreement be found to be in violation of state or federal law, the other provisions shall remain in force to the extent the purpose of the Agreement remains intact. As soon as reasonably possible after a provision is found to be unlawful, representatives of all Members ~~Districts~~ shall meet for the purpose of adoption of replacement provisions.
- F. Additional management requirements not defined in this Joint Powers Agreement shall be included in EMID Board policies and / or administrative procedures.

Special School District 006 South St. Paul

Signature Board Chair_____ Dated_____

Signature Board Clerk_____ Dated_____

ISD 199 Inver Grove Heights Schools

Signature Board Chair_____ Dated_____

Signature Board Clerk_____ Dated_____

ISD 623 Roseville Area Schools

Signature Board Chair_____ Dated_____

Signature Board Clerk_____ Dated_____

ISD 624 White Bear Lake Area Schools

Signature Board Chair_____ Dated_____

Signature Board Clerk_____ Dated_____

ISD 831 Forest Lake Are a Schools

Signature Board Chair_____ Dated_____

Signature Board Clerk:_____ Dated_____

ISD 834 Stillwater Area Schools

Signature Board Chair_____ Dated_____

Signature Board Clerk_____ Dated_____

Perpich Center for Arts Education / Crosswinds School

Signature Board Chair_____ Dated_____

Signature Board Clerk_____ Dated_____

EMID Joint Powers Agreement (JPA) Revisions 2017



Background:

EMID was created in 1995 as a Joint Powers district as a means for multiple districts to share resources to operate the integration schools.

A Joint Powers entity is the only legal organizations governmental entities may jointly create.

The EMID Joint Powers Agreement (JPA) was last updated in January 2011, before the schools were conveyed; and is very-out-of-date.



Why Change the JPA Now?

The JPA is the legal organizing document of the collaborative. It outlines the membership processes, board structure, etc.

As we move into our new model, we want to be able to have new organizations join us. They need a current document to sign.

We waited until we were clearer on our new direction, and the remaining districts were supportive of the move.



What is Being Changed?

- Preface – list of members updated
- Article 1 – new Equity Alliance MN purpose statement
- Article 2 – additional of “dba Equity Alliance MN” as legal part of name
- Article 3 – update of titles (“district” and “Exec. director”) and option to include youth on board as non-voting members
- Article 4 – elimination of vice chairperson position
- Articles 6 and 7 – update of titles (see #3 above)



What is Being Changed (con't)?

- Article 8 – clarification of role in “assisting” in the creation of a non-profit (foundation); removal of obsolete language (space and loan clauses); authority to sell programs and services
- Article 9 – update of titles (see #3 above)
- Article 10 – deleted (Advisory Councils were specific to the schools)
- New Article 10 (Membership) – combination of former Articles 16 and 17 and new content; defines membership and clarifies the organizations eligible to join; creates an associate membership level; clarifies the final notice date (Jan. 31st) for districts with letters of intent to withdraw.



What is Being Changed (con't)?

- Article 11 – update obsolete language (collective bargaining, schools, etc.)
- Article 12 – delete – State aid was specific to the schools.
- New Article 12 – title change (see #3 above)
- New Article 13 – language aligned to new Equity Alliance MN vision
- Article 15 – deleted – transportation language specific to the schools
- Articles 16 & 17 – incorporated into New Article 10
- New Article 14 – updated language and dates; deletion of references to real estate



What is Being Changed (con't)?

- New Article 15 – updated language and numbering
- New Article 16 – updated language; addition of a “misc.” clause allowing additional details in the policies or administration procedures



What is Not Being Changed?

- EMID Board – make-up (except for adding students and removing vice Chairperson), responsibilities, processes
- Role of Executive Director
- Processes of joining or leaving as members (except for clarifying final notice date)
- Processes for redistributing assets and liabilities in the case of the dissolution of the organization
- How disputes are resolved



What is the Approval Process and Timeline?

- EMID Board gives final approval to draft on April 19
- Approved JPA is sent out to July 1 district members
- Each and every district must ratify the revised JPA (unanimous approvals are NOT needed within Boards) – May / June
- New JPA goes into effect – July 1, 2017



6063 • Hudson Road • Ste. 218 • Woodbury • MN • 55125

AGENDA ITEM: **Policy 501, School Weapons Policy**

MEETING DATE: **May 8, 2017**

SUGGESTED DISPOSITION: **Operation Item**

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

BACKGROUND:

School Board Policy 501, School Weapons Policy, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in April, and is being recommended for a second reading in the same format. There are changes to this policy.

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

RECOMMENDATION:

Approve School Board Policy 501, School Weapons Policy, as recommended by the School Board Policy Committee and Administration.

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

White Bear Lake Area
School Board Policy 501

501 SCHOOL WEAPONS POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITION

A. "Weapon"

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

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

IV. EXCEPTIONS

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

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

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

C. Policy Application to Instructional Equipment/Tools

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

D. Firearms in School Parking Lots and Parking Facilities

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

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

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

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

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

- A. Employees

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

B. Other Nonstudents

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

Legal References:

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

Penalties)

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

Cross References: WBLASB Policy 506 (Student Discipline)

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

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

MEETING DATE: **May 8, 2017**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 707, Transportation of Public School Students, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in April, and is being recommended for a second reading in the same format. There are changes to this policy.

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

RECOMMENDATION:

Approve School Board Policy 707, Transportation of Public School Students, as recommended by the School Board Policy Committee and administration in the same format presented.

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

circumstances. (42 U.S.C. § 11434a)

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

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

IV. ELIGIBILITY

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

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

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

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

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

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

V. TRANSPORTATION OF NONRESIDENT STUDENTS

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

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

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

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

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

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

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

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

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

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

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

VIII. HOMELESS STUDENTS

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

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

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

IX. AVAILABILITY OF SERVICES

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

X. MANNER OF TRANSPORTATION

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

XI. RESTRICTIONS

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

XII. FEES

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

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

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

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

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

MEETING DATE: **May 8, 2017**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 709, Student Transportation Safety Policy, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in April, and is being recommended for a second reading in the same format. There are minor changes to this policy.

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

RECOMMENDATION:

Approve School Board Policy 709, Student Transportation Safety Policy, as recommended by the School Board Policy Committee and administration.

Adopted: December 9, 1996

*White Bear Lake Area
School Board Policy 709*

Revised: September 9, 2013

709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

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

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week.

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

B. Student Training.

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

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

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

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

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

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

2. Consequences of rule violation(s).

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

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

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

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

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

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

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

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

- (1) Other Discipline.

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

(2) Records.

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

(3) Vandalism/Bus Damage

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

(4) Notice.

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

(5) Criminal Conduct.

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

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent/Guardian Responsibilities for Transportation Safety:

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

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

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

B. Parent and Guardian Notification:

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

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

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

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

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

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

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

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

F. Completing required reports.

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

G. Completing required training programs successfully.

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

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

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

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

VI. OPERATING RULES AND PROCEDURES

A. General Operating Rules

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

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

B. Use of Signals, Loading or Unloading

The driver shall follow the following procedures:

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

position before loading or unloading students.

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

C. Crossing Highways and Streets

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

D. Type III Vehicles

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

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

driver's license before driving the van.

VII. SCHOOL BUS DRIVER TRAINING

A. Training.

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

1. Pre-Trip Inspection

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

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

2. Fundamentals and Techniques of School Bus Driving

The driver training program must include:

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

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

3. Special Education Transportation

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

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

4. Emergency Procedures

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

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

5. First Aid

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

6. Private or Confidential Student Information

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

7. Student Discipline

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

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

8. Human Relations

All ~~D~~^Udrivers are expected to know district policies/procedures on:

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

9. Chemical Abuse

All ~~D~~^Udrivers are expected to know district policies/procedures on:

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

B. Evaluation.

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

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

VIII. EMERGENCY PROCEDURES

A. Fire.

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

B. Injuries/Medical Emergencies.

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

C. Tornado.

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

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

D. Evacuation.

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

E. Accident.

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

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

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

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

F. Cold Weather Stop.

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

G. Dangerous Weapons

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

H. Lights.

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

I. Getting Assistance.

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

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

IX. VEHICLE MAINTENANCE STANDARDS

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

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

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

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

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

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

AGENDA ITEM: **Policy 710, Extracurricular Transportation**

MEETING DATE: **May 8, 2017**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 710, Extracurricular Transportation, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in April, and is recommended for a second reading in the same format. There are minor changes to this policy and changes in the legal reference.

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

RECOMMENDATION:

Approve School Board Policy 710, Extracurricular Transportation, as recommended by the School Board Policy Committee and administration.

710 EXTRACURRICULAR TRANSPORTATION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION.

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

IV. EMPLOYEE TRANSPORTATION OF STUDENTS.

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

V. FEES

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

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

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

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

MEETING DATE: **May 8, 2017**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 904, Distribution of Materials on School District Property for Nonschool Persons, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in April, and is recommended for action in the same format. There are changes to this policy.

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

RECOMMENDATION:

Approve School Board Policy 904, Distribution of Materials on School District Property for Nonschool Persons, as recommended by the School Board Policy Committee and administration.

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

White Bear Lake Area School Board Policy 904

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

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

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

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

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

G. "Obscene to minors" means:

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

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

IV. GUIDELINES

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

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

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

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

VI. PROCEDURES

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

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

VII. VIOLATION OF POLICY

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

VIII. IMPLEMENTATION

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

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

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

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

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

Adopted: November 19, 1973

Revised: October 24, 1994

Revised: October 9, 1995

Revised December 13, 2010

Guidelines for Distribution of Political or Campaign Literature

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

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

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

Adopted: November 19, 1973

Revised: October 24, 1994

Revised: October 9, 1995

Revised: September 9, 2002

Revised: December 13, 2010

Guidelines for Classroom Use of Political Candidates and Political Speakers

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

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